



BALTIMORE LAB SCHOOL

THE DIFFERENCE IS EXTRAORDINARY

Continuity of Learning Plan Updated April 7, 2021

Baltimore Lab School is committed to keeping our students, families, teachers, and staff safe while also providing the high-quality, innovative, and individualized instruction that we are known for.

BLS will reopen in a hybrid learning model beginning March 15, 2021 and will phase in staff and students in different divisions over a period of several weeks.

KEY DATES

- March 15, 2021 - LS students return to the building on Mondays and Tuesdays
- April 5, 2021 - MS students return to the building on Mondays and Tuesdays
- April 8, 2021 - 9th & 10th grade students come into the building for that day only
- April 9, 2021 - 11th & 12th grade students come into the building for that day only
- April 15, 2021 - HS students return to the building on Thursdays and Fridays

INSTRUCTIONAL DELIVERY MODEL

Students will be engaged in live synchronous lessons daily, with each of their teachers, and for each class in which they are enrolled.

Wednesdays will continue to operate on a shortened day schedule, leaving the afternoon for additional teacher planning, professional development, and meeting time.

Students/Families will choose which model of learning to participate in:

HYBRID LEARNING	VIRTUAL LEARNING
2 days of in-person learning and 3 days of virtual learning LS and MS - Mondays and Tuesdays HS - Thursdays and Fridays	5 days of virtual learning

Virtual instruction will continue to be delivered in a synchronous model through the use of Zoom for Education. Students will access their Google Classrooms for each class to obtain the Zoom link, see any class notices, and access and turn in assignments.

Sample schedules for each division can be found on the next few pages.

LOWER SCHOOL SCHEDULE

Monday and Tuesday *Hybrid Learning*

Please see individual student schedules for specific times for classes.

- Hybrid Students will attend in-person instruction.
- Virtual Students will log in to their Zoom class each period.
- Attendance will be taken each class period.

Class time	Subject
7:45-8:30	Arrival/ Advisory/ Mindfulness Virtual students please log in by 8:00 am
8:35-9:25	Arts/ Academic Clubs
9:25-10:15	Intervention or Enrichment
10:15-11:15	English Language Arts
11:15-12:05	Math
12:05-12:45	Lunch/ Executive Function Skills
12:45-1:35	Arts/ Academic Clubs
1:35--2:25	Science or Health
2:25-3:15	English Language Arts
3:15-3:30	Dismissal

Wednesday *All Virtual Learning*

Please see individual student schedules for specific times for classes.

- All students will log into their Zoom class each period.
- On Wednesdays, classes end at 12:00
- Attendance will be taken each class period

Class time	Subject
7:45-8:30	Teacher planning, IEP/PEP work, parent contact, student check-ins
8:30-9:00	Arts/ Academic Clubs
9:30-10:00	Make-up work missed or extension of ELA
10:00-10:30	
10:30-11:00	Arts/ Academic Clubs
11:00-11:30	Dragon Time
11:30-12:00	
12:00-12:30	Lunch Bunch (with teachers & students)
12:30 - 3:30	Teacher Planning & Professional Development

Thursday and Friday *All Virtual Learning*

Please see individual student schedules for specific times for classes.

- All students will log into their Zoom class each period.
- Attendance will be taken each class period.

Class time	Subject
7:45-8:30	Teacher planning, IEP/PEP work, parent contact, student check-ins
8:30-9:00	Arts/ Academic Clubs
9:00-9:30	Break/ Advisory/ Executive Function Skills
9:30-10:10	English Language Arts
10:10-11:30	Math
11:30-12:00	Lunch
12:00-12:30	Mindfulness
12:30-1:00	Arts/ Academic Clubs
1:00-1:40	Science or Health (Th) Physical Education (Fri)
1:40-3:00	Asynchronous Work or Synchronous Session (individualized)
3:00-3:30	Teacher planning, Home communication

MIDDLE SCHOOL SCHEDULE

Monday and Tuesday <i>Hybrid Learning</i>	
Please see individual student schedules for specific times for classes. <ul style="list-style-type: none"> ● Hybrid Students will attend in-person instruction. ● Virtual Students will log in to their Zoom class each period. ● Attendance will be taken each class period. 	
Time	Subject
7:45-8:05	Arrival
8:05 - 8:35	Advisory
8:35 - 9:25	1st Period
9:25 - 10:25	2nd Period
10:25 - 11:15	3rd Period
11:15 - 12:05	4th Period
12:05 - 12:45	Lunch
12:45- 1:35	5th Period
1:35 - 2:25	6th Period
2:25-3:15	7th Period
3:15-3:30	Dismissal

Wednesday*, Thursday, and Friday <i>All Virtual Learning</i>	
Please see individual student schedules for specific times for classes. <ul style="list-style-type: none"> ● Students will log into their Zoom class each period. ● On Wednesdays, classes end at 12:00 ● Attendance will be taken each class period. 	
Time	Subject
7:45-9:00	Teacher planning, IEP/PEP and EA responsibilities
9:00-10:00	1st Period
10:00-11:00	2nd Period
11:00-11:30	3rd Period
11:30-12:00	4th Period <i>(On Wed. MS classes end at 12:00)</i>
12:00-12:30	LUNCH
12:30-1:30	5th Period
1:30 - 2:15	6th Period
2:15 - 2:45	7th Period
2:45 - 3:30	Teacher planning, IEP/PEP and EA responsibilities

HIGH SCHOOL SCHEDULE

Monday and Tuesday All Virtual Learning

Please see individual student schedules for specific times for classes.

- Students will log into their Zoom class each period.
- Attendance will be taken each class period

Class time	Subject
7:45-9:00	Teacher planning, IEP/PEP and EA responsibilities
9:00 - 9:30	Advisory
9:30 - 10:00	1st period
10:10 - 10:40	2nd period
10:50 - 11:20	3rd period
11:30 - 12:00	4th period
12:00 - 12:30	LUNCH
12:30 - 1:00	5th period
1:10 - 1:40	6th period
1:50 - 2:20	7th period
2:20- 3:30	Teacher planning, IEP/PEP work, EA contact, student feedback on assignments

Wednesday All Virtual Learning

Teachers will hold 30 minute Zoom office hours as needed or as assigned.

Students will be considered "present" on Wednesdays by submitting asynchronous assignments, attending office hours for any class, or attending related service sessions.

Class time	Subject
7:45-8:00	Teacher planning, IEP/PEP and EA responsibilities
8:00 - 8:30	Advisory
8:30 - 9:00	1st period
9:00 - 9:30	2nd period
9:30 - 10:00	3rd period
10:00 - 10:30	4th period
10:30 - 11:00	5th period
11:00 - 11:30	6th period
11:30 - 12:00	7th period
12:00 - 12:30	LUNCH
12:30 - 1:30	HS Division meeting
1:30- 3:30	Teacher planning, IEP/PEP work, EA contact, student feedback on assignments

Notes: Students may log into their class during the period it is assigned to receive additional help, questions with work or content, support, etc. For example, if a student has English 2nd period, then they can log into their class Zoom link from 9:00-9:30 am to ask questions and speak with their English teacher.

Thursday and Friday Hybrid Learning

Please see individual student schedules for specific times for classes.

- Hybrid Students will attend in-person instruction.
- Virtual Students will log in to their Zoom class each period.
- Attendance will be taken each class period.

Class time	Subject
7:45-8:05	Arrival
8:05 - 8:35	Advisory
8:35 - 9:25	1st period
9:25 - 10:15	2nd period
10:15-10:25	Break
10:25 - 11:15	3rd period
11:15 - 12:05	4th period
12:05 - 12:45	LUNCH
12:45- 1:35	5th period
1:35 - 2:25	6th period
2:25 - 3:15	7th period
3:15-3:30	Dismissal

RELATED SERVICES DELIVERY MODEL

Students who receive related services (OT, Speech/Language, Counseling, Reading Support) will continue to receive those services through teletherapy sessions on Zoom for Education. In some cases, students may be seen for their therapy session in person.

Individual and small group sessions for Related Services will be scheduled throughout the school day.

SOCIAL/EMOTIONAL WELLNESS

The social/emotional well-being of our students is of the utmost importance to us. Woven throughout their school day and school week, students will have opportunities to engage in purposeful activities to support their mental health including, but not limited to, mindfulness activities, movement breaks, group discussions, virtual lunch bunches, virtual social “clubs” outside of the academic day, and increased mental health support and resources from our trained mental health providers as needed.

ATTENDANCE & GRADING

Attendance

Attendance will be taken for each synchronous class session (either virtual or in-person).

In order to be counted “present” for the day, students must attend greater than 50% of their scheduled synchronous classes that day. If there is technical difficulty, a student may submit asynchronous work for a particular day to receive credit for attendance.

Parents will be notified on a regular basis of any absences.

Grading

Students in Middle and High School will earn letter grades for assignments and on report cards.

Timely and constructive feedback will be provided from teachers to students on assignments through the use of Google Classroom.

IEP/PEP MEETINGS

All IEP and PEP meetings will continue to be held virtually. Parents will be notified by email how to access each meeting at least 1 week prior to the meeting.

CHROMEBOOKS

Students will transport their school issued Chromebooks back and forth between in-person learning at school and virtual learning at home.

Parents and students agree to abide by the school policies and guidelines defined in the Student Parent Technology Acceptable Use Agreement and Student Parent Computer Device Take-Home Policy.

DAILY PROCEDURES

OVERARCHING ITEMS

- **Masks**
 - A multi-layered, well-fitting mask must be worn in the building at all times, even when individuals are in a room on their own. The only exception is for eating or drinking for short periods of time with social distancing.
- **Social Distancing**
 - Staff and students must remain 6 feet apart at all times
 - Signs posted around the building as reminders to use hand sanitizer
 - Arrows placed on the floor for 2 way traffic in hallways
 - Arrows placed on the stairs for 2 way traffic on stairwells
 - Tape placed on the floor and stairs to divide traffic
 - Tape placed on floor in classrooms to ensure 6 feet between desks
- **Air Circulation**
 - All classroom doors must remain open during instruction.
 - All classrooms and offices have been equipped with a portable HEPA filter air purifier, which must be placed in an open area within the room and turned on at all times. .
 - A window in each classroom on floors 1-3 must be open at all times.
 - In rooms without a window that open (Ground floor) the HEPA filter must be on and the door must be open at all times.
- **Cleaning Protocols**
 - At the end of each period and at the end of the day, teachers will wipe off all desks and chairs in their room.
 - At the end of the day teachers will wipe off all desks and chairs in their classroom
 - All high touch areas/surfaces within the school building will be disinfected by facilities 3 times per day.
 - All classrooms and offices will be disinfected by the facilities crew in the evening.
- **Clothing**
 - Staff and students should dress in layers. As windows will be open throughout the school day, it may get cold in some rooms.

MORNING ARRIVAL

- A text at 5:30am to all families and staff will go out each day with a reminder to complete Magnus Health App / frequent reminders will be sent to families not to unsubscribe
- Administrators at the buses and alley will have an iPad to access the Magnus App.
- **BUSES**
 - Only 1 bus unloads at a time
 - Administrative staff member stands at the bus door and allows 1 student off at time.
 - Administrator checks the Magnus App on the iPad. If the student has completed the App and has a green light they proceed into the building.

- All bused students use the yellow stairwell (a staff member will be positioned at the main floor landing to help direct students).
- Students will report directly to their assigned Advisory classroom.
- LS - a schedule will be created for trips to cubbies during the advisory period
- MS/HS - students will carry bookbags with them throughout the school day
- **CAR RIDERS/ ALLEY**
 - Only 1 car unloads at a time. Administrator asks parents to show the green light on the app. (Admin will have an ipad for backup to check the completion of the Magnus health app for each student.)
 - If a student has not completed the app they must proceed around the block to the back of the line until the app is completed.
 - All students dropped off in the alley by car use the blue stairwell
 - Students will report directly to their assigned Advisory classroom.
 - LS - a schedule will be created for trips to cubbies during the advisory period
 - MS/HS - students will carry bookbags with them throughout the school day

TRANSITION BETWEEN CLASSES

- Division transitions
 - **Lower School** - LS students will transition 2-3 minutes prior to the rest of the school
 - **Middle School**- MS students will have supervised transitions to and from classes
 - **High School**- HS classes will have staggered transition times

TRANSITION FOR WATER, BATHROOM, MOVEMENT BREAKS

- Signs on all bathroom doors for one person at a time.
- Stickers on the ground outside of bathrooms for students to wait in line.
- **Lower and Middle School** - Each group will develop a routine for when scheduled bathroom and water breaks will occur. Individual students will be able to transition (or the IA will accompany them) and will be provided with reminders for safe social distancing and hygiene practices.
- **High School** - As needed during class time. Students will be given permission by their classroom teacher and may only occupy the bathroom one at a time. Students waiting will stand 6ft socially distanced from each other on floor markers.

LUNCH

- No microwaves will be allowed for students.
- Teachers facilitating lunch rooms will break the lunch period into eating time (unmasked) and talking, playing, socializing time (masked).
- **Lower School** - students will eat within their advisory classrooms. Friday Fun lunches will take place within their advisory classrooms initially and may be reevaluated later to include transitioning to other rooms/groups
- **Middle School** - students will eat lunch in their 4th period classrooms

- **High School** - at the start of each week, students will sign up for a lunch room and lunch groups will remain consistent for that week.

RECESS

- Teachers will sign up for outdoor instructional time. All students will get daily outdoor time.
- Playground equipment must be cleaned as soon as recess ends and then returned to the playground materials cart.

DISMISSAL

- All students will dismiss from their last period class.
- **Lower School** - social distancing will be considered when students are sent to cubbies to pack up.
- **Middle School** - social distancing will be considered when students are packing up their belongings (which will stay with them throughout the day) and preparing for dismissal.
- **High School** - Students will be assigned times to go to their lockers to pack up
- Parents must follow dismissal procedures by waiting in the car line in the alley. No parents will be allowed to enter the parking lot in order to pick up their child from the lobby.

SOCIAL DISTANCE IMPLICATIONS FOR INSTRUCTION

- In some instances when the schedule permits, students will stay in one room as much as possible due to CDC social distancing guidelines.
- With the current CDC guidelines for social distancing some classes will be relocated into rooms that can accommodate the number of students and staff that need to be together, with 6ft distance between everyone, rather than staying in that teacher's typically assigned classroom.
- Floors will be clearly marked to indicate desk placement in order to ensure 6ft distance.
- Teachers must maintain 6 feet of distance from students at all times.
- Teachers must still use Google Classroom, etc. during in-person learning for social distancing purposes and for continuity with the students still learning virtually from home.
- White boards can be used at all division levels for students to hold up written responses for teachers to see, etc.
- Students will take home chromebooks everyday.
- Other workbooks and materials that we do not have doubles of will need to be carried back and forth to school in backpacks.
- Students will have individual bins at their desks with needed items rather than moving around the room to retrieve items.

COVID-19 SPECIFIC PROTOCOLS

CONTACT TRACING AND NOTIFICATION

- Staff and students who contract COVID-19 or experience symptoms consistent with COVID-19, or who otherwise are exposed to COVID-19, may be excluded from in-person learning. The school will determine when students may return to campus based on published Maryland State guidelines and in consultation with the appropriate public health officials. Depending on the circumstances, the student may be required to provide negative COVID-19 tests before returning to school.
- Families must notify the school nurse when their child is sick, if they have tested positive for COVID-19, if anyone in the family has tested positive for COVID-19, and if their child has been exposed to any person who is confirmed to have COVID-19.
- Families must cooperate with the Local Health Department and Baltimore Lab School's efforts to conduct contact tracing, as a result of possible exposure.
- Families must respond in a timely manner to any calls, requests, or updates from Baltimore Lab School regarding the health of their child, including picking up their ill child within 30 minutes of being notified by the school.
- Families will be notified if their child must be excluded from school due to exposure to a classmate or staff member who tests positive for COVID-19. The identities of infected individuals and close contacts will be protected.
- All families will be updated if there is a classroom outbreak. The identities of infected individuals and close contacts will be protected.

DAILY SYMPTOM SCREENING

- Parents must report student's health, exposure, and travel status using the Magnus Health mobile app for COVID-19 screening before 7:30 daily. Car-riders who do not pass screening requirements will not be able to enter the building. Bus-riders who do not pass screening and are sent to school will immediately be sent home. Parents unable to use the app will be given screening questions and must either use the provided google form or email attendance@baltimorelabschool.org with their status each morning. Symptoms, exposure, and travel that precludes a student from attending school will be based on current CDC and Maryland State guidelines.

MASKS

- Masks must be worn by all persons, at all times while in the school building and on school grounds, including the parking lot, field of dreams, and Lovely Lane UMC. Masks with exhalation valves, vents, bandanas, scarves, or “neck gaiters” are not acceptable.
- Cloth masks should have two or more layers of washable, breathable fabric, completely cover the nose and mouth, fit snugly against the sides of your face and nose with no gaps, and have a nose wire to prevent air from leaking out of the side of your mask. Adjustable ear straps are encouraged.
- Disposable medical procedure masks, sometimes called surgical masks, should be made of multi-layered, non-woven material and have a nose wire. These masks often fit loosely and cause gaps. To improve fit, straps may be knotted and unneeded material can be tucked under the edges. Instructions for knotting and tucking can be found at <https://youtu.be/UANi8Cc71A0>external icon
- Additional Considerations: a medical procedure can be layered underneath a cloth mask (forming a “[double mask](#)”) for improved fit and filtration. However, a medical procedure mask should not be layered underneath a second medical procedure mask. Please be sure breathing is not difficult should you choose to wear a “double mask.”
- Guidance on how to improve the fit and filtration of your mask can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/mask-fit-and-filtration.html>
- Symbols and words printed on masks must comply with BLS dress guidelines.
- Students should carry at least 2 extra masks in their backpack.

OUT-OF-STATE TRAVEL Travel Restrictions

The Maryland Department of Health and the CDC recommend individuals delay travel and stay home to protect themselves and others from COVID-19.

- You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can still spread the virus to others. You and your travel companions (including children) may pose a risk to your family, friends, and community after your travel.
- Students and staff must get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Information on local testing sites may be found at <https://coronavirus.maryland.gov/pages/symptoms-testing>.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- All individuals should watch for [symptoms of COVID-19](#) and take precautions to protect others
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Printed or electronic documentation of a test result submitted to the school nurse will satisfy the testing requirement.
- Travel to DC, VA, PA, DE, and WV is exempt from this testing requirement.

- For international travel (Including U.S. territories outside of the continental U.S.), please follow this policy as well as international travel guidance of the CDC.
- This requirement does not apply to domestic travel by asymptomatic individuals who either (a) are fully vaccinated -2 weeks after the second shot of a two dose series or 2 weeks after a single dose vaccine OR (b) tested positive for COVID-19 in the previous 90 days and completed isolation in accordance with the CDC guidance. Documentation should be submitted to the school nurse.

VISITOR POLICY

In order to reduce unnecessary exposure, outside visitors are not permitted in the school building. Exceptions may be made on a case by case basis only if necessary.

On the rare occasion that someone is approved to enter the building, that visitor must....

- have a scheduled appointment or other prior approval from an administrator
- wear a mask
- use the hand sanitizer provided when they enter a school, and must use hand sanitizer frequently by accessing hand sanitizing stations or bottles located throughout the school.
- practice social distancing using 6 ft as your guide. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s). Remote or virtual meetings are prioritized over in-person meetings.
- complete a self-check before entering the school building.
 - Staff and students will complete a COVID-19 questionnaire via the Magnus Health App each morning
 - Visitors will be asked specific COVID-19 screening questions, and have their temperature taken, upon entering the building.
 - Persons with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our school buildings or offices.

COMMUNITY EXPECTATIONS

BLS families and staff will be required to sign our [BLS Community Agreement](#), committing to the following expectations in order to ensure the health and safety of everyone within our LS community. Students who cannot comply with these expectations may be asked to stay home and participate in virtually learning only. Employees who cannot comply with these expectations will be addressed by their supervisor according to school policy.

All Baltimore Lab School community members must commit to:

- **Ensuring Medical Forms & Emergency Contacts are Updated**
 - Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 2 emergency (non-parent) contacts who are able to pick up your child from the School within one 30 minutes of receiving a call from the School if your child presents with a temperature or becomes ill during the school day.

- **Assessing Health Daily**
 - Prior to arriving on campus, all faculty, staff and students must complete and submit the COVID-19 exposure survey through the Magnus Health App, including a temperature check
 - **Stay Home When Sick** - Adults and students experiencing at least one of the following symptoms: cough, shortness of breath, difficulty breathing, new loss of taste or smell, OR At least 2 of the following: fever of 100.4 or higher (measured or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose or any other symptoms of COVID-19 (view [CDC list of symptoms](#)) must stay at home, seek guidance from their physician, and contact the school nurse. Additionally, parents must respond in a timely manner to any calls, requests, or updates from Baltimore Lab School regarding the health of their child, including picking up their ill child within 30 minutes of being notified by the school.
 - **Stay Home If Exposed** - Adults and students who have been in close contact (within 6 feet for 15 or more consecutive minutes with or without a mask) of a person suspected of COVID-19 or who has tested positive for COVID-19 must contact the school nurse before coming to the school campus. You may be required to stay home based on the circumstances
 - **Notify School If Testing For COVID-19** - . You must contact the school nurse as soon as possible if you, your child or a member of your household is being tested or tests positive for COVID-19.

- **Wearing Face Coverings:**
 - All staff and students must wear a face covering that fits snugly over the mouth and nose at all times during the school day.

- **Practicing Healthy Hygiene:**
 - wash hands, and/or use hand sanitizer with at least 60% alcohol when a sink is not available, throughout the school day with soap and water, before eating, after bathroom use, and when putting on face coverings.
 - cover coughs and sneezes

■ **Practicing Social Distancing**

- Maintain at least a six-foot distance from community members
- Avoid gatherings and events where proper physical distancing and mask wearing are not practiced.
- Evaluate any activities or programs that children, families, and staff engage in outside of Baltimore Lab School to determine whether the protocols in place support the efforts BLS is making in our community – and refrain from activities where standards or practices are not consistent with our own. This applies to any athletic teams and leagues, arts pursuits, clubs, and other activities that students or staff are engaged in.

■ **Adhering to Travel Advisories**

- Students, staff, and families should avoid any nonessential travel and follow the guidance of the most recent [Maryland State travel requirements](#) – including following advisories and mandates for testing and self-quarantining should you engage in out-of-state and international travel.
- Adults and children who have traveled outside of our local area within the US or internationally are required to notify the school nurse and may be required to stay home for 10-14 days post return and provide negative COVID-19 test results.

■ **Limiting Personal Items Brought to Campus and Sharing**

- It is important to limit the personal items your child brings to campus each day and reinforce the importance of not sharing personal items, food/drink and supplies with other students or staff.

■ **Following the measures outlined by Maryland Department of Health even when outside of the BLS Community**

- including staying home as much as possible, practicing physical distancing outside of the home, wearing masks in public, and frequently washing hands.
- Recognize the importance of contact tracing and cooperating with the Local Health Department and Baltimore Lab School's efforts to conduct contact tracing, as a result of possible exposure.

■ **Encouraging other community members to adhere to these agreements**

- if needed, inform the school if concerns arise that a community member is not complying with the stated agreements.