

# Sparrows Point

H i g h S c h o o l



## Sparrows Point High School Hybrid Student and Parent Guide

*\*Please note that all students must have registered for in-person hybrid learning (assigned Cohort A or B) in advance in order to attend in-person learning. If you did not register, but would like to attend, please contact the school for assistance.*

Grade	Start Date
Grade 9/Cohort A	Monday, 3/22
Grade 9/Cohort B	Thursday, 3/25
Grades 10, 11, 12/Cohort A	Tuesday, 4/6
Grades 10, 11, 12/Cohort B	Thursday, 4/8

### What to bring with you for In-Person Hybrid Learning

Wear a mask (a backup is helpful), charged device and charging cord, filled water bottle, backpack with basic school supplies (binder, pen, pencil), headphones, lunch (optional: free lunch available to all). We also recommend bringing a jacket that will allow you to comfortably be outdoors at various points during the school day, including during some classes and lunch.

- Students will need to complete the BCPS Health Attestation Form (yellow paper in mailing) and bring to school on the first hybrid day of each month. **This form MUST be brought to school for the first day of hybrid learning and turned in to your first period teacher.**
- [BCPS Health Tip - Daily Screening on Vimeo](#)

### Safety Procedures while on Sparrows Point Campus

- **Mask requirements** for staff and students
  - Masks that cover your nose and mouth are required in class and non-instructional times like on the bus to and from school, walking to and from the school buildings & passing times.
  - Masks are required during breakfast and lunch when NOT actively eating or drinking.
  - In addition to protecting you, wearing a face covering helps protect others in case you are infected but do not have symptoms.
  - [BCPS Health Tip - Face Coverings on Vimeo](#)
  - Face Coverings FAQ: [DisplayFile.aspx \(bcps.org\)](#)
  - FACE COVERING TYPES (students, employees, vendors and visitors): All students, employees, visitors and vendors must supply and wear their own face coverings while at

or inside a BCPS owned building or vehicle. The following face covering types are approved for compliance with these guidelines:

- I. Commercially Produced Face Coverings: Commercially produced surgical masks or respirators are acceptable for compliance with these guidelines;
- II. Cloth Face Coverings: Cloth face coverings are acceptable for compliance with these guidelines provided that the face covering covers both the nose and mouth of the person and fits snugly on the person's face without large gaps.
- III. The face covering may not have a valve. Bandanas are not acceptable.

- **Maintaining Social Distancing** whenever possible
  - There will be markers on the ground and visual reminders in classrooms and across school grounds to help everyone stay 6 feet apart throughout the day.
  - Students will have assigned seating in the classroom to observe social distancing. Students must always sit in the same assigned seat.
  - We ask that students and staff follow physical distancing markers during transitional periods throughout the day.
  - It is expected that people will be within 6 feet, briefly, at times. Our goal is to minimize these brief instances as much as possible.
  - Maintaining physical distancing, and sticking to assigned seating, is crucial for contact tracing and can help minimize the need for students and staff to quarantine.
  - Social Distancing FAQ: [DisplayFile.aspx \(bcps.org\)](#)
- **Hand Hygiene and Respiratory Etiquette**
  - Students and Staff will have access to multiple hand washing stations in restrooms and some classrooms.
  - Hand sanitizer and cleaning supplies will be widely available on campus.
  - Students will be encouraged to use hand sanitizer when entering and leaving each classroom.
- **Contact Tracing**
  - If a BCPS staff or student tests positive for COVID-19, a special team from the Office of Health Services will do an investigation to find out who may have been exposed. People that have been exposed are instructed to quarantine at home for 10 days after the last time they had close contact with the person with COVID-19.
  - Contact Tracing FAQ: [DisplayFile.aspx \(bcps.org\)](#)
  - Exposure happens when someone has close contact (within 6 feet for at least 15 minutes) with someone that tested positive for COVID-19. Just being in the same room with someone with COVID-19 does not automatically mean you have been exposed.
  - Quarantine means you stay at home- away from other people and monitor for symptoms. Students, staff and parents directed to quarantine may not report to the school campus.
  - Parents and guardians will notify the school by calling the school nurse to report if the following applies to a student: a positive COVID test, having contact with a person with COVID-19 illness or being tested for COVID.
  - Persons with close contact with someone with a confirmed COVID case are quarantined for 14 days (excluded from in-person school). Persons with confirmed COVID are excluded from in-person school for at least 10 days from symptoms onset and until symptoms resolved.
  - Testing FAQ: [DisplayFile.aspx \(bcps.org\)](#)

- **Classroom Cleanliness** Students will be encouraged to wash hands and/or use hand sanitizer when entering and leaving each classroom.
  - Students will also be asked to help sanitize their desk prior to leaving each classroom. The school will provide cleaning wipes for this purpose.

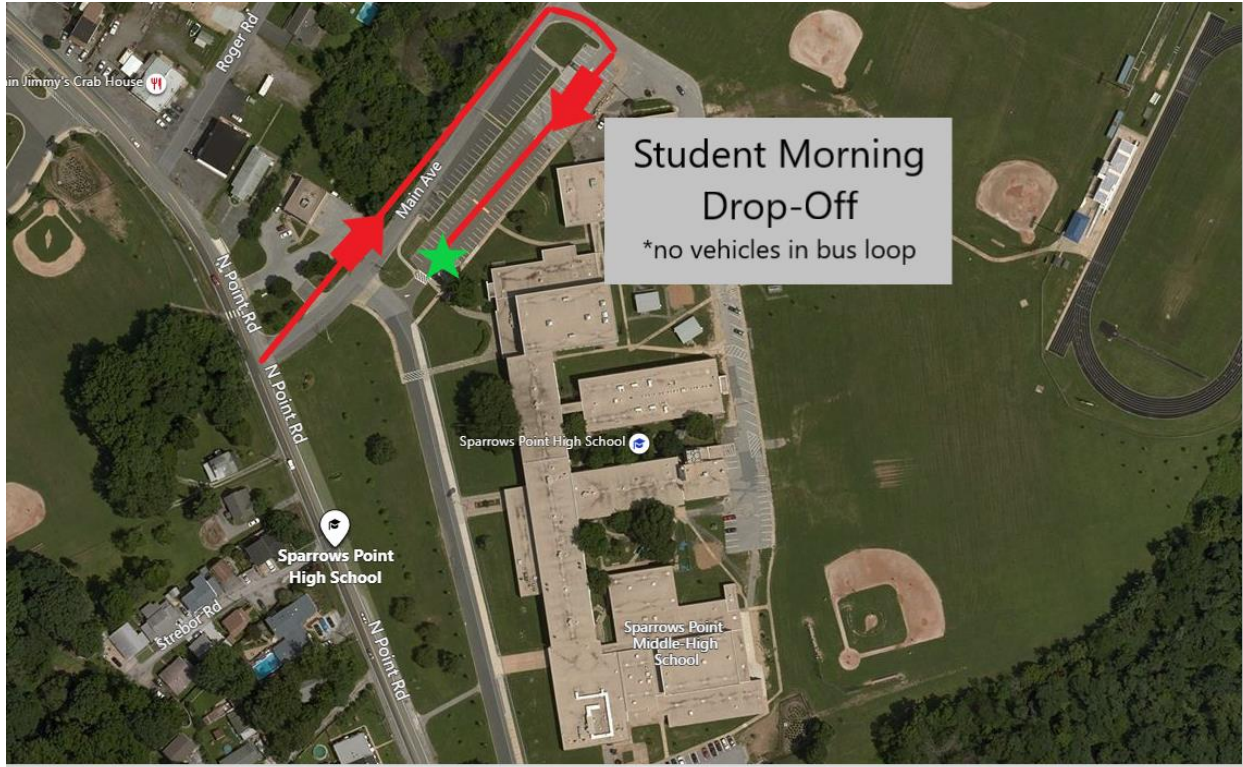
### **School Campus Entry and Exit Procedures**

#### **Parking Lots**

- Student parking permits have been assigned to eligible student drivers. Students who have not been provided with a parking permit may not park on campus. Parents dropping off or picking up students are asked to not wait in a parking space, all parking spaces are assigned to staff and eligible student drivers.

#### **School Hours, Drop-off and Pick-up times**

- ALL students will wait outside (rain or shine) until 7:30am when doors open.
- Every school day will follow the hours of 7:45 am-2:15 pm.
- Please drop off your students between 7:30 am-7:40 am.
  - If you arrive early, please hold your student in your vehicle until 7:30 am. Please do not wait in a parking space as every parking space on campus is reserved for a staff member or student drive.
- Please pick your student up at 2:15 pm. High school students waiting for middle school sibling after school must wait outside the school building. When picking up your student please remain in your vehicle. **No students will be dropped off or picked up in the bus loop.**
- **Students with early dismissal must leave campus at the conclusion of their scheduled school day. Students may not wait in the lobbies, hallways, restrooms or a teacher's classroom after the end of their scheduled school day.**



**BCPS Bus Transportation**

- Students are required to wear masks before entering the bus and while on the bus.
- Students will have assigned seats on the bus and must sit in their assigned seat each morning and afternoon they ride the bus. No moving seats.
- Upon arriving to school in the morning on the school bus, students will be asked to remain outside, socially distanced, until 7:30 am. In the instance of bad weather, students arriving on a school bus will be directed to sit in the cafeteria.

**Daily Entry Process**

- Students will enter the building through assigned “Safe Entrance Zones” based on the location of their first period class. Students may not use any other entrance than the entrance assigned based on the location of their first period class. Each first period teacher will notify students of the entry point for their classroom before hybrid learning begins.

<b>Student Safe Zone Entrance Door/Location</b>	<b>First Period Class Location</b>
Gym Lobby/Senior Parking Lot	Gym, Weight Room
Cafeteria Lobby	124, 123, 122, 121, 120, 119, 118
Main Lobby	117, 116, 115, 114, 113, 112, 111, 110, 109, 202, 203, 204
Auditorium Lobby	100, 101, 102, 103, 105, 105, 106, 107, 108, 205, 206, 207, 208

Annex Main Doors	All Annex Rooms
Trailers	Trailers

- **Students Feeling Ill/Sick**
  - If a student is showing any signs of illness they should stay home and may participate virtually. Please review the following information about symptoms. [BCPS Health Tip - Daily Screening on Vimeo](#)
  - [Can My Child Go to School Today? \(bcps.org\)](#)
  - If a student is showing any signs of illness while at school, they will be isolated and their parent/guardian will be contacted for immediate pick-up. The school nurse will provide information about when the student may return to in-person schooling.
  
- **Passing times:** Students will not be dismissed from classes all at once. Students will leave class by being dismissed based on where they are seated with student closest to the door being dismissed first. The teacher will space student dismissals from classrooms to minimize traffic in the hallways. Restrooms will not be available during passing times.
  
- **Traffic patterns** will be clearly marked to avoid crowds or congregating in hallways. Pointers will **Join the Fight and Stay to the Right**. Students are expected to move swiftly from one class to the next and to not congregate in hallways, commons or in bathrooms.
  
- **Restrooms:** Student restrooms have a maximum posted capacity that **MUST** be followed. There is absolutely no congregating allowed in student restrooms. Students found congregating in a restroom or not following capacity limits will be subject to disciplinary consequences, including referral to virtual learning. Restrooms will not be available during passing times. One student at a time may leave the classroom to use the restroom, except in case of emergency.
  - Student restrooms are available: near main lobby, gym lobby, across from room 124, auditorium lobby and single occupancy restroom in the annex. Locker rooms are closed to all students.
  - Soap, paper towels and hand sanitizer will be available in all restrooms. Students should notify their teacher if supplies need to be replenished.
  
- **Hall Passes:** Single use paper hall passes will be used when a student needs to leave the classroom. Permanent or shared hall passes are not to be used, with the exception of access cards used for trailers. Hand sanitizer should be used before the student touches the access card, disinfect it upon return to the classroom and sanitize hands again. Student movement in the hallways is limited to bathroom use.
  
- Students may not visit a classroom that is not their assigned classroom. Student visits to school counseling, main office and other destinations are by appointment only, except in case of emergency. Students may not visit PE or Art unless it is their scheduled class time. Students may not make copies for teachers.

## **Instruction**

Please be mindful our terrific teachers are going to be engaging in new practices as we teach to students participating in-person and virtually at the same time.

Students should bring headphones with them to school each day to use with their computers. This will help avoid any feedback or echoing of multiple computers in the same Google meet session in class.

Instruction will continue to be computer based, utilizing Google Meets and Schoology.

### **Elective classes and spaces:**

- **Band/Instrumental Music:** Lessons aligned within BCPS/BCHD guidance. Students who are virtual may play instruments at home. Students in the classroom will not be permitted to play instruments at this time.
- **Chorus:** Lessons aligned within BCPS/BCHD guidance. Students who are virtual may sing during instructional time. Students in the classroom will not be permitted to sing at this time.
- **Physical Education:** Lessons aligned within BCPS/BCHD guidance. Locker rooms remain closed and unavailable, students are encouraged to wear clothing appropriate for PE class to school as changing space is not available One piece of equipment per person; students will be expected to wipe down their equipment after each use. Students who are virtual may participate in physical activity.
- **Art:** Lessons aligned within BCPS/BCHD guidance. Materials will not be allowed to be shared.

## **Food Service**

Breakfast and lunch are available at no cost to all students.

- **Breakfast** will be offered in the morning and will be delivered to first period classrooms for students indicating they want breakfast (free for all students), where students may eat at their assigned seat. Trash will be thrown away in the classroom.
  - The only time a student may remove their mask is when seated and actively drinking or eating breakfast.
- **Lunch** will be offered in the cafeteria during 3 assigned lunch periods- A, B, C. Social distancing guidelines of 6 or more feet at mealtimes will be followed, and additional health and safety precautions will be implemented during lunch periods. Students will pick up a lunch and then proceed to their assigned seat. Vending machines and snacks will not be available. Students must be in the cafeteria during their assigned lunch and may not be in a classroom, the library, gym, locker room or office space.
  - The only time a student may remove their mask is when seated and actively drinking or eating lunch.

## **Locker Rooms**

Locker rooms are closed and off limits for all students, including student athletes. Student athletes may: leave their equipment in their vehicle or store equipment in the activity room as directed by coach or Athletic Director. Student athletes may not carry equipment with them during the school day.

### **Early dismissal or late arrival**

Due to the nature of hybrid learning, students who must leave hybrid learning early, or arrive late, should consider participating virtually on that date, in order to maximize instructional time.

- If this is not possible, the parent must email [mmetallo2@bcps.org](mailto:mmetallo2@bcps.org) AND [dspencer2@bcps.org](mailto:dspencer2@bcps.org) with the following information: student name, parent name, parent phone number, date and time of dismissal. Parent/guardian must be registered with the school. A phone call will be made to confirm the dismissal and if confirmed, the student will go to the flagpole for pickup at the identified time.
- If a parent/guardian needs to pick their student up from school without notice, please drive the flagpole and call the school building. A staff member will come to your vehicle to check your photo ID and then release the student to your vehicle.

### **Student Visits to Main Office**

- Student visits to the main office will be limited. Any student needing assistance or services from the main office should notify their teacher and a staff member will come to their classroom. Students may also email Mrs. Caster, Mrs. Brennan or Mr. Hanmer if they need assistance.

### **Student Visits to Nurses Office**

- Students needing to visit the nurse for a non-emergency reason (such as needing a band-aid) should notify their teacher and report to the nurse when directed to do so.

### **Hybrid Cohort Assignments**

- Hybrid students will be divided into Cohort A, Cohort B and Cohort C.
- Cohort A is in-person Monday and Tuesday and virtual Thursday and Friday.
- Cohort B attends virtual Monday and Tuesday and in-person Thursday and Friday
- Cohort C attends all virtual Monday, Tuesday, Thursday and Friday.
- All students remain home on Wednesdays for small group and asynchronous learning.
- In-person Hybrid Learning
  - Follow regular bell schedule attending classes in-person. Participate in in-person learning activities in the classroom.
  - Students will follow strong safety protocols: wear masks, stay at least 6 ft apart, wash hands often, stay home when sick.
  - Students will sit in assigned seats in classes and at lunch to maintain social distancing.
- Virtual Learning:
  - Follow regular bell schedule attending classes on Google Meet. Follow class schedule just like school to maintain a school day atmosphere.
  - Use other digital learning tools to complete projects and assignments required by the teacher.

### **Attendance**

Teachers will continue to take attendance for hybrid in-person students and virtual students each class period.

### **Absence Notes:**

When a student is absent from in-person or virtual learning, the parent/guardian emails a note to Mrs. Metallo at [mmetallo2@bcps.org](mailto:mmetallo2@bcps.org)



**SPHS Bell Schedule- for Hybrid and Virtual Students**  
**Effective March 15, 2021**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 9:05	Period 1	Period 1		Period 1	Period 1
9:15– 10:35	Period 2	Period 2 10:15-10:35 Pointer Time Advisory		Period 2	Period 2
10:35- 12:45	<b>Period 3</b>  <u>A lunch:</u> Lunch 10:40-11:10, Class- 11:15-12:45  <u>B lunch:</u> Class 10:40-11:15, Lunch 11:15-11:45, Class 11:45-12:45  <u>C lunch:</u> Class 10:40-11:50, Lunch 11:50-12:20, Class 12:25-12:45	<b>Period 3</b>  <u>A lunch:</u> Lunch 10:40-11:10, Class- 11:15-12:45  <u>B lunch:</u> Class 10:40-11:15, Lunch 11:15-11:45, Class 11:45-12:45  <u>C lunch:</u> Class 10:40-11:50, Lunch 11:50-12:20, Class 12:25-12:45		<b>Period 3</b>  <u>A lunch:</u> Lunch 10:40-11:10, Class-11:15-12:45  <u>B lunch:</u> Class 10:40-11:15, Lunch 11:15-11:45, Class 11:45-12:45  <u>C lunch:</u> Class 10:40-11:50, Lunch 11:50-12:20, Class 12:25-12:45	<b>Period 3</b>  <u>A lunch:</u> Lunch 10:40-11:10, Class-11:15-12:45  <u>B lunch:</u> Class 10:40-11:15, Lunch 11:15-11:45, Class 11:45-12:45  <u>C lunch:</u> Class 10:40-11:50, Lunch 11:50-12:20, Class 12:25-12:45
12:55- 2:15 (80)	Period 4	Period 4		Period 4	Period 4

**Library Media Center and Technology Support for Students**

The Library Media Center is available to our students to check-out books and other resources. Please use the link below to request a book and Mrs. Quinn will bring the book to your classroom. The Library Media Center is closed before school, after school and during lunches. [Book Request Form - SPHS Library \(office.com\)](#)



## **Technology Support for Students**

Students should continue to utilize the BCPS Ticket system for technology support. Depending on the nature of the issue you report using the ticket system, an SPHS Tech Liaison may come to your classroom to try to help you or swap out your device. [Create Support Ticket \(office.com\)](#)

## **Charging Student Computers**

Students are expected to come to school with fully charged devices. In the instance that a student must charge a device, they may do so in the classroom with teacher permission or may use the charging cart in the cafeteria during their assigned lunch.

## **Extra-curricular clubs and activities**

All after school clubs and activities will remain virtual at this time. Please check with your sponsor about virtual meeting times.

## **Visiting Campus**

Visits to our campus by parents, guardians and guests will be by appointment only. All parent conferences, including IEP and 504 meetings will continue to be virtual. This will enable us to keep tight control over the health and safety of our building.

A parent or visitor who has made an appointment must only enter the building after being buzzed in by a staff member and must proceed directly to the main office and sign-in.

Parents needing to drop off an item for a student, should drive to the flagpole and call the school office. A staff member will come to your vehicle to pick-up the item and deliver it to the student.

## **Student Behavior Expectations**

SPHS Hybrid Students are expected to follow all health and safety protocols, school routines and procedures as outlined in this document, by our school staff and by Baltimore County Public Schools.

In order to maintain the highest level of health and safety for all students and staff, students who are unable to follow health and safety protocols and our school routines and procedures relative to hybrid learning will receive disciplinary consequence in accordance with BCPS policy, including parent contact, required parent conference and suspension from hybrid learning.

## **Cell Phones and Electronic Devices**

At SPHS, we believe that when students enter our hybrid virtual classrooms, they are there to learn, and to fully engage with their peers and teachers. We want all students to be active participants in their learning. Phones are to be off and away during hybrid and virtual classes.

Appropriate Use of Electronic Devices BCPS-issued devices and any other technology belonging to BCPS are to be used for educational purposes only. Any inappropriate use including gaming, inappropriate websites, use of tools to by-pass BCPS-filter, or uploading of software is in violation of the Technology Acceptable Use Policy and will result in disciplinary action. Use of Psiphon on school-issued devices is strictly prohibited and will result in an immediate office referral.

## **Classroom & School Wide Supports**

Social-emotional learning is a critical component for student success, regardless of the instructional model. Sparrows Point High School is committed to the social, emotional, and behavioral success of all students, especially during this unprecedented time. We recognize your child's success will result from positive and predictable environments that cultivate connection and sense of belonging, teach skills to build resilience and navigate uncertainty, and detect struggles as they happen.

We recognize students are experiencing a variety of feelings and thoughts about the adjustments they will experience this school year, which can result in disengagement. Throughout the school year, we will monitor student progress for signs of academic, social, emotional, and behavioral struggles. If we detect emerging concerns, we will work with students and families to identify effective strategies and supports that promote engagement and student success.

#### **Pointer Time Advisory Period**

Pointer Time will continue for hybrid and virtual students every Tuesday, from 10:15-10:35 am. Students will continue to engage in activities and topics including community building, goal setting and social-emotional supports.

#### **Student Appointments with School Counseling Staff**

Students wishing to meet with their counselor can do so by sending an email to their assigned counselor with a reason and time for the meeting. Counselors are committed to responding to the request as soon as possible. When students are working remotely they are welcome to request appointments via Google Meet at a time that works for both the student and the counselor.

#### **Sparrows Point High School Counselors:**

- Mrs. Jubb (A-F)
- Mr. Muller (G-O)
- Mrs. Allshouse (P-Z)
- Mrs. Bures, College and Career
- Mr. Krebs, School Social Worker
- Ms. Stover, School Counseling and Records Secretary