



## Hybrid Instruction for Secondary Schools

November 2, 2020

Calvert County Public Schools (CCPS) is planning for the return of students to school, beginning with students in pre-K through Grade 2. This effort requires some adjustments at the system level that will affect students in middle and high schools.

### Changes for the 2<sup>nd</sup> Marking Period

1. Week of November 9
  - a. All CTA students and staff will have live online learning sessions. No students in CTA programs will report to CTA for classes.
  - b. Wednesday, November 11, is a school system professional development day. No school for students.
  - c. Friday, November 13, will be an asynchronous day for secondary schools.
2. Week of November 16 and beyond
  - a. The high school daily instructional schedule will shift to have periods 1-4 on Mondays and Wednesdays and periods 5-8 on Tuesdays and Thursdays.
  - b. The middle school schedule will shift to Mondays/Wednesdays and Tuesdays/Thursdays.
  - c. The face-to-face times at the CTA will move to align with the bus schedule – 7:30 a.m. - 2:00 p.m.
  - d. Students attending the CTA for face-to-face instruction will report at 7:30 a.m.
  - e. Friday will be the asynchronous day for all schools.

The CCPS Department of Transportation has created a four-tier bus schedule to accommodate the decreased number of students allowed on buses. The schedules were created for a full population of bus riders, so that when each level returns, routes will already be established. Our four high schools will return to the first tier, and our six middle schools will be on the second tier.

The bus tiers have triggered a few changes for high schools for the second marking period. Specifically, beginning November 16 it will be necessary to adjust:

- class times for CTA students who are coming into school for face-to-face instruction;
- the order of the class periods to eliminate mid-day bus runs; and
- the asynchronous day from Wednesdays to Fridays for all schools. (The asynchronous day changes to Fridays for secondary schools beginning on November 13.)

Teachers and students who are attending school for face-to-face instruction at the CTA will begin reporting earlier to class. Students who are receiving face-to-face instruction at the CTA will begin reporting to class at 7:30 a.m. Buses will continue to take these students directly to and from the CTA. On face-to-face learning days, the teacher day will be 7:15 a.m. to 2:45 p.m., and the student day will be 7:30 a.m. to 2:00 p.m.

The Hybrid Committee was able to keep the virtual schedule for the rest of the high school staff and students on the current 9:00 a.m. start time. The teacher day will continue to be 8:00 a.m. to 3:30 p.m., and the student day will begin at 9:00 a.m. and end at 3:30 p.m. Students receiving face-to-face instruction or attending the internet café at the high schools will continue to arrive at 9:00 a.m.

To provide transportation directly to and from the CTA, the high schools schedules were realigned to have the first four periods on Monday and Wednesdays and the last four periods on Tuesdays and Thursdays. In making this change, we were able to ensure equity of instructional time across all the class periods at the high school by combining class time and application time into one block. This will allow teachers to instruct, monitor, and support students through the practice and application of skills, as well as prepare students for the longer face-to-face class periods when we return to hybrid instruction. In many cases, this will not be a major change for students or staff.

Students attending CSM for synchronous dual enrollment courses who are affected by this change have been contacted by the school counselor to address any conflicts.

Fortunately, the middle schools will be able to continue the same schedules for virtual instruction, face-to-face instruction, and internet cafés that were followed during the first marking period. However, the asynchronous day will change to Friday. This means that middle school students will have Monday/Wednesday courses and Tuesday/Thursday courses. Additionally, the application and class time will be merged into one block. As with high schools, this will not be a major change for students or staff.

Sample schedules for these changes are below.

## Next Steps

The Hybrid Committees will use the feedback from the teacher and parent surveys to finalize the plan for the return of students. The committee will continue to consider whether small groups of students or grade levels can return for face-to-face instruction before the winter break or with other students toward the end of the second marking period.

### Sample Middle School Schedule

Each school will communicate any specific details about the individual school schedule.

	Monday - A	Tuesday – A	Wednesday - B	Thursday - B	Friday
8:00 – 8:20	Prep Time	Prep Time	Prep Time	Prep Time	<b>Independent Learning Time</b> Students should create a schedule that works best for their day that allows for them to engage in 30 minutes of Independent Learning Time for each class period.
8:20 – 8:30	10 Minute Break		10 Minute Break		
8:30 – 10:00	Period 1 (With Application Time)	Period 4 (With Application Time)	Period 1 (With Application Time)	Period 4 (With Application Time)	
10:00 – 10:30	30 Minute Break		30 Minute Break		
10:30 – 12:00	Period 2 (With Application Time)	Period 5 (With Application Time)	Period 2 (With Application Time)	Period 5 (With Application Time)	
12:00 – 12:30	Lunch		Lunch		
12:30 – 2:00	Period 3 (With Application Time)	Period 6 (With Application Time)	Period 3 (With Application Time)	Period 6 (With Application Time)	
2:00 – 2:15	15 Minute Break		15 Minute Break		
2:15 – 2:45	Advisory		Advisory		
2:45 – 3:30	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning	

## Adjusted Schedules for Each High School and CTA

Each school will communicate any specific details about the individual school schedule.

### CHS/CTA Schedule

CHS – Teacher Day 8:00-3:30			CTA – Teacher Day 7:15- 2:45			
Virtual Learning Times	M/W – CHS and CTA Virtual Students	T/TH - CHS and CTA Virtual Students	Face-to Face Learning Times	M/W-CTA In Person Students	T/TH-CTA In Person Students	Friday
8:00-8:50	Teacher Planning	Teacher Planning	7:30 – 8:55	CTA AM	CTA PM	<b>Independent Learning Time</b> Students should create a schedule that works best for their day that allows them to engage in 30 minutes of Independent Learning Time for each class period.
9:00-10:15	Period 1	Period 5	9:00-10:25	CTA AM	CTA PM	
10:25-11:40	Period 2	Period 6	10:30-12:00	CTA AM	CTA PM	
11:40-12:40	Lunch	Lunch	12:00 - 12:40	Lunch	Lunch	
12:40-1:55	Period 4 (Advisory)	Period 8	12:40-1:55	CTA In Person Application Time CHS course	CTA In Person Application Time CHS course	
2:15-3:30	Period 3	Period 7	2:00 -2:45	Teacher Planning	Teacher Planning	

### HHS/PHS/CTA Schedule

HHS/PHS– Teacher Day 8:00-3:30			CTA – Teacher Day 7:15-2:45			
Virtual Learning Times	M/W – HHS/PHS and CTA Virtual Students	T/TH - HHS/PHS and CTA Virtual Students	Face-to Face Learning Times	M/W-CTA In Person Students	T/TH-CTA In Person Students	Friday
8:00-8:50	Teacher Planning	Teacher Planning	7:30 – 8:55	CTA AM	CTA PM	<b>Independent Learning Time</b> Students should create a schedule that works best for their day that allows them to engage in 30 minutes of Independent Learning Time for each class period
9:00-10:15	Period 1	Period 6	9:00-10:25	CTA AM	CTA PM	
10:25-11:40	Period 2	Period 7	10:30-12:00	CTA AM	CTA PM	
11:45-12:45	Lunch	Lunch	12:00 - 12:40	Lunch	Lunch	
12:50-2:05	Period 3	Period 8	12:40-1:55	CTA In Person Application Time	CTA In Person Application Time	
2:15-3:30	Period 4	Advisory/ Office Hours	2:00-2:45	Teacher Planning	Teacher Planning	

## NHS/CTA Schedule

NHS – Teacher Day 8:00-3:30			CTA – Teacher Day 7:15-2:45			
Virtual Learning Times	M/W – NHS and CTA Virtual Students	T/TH - NHS and CTA Virtual Students	Face-to Face Learning Times	M/W-CTA In Person Students	T/TH-CTA In Person Students	Friday
8:00-8:50	Teacher Planning	Teacher Planning	7:30 – 8:55	CTA AM	CTA PM	<b>Independent Learning Time</b> Students should create a schedule that works best for their day that allows them to engage in 30 minutes of Independent Learning Time for each class period
9:00-10:15	Period 1	Period 5	9:00-10:25	CTA AM	CTA PM	
10:25-11:40	Period 2	Period 6	10:30-12:00	CTA AM	CTA PM	
11:45-12:45	Lunch	Lunch	12:00 – 12:40	Lunch	Lunch	
12:50-2:05	Period 3	Period 7	12:40-1:55	CTA In Person Application Time	CTA In Person Application Time	
2:15-3:30	Period 4	Period 8	2:00- 2:45	Teacher Planning	Teacher Planning	