



# SUFFOLK PUBLIC SCHOOLS



*Dr. John B. Gordon III, Superintendent*

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April 10, 2020

SPS Family:

As promised, I want to provide you with an update on the Suffolk Public Schools School Closure Response Plan and instructional plans moving forward. There is a lot of information in this letter, so I also encourage you to visit our FAQs that can be found on our website at [www.spsk12.net](http://www.spsk12.net).

Last night, our School Board approved both our Elementary Mastery Plan and Secondary Virtual Plan for the 4th nine weeks. Specific changes and information related to those plans are detailed later in this letter. Also listed below are information and plans for Operating Hours for the School Administrative Office and Schools, Teacher Office Hours, Special Education, Final Grade Calculations, the Return of Library Books, Textbooks and other School Issue items, School Lunch Accounts, and the Food Distribution Schedule.

### **SPS Support: Building Support Hours, New Enrollment, SPS Connect and Repair**

As a reminder, **Suffolk Public Schools will be closed April 13, 2020-April 17, 2020 in observance of Spring Break.** We are in the process of re-introducing services to our school community. The School Administrative Office will be able to assist you with inquiries **via phone only** at 757-925-6750 from 8 A.M.-4 P.M. Monday-Friday. At the elementary school level, clerical staff will also be able to assist **via phone only** on Tuesdays and Wednesdays from 8 A.M.-4 P.M. We will also release a revised Kindergarten registration schedule in May. **At the middle school and high school level, technology support and new enrollments will be by appointment only.** We are asking for parents/guardians to contact the school clerical staff using the schedule listed below:

## SPS Secondary School Building Support Schedule

SCHOOL	OFFICE DAYS/HOURS	NEW ENROLLMENT	TECHNOLOGY ISSUES
<b>MIDDLE SCHOOLS</b>			
<b>FOREST GLEN M.S.</b>	Mon-Thur 8:00-4:00	Tuesday & Wednesday 8:00-4:00	Tuesday & Wednesday 8:00-4:00
<b>FRED CHERRY M.S.</b>	Tue & Wed 8:00-4:00	Wednesday 8:00-1:00	Wednesday 8:00-1:00
<b>JOHN F. KENNEDY M.S.</b>	Wed & Thur 8:00-4:00	Wednesday 8:00-4:00	Wednesday 8:00-4:00
<b>JOHN YEATES M.S.</b>	Mon & Wed 8:00-4:00	Monday 8:00-4:00	Wednesday 8:00-4:00
<b>KING'S FORK M.S.</b>	Tue-Thur 8:00-4:00	Wednesday 8:00-4:00	Monday 8:00-4:00
<b>HIGH SCHOOLS</b>			
<b>KING'S FORK H.S.</b>	MON-FRI 8:00-4:00	MON-FRI 8:00-4:00	MON-FRI 8:00-4:00
<b>LAKELAND H.S.</b>	MON-FRI 8:00-4:00	MON-FRI 8:00-4:00	MON-FRI 8:00-4:00
<b>NANSEMOND RIVER H.S.</b>	MON-FRI 8:00-4:00	MON-FRI 8:00-4:00	WEDNESDAY 8:00-4:00
<b>TURLINGTON WOODS</b>	MON-FRI Mon-Tues-Wed-Fri 8:00-12:00 Thur 8:00-4:00	N/A	TUE & FRI 8:00-12:00
<b>CCAP</b>	MON-WED-FRI* 8:00-4:00 <i>*FRIDAY ADULT ED. ONLY</i>	N/A	N/A

There will be limited assistance from building administration and the school counseling department during building support hours. We are confident that our SPS Building Support model will provide you with the assistance and information needed for the remainder of the 2019-2020 school year.

### **Elementary Mastery Plan**

As a reminder, our elementary students will continue with **Mastery SPS**, a focus on concepts and reinforcement of instruction from the first twenty-four weeks of school. Continue to engage with your student in their daily reading by discussing and signing the [Elementary Reading Log link](#). We are making one adjustment to our original plan of three instructional packets being mailed to you during the 4th nine weeks. We have contracted with Scholastic Inc. to send all of our elementary students one 10-week packet on or about April 20, 2020. We believe that this is a more efficient way to provide you with instructional resources and materials that will also last into the summer months. We will still continue with updates to our continuity of learning materials on our website on April 20th, May 11th, and May 25th. Please visit the Elementary Continuity of Learning website at <https://sites.google.com/spsk12.net/sps-elementary-continuity>. Also, WHRO, one of our educational partners will be launching VA TV Classroom which will broadcast Virginia aligned lessons taught by Virginia teachers on local public television. For more information, please visit <https://whro.org/classroom>.

Please keep in mind that during this time we are providing a wide range of instructional resources and options. We realize that one size does not fit all and encourage parents to choose what works best for you and your child (online review lessons, packets, workbooks and/or online resources etc.). If your time is limited, at the elementary level we ask that you prioritize daily reading and math activities as reading and math are foundational to future success in school.

Elementary students will not be able to submit their work during this time, but parents are encouraged to monitor their child's progress and support their learning as much as you are able during this time. Teachers will remain in contact with families to offer support as needed with the learning resources that have been provided.

The Virginia Department of Education has provided divisions flexibility in teaching new content that would have been covered after March 13th. In SPS, elementary curriculum guides will be adjusted to incorporate learning modules in September 2020 to cover any missed content or skills. We are also adjusting the elementary master schedule and testing schedule to ensure there is sufficient time for providing this additional instruction.

### **Secondary Virtual Learning Plan**

From April 20th-June 5th, we will implement **Virtual SPS**. This will be a virtual academic

quarter for all students in grades 6-12. The focus will be teaching new content that would have been covered after March 13 in the division's curriculum pacing.

Most core and World Language courses will be administered through Edgenuity. Edgenuity is a leading provider of K–12 online learning solutions, partnering with schools and districts throughout the country to provide the tools and support they need to leverage technology to improve student outcomes. Using the Virginia Standards of Learning, Edgenuity develops learning modules, activities, and assessments by using technology to improve student outcomes. Please visit our [SPS Edgenuity Parent Guide](#) to learn how to support your student with virtual learning through Edgenuity. Additional virtual learning resources are available on our Secondary Continuity of Learning website at <https://sites.google.com/spsk12.net/sps-secondary-continuity>.

Students who are already enrolled in Virtual Virginia courses are expected to complete their courses through Virtual Virginia.

Students in Dual Enrollment courses have been given the option to select their preferred method of grading for the virtual semester. In order for students to receive a final grade and receive high school credit for their dual enrollment courses, they must complete courses with Paul D. Camp Community College (PDCC). Below is a list of how those grades will be translated for high school credit for the virtual quarter at PDCC:

P+ = Pass (100 A)

P- = Pass (100 A)

Withdraw (W) = F

Incomplete (I) = F

Virginia Placement Testing is suspended across the state until further notice. Students may contact Paul D. Camp Community College for information about enrollment and placement for courses this summer and next year.

### **Special Education Instructional Plan**

Students with disabilities working in the Virginia Standards of Learning curriculum will continue to receive instruction with support from their special education teachers. Secondary students will participate in **Virtual SPS** primarily through Edgenuity and Google classrooms. Elementary students will continue with **Mastery SPS** and will be provided instructional packets and resources. Students with disabilities working in the alternative curriculum (ASOL) and post graduate students will continue to receive specialized instruction through instructional packets, resources, and support from their special education case managers. The next set of ASOL instructional packets and resources will be shared electronically by special education teachers and mailed to students the week of April 20, 2020. Special education teachers and case managers

are available during set office hours and will continue to contact families and students to provide support to ensure accessibility to the instructional information.

The Special Education Department is working to finalize Temporary Learning Plans for students with disabilities. These individualized plans reflect the best faith efforts of Suffolk Public Schools to address the provision of a free and appropriate public education during this unprecedented and challenging situation where full implementation of the individualized learning program (IEP) is not possible. Following spring break, case managers will be in contact with families for input to develop the plans. Once the school closure is lifted, SPS will resume special education and related services in accordance with the last consented to IEP.

### **Final Grade Calculations**

Adjustments have been made to Final Grade calculations due to our school closure. The 3rd Nine weeks ranged from January 30, 2020-April 10, 2020, with March 13, 2020 being the last physical day of school. Teachers have contacted students who had missing assignments to allow them to improve their grades before the nine weeks closed on April 10, 2020. The 3rd Nine Weeks will be 20% of the final grade and report cards for the 3rd Nine Weeks will be distributed on May 5, 2020 via the Home Access Center (HAC). Any parent who needs assistance with logging on to HAC to review student grades and report cards, should contact their child's teacher. The 4th nine weeks, **Mastery SPS** for Elementary and **Virtual SPS** for Secondary, will be from April 20, 2020 to June 5, 2020. Report cards for the 4th nine weeks will be distributed on June 15, 2020.

Elementary Final Grade Calculations are as follows:

- **1st nine weeks = 40%, 2nd nine weeks = 40%, 3rd nine weeks = 20%**
- **There will be no MP4 report cards for elementary students**

Secondary Final Grade Calculations are as follows:

- **High School Credit Courses (including those at the MS level):**
  - **1st nine weeks =31%, 2nd nine weeks 31%, Mid-Term EXAM\*8%, 3rd nine weeks = 20%, 4th nine weeks 10%**
  - **Final Exam embedded into 4th nine weeks final grade**
- **Middle School Year Long Courses:**
  - **1st nine weeks = 35%, 2nd nine weeks = 35%, 3rd nine weeks = 20%, 4th nine weeks = 10%**
- **Middle School Semester Courses**
  - **3rd nine weeks = 70%, 4th nine weeks = 30%**

- Middle School 9 weeks exploratory courses that were scheduled to meet in MP4 only will not receive a grade (with the exception of Career Investigations).

### **Graduation Requirements**

As stated in previous communications, if a senior was in good academic standing as of March 13, 2020, the student is still on pace to graduate. Suffolk Public Schools is also waiving the community service requirement that many students still needed for graduation. Revised dates for graduation will be released in May.

### **Teacher Office Hours**

At all levels, teachers will continue to provide daily office hours Monday through Thursday. Parents and students are encouraged to contact teachers for any questions or support that may be needed with Virtual SPS (Secondary) or Mastery SPS (Elementary). Teacher office hours are available on our SPS Continuity of Learning site ([Elementary Office Hours link](#); [Middle School Office Hours link](#) and [High School Office Hours link](#)).

### **Student Lunch Accounts and MySchoolBucks**

The Food and Nutrition department will not be accepting online meal payments until the beginning of the 2020-2021 school year. All new payments may be mailed to:

Food & Nutrition Services  
119 Forest Glen Drive  
Suffolk, VA 23434

If your student is graduating this year or you desire a refund, please contact Food & Nutrition Services at 757-925-5789. You may also email [KelliRandolph@spsk12.net](mailto:KelliRandolph@spsk12.net) with the following:

Student Name  
School  
Parent/Guardian Name  
Address

Please allow up to two weeks for delivery of refunds.

### **Food Distribution Schedule**

Suffolk Public Schools will continue with our current meal distribution schedule, including delivery through Spring Break. The meal distribution schedule can be found [here](#), or on our website at [www.spsk12.net/emergency\\_information](http://www.spsk12.net/emergency_information).

The Food and Nutrition Department is currently working on a new food distribution schedule that will provide food to our school community seven days a week through June 30, 2020.

### **Returns: Chromebooks, Library Books, Textbooks, Kajeet Devices, and SPS Issued Items**

Students and families will turn in Chromebooks, Library books, Kajeet Devices, and any other school issued items June 8, 2020-June 12, 2020. Each school will send out notifications for the process to turn in these items.

Thank you for your patience, understanding, and flexibility during these times. I want you to understand that our students want to be in school right now based on the emails and letters that I have received. We are beginning our plans to ensure that when our staff and students return back to school in the Fall, they are greeted with excitement, love, and a world class learning experience. Thank you for your support of Suffolk Public Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "John B. Gordon, III". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Dr. John B. Gordon, III  
Division Superintendent