



Fall Reopening Plan:
Educate and Innovate
2020-2021

Instructional Plan

Instruction

New Instruction for All Students

New Instruction will be conducted via Canvas learning management system for grades PK-12. Students will receive synchronous and asynchronous instruction for all content areas. Instruction will include interactive activities, project-based learning, unplugged activities, collaborative activities, and self-paced modules.

Social Emotional Learning (SEL)

Due to school closures amid the COVID-19 pandemic and the traumatic impact this may have had on students, SPS is incorporating 15 minutes of daily instruction at the start of each school day to directly address the social emotional well-being of students. The curriculum is based on Casel's Five Core Competencies.

Special Needs Accommodations

IEP teams will determine the instructional needs, accommodations, and services that can be accessed in the virtual environment. Special educators will partner with general educators to plan and deliver specially designed instruction (SDI) remotely to meet the unique needs of the students in their classrooms.

Students with special needs who receive instruction in the adapted curriculum through district wide programs will continue to receive specialized instruction as identified in the student's IEP. Related Services will be provided as determined by the IEP.

Specialized programs will return for face-to-face instruction two days per week (as designated by the superintendent) as long as state and local guidelines allow. Virtual instruction and support will be held on the other two days. Fridays are for 1:1 instruction, remediation, and conferencing.

English Language Learners (ELL) Accommodations

- All English Language Learners (ELL) will receive direct instructional services virtually or in-person based on the instructional delivery model at the time.
- English Learners will receive support services from classroom teachers and ELL support staff.
- English Language Learner accommodations services will be aligned to the student's proficiency level (1-5).

ISAEP/GED Students

- ISAEP/GED students will be issued Chromebooks.
- GED schedule will be extended to maximize instructional time.
- Testing vouchers will be provided when students demonstrate skills in adult basic skills.
- GED testing will resume when state and local guidelines allow.

Economically Disadvantaged and Homeless

- SPS will provide unlimited data hotspots for students who do not have internet access in the home.
- Resource Access Centers, which will allow students to come in to download/upload instruction and provide internet access, are being considered and planned for students who do not have internet access and their home locality does not have cellular capabilities.
- Breakfast and lunch will be provided according to the Spring 2020 school closure schedule.
- Printed materials will be made available upon request.
- All instructional experiences will be designed to maximize equitable learning opportunities.

Instruction: Virtual

- SPS School Schedule 8:30 AM-3:05 PM
- SPS Teacher Schedule 8:15 AM-3:20 PM
- School Schedules (Appendix A)

Instruction: Hybrid

- Hybrid models will be determined based on student attendance numbers, staff availability, transportation, and state guidelines.
- Hybrid instruction will include hands-on, specially designed instruction facilitated by general education, special education, and resource teachers.

Unplugged Lessons/Activities

- Download Canvas courses to HTML for offline work.
- Students will receive hands-on activity kits and materials to supplement online curriculum.

Electives/Resource

- Resource courses will be provided through Canvas; the learning management system.
- Students will be provided synchronous and asynchronous learning opportunities each week.
- Supplemental materials will be provided for at home activities.
- Virtual labs will be used through synchronous and asynchronous learning opportunities (Edgenuity).
- Participation, if hybrid, will take place within health and safety guidelines.

Special Programs

- Dual Enrollment - Students will follow Paul D. Camp Community College's guidelines. Suffolk Public Schools teachers will utilize the SPS Canvas for instruction

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- College and Career Academy at Pruden (CCAP) - Students will participate in virtual learning for the first 9-weeks. Consideration is being made to bring students in using a hybrid model.
- Project Lead the Way - Students will participate in virtual learning for the first 9-weeks. Consideration is being made to bring students in using a hybrid model.
- Governor's School for the Arts (GSA) - Students will participate in GSA classes virtually during their designated blocks.

Identification of Instructional Gaps

Recovery of Lost Instruction

- Pre-K and K students that are first time learners do not have recovery or lost instruction.
- Students in Grades 1-5 will have skills from the 2019-2020 year spiraled into the 2020-2021 instructional pacing calendar.
- Secondary - New learning continued through the Spring 2020 school closure. Focus will be on skills not mastered during the spring quarter using revised pacing guides.
- All teachers will provide virtual assistance during weekly scheduled office hours, real-time (synchronous) interventions sessions with individual students or in small groups, or through digital or phone communication.

Assessment Diagnostics

- Utilize on-time, skill based common assessments.
 - District and school based
- iReady diagnostic testing will be administered to students in Grades K-5 in Reading and Mathematics.
- Reading (Grades 6-8; Grades 11-12) - HMH diagnostic tools.
- Writing (9-10) - Project Based Assessments (PBA)
- English learners will continue to be assessed formally, using the World-Class Instructional Design and Assessment (WIDA) Screener and Assessing Comprehension and Communication in English State-to-State (ACCESS) assessment, and informally during class time. English learners will continue to receive direct instruction in language acquisition skills.
- Standardized assessments (PALS, VKRP, PSAT, SAT, ACT, STAR, CogAT, NNAT) are dependent on state and local guidelines.
- Project Based Assessment (PBAs)
 - Social Studies - Grades 3-8
 - Science - Grade 3

Remote Learning

Elementary/Secondary - All students in PK-12 will receive Chromebooks for virtual learning. Canvas is the learning management system Suffolk Public Schools (SPS) has acquired, which will be facilitated by teachers and additional support staff.

Device Maintenance

All students in PK-12 will receive Chromebooks for virtual learning. Device maintenance is supported by the SPS Technology Department. Students will inform their teacher of any technological issues. The teacher will inform the school Media Specialist who will troubleshoot the issue and determine next steps. Hotspots with unlimited data access are available, by request, to students who do not have reliable internet access in their home, but live in an area with cellular access. Exterior wireless access points, creating outdoor community hotspots, are being installed at two schools to provide additional network access. Technology is also working with the City of Suffolk to secure an additional internet access location at a local community center.

Attendance Expectations (Active Engagement Documentation)

Student attendance data will be collected through the “Teacher Access Center” and linked to the student information system (eSchoolPlus) for data reporting purposes. Students are expected to actively engage in remote daily instruction. Students who do not actively engage will be marked absent. Appropriate interventions will be utilized to engage all students.

Grading Virtual

Teachers will follow the Suffolk Public Schools’ Assignments and Grading Policy.

Professional Learning (Pre-Service)

- Best practices for virtual learning (synchronous/asynchronous direct instruction)
- Best practices for assessment
- CTE/Music/Art/PE/world languages and the virtual environment
- Rubric training
- Equity
- Culturally Responsive Instruction
- Social Emotional Learning

Professional Learning Platforms (Pre-Service)

- Canvas - Primary Learning Management System
 - Self-paced modules; Tier 1 support; Online learning community
- Google Level 1 certification
- Supplemental Resources:
 - iReady (K-5 Math and Reading)
 - eMediaVA
 - IXL (Math K-12)

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- STAR (Math 6-8)
- Edgenuity (Secondary)

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Principal's Role/Expectations

- Observer/Monitoring status in all virtual learning environments for observations
- Ensure lesson plan alignment and pacing
- Ensuring communication between school and home are done within 48 hours
- Communication between administration and parents
- Confirm student contact information
- Track and monitor student attendance

Teacher Expectations

- Teachers work from their classrooms two days per week (Tuesday and Wednesday) and from home (optional) two days; Fridays are optional for school attendance, but must connect with students for small group, 1:1 remediation and support, conferencing, etc. PLCs will also be held on Fridays and may require school attendance.
- Teacher school hours 8:15 AM-3:20 PM
- Itinerant teachers will report to their home based school for virtual instruction.
- Use Innovative Lesson Plan for all instructional planning
- Schedules provided with synchronous and asynchronous instruction
- Special education teacher must submit small group schedule which will be reflected in their Collaborative Innovative Learning Plan
- Small group instruction, whole group instruction, and 1:1 remedial instruction
- Synchronous instruction calendar posted in Canvas
- Maintain accurate communication logs with parents and students
- Daily office hours for student and parent contacts
- Grades submitted according to policy
- Daily attendance based on active engagement
- Recording synchronous instruction for student playback

Student Expectations

- Monitor assignment due dates using Canvas calendar and other tools (Remind, Class Dojo, etc.)
- Display academic integrity in all assignments, quizzes, and tests
- Actively engage and participate in online courses
- Establish a routine for completing work
- Take regular breaks
- Communicate needs frequently to teachers and staff

Operational Infrastructure to Support Remote Learning

2020-2021 Calendar Overview

1st Nine Weeks: September 8, 2020-November 2, 2020

- SPS will have virtual instruction for all students.
- SPS will monitor data and trends from the Virginia Department of Health and the City of Suffolk in order to assist the school division in our approach for a return to face to face instruction.
- Special Education Students who are in specialized programs will return to school two days a week for face to face instruction.

2nd Nine Weeks: November 4, 2020-January 29, 2021 (Tentative)

- SPS will move into a Hybrid model where students will attend school in the traditional Face to Face model for one or two days a week.
- Students will be divided into two or four cohorts.
- Students who utilize Suffolk Public Schools transportation must wear a mask while on the bus or in the car.
- SPS will continue to monitor data trends from the Virginia Department of Health and the City of Suffolk.
- Special Education Students who are in specialized programs will continue to attend school four days a week for Face to Face instruction.
- CCAP Students will also attend their Career and Technical Education classes twice a week for Face to Face instruction.

3rd Nine Weeks: February 1, 2021-April 14, 2021 (Tentative)

- SPS will return to our regular five days of Face to Face instruction.
- Students who utilize Suffolk Public Schools transportation must wear a mask while on the bus or in the car.
- SPS will continue to monitor data trends from the Virginia Department of Health and the City of Suffolk to determine if a move back to a hybrid model is necessary.

4th Nine Weeks: April 15, 2021-June 18, 2021 (Tentative)

- SPS will continue in our traditional model of five days of Face to Face Instruction
- SPS will continue to monitor data trends from the Virginia Department of Health and the City of Suffolk to determine if a move back to a hybrid model is necessary.

School Schedules

Pre-Kindergarten:

Synchronous and asynchronous (independent practice) instruction will be provided. Focus will be on early learning foundational skills, numeracy and literacy.

Instructional Schedule	Time
Morning Meeting/Circle Integrate Social & Emotional Learning (SEL)	8:30 A.M.-8:45 A.M.
Core Instruction & Activities Synchronous or Asynchronous	8:45 A.M.-9:45 A.M.
Choice Time Brain Break & Language Building	9:45 A.M.-10:45 A.M.
Health & Wellness Guided & Free Choice Movement Activities	10:45 A.M.-11:45 A.M.
Lunch	11:45 A.M.-12:30 P.M.
Remediation/Small Group/Enrichment	12:30 P.M.-1:00 P.M.
Rest Time	1:00 P.M.-2:30 P.M.
Closing Meeting/Circle Small Group/Enrichment	2:30 P.M.-3:05 P.M.

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Elementary School:

Synchronous and asynchronous (independent practice) instruction will be provided. The five core content areas (Reading, Writing, Math, Science, and Social Sciences) will be integrated to meet multiple standards. Focus will be on numeracy and literacy with Social Studies/Science integrated in the instruction.

Instructional Schedule	<u>Time</u>
Homeroom Morning Meetings with Social Emotional Learning (SEL) (15 minutes)	8:30 A.M. - 8:45 A.M.
Core Integrated Instruction (synchronous or asynchronous)	8:50 A.M. - 10:05 A.M.
Brain Break	10:10 A.M. - 10:25 A.M.
Core Integrated Instruction (synchronous or asynchronous)	10:30 A.M. - 11:45 A.M.
Lunch	11:50 A.M. - 12:30 P.M.
Resource Class (alternating days)	12:35 P.M. - 1:20 P.M.
Remediation/Small Group/Enrichment	1:25 P.M. - 2:10 P.M.
Remediation/Gifted Resource/Talented Music/Art (Building Specific Schedule)	2:15 P.M.- 3:05 P.M.

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Middle School:

Classes will be held between the designated hours, but live sessions do not have to last for a full 45 minutes. This is the time designated for students and teachers of that block/course.

6th Grade Period	7th Grade Period	8th Grade Period	Time
Block 1 (Include Morning SEL)	Block 1 (Include Morning SEL)	Blocks 1/2	8:30 A.M.- 9:30 A.M.
Block 2	Block 2/3 Exploratory or Health/PE	Block 3 (Include Morning SEL)	9:35 A.M.- 10:20 A.M.
Morning Brain Break	Morning Brain Break	Morning Brain Break	10:25 A.M.- 10:40 A.M.
Block 3	Block 3	Blocks 4/5	10:45 A.M.- 11:30 A.M.
Lunch	Lunch	Lunch	11:35 A.M.- 12:15 P.M.
Block 4/5 Exploratory or Health/PE	Block 4	Blocks 6/7	12:20 P.M.- 1:05 P.M.
Enrichment and Support for Periods 1 and 2/3		Enrichment and Support for Periods 1/2 and 3	1:10 P.M.- 2:05 P.M.
Enrichment and Support for Periods 3 and 4/5		Enrichment and Support for Periods 4/5 and 6/7	2:10 P.M.- 3:05 P.M.

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High School:

Odd/Even Format for High School

Classes will be held between the designated hours, but live sessions do not have to last for a full 45 minutes. This is the time designated for students and teachers of that block/course.

Period	Time
1st (Include Morning SEL)	8:30 A.M.-9:30 A.M.
2nd/3rd	9:35 A.M.-10:20 A.M.
Morning Brain Break	10:25 A.M.-10:40 A.M.
4th/5th	10:45 A.M.-11:30 A.M.
Lunch	11:35 A.M.-12:15 P.M.
6th/7th	12:20 P.M.-1:05 P.M.
Enrichment and Support for Periods 1 and 2/3	1:10 P.M.-2:05 P.M.
Enrichment and Support for Periods 4/5 and 6/7	2:10 P.M.-3:05 P.M.

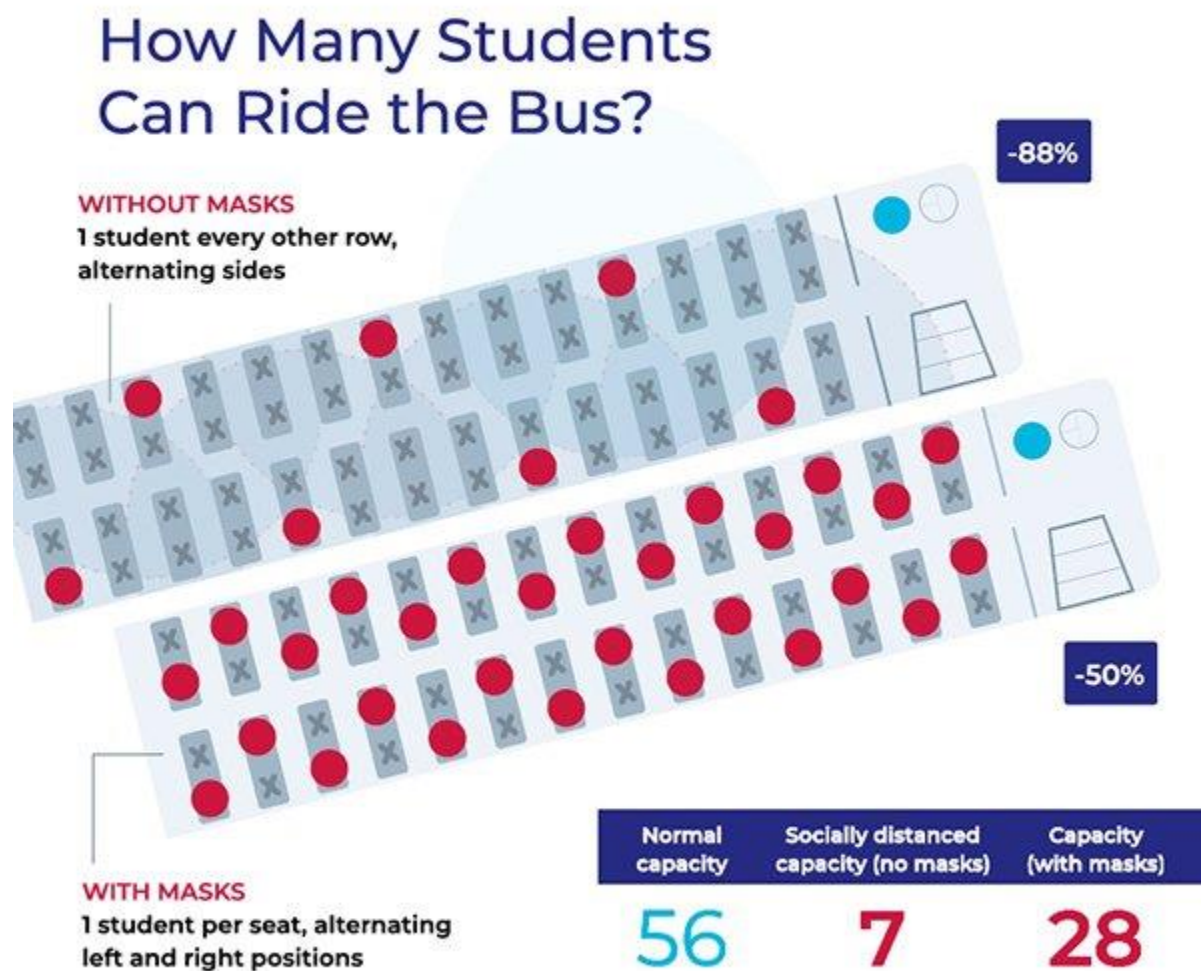
Communication

Suffolk Public Schools believes that the education of each student is a responsibility shared by the school and families. Suffolk Public Schools recognizes that a constructive partnership provides for two-way communication and fosters educational support for students and families. It is important to recognize that the term “parent” can also include guardians, grandparents, and other members of a student’s family who are involved in the student’s education.

- The Superintendent held Facebook Live sessions to provide closure and reopening updates and answer participant questions.
- The Superintendent, with the support of the cabinet team, hosted teacher information sessions to provide updates on Fall 2020 reopening recommendations.
- Virtual training models will be provided on the Canvas learning management system and other digital resources.
- The Parent Resource Center is a current resource which provides information and materials for elementary parents.
- Frequently Asked Questions (FAQs) pages for parents, teachers, and administrators have been created to answer common questions and areas of concern.
- Data from surveys and focus groups have been utilized to gather parent perceptions for decision making and progress monitoring.
- Individual schools have included family engagement activities in their school performance plans to meet the needs of their school community.
- The SPS Instructional Plan will be posted on the SPS website and all social media sites.
- Flyer distribution and messenger are also utilized for information dissemination.
- All school board meetings are publicized and streamed live on YouTube and local access channels

Transportation

- One (1) student per seat, children from the same household may sit two (2) to a seat. With this arrangement distancing is expected to be lowered to 3 feet and face coverings are required.
- Bus drivers will be trained on seating, sanitation, and hygiene
- Bus drivers will teach students about spacing expectations
 - Load rear to front - unload front to rear 1 at a time to maintain distancing
 - Communicate spacing at bus stops and loading to parents
- Cleaning procedures, to include full sanitation, will be executed between loads
- Buses will have adequate hand sanitizer and cleaning supplies
- Personal Protective Equipment (PPE) will be provided for all drivers



SOURCE: National Council on School Facilities and Cooperative Strategies