



King and Queen County Public Schools

Instructional Plan

2020-2021 Return to Learn

King and Queen Public Schools (KQPS) Return to Learn 2020-2021

Elementary Options PK-7

- I. **Student Enrollment Option #1: All parents will be offered the option of enrolling a student(s) in a hybrid in-person and remote instructional schedule.** KQPS will divide the school population in half so that 50% of students may attend in person at any one time. There will be two groups of students: Group A and Group B. Please see the chart below.

- II. **Student Enrollment Option #2: All parents will be offered the option of enrolling a student(s) in 100% virtual learning.** This option means students will not physically attend King and Queen Elementary (KQE) or Lawson-Marriott Elementary (LME) and will participate in instruction through a remote/distance model set up by the division. Virtual Virginia Outreach program will be utilized by current teachers in the division to provide instruction to and instructional activities for students. This option will enable families who are not comfortable sending their student(s) to school in person to continue to receive instruction through a virtual platform which has teacher support.

Elementary Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Group A in person (50%)	Group A in person (50%)	NO STUDENTS	Group A remote at home (50%)	Group A remote at home (50%)
Group B remote at home (50%)	Group B remote at home (50%)	Teachers: planning/Remote Learning Check and Professional Development	Group B in person (50%)	Group B in person (50%)
Cleaning, Sanitizing, Disinfecting by KQPS Maintenance & Custodial Staff	Cleaning, Sanitizing, Disinfecting by KQPS Maintenance & Custodial Staff	Cleaning, Sanitizing, Disinfecting by KQPS Maintenance & Custodial Staff	Cleaning, Sanitizing, Disinfecting by KQPS Maintenance & Custodial Staff	Cleaning, Sanitizing, Disinfecting by KQPS Maintenance & Custodial Staff

School counselors, administration and teachers will schedule students for Group A or Group B Days. Students from the same household will be grouped together at the same grade levels (levels refers to elementary or secondary). Students with disabilities and English Learners will be given the option to attend 4 days a week.

Secondary Options Grades 8-12

I. Student Enrollment Option #1: All parents will be offered the option of enrolling a student(s) in a hybrid in-person and remote instructional schedule. KQPS will divide the school population in half so that 50% of students may attend in person at any one time. Students will be grouped in a A/B/C format: A=8th grade; B= 10th and 12th grades and C= 9th and 11th grades. Please see the chart below.

II. Student Enrollment Option #2: All parents will be offered the option of enrolling a student(s) in a 100% virtual learning. This option means students will not physically attend CHS and will participate in instruction through Virtual Virginia. This option will enable families who are not comfortable sending their student(s) to school in person to continue to receive instruction through a virtual platform which has teacher support.

NOTE: Students with disabilities and English Learners will be given the option to attend everyday at the secondary level.

Secondary Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A	B	C	A	B
C	A	B	C	A
B	C	A	B	C
A	B	C	A	B
C				

Other Changes:

- **Change in Start Date for the 2020-2021 School Year: The first day of school for students will be, September 8, 2020.** This is a change from August 31, 2020, in order to provide additional teacher and staff planning and training time as well as ensuring all buildings are outfitted with the necessary items to support a safe and healthy learning environment.
- **End of school day for Elementary School Students: The school day for elementary students will end at 1:00 PM.** This schedule change means that your child will arrive home earlier. The reason for this change is to support

our younger student's social emotional needs and to promote mitigation and distancing protocols. The earlier dismissal will also provide extra time to clean, disinfect, and sanitize each facility for the next day.

Identification of Instructional Gaps, Student Needs

Students will be assessed at the start of the 2020-2021 school year to determine a baseline for their social-emotional needs as well as their academic performance level in reading and math. A variety of diagnostic tools will be available to assess student academic levels and student academic growth, including PALS, Virginia Kindergarten Readiness Program, IXL, Achieve 3000 Reading Program, Key Math, HMH Reading Inventory, and other assessments determined to align appropriately with classroom instructional standards. Teachers will work with small groups to provide differentiated instruction and remediation based on data obtained from the diagnostic tools to include teacher made assessments. Building administrators will closely monitor assessment data and provide support to teachers to ensure alignment of curriculum, instruction and assessment. Building administrators will also monitor instruction through the implementation of the observation process. Division level administration will work with building administrators to monitor, assess, and revise instructional practices to include lesson planning and delivery.

Teachers will use tracking documents and resources provided by VDOE instructional specialists to assist with recovering missing instruction and preparing for new learning. This information will be reviewed by all teachers in grade/team levels prior to the start of the 2020-2021 school year to prepare for recovery of untaught essential skills and concepts and instruction of new materials. Elementary schools will plan a recovery period for Return to Learn 2020-2021 which will be implemented at the start of the school year and incorporate untaught materials into the first 4 ½ weeks. Secondary teachers will create modules to address the untaught materials which will be addressed during the first 4 ½ weeks of the school year. All levels will engage in adjusting the pacing guides for the 2020-2021 school year prior to the start of the school year.

Special Education IEP teams will determine the least restrictive environment and appropriate services individually for each student with disabilities. Some special education and related services may be challenging or even impossible to deliver remotely. As needed, the IEP team will review the impact of the instructional delivery model and will consider any individualized changes to a student's plan that may be required.

New Instruction

New material will be taught to all student groups during the 2020-2021 school year through the hybrid or 100% learn from home model. Both models will utilize the Virtual Virginia program. Teachers will follow the standards of learning as set forth by the Virginia Department of Education. All students will be assessed at the beginning of the school year to identify any learning gaps; learning plans and instruction will be impacted by the data collected from these assessments. A universal screener will also be given to assess student's social-emotional status. All staff will be trained on utilizing the Second Step SEL program in an effort to check-in with students daily to ensure students' well-being. Specific social and emotional supports are available through interventions with access to support personnel (school counselors and the division psychologist).

- **Special Education-** IEP team met to determine the best instructional approach when given the choice of virtual/remote learning, or hybrid. If the IEP Team chose hybrid, they then discussed the frequency, 2 days similar to General Ed or additional days to support additional needs outlined in the IEP. Students in the hybrid setting will receive services in the school setting as outlined in the IEP. Students who participate in virtual/remote instruction will have accommodations, modifications, and services either through teletherapy/teleservices or alternate means as determined to be the best fit by the IEP Team for delivery.
- **English Learners-** EL Teams will meet to determine the best instructional approach when given the choice of virtual or hybrid learning. If the EL Team recommends the hybrid, students will discuss the frequency, 2 days similar to General Ed or additional days to support additional needs outlined in the EL Plan. Students who choose to go 100% virtual/remote instruction will have accommodations, modifications, and services either through teleservices or alternate means as determined to be the best fit by the EL Team for delivery.
- **Gifted Program-** Gifted students who choose virtual will be provided services through the online platform. Gifted students who opt for hybrid will be clustered to receive services in-school as typical to a regular school year.
- **VPI-** Pre-school students are provided the opportunity to attend in-person 4 days a week with their Early Childhood Special Education Peers. Teachers will supplement the 5th day with packet instruction to be completed at home with teacher coaching and support to parents. Parents who opt-out will have 100% packet instruction supported with parent coaching and regular teacher feedback.
- **Homeless Students-** Students experiencing homelessness as defined by the McKinney-Vento Act will be supported through attendance in their school of origin and provided transportation to that school of origin utilizing social distancing practices.

Remote Learning

Our students and staff do have limitations in the ability to participate through a virtual experience due to lack of internet connectivity. The division is working to secure options to include the purchase of hotspots for families who do not have the means to connect. The division is implementing the Virtual Virginia Expanded option for students in grades 6-12 who desire to participate in 100% virtual learning and have the means to access the internet. The division will also utilize the Virtual Virginia Outreach Program to provide support for the hybrid model of face-to-face and remote learning. Each student will receive a Chromebook (K-12) to be used for remote and 100% virtual learning. Materials will be downloaded to thumb drives and printed to provide additional support for assignment completion. Teachers may also create short video clips of instruction and provide printed materials to support practice. Teachers are currently working to complete the Google Classroom Certification and will train to set up classes in Virtual Virginia when they return in August.

Professional Development

Professional development will focus on providing teachers with support to increase their capacity to instruct using a hybrid method (face-to-face and remote). Teachers will receive training in the development and launching of courses through the Virtual Virginia Outreach program. Teachers have been completing training to earn Level 1 Google certification which will also support efforts with using Canvas and Virtual Virginia instructional materials. The Executive Director of School and Student Outreach will work with teachers in implementing a social-emotional curriculum to ensure the social-emotional needs of our students are being met. Teachers will be given time to work in grade level/content level teams to review and adjust pacing guides for all content/courses.

Transportation

Buses will be disinfected before and after each route has been completed; either to school or from school to home. Each bus driver will receive an electrostatic sprayer to allow him/her to disinfect the bus after each run. Bus drivers will be required to wear PPE at all times when transporting students. Buses will be unloaded one at a time upon arrival at school with social distancing emphasized as students exit the school bus and as they proceed to their classrooms. Buses will be loaded one bus at a time for afternoon dismissal to allow for social distancing and proper seating.

All vehicles transporting students will be stocked with masks for drivers, additional disposable face masks for students, spray disinfectants and hand sanitizer.

Technology

Chromebooks will be utilized to support remote learning for all students. The division currently has approximately 400 Chromebooks on hand and has ordered an additional 600 units. The initial rollout will cover grades 4-12. There will be training for students and parents and support through tips sheets as well. Grades K-3 will receive Chromebooks upon the arrival of the additional units. Chromebooks will be utilized to support students while they are learning remotely and students who have chosen to learn from home during the 2020-2021 school year. The division is in the process of applying for a grant through the State CARES Act Set-Aside funding to purchase hotspot devices to ensure all of our students have a means to access on-line learning. The division will utilize thumb drives to download instructional materials from Virtual Virginia for remote learning. Students will also be provided with paper copies as a backup. Students and families who have selected the 100% learn from home option, they will be provided with a Chromebook and students in grades 6-12 will participate in the Virtual Virginia Expanded Instructional Program. Students in grades K-5 who have selected the 100% learn from home option will be a part of our Virtual Virginia Outreach program.

ATHLETICS, FIELD TRIPS, AND EXTRACURRICULAR ACTIVITIES

We will prioritize student health and welfare as well as equity in our planning for athletics, field trips, and extracurricular activities. We will make decisions about reopening high school athletics and activities in alignment with guidelines and recommendations provided by the Virginia High School League (VHSL), the National Federation of State High School Associations (NFHS), and public health officials, in coordination with directives from the state board of education. We will make decisions on school-sponsored extracurricular activities and travel opportunities for all grade levels in conjunction with public health guidelines and the scheduling options that are determined in each phase of reopening. Field trips will not be permitted during the first semester of the 2020-2021 school year. Division level administration will continue to collaborate with the high school administration and Athletic Director to ensure that our trainer and coaches are following the return-to-sport guidance from the National Athletic Trainers' Association (NATA). Any athletic teams who are a part of the VHSL fall sports offerings will begin conditioning once the 2020-2021 school year has commenced. All coaches will complete a training in reference to the cleaning of equipment, proper use of the weight room, physical distancing and health screening of all athletes prior to the start of Return to Sports.

Regional Programs

Students enrolled in regional programs such as day schools as noted in a student's IEP, Bridging Communities, Cosmetology, Welding, or the Chesapeake Bay Governor's School may follow a different daily schedule than other students. KQPS will provide the same access to those programs as is typical and as those programs develop their schedules, we will keep parents updated about their students' specific schedules.

School Nutrition

Breakfast and Lunch Meals will be served daily in all schools. The plan for distribution of meals on remote learning days (to students learning at home) is being developed at this time, but meals will be available on those days as well. Meals will be prepared by KQPS Nutrition Staff in the school cafeterias. Elementary students will remain with their cohort in the classroom where lunches will be distributed. High School students will be grouped to attend lunch in the cafeteria. Meals will be distributed to students in their respective locations. Students will wash hands before and after eating. Custodial staff will sanitize all tables and hard surfaces before and after meals. Students will be supervised by staff during lunch and transitions to and from the cafeteria.

Communication

Our intention is to provide accurate, consistent, and timely communications with staff, students, parents, and the King and Queen County community as a whole to instill and maintain public confidence in our schools. We will coordinate with the Virginia Department of Health and Three Rivers Health District to disseminate critical information from the health department, to develop and deliver common health messages and educational materials in English, Spanish, and Arabic to demonstrate the school district is taking appropriate action to preserve the safety and health of our staff and students. Information and updates will be provided on the division website and Facebook pages, through the Instant Messenger service which can be done via telephone and email, through flyers distributed from the schools, and USPS mail when appropriate. Division and building level administrators, all teachers and front office staff will be kept informed in order to ensure all stakeholders have the most current and accurate information to provide when asked.