

# King George County Schools

## Instructional Plan 2020-2021

King George County Schools will provide new instruction to all students in the 2020-2021 school year, regardless of the operational status of the division's buildings or the reopening phase of the state or locality. All assignments will be graded so that families and staff can partner to monitor student success.

## Operational Infrastructure to Support Learning

### SCHOOL SCHEDULES

The return to school will have several variations from the traditional school day model, including

- After the first semester, KGCS families will have an option to participate in a blended instruction or 100 % virtual instruction model. Currently, the plan is to begin this option on October 19. From August 17 to October 16, school will be virtual, 100% online.
- Beginning October 19th, to adhere to all health guidelines and safety measures, a blended model of instruction will be implemented for students returning to in-person instruction.
- School buses must also follow strict social distancing requirements resulting in a reduced bus capacity. As a result, buses are not able to transport all students requiring transportation services to school limiting the number of students we bring at one time.
- In the blended learning model, grade levels are divided into two groups, Blue group and Gold group with each group attending school for on-campus learning two days per week and working independently at home, either with asynchronous online activities or paper/pencil activities, for three days.
- Blue group will attend on Mondays and Tuesdays and Gold group will attend on Thursdays and Fridays
- Wednesdays will be devoted to deep cleaning in the schools. Students will participate in asynchronous learning. Teachers will be provided with time to communicate with families and participate in professional duties including professional development.
- Minimal changing of locations throughout the instructional day and coordinated movement through the corridors to maintain appropriate social distancing
- Flexible remediation schedules will allow for targeted interventions beginning early in the school year to address learning gaps associated with loss of instructional time in the 2019-2020 school year
- A 100% virtual option for learning will be offered for all students in addition to the blended learning option.
- The capacity to provide new instruction to all students through virtual learning in the event of a school closure imposed by local governance

## Elementary Virtual Instruction Guidance Grades K-2

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Teacher Daily Schedule</b>				
Focus: Reading/Math/Writing		Distance learning/staff planning day to include grade-level meetings, lesson planning, other PD, family communication, office hours. Asynchronous instruction provided for Science or Social Studies***	Focus: Reading/Math/Writing	
1-2.5 hours Synchronous Instruction: Whole Class Meetings, Specials**			1-2.5 hours Synchronous Instruction: Whole Class Meetings, Specials**	
2-3 hours Synchronous Instruction: Small Group and/or Individual Student Meetings			2-3 hours Synchronous Instruction: Small Group and/or Individual Student Meetings	
1-2 hours Planning, Materials Creation, LMS Management			1-2 hours Planning, Materials Creation, LMS Management	
<b>Student Daily Schedule</b>				
1-2.5 hours Synchronous Instruction: Whole Class Meetings, Specials*		Asynchronous learning provided for Science/Social Studies***. independent practice, assignment completion.	1-2 hours Synchronous Instruction: Whole Class Meetings	
30 minute Small Group and/or Individual Student Meetings*			30 minute Small Group and/or Individual Student Meetings*	
1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, specials**, breaks)			1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, specials**, breaks)	

\*Teachers may create a flexible schedule to include providing a minimum of one small group or individual meeting per week for each student.

\*\*Specials instruction will be delivered daily with synchronous and asynchronous modules that can be used optionally and flexibly by students.

\*\*\*Asynchronous instruction will be provided for Science and Social Studies on Wednesdays

# Elementary Virtual Instruction Guidance Grades 3-6

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Teacher Daily Schedule</b>				
Focus: English/Math Science or Social Studies/History	Distance learning/staff planning day to include grade-level meetings, lesson planning, other PD, family communication, office hours		Focus: English/Math Science or Social Studies/History	
2-3.5 hours Synchronous Instruction: Whole Class Meetings**, Specials***			2-3.5 hours Synchronous Instruction: Whole Class Meetings**, Specials***	
2-3 hours Synchronous Instruction: Small Group and/or Individual Student Meetings			2-3 hours Synchronous Instruction: Small Group and/or Individual Student Meetings	
1-2 hours Planning, Materials Creation, LMS Management			1-2 hours Planning, Materials Creation, LMS Management	
<b>Student Daily Schedule</b>				
2-3.5 hours Synchronous Instruction: Whole Class Meetings, Specials***	Asynchronous learning, independent practice, assignment completion		2-3 hours Synchronous Instruction: Whole Class Meetings, Specials***	
30 minute Small Group and/or Individual Student Meetings*			30 minute Small Group and/or Individual Student Meetings*	
1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, breaks)			1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, breaks)	

\*Teachers may create a flexible schedule to include providing a minimum of one small group or individual meeting per week for each student.

\*\*This is intended to denote three blocks of instruction that may include one teacher instructing all 3 focus areas OR one departmentalized teacher instructing three sections of one focus area.

\*\*\*Specials instruction will be delivered daily with synchronous and asynchronous modules that can be used optionally and flexibly by students.

## KGCS Virtual Instruction Guidance Grades 7-8

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Student Daily Schedule</b>				
3-4 hours Synchronous Instruction: Whole Class Meetings		Asynchronous learning, independent practice, assignment completion	3-4 hours Synchronous Instruction: Whole Class Meetings	
30 minute Small Group and/or Individual Student Meetings*			30 minute Small Group and/or Individual Student Meetings*	
1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, specials, breaks)			1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, enrichment, specials, breaks)	

\*Teachers may create a flexible schedule to include providing a minimum of one opportunity per week for question sessions, guided practice, small group or individual meetings.

## King George Middle School Virtual Bell Schedule

Period	Time	Description
1st/4th	7:25AM - 8:25AM	Whole Class Instruction - All students meet online with teacher
	8:30AM - 9:30AM	Small Group and/or Individual Student Meetings
2nd/5th	9:35AM - 10:35AM	Whole Class Instruction - All students meet online with teacher
	10:40AM - 11:40AM	Small Group and/or Individual Student Meetings
Lunch	11:45AM - 12:15PM	Students/Staff Break for Lunch
3rd/6th	12:20PM - 1:20PM	Whole Class Instruction - All students meet online with teacher
	1:25PM - 2:25PM	Small Group and/or Individual Student Meetings

## KGCS Virtual Instruction Guidance Grades 9-12

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Student if Daily Schedule</b>				
4 hours Synchronous Instruction: Whole Class Meetings		Asynchronous learning, independent practice, assignment completion	4 hours Synchronous Instruction: Whole Class Meetings	
1 hour Small Group and/or Individual Student Meetings			1 hour Small Group and/or Individual Student Meetings	
1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, and enrichment)			1-2 hours Asynchronous Learning and Practice (including instructional software, independent reading, assigned practice, and enrichment)	

## King George High School Virtual Bell Schedule

Block	Time	Description
1	7:30AM - 8:30AM	Whole Class Instruction - All students meet online with teacher
	8:35AM - 9:06AM	Small Group and/or Individual Student Meetings
2	9:10AM - 10:10AM	Whole Class Instruction - All students meet online with teacher
	10:15AM - 10:46AM	Small Group and/or Individual Student Meetings
Lunch	10:46AM - 11:19AM	Students/Staff Break for Lunch
3	11:19AM - 12:19PM	Whole Class Instruction - All students meet online with teacher
	12:24PM - 12:55PM	Small Group and/or Individual Student Meetings
4	12:59PM - 1:59PM	Whole Class Instruction - All students meet online with teacher
	2:04PM - 2:35PM	Small Group and/or Individual Student Meetings

## TEMPORARY VIRTUAL

This model may be necessary as a short-term solution in the event of a closure or a localized outbreak.

- Students would participate in online instruction daily until conditions allow for a safe return.
- This would include scheduled, teacher-led learning where attendance is expected, and at-home learning, which may be in the form of pre-recorded instruction modules or paper-pencil activities.
- All instruction would be provided by the teacher of record in this case; and support would be provided through online office hours, emails, and online intervention sessions on an as-needed basis.
- Meals will be provided at distribution sites while students are learning at home.

## TRANSPORTATION

Families that depend on school buses to transport their students to and from school on a daily basis should expect

- School buses to carry less than 50% of their normal capacity - Students to be required to wear face coverings while riding the bus
- Students to sit one to a seat, except for students who live together and attend the same school, who may share a seat
- Students to be required to adhere to a seating arrangements that have been established to maintain social distancing
- Buses to be sanitized after each morning and afternoon route
- Temporary grounding of any bus that has transported a student who later tests positive for COVID-19 until such bus can be thoroughly disinfected

## PROCESSES & SYSTEMS

The families of King George County Schools can expect

- Systematic deep-cleaning of instructional settings and hourly cleansing and disinfecting of high-traffic areas in each school
- Age-appropriate reinforcement of good hygiene practices through posted and verbal messages, reminders from staff, and the wide availability of hand-washing and hand-sanitizing stations throughout the school buildings
- Students will have supplies, books, devices, desks, and other classroom necessities to eliminate the need for sharing these items.

- Daily check-in procedures that assess both student and staff wellness
- Grab-and-go meal service for breakfast and lunch at all schools, which will allow students to eat in their classrooms, thereby eliminating large gatherings in school cafeterias where social distancing recommendations cannot be maintained
- Static seating arrangements will be used as much as possible in classrooms adhering to social distancing recommendations
- Staff members and students, when age-appropriate, to wear face coverings in the hallways and in small-group instruction settings when social distancing is not possible
- Barriers and partitions to be in place in office settings where the social distancing is not practical or possible
- School nursing personnel to be trained and properly equipped with PPE and medical supplies/equipment for addressing COVID-19
- Health clinics and nurse stations in the schools to be outfitted with masks for students exhibiting contagious symptoms and separate waiting areas to be available for students whose health conditions require those students to be isolated from others
- FERPA-compliant notifications to inform staff members and families of students who are in regular contact with any student or staff member who is found to have contracted COVID-19
- Visitors to school will be limited to essential support for teaching and learning. All visitors will be screened for COVID-19 symptoms prior to entering the school
- Students will remain with their classroom groups as much as is possible to restrict mixing with other student populations and increasing the risk of exposure to illness.

## TECHNOLOGY

In the blended or virtual learning settings, student technology expectations include:

- School-provided Chromebooks will have all of the apps and technology capable for any needs during remote learning. Students are encouraged to use their school devices during this time for compatibility purposes
- A limited number of internet devices or hotspots will be available to families
- Daily updates to Canvas classrooms
- Courteous and respectful online behavior as outlined in the Code of Conduct and adherence to the Technology AUP
- Grouping by the following descriptions for distribution and planning purposes: Group A - home has reliable internet access Group B - Hotspot provided or Group C - students must use alternative internet hotspot locations.

## COMMUNICATION

Members of the school community will receive information and updates on school statuses via the following channels:

- School Messenger calls, texts, and emails will be delivered to families who elect to receive them on a regular basis. Families can go to the division website to register for School Messenger.
- King George County Schools will share important information and updates with the school community through its social media platforms: Twitter, and Facebook
- Families are asked to use the help desk button on the division website.

## NEW INSTRUCTION FOR ALL STUDENTS

### EQUITABLE PROVISION OF INSTRUCTION

Families who choose to send their students to the school building for instruction can expect the following

- Students will be grouped. Geographically throughout the county to ensure children residing in the same household have similar school schedules. Blue and Gold groups will attend school face to face on two consecutive days.
- Students will remain home for three instructional days a week. Instruction will be asynchronous and supported through the teacher's Canvas page.
- King George County will provide new instruction for all students
- Students will be assessed to determine learning loss and gaps
- Differentiation of instruction will be provided through small group instruction.
- Accommodations will be made for certain special education students who may need to attend school physically each day. All IEPs and LEPs will be followed. All students, K-12, will be issued a device to support learning at school, and virtually as supply is available
- Students who need access to the internet at home will be issued hot spots as supply is available.
- If a hotspot is not available or will not work at a students home, the student will download necessary instructional items to their device to be accessed without the use of the Internet.
- Teachers will participate in professional development. ITLs and teacher leaders will offer professional learning opportunities to support a virtual learning environment.



## VULNERABLE & SPECIAL POPULATIONS

In light of flexible educational options, IEP teams may reconvene in order to determine and document appropriate services. Any considerations regarding alternate scheduling for attendance will be made through the IEP team.

King George has less than 40 ESOL students across the division. ESOL Teachers will work with students and their families to provide support during whole group instruction, provide small group instruction and support online learning using embedded tools within Canvas.

## PROFESSIONAL DEVELOPMENT

To prepare for the transition to the Canvas Learning Management System (LMS) and for the use of Virtual Virginia Outreach, certified staff members are expected to complete the professional development modules for Canvas and Virtual Virginia Outreach training no later than August 7, 2020.

Teachers will have access to training videos from Canvas as they prepare virtual and blended learning lessons.

Other professional development will be made available for teachers throughout the school year including but not limited to topics such as online instructional resources, effectively using technology as an instructional tool, literacy, math, assessment for learning, and internet safety and etiquette.

Instructional Technology Liaison Teachers will be offering support and resources for teachers as they plan and develop lessons throughout the fall semester.

## FAMILY ENGAGEMENT

Families are asked to partner with the school to support student growth and success in the following ways:

- Communicate regularly with the classroom teacher regarding student progress.
- Encourage students to attend all classes and complete all assignments
- Create a comfortable, distraction-free place for students to work when participating in classes at home
- Encourage students to incorporate physical activity and healthy breaks from classes during the day, while practicing responsible social distancing
- Utilize support resources provided by school administrators, instructional specialists, Instructional Technology Liaisons and school counselors.

## KGCS Expectations in a Virtual Learning Environment

<b>Student</b>	<b>Teacher</b>	<b>Parent</b>
Expect to log-in daily for scheduled class meetings, individual teacher meetings, group discussions, etc.	Offer daily real-time instruction, virtual office-hours, and assignments with the use of virtual tools	Expect your child to attend virtual classes daily as they would in person.
Complete and submit all assignments on time through the use of Canvas, our new on-line learning management system	Provide assignments, videos, discussion prompts, etc. through Canvas	Remain actively involved in your child's education by reviewing their grades through PowerSchool and their progress through Canvas.
Prepare to engage in a virtual environment that is as rigorous as a traditional in-person class.	Create a comprehensive virtual course that includes all Standards of Learning, competencies, activities and assessments.	Prepare your child for success by acquiring the appropriate materials. Cromebooks and Hotspots are available if needed through the school division.
Attendance will matter. Be prepared to engage daily with all of your teachers through live lessons and assignments.	Take attendance through multiple methods to include marking students present for lessons, completion of assignments, review student log-ins to Canvas.	Communicate the value and importance of daily attendance in the virtual learning environment. Connecting your child with their teachers is the first step to success.
Engage in teacher-led instruction and complete all assigned activities to further your understanding evidenced through high academic marks.	Grade student performance by assessing participation and content mastery through assignments and assessment performance.	With the use of PowerSchool Parent Portal review your students grades regularly and email teachers with any questions/concerns you may have.
Be available online between during the designated times to engage in real-time lessons with your teacher and classmates.	Use the posted bell schedule to plan synchronous instruction for all of your courses on Monday, Tuesday, Thursday, and Friday.	Expect your child to attend school virtually during the same times that they would have attended school in person.
Be prepared to connect with your teachers at a much higher frequency than you did last spring. This will be much different than the "emergency learning plan" used last March.	Expect daily correspondence from your students and expect to give daily support. Reinstitute traditional accountability measures that were absent last spring.	Expect a more responsive and rigorous experience for your child in the fall as compared to last spring.
Expect to connect online. If you need a Chromebook or Wi-Fi Hotspot, please contact the school.	Prepare instruction and activities to be performed in a virtual environment. Provide regular communication via email, Canvas, and PowerSchool.	Look for all correspondence from the school to come through online means (email, Canvas, PowerSchool, social media).

## COMMUNICATION

In an effort to provide families with one virtual location to access all instructional resources and announcements for every K-12 student, King George County Schools will use Canvas, Google Classroom, Virtual Virginia Outreach and Clever.

Grades will continue to be reported through Power School and will be updated weekly.

## IDENTIFICATION OF INSTRUCTIONAL GAPS & STUDENT NEEDS

Prior to the end of the 2020 school year, teachers used Standards of Learning (SOL) tracking logs to identify content that may need to be emphasized in instructional planning and design.

Teachers will use diagnostic formative assessments in math to pre-assess students prior to instruction in order to determine individual needs and gaps in learning students have. Teachers will use formative assessments and common formative assessments as well to measure student mastery, provide differentiated instruction in the form of remediation, and enrichment. Based on data collection, differentiated instruction will be designed, pacing and curriculum guides will be adjusted as necessary to meet the needs of students.

Kindergarten students will participate in the Virginia Kindergarten Readiness Program (VKRP). These assessments measure children's skills in early mathematics, literacy (PALS), self-regulation, and social skills. Students who will attend school virtually will participate in assessments face to face through appointments only.

## REMOTE LEARNING

In the event that further closures are necessary, the division's contingency plan for ensuring continuity of new instruction includes the following.

- Classes will include synchronous and asynchronous learning
- Distance learning will use the same standards as blended learning. Teachers will align the pacing between Distance learning and blended learning as much as possible by using the learning management system Canvas.
- Software resources that are currently used in face to face learning will continue to be used in the distance learning environment
- Teachers will use virtual meeting tools and may use Google Meet to meet with students in whole group and small group settings
- Online and digital instructional tools such as Khan Academy, IXL, Reading A-Z, and NoRedInk will continue to be used to support virtual learning
- Teachers will communicate weekly with students to ensure students are on track, learning, and completing assignments
- Teachers will be available during "office hours" and students should contact a teacher with whom they would like to schedule an individual meeting ahead of time to schedule a call or virtual meeting

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