Covington City Public Schools July 2020

This is a fluid working document of Possible Plans to Reopen Schools - Flexibility will be Key to our continued Success in Covington City Schools as we prepare to reopen Schools

Survey to Families July 2020

Survey Information

 376 Families completed the Survey in July accounting for 680 of our students:

96% of respondents want to return to school whether in person or virtual (46% responded Combined In-Person-Virtual – Take Home Packet; 30% responded In-Person Only; 24% responded for Virtual – Take Home Packet)

Information Important to our Opening of Schools.

Goals For Success

Goal 1 Safety for All

- Provide Safe environments for all- students- staff- school community- and broader community.
- Follow all VDH-CDC- VDOE guidelines
- Maintain 6 foot social distancing
- Face coverings for students in certain situations and developmental ages in Buildings.-entry into buildings- exiting classrooms throughout day- when six foot social distancing is not possible. Mandatory for Buses.
- Mandatory Daily Health Screenings for Students, Staff, and Visitors prior to entry.
- Provide COVID 19 Training for Staff before school opens for staff, families and students
- Reduce traffic in hallways and in communal areas

Goal 2 Rigorous Learning Opportunities

- Instructional Models to meet the needs of students and families as the Pandemic requires differentiation:
- Hybrid learning in person instruction and virtual learning
- In Person learning for our youngest learners
- Virtual Learning for those unable to attend school
- Virtual Learning for all should there be a need for another school closure for an extended period for all

Goal 3 Continual Learning Opportunities for All

- New Learning for all with an emphasis on skills loss during closure in Spring of 2020
- Provide a Chromebook or Tablet for every student K- Grade 12.
- Hot Spots will be provided to those students who need internet access.

Goal 4 Well Being of Students and Staff

- Social and emotional needs must be addressed for our students and staff!
- Counseling Services will be provided for qualifying students by Family Preservation Services and Counseling Associates of the Highlands by licensed Mental Health Providers. Counseling Associates of the Highlands has been contacted about supporting our staff during 2020-2021.
- Employee Assistance Program of Covington's Anthem Health plan provides well being supports for our enrolled employees.
- Therapeutic Day Treatment will be provided for qualifying students .
- Alleghany Highlands Community Services Board supports our school community!
- CCPS School Counselors are working on resources for teachers to provide additional Social Emotional Learning supports and small group support offerings to students with permission.
- Our Division Visiting Teacher and School Counselors will provide families needed supports.

Phase Guidance for Schools

	Phase 1	Phase 2	Phase 3
Academics (State Guidance)	Virtual Learning and Take Home Packets	PK-3, SPED and EL in-person. 4-12 Remote Learning	PK-12 in person with mitigation
Health (State Guidance)	6ft Social Distancing 10 person limit for gatherings	6ft social distancing 50 person limit for gatherings	6th social distancing 250 person limit for gatherings
CCPS Plan	Closed - 100% Virtual	Closed - 100% Virtual	PK-2: All day everyday (5 days a week) 3-7: A Team / B Team 5 days in class / 5 days virtual learning 8-12: 4 days per week in person (A/B groups morning/afternoon session); 1 day virtual learning
Transportation	N/A	N/A	3ft Social Distancing with required face covering

CHS Modified Schedule

Schedule: 4X4 (1 Block Per Day in

Person)

Transportation: AM/PM

Cleaning: Daily / Weekly Deep

Clean

Cafeteria: AM & Lunch Pickup

CHS Possible Schedule

Day & Block	In-Person Group A	In-Person Group B	Online Learning
Monday (1st Block)	8:30-11:30	12:30-3:30	Blocks 2, 3, 4
Tuesday (2nd Block)	12:30-3:30	8:30-11:30	Blocks 1, 3, 4
Wednesday	Deep Cleaning / PD	Deep Cleaning / PD	Blocks 1, 2, 3, 4
Thursday (3rd Block)	8:30-11:30	12:30-3:30	Blocks 1, 2, 4
Friday (4th Block)	12:30-3:30	8:30-11:30	Blocks 1, 2, 3



Schedule Information

- All students could attend school daily during days school is open.
- Each class would be split into an A group and a B group to assist with social distancing guidelines.
- Students would have option to attend online via Google Meet.
- Students would use mornings or afternoons opposite of attending school to complete assignments or activities in Edgenuity, Virtual Virginia or project assigned by their teachers.
- Students would attend 3 hours per block per week in person and complete other work assigned until next class online.

Transportation

Mornings

- Bus Drop Off 8:05 (Doors open for students at 8:05 daily, students would go to 1st block upon entering school)
- JRTC Students would depart CHS at 8:10 on days in school
- Morning Students Depart CHS at 11:35

Afternoon

- Pick Up: 11:55 (Expedited Run)
 Dropped off at CHS by 12:25
- Students may be dropped off starting at 12:10 for the afternoon session.
- End of Day: Students Riding Bus
 Depart CHS at 3:35

Edgemont Possible Schedule

Edgemont Primary School Starting and Ending Times

Edgemont Primary School would begin at 8:00 AM and end at 2:30 PM.

This provides 6 hours of instruction with a 30-minute lunch.

Parents will be asked to help in transporting students.

Recommendation for PK-2 (If parents can and will help with transportation.)

- *Goal is for students to attend school daily Monday through Friday, as permitted for in-school instruction.
- *All families will have the option to do 100% remote learning.
- *Reading and math development is critical at this stage.
- *Young students need instruction daily and directly from a teacher.
- *Classrooms will be arranged to provide for physical distancing.
- *We will also need help from as many parents as possible to transport students to and from school, due to limitations created by physical social distancing guidelines on school buses.
- *Every evening the classrooms will be thoroughly cleaned/disinfected to prepare for the next day.

Recommendation for Third Graders (If parents can and will help with transportation.) *Goal is for students to be divided into Group A and Group B groups.

Group A

Group A will be scheduled to attend 5 consecutive days; Monday through Friday, then alternate to virtual learning for 5 consecutive days; Monday through Friday the next week at home.

Group B

Group B will be scheduled to attend 5 consecutive days; Monday through Friday, then alternate to virtual learning for 5 consecutive days; Monday through Friday the next week at home.

*All families will have the option to do 100% remote learning.

*Classrooms will be arranged to provide for physical distancing.
*Every evening the classrooms will be thoroughly cleaned/disinfected to prepare for the next day.

"As much as we would like to have our third graders in class every day also, we do not have space or staff to set up for physical distancing to include third graders every day. While the state has given local school divisions the right to follow fewer restrictions, they are clear that if we do so, we could put students and staff more at risk. We are urged to follow the guidance from our local and regional health departments. We are hopeful that this plan is temporary and that we will be able to have more students attend school in-person as public health guidance changes."

~ Cynthia Morgan

Other Points Of Interest

*Curriculum and Pacing Guides will be reviewed and revised to include response to recovery of learning loss. Recognizing the challenges and limitations many of our students may have experienced with learning during the spring 2020, Edgemont Primary School is revising curriculum guides highlighting essential standards for each grade level, as well as the prerequisite knowledge and skills learners need in order to be successful with new content. Updated curriculum guides and resources will help support learners with differing needs.

*Digital Resources: 1 to 1 Initiative; Students K-2 will receive a tablet to be used to access remote learning and each student in third grade will be issued a Chromebook to complete their virtual learning lessons and assignments, along with connectivity. The CARES funds will be used to provide these devices to our students. Expanded digital resources will ensure students have consistent access to high quality learning tools. Staff will continue to receive training and support in applying blended learning strategies, which involve a mix of teacher-directed learning. Expanded digital materials and intervention supports at the elementary levels will provide supplemental learning tools beyond what their teachers can provide daily.

*If at all possible, 3rd grade siblings at Edgemont Primary and 4th-7th graders at Jeter-Watson Intermediate will be scheduled to attend school on the same weeks, A Week or B Week.

*Upon returning to school, all students will be taught appropriate protocols around physical distancing, movement in the hallways, and handwashing.

*We are going to attempt to have our third grade Special Education students attend every day if possible.

Jeter-Watson Intermediate School

Scheduling Possibilities for 2020-2021

- In Person Normal Instruction All students would attend school from 8:45 am to 3:15 pm.
- Hybrid Model Students would be divided into two separate groups "Team A and Team B". Team A would attend school for five straight days "8:45 am to 3:15 pm" for in person instruction and then the following week be participating in virtual learning utilizing Virtual Virginia while Team B attends for a week of in person instruction.
- On-Line Model If schools were closed again due to Covid-19 all students would participate in school through Virtual Virginia via the Canvas learning platform.

JWIS Hybrid Schedule

- Team A attends for 5 in person instruction days then the following week they learn remotely followed by Team B the following week.
- Start time 8:45 am with school buses dropping off students between 8:15 and 8:30. School ends at 3:15.
- Normal cleaning at the end of each day
- Deep cleaning every Friday with a new Team arriving on Mondays.

Transportation

- Doors open at 7:45 am with car riders being dropped off at the canopy as in the past however, a staff member will be present to take student's temperature before the parent is allowed to depart the premises. Student temperatures cannot be above 100.4 degree fahrenheit. After entering the building students will either social distance in the cafeteria or in the gymnasium. Breakfast will be offered each morning.
- Some JWIS students may arrive with their EPS siblings either by car or by school bus earlier in the morning during the first run and then social distance either in the gymnasium or in the cafeteria.
- Second run bus riders for JWIS will have their temperatures taken before stepping up on the bus.
 In order to ride the bus each student must not have a temperature above 100.4 degree fahrenheit.
 Second run buses should arrive between 8:15 and 8:30 am and after entering the building students will either social distance in the cafeteria or in the gymnasium. Breakfast will be offered each morning.
- Both car riders and bus riders will be dismissed at 3:15 pm.

Cafeteria/Food Service

- Whether a car rider or a bus rider, breakfast will be available at no cost to every student. Based upon our schedule all students who wish to eat breakfast will be able to do so before school begins.
 Under our hybrid plan we will be able to socially distance in the cafeteria without any problem.
- Under our hybrid plan where each grade level will only have half of the number of students present on a given day, we will be able to socially distance in our cafeteria and not eat in the classrooms.

Covington High School, Edgemont Primary School, and Jeter-Watson Intermediate School plans have been shared by Mr. Cantrell, Mrs. Morgan, and Mr. Bennett. As educators, we are all concerned for student and staff well-being as well as providing the best instructional program possible to our students.

We, as school division leaders, have been working diligently to plan for a variety of instructional options in advance of the start of the 2020-21 school year. Covington City Public Schools has a long-standing investment in and commitment to student learning and achievement, infrastructure, device access, instructional resources, and sustained teacher training required for traditional, blended, and online learning.

While the school division is eager to welcome students back into school buildings, it is acknowledged that some families may not be ready to send their children back for the start of the 2020-21 school year if an in-person and/or hybrid instructional model is selected. School division leaders also recognize that throughout the school year, the circumstances of individual families or the school division as a whole may be such that virtual learning is the only option for providing continuity of learning. Please know that should virtual learning be desired or required, CCPS is prepared to deliver a structured, comprehensive, quality learning experience for all students. What students, families and staff members experienced between mid-March and the end of the school year was doing all that was possible to pivot in an unexpected, unplanned for new learning landscape.

Since mid-March, the administrative team has acted deliberately to "future-proof" the school division so that it is able to serve families whether students are learning from within our buildings or learning from home. The school division has increased device and Internet access, acquired key instructional applications, and is providing a multitude of professional learning opportunities for our teachers to make sure they are comfortable and confident with best practices in all learning modalities including blended and virtual learning. Virtual learning is likely new to students and families, a flexible, alternative instructional approach to the traditional school experience. All of the important structures (attendance, daily schedule, grading) in a traditional learning environment are important online and apply to virtual learning. These three components are vital for student success!

This summer, the school division staff has worked to purchase enough personal learning devices so that each student, kindergarten through high school seniors, will have their own school division-issued Tablet or Chromebook. Additionally, the staff has worked to secure funding that will allow the division to offer qualifying students who do not have access to the Internet, the opportunity to have internet provided via hotspot for the 2020-21 school year as needed. The school division remains committed to breaking down barriers to access and student achievement.

If any form of Virtual learning is chosen in the fall, it will look significantly different from the spring. Attendance will be taken, participation will be considered, assignments will be required and graded, assessments will be given and teacher check-ins with students will be required and monitored. Based on the various scenarios being discussed, learning opportunities might look like:

In-person learning: Students return to school for instruction within the classroom. Students are assigned to work with a classroom teacher(s). Protocols have been established at each level so minimize student contact and to practice social distancing.

Are not present for in-person instruction, they are given assignments to reinforce the learning from the in-person days. Students are assigned to work with classroom teachers while in school, but would not have access to a teacher during the school day on days when the student is working from home. In the hybrid model, on distance learning days, students will independently work on engaging learning applications at the elementary level to build literacy, math and other skills. At the secondary level, they will be working in courseware like Edgenuity and teacher-designed online work possibly using Google Classroom, Virtual Virginia Outreach and Canvas. Virtual Virginia Outreach defines "blended learning" as "A formal educational program in which students have some element of control over the time, place, path, and pace of their learning. Learning is delivered both in-class and online, and the modalities are connected to provide an integrated learning experience."

Virtual learning: Learning is delivered entirely online to students, with school division teachers assigned to support students through 100 percent virtual lessons. Students do not physically attend school. Beyond instruction, teachers will support student success in a multitude of ways including scheduled virtual meetings, taking attendance, and grading work. Also, the elementary and secondary experience is different in virtual learning, due to the difference in independence and maturity levels of students.

Training has occurred during the summer to offer teachers support for working in a virtual environment:

The school division has offered professional learning opportunities throughout the summer related to Google, Performance Matters, Virtual Virginia Outreach, and Canvas (learning management system) and how to best navigate a virtual setting through social emotional learning, trauma informed care, and positive behavioral intervention strategies. Additions are also added based on building specific needs by Instructional Staff to support the pivot to a virtual learning setting as needed.

If a student starts in a virtual learning scenario, it is suggested that the earliest they could come back to school is after nine weeks. Because staffing allocations must be made to accommodate children who come to school and students who will learn 100 percent virtually, the school division will seek a nine-week commitment from parents if the 100 percent virtual learning opportunity is selected.

- Currently, the school calendar indicates Covington City Public Schools' staff members will report on August 24, 2020. Instructional staff members have been and will continue to participate in an array of professional development sessions to better prepare for different modes of instruction, both asynchronously and synchronously.
- When schools open (or shortly thereafter) for students on September 9, 2020, all students in grades Kindergarten through twelve will have an electronic device to use for academic purposes. Students in grades Kindergarten, first, and second will have a touchscreen tablet, whereas; students in grades three through twelve will have a chromebook. All devices will be filtered to provide safety and security on digital and online content for students.

- All students and parents will sign a device agreement as well as a hotspot agreement (if applicable). Verizon and US Cellular companies have been contacted to price hotspots and to explore Internet possibilities for students needing access outside of school. A survey was conducted in July 2020 to determine student needs regarding technology. The survey results indicate the following about instruction, technology and virtual learning for CCPS students:
- 96% of respondents want to return to school whether in person or virtual (46% responded Combined In-Person-Virtual – Take Home Packet; 30% responded In-Person Only; 24% responded for Virtual – Take Home Packet);
- 93% of students have Internet access and 87% believe their Internet speed will accommodate Virtual learning;
- 63% of the student population need CCPS to provide a device;
- 80% of parents/guardians believe they are comfortable enough with technology to assist their child with Virtual Learning;
- 30 students (approximately) have indicated they need to have Internet access provided.

Modes of Instruction: All instructional staff members are preparing to provide high quality, rigorous, differentiated instruction to students using multiple instructional platforms such as face-to-face, hybrid, blended, and online learning. This is certainly a paradigm shift in education and a pivotal point in addressing strategies, pedagogy, and learning outcomes for students.

Curriculum and Instruction: In addition to delivering instruction in effective, traditional ways such as face-to-face, CCPS teachers will be trained to develop lessons and instructional resources using Google Classroom, Virtual Virginia **Outreach and Canvas Learning** Management system beginning August 2020. (Some online learning opportunities will be delivered through Canvas; whereas; other learning opportunities may have alternative platforms.) Curriculum may be revised as needed and differentiated content will be provided to mitigate learning gaps.

• Curriculum and Instruction: Teachers are creating content and instructional resources for the re-opening of schools for both in-person and virtual learning to maintain consistency of expectations and continuity of learning. CCPS staff is focusing on both instruction and social and emotional learning for students.

Curriculum and Instruction: Students who are attending school in-person will receive the same level of instruction they have in the past, modified to meet social distancing guidelines. Students learning virtually will be provided with teacher vetted instructional videos, written text, and directions for handson activities through a virtual platform. Additionally, students will have contact with teachers through virtual office hours. Remediation will be provided as needed for in-person instruction, as well as small group virtual meetings for both inperson and 100% virtual students.

- Assessments: Diagnostic
 assessments will continue to be
 administered at all grade
 levels. Formative assessments or
 "snapshots" will be taken
 throughout the school year to
 provide teachers with insight into
 student learning gaps.
- Professional Development: Staff will be trained about transitioning (pivoting) from face-to-face to virtual learning full-time if schools have to close due to a COVID-19 case. Professional development will help to develop teacher training not only to model lessons and long-term support, but also to model templates and examples that will allow teachers to begin working with blended learning immediately.

- Professional Development: Students and parents will be provided with devices to access virtual learning as well as learn the protocols for successful and safe participation in the educational environment. If needed, step-by-step directions for Google Classroom, Virtual Virginia, Canvas, Edgenuity, CCPS specific sites, email, and live access, along with videos, lessons, activities, to support student achievement and mastery will be created by staff members.
- Professional Development: To date, many instructional staff members (approximately 45) have participated in a variety of professional development sessions and will continue to participate.

Professional Development: Some examples of current PD sessions are as follows - "Canvas," a Learning Management System used by Virtual Virginia Outreach, "Edgenuity," an online curriculum, Google Classroom, a type of web service to share assignments and files, "Four Shifts Protocol" - Redesigning the Classroom from Traditional Teaching to Distance Online Learning, and "Performance Matters" (assessment and benchmark platform) to target remedial needs and to identify student strengths and weaknesses through data analysis.

Mitigation Strategies

Maintaining Healthy Environments

- Schools will clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school and on school buses at least daily.
- As classes change, secondary students will be asked to wipe down their work space with disinfectant prior to leaving the classroom. Teachers will be asked to wipe down frequently touched surfaces within their classroom between each class. As a different group of students enter the classroom, students may wipe down their work space again as added protection.
- Ventilation systems are being adjusted to double the amount of outside air in circulation.
- Physical markings such as tape on the floors will ensure that staff and students remain at least 6 feet apart (e.g., teacher desks, reception desk).
- Students will wash their hands before and after using playground equipment. The equipment will be cleaned and disinfected daily.
- Teachers will encourage and provide time for students to wash their hands upon arrival, prior to dismissal, before eating snack/lunch, after bathroom use and at regular intervals throughout the day.

Each school will promote physical distancing in the following ways:

- Pre-K through 2nd grade classrooms will be modified so that each desk or student work station is at least 6 feet apart, to the extent possible, with Plexiglas partitions ordered to place between each student. All staff pre-K through 2nd grade will wear face coverings when they are unable to maintain 6 feet of distancing. Breakfast and lunch will be eaten in the cafeteria or the classroom with social distancing. Some resource teachers will come to each room rather than the students moving classrooms, with the exception of physical education. Elementary students are generally not required to wear face coverings in the classroom but when moving through buildings. Mandatory on a bus.
- Grades 3-7 classrooms will be modified so that each desk or student work station will be 6 feet apart, to the extent possible. All staff working with grades 3-7 will wear face coverings when they are unable to maintain 6 feet of distancing. Breakfast and Lunch will be eaten in the cafeteria or classroom. Some resource teachers will come to each room rather than the students moving classrooms, with the exception of physical education. Elementary students are generally not required to wear face coverings in the classroom but when moving through buildings.Mandatory on a bus.
- Grades 8-12 classrooms will be modified so that each desk or student work station will be 6 feet apart, to the extent possible. All staff working with grades 8- 12 will wear face coverings when they are unable to maintain 6 feet of distancing. Students will be required to wear face coverings on the school bus, when entering the school until they are in their classroom 6 feet apart from others, when changing classes and when leaving school. Students and staff will be required to wear face coverings when working in situations when proximity is closer than 6 feet, for example, one-on-one work or group work. Lunch will be eaten in the cafeteria or classroom with appropriate social distancing requirements.

We may provide options for modified social distancing, e.g. The World Health Organization recommends 1 meter of social distance while the CDC recommends 6 feet. Dr. Anthony Fauci, Director of the National Institute of Allergies and Infectious Disease recently suggested that regional considerations should be made for reopening and that desks should be placed as far away from each other as possible. Considering these medical recommendations, modification may look like this:

We will prioritize creating classroom environments that provide 6 feet of space between students. When that is not possible our mitigations will include:

- Moving class to a larger room
- Reducing space between students to 5 ft while providing desk shields, and/or suggesting use of face coverings;*
- •Reducing space between students to 4 ft while providing desk shields, and/or insisting on the use of face coverings*
- Reducing space between students to 1 m while providing desk shields, and/or requiring use of face coverings*

- Isolation room(s) will be provided for students and/or staff who develop potential COVID-19 symptoms while at school.
- We will encourage staff and students who feel sick to stay home.
- We will establish clear policies about when they can return; what happens when a school member gets sick; etc.
- Provide educational materials to staff, students and families about how to stop the spread of COVID-19, symptoms of COVID-19 and what to do if you feel sick, proper handwashing, and social/physical distancing measures.
 - Increase handwashing hygiene among students and staff.
 - Clean and disinfect frequently touched surfaces regularly and follow appropriate cleaning protocols.
- We will provide and use of PPE resources when needed.
- We will allow at least one student to every bus seat by following a staggering seating pattern. Require face coverings.
 - We will allow students living in the same household to sit together on buses.
 - We will develop an appropriate system to administer daily health checks on buses and for car riders.
 - We will reduce access to communal areas
 - We will allow building access by appointment only.
- We will reduce mass transitions in hallways by using building appropriate creative scheduling.

- We will develop a division appropriate system to administer daily health checks.
- We will develop other creative mitigation strategies specific to each building.
- Teachers will be required to wear face coverings within 6 ft of students; students would be encouraged to wear face coverings.
- Some resource teachers will travel to classrooms and students would remain with the same cohort throughout the day in grade appropriate areas.
- Lunches or Breakfasts will be delivered to the classrooms or carried back to classrooms by students if necessary when the cafeteria is not an option.
- We will request that families sign a commitment form that requests families to perform health checks daily before sending their child to school and understand risks of sending their child to school.
- We will continue to offer a "virtual/remote" program to any student that wishes not to return to school at the reopening.
- Reopening plans and mitigation strategies will be developed with community input and will be shared with Risk Management, School Board Attorney, and Local Health Department.

*Governor Northam's recommendation for face coverings does not include students age 10 and under

Health Screenings

School Nurses & Other Trained Staff Everyone will need to be trained on screenings that must take place before students, staff, and visitors enter the school building each day. This training will take place closer to the start of school.

5 checks must be made: fever (no-touch thermometer), cough, shortness of breath, contact with COVID-19 confirmed case.

Checklists and Health screenings will be required for each student staff, and visitor each day for documentation and contact tracing purposes for entry into the school building.

Transportation

Transportation

- One student will sit on each bus seat, those who live in the same household will be asked to sit together
- Scheduling bus routes limited occupancy on buses, more details to be determined after parent survey
- Face coverings required for all students
- Employee driver and monitor/aide safety protocol training with enforcement expectations.
- Designated windows will be slightly lowered to increase air flow
- Routine and increased disinfecting processes, after each run
- Standardizing disinfectant/virucide cleaning products

Schools Cleaning Across Division

Daily

- Cleaning of Desks
- **Doors**
- Handrails
- Bathrooms
- Common Areas
- Doorknobs
- Restrooms
- Offices
- School Clinics and Isolation
 Areas
- Cleaning Daily with Mist sprayers
- Deep Cleaning Weekly at all Schools

Cafeteria Plans School Nutrition

- Food Service plans on feeding the traditional way with students coming through the serving line to get a breakfast, lunch and/or grab-n-go bag with social distancing in place.
- Key pads will not be used by the students on the serving line but student ID numbers will be entered by the cashier/cafeteria manager. Students will need to know and give these ID numbers to the cashier/cafeteria manager as they come through the serving line for breakfast and lunch.
- Students will eat their meals in the cafeteria with social distancing enforced or will be eating their meals in the classroom.
- Masks will be worn by food service staff and deep cleanings will be performed by food service staff in between meal serving times.