

HCPS 2020-21: *Mission Forward*

Return to School Plan

Division of Learning
Division of School Leadership
Division of Operations
Department of Human Resources
Division of Finance
Department of Family and Community Engagement

October 22, 2020

HCPS Health Committee Recommendations

- **Expand optional in-person learning opportunities PreK-12**
- **Continue a fully virtual learning option for students PreK-12**
- **Phase-in student in-person approach by level**
 - Prioritize elementary students
- **Use 6-foot distancing for classroom seating**
- **Maintain cohort groupings as much as possible**
- **Create one-way traffic patterns in hallways**
- **Adjust secondary master schedule to stagger and extend transition times**

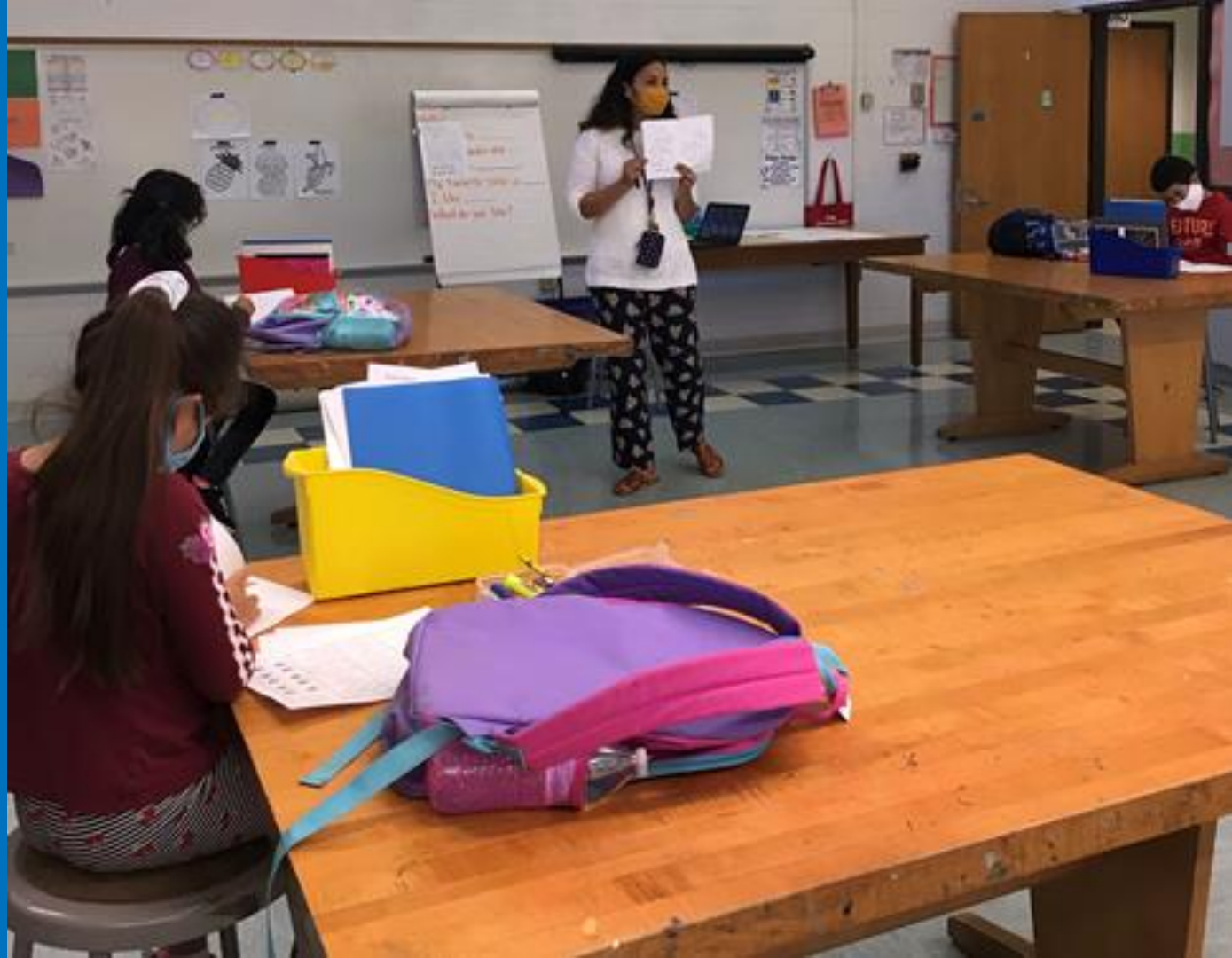
Additional Factors Considered

- **Family/Student Surveys**
- **Staff Questionnaire**
- **Staff Focus Groups regarding limited in-person**
- **Family Focus Groups**
- **Principal Focus Groups**
- **Region 1 Assistant Superintendent and Principal Meetings**

Limited In-Person

The First Nine Weeks









Timeline for Phasing-in Optional In-Person Instruction*

Second Nine Weeks:

- Expanded Limited In-Person 6-12 for ELL level 1, CTE and Special Education
- November 30: Pre-K through 2nd Grade
- December 7: 3rd through 5th Grade

Third and Fourth Nine Weeks (Second Semester):

- February 1-2: 6th & 9th Grade
- February 4: All Other Secondary Grades

* Administration may adjust based on health & other conditions.

Secondary Athletics and Extracurricular Activities

Per HCPS Learning Plan that became effective August 2020, the following is still in effect:

- **HCPS is following the VHSL adjusted schedule**
- **Conditioning and skill sessions may be held at the high school level**
- **Clubs and extracurricular activities are encouraged to meet virtually and/or in person following guidelines in the plan**

Time for Preparing Schools and Classrooms

Additional Elementary Teacher Work Days

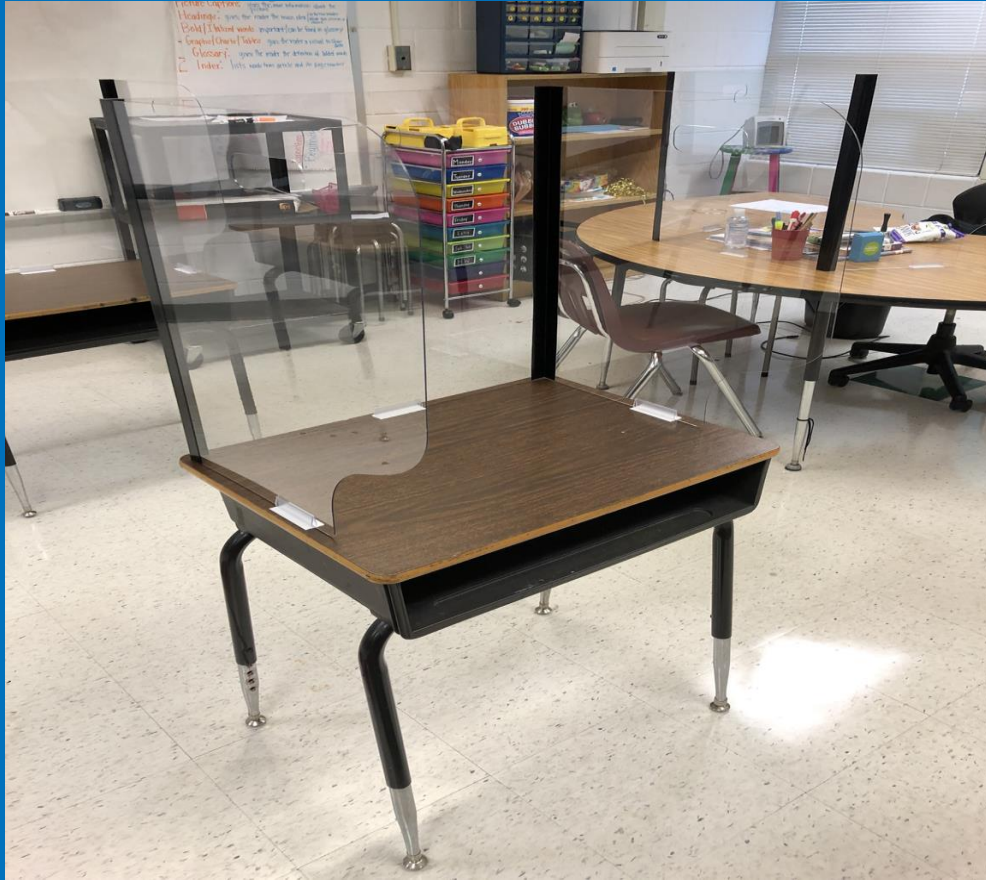
- **Nov. 4 and Nov. 12**
- **Asynchronous Instructional Day for Students**
 - Goal setting and reflection on Marking Period 1 learning
 - Social and emotional focus for potential return
- **In-Person Workday PK-5 Teachers**
 - Installation of visual cues for distancing and movement
 - Adjust physical layout of classroom
 - Incorporate classroom decorations or welcoming environment

Recommended Elementary Student Return Model

Monday In-Person 300 Minutes	Tuesday In-Person 300 Minutes	Wednesday Virtual 120 Minutes Reading/Math/SEL	Thursday In-Person 300 Minutes	Friday In-Person 300 Minutes
Monday Virtual 300 Minutes	Tuesday Virtual 300 Minutes	Wednesday Virtual 120 Minutes Reading/Math/SEL	Thursday Virtual 300 Minutes	Friday Virtual 300 Minutes

The In-Person Elementary Classroom

- **6-foot distancing**
- **Required face coverings**
- **Desk guards**
- **No shared supplies**
- **Classroom supply of hand sanitizer and cleaning supplies**
- **Virtual instruction may be leveraged for portions of the in-person day**



Safety Considerations - ES

- School leaders will schedule/assign virtual and in-person classes based on staff and student needs
- LAMP (Library, Art, Music, and PE) will broadcast lessons live through TEAMS daily to **in-person** and **virtual** students
- Limiting movement through the building will be prioritized
- Meals will be delivered to classrooms (lunch in classroom)
- Schedule adjustments for outside recess
- No in-person field trips, assemblies or large group gatherings
- Visitors by appointment only; visitors will be screened
- Daily, random temperature checks of staff and students throughout school day

Sample PK-5 Schedule

- **Virtual and In-Person Models** will run the same daily schedules
- Monday, Tuesday, Thursday, Friday: 8 a.m. to 1 p.m.
- Wednesday **2-hour** instructional block: 8 a.m. to 10 a.m.

		TL=Teacher-Led	BR= Break	ID=Independent
Time	Content	Learning Activities		
8-8:20 a.m.	Morning Meeting	TL	Social-emotional connection and team-building (20 min.)	
8:20-9:25 a.m.	Reading	TL	Whole-group reading (15 min.)	
		TL	Whole-group phonics (20 min.)	
		Small-group and Literacy Extensions (30 min.)		
		TL	<ul style="list-style-type: none"> • Reading group (Est. four-to-six students) 	
		ID	<ul style="list-style-type: none"> • Smarty Ants or Lexia Core5 	
		ID	<ul style="list-style-type: none"> • Read to self, phonics practice or writing 	
9:25-9:35 a.m.	Stretch/Movement Break	BR	Teacher-led or student choice (10 min.)	
9:35-10:10 a.m.	Math	TL	Whole-group math focus (15 min.)	
		Small-group and independent practice (20 min.)		
		TL	<ul style="list-style-type: none"> • Small-group focus (est. four-to-six students) 	
		ID	<ul style="list-style-type: none"> • Math assignment or DreamBox practice 	
10:10-10:40 a.m.	Recess	BR	Student choice - optional P.E. choice board (30 min.)	
10:40-11:10 a.m.	Science or Social Studies	TL	Direct instruction on Science and Social Studies concepts (20 min.)	
		ID	Science or Social Studies assignments (Discovery Education Techbook, Science Journals, etc. (10 min.)	
11:10-11:55 a.m.	Lunch	BR	Lunch break for all (45 min.)	
11:55 a.m.-12:25 p.m.	Library, Music, Art or P.E.	TL	Instruction from Art, Music, Library or P.E. teacher (30 min.)	
12:25 -12:30 p.m.	Brain Break	TL	Teacher-led or student choice (5 min.)	
12:30-1:00 p.m.	Afternoon Meeting and Story Time	TL	Social-emotional closing lesson of the day (30 min.)	

The Secondary Classroom



Safety Considerations-Secondary

- **School leaders will schedule/assign virtual and in-person classes based on staff and student needs**
- **Student courses will not be affected; however, schedules may need to be adjusted**
- **Students will be assigned to lunch pods (distanced dining in large areas throughout school or classrooms)**
- **Students will not participate in in-person field trips, assemblies or large group gatherings**
- **Schools will welcome visitors by appointment only**
- **Daily, random temperature checks of staff and students throughout day**

Sample Middle School Schedule

**Sample In-Person/Virtual Schedule- 60 minutes per class period
240 instructional minutes and 75 minutes of independent work time a day**

Monday Day 1	Tuesday Day 2	Wednesday Asynchronous	Thursday Day 1	Friday Day 2
Advisory 8:35-9:00	Advisory 8:35-9:00	Virtual Advisory 8:35-9:00	Advisory 8:35-9:00	Advisory 8:35-9:00
Period 1 9:10-10:10	Period 5 9:10-10:10	Students: Asynchronous learning digital content and independent work based on skills learned the previous day. Teachers: Planning/Office Hours/ additional EXED service delivery/ Professional Learning	Period 1 9:10-10:10	Period 5 9:10-10:10
Period 2 10:20-11:20	Period 6 10:20-11:20		Period 2 10:20-11:20	Period 6 10:20-11:20
Period 3 (lunch) 11:30-12:50	Period 7 (lunch) 11:30-12:50		Period 3 (lunch) 11:30-12:50	Period 7 (lunch) 11:30-12:50
Period 4 1:00-2:00	Period 8 1:00-2:00		Period 4 1:00-2:00	Period 8 1:00-2:00
Dismissal 2:00 Period 4 directed study until busses arrive	Dismissal 2:00 Period 8 directed study until busses arrive		Dismissal 2:00 Period 4 directed study until busses arrive	Dismissal 2:00 Period 8 directed study until busses arrive
Independent work time for a minimum of 1 hour and 15 minutes after school.	Independent work time for a minimum of 1 hour and 15 minutes after school.		Independent work time for a minimum of 1 hour and 15 minutes after school.	Independent work time for a minimum of 1 hour and 15 minutes after school.

Sample High School Schedule

**Sample Schedule - Period 1 = 50 mins, Periods 3-7 = 75 minutes
275 instructional minutes and 55 minutes of independent work time**

Monday- Day 1	Tuesday - Day 2	Wednesday Asynchronous	Thursday - Day 1	Friday - Day 2
Early Bird 8:00 - 8:55	Early Bird 8:00 - 8:55	Virtual Advisory 9:00-9:25	Early Bird 8:00 - 8:55	Early Bird 8:00 - 8:55
HS Period 1 9:00 - 9:50	HS Period 1 9:00 - 9:50		HS Period 1 9:00 - 9:50	HS Period 1 9:00 - 9:50
HS ACE Center dismissal and transition 9:50 - 10:00		Everyone Virtual Students: Asynchronous learning digital content and independent work based on skills learned the previous day. Teachers: Planning/Office Hours/ additional EXED service delivery/ Professional Learning	HS ACE Center dismissal and transition 9:50 - 10:00	
HS Period 3 10:00 - 11:15	HS Period 2 10:00 - 11:15		HS Period 3 10:00 - 11:15	HS Period 2 10:00 - 11:15
Extended Learning 11:25-11:45	Extended Learning 11:25-11:45		Extended Learning 11:25-11:45	Extended Learning 11:25-11:45
HS Period 5 (Includes Lunch) 11:55 - 1:30	HS Period 4 (Includes Lunch) 11:55 - 1:30		HS Period 5 (Includes Lunch) 11:55 - 1:30	HS Period 4 (Includes Lunch) 11:55 - 1:30
HS Period 7 1:40 - 2:55	HS Period 6 1:40 - 2:55		HS Period 7 1:40 - 2:55	HS Period 6 1:40 - 2:55
HS ACE Centers return for dismissal			HS ACE Centers return for dismissal	
Independent work time for a minimum of 55 minutes after school.	Independent work time for a minimum of 55 minutes after school.		Independent work time for a minimum of 55 minutes after school.	Independent work time for a minimum of 55 minutes after school.

Exceptional Education

- The following **targeted student populations** have the **option to return 4 full-days**, Wednesday would continue to be asynchronous
 - **November 30:** Early Childhood Special Education, K-5th Grade Self-Contained Integrated Services Students
 - **December 7:** Secondary Self-Contained Integrated Services Students
- Continued access to **limited in-person support**

English Learners

- Targeted **Elementary Level 1 ESL students** returned on October 1 to various school hubs
- Targeted **Secondary Level 1 ESL students** will have the option to return for **instructional blocks of time** throughout the week using the projected date below:
 - **November 30:** Select Level 1 Students (grades 6-12)
- All English Learners will continue to receive ESL services virtually until an **in-person** scenario can be established

Student Expectations for Face Coverings & Distancing

COVID-19 Addendum to the *Code of Student Conduct*

- Face Masks/Coverings
- Social Distancing
- Consequences for non-compliance
- Bullying/Harassment

Attendance: Virtual Students

Meaningful Interaction Synchronous	Meaningful Contact Asynchronous
<p>A student is observed by the teacher to be visually present during a synchronous lesson during the day (elementary) or course (secondary).</p>	<p><i>Elementary:</i> 15 minutes daily on Digital Literacy Platform</p> <p><i>Secondary:</i> Completion of 1 warm-up activity for the day.</p> <p>For students who are accessing the aligned Standards of Learning, an alternate teacher-created, administrator-approved measure may be used.</p> <p>A student must complete the daily assignment for the attendance period by midnight of the day it is assigned.</p>

Attendance: In-Person Students

- **Students must be physically present in class/school to be marked present for the day.**
- **Students can be marked tardy to school and to class.**
- **Students cannot choose to stay virtual for a day, week, etc.**
- **When students are absent from school, families will request the absence to be marked excused in one of the following ways:**
 - **Illness - call the school attendance office on the day of the absence to notify the school of illness**
 - **Planned Absence - contact the school principal to request a planned absence be excused**

Attendance on Wednesdays

Wellness Wednesdays

SEL 9:00 - 9:30

- Sanford Harmony lesson - Elementary schools
- Second Step lesson - Middle schools
- Site-based SEL lesson - High schools

9:30 - 11:00 Office Hours /Small Group /Support

- **Elementary**
 - Math mini groups
 - Reading mini groups
- **Secondary**
 - Test/Quiz Re-take
 - Tutoring
 - Remediation
 - Teacher Conferences
 - Make-Up Work

Teacher Support and Flexibility

- **Instructional Materials:**
 - Computer monitors, document cameras
- **Virtual Wellness Wednesdays:**
 - Additional Cleaning
 - Flexible Planning Time & Professional Learning
- **Additional Staff:**
 - Permanent Substitute per School
 - 2 Classroom Monitors per School
- **Targeted Compensation**

Targeted Teacher Compensation

- **Teachers who are required to teach in-person and virtual students**
- **Elementary teachers without duty-free lunch**

Additional Staff Supports

Review of Pertinent Policies/Procedures to Promote Flexibility

- **P4-08-018 Discretionary Leave**
- **P6-03-011 School Assignment/Variance
Procedures**
- **Expanded Accommodations**

Staff Wellness

Advocacy of Mental Wellness/Self-Care

- **Employee Assistance Program (EAP)**
- **Additional Resources**
 - Articles
 - Webinars/Videos
 - Outreach Counseling Services

COVID-19 Training for Staff

COVID-19 Educational Videos

- **Employee Screening and Staying Home when Sick**
- **Promoting Behaviors that Reduce the Spread of COVID-19**
- **Navigating Employee Benefits During COVID-19**

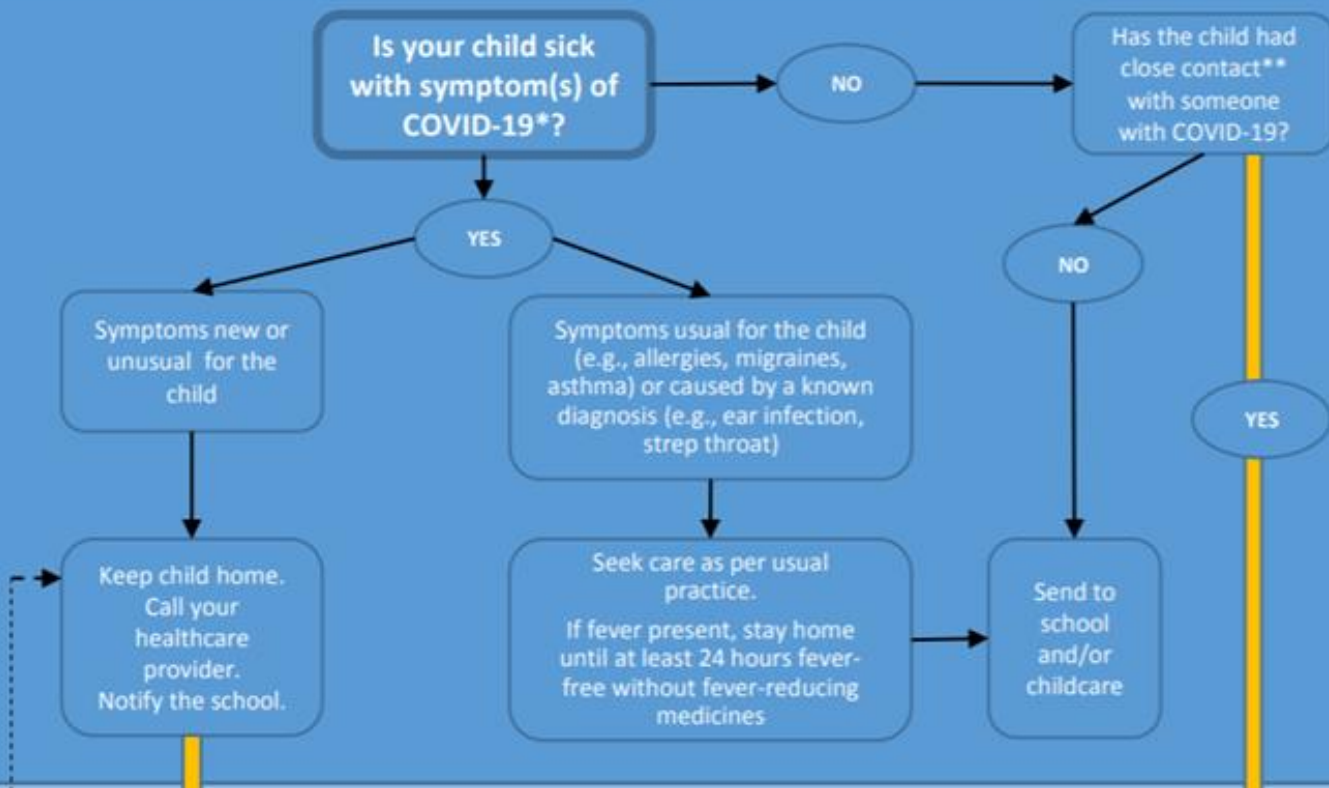
Clinic Procedures

- **Health Isolation Room**
 - Personal Protective Equipment Worn
 - Use of Air Scrubbers
- **VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure**
- **Contact Tracing and Quarantine**

VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure (August 24, 2020)

For Parents and Guardians

*Symptoms of COVID-19 include fever ($\geq 100.4^{\circ}\text{F}$) or chills, fatigue (more tired than usual), headache, muscle aches, cough, nasal congestion or runny nose, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, abdominal pain, diarrhea, nausea or vomiting, new onset poor appetite or poor feeding.



Facilities

- **School Work Order Responsiveness**
- **Facilities COVID-Ready**
- **Safety Spot Checks**

Cleaning

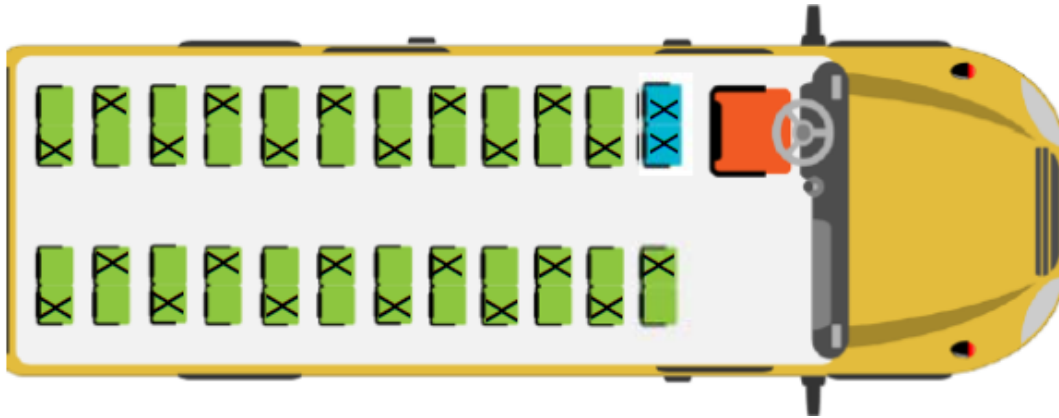
- **Hiring additional cleaning staff**
- **Increased daily cleaning of high touch areas (door knobs, light switches, restrooms, etc.)**
- **Daily enhanced cleaning of classrooms and bathrooms after school (electrostatic sprayers)**
- **Buses cleaned (electrostatic sprayer) between loads and at the end of daily routes**

HVAC

- **Air Flushing of the Buildings**
- **Ventilation**
- **Air Intakes and Exhausts**
- **HVAC Filter Changes and Upgrades**
- **Exhaust Fans**
- **Building Temperature Set-point Adjustments**
- **BAS (Building Automation System) Checked Daily**

Student Transportation

- Procedures established for properly cleaning and sanitizing the bus.
- Student seating: 1 per seat/23-25 per bus



School Nutrition Services

- **All meals will be free to anyone 18 or younger through the school year**
- **Meals for In-Person Students**
 - Elementary lunches delivered to classroom
 - Secondary students pick up meals in cafeteria

School Nutrition Services

- **Meals for Virtual Students**
 - Meals will continue to be available curbside at schools based on demand and staffing
 - Delivery may continue to limited number of bus stops

Child Care Partners

- **Programs operating within our schools will transition to their “after school” model**
- **Continue to be operational through Dec. 4**
- **Next steps forthcoming from providers to enrolled families**

Next Steps

- **Virtual Town Halls**
 - Staff: 4 p.m. on Tuesday, Oct. 27
 - Families: 6:30 p.m. on Tuesday, Oct. 27
- **FAQ forthcoming on the HCPS website**
www.henricoschools.us

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