

SCOTT COUNTY VIRGINIA SCHOOLS

“Every Child, Every Opportunity”

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DIVISION SUPERINTENDENT

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Guidance Document: May 11, 2020

weekly updates will be added in red new Supt. Memos are added at the end of this document

Graduation: The School Board is currently reviewing options for graduation ceremonies. While a traditional style ceremony this summer is the preference, other options are being explored in case the traditional method cannot occur.

Office Hours: Principals, post at the school entrance the hours someone is the office available to take calls. Also, post your email address. Add this information to your answering service, website, and FB pages. Parents are trying to reach someone and getting frustrated.

End of Year Report Cards: The end of the nine-weeks will be on Wednesday, May 20th. Please work to mail out report cards on Wednesday, May 27th. Special Education Progress Reports must be included.

Retention List: A list of retained students with grade level must be sent Debby Brickey by the 25th.

Chromebooks: Students will keep Chromebooks until we return in the fall. Seniors may keep their device.

End of the Year Responsibilities & Contract Days: Ms. Frazier emailed an updated Documentation of Contract Days Form to principals. The post service dates have been filled in. To satisfy these workdays, principals will need to work with their teachers to complete an end of the year checklist. To complete some of those tasks (permanent folders, grades on report cards, inventory of textbooks, etc.), teachers will need to come to the building. Please be conscious of social distancing and amount of staff in the building.

Kindergarten Registration: There will be two options for preregistration: an online Google form and a phone call to the school at scheduled times. This information & form will be posted on the webpage early next week.

PreK: The application will be posted early next week. All documentation must be returned via mail to SBO or email preK@scottschools.org (If a parent drops it off at the school, please make sure you email it to the email address.)

Personal Belongings: Principals should develop a plan to allow parents/students to pick up belongings by DRIVE THRU method. Keep in mind CDC guidelines. NO new distribution of textbooks and Chromebooks. Also, we are NOT accepting returns of these materials right now. Teachers may schedule a time, if absolutely necessary, to visit classroom to grab supplies but must schedule with principal.

Special Education:

1. **Read the Curriculum Instruction Updates Below and Attached.** This pertains to you and your students as well. You may provide new instruction to cover the standards of learning that have not been covered since our dismissal of school on March 13, 2020. This is to prevent regression and to “Bridge the Gap” until school is in session again. All of you are expected to work with students during this time. Prepare enough materials for 3-weeks to go out on April 3. Then prepare for another 3-weeks.
2. **Read Supt.’s Memo #082-20a**, March 27, 2020 (link below)
3. The last day of school will be May 20, 2020 (unless changed at a future date). Report cards and progress reports will be sent home 2 more times - to be announced in the future.
4. Any IEP or Eligibility due between now through the end of school, has to be completed. You may do this by phone. You do not have to go in and get with an administrator to take care of this. Signatures of IEP Team members must be obtained within 45-days after school is in session again. At a minimum, you need to obtain parent/guardian/adult student signature as well as administrator and classroom teacher with your own. Ask the parent their reference in receiving documentation: e-mail, mail, pick-up at school when they obtain student work. Document how it was delivered.
5. For those IEPs already completed or due next school year, you may **add the wording shown below** to an addendum and PWN.
6. You must contact all parents by phone to review with them the contents of the addendum/PLOP. This may be done from your personal home phone or at your individual schools.
7. Complete a Meeting Form documenting meeting by phone. Make at least three attempts to contact the parent, documenting each attempt. If you are unable to contact the parent, send a copy of the addendum and PWN by “Certificate of Mailing” for proof of delivery.
8. If you need to get materials from your schools, please contact your principals for entrance. Those of you at the SCCTC contact Stacy.
9. For service providers: Any audio or video conferencing with eligible Medicaid students will count toward Medicaid billing during the Emergency Closing of Schools.

Wording for the Addendum or PLOP: *Due to the COVID-19 Emergency Closing of Schools, there will be no direct special education programs and/or services between the dates of March 16 and May 20, 2020. During this critical time, instruction may be provided/offered in other formats, which may include: packets, online materials or other aligned content, teacher check-ins and tutorials, audio technology, conference calling, videos, webinars, coaching over the phone, rubric instruction, or other instruction designed by the special education teacher. **There will be no direct “FACE to FACE” special education.***

Direct Special Education programs and services will resume as soon as school is in session again. The IEP will be followed as previously written and will go into effect as soon as school is in session again.

Delivery of Instruction

PreK – 5 Teams are currently building 3-week activity guides for students. The first 3-week guide and detailed instructions will be ready for distribution by Friday, April 3. Until then, students should continue to review materials previously sent. NO tests or grades are to be required of students. We are not distributing textbooks but parents may schedule a time to pick up their child's personal belongings.

6th – 12th Grades – see attached documents

Students currently enrolled in a course for which standard credit is required should be awarded that credit if they were successfully completing the course as of March 13, 2020. For students who were not passing a class at the time of the school closure, the VDOE recommends that these students be provided with opportunities to demonstrate competency so that a standard credit may be awarded for graduation.

Guidance on graduation requirements, awarding credits, and continuity of learning was received from VDOE Monday afternoon. The Supervisors are currently working through this information to develop a plan on delivering instruction to our students, in an equitable manner, for the remainder of the year. Keep in mind students have been exposed to most of the material they are required to learn throughout the course of the year because of the pacing guides we follow. The amount of new material that is required to be learned for the remainder of the year is certainly manageable. More information will follow in the coming days.

From the COVID-19 In Virginia Schools: Parent Guide Parents and families can support student's thinking and learning during extended school closures.

- Collaborate with your child to organize the day to include time for learning and exercise.
- Read to and with your child and have conversations about what you've read together.
- Take a walk and ask about your child's observations and about being a good citizen.
- Encourage critical thinking.
- Encourage conversations about the mathematics in your child's day.
- Explore your child's creativity by creating art, music, or dance.
- Write a letter to a relative or friend or community hero.
- Be mindful of screen time and have alternatives for children to play outside.
- Listen to your child about his or her feelings and fears and offer comfort, honesty, and reassurance.

Report Cards Teachers should enter all grades thru March 13th in PowerSchool by Friday, April 3rd. Schools will mail report cards (including SpEd) home on Monday, April 13. Record all cost associated with this endeavor.

4th Nine Weeks and Grading There are lots of meetings occurring throughout the Commonwealth on these topics. Students currently enrolled in a course for which standard credit is required should be awarded that credit if they were successfully completing the course as of March 13, 2020. For students who were not passing a class at the time of the school closure, the VDOE recommends that these students be provided with opportunities to demonstrate competency so that a standard credit may be awarded for graduation.

Grades 6 – 12 Scott County Schools will use the 3rd nine-week grade for the 4th nine-week grade. HOWEVER, a rubric is being attached for students to obtain additional points to this 4th nine-week grade. For additional information, contact BR and JBF.

PreK – 5: TQ will send more details later.

PowerSchool Unless you are a dual enrollment teacher, there should be NO assignments in PS for the 4th nine weeks. If you have already added some, delete them.

Spring Break Mr. Ferguson will recommend to the Board the official cancelling of Spring Break. This must be done in order for us to provide meals during this week.

Chromebook & Textbook Returns: Please refrain from guiding your teachers until the Division has a statement. We are NOT accepting returns of these materials right now.

Internet Access Offer see attachment from Scott County Telephone Cooperative

Meal Service Beginning March 30th Scott County School's meal distribution program will operate on MONDAYS & WENDESAYS. Feeding sites remain the same as previously scheduled. The addition of hot meals will occur, but only at SCHOOL sites. Community based sites will continue to have shelf-stable meals. Home delivery will occur on Mondays and include meals for Monday-Friday

Contract Employees Contracted employees will continue to receive their contract compensation. Payroll checks and direct deposit statements will be MAILED. NO pickups are allowed.

Hourly Employees During the required closure, SCPS will continue to keep as many part-time, hourly staff working who wish to work.

Essential Staff A 2-week schedule is included with this memo. While we are limiting the amount of time in office, please keep in mind you are "on call" during homebased working.

Employee Email Log in to: <https://mail.scottsschools.com>

User Name: YOUR firstname.lastname@scottsschools.com

Password : same password that you use to log onto your school computer

VHSL Spring Sports and Activities The VHSL announced today that all Spring Sports and Activities have been canceled.

Access to School Buildings Administration should work to secure gates, post signs, and tape off entrance to any playground, ball field, etc. Concerns have been expressed about exposure to COVID-19 on our outdoor structures. ONLY essential staff have access to the schools. Badges have been disabled and keys should be returned to the principal. No one should have access to a building without permission of the building administrator.

Additional Leave Granted by Federal Government Effective March 30, 2020, all regularly employed staff will receive ten (10), paid Emergency Leave Days (converted to hours). Employees are eligible to utilize the Emergency Leave Days if they meet any one of the following circumstances: 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. 4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2). 5. The employee is caring for a son or daughter if the school or place of care of the son or daughter has been closed, or the child care provider of the son or daughter is unavailable, due to COVID-19 precautions. 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human

Services in consultation with the Secretary of the Treasury and the Secretary of Labor. You will request the Emergency Leave as you would any other leave.

Information will continuously be updated. Thank you.

Important VDOE Memos:

- Frequently Asked Questions – COVID-19 (updated March 25)
- Superintendent's Memos
 - Memo 077-20 – Guidance on Graduation Requirements, Awarding of Credits, and Continuity of Learning and Memo 077-20 Attachment
 - Memo 076-20 – Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities
 - Memo 075-20 – COVID-19: A Parent Guide for School-Aged Children
 - MEMO 082-20 (March 27, 2020) UPDATE: Guidance on Graduation Requirements, Awarding of Credits, and Continuity of Learning (Word)
 - MEMO 082-20 Attachment A: UPDATE: Graduation Requirements, Awarding of Credits, and Continuity of Learning (Word)