

Scott County Public Schools

2021-2022

Instructional Learning Plan



Safety, Health, & Instructional Guidance Documents

Scott County Public Schools (SCPS) has developed the following COVID-19 Leadership Task Force:

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History of Plan:

On March 13, 2020, students, staff, and families in Scott County and throughout the Commonwealth of Virginia had their lives changed drastically. We all found ourselves adjusting to new routines, new habits, and new approaches to our everyday lives. Immediately after school divisions across Virginia shut down, our dedicated Executive Leadership Team began to consider and work on this Reopening Plan. The plan is the result of this hard work and feedback from our students, families, and staff.

The Return-to-School Plan was developed using guidance from the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), Virginia Department of Education (VDOE), American Academy of Pediatrics (AAP), Virginia Department of Labor and Industry (DOLI), and consultation with the staff from the Lee-Norton-Wise-Scott (LENOWISCO) health department.

Updated May 18, 2021

Governor Ralph Northam lifted Virginia's universal indoor mask mandate to align with [new guidance](#) from the Centers for Disease Control and Prevention (CDC). Governor Northam also announced that Virginia will ease all distancing and capacity restrictions on Friday, May 28, two weeks earlier than planned. The updates to Virginia's mask policy are reflected in amendments to Executive Order Seventy-Two

The state of emergency in Virginia will remain in place at least through June 30 to provide flexibility for local government and support ongoing COVID-19 vaccination efforts. Governor Northam will take executive action to ensure individuals have the option to wear masks up to and after that date. Masks will continue to be required in K-12 public schools, given low rates of vaccination among children.

This plan is ongoing and will be updated as we proceed through these times. Portions of this plan will become permanent parts of our instructional plan for years to come as education moves to more of a combination of in-person and remote learning. We hope you find this document to be a helpful resource. If you have any questions about the contents of our Plan, then please contact your school or the School Board Office.

SAFETY OF STUDENTS, STAFF, AND VISITORS

SCHOOL SAFETY

- Visitor access to the building will be restricted
 - No classroom volunteers
 - No parent lunch with students
 - No outside food may be delivered on school grounds
- Gatherings following social distancing guidelines.
- Community Use of Facilities Policy KG and Regulation KG-R shall remain in effect to the extent that users of the facility shall continue to adhere to all school board policies and regulations and must comply with social distancing and/or other public health recommendations/mandates. Use of facilities and the ability to abide by such policies and regulations shall be determined by the principal and superintendent, who shall have the discretion to make decisions in the best interests of the school division and community.
- Meetings with parents/guardians will be arranged through the office.
- Floor social distancing decals will be placed in areas that can become congested (nurse's office, main office, etc.).
- Nurse visits:
 - Teachers will assess individual needs before sending students to the nurse's office.
 - Teachers will be provided with bandages and other acceptable items for their classrooms.
 - Teachers will be provided strategies to reduce trips to the nurse's office.
 - Nurses will provide "room service" for medications and chronic illness management.
- Classrooms will have no communal areas.
- Water bottle fillers will be checked, cleaned, and sanitized throughout the school day; fountains will not be available. Water bottles will be encouraged to be brought from home.
- Principals should limit the faculty and staff access to the building after hours.

DAILY PROCEDURES

- Schools will follow the current face mask mandate.
- Classrooms will be laid out to accommodate 3 feet of social distancing, when applicable.
- Teachers will remove rugs, beanbags, and other high contact areas from their classrooms.
- Morning arrival:
 - Students will report directly to a designated area with assigned seats.
 - Parents will be asked to screen students (temperature and symptoms) before sending them to school.
 - Breakfast will be Grab and Go
 - Each school will create a plan to dismiss students in small groups to report to busses, parent pick-up, or their vehicles.
- Lunch will be eaten in assigned areas.
- Physical Education classes will continue, but teachers will plan activities within designated stations.
- The decision to hold school dances, pep rallies, or other gatherings will follow the current executive order.

STUDENTS AND PARENTS

- Parents may check in and out students in the office.
- Students will not be allowed to ride a bus other than their assigned bus.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SCPS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office, hallways, and cafeteria in order to maintain the social distancing requirement of 6 feet.

STUDENT & EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete the *Employee Symptom Check* form each morning, which includes a temperature reading and evaluation of the following symptoms including:

- Temperature of 100°
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

HEALTH PROTOCOL

- When classes with students have a confirmed diagnosis of Covid-19, and the student was in the room and closer than 6 feet from others student and staff for more than 15 minutes, the identified students will be sent home for 10 days.
- If student has been diagnosed with COVID, they cannot leave their house until the health department has ended their isolation. It is a minimum **10 days** from symptom onset, no fever for 3 days w/o use of fever reducers and improvement in respiratory symptoms. If the person diagnosed is asymptomatic, it is 10 days from their test date. Any household contacts will need to remain at home in quarantine during the case-patients isolation and 10 days after case-patient's isolation has ended.
- School/division closures will be identified by the VDH, Governor's executive order, or absence percentage suggested by LHD. (typically, 40%)
- Sick leave policies are updated to follow guidance from Families First Coronavirus Response Act.
- If an employee becomes ill at work or if another person, in close proximity, is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center. All suspected and confirmed Covid 19 cases and exposures will be referred to the local health department.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 10 days have passed since symptoms first occurred

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met. A designated isolation room will be determined at each school.

GUIDANCE IF EXPOSED

- While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. Scott County will follow guidelines provided from the VDH regarding previous infections, antibodies and completed vaccinations, regarding quarantines. . All suspected and confirmed Covid 19 cases and exposures will be referred to the local health department for contact tracing and release dates regarding isolations and quarantines.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. SCPS HR department
 - c. Your administrator or supervisor

Your administrator &/or supervisor will work with HR to determine appropriate next steps. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. Scott County School Division will follow PPE mandates as the state requires. PPE can include:

- **Masks:** Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.
- **Gloves:** The uses of gloves may be used in appropriate situations.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available

Avoid touching your eyes, nose, and mouth

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Teachers will clean high contact areas between classes.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SCPS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SCPS Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity**– SCPS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Breakrooms or Teacher Lounge/Multipurpose Room**–**Social distancing will apply. These spaces will be cleaned frequently.**
- **Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions.

SIGNAGE

Signage related to safety measures and logistics will be made available to all schools.

TRANSPORTATION

STUDENT TRANSPORTATION

- Students may only ride the bus they are assigned.
- Students will sit in assigned seats as directed by their bus driver alternating aisle and window, when feasible.
- Students will follow executive order concerning face masks.

BUS DRIVERS/BUS PROTOCOLS

- Bus drivers or custodial staff must disinfect the buses after each route:
 - Right after the morning and afternoon routes
- Bus drivers will monitor that students are sitting in assigned seats, staying in their seats, and not turning around in their seats to talk to other students. Students not following the rules may be suspended from riding.

COVID19 CASE FORM

If an employee or student displays symptoms consistent with COVID-19 at school, he/she will immediately report to the school's **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with appropriate PPE. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Limited capacity numbers will be posted on bathroom doors.

CAFETERIA AND MEAL PERIODS

Breakfast will be Grab and Go. Lunch will be served in the cafeteria (social distanced) on a rotation basis. Otherwise, students will eat in assigned areas. Students may bring their own lunch.

CLASSROOM ARRANGEMENTS

Students will be socially distanced in the classroom, as allowed. Shared classroom materials will be disinfected between each use. Reading corners and other communal classroom areas will be eliminated.

SOCIAL-EMOTIONAL WELL-BEING OF TEACHERS AND STAFF

- School counselors will provide all students social emotional instruction 2x monthly by large group or classroom setting.
- Continued availability of individual mental health counseling will be provided by school counselors as needed. Consultation with school psychologist or school social worker will be as needed. This will apply to students, parents and faculty of SCPS.
- School Psychologist and School Social Worker will be available for crisis intervention as needed. Outside mental health referrals will be made by the school psychologist or school social worker as appropriate. This will apply to students, parents and faculty of SCPS.

In the event, SCPS educational environment moves into exclusive online learning the following will be implemented:

- School counselors will add social emotional activities and mental health resources for students and parents virtually and will be placed on each school's website. If a student does not have technology available, then printed activities and resources will be made available to them along with their academic instruction packets.
- School Psychologist and School Social Worker will maintain activities and resources on Scott County Public Schools website. They will also maintain constant communication with School Counselors to provide up to date information regarding resources.

Resources to support the Emotional and Physical Health of our Teachers and Staff are attached. Some of the contents covered include:

- General Tips
- Coping with Stress
- Support of Loved Ones
- Emotional Awareness
- Relationship Building

SOCIAL EMOTIONAL: WELL-BEING OF FAMILIES AND STUDENTS

Resources to support the emotional and social well-being of our students and their families are attached and include:

- Employee Mental Health Info COVID 19
- Free Online Mental Health First Aid Course
- Helping Children Cope with Change
- Helping Children Cope with Natural Disasters
- Talking to Children about COVID 19
- Tips for Families and Educators
- Understanding Adverse Childhood Experiences
- VDOE Social and Emotional Health Information

TRAININGS

Orientation and training for staff will occur before the first day of student instruction.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email often.
- Visit our district website
- Follow our social media platforms

ACADEMICS

INSTRUCTIONAL EQUITY Consistent implementation of a division-wide instructional schedule is needed to promote equity.

ASSESSMENTS: The focus of student assessments, such as formative assessments, will help staff identify students' learning needs and plan for necessary revisions to curriculum and pacing guides. This will have a direct impact on plans for remediation based on student need. Standards of Learning assessments will be scheduled for maximum social distancing within schools.

SCPS GAP PLAN: Teachers will blend remedial and new instruction. Student and school schedules have been adjusted to include dedicated remedial time.

- Elementary: students will have access to Title I support will have daily opportunities to remediate
- Middle: students are provided daily built in remedial or enrichment opportunities
- High: students will have continuous remediation built into all classes

PARENT MEETINGS: Teachers and administration may hold parent meetings virtually using Google Meet, when feasible.

SPECIAL EDUCATION/504: Special education teachers and other school staff will work with parents and students through the IEP/504 process to ensure accessibility and continuity of services for students with disabilities.

INTERVENTION SERVICES: All learners, whether young learners, economically disadvantaged, English learners, students with disabilities or gifted, will continue to require flexible and responsive support for their academic, behavioral, and wellness needs. Academic supports will provide focus and review of essential standards through whole-group and small-group instruction and individual student intervention. Formative assessments and ongoing progress monitoring will be instrumental in preparing for student interventions. Support staff and resource teachers, including school counselors, will work flexibly to support student needs,

English Learners (ELs)

Formative ELD assessments will be used to assist monitoring of student progress in the development of reading, writing, listening, and speaking skills. Counseling, social work services and psychology services will be available to support students' social-emotional needs. Family outreach will be provided to support families.

Gifted and Talented (GATE)

Whether learning takes place primarily in an online environment or face-to-face, expanded resources will ensure students have consistent access to high quality learning tools. Gifted learners will continue using the Virtual VA Stem Program to expand their instruction. K-7 students will also receive a monthly stem activity kit in the event of distance learning while 8-12 students will have access to a list of on-line resources to support their education.

CONTINGENCY PLAN ENSURING CONTINUITY OF NEW INSTRUCTION: In the event of shutdown, all instruction would be delivered online through enhanced distance learning practices. These virtual practices would include expanded digital curriculum resources, as well as additional staff training. The division's ongoing expansion of technology and blended learning strategies across grade levels and curricular areas will ensure SCPS students are able to access high-quality instruction even in the event of school closure. SCPS will continue to provide professional development and family resources in order to prepare for a possible transition to online learning.

DIGITAL SUPPORT: Whether learning takes place primarily in an online environment or face-to-face, 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 and self-directed learning. In the event that the schools have to reopen with Distance Learning, the following guidelines will be followed:

- All SCPS students in grades 1-12 will be issued a 1:1 device to use for distance learning.
- When required for assigned learning activities, PreK – K students will be provided electronic devices.
- Students with internet access will receive digital lessons and assignments from teachers.
- For families that do not have access to the internet, Scott County Telephone Co-Op has agreed to drop a line into their homes for students to be able to connect to learning, where feasible.
- If students do not have the ability or means to gain daily internet or mobile access to their teacher, SCPS will provide paper packets.

GRADING POLICY: Students will be required to complete assigned work and participate in classroom activities (whether virtual, distance, or in person) to receive credit/grades. When grading new instruction, teachers need to make sure that students have had multiple and differentiated opportunities to develop a grasp of the content.

PARTICIPATION & ATTENDANCE Participation in school, no matter the mode of instruction, is required. Participation and attendance will be monitored. Allowances to SCPS Attendance Policy will be made so that student may stay at home or self-isolate when sick or have been exposed to COVID-19.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES SCPS will follow VHSL Return to Athletics Guidelines for students participating in athletics. Extra-Curricular activities will follow the Governor’s Executive Order.

RESOURCES

SCOTT COUNTY PUBLIC SCHOOLS

EMPLOYEE SELF-MONITORING

1. What is the benefit of symptom monitoring in reducing COVID-19 risk?

Daily symptom monitoring may help detect the early onset of illness so that employees can self-isolate themselves from others and reduce risk of spreading the disease. As such, we all have a role to play in protecting others and ourselves. Self-monitoring for COVID-19 related symptoms is the best methods for protecting yourself, family members, friends, schools, and the community at large.

2. Who should follow this guidance?

All employees of Scott County Public Schools

3. What should I do?

All personnel will check for fever and symptoms of COVID-19 in the mornings before reporting to their workplace.

4. What should I look for?

Record temperature If >100 stay home, CDC recommends seeking medical care if you are experiencing high temp with any of the symptoms listed below:

- Cough
- Shortness of breath or difficulty breathing
- Fever (CDC defines this as 100F or greater, or when one feels warm to the touch, or gives a history of feeling feverish)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Diarrhea

If present, DO NOT COME TO WORK and immediately NOTIFY YOUR SUPERVISOR.

When testing positive for COVID, you must complete the 14-day isolation, and be symptom free for 3 days before you can return to work, or as directed by your health care provider.

As an employee of Scott County Public Schools, my acknowledgement of this guidance reflects my acceptance of this responsibility to comply with self-monitoring practices that have been set forth.

Signature: _____

Date: _____

Employee Form Name: _____ School: _____ Month: _____

Instructions: *Employees must undergo a symptom check prior to entering the workspace. Please check your symptoms at home, select Y=Yes, N-No and record. If you answer yes to any of the below questions, you must stay at home. For weekends draw a line through the date. If you have any questions, please contact human resources.*

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Exposure to COVID-19 in the past 10 days?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Are you feeling ill?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Record temperature. If >100 stay home, CDC recommends seeking medical care if you are experiencing high temp with any of the symptoms listed below:																															
*Cough * Short of Breath * Difficulty breathing * Chills * Fatigue * Muscle ache * Congestion/runny nose * Sore throat * Headache * New loss of taste or smell * Nausea * Vomiting * Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	

Student Form Name: _____ School: _____ Month: _____

Instructions: Parents are asked to screen students prior to school. Please check symptoms, select Y=Yes, N-No, and record. If you answer yes to any of the below questions, you must stay at home. For weekends draw a line through the date. If you have any questions, please contact your school principal.

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Exposure to COVID-19 in the past 10 days?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Are you feeling ill?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Record temperature. If >100 stay home, CDC recommends seeking medical care if you are experiencing high temp with any of the symptoms listed below:																															
*Cough * Short of Breath * Difficulty breathing * Chills * Fatigue * Muscle ache * Congestion/runny nose * Sore throat * Headache * New loss of taste or smell * Nausea * Vomiting * Diarrhea	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	