

Instructional Continuity Plan

For Emergency Closures of Schools



Ted L. Roush, Superintendent

2019-2020

Superintendent's Message

To Our SCSD Students, Families, and Staff,

The current pandemic is a serious event that is not only affecting our Suwannee County community and our school system, but the entire world. By enacting this Instructional Continuity Plan, education will now be very different for most of our students. As adults, we know that the state of the current health situation in the world is larger than us, but in the eyes and mind of a child (or even young adult) they only see the impact upon their current situation. Normal routines have been broken, and extracurricular activities that are loved have been cancelled. They miss their friends and socialization. They miss their teachers and coaches. They miss their "normal." This plan is our attempt to create a new "normal" for the time period in which we are asked to use it.

It is my belief that the BEST scenario for student success is always face-to-face instruction with high quality teachers! Currently, we are no longer able to provide our services in that manner. Based on federal, state, and local mandates, along with recommendations from public health agencies, we are not permitted to meet with our students. As sad as that is, your Suwannee County School District is poised and ready to continue instruction by distance learning until the crisis subsides. We are committed to keep our students on track and continue to provide services to our Suwannee County community.

As we move forward with the Instructional Continuity Plan that follows, know that the safety and welfare of students, families, and staff will always be our priority. Our school offices will remain open to the public for questions and support until we are directed to close. We will use a wide variety of methods to communicate with all stakeholders as quickly as possible. Information changes daily, and we will do our best to keep documents updated and be ahead of the rumor mills. If you have questions or concerns, don't hesitate to contact one of our schools or the District Office.

Know that we will not operate in this manner any longer than necessary, and we look forward to the day that we can welcome our students and staff back together into a safe and healthy learning environment. Until that time comes, please take care.

Sincerely,

Ted L. Roush

Superintendent of Schools

Instructional Continuity Plan Overview

Role and Responsibilities of Superintendent/District Office Departments

- Ensuring Safety and Welfare of Students and Staff
- Ensuring Continued Delivery of Instruction
- Communication with State and County Agencies
- Communication with Public and Employees
- Coordination of Departments and Schools
- Support to School Leaders

Role and Responsibilities of Schools

- Creation of Instructional Materials
 - Organize teachers in the creation of materials.
 - Coordinate the duplication of needed materials.
- Support to Teachers
 - Training for packet creation.
 - Training for online support.
- Support to Students/Families
 - Help with issues that arise.
 - Assist in communication with teachers.
 - Identify students without internet access.
 - Assist teachers in maintaining contact with all students.

Expectations from Students/Families

- Maintain and Return Contact with Schools/Teachers
 - Keep phone numbers and address information current.
- Support Distance Learning at Home
 - Let your school or teacher know if there is anything you need to be able to work on the materials you are receiving.

Instruction – PreK to Grade 5

Instructional Delivery Method

The primary delivery method for instruction in grades VPK through Grade 5 will be paper based.

Although the SCSD is 1:1 in elementary grades, the devices are not student assigned, and parents have not been trained in the usage of many school programs. The District feels that a time of crisis is not the appropriate time to stress families regarding how to learn new technologies to support their elementary aged children. For families that have internet access and devices, programs will be available as options, but they will not be required.

Instructional packets will be created on a week by week basis and made available in several ways to accommodate as many family situations as possible. Packets can be available for pick up at school sites, available for download from the district website, and delivered by school buses.

Information on the collection of instructional packets will be coming soon. In efforts to reduce contact, efforts are being made to provide for grading and assessment of knowledge by verbal communication rather than packet collection.

Some guidelines provided to schools and teachers regarding the creation of PreK-5 Instructional Packets:

- Classroom assignments should be the same across each grade level and subject area within the school site.
 - Reading-3 assignments (2 taken for a grade)
 - Math-3 assignments (2 taken for a grade)
 - Science-2 assignments (1 taken for a grade)
 - Social Studies-2 assignments (1 taken for a grade)
 - A total of 10 assignments per week (6 grades per week)
- No tests or quizzes will be sent home
- Each student must have access to a hard copy of each assignment.
- Assignments that are sent home weekly should contain step by step instructions that consist of multiple examples, as well as, a narrative explanation as to the steps needed for the completion of each assignment.

Instructional Packets Website <https://sites.google.com/scsb.us/shortcuts/education-packets>

Grading PreK-5 Students' grades should not be overly impacted by changes in procedures going from face-to-face instruction to distance learning packets. Teachers and School Administration will work together to ensure that grades during the fourth quarter are consistent with a student's prior demonstration of skills and abilities.

All electronic instructional programs are OPTIONAL for students/parents (iReady, AR, IXL etc.) These programs should not be required assignments.

Students with Disabilities Speech, Occupational Therapy, and Deaf-Hard of hearing-packets were prepared. All schools have received a copy of the packets. They are also available for download on the SCSD website.

Instruction – Grades 6 to Grade 12

Instructional Delivery Method

The primary instructional delivery method in grades 6-12 will be online. Students in grades 6-12 in the Suwannee County School District have already been assigned a personal Chromebook device. The students and teachers have already been communicating online through the Canvas learning management system. As part of the Instructional Continuity Plan, teachers will be required to publish all instructional assignments and materials in Canvas.

- Assignments will be posted on Monday of each week.
- Students will be given a full week to complete assignments. All work will be due the following Monday after assigned. (Please keep in mind these due dates should be flexible.)
- Teachers will enter grades into Focus by Friday at 4:00.
- All assignments should be focused so that students can complete them without additional resources other than those available to them. For example, do not require extra materials that students may not have access to.
- Flexibility should be considered for students who do not have internet access. These issues will be dealt with on a case by case basis as needed. (internet access ideas, hard copies, etc.)
- Teachers will assign at most 2 assignments per core class and 1 assignment per elective each week.
- AP and Dual Enrollment classes will follow their own plan keeping in mind that students may/may not be taking the required test at the end of the year.
- All work will receive a minimum grade of a 70/C.
- All grades will be put in the classwork/homework category.
- All assignments will be accepted late.

Daily Attendance – Required Weekly Contact – Grades VPK-12

Guidelines for Student Contact During Emergency Distance Learning

In place of regular daily attendance, in times of critical emergency such as COVID-19, the Suwannee County School District will work with families in Suwannee to maintain regular weekly contact.

Regular Weekly Contact for Grades PreK-Grade 5 (Required)

Classroom teachers will make regular weekly contact calls to all students in Grades VPK - 5.

The weekly phone call will serve three purposes:

- Check on the well-being of the child and needs of the family.
- Serve as attendance contact for the week.
- Serve as the grading/assessment for the weekly packet of information sent home.

Grade levels will collaborate on the creation of a series of appropriate questions to use to verbally obtain feedback related to the child's progression and understanding of the work that was sent home.

Regular Weekly Contact for Grades 6 – 12

Classroom teachers will make regular weekly contact calls for the following groups:

- o Required for any student with a grade below C.
- o Required for any student without internet access, has not accessed Canvas.
- o Requested for all students in grades 6-12

The weekly phone call will serve three purposes:

- o Check on the well-being of the child and needs of the family.
- o Serve as attendance contact for the week.
- o Serve as the grading/assessment for the weekly packet of information sent home.

Content area teachers will collaborate on the creation of a series of appropriate questions to use to verbally obtain feedback related to the child's progression and understanding of the work that was sent home.

Future Q/A document will instruct parents that are receiving paper lessons to have their student contact the teacher by phone during their office hours. They can schedule a time for a call by email or other communication methods, but **the desire is that there will be verbal contact between student/teacher** at least once each week.

Teachers can use work phone, home/cell phone (if they choose), other calling apps through wi-fi.

Contact Logs/Documentation

Teachers will maintain a contact log that will be submitted to their school principal weekly that identifies the contacts made/attempted.

- Student Name
- Method of Contact
- Duration of Contact
- Date/Time

Principals/Schools will then attempt to contact students that have not been able to be reached by the teacher.

Principals should utilize guidance counselors, deans, or any school personnel that has available time to contact students that have not been contacted by the teacher.

Principals will turn in their school contact log to the Superintendent weekly.

District Technology Support Plan

The Information Technology Department has created online Tech Support Request form.

<https://sites.google.com/scsb.us/shortcuts/contact-tech-support?authuser=0>

Chromebooks/Devices

Distribution Devices are already distributed to students in grades 6-12. Students that do not have a device can contact their school to plan to pick up a Chromebook.

Internet Access Schools will continue efforts to implement strategies to support students without internet access at home. Students without access should contact their school to arrange for paper-based assignments.

Repairs/support The SCSD Information Technology (IT) department coordinates all Chromebook repairs through the schools. Students should contact their school if they have repair needs. The school will make the arrangements with IT for repairs or replacement devices.

SCSD Communication

In times of difficulty, good communication is extremely important. The SCSD is committed to make sure that students, families, and staff are made aware of the most up-to-date information. The District will utilize several methods for keeping open communication.

- **SCSD Website**
 - www.suwannee.k12.fl.us
- **One Call Now** (phone call out system)
 - Please make sure your phone number is up to date.
- **Social Media**
 - The district and each school have their own Facebook pages. Please follow your school's Facebook pages to receive the most up-to-date information.
- **Focus Parent Portal**
- **School/Teacher Communication**
 - Many teachers have classroom specific methods they have been utilizing already to communicate with parents. (Remind, Class Dojo, Other Applications)

Meals for Students

The Suwannee County School District will provide breakfast and lunch for all students.

Suwannee High School and Branford Elementary School will be designated as meal pick up locations. Meals will be available for pick up from 10:00 a.m. to 12:00 p.m. Meals will be prepackaged and distributed to be consumed off site.

Meals will also be delivered by school buses on all school bus routes. Buses will deliver meals according to their regular afternoon delivery routes on Monday afternoons.

Appendix A - RIVEROAK Technical College

RIVEROAK Technical College Instructional Continuity Plan

The following programs will be utilizing Canvas LMS for most assignments:

- Automotive Service Technology 1
- Brick & Block Masonry
- Collision Repair Technology Technician
- Cosmetology, Facials Specialty, & Nails Specialty
- DCT
- Digital Design
- Early Childhood Education
- Electricity
- Engineering
- Medical Administrative Specialist
- Patient Care Technician*
- Pharmacy Technician*
- Practical Nursing*
- Professional Culinary Arts & Hospitality
- Surgical Technology
- Welding Technology

-Assignments will be available for adults & secondary students without access to internet. They will be responsible for picking up assignments during designated times set by the District.

-Assignments and assessments will be graded as students submit work.

-Teachers will maintain communication through phone, text, and email with all adult students. Social media platforms will also be utilized in sharing information regarding online learning.

-Note: RIVEROAK's You Tube channel will also be used for assignments, including lecture components if challenged with loading You Tube videos on LMS.

Appendix B - District Technology Program Shortcuts

<https://sites.google.com/scsb.us/shortcuts/district-shortcuts?authuser=0>

- [Bright Futures](#)
- [Canvas LMS](#)
- [ClassHero](#)
- [Code.org](#)
- [CommonLit](#)
- [Destiny](#)
- [Edgenuity](#)
- [Education Galaxy](#)
- [EverFi](#)
- [FLCKRS](#)
- [Flocabulary](#)
- [FloridaStudents.org](#)
- [FOCUS](#)
- [FortifyFL](#)
- [FSA Practice Tests](#)
- [Google at Home](#)
- [HMH Ed](#)
- [HMH Holt-McDougal Online](#)
- [HMH ThinkCentral](#)
- [i-Ready](#)
- [IXL for 21st Century Program Students](#)
- [IXL Math](#)
- [Khan Academy](#)
- [Learning.com](#)
- [MathNation](#)
- [McGraw Hill](#)
- [MobyMax](#)
- [NearPod](#)
- [NGSSS Practice Tests](#)
- [Office365](#)
- [Pearson Digital](#)
- [Performance Matters OLA](#)
- [Renaissance Place](#)
- [SCSD District Website](#)
- [Studies Weekly](#)
- [Study Island](#)
- [Teengagement](#)
- [WriteScore](#)

Appendix C – Parent Question/Answer Document – Instruction

Suwannee County School District - Instructional Continuity Plan Parent Information – Updated March 30, 2020

Top Three District Objectives during the COVID-19 Pandemic

- *Keep Campuses Safe*
- *Provide a Year's Instruction*
- *Maintain Compassion and Grace*

When will instruction officially resume for my child?

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 17 – March 20 | According to direction from the State of Florida, Suwannee County School District (SCSD) suspended classes beginning on March 17, 2020 – March 20, 2020. No instructional services were provided for these four days. |
| March 23 – March 27 | According to direction from the State of Florida, SCSD moved Spring Break to the week of March 23, 2020 – March 27, 2020. No instructional services are being provided for the Spring Break week. |
| March 30 – May 3 | SCSD will resume instructional services for all students on Monday, March 30, 2020, in a variety of formats appropriately designed with students' grade levels, technology skills, and internet access being considered. This format will remain in effect until at least Friday, May 1, 2020. |
| May 4 – beyond | More information will be given as it becomes available. When the situation is safe for all students and staff to return to a normal school schedule, the schools will resume their normal schedules. We are all hoping this will happen as soon as possible. At this time, students will not return to school before Monday, May 4, 2020. |

When and how will my child receive instruction and assignments?

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|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PreK-5 | Students in grades PreK-5 will receive paper packets of instructional materials to work on weekly. These materials will be available online, at the school sites, and will be delivered to homes by school bus on Mondays and Wednesdays beginning March 30, 2020. All assignments that are being sent home will also be posted on the SCSD website (www.suwannee.k12.fl.us) for elementary students who have access to a computer and printer in their home. |
| 6-12 | The primary method of curriculum delivery will be via the student assigned Chromebook. For those without access to the internet, methods for alternate delivery of curriculum will be formulated by each school site administrative and subject area team. All subjects on the student schedule should have a curriculum |

delivery method via online or duplication ready material(s) beginning March 30, 2020. Assignments will be posted on Monday of each week. Students will be given a full week to complete assignments.

Who is preparing the work for my student?

Your child's current teacher is working on the assignments that will be received. Teachers are planning collaboratively by grade level and subject area to develop appropriate assignments that contain easily understood directions.

What type of instruction will be delivered?

PreK-5 Students will receive an instructional packet weekly. The packet will contain step by step instructions that consist of multiple examples, as well as a narrative explanation as to the steps needed for the completion of each assignment.

No online assignments will be a part of this plan for grades PreK-5. The District understands that internet access may not be available. The assignment of internet/web-based assignments in Grades PreK-5 would not be equitable, and only duplication ready assignments will be administered.

Internet program options such as i-Ready, Khan Academy, iXL, Accelerated Reader, Accelerated Math, or any other online curriculum may be accessed at the parent/guardian's desire, but these programs will not be required or graded by the teachers in grades PreK-5. No AR book assignments will be required.

6-12 The students in grades 6-12 have had access to District issued Chromebooks for assignments for the past two years. The Instructional Continuity Plan for grades 6-12 will utilize online access as the first method of communication and delivery using our Canvas Learning Management System. Again, understanding that there may be students without internet ability, alternate assignments will be provided. Schools are in the process of contacting students without internet access to make alternate arrangements. If you have not yet told your school that you need this service, please call them.

What if my child left his/her Chromebook or other items at school? Can we go pick them up?

Parents/students should call the school office and plan to pick up items that have been left at school.

Can we access iReady and other programs online from home?

Many of the regularly used programs will be available to students for home use.

Can I access the elementary instructional materials online?

Yes, all electronic copies have been forwarded to our IT office for placement on the SCSD and school web sites at www.suwannee.k12.fl.us. The link to the downloadable version of the elementary packets will also be posted in the FOCUS parent portal.

How many assignments will need to be completed weekly?

| | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PreK-5 | Assignments will consist of the following: <ul style="list-style-type: none">• Reading – 3 assignments (2 taken for a grade)• Math – 3 assignments (2 taken for a grade)• Science – 2 assignments (1 taken for a grade)• Social Studies – 2 assignments (1 taken for a grade)• A total of 10 assignments per week (6 grades per week) |
| 6-12 | Teachers will assign, at most, 2 assignments per core class and 1 assignment per elective each week. |

What if my child does not understand the assignments?

Students will be receiving assignments weekly that will contain step by step instructions that consist of multiple examples, as well as a narrative explanation as to the steps needed for the completion of each assignment.

Students and parents can email or utilize any number of previously established communication methods to communicate with the teacher. Teachers are not required to be “on-call” outside of regularly established work hours. Work hours for teachers will be regular school hours on Monday, Tuesday, and Wednesday.

What about accommodations and services for students with disabilities?

The department of Student Services will be working with teachers, students, and parents to make sure that students get the services required.

Speech, Occupational Therapy, and Deaf/Hard of Hearing packets are prepared to go home on buses for students. All schools have been emailed a copy of the packets in case parents come in to pick up work and need a specific packet. Also, these will be available for download on the SCSD website.

How will assignments be collected and graded?

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|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PreK-5 | At this time, we are re-evaluating the original plan for collection of paper materials weekly. Students should keep completed instructional packets; further information will be provided soon. |
| 6-12 | Students in grades 6-12 will turn in assignments through the Canvas Learning Management System using their Chromebooks. All work will be due the following Monday after assigned. Teachers will enter grades into Focus gradebook by Friday at 4:00 p.m. All work will receive a minimum grade of a 70/C. |

Should students get together to have “study sessions”?

This is a parent decision. Teachers will not be asking students to get together or come to the school for study sessions. Follow the guidance from the CDC, the Health Department, and the Governor of Florida regarding meeting in groups.

When are we getting report cards from third quarter that were due to go home on March 20, 2020?

Report cards for third quarter will be mailed home the week of March 30, 2020.

How will final grades be impacted by this new situation?

Grades during this time period will be utilized to represent the fourth quarter of the school year. The fourth quarter grades will be averaged with previous quarters' grades to make up the final grade as usual.

What about tests and quizzes?

PreK-5 No tests or quizzes will be administered during this time.

6-12 Tests and quizzes will be administered using the Canvas Learning Management System online at the teacher's discretion.

What about state testing?

State testing has been cancelled by the Florida Department of Education for the remainder of the 2019-2020 school year. Courses that require End of Course (EOC) assessments will have that requirement waived for the 2019-2020 school year.

What if there is no State testing, how will retention and other placement decisions be made?

Teacher recommendation to school administrators will influence and weigh on both retention and course placement for the following school year.

Will my child be promoted to the next grade level?

Yes, students will still be able to be promoted to the next grade level. As always, retention and promotion decisions will be made as a team decision including parents, teachers, and school administration. Parents concerned about promotion or retention of their child should reach out to the school principal or the child's teacher.

Will my high school senior be able to graduate?

The distance learning model that is being provided should not have an impact on a high school senior's graduation status. Seniors can work with their teachers through the Canvas Learning Management System to complete their work and finish their courses. Seniors that were awaiting a passing score on a required assessment to graduate will be able to have those requirements waived for the 2019-2020 school year.

What about my child's Advanced Placement (AP) or Dual Enrollment (DE) class?

AP and DE classes will follow their own plan keeping in mind that students may or may not be taking the required test at the end of the year. More information on testing for AP will be provided when it becomes available.

What about my Suwannee Virtual School courses?

Suwannee Virtual School courses are only impacted by the changes if they have a state EOC Assessment. Students will continue to work on their online classes, however, there will be no state testing.

When will normal classes resume?

Updated on Monday, March 30, 2020, the plan is to resume normal classes on Monday, May 4, 2020. That date will continue to be impacted by the Department of Education's guidelines for schools.

The SCSD is committed to returning to a normal school schedule as soon as a safe environment can be provided.

What about students/families with Spring Break plans for the week of April 20-24? What if my child misses that week?

The SCSD is not scheduled to return to normal school classes until Monday, May 4, 2020.

What about all other end of the year field trips, banquets, sporting events, proms, graduations, etc.?

Everything that was scheduled to occur between now and May 4, 2020, is either cancelled or postponed. Check with your school site about specific events.

Any event or activity that is scheduled beyond May 4, 2020, is being considered and appropriately communicated via all communication mediums. The SCSD is hoping for a quick return to normal schedules and will continue to allow activities and events as soon as they can be safely held.

Does this distance learning model count as school?

The purpose of the Instructional Continuity Plan is to continue the student's educational experience during this time of isolation. Completing the assignments does "count" as school.

Will we have to make up these days in June?

Currently, the SCSD does not anticipate the need for make-up days. The plan is for all instruction to end according to the approved school calendar.

What about summer school?

A plan for summer school is under development. We are hopeful that the normal summer offerings will be available.

What if I have other questions?

Parents/students should contact the teacher, or the school, to get questions answered.

School Office Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.

Teacher Work Hours will be Monday – Wednesday, 8:00 a.m. to 2:30 p.m.

District Office/Other Department Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.

Appendix D – Parent Question/Answer Document – Meals

Suwannee County School District – Food Service Parent Information

Top Three District Objectives during the COVID-19 Pandemic

- *Keep Campuses Safe*
- *Provide a Year's Instruction*
- *Maintain Compassion and Grace*

When and how will my children receive meals?

Beginning Monday, March 30, meals will be provided for drive thru pick up at a site in Live Oak and a site in Branford. Also, school buses will be delivering meals and student assignments for students and families that do not have transportation ability to go to the pick-up sites.

Meal services will only take place on Mondays and Wednesdays. The student must accompany the parent for meal delivery or pick up.

If you are only open on Monday and Wednesday, how do we get meals for the other days?

On Monday, students will receive breakfast and lunch for two days (Monday and Tuesday).

On Wednesday, students will receive breakfast and lunch for three days (Wednesday, Thursday and Friday).

Where are the meal pick-up sites?

Meals will be provided at two drive thru sites in Suwannee County:

- Branford Elementary School (Drive Thru Only – No Cafeteria Dining)
Mondays and Wednesdays 10:00 a.m. to 12:00 p.m.
- Suwannee High School (Drive Thru Only – No Cafeteria Dining)
Mondays and Wednesday 10:00 a.m. to 12:00 p.m.

Where will the buses stop?

Buses will travel their normal routes and make their normal stops on Monday and Wednesday afternoons.

What if my child does not normally ride a bus? Can they meals and assignments from the bus?

Any individual 18 years old or younger can received meals from the bus or pick up site. For a bus delivery, they will need to be at a regular bus stop near your home.

Any SCSD student can receive assignments from any bus. Just be at a bus stop and let the teachers and bus drivers on the route know what you need. Buses will have extra grade level packets, but it's

impossible to plan for the first couple runs. It will be most helpful if parents/students plan to use the same bus route/stop each time for meal/assignment delivery. Moving around will make it hard to ensure that we have enough of what we need each day.

What time will the buses run?

Bus drivers are notifying their routes of their individual times. The plan is to follow the normal afternoon route as close to its normal time as possible.

What if I'm not able to be there when the bus comes by? Can we still get assignments and food?

If you are not able to receive the food and/or assignments for your child during the bus drop off times, you will need to come by Suwannee High School or Branford Elementary School during the food pick up days/times. Assignments can be picked up at your child's school or downloaded from the website.

What if my child has food allergies?

Parents should monitor daily food choices. Food cannot be individually prepared for students with allergies at this time.

What if I have other questions?

Please call your school, the transportation office, or the food service office if you have additional questions.

School Office Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.

Transportation Office Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.

Food Service Office Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.

District Office Hours will be Monday – Wednesday, 8:00 a.m. to 4:30 p.m.