

## Suwannee County School District - Instructional Continuity Plan

### Parent Information

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#### *Top Three District Objectives during the COVID-19 Pandemic*

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

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#### **When will instruction officially resume for my child?**

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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 – April 15	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.
April 16 – beyond	More information will be given as it's 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.

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#### **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 ( <a href="http://www.suwannee.k12.fl.us">www.suwannee.k12.fl.us</a> ) 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.

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### **Who is preparing the work for my student?**

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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?**

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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?**

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

### **Can we access iReady and other programs online from home?**

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

### **Can I access the elementary instructional materials online?**

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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](http://www.suwannee.k12.fl.us). The link to the downloadable version of the elementary packets will also be posted in the FOCUS parent portal.

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#### How many assignments will need to be completed weekly?

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- PreK-5      Assignments will consist of the following:
- 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.

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#### What if my child does not understand the assignments?

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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.

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#### What about accommodations and services for students with disabilities?

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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.

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#### How will assignments be collected and graded?

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- PreK-5      Students will return assignments in the same manner in which they were received. Packets can be dropped off at the school sites, uploaded and emailed to the teacher, or turned in at any bus stop site.
- 6-12      Students in grades 6-12 will turn in assignments through the Canvas Learning Management System using their Chromebook. 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.

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### **Should students get together to have “study sessions”?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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?**

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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.

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

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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.

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### **What about my Suwannee Virtual School courses?**

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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.

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### **When will normal classes resume?**

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At this time, the plan is to resume normal classes on Thursday, April 16, 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.

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

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The SCSD is scheduled to return to school on Thursday, April 16, 2020. If a student misses school after April 16, 2020, they will be marked absent and make-up work will be provided.

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

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Everything that was scheduled to occur between now and April 15, 2020, is either cancelled or postponed. Check with your school site about specific events.

Any event or activity that is scheduled beyond April 15, 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.

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### **Does this distance learning model count as school?**

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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.

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### **Will we have to make up these days in June?**

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At this time, 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.

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### **What about summer school?**

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

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### **What if I have other questions?**

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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.