

Hamilton County School District

Instructional Continuity Plan

2019 -2020



Instructional Continuity Planning - Hamilton County School District

What is the role of teachers?

Grades K-6:

Teachers have worked with their grade level teams to develop common assignments for Math, ELA, Social Studies, and Science in grades K-6. Teachers are responsible for contacting the families of the students in their homeroom to ensure they understand the expectations of the work and to be available to assist remotely as needed by the families. Materials are ready to be duplicated and designated teachers will ride with bus drivers to deliver assignments. Packets and grade level resources will be posted on our district website and will also be ready for pickup at our school site in the event that parents want to pick up student materials.

Grades 7-12:

The primary method of curriculum delivery will be via APEX in grades 7-12. Teachers are contacting students in their 2nd period class to discover what students have internet and computer access. The school will work to provide computers and tablets and hotspots for Internet access as supplies are available. In the event that using the internet for instruction is unavailable, teachers have worked in grade level teams (7-8) and subject specific courses (9-12) to create packets of instruction and work. Materials are ready to be duplicated and teachers will ride with bus drivers to deliver assignments as well as having packets ready to go for pickup at school should parents want to come pick them up.

What types of assignments may be prepared?

Grades K-6:

Online assignments are not required for the ICP but online resources and materials are available on our district website for students and families. We do not assume that internet access is available for all students. The assignment of internet/web-based assignments would not be equitable so the expectation is that all web-based resources and programs are supplemental only. i-Ready, Khan Academy, or any other online curriculum are not assigned but are available for students and families to use.

Grades 7-12:

Teachers are using the APEX online curriculum to assign instruction to students. Teachers are working with curriculum specialists to modify the available assignments to ensure the material being assigned is aligned to standards that would normally be taught face to face. Students who do not have access to APEX will be presented with paper copies of assignments and instruction that are equally rigorous to the APEX assignments. Teachers may use supplemental programs such as Reading Plus, Mindplay, Khan Academy and iReady as support for instruction but it will not serve as the core program.



When do teachers prepare the assignments and with whom?

Grades K-6:

Duplication ready assignments are prepared in collaboration with the rest of the members of that particular grade level or subject area. Distance learning materials and resources have been prepared for an extended period of time and distribution of packets will begin as early as Friday, March 20th. Additional distribution of packets will occur on Monday, March 30th. Instructional planning among teams includes the analysis of grade-level instructional resources, review materials, and consumable products in specific areas.

Grades 7-12:

Teachers are working with their respective curriculum specialist to ensure that the APEX curriculum addresses the standards that are in the fourth quarter of their pacing guide/curriculum map.

How many assignments are to be constructed and graded?

Grades K-6:

Teachers are encouraged to use cross-curricular assignments to reduce the total number of assignments provided for each student. There is no limit to the minimum or maximum assignments. Teachers are asked to use their professional judgement. Each assignment is reviewed by an administrator or their designee and approved or returned for revisions.

Grades 7-12:

Teachers will maintain communication with students at least once per week to check in and make sure they are progressing in their classes. Students will be graded on a pass/fail based on progress made through their assigned courses.

How do students receive duplicated, hard copy assignments?

Various methods of distribution will be used weekly on the elementary campus. Materials posted on our district website will be made available for campus pickup during regular school hours. The Hamilton County School District transportation department along with voluntary teachers will also provide support in delivering materials throughout our communities.



How do students receive help on assignments?

Assignments that are sent home as paper copies 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. As available, students can email or utilize any number of in place communication methods, to communicate with his/her teacher, including email and telephone. Video chat programs such as Zoom, Skype, and Google Hangout are also encouraged for teachers to use. Teachers are not required to be “on-call” through these mediums outside of regularly established work hours.

How will students receive support services?

Each student with an IEP, or 504 plan, may receive services that include virtual instruction, as well as virtual specialized instruction and related services. All areas of the student’s IEP or 504 will be considered. All required evaluations, IEP meetings, etc. may also be held virtually. If there is any type of delay, the nature and extent of the delay and a plan to move as quickly as possible to prevent further delay will be documented. IEP and 504 teams will monitor each student’s progress and determine what, if any, remediation may be needed upon return to the student’s placement.

How will assignments be graded?

Teachers will grade on a pass/fail basis with the understanding that students are expected to progress through their work rather than master it. Teachers will maintain contact with students to determine if they are progressing through their assignments appropriately. These “discussion based assessments” will be the primary source for determining if a student is doing the work they have been assigned.

What about student feeding and meals?

There are 7 sites located throughout Hamilton County where food service staff have breakfast and lunch prepare for students to pick up. The hours vary from site to site.

What is the teacher work week?

Teachers in grades PK – 6 and grades 7-12 will be available to communicate with students and families Monday through Friday from 9:00 AM to 3:00 PM, with hours being flexible to meet the needs of the students. They will participate in virtual team/department meetings with their school-based administrators during this time at an assigned time at least once a week. Teachers may come to campus to work but no face to face meetings will be held on campus.



Work week for...

District Office Staff and School Based Office Staff: Beginning Monday, March 30th, these staff members will work from home with access to our network system and office phones that will be forwarded to one of the department staff. Office hours will be 9:00 – 3:00 which are flexible as needed and directed by the Supervisor.

Food Service, Maintenance, Mechanics, and Bus Drivers: Work outside will continue on an as needed basis to ensure all facilities and transportation vehicles are ready for use upon the return of students. When not scheduled for a specific task, the employees will be on call for assistance as needed by their Supervisor.

Paraprofessionals and Instructional Support Staff: Staff members will be assigned to specific students and academic teams to assist with student instruction from home. When not scheduled for a specific task, the employees will be on call for assistance as needed by their Supervisor.

