

# **Edgemont Primary School**

## **574 West Indian Valley Road**

### **Covington, VA 24426**

## **2020-2021 Instructional Plan**

### **Edgemont Primary School Starting and Ending Times**

Edgemont Primary School will begin at 8:00 AM and end at 2:30 PM. Buses will arrive at school around 7:30AM and will depart at 2:30 PM to return students home. As in the past, this provides 6 hours of instruction with a 30-minute lunch.

The plan for Edgemont Primary School is a hybrid schedule with PreKindergarten through Second Grade students receiving in-person instruction daily, Monday through Friday each week, as permitted. Third Grade students will be divided into Group A and Group B groups. Each group will be scheduled 5 consecutive days: Monday to Fridays, then alternate to virtual learning for 5 consecutive days: Monday through Friday. All families will have the option to do 100% remote learning.

We want all students to be in school as much as possible, but we also have guidelines to follow. Given the Governor's current restrictions related to social distancing, we're trying to meet as many needs as possible while protecting the safety of our students, staff, and families. We understand that this is not how any of us would like to start the 2020-2021 school year and these circumstances create challenges and hardships. However, as much as we would like to have our third graders in class every day also, we do not have space or staff to setup for physical distancing and include third graders every day. While the state has given local school divisions the right to follow fewer restrictions, they are clear that if we do so, we could put students and staff more at risk. We are urged to follow the guidance from our local and regional health departments. We are hopeful that this plan is temporary and that we will be able to have more students attend school in-person as public health guidance changes.

Remote instruction in the fall will be full, structured, new instruction with grades and accountability. This is very different from the online continuity of education we provided last spring.

### **All Students**

\*All students will complete formative and diagnostic assessments.

- PreKindergarten and Kindergarten students will be given the Phonological Awareness Literacy Screening (PALS) and the Virginia Kindergarten Readiness Assessment (VKRP).
- First Grade students will be given the Phonological Awareness Literacy Screening (PALS) and a grade level teacher made pre and post-test in math.
- Second Grade and Third Grade students will be given the Phonological Awareness Literacy Screening (PALS) and a Performance Matters grade level pre and post-test in math.

\*Teachers will provide all students new instruction to ensure new content is covered over the course of the year. During the first nine weeks, essential skills for the Spring 2020 will be embedded throughout. Ongoing feedback about their progress will be given and grades will be recorded.

\*After each nine weeks, students will receive a report card documenting their progress and grades.

- \*Content will be delivered either face-to-face or remote instruction; when requested or needed.
- \*Students needing specialized instruction; English Language Learners, Special Education, and Gifted will be identified early and accommodated appropriately. Students with disabilities will be served and their IEP services will remain in place.
- \*Students with health complications will be offered remote learning opportunities.
- \*Remediation opportunities will be provided for students who need the support.
- \*Curriculum and Pacing Guides will be reviewed and revised to include response to recovery of learning loss. Recognizing the challenges and limitations many of our students may have experienced with learning during the spring 2020, Edgemont Primary School is revising curriculum guides highlighting essential standards for each grade level, as well as the prerequisite knowledge and skills learners need in order to be successful with new content. Updated curriculum guides and resources will help support learners with differing needs.
- \*Digital Resources: 1 to 1 Initiative; Students K-2 will receive a tablet to be used to access virtual learning and each student in third grade will be issued a Chromebook to complete their virtual learning lessons and assignments, along with connectivity. Expanded digital resources will ensure students have consistent access to high quality learning tools.
- \* Edgemont Primary third graders that have a Jeter-Watson Intermediate sibling will be scheduled to attend school on the same days.
- \*Upon returning to school, all students will be taught appropriate protocols around physical distancing, movement in the hallways, and handwashing.
- \*Recess will still be scheduled for students, outside weather permitting.
- \*Art, Library, Music, and PE classes will still be offered to students when schedules allow.
- \*Instructional focus will be on Language Art and Math with Social Studies and Science content embedded within.

### **Virtual Instruction**

In order to meet the needs of our youngest learners, each student will be provided with a tablet or Chromebook. Students will utilize their CCPS-issued devices to access their Canvas account. Tablets will be issued to Kindergarten, First Grade, and Second Grade students, and Chromebooks will be issued to Third Grade students. We will be utilizing various educational programs to work with students using Canvas integrating: Google Classroom, Virtual Virginia, Google Meets, and other resources designed to support student learning and success. Lessons may include, but are not limited to, videos (instructional and informational), web-based activities, virtual sessions, and/or downloadable activities.

Parents/Guardians will still register their child for the school year using our Student Registration Sheet just as in the past. Parents/Guardians will then complete the Virtual Learning Survey on the Covington City Schools website to let the school know that they intend to participate in 100% virtual learning. We will share the date and time for tablets and/or Chromebook distribution with families prior to the start of the school year. Teachers will provide new instruction to ensure new content is covered over the course of the year. During the first nine weeks, essential skills for the Spring 2020 will be embedded throughout. Teachers will provide daily lessons through Canvas to ensure student learning. All teachers will be available throughout the school day by school email. Feedback will be provided to learners on a weekly basis to make sure they are comprehending the

written and taught curriculum. Teachers will make contact in a digital format or a phone call twice per week to their 100% virtual students.

The delivery of content will be critical to our 100% virtual learners because they will not have any live, direct face to face instructional time with their teachers. Teachers will be expected to have daily recorded lessons available for their students via Canvas. Lessons will be created of the written and taught curriculum. Teachers will assign work to be completed daily. It is our expectation that the work assigned by the teacher on Canvas be completed on the day it is scheduled.

There will also be a help desk available for parents to contact via email if there are any technology challenges with the student device. Teachers will provide weekly feedback to each digital learner to ensure that they are receiving the necessary support for an authentic learning experience.

If parents opt for 100% virtual learning for their child, they will be required to make a nine-week commitment for virtual learning. If after nine weeks, the parent is interested for the student to return to school, the child may do so, if there is room in the classroom to accommodate the child with our social distancing measures in place.

PreK-Grade 3 Asynchronous Expectations:

\*Log into on-line Canvas daily.

\*Complete all assigned learning activities daily.

Staff will continue to receive training and support in applying blended learning strategies, which involve a mix of teacher-directed learning. Expanded digital materials and intervention supports at the elementary levels will provide supplemental learning tools beyond what their teachers can provide daily.

### **Special Education**

Eligibility testing and reevaluations will resume. Individualized Education Plan (IEPs) will continue to outline each student's unique needs. Any changes will need parental consent. When needed, in-person or phone conferences will be used to have IEP meetings with IEP teams. Each student will receive a free, appropriate public education while considering the student's safety, health, and welfare.

### **Classroom Arrangements**

Special Note: In developing this plan by using recommendations of VDH and CDC, it is determined that our school facility only has enough space to allow for PreKindergarten through second graders to return to school full-time while maintaining to the best extent possible, the suggested six-foot distance of desks in classrooms. This means spreading desks out much, much farther than normal. As a result, a classroom that normally could hold 20-25 students can only hold 10-14. Similarly, the capacity of a school bus that normally can hold 70 or more students is cut down to 26 or even 13. Grade 3 would have a staggered schedule with alternating Group A and Group B students five consecutive days in school, five consecutive days using virtual learning. Again, this is due to the limitations created by physical distancing in the classroom.

### **Preschool to Second Grade**

Pre-K through Second Grade classrooms will be modified so that each desk or student work station is six feet apart. Plexiglas partitions may be used between each student, as the work station allows, as an additional mitigation strategy. All staff and students in Pre-K through 3<sup>rd</sup> grade will wear face coverings at all times except during scheduled and documented mask breaks as agreed upon by the teacher, principal, and school nurse.

Art, Library, Music, and PE will be scheduled as schedules allow. Art and Library will come to each room rather than the students moving classrooms, with the exception of Physical Education and Music.

### **Third Grade**

Third Grade classrooms will be modified so that each desk or student work station will be six feet apart. All staff and students grades 3-5 will wear face coverings at all times except during scheduled and documented mask breaks as agreed upon by the teacher, principal and school nurse.

Art, Library, Music, and PE will be scheduled as schedules allow. Due to scheduling, third grades students will be able to attend to each of those classrooms by homeroom.

### **Health Plans**

The Covington City Public School Health Plan is provided within an additional document. Be certain to read it carefully as it provides all the mitigation strategies our school system will have in place as we begin the 2020-2021 in an attempt to keep all of our students and faculty safe.

The school system must rely on those who are experts for guidance when it comes to health-related decisions. On June 9, Governor Northam and the Virginia Department of Education (VDOE) issued guidance stating that schools could have students return in-person, assuming the state is in phase three by then. Both the governor and the VDOE encouraged school systems to adhere to guidance from public health experts like the Virginia Department of Health (VDH) and the Centers for Disease Control (CDC) when developing their return to school plans. Both the VDH and CDC continue to recommend that everyone maintain physical distancing of at least six feet to the extent possible – that includes schools, classrooms and school buses.

### **Attendance**

Recognition of Perfect Attendance will not be recognized during the 2020-2021 school year; however, attendance will continue to be monitored each day.

If a student is absent on a day they are scheduled to report to school, they will be marked absent. Parents are to call the school if the child is absent. (540-965-1420)

Parents will be required to keep students at home who are exhibiting symptoms associated with COVID-19.

The school nurse is the contact person for all COVID-19 questions regarding a sick child or family member.

Student attendance will be monitored based on student engagement and participation and is dependent upon the form of instruction.

Online students will be required to complete their virtual learning assignments in their Canvas account daily to be considered present. Parents will be contacted by the teacher if a student is not meeting the student engagement and participation requirements for attendance.

### **Transportation**

Transportation will be available; however, due to limitations created by physical social distancing guidelines on school buses, we ask for parents to transport students, if possible.

On school buses, there will be one student in alternately seats and students will be required to wear a face mask on the bus. Students from the same household may be assigned to the same seat.

A paraprofessional will ride the bus to help supervise social distancing measures, assigned seats, and health checks.

Driver and paraprofessional will participate in safety protocol training.

Weather permitting, designated windows will be slightly lowered to increase air flow.

Routine disinfecting processes will be implemented after each bus run.

Due to assigned seats on the school bus. Bus notes will not be able to be approved, due to the limitations of the number of students on each of our buses. Sorry for this inconvenience, something we cannot work out at this time.

Students who have registered to ride the bus will be given assigned seats. Students not registered for bus transportation will not be permitted to ride the bus. Parents can add or change bus transportation, by making a request at [epsinfo@covington.k12.va.us](mailto:epsinfo@covington.k12.va.us); however that change will not go into effect until approved depending on available space.

### **Morning Transportation to School**

**Bus Riders**~ In the morning, students will load beginning in the rear of the bus and will work toward the front of the bus. There will be one student per seat, and household members will sit together. Students will exit the bus from the front of the bus to the rear of the bus. At the end of the school day, students will exit the school building and head to their bus. When possible, students will board the afternoon bus in the order they get off the bus. For example, students getting off first would sit in the front of the bus and students who get off last will sit in the back of the bus.

If a child is riding one of our CCPS buses, a parent is expected to accompany the child to the bus stop and remain at the stop until the bus departs. Masks must be worn during the duration of the bus ride. Temperatures will be taken when the child boards the bus. If the child does not have a fever, the student will then be permitted to find their assigned seat on the bus. If the child has a fever, the student will not be permitted to remain on the bus. The student will then be returned to the parent and be given paperwork to call the nurse to discuss the protocol for returning to school.

**Car Riders**~ Paraprofessionals will be taking student temperatures prior to them getting out of the vehicles in the morning. Students will need to wear a mask getting their temperature taken. If the child doesn't have a fever, they will be permitted to enter the building. Then, the student will walk to class wearing their mask. If a student has a fever, the parent will be given paperwork to call the nurse to discuss protocol for returning to school and the student will return home with the parent.

### **Food Services**

Breakfast will be provided to the students by delivery to classrooms each morning.

Students will preorder their lunch orders.

Class rosters will be used to account for student breakfast and lunches.

Children that bring their own meals may continue to do so.

We plan to provide an opportunity for students to eat lunch in the cafeteria or cafetorium with social distancing and cleaning measures in place.

Students will be using disposable eating utensils to eat their breakfast and lunch.

At this time, no outside visitors including parents will be permitted to each breakfast or lunch with their child at school.

### **Pick-Up Meals Available for Virtual Student**

Lunches will be provided to students that are participating 100% remotely or to a third grader during the week they are virtual. Curb-Side Grab and Go lunch bags will be available to families that need them each school day at the front of Edgemont Primary School at a designated time, TBA.

Parents must enroll in the Pick-Up Meal Program. Pre-Orders will be necessary so we can plan accordingly. Meals will offered Monday through Friday for Grades PK-3<sup>rd</sup> Grade

### **Facial Coverings**

All students and staff will be provided a face covering or they may wear one of their choosing that covers the nose and mouth. All students and staff are required to wear face coverings at school at all times. Facial coverings also are required at all times while riding on school buses.

- Disposable face coverings will be available on each school bus and in the front office of each school for those who lose or misplace theirs.
- Face shields are allowable, but a face covering is still required under the shield.
- Have face coverings, so you can wash them daily and have back-ups ready.

Until further action of the Covington City Public School Board, all employees and students of the CCPS shall be required to wear a face covering while working or attending a school in any of the Covington City Public School buildings. All face coverings must cover the **nose and mouth** of the employee and student.

Mask breaks will be offered to students in the classroom at scheduled and documented times throughout the day as agreed upon by the teacher and principal. During such scheduled mask breaks, teacher and students would all be seated at least six feet from each other, working quietly, and at least six (6') feet of social distancing will be maintained. Outside class mask breaks may be given at times. They will also be scheduled and documented as agreed upon by the teacher, principal, and school nurse.

What is the CCPS School Board Policy regarding cloth face coverings for visitors?

Only scheduled visitors and vendors will be permitted. They will be required to wear a face covering in the building during the duration of their visit, have their temperature checked, and complete the COVID-19 entrance form before entering the school building, facility, or other area of the school campus.

How will refusal to wear a face covering be handled?

For students who refuse to or, otherwise, do not wear a cloth face covering at school, on school transportation, or at a school function under this policy, every attempt will be made to ensure that the students and the students' parents understand the importance of wearing a face covering. The CCPS will, then, discuss and work with families to identify the more appropriate learning path, including virtual learning, if student fails to comply with

the requirement to wear face coverings as detailed above, the student may be required to transition to 100% remote learning.

What is the rationale behind the CCPS School Board Policy regarding cloth face coverings?

The CCPS face covering policy is intended to limit the spread of COVID-19 and preserve effective in-person learning as much as possible.

**Wear your face covering correctly:**

- Wash your hands before putting on face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily.

**Choose a face covering that:**

- Fits snugly but comfortably against the side of the face
- Completely covers the nose and mouth
- Is secured with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Can be washed and machine dried without damage or change to shape

Face covering are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

**Face Covering Helpful Hints**

- Label your child's cloth face covering clearly in a permanent marker so that they are not confused with those of other children.
- Practice with your child putting on and taking off cloth face coverings without touching the cloth.
- Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.
- If your child is riding a school bus, plan for your child to wear a cloth face covering on the bus and talk to your child about the importance of following bus rules and any spaced seating rules.
- Wear a face covering correctly for maximum protection.
- Don't touch the face coverings, and, if you do, wash your hands or use hand sanitizer to disinfect.

**Symptoms of COVID-19**

Screening and monitoring are essential components of limiting the spread of COVID-19. An important part of keeping our school safe is actively encouraging sick staff and students to stay home if they are ill and emphasizing to all the importance of knowing the symptoms of COVID-19. People with these symptoms or combinations of these symptoms may have COVID-19:

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fever (the CDC defines a fever as having a temperature of 100.4 F 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
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

### COVID-19 Screening Questions

*Each and every day, parents are expected to assess the child for symptoms of COVID-19 before they leave their house.*

Since the last day in the building, has my child had any of the following:

- A new fever (100.4F or higher) or a sense of having a fever since you were last in school?
- A new cough or breathing difficulty that cannot be attributed to another health condition?
- Chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- Has the child been exposed to anyone who tested positive or suspective positive for Coronavirus (COVID-19) in the past 14 days? An exposure is defined as physical contacts within six feet for at least 15 minutes.

**If YES to any of the screening questions before arriving, student must stay home and not enter the building. If a student wakes up with the any of these symptoms or doesn't feel good in any way, the parent needs to call the school. (965-1420)**

The school nurse will call the parent back to walk the parent through an additional assessment and will provide guidance based on VDH recommendations. If an individual reports COVID-19 symptoms upon arrival, the school will activate the emergency protocol for COVID-19. Parents must promptly pick up their child or arrange for pickup if signs or symptoms of illness are present. If a student becomes symptomatic at school, they will be moved to an isolation space until they are picked up from school. Students that become symptomatic at school **will not** be able to ride the bus home.

### Supply Lists

Community Business Partners have helped secure almost all of our Edgemont Primary Schools school supplies for this school year. We are asking for each student to bring:

- 12 glue sticks
- 6 low odor dry erase markers
- a pair of ear buds or headphones to use with their school issued device.

\*Donations of antibacterial wipes and hand sanitizer are appreciated. \*

### **Social Emotional Learning and Wellness**

The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on our students. Covington City Public Schools will enhance curriculum and supports focused on social-emotional learning relationship-building, and successful transition to new schools, classrooms, and environments, whether in-person or through distance learning. Instructional staff will participate in professional learning on social-emotional learning and partnerships within school and resources in the community will offer another critical layer of support for students, families, and staff. (Examples include: Mental Health Counselors, Family Preservation Services, Department of Social Services, Health Department, local pediatricians, and Community Services Board.)

## **Custodial Services and Maintenance**

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting an important part of reopening schools and public spaces.

Multiple hand sanitizer stations have been added in each school to allow students and staff to easily use hand sanitizer.

Normal routine cleaning with soap and water moves germs and dirt from surfaces. It lower the risk of spreading COFI-19 infection.

Disinfectants kill germs on surfaces. By killing germs on surfaces, you can further lower the risk of spreading infection.

Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- Hand sanitizing stations through the school
- Staggered start times of custodial staff.
- Increased number of custodial staff.
- Disinfecting schedules will be in place, along with increased and detailed cleaning procedures.
- Electrostatic Sprayers will be used to clean classrooms after hours and school buses between runs
- Ventilation system has been updated.
- Frequently touched surfaces and objects will need routine disinfection. Examples include: tables, doorknobs, light switches, countertops, handles, phones, keyboards, toilet faucets and sinks, touch screens, desks, paper towel dispensers,

### **Promoting Behaviors that Reduce Spread**

Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover.

**Wash your hands frequently** Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs.

Clean hands can stop germs from spreading from one person to another and throughout an entire community - from your home and workplace to schools, childcare facilities and hospitals.

#### **Here are five simple steps to washing your hands properly:**

1. **WET** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. **LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **SCRUB** your hands for at least 20 seconds. Need a timer? Hum the complete "Happy Birthday" song to yourself (or in your head) twice.
4. **RINSE** your hands well under clean, running water.
5. **DRY** your hands using a clean towel or air dry. Hands that look clean can still have icky germs!

**Use hand sanitizer when you are unable to wash your hands with soap and water.**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**Cover your nose and mouth when sneezing or coughing.**

**Avoid touching your eyes, nose or mouth.**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

### **Additional Information:**

- Students should not share water bottles, school supplies, devices, books or other items.
- Nonessential visitors will not be allowed to enter school buildings.
- No lunch deliveries will be accepted from parents or outside providers and visitors will not be allowed to each lunch with students.
- Parent-Teacher Conferences and conferences with the Administrator are available for students and their families through phone conferencing, virtual meetings, and face to face meetings by appointment adhering to social distancing requirements.

Teachers will allow extra time for handwashing.

Water fountains will not be used. Student may bring a water bottle from home or the school will issue them one.

Teachers will keep each child's belongs separated from others' and in individually labeled containers, cubbies, or areas.

Students will be issued plastic pencils boxes to keep their individual supplies.

### **Protect and Respect**

Throughout this pandemic, we want to make sure we are protecting and respecting one another. There will be times where students may be absent from school. Just because a student is not in school, that does not mean a student has contracted COVID-19. There could be many reasons a student is absent from school. We need to be respectful of either other's privacy and not start or spread rumors. We believe in creating and promoting a culture of kindness in our schools - both in class and online. We encourage students and staff to follow three main goals: Be Safe Be Respectful Be Responsible

The best way we will move beyond this pandemic is to remain flexible and be determined to each do our part. There could be changes to the school schedule. There will be times when some students are asked to stay home. There may be times when schools are closed. This will be a challenging year, but we can succeed if we work together. We look forward to welcoming our students back in-person or virtually. We have missed them! Thank you for your support.