Secondary At-Home Virtual Learning Plan

Newport News Public Schools is committed to partnering with our families to provide at-home virtual learning materials, meals-to-go for students, and other helpful resources for our students. It is our goal to continue to provide educational support and resources in order to meet the academic needs of all children. NNPS is appreciative of the essential partnership of parents and guardians to ensure that students remain engaged in learning for the remainder of the academic school year.

On April 20, 2020, middle and high school students will begin the fourth quarter marking period (MP4) with a new At-Home Virtual Learning Plan for the remainder of the school year. The plan includes the continuation of learning with opportunities for students to think creatively and learn using a variety of innovative online tools and resources. Teacher prepared lessons align with the Virginia Standards of Learning; therefore, it is the expectation that students participate and complete assignments, so that they are prepared for the next phase (grade, level, course) of their academic journey. At-home virtual lesson designs will vary to include, but are not limited to, the following:

- live video conferencing with a teacher
- pre-recorded video lessons to view
- independent work that students will complete on their own, and/or
- projects that allow for voice and choice in assignments

Instruction and Assessment

Instruction
Teachers will follow the school division-developed pacing guides to create daily lessons using the Four E learning template (Engage, Explain, Explore, and Evaluate). Lessons focus on new skills or concepts for a duration of one to two weeks with spiraling skills or review that help ensure that students have a full understanding of the content learning each day. As educators and students adjust to the at-home learning schedule, teachers recognize the challenges of balancing assignments for each class; therefore, independent work (asynchronous) will not exceed 30 minutes per content area daily. However, some lessons will be live and interactive (synchronous) with the teacher and may be extended. Additionally, if students or parents have questions or experience difficulties with learning, all teachers have office hours to answer questions, or provide feedback (See school schedules).

Assessment
Teachers will use a variety of assessments to check for understanding and evaluate learning. They include, but are not limited to:

- Synergy (online, mini-assessments)
- Performance-based assessments (video response, artistic or musical representation)
- Writing (quick writes, reflective writing, personal writing, graphic organizers)
- Choice boards (student-selected activities to complete)
- Google (Google Forms) that engage students in the 5Cs (communication, collaboration, critical thinking, creativity, creativity and citizenship)
- Project-based learning (using the 5Cs with a focus on creativity and innovation)
- Programs (IXL, No Red Ink, Achieve 3000, Imagine Learning, etc.)
NNPS is committed to supporting all students with equitable resources and needs. Additionally, teachers, staff and administrators will continue to provide specialized learning support for students with disabilities, students receiving services under section 504, and English learners.

**Student Expectations for Learning**
As active learners, the following expectations are encouraged of secondary students for successful at-home virtual learning:

- Check email twice daily (AM/PM) for teacher announcements
- Work to complete and strive for mastery on all assignments
- Review teacher’s feedback on all assignments
- Review Zoom Schedule to participate in live lessons
- Contact teachers for instructional assistance during office hours
- Contact your school counselor for support or special circumstances
- Contact your teacher or principal if you do not have a device or internet service
- Use the resources on the NNPS Home Page for enrichment
- Exercise, do something fun, and take time to unplug daily!

**Instructional Support for Students with Disabilities**
The Special Education Department is working to assist teachers with supporting small group instruction virtually. Collaborative teachers should plan with general education teachers to organize differentiated, small group instruction. A variety of online resources are also available to assist students and provide additional support for learning. Teachers are contacting students directly to meet their individual learning needs.

For meetings, the division will be utilizing electronic signatures for IEP/504 documents. When appropriate, parents will be contacted and provided instructions for the online signature process. In addition, computer-based testing will be administered, as needed. If necessary for eligibility determination, evaluations requiring face-to-face testing administration may be delayed with parental permission.

Special education teachers are providing work and communicating in the same manner as general education teachers to meet the needs of students. Special education teachers are working with general education teachers to provide strategies and accommodations to meet Student Learning Plans. IEP Progress Reports will be mailed with report cards. 504 case managers and general education teachers are providing specific accommodations for students with a 504 plan to meet the Student Learning Plan.

If you have additional questions, please use the following link to contact a Special Education Administrator: [http://www.nnschools.org/sped/contact.html](http://www.nnschools.org/sped/contact.html)

**Instructional Support for English Learners**
English as a Second Language (ESL) teachers are providing work and communicating in the same manner as general education teachers to meet the needs of students. ESL teachers are working with their collaborative general education teachers to provide ESL strategies and accommodations based upon each student’s English Learner Support Plan (ELSP) as appropriate.

In order to support communication with families, teachers and staff will utilize the Voiance interpreting services. At the district level, all communications are transmitted in English and Spanish.

Newcomer students are also receiving instructional packets mailed to their homes in order to provide a hybrid of online and paper practice for students. Newcomer and Transition English students have access to Imagine Learning. The ESL department is working with teachers on supporting literacy instruction and providing needed small group mini lessons for literacy gaps.

EL Language Progress Reports will be mailed with report cards.
Instructional Support for Students without a Device in the Home
There have been several phases of Chromebook distributions based on students contacting their teachers or administrators. Hotspots have also been distributed. Students in need of a Chromebook or hotspot, should notify their principal or teacher. Additionally, Cox Communications is providing a discounted rate for qualifying families who do not currently have internet service at home.

In circumstances where there is no device, internet or phone, the NNPS curriculum and development team will provide a limited number of paper learning packets that may be picked up at the Meals-To-Go Sites.

Students Enrolled in Advanced Placement or Other Courses

Advanced Placement (AP) and International Baccalaureate (IB) Courses
For students who are currently enrolled in Advanced Placement (AP) classes, the College Board has announced and communicated to students that their AP exams will occur online at home. Please utilize resources on the College Board website: https://apstudents.collegeboard.org/. Also, high school AP teachers will continue to work with their students to prepare them for these exams. However, if a student chooses not to take the exam, they will receive full weighted credit for the course, but will waive the opportunity for college credit. Please reach out to your AP teacher if you have questions.

International Baccalaureate (IB) has announced that their exams will be canceled. AP students should adhere to the guidelines for learning and work completion. IB teachers will direct students for further information on IB requirements.

Seniors enrolled in World Language IV will have an opportunity to participate in the Seal of Bi-literacy Assessment during the summer or when school reopens.

Virtual Virginia and Dual Enrollment Courses
Students who are in a Virtual Virginia online course should follow the directions given by their instructor regarding expectations for work and grading.

Regarding dual enrollment at Thomas Nelson Community College (TNCC), if students are receiving instruction by a NNPS teacher as part of the dual enrollment program, they should adhere to the guidelines for learning and work completion being shared with all students. However, students in dual enrollment programs who receive instruction from a TNCC instructor will continue to have graded assignments that need to be completed on the timeline their TNCC instructors lay out for them, per TNCC requirements.

Career and Technical Education (CTE) Courses
The Virginia Department of Education (VDOE) has waived all industry certification tests for seniors needing a CTE credential for the 2019-2020 school year. A Credentialing Assessment Plan is being developed to support students in grades 9-11 who are currently enrolled in CTE courses that will occur during the 2020-2021 school year with priority being given to rising seniors needing a credential. For more information on CTE credentialing, refer to State Superintendent Memo 077-20.

Driver Education
Per the VDOE and the Division of Motor Vehicles, students are required to complete 30 hours of face-to-face synchronous instruction via video conferencing. NNPS will conduct driver education classes via the Zoom platform. In order to meet the 30-hour instructional requirement, students will begin classes the week of April 13. All students enrolled in driver education for the third and fourth nine weeks will receive correspondence from their teacher regarding times and dates for instruction. Students must attend ALL scheduled Zoom meetings in order to receive their Green Card.

Staff Professional Development and Meetings
In addition to providing daily instruction and collaborating with students and families during office hours, teachers, support staff and administrators also participate in professional development and meetings throughout the week to
prepare for at-home virtual instruction. All support staff (supervisors, specialists, coaches, reading specialists, co-teachers, instructional technology coaches, and library media specialists) will continue to work collaboratively with teachers and administrators to support the alignment of the written, taught and assessed curriculum, as well as engage students in authentic innovative best practices. During the week of April 14-18, teachers will participate in professional development and meetings in order to prepare for at-home virtual instruction.

### School Schedules

NNPS will follow the schedules below for teacher office hours and teacher/student virtual meetings via Zoom.

*(Staff meetings TBD by principals; Zoom meetings will vary by teacher/department)*

#### Middle School Office, Zoom & Planning Schedule

<table>
<thead>
<tr>
<th>Monday (Math)</th>
<th>Tuesday (Science)</th>
<th>Wednesday (English)</th>
<th>Thursday (Social Studies)</th>
<th>Friday (PE/Related Arts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
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<tr>
<td>10:00-11:00</td>
<td>6th Grade Zoom</td>
<td>6th Grade Zoom</td>
<td>6th Grade Zoom</td>
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<tr>
<td>11:00-12:00</td>
<td>7th Grade Zoom</td>
<td>7th Grade Zoom</td>
<td>7th Grade Zoom</td>
<td>7th Grade Zoom</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>8th Grade Zoom</td>
<td>8th Grade Zoom</td>
<td>8th Grade Zoom</td>
<td>8th Grade Zoom</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>Planning</td>
<td>Math/Social Studies PLC</td>
<td>English/Science PLC</td>
<td>Math/Social Studies PLC</td>
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</tbody>
</table>

#### High School Office, Zoom & Planning Schedule

<table>
<thead>
<tr>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:00-9:00</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
<td>Planning</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>1st Block Zoom</td>
<td>2nd Block Zoom</td>
<td>1st Block Zoom</td>
<td>2nd Block Zoom</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>Common Planning/PLCs</td>
<td>3rd Block Zoom</td>
<td>4th Block Zoom</td>
<td>3rd Block Zoom</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>3rd Block Zoom</td>
<td>4th Block Zoom</td>
<td>3rd Block Zoom</td>
<td>4th Block Zoom</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>5th Block Zoom</td>
<td>6th Block Zoom</td>
<td>5th Block Zoom</td>
<td>6th Block Zoom</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>7th Block Zoom</td>
<td>Office Hours</td>
<td>7th Block Zoom</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

### Grading Practices

Based on federal and state guidance, instruction at the middle and high school levels will be continued. Clear guidance from the Virginia Department of Education (VDOE) dictates that students must show mastery of learning for the full year in each content area. Therefore, NNPS has developed a plan for continuous instruction to ensure that all students are engaged in continuous learning for the remainder of the school year. The following section outlines grading practices for third (MP3) and fourth (MP4) marking period grades.

#### MP3 Grading Practices

Third quarter (MP3) grades concluded as scheduled on April 3, 2020. For MP3, grades will be calculated based on a student’s grade as of March 13, 2020. Please note, students can improve their third-quarter grade by completing missing assignments and assessments that would have normally been allowed had the quarter continued with schools open. This includes any work that has been completed since schools have closed.
MP3 grades were due on April 14, 2020. MP3 grades will be calculated based on a student’s grade as of March 13, 2020. Any final grade of F for MP3 will be converted to an I (Incomplete) and submitted as the MP3 grade on April 14, 2020. All (I) Incompletes for MP3 work should be submitted by May 15, 2020. Note: Teacher discretion to support individual students will vary with guidance from lead teachers and school administration.

MP4 Grading Practices
The new at-home virtual learning plan will begin on April 20, 2020. In order for students to receive credit for the course and move to the next level, students must show mastery of new learning during the fourth quarter (MP4). All students who do not show mastery of new learning will receive a grade of (I) Incomplete; this includes seniors. Teachers will make every effort to provide students with opportunities to improve assignments/grades to resolve the “Incomplete.” However, we do ask students to follow the suggestions listed in the Expectations for Student Learning section.

Students will engage in a variety of lessons that align with the Virginia Standards of Learning that will require independent work. However, some instruction will be flexible and provide opportunities for students to work collaboratively with their teachers and peers. Teachers will provide on-going written and verbal feedback to students and provide opportunities to improve work before a final grade is recorded. Teachers will communicate through Google Classroom, Google Docs, emails, Zoom conferences, Student/Parent Vue and/or phone calls.

In an effort to keep parents and students informed of work being completed and received, or not received, teachers will use the following codes as placeholders until the assignment has been graded, and/or feedback has been provided to students to improve a grade.

- **TI** - Turned In - Student has submitted the assignment and the teacher is in the process of grading the assignment. Teachers will convert to a numerical grade once the assignment has been graded, and/or the teacher has provided feedback to the student to improve the grade, if needed.
- **NT** - Not Turned In - Student has not submitted the assignment.

If a student does not receive a minimum passing grade of 60 on the first submission of an assignment, students will have up to 5 days to improve assignments. Note: Teacher discretion to support individual students will vary with guidance from lead teachers and school administration.

Final Grades
At the conclusion of the school year, grades will be calculated two ways:

1. Grades will calculate using students’ cumulative grades up to March 13, 2020. For year-long courses, grades will be calculated \((1/3+1/3+1/3)\).
2. Students’ grades will also be calculated for grades during the fourth quarter (MP4), April 20-June 12. If a student’s average improves with the inclusion of the MP4 grades, then the MP4 grade will be “included” in the calculation for the final grade.

**Important Note:** While students may be able to use #1 above as their final grade, students are still required to complete work during the MP4 (4th quarter) to demonstrate mastery of new learning. Any student who does not show mastery (60 or higher) of new learning during MP4, will receive a grade of (I) Incomplete and final grades will not be calculated, nor will the student be able to move to the next level course until the (I) Incomplete has been removed.

*Report cards will be mailed to the students’ address in Synergy (the student information system).*
Once we are through this crisis, we will not measure our success on state assessments or completion of initiatives. We will measure our success on how well we supported each other and beat this pandemic together! #NNPSTogether