

WCPS Transition Plan

Information for our Students and Families

October 1, 2020

TRANSITION PLAN

Students will return to school in accordance with the timeline below:

Week of October 12, 2020:

- Elementary Schools – Pre-Kindergarten, Kindergarten, 1st Grade
- Middle Schools – 6th Grade
- High Schools – 9th Grade, Identified Intervention (Invitations sent out by High Schools), GED Students, New Horizon Students

Week of October 19, 2020: (In addition to students identified the previous week)

- Elementary Schools – 2nd Grade
- Middle Schools – 7th Grade
- High Schools – 10th Grade

Week of October 26: (In addition to students identified the previous week)

- Elementary Schools – 3rd Grade, 4th Grade, 5th Grade
- Middle Schools – 8th Grade
- High Schools – 11th Grade, 12th Grade

DETAILS

In-person instruction will take place four days a week (Monday, Tuesdays, Thursdays, Fridays). Distance Learning will continue for everyone on Wednesdays.

The school day will begin at 8:15am and end at 2:00. Buses will run regular routes, but parents are encouraged to transport their own students to and from school when possible.

Students will be required to wear face coverings on busses and while at school. Faculty will also be required to wear face coverings.

WCPS will strive to implement the maximum amount of social distancing possible. Social distancing is an effective way to prevent potential infection. Based on recent, updated guidance from the Centers for Disease Control, American Academy of Pediatrics, and the Virginia Department of Health, some procedures and recommended distances have changed. Given the current guidance, the Social Distancing procedures and recommendations will be as follows:

WCPS employees, students, parents, and visitors should practice social distancing of 6 feet when possible and eliminate physical contact with others.

***This plan is subject to change at any point in time.**

Students and families will still have the option of choosing 100% Distance Learning. They may choose to change to in-person at the beginning or midterm of each grading period.

Upcoming Change of Learning Environment dates: (Subject to change due to inclement weather)

October 26 is the end of Quarter 1.

Notify November 24 (Q2 Midterm) / Begin in-person November 30

Notify January 15 (End of Q2 and S1) / Begin in-person January 19

Notify school by February 17, 21 (Q3 Midterm) / Begin in-person February 8,21

Notify school by April 27, 21 (End of Q3) / Begin in-person April 28, 21

SAFETY AND HEALTH INFORMATION

School Safety

- Visitor access to the building will be restricted:
 - No classroom volunteers.
 - No parent lunch with students.
 - No guest speakers.
 - No use of facilities by any outside group.
 - Meetings with parents/guardians will be arranged through the office.
 - Lockers will not be used.
 - Each school will have a plan to monitor restrooms so that social distancing is maintained.
 - Floor social distancing decals will be placed in areas that can become congested (nurse's office, main office, etc.).
 - Water fountains will not be used. If available, bottle fillers may be used following posted guidelines.
- Classes and classroom equipment will be cleaned and sanitized throughout the day.

Daily Procedures

- Students will be socially distanced in the classrooms when possible.
 - Students will not share classroom items (scissors, glue, manipulatives, books, etc.).
 - Morning arrival:
 - The monitoring of all students' health will begin upon arrival, to include a temperature check (students who refuse will be sent home to participate in Distance Learning).
 - Breakfast will be served according to individual school protocol.
 - Students will report directly to their first assigned class.
 - Lunch will be served following individual school protocol in order to socially distance.
 - Each school will create a plan to dismiss students in groups to report to busses, parent pick-up, or their vehicles.
- Students will be encouraged to wash hands and use hand sanitizer throughout the day

Students & Parents

- To check-out students during the school day, parents should call the school office upon arrival at the school. Office staff will escort students outside and obtain the parent's signature.
- To drop-off items for students, parents should contact the office and a staff member will meet them at the main entrance.
- Students will not be allowed to ride a bus other than their assigned bus.
- Distance Learners have to wait for approved dates to transition to in-person.
- Face coverings will be required on buses and during school.
- Students will need to bring to school and take home their WCPS provided electronic device, fully charged, every day in-person instruction is provided.

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- Parents/Families – If your child is experiencing any symptoms related to a COVID-19 diagnosis, or is sick with any other illness, please keep your child at home. Please consult with your physician. Do not allow them to return to school until they are fever free without fever reducing medicine for at least 24 hours, improved respiratory symptoms, and at least 10 days have passed since symptoms first occurred.

Parents are encouraged, when possible, to transport their children to and from school.

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. The local Health Department will contact trace individuals who may require a mandatory quarantine. If you are contacted by the Health Department regarding contact tracing involving your child, please notify your school principal.

Required notification will be provided within 24 hours by WCPS to employees or families impacted by a positive COVID-19 diagnosis (Sample letters provided by the VDH for positive cases and suspected cases are included in this information). Employees or students who test positive will not be identified by name, and their personal health information must be protected and kept confidential. Except for required communication between the Mt. Rogers Health District and WCPS School Board Office, the sharing of an employee's or student's personal health information requires expressed written consent of that individual. A link for updates on COVID-19 Cases in WCPS can be found here [COVID-19 Cases in WCPS](#)

All schools will expect all students and staff to follow mitigation strategies, to include but not limited to:

- Traffic Flow – Floors will be marked to indicate walking directions throughout the office, hallways, and cafeteria in order to maintain the social distancing of 6 feet when possible.
- Classrooms will be set up to observe the maximum amount of social distancing.
- Communal spaces will be used only to aid in social distancing.
- Face masks or face shields are required to be worn to protect yourself and each other.
- Wash hands regularly and use hand sanitizer.
- If you are sick, especially if you experience any of the symptoms listed in the next section, please stay home.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, a self-screening of symptoms related to a COVID-19 diagnosis should occur every morning prior to coming to school. These symptoms include:

- Temperature of 100° or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

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INSTRUCTION

New Middle & High School In-Person and Distance Learning Schedule

The schedule below will apply to all students Monday through Friday. This schedule will also be followed on Virtual Wednesdays. **15 minutes has been added to 1st Block to compensate the time it will take to conduct temperature checks and to serve breakfast.*

1st Block **8:15 - 9:40** (85 minutes)
 8:15 - 8:30 Bus/Car Stagger, Health Checks, Breakfast
 8:30 - 9:40 Class time
 M - T Singleton 1-A
 Th - F Singleton 1-B

2nd Block **9:45 - 10:55** (70 minutes)
 9:45 - 10:55 Block Class time
 M - T Singleton 2-A
 Th - F Singleton 2-B

3rd Block **11:00- 12:40** (100 minutes)
 TBD Lunch (30 minutes)
 TBD Block Class time (70 minutes)

4th Block **12:45 - 2:00** (75 Minutes)
 70 minutes Class time
 5 Minutes End of Day Staggered Dismissal
 M - T Singleton 4-A
 Th - F Singleton 4-B

Weekly Format for Middle School and High School:

Monday	Tuesday	Wednesday All Virtual	Thursday	Friday
In-person instruction with live access for distance learners.	In-person instruction with live access for distance learners.	Distance learning day for in-person students.	In-person instruction with live access for distance learners.	In-person instruction with live access for distance learners.
Record live streams.	Record live streams.	Teachers will live meet with distance learners following the new schedule.	Record live streams.	Record live streams.
Connect with distance learning students as needed.	Connect with distance learning students as needed.	Prepare Google folders for USB downloads if needed.	Connect with distance learning students as needed.	Connect with distance learning students as needed.
Librarians will unload USB drives into teacher folders, if needed.				Librarians will load USB drives, if needed.

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New Elementary School In-Person Schedule

- Temperature Checks, Breakfast, Transition to Classrooms from 8:00-8:30am
- Reading – 90 minutes minimum
- Math
- Special – up to 30 minutes
- Lunch
- Science/Social Studies
- Physical Activity
- Dismissal at 2:00pm

Weekly Format for In-Person Instruction at Elementary Schools:

Monday	Tuesday	Wednesday All Virtual	Thursday	Friday
Reading 90 minutes (minimum)	Reading 90 minutes (minimum)	Live Meets	Reading 90 minutes (minimum)	Reading 90 minutes (minimum)
Math	Math	-Small Group	Math	Math
Special	Special	-Whole Group	Special	Special
Lunch	Lunch	-Individual	Lunch	Lunch
Science/Social Studies	Science/Social Studies		Science/Social Studies	Science/Social Studies
Physical Activity	Physical Activity		Physical Activity	Physical Activity

What will virtual instruction look like?

Middle Schools and High Schools - During in-person classes, teachers will live stream using Google Meet or Zoom. The live stream will allow distance learners to have access to the instructional and class discussion portions of class. Virtual learners should be encouraged and expected to participate in class discussion and ask questions. Teachers will also record the streams and post in CANVAS the same day. Live streaming can stop once instruction, modeling, demonstrating, class discussion, Q&A, etc. is over. Teachers will continue to put their lessons and assignments on CANVAS for all students. Both virtual and in-person students will complete assignments in CANVAS when possible. This will keep teachers from having an additional workload, as well as reduce the amount of paper being exchanged (thus reducing the chance of spreading germs).

Wednesdays are Virtual Instruction days for all students. Teachers will have live meets/ group instruction with virtual students, following the new schedule.

Students who are participating in Distance Learning may be asked to come to the school in-person for certain school needs. These arrangements will be made by each individual school.

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Elementary Schools - Students will receive virtual instruction primarily during late afternoons and evenings. Distance learners will have teachers assigned to them to best meet their instructional needs. A sample weekly schedule is below, but please contact your child’s school for additional information and details.

Elementary Virtual Daily Schedule

	Monday	Tuesday	Wednesday All Virtual	Thursday	Friday
8:30am-2:00pm	Assigned work such as but not limited to skills practice, independent reading, physical activities, specials	Assigned work such as but not limited to skills practice, independent reading, physical activities, specials	In-Person and Virtual Students Live Stream	Assigned work such as but not limited to skills practice, independent reading, physical activities, specials	Assigned work such as but not limited to skills practice, independent reading, physical activities, specials
After 2:30pm	Reading Math Science/Social Studies Social/Emotional Support	Reading Math Science/Social Studies Social/Emotional Support	Reading Math Science/Social Studies Social/Emotional Support	Reading Math Science/Social Studies Social/Emotional Support	Assigned Work such as but not limited to skills practice, independent reading, physical activities, specials

SCHOOL MEALS

Breakfast will be available upon arrival in the morning, and all lunches will be served between 10:30 and 12:30. Because students will need to remove their face coverings while eating, students will need to be socially distanced at least 6 feet from each other while eating breakfast and lunch.

Additional details pertaining to the WCPS Food Service Program, including updated details on meal pick-up and delivery, will be provided to families in the near future.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Schools may begin athletic workouts, but must follow WCPS safety and mitigation guidelines. Schools may not schedule athletic events (games, meets, competitions, etc.) at this time. High schools will follow the VHSL guidelines/calendar for events. Middle schools schedules will be determined by WCPS. Before school/morning workouts are not allowed.

Marching Band will follow the NFHS guidelines provided to administrators. All other extracurricular activities will follow the guidelines given to administrators. Practices for all athletics and activities will not begin until 3:30pm.

Students who have workouts or activities that begin at 3:30pm, can stay at school after the 2:00pm release on Mondays, Tuesdays, Thursday, and Fridays. Each school will create a 2:00-3:15pm study hall for these students. If a workout or activity begins later than 3:30pm, students will need to leave school grounds at the 2:00pm dismissal and return later.

Please contact your child’s school with any questions.

Please continue to be safe, and thanks for your support of WCPS.

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#WeAreWytheYou

Sample letter provided by VDH that will be sent home in the event of a **positive COVID-19 case** in one of our schools:

Dear Parents/Guardians:

Our school division is informing parents and guardians that a student or staff member has been diagnosed with coronavirus disease 2019 (COVID-19). This person [was/was not] on school premises on [DATE] and [did/did not] have direct exposure with other members of our community.

The [NAME OF SCHOOL] will remain [OPEN/CLOSED] during this time. We are working closely with the [HD Name] Health Department to identify anyone who had close contact with the person to determine if they might have been exposed to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the [HD Name] Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. Contact your child's healthcare provider regarding any concerns.

People without symptoms do not need to seek care or be tested. Those who become ill should contact their healthcare provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize Center for Disease Control and Prevention (CDC) recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#), to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Wear a face covering in areas where physical distancing is difficult to maintain.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching the eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

The [Virginia Department of Health](#) provides information about COVID-19 and [frequently asked questions \(FAQ\)](#) from parents and concerned family members. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education's produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#) and [social emotional wellness for parents and caregivers](#).

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Sample letter provided by VDH that will be sent home in the event of a suspected COVID-19 case in one of our schools:

Dear Parents/Guardians,

Our school division is informing parents and guardians that a student or staff member has been sent home on **DATE** for suspected coronavirus disease 2019 (COVID-19). We understand this news is concerning and want to share our efforts to keep students and staff safe, healthy and in school.

The **NAME OF SCHOOL** will remain **OPEN/CLOSED** during this time. We are working closely with the **[HD Name]** health department to identify any individuals who had close contact with the person to determine if they may have had exposure to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the **[HD Name]** Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

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