



BOARD WORK SESSION
SEPTEMBER 15, 2020

Back to School Update



Caroline County
PUBLIC SCHOOLS
GROWING THE ESSENTIALS FOR LEARNING

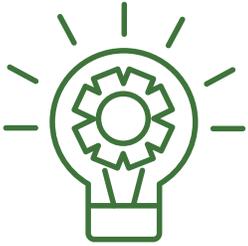


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Guiding Principles

Based on 2020-2025 Strategic Plan Goals



Academic Excellence

Deliver engaging, high-quality, equitable instruction, regardless of the delivery model.



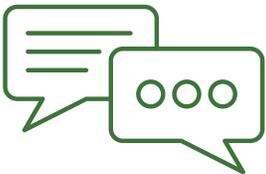
Wellness

Support the health, well-being, and safety of students and staff in all delivery models.



Equity

Apply an equity lens to ensure the needs of all students are met in all educational settings.



Communication

Continue to strive for equitable and effective internal and external communication.

Recovery Plans & Phases

Plans and phases may be implemented individually or simultaneously, based on the pandemic status and in consultation with healthcare officials.

Plan A: Distance Learning Began Tuesday, Sept. 8	Phase 1	4 days synchronous / 1 day asynchronous*		
		<ul style="list-style-type: none"> ▪ All students participating in online learning with their teacher <ul style="list-style-type: none"> ○ Live instruction by teachers using Zoom for Education ○ Rigorous, planned instruction to master grade-level standards ○ Students required to attend live lessons unless absent due to illness ○ Teachers using traditional grading 		
Plan B: Blended <ul style="list-style-type: none"> • Special populations began Sept. 8 • Students without connectivity began Sept. 14 • Specified CTE students begin Sept. 21 	Phase 2	4 days synchronous / 1 day asynchronous*		
		<ul style="list-style-type: none"> ▪ Most students participating in online learning with their teacher ▪ Some students return to the building: <ul style="list-style-type: none"> ○ Students identified within special populations K-12 that require face-to-face instruction due to educational, social/emotional and/or behavioral needs (identified special education, 504, English Learners) ○ Specified Career & Technology Education programs ○ Homeless and displaced students ○ Identified students without technology access will be provided a space in the building to enable participation in distance learning 		
Plan C: Normal with Modifications	Phase 3	PreK-Grade 2	Specified grades return to the building for in-person instruction on a modified schedule, following CDC and health department guidelines	4 days synchronous 1 day asynchronous*
	Phase 4	Grades 3-5		
	Phase 5	Grades 6-12	Students return to the building on an AA-BB schedule: Mon.-Tues. or Thurs.-Fri. in building; Weds. at home for asynchronous learning	
Plan D: Normal	Phase 6	All students return to the building on a normal 5 day schedule		



Phase 2 prioritizes students who most need the support provided through an in-school setting.

Plan Components

While students will begin the school year in Plan A-Phase 1, Distance Learning, the Back to School Recovery Plan addresses the components for each phase of recovery.



Instruction/Special Programs



Health and Wellness



Social Emotional Support



Technology



Transportation



Facilities



Employee Support



Communication



Athletics & Extra-Curriculars

Plan Components: Instruction

Caroline is committed to delivering engaging, high-quality, equitable instruction, regardless of the delivery model.

Sept. Update:

- Rate of attendance is at 90% which is typical of previous years.
- Four synchronous days - Teachers have engaged students through Google Classroom and Zoom, including Zoom breakout rooms, annotations and the chat feature.
- One asynchronous day - Students receive directions to their assignment for each class on their Google Classroom.
- Teachers are setting classroom expectations and establishing routines.
- Teachers received professional development for curriculum, content and technology.
- Students with no/low connectivity will be learning how to download their assignment or view it offline.
- Diagnostic Assessments will be given in the next few weeks. The data will show students' strengths and knowledge gaps.



Student data trends and gaps will be monitored and analyzed in order to provide equitable access to opportunities, resources, rigorous learning experiences, and services.

Plan Components: Instruction

Attendance

Students are expected to attend school everyday. Recording attendance during distance learning has been clarified for families.

- On Monday, Tuesday, Thursday, and Friday, attendance is based on students being present for their online learning by logging into Zoom and doing the work assigned during the class period.
- On Wednesdays, students do not have online learning. However, teachers are assigning all students one or more assignments to complete. Evidence of trying to do an assignment will be used to track their attendance for the day.

Note: Because assignments have to be turned in and recorded, student attendance may not show correctly until the following Monday.

Families have been instructed to notify the teacher or school a technology issue is not able to be resolved quickly, so alternate steps can be taken to help access learning.

[Attendance Policy](#)

[Attendance Regulation](#)



Career & Technology Education (CTE) Programs

[CTE Recovery Plan Phases](#)

Sept. Update:

- On Monday, September 21, 47 students will begin in-person instruction in the following programs:
 - Academy of Health Professions
 - Careers in Cosmetology-Senior Cohort
 - Food & Beverage Management
 - Firefighter and Emergency Medical Responder (Four days virtual with Queen Anne's County Public Schools and one day on-site at CCTC)



Plan Components: Special Programs

Special Education: All plans will be reviewed to ensure students receive accommodations as outlined in the student's Individualized Education Plan (IEP).

Sept. Update:

- 136 total students
- Intensive Support total: 53
- Inclusion total: 83

English Learners (EL)

Maryland school systems are required by COMAR to provide instructional assistance and services to enable ELs to attain English proficiency, develop high levels of academic language and achieve at high levels in academic subjects. CCPS will remain flexible and adapt support and service delivery models as needed.

Sept. Update

- 171 students
- EL teachers at all levels have been provided with professional development on using Google Classroom, Zoom, digital tools to engage students.

504 Students:

All 504 plans will be reviewed to ensure students receive accommodations as outlined in the student's 504 plan.

Sept. Update

- 152 students
- All 504 Plans are aligned and tied together with Health Care plans



Specific steps will be taken to identify and mitigate the impact of distance learning on special education students.

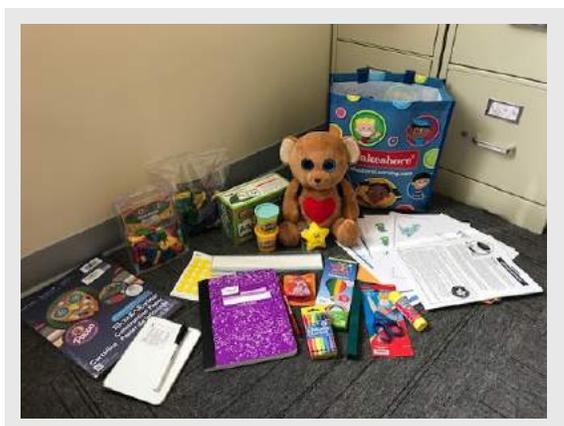
Plan Components: Special Programs

Gifted & Talented (GT) Students:

GT students will continue to receive appropriate services according to the regulations outlined in COMAR and CCPS board policy for Gifted & Talented.

Sept Update:

- 103 students
- Weekly check ins have been established to address any concerns or questions
- Curriculum: William & Mary Units that focus on engineering, science, math and ELA.
- Collaborative planning time is taking place virtually among G&T teachers.



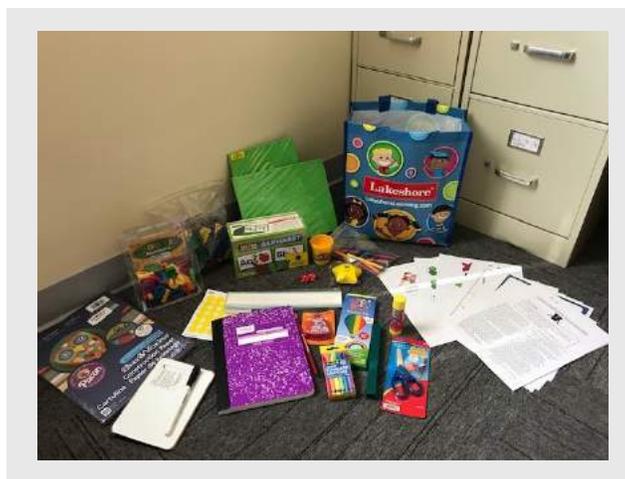
Preschool Special Education Programs (3 year olds)

Sept Update:

- 10 students at PES/13 students at RES
- In person instruction begins on Thursday, September 17th.
 - Synchronous instruction: Mondays, Tuesdays, & Thursdays for 3 hours
 - Asynchronous instruction: Wednesdays with materials & technology provided to students.

Pre-Kindergarten Programs (4 year olds)

- 220/380 students
- In person instruction begins on Thursday, September 17th
- Synchronous Instruction - Mondays, Tuesdays, Thursdays, & Fridays
 - 1 ½ of Synchronous Instruction (Greeting Circle, Morning Message, Read Aloud, Specials)
 - Four 15-minute sessions per week of Explicit Individualized Instruction with Teacher
- Asynchronous Instruction - Wednesdays



Specific steps will be taken to identify and mitigate the impact of distance learning on special education students.

Plan Components: Social Emotional Support

Caroline is committed to supporting families and meeting students' academic and social emotional needs. This includes:

- Teachers have implemented Morning Meetings/check-in time to reconnect with students. Our students have not been engaged in classroom instruction in since March 13. This time is used to reestablish expectations and build relationships.
- Professional Development opportunities for staff on social emotional learning and mental health supports for students. Professional development for teachers during the month of October will be on Adverse Childhood Experiences.
- Access to professional school counselors and other support staff in all phases of the recovery plan. Google Voice has been added for all school counselors for communicating with parents and students via text, as well as translating texts.
- Continued implementation of Student Support teams with regard to attendance, behavior, and academic performance. Student Support Teams have been reimplemented for targeted students with regards to attendance, behavior, and grades.
- Community Partnerships:
 - Caroline County Health Department, Choptank Community Health, For All Seasons, Inc., and Corsica River in preparation for returning students and staff. All School-based Health Centers and all school-based behavioral health providers are open.
 - Caroline County Recreation and Parks is exploring out-of-school time opportunities to support student learning and social emotional well-being. We are collaborating and developing ways to implement after school programming for students.



School Based Mental Health Centers Information



Resources for social emotional support will be fully accessed to help reduce opportunity gaps and create more supportive learning environments.

Plan Components: Health & Wellness

Throughout the COVID-19 pandemic, CCPS has worked with state and local healthcare partners to develop and implement protocols that support the health and safety of students and staff. MSDE requires that the recovery plan adhere to guidelines from the Centers for Disease Control and Prevention.



General Practice

CDC guidelines and protocols will be followed at all times.



Home Pre-Screening

Staff and families will be expected to pre-screen for symptoms of illness prior to coming to school.



Face Coverings

Face coverings will be required and provided as needed to staff and students.



Handwashing

Proper handwashing will be encouraged throughout the day and required before and after meals.



Sanitizer

Alcohol-based hand sanitizer will be provided, with hand-sanitizing stations at building entrances, in classrooms, and in shared spaces.



Detailed Health & Wellness Information:

- [Hand Hygiene Practices](#)
- [Cloth Face Coverings](#)
- [Building Capacity Plan](#)
- [COVID Awareness Parent Acknowledgement](#)
- [COVID Case Response](#)



No Supply Sharing

CCPS will increase ordering of all school supplies to eliminate sharing, particularly at the elementary level.



Physical Distancing

Classroom layouts and arrival and dismissal processes will be modified to maintain physical distancing.



Training

Students and staff will receive training on COVID-19 prevention practices. Signage and ongoing communication will supplement and reinforce training.



Ongoing Support

School administrators will be provided support to ensure effective systemwide implementation of health and safety practices.



Limited Access

Access to schools will be limited to students and staff as much as possible.

Plan Components: Technology

We will continue to provide technology and resources to students and families to enable their full participation in the instructional program.

Sept. Update

Technology Assistance

- Students without home internet access have been provided a space in the school building to enable participation in distance learning.
- Families and caregivers have been in contact with CCPS technology support through a dedicated help desk by either phone and email.
- How-to videos are continuously being provided on the website and to staff to share with families.

Technology:

- Approximately 5,345 devices were prepared and distributed since the middle of August (date when all of the required software was finalized)
- Eight permanent staff members and 18 temporary employees performed this work which included countless evening hours and some weekends to meet the distribution dates
- Some temporary employees remain to assist with daily issues (new enrollments, withdraws, etc.) until the early influx of needs are met

Network: We receive our internet bandwidth from three sources:

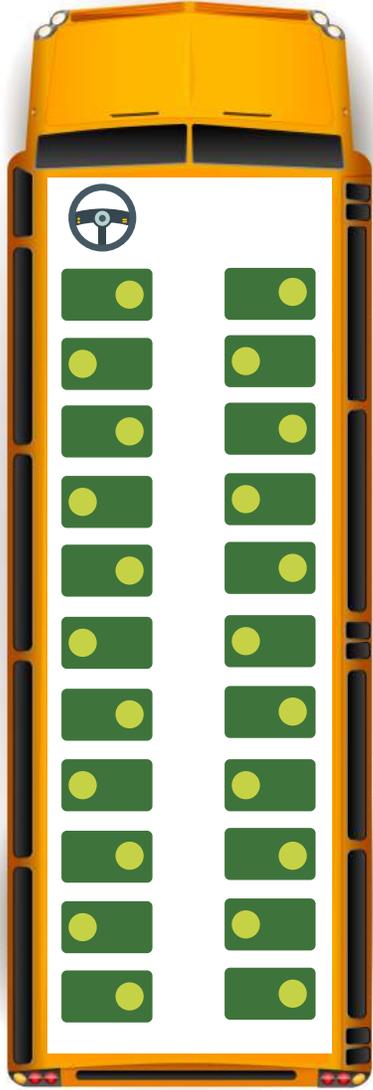
1. Sailor (public library system)
2. Network Maryland
3. Comcast

- Total network capacity was 500 mbps which was not sufficient for all staff on Zoom at the same time
- Current capacity is 1,000 mbps., with two of the three networks doubling their bandwidth, and the third to double within the next few weeks
- Final capacity should be closer to 1,300 mbps
- Usage this week is around 700 mbps
- Thanks to County (Chris Rice) and Library (Debbie Bennett) for their assistance with increased bandwidth
- Select hardware in all locations had to be upgraded - work performed after hours by tech staff to minimize downtime

Kajeet (Mobile HotSpots)

- 225 30 GB units on hand - preparing distribution schedule and instructions for schools to hand out to any student(s) that has to be quarantined.
- Additional 608 30GB units waiting to be received - will also be distributed to schools

Plan Components: Transportation



Transportation is provided in Phases 2-6. Reducing the risk of exposure to Covid-19 by implementing protocols that support the health and safety of students and staff is an important part of reopening schools.

September Update:

- 57 buses are in use; eight are strictly for special education students
- 52 buses are transporting students the week of Sept. 14th. Those not transporting students are assisting food services with the delivery of meals to homes.
- Monday, Sept. 14:
 - 414 students were transported
 - 143 Middle/High school students
 - 271 Elementary students
- The average number of students on a bus is low. However, some buses are near COVID capacity at 24.

Plan Components: Facilities

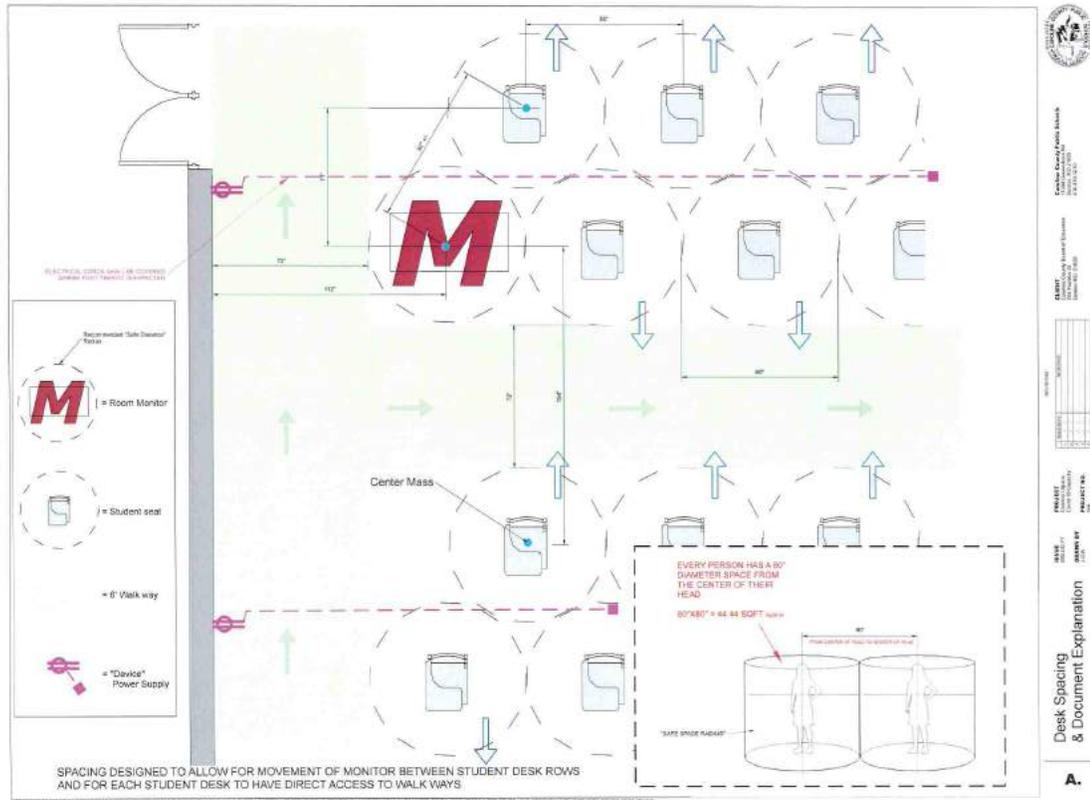
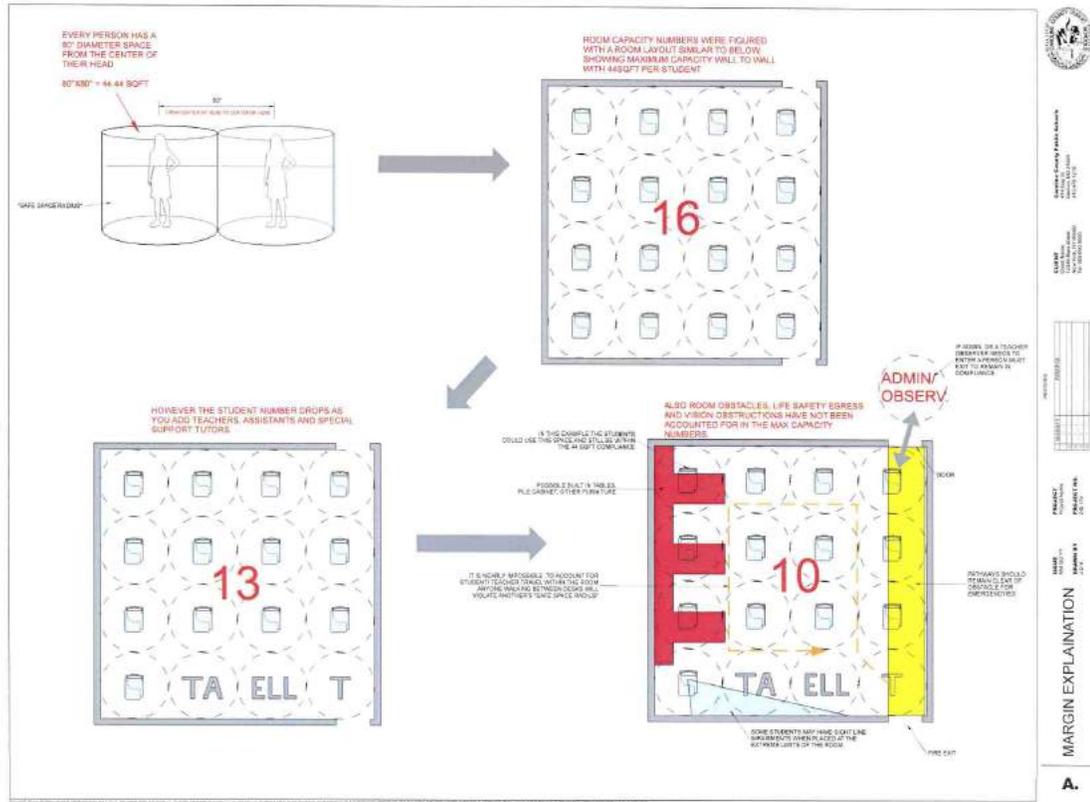
Reducing the risk of exposure to Covid-19 by cleaning and disinfecting is an important part of reopening schools.

Sept. Update:

- Supervisors met with principals, and a high touch area checklist was created for each school. Every school custodian has their own cleaning zone in each building to ensure buildings are kept clean and sanitary.
- A cleaning schedule was created which parallels the daily instructional schedule. (Example: bathrooms will be cleaned after each 15-minute break between classes)
- Custodial work schedules have been adjusted to ensure that cleaning takes place throughout the staff work day.
- Occupied temperatures have been maintained in all schools, including weekends and holidays, in order to minimize air quality issues, especially during periods of high humidity.
- Schools have been thoroughly cleaned as custodians have been on the job every day since mid-April.
- Over 450 signs have been distributed to the schools to advise visitors, staff, and students about various protocols.



Plan Components: Facilities



Plan Components: Food Services

Caroline County Public Schools recognizes that meal provision is an essential support to many of our students. As such, meal service will continue regardless of current plan or phase.

Sept. Update:

- Food Service operations have been dispersed throughout the school kitchens.
 - Remote meals are being assembled at and distributed from NCHS and CRHS.
 - Frozen sealed meals are being produced at LMS, GES, and CRMS.
 - Fresh fruit and vegetables for the meal packs at prepared at GES and CRMS.
- On average 1,100 remote students (8,866 total meals) were served last week.
- All kitchens are staffed.
- Food service staff delivers breakfast and receives individual lunch orders.
- USDA announced an extension of the summer meals program through September. This allows all students to receive free breakfast and lunch regardless of income.

Methods for transporting food:

- Four MRDC buses for Greensboro, Marydel, Goldsboro
- Five school buses
- Nine county bus drivers for delivery
- Seven food service staff are assisting with delivery and also working in the kitchens



Food delivery accommodations will continue to be made as necessary in order to meet the needs of all students.

Plan Components: Employee Support

Caroline County Public Schools is working to ensure that all staff has the resources necessary to return to the workplace. Elements of this staff support include:

- Professional Development – Staff has been and will continue to be provided meaningful opportunities related to Google Classroom, distance learning and online instructional tools, information, and guidance to support all models of instruction.
- Counseling Services – All employees have access to the Employee Assistance Program (EAP) which offers face-to-face and virtual counseling services.
- Teachers are expected to work from their classrooms. **Telework requests, based on qualifying circumstances, have been approved through Human Resources.**
- With approval, school-aged children of employees **have been accompanying their parents to the workplace in order to engage in their own distance learning.** Specific policy and procedures apply.



Accommodations will be made for employees based on specific needs, when possible.

Plan Components: Communication

Caroline County Public Schools is committed to providing frequent and timely updates to keep employees and families informed in preparation for the 2020-2021 school year.

Sept. Update:

Clear, straightforward information shared through multiple channels of communication

- District:
 - News posts: 56 posts since the beginning of summer, 50 of them dealing directly or indirectly with the 2020-2021 school year
 - News posts shared on CCPS social media pages
- Schools:
 - All principals now using Smore newsletters that include school information in addition to district information
 - Using news post feature on new websites
 - Facebook pages active, some also using other social media



Increased efforts to ensure family contact information is accurate

- News Post – Student Forms Now Updated Online
- Stay Connected Graphic shared numerous times in updates and on social media
- District and school communications repeatedly stress the importance contact information

A Back-to-School section on the website with up-to-date information and resources:

- Back to school webpage with 15 categories of information; additional topics to be added based on feedback
- Schools with new websites (7/9) also have a back-to-school page with the school specific information and a link to CCPS
- Contact email for the Public Information Office and Public Comment available.

Collaboration with stakeholder groups to improve and enhance communication

- Citizens Advisory Committee and School System Improvement Council begin meetings in October
- Equity Initiatives Committee virtual community event scheduled for Sept. 29.

Ongoing efforts to ensure information is available in other languages and ADA accessible

- Continuing use of a translation company for documents and print materials
- Surveys are now able to be translated by the user
- All new websites, newsletters, and flyers are able to be translated and ADA accessible

Ongoing support for school-based outreach and communication tools

- More direction and direct support is being provided for websites, newsletters and flyer tools, with a specific focus on areas that share information most needed by families. Multiple channels of communication are being encouraged.

Plan Components: Athletics –Return to Play

The MSDE [Maryland's Recovery Plan for Education](#) and Maryland Public Secondary Schools Athletic Association (MPSSAA) [Roadmap for Return to Interscholastic Athletics and Extracurricular Activities Two-Semester Plan](#) was received last week.

Sept Update:

First Semester: Effective Immediately- January 29, 2021

- Fall and Winter competition and championship seasons postponed.
- Effective immediately, the available student engagement opportunities may be any combination of virtual practices or in-person conditioning, skill building sessions, sport-specific practices, intramurals, intra-school/inter-school scrimmages.

Second Semester: February 1, 2021 – June 19, 2021

- SEASON 1 – Sport Season Winter
 - February 1 – February 21, 2021 – Sport Season Practice and Reconditioning.
 - February 22 – March 27, 2021 – Sport Competition Season.
 - 3.5 – weeks of interscholastic athletic competition available.
- SEASON 2 – Sport Season Fall
 - March 15 – April 4, 2021 – Sport Season Practice and Reconditioning.
 - April 5 – May 8, 2021 – Sport Competition Season.
 - 5 – weeks of interscholastic athletic competition available.
- SEASON 3 – Sport Season Spring
 - April 26 – May 16, 2021 – Sport Season Practice and Reconditioning.
 - May 17 – June 19, 2021 – Sport Competition Season.
 - 3.5 – weeks of interscholastic athletic competition available.