

## **Hopkins County Schools Continuation of Learning Plan**

### **1. Please provide an overview of the district's vision for ensuring a continuation of learning when implementing nontraditional instruction.**

The Hopkins County School District believes in the education of every child, every day even when the students cannot meet in-person when regularly scheduled. To help combat the loss of instruction that occurs during weather-related events or other school closings, the district implements the #HCSatHome plan where students participate in both asynchronous and synchronous online instruction. Students will receive a combination of learning opportunities to include online programs, interactive virtual lessons with teachers, and virtual meetings/discussions/learning sessions with teachers and other students.

### **2a. How will instruction be delivered when in-person instruction is not feasible?**

The district will use technology applications and resources to deliver instruction when in-person instruction is not feasible. The following guidelines for teachers will be followed as a part of the #HCSatHome plan:

- An #HCSatHome Week-at-a-Glance document should be provided for students every Monday using the district template.
- Provide “Must Do’s” (Required for Grading) and “May Do’s (Optional Enrichment - Teacher option for additional points with consistency within grade/content)
  - Preschool and Elementary Week-at-a-Glance Teacher LP & Parent Week at a Glance  
<https://docs.google.com/document/d/1mxZvmUcySAkwIjNtL8IU3ug6poVrFqCyYdzy3wjLdNY/edit?usp=sharing>
  - Middle School (pay attention to tabs at the bottom on the excel sheet-it has examples for communication, lesson plans, access to technology, etc.)  
<https://docs.google.com/spreadsheets/d/1J-LPIL-vXnyY9BKeiIoDsWz7Oe8S2SZ4qGPYi6lgYWU/edit?usp=sharing>
  - High School Week-at-a-Glance Example:  
<https://docs.google.com/document/d/1YoT0HYmJPv4J40p78nnEiNA0xxR9jBga0MP30Nfs1ps/edit?usp=sharing>
- Provide the #HCSatHome Week-at-a-Glance document to the Special Educators and EL teachers by Thursday the week prior for modifications and accommodations. Case manager will make individual student contacts with needed modifications. NO modified Week-at-a-Glance documents should be posted.
- Post #HCSatHome Week-at-a-Glance document to your school’s method of two-way communication with parents using at least 2 options (DoJo, Closed FB groups, Google Classroom, Remind, School webpage, IC Messages for Portal)
- Daily Instruction:
  - Virtual Direct and/or Small Group Instruction recorded and posted to a personal YouTube channel, Closed FB page, Odysseyware, or Google Classroom.

- Record all instruction to provide accessibility for all students.
- Independent student work reflected daily on #HCSatHome Week-at-a-Glance
- All resource classes must be recorded and posted. NO LIVE sessions for resource classes to include students due to confidentiality. Teachers will need to record instruction and post.

**2a.i. Does your district utilize a learning management system to make instructional design more adaptable?**

Hopkins County Schools utilizes Google Classroom as the LMS to make instructional design more adaptable.

**2.a.ii. What are your delivery options for students with limited internet access (i.e. digital off-line) or who are off-line (i.e. paper)?**

Hopkins County Schools provided each household with at least one Chromebook. The district also furnished hot spot devices through a grant opportunity for households that qualified based on income that did not already have internet in the home. Multiple schools in the district were also equipped as hot spot locations so students are able to use internet from the parking lot of these locations. Students are able to upload/download materials/lessons/resources to/from flash drives when visiting hot spot locations throughout the district in order to continue learning from home if they have limited internet access in the home. There are very few instances when students require paper packets, but accommodations are made in these instances on an as needed basis.

**2.b. What will the district do to ensure a continuation of learning will occur when in-person instruction is not feasible and nontraditional instruction is implemented?**

When in-person instruction is not feasible and nontraditional instruction is implemented, the district will ensure a continuation of learning will occur by implementing the #HCSatHome plan. District and school administrators will monitor teaching and learning through the LMS and through vertical and horizontal communication via administration meetings, Principal Advisory Council meetings, and Professional Learning Community meetings. The district Facebook account and webpage as well as Infinite Campus Messenger will be utilized to communicate the district's plans to families.

**2.c. How, if at all, will the district ensure a continuation of learning occurs for those students utilizing, for any reason, nontraditional instruction during time periods when the district may be offering and providing in-person instruction to other students?**

The district will ensure a continuation of learning occurs for students utilizing nontraditional instruction during time periods when the district may be offering and providing in-person instruction to other students by offering a hybrid learning model when needed. A hybrid learning model would (for example) allow Group A students to attend in-person while Group B

students learn from home and vice versa. The #HCSatHome learning plan will be used for Hybrid Learning, and the Week-at-a-Glance documents will explain what each group of students (Group A or Group B) is supposed to do each day.

Hopkins County Schools also plans to continue to offer a remote learning option to provide students with a distance learning opportunity through virtual instruction in a home-based learning environment as an alternative to the traditional classroom setting due to the uncertainties that exist because of COVID-19. The remote learning option will provide a variety of instructional methods including electronic curriculum designed for self-paced study/learning (asynchronous) and live web-conferencing through online teaching/learning/tutoring (synchronous) using various Learning Management Systems. Students will receive a combination of learning opportunities to include online programs, interactive virtual lessons with teachers, and virtual meetings/discussions/learning sessions with teachers and other students.

**2.d. How will the district ensure a continuation of learning for students with Individual Education Plans (IEPs) when in-person instruction is not feasible? Please also address how the Admissions and Release Committee (ARC) will be involved for students with IEPs.**

The district will ensure a continuation of learning for students with Individual Education Plans when in-person instruction is not feasible through the #HCSatHome learning plan as outlined above. Special education teachers and special education case managers will continue to make daily contact with students to provide specially designed instruction supported by supplementary aids and services as outlined in each student's IEP. Speech, occupational therapy, and physical therapy will be provided via virtual means, i.e. teletherapy, etc. ARC meetings will be conducted on an as needed basis to review and/or revise IEPs when necessary.

**2.e. Please describe additional efforts necessary to ensure a continuation of learning for other special populations of students, including, for example, English Language Learners with a Program Services Plan (PSP), students with a Gifted Student Services Plan (GSSP), and students placed in alternative education programs served by the district.**

Additional efforts to ensure a continuation of learning for other special populations of students including English Language Learners with a Program Services Plan, students with a Gifted Student Services Plan, and students placed in alternative education programs served by the district will be made by the district. All of these students will benefit from the #HCSatHome learning plan as outlined above as well as receive additional supports and services.

Gifted and Talented students are invited to enroll in a Google classroom for GT students where they can access activities that meet the specific areas as outlined in their GSSP. District coordinators also periodically send information to students to invite them to participate in performances and/or project-based activities.

The district ELL coordinator collaborates with teachers, students, and families to provide assistance to students who have a PSP. Each student with a PSP has a device that he/she may use at home. The ELL coordinator will help tailor lessons to meet each student's individual needs. Language Line is also utilized to communicate with families and students.

Students placed in alternative education programs served by the district will continue to receive interventions, therapy, and counseling sessions as outlined in their transitional plans. Alternative education staff will evaluate each student's needs to create a plan that will provide them with an opportunity to receive the supports and services they need to be successful.

**2.f. How has the district coordinated with other educational entities (e.g. area technology centers, community colleges, other dual credit providers, regional schools, etc.) to ensure a continuation of learning?**

The district coordinates with other education entities to ensure a continuation of learning. The district secondary education director frequently meets with staff from the Madisonville Community College and the Hopkins County Schools Career and Technology Center to make arrangements for students to continue instruction through online platforms if students are not able to attend in-person. Both locations also offer flexible hours for students to come in to complete lab hours or assessments on an as needed basis.

**2.g. Please describe how teachers will instruct, support, and communicate with students when in-person instruction is not feasible in order to ensure academic progress as well as promote social and emotional wellbeing.**

Teachers will instruct, support, and communicate with students when in-person instruction is not feasible in order to ensure academic progress as well as promote social and emotional wellbeing by following the expectations for teachers and staff outlined in the #HCSatHome plan as follows:

- All teachers & staff should work from their assigned work locations following the Healthy at Work guidelines unless otherwise directed.
- Teachers & staff are expected to fulfill all assigned duties and be accessible to their supervisor during their scheduled work day.
- All virtual instruction will be recorded to allow flexibility for student access.
- Teachers will use a minimum of 2 communication platforms for parents and students.
- A minimum of one grade per week will be recorded in IC. See below for details.
- Teachers must adhere to the 24-hour non-negotiable for returning parent/student emails, messages, phone calls, etc.
- If posting to Facebook, teachers should only post school/classroom related information (assignments, instruction, videos) to closed Facebook groups.
- Teachers should make an initial parent contact within the first week of school and document the contact.
- If teachers do not see student participation within a week, a parent contact must be made and documented.
- Special education and preschool requires daily contact for IEP purposes. If parents decline the daily supports, the teacher will document.

- Teachers must provide all students/parents access to the #HCSatHome Week-at-a-Glance document on Monday of each week.
- Teachers must provide special education and EL teachers access to the #HCSatHome Week-at-a-Glance document on Thursday of each week for the upcoming week to allow time for modifications and accommodations.

The Hopkins County School district also offers students resources and supports through the #HCSBuildingStrongMinds program and through a partnership with Mountain Comprehensive Care who provides one mental health counselor for each school. This counselor meets with students in-person and virtually.

**2. h. Please describe what professional learning activities the district will provide certified staff to ensure they have the skills necessary to provide a continuation of learning when in-person instruction is not feasible and nontraditional instruction is implemented.**

The Hopkins County School district offers professional learning activities to certified staff to ensure they have the skills necessary to provide a continuation of learning when in-person instruction is not feasible and nontraditional instruction is implemented at the beginning of the school year and throughout the school year through embedded PD opportunities. Training for virtual teaching and learning and training on how to manage and implement the various virtual platforms is provided. Teachers receive opportunities to learn about new teaching strategies, progress monitoring, assessments, and idea sharing. Infinite Campus training is also provided throughout the school year. One of the best learning opportunities provided is the opportunity for teachers to learn from one another through horizontal and vertical planning, meeting, and collaboration. The district also purchased MobileMind licenses for Google Workspace (G-Suite) training and provided Odysseyware training for every teacher in the district.

**2.i. Please describe the deployment of all staff when in-person instruction is not feasible and nontraditional instruction is implemented. This response should include all certified staff, especially teachers, and all classified staff. What duties will staff perform to ensure contractual obligations are met?**

When in-person instruction is not feasible and nontraditional instruction is implemented, the #HCSatHome plan will be implemented. All staff will be required to report to their assigned buildings or locations and work regular work hours unless otherwise notified. If it is necessary to telework, staff will be required to document their time on a timesheet and submit the timesheet to their supervisor upon return to work. Certified staff and classified instructional staff will follow teachers and staff expectations as outlined in the #HCSatHome plan:

- All teachers & staff should work from their assigned work locations following the Healthy at Work guidelines unless otherwise directed.
- Teachers & staff are expected to fulfill all assigned duties and be accessible to their supervisor during their scheduled work day.
- All virtual instruction will be recorded to allow flexibility for student access.

- Teachers will use a minimum of 2 communication platforms for parents and students.
- A minimum of one grade per week will be recorded in IC. See below for details.
- Teachers must adhere to the 24-hour non-negotiable for returning parent/student emails, messages, phone calls, etc.
- If posting to Facebook, teachers should only post school/classroom related information (assignments, instruction, videos) to closed Facebook groups.
- Teachers should make an initial parent contact within the first week of school and document the contact.
- If teachers do not see student participation within a week, a parent contact must be made and documented.
- Special education and preschool requires daily contact for IEP purposes. If parents decline the daily supports, the teacher will document.
- Teachers must provide all students/parents access to the #HCSatHome Week-at-a-Glance document on Monday of each week.
- Teachers must provide special education and EL teachers access to the #HCSatHome Week-at-a-Glance document on Thursday of each week for the upcoming week to allow time for modifications and accommodations.

Other classified staff will fulfill contractual obligations as instructed by their immediate supervisors; for example, the transportation department staff may transport students for small groups if schools are able to offer small group instruction on a particular day(s), they may deliver meals if cafeterias are able to operate on a particular day(s), or they may have additional training sessions or be provided with additional driving opportunities at a later date. Food Service employees may plan and prepare meals for students on these days and/or they may utilize these days for training, cleaning, inventory, or other purposes. Instructional assistants will be offered time to work collaboratively with their teachers to develop resources or plan instruction. Custodial staff may utilize these days for training, cleaning, inventory, or other purposes.

## **2.j. Describe established partnerships with other community agencies that will increase opportunities for a continuation of learning when in-person instruction is not feasible and nontraditional instruction is implemented.**

Established partnerships with other community agencies that will increase opportunities for a continuation of learning when in-person instruction is not feasible and nontraditional instruction is implemented include, but are not limited to, the following:

**Hopkins County Health Department**—The contract with the Hopkins County Health Department provides a school nurse for every school in the Hopkins County School district. The school nurses will continue to provide services to students when school is not in session when possible.

**Mountain Comprehensive Care**—The Memorandum of Understanding with Mountain Comprehensive Care provides a mental health counselor for every school in the Hopkins County School district. The mental health counselor will continue to provide services to students when school is not in session.

The local YMCA, area churches, and other daycare providers offer child care for parents on days that school is not in session for in-person learning. These providers also help students stay on track with their learning by making sure they complete assignments.

## **2.k. What is the district's communication plan for parents, students, and community members when in-person instruction is not feasible and nontraditional instruction is implemented?**

The district's communication plan for parents, students, and community members when in-person instruction is not feasible and nontraditional instruction is implemented includes using Infinite Campus Messenger to send a voice call, email, and text message to inform all parties of the decision and instructions as well as Facebook videos, the district website, and school Facebook accounts, Remind messages, DoJo messages, and Google Classroom platform. The Hopkins County School district always uses a "speak with one voice" message where the message is sent from the district level first and then shared out from the school level. The district also often uses a Cascading Communication tool to share crucial messages at crucial times depending on the circumstances and situations.

## **3. How does the above nontraditional instruction plan providing for a continuation of learning relate to district goals?**

The nontraditional instruction plan for continuation of learning relates to district goals because two of the district pillars that are monitored quarterly revolve around student achievement and communicating with parents/community. Hopkins County Schools strives to be the educational choice based on student opportunities and success whether students are learning in-person or at home, so all of the strategic actions are built to achieve this goal no matter what mode of instruction is being utilized. Hopkins County Schools also strives to foster an environment that supports and serves all stakeholders to elevate student success which starts with communicating effectively to assure that all stakeholders have the opportunity to make a plan and feel informed about district decisions regarding their students.