**Union City Schools Pandemic Learning Guidelines 20-21**

Union City Schools believes that being in a traditional school setting is what is best for all our students-not only for the learning and intellectual benefits-but also the socio-emotional aspect. We also believe that we are a very important player in the economy of our community and Northwest Tennessee and therefore, we need to be in school to allow parents to return to work. The current plan is to return to school in August as planned by our 2020-2021 school calendar. There will initially be no Virtual Learning provided except for students with special circumstances or health risks. The safety of our students and employees is our number one priority, and we have taken steps to assure that. If there is a mandate from the Governor or an excessive rise in COVID 19 cases in our area, this would necessitate our system offering an alternative plan for providing instruction to our students. We believe that whether our students are involved in traditional classroom or Virtual Learning that they will receive quality instruction. We will also strive to meet each student’s social, emotional, nutritional, and academic needs in the safest environment possible.

Unlike the emergency closure in the spring, this alternative plan will more closely mirror the rigor of the daily classroom, including assignments, testing, and instructional components. There is no virtual component that is as effective as direct classroom instruction. There will be two models provided to students depending upon the grade in which they are enrolled. All students whether they are receiving virtual instruction or small group on-site classroom instruction will be expected to participate in daily class sessions with their teachers and follow a more defined schedule of studies throughout the day.

Students participating in Virtual Learning will be taught TN standards through rigorous pacing guides and will be assessed frequently. The administrators at the school and district level will monitor instruction delivery. Our staff has been extensively trained to provide this instruction so that our students receive the high-quality instruction that students in Union City Schools have always been afforded. Students will be supported by the school technology department, school counseling staff, and our administration.

**MODELS OF INSTRUCTION**

The models of instruction that will be employed by UCSS this school year are:

Options for grades PK-4

* **Face to Face**-the students are at their assigned school daily taking courses as usual (August 17 start)
* **Small Group**-in the event of a rise in COVID 19 cases, students in grades PK-4 will be assigned a school within the system to report to for daily instruction.

Grades PK-2 – UCES

Grades 3-4 – UCHS

SPED PK-2 – UCES

SPED 3-4 – UCHS

Students in grades PK-4 and all SPED students will report to their assigned schools. Buses will run on a normal schedule. Instruction will be provided to students in small groups of no greater than 10. These students will be provided instruction on TN standards in ELA, math, science, and social studies. Physical Education, music and technology classes will also be provided. Remediation sessions will take place during the day for those students needing additional help and support. The goals for students with an IEP will be addressed daily. Our EL students will continue to work on their ILP as well.

* **Total Virtual Learning-**all learning will take place at home

Options for grades 5-12

* **Face to Face**-the students are at their assigned school daily taking courses as usual (August 17 start)
* **Hybrid Plan**

**Hybrid Plan for Grades 5-12**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Union City  Schools | Monday | Tuesday | Wednesday | Thursday | Friday |
| Grades 5th-8th  Last name  A-L | In-person instruction at UCMS | Online instruction at home | In-person instruction at UCMS | Online instruction at home | Flex-Friday |
| Grades 5th-8th  Last name  M-Z | Online instruction at home | In-person instruction at UCMS | Online instruction at home | In-person instruction at UCMS | Flex-Friday |
| Grades 9-12  Last name  A-L | Online instruction at home | Online instruction at home | In-person instruction at UCHS | Online instruction at home | Flex-Friday |
| Grades 9-12  Last name  M-Z | Online instruction at home | In-person instruction at UCHS | Online instruction at home | Online instruction at home | Flex-Friday |

* Flex-Fridays will be a combination of online and in person. Those students needing in person instruction on a Flex-Friday will be notified by the end of the day on Wednesday.
* **Total Virtual Learning-**all learning will take place at home

**Guidelines for Virtual Students**

For all Virtual Learning students, assigned courses will be available through Microsoft TEAMS. Students will be required to virtually attend classes in real-time, as per the student’s daily schedule.

Student Daily Schedule:

8:25-9:55 First Period

9:55-10:10 Physical Education

10:10-11:40 Second Period

11:47-1:47 Third Period and Lunch

1:54-3:15 Fourth Period

CTE Courses past the introductory level require hands on work within the classroom environment due to material needs and project restraints. Students taking a CTE course will need to periodically meet face to face for some of these courses.

Any student showing a deficiency in reading or math will be required to meet weekly in person in the digital learning lab at the school with their teacher for remediation.

**Extracurricular Activities**

In the event that there is a mandatory shutdown, students enrolled in the system in a Virtual Learning program are eligible to participate in extracurricular activities that continue to be offered at the time.

**Assessments and Grading**

Teachers will provide a variety of assessments to determine student mastery of the course content. These assessments may be in the format of discussion-based assessments, essays, project based, and even onsite digital lab traditional test administration. In this instance the digital learning lab will be utilized to provide remediation, secure testing, and offer other necessary activities for Virtual students.

**Late Work**

The policy outlined below describes the approach to late work in our Virtual classes. If questions about late work arise, please communicate with your teacher.

* Late work may not be accepted more than two weeks after the due date.
* Late work may be penalized by 10% up to one week late; 20% if submitted up to two weeks late.
* The late work policy does not apply to discussion and group assignments. The teacher has discretion over guidelines under these circumstances.
* It is important to note that this policy is intended for work that is infrequently late. Consistently handing in late work is not acceptable. If you have an extenuating circumstance, please notify your teacher for guidance.
* If a student is continually late with work or completely fails to turn in work, the teacher will attempt to contact the student to see if the school system can assist. If no improvement is made, the attendance supervisor will be contacted to investigate.

**State Exams**

Students taking virtual classes will still be expected to take all state exams such as TNReady and EOC’s.

**Report Cards**

Students will continue to receive academic reports of their progress at the conclusion of each 9-week grading period. The grades will be located in PowerSchool and are available through the parent portal in grades 4-12. Grades for students in grades K-3 will be communicated by the teacher at the end of the 9-week grading period.

**Vulnerable Populations**

 In the event that a student with an IEP accesses virtual learning (more than 10 consecutive days) an IEP meeting will be held to discuss service delivery. An addendum to their most recent plan will be implemented. Students who have an IEP, 504, or an ILP will receive accommodations as stated in their most recent IEP/504/ILP plan.

During school closures it is imperative that we focus on our vulnerable student population and make certain student supports are available. Students that do not have internet access in this category will receive one of the following options: school provided hot spot, free internet access at a nearby location to the student’s residence that they can easily access, information provided on a weekly basis through school provided flash drives that do not require internet access, weekly hands on learning tools that do not require technology. Vulnerable Populations include:

SWD: IEP meetings will be held to discuss individualized plans and changes. Guidance documents will be completed that outline expectations and delivery.

ESL: Students will receive supports from our ESL department and translation guidance will be provided through individualized technology or through hands on learning tools.

Academically at risk: Students currently receiving Tier 3 supports and are at risk for academic gaps as outlined in RTI monthly meetings. These students will continue to receive additional academic supports in reading and math through the intervention team.

Emotionally at risk: Students currently receiving scheduled weekly visits with our guidance/psychologist office will receive in addition to the regular distance learning program, counseling services through facetime or phone calls weekly. Bi-weekly visits to the home of the students will be conducted as well.

**Virtual Instruction Teachers**

Each virtual teacher is highly qualified in the subject areas and grade levels they teach. All teachers hold valid Tennessee certification and have completed all necessary fingerprinting and background checks. Each teacher will be available to students via email, Virtual Classroom, or at the digital learning lab.

**Expectations for Virtual Learning**

* Check Microsoft TEAMS site daily during your scheduled class time.
* Report any issues with Microsoft TEAMS to [shanksk@ucboe.net](mailto:shanksk@ucboe.net)
* Report any tech issues to [howellj@ucboe.net](mailto:howellj@ucboe.net) as soon as the problem arises.
* Be an active participant in virtual discussions as instructed by the teacher.
* Submit required assignments within the required time limit.
* If a student fails to submit a required assignment, a failing grade for that assignment will be issued.
* Attend mandatory assessment days at your school.
* Keep interactions online positive and constructive.
* All online activity should abide by the UCSS acceptable use policies.

**School Counseling Services**

Counselors are available to help students and staff work through school, social, and personal problems even in the virtual format. Counselors may be contacted at the school or by email.

**Nutrition**

In the case of an emergency shut down by the Governor, our plan is as follows: Students that are Pre-K through 5th grade will be fed on site at one of the school locations. Students that are 6th-12th grade will be fed off site at locations to be determined at that time.

**Medical Health Plans**

All students with a medical health plan will be monitored by the District School Health Coordinator or school nurse.

**Attendance**

Students will be expected to engage in classroom instruction and activities by accessing Microsoft Teams through their individual Microsoft 365 student log in.

Attendance will be taken through Microsoft Teams. Each student will acknowledge their present by interacting with Teams. (by clicking an assignment or responding with one of many emojis)

Student absences will continue to require parent or medical documentation to classify the absence as excused. The school handbook attendance policies will not change. Student and parents can submit documentation digitally or drop off at the school office.

All schools will continue to track student attendance through our SIS system (Powerschool) to document and track student attendance. Parents also have access to Powerschool in order to check on grades and student attendance.

If a student fails to log in for 2 consecutive days, the student’s teacher will contact the parent to make sure they are aware. Teachers/Administration/Counselors will make sure there are no barriers to the student distance learning opportunities.

**Student Daily/Weekly Expectations:**

1. Access classroom instruction materials through Microsoft Teams or paper-based materials provided by the school to complete course assignments.
2. Complete attendance by engaging with the Microsoft Teams class page
3. (If applicable) Notify the school of any instructional materials you need or want to submit in the event you lack transportation.
4. (if applicable) Access the school wireless internet connection in any school parking lot to upload completed assignments.

**We are prepared to adapt and adjust when and where changes are needed within our original plan. We appreciate your willingness to work with us as we educate the youth in Union City Schools.**