



SOUTHAMPTON COUNTY PUBLIC SCHOOLS

COVID-19 PANDEMIC CONTINUITY OF LEARNING

BLENDED LEARNING MODEL

April 3, 2020

Revised: April 22, 2020

**Revisions include updates to the Southampton County School Division Communication and the SCPS Grading Process, which was approved by the SCPS School Board on April 13, 2020.*

MISSION:

The mission of Southampton County Public Schools through the combined efforts of staff, students, families, and the community is to ensure a quality education in a safe environment that will prepare students to be successful learners and productive citizens in an ever-changing society.

VISION:

The vision of Southampton County Public Schools is that all students will be successful, productive, lifelong learners in an ever-changing world.

GOALS DURING THE COVID-19 PANDEMIC:

Continuity of Health and Wellness
Continuity of Learning
Continuity of Feeding
Continuity of Pay

MESSAGE FROM DIVISION SUPERINTENDENT

Dear Southampton County Public School Division Families and Staff:

During this unprecedented time, Southampton County School Division has developed a Continuity of Learning Guide for teachers, staff, administrators, students, and parents providing equitable educational opportunities for all students while prioritizing their health and well-being. The Continuity of Learning Guide is intended to communicate Southampton County Public School Division's goal and process to deliver ongoing and high quality academic and social emotional support for students and families throughout the school closure.

We acknowledge that distance learning cannot substitute for daily in-person instructional programs. Remote learning requires adjustments to the existing Scope and Sequence of our curriculum and adjustments to how instruction is provided and received. The Standards of Learning and Competencies were evaluated by teachers who determined which Standards and Competencies had been taught, not taught, and in need of review. Updated pacing guides and calendars were then created to ensure continuity of coverage through the end of the school year. These documents, along with a host of other information regarding the continuity of learning, are included and detailed in the guide.

As we continue to provide quality resources and instruction during this pandemic, communication is key. Open dialogue is vital to the success of students, teachers, families, and communities during this time. If you have any questions or concerns, please contact any member of the Southampton Administrative Team. Work and cellular numbers are provided for your convenience. Please take care of yourself and your loved ones during this time, and stay healthy.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Shannon', with a large, stylized loop at the end.

Gwendolyn Shannon, Ph.D.
Division Superintendent

**SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
CONTACT INFORMATION**

Constant Contact

**OUR
SOUTHAMPTON COUNTY
ADMINISTRATORS' WORK
CELL PHONE NUMBERS**

Southampton School Board Office Number: 1-757-653-2692

DR. GWENDOLYN P. SHANNON

Division Superintendent of Southampton County Public Schools
1-757-653-4464

DR. TONIA TAYLOR

Director of Special Education & Student Services
1-757-352-8951

MRS. ALICE WILLIAMS

Director of Marketing and Human Resources
1-757-533-1152

MRS. KELLI GILLETTE

Director of Curriculum
1-757-556-4890

MS. DEBRA HICKS

Director of Accountability and School Improvement
1-757-419-1431

MR. WILL MELBYE

Interim Coordinator of Auxiliary Services & Transportation
1-757-544-8109

MS. ANNETTE WALTERS

Director of Pupil Personnel Services
1-757-556-5330

MR. BILL HATCH

Technology Specialist
1-757-653-1347

MS. ANGELA SPROUL

Food Services Supervisor
1-757-556-2462

"Keeping the Lines of Communication Open"

Southampton County Public Schools

www.southampton.k12.va.us



Constant Contact

OUR SOUTHAMPTON COUNTY PRINCIPALS' WORK CELL PHONE NUMBERS

MRS. ARONDA BELL

Southampton High School, Principal

1-757-653-8312

Southampton High School Office Number: 1-757-653-2751

MR. DARIAN BELL

Southampton Middle School, Principal

1-757-419-1429

Southampton Middle School Office Number: 1-757-653-9250

DR. ALLISON FRANCIS

Capron Elementary School, Principal

1-757-419-1471

Capron Elementary School Office Number: 1-434-658-4348

MRS. RICKEITA JONES

Meherrin Elementary School, Principal

1-757-533-1939

Meherrin Elementary School Office Number: 1-757-654-6461

MRS. SUSAN MELBYE

Nottoway Elementary School, Principal

1-757-346-8582

Nottoway Elementary School Office Number: 1-757-859-6593

MRS. TAMEE RAILEY

Riverdale Elementary School, Co-Principal

1-757-620-9218

Riverdale Elementary School Office Number: 1-757-562-3007

MRS. KISHA WATFORD

Riverdale Elementary School, Co-Principal

1-757-650-8441

Riverdale Elementary School Office Number: 1-757-562-3007

MR. ALFRED CHARITY

Fresh Start Center, Lead Teacher

1-757-651-8231

Fresh Start Center Office Number: 1-757-562-2903

"Keeping the Lines of Communication Open"

Southampton County Public Schools

www.southampton.k12.va.us



TABLE OF CONTENTS

Overview	1
Essential Employees	1
Instructional Continuation and Facilitation	1
Schoology Online Learning Management Systems.....	2
Online Continuity of Learning.....	2
Best Practices for Online Learning.....	2
Distance Learning Expectations	3
Equitable Opportunities	3
Developing a Quality Distance Learning Plan.....	3
Communication Plan.....	4
Stakeholder Communication.....	4
Parent and Student Communication.....	4
Staff Communication	4
Continuity of Instruction.....	4
Professional Development	4
Technology	4
Remediation and Additional Support.....	5
Special Education/IEPs/504s	5
IEP Meetings.....	5
Related Services.....	5
English Language Learners.....	6
School Counseling Services.....	6
State Requirements	6
Graduation, Awarding of Credits, Continuity of Learning.....	6
Graduation Requirements and Waivers	6
Graduation Requiring Action by General Assembly	6
High School Credit Bearing Courses.....	6
School Division's Focus	6
Required Instructional Delivery.....	6
Standard Credit	6
Verified Credit	6
Grading	8
Additional Support for PreK-12.....	8
Instructional Calendar.....	9
Grading Guidelines	11
Southampton Elementary Schools	11

Southampton Middle School.....	12
Southampton High School	13
Telework Practice	14
Telework Safety Guidelines.....	15
Telework Safety Checklist.....	16
Social Media Policy and Guidelines (Staff).....	16
Personal Use of Social Networking Sites	17
Staff Student Relations	18
Telework Agreement	19
Sample Schedules	20
PreKindergarten	20
Kindergarten	21
First through Second Grades.....	23
Third through Fifth Grades	25
Fifth through Eighth Grades	27
Ninth through Twelfth Grades	29
Explanation of Schedule Terms	30
Teacher COVID-19 Academic Continuation.....	31
Paraprofessional COVID-19 Academic Continuation.....	32
Guidance Counselor COVID-19 Academic Continuation.....	33
School NurseCOVID-19 Academic Continuation.....	34
Secretaries COVID-19 Academic Continuation.....	34
Building Administrator COVID-19 Academic Continuation.....	35
Instructional Packet Distribution and Return.....	36
Learning Continuation Verification Form	37
Teacher Virtual Lesson Plan Example.....	38
Student Distance Learning Plan Template.....	39
Student Distance Learning Plan Example.....	40
Teacher Communication Log	41
Employee Time Tracking	42
SCPS Instructional Objectives Remaining for Academic Year 2019-2020.....	43
Capron Elementary School	44
Meherrin Elementary School	45
Nottoway Elementary School	46
Riverdale Elementary School	47
Southampton Middle School.....	48
Southampton High School	49

Other Resources and Tools	50
<hr/>	
Appendices.....	1
Appendix A: Executive Orders	2
Executive Order Number 51: Declaration of State of Emergency	2
Executive Order Number 53: Temporary Restrictions Due to Novel Coronavirus (COVID-19)	4
Executive Order Number 55: Temporary Stay at Home Order Due to Novel Coronavirus (COVID-19)	8
Appendix B: State Superintendent Memorandums.....	11
State Supt. Memo 071-20 Updates Related to COVID-19	11
State Supt. Memo 075-20 COVID-19 A Parent Guide for School Aged Children	15
State Supt. Memo 082-20 Update-Guidance on Graduation Requirements Awarding Credits and Continuity of Learning	16
Appendix C: Press Releases.....	17
News Release 03-09-2020 Coronavirus	17
News Release 03-16-2020 Meal Distribution.....	18
News Release 03-24-2020 School Closure Remainder of 2019-2020.....	20
News Release 03-31-2020 Assessments	21
Appendix D: Southampton County Public School Division Parent and Family Communications	22
Letter to Families 03-09-2020 Coronavirus (COVID-19)	22
Letter to Families 03-12-2020 Compromised Immune Systems-Other Health Issues.....	23
Letter to Families 03-13-2020 COVID-19 Updates Pre-Closure.....	24
Letter to Families 03-13-2020 Talking to Students about COVID-19.....	27
Letter to Families 03-13-2020 Two Week School Closure.....	32
Letter to Families 03-24-2020 School Closure Remainder 2019-2020.....	33
Letter to Families 03-29-2020 SCPS Continuity of Learning.....	34
Appendix E: Southampton County Public School Division Flyers	37
Flyer 03-09-2020 Prevent the Spread of Germs	37
Flyer 03-14-2020 Student Meal Distribution Week 1	38
Flyer 03-20-2020 Student Meal Distribution Week 2	39
Flyer 03-29-2020 Student Meal Distribution Week 3	40
Flyer 04-01-2020 WIFI Zone.....	41
Flyer 04-01-2020 Kajeet	42
Flyer 04-02-2020 SMS iPad Disbursement (4/6; 4/7; 4/8)	43
Flyer 04-05-2020 Schoology Training: SCPS Faculty (4/6-4/7).....	44
Flyer 04-05-2020 Schoology Training: SCPS Family (4/8)	45
Flyer 04-06-2020 Meal Notice.....	46
Flyer 04-16-2020 Meal Notice: Spring Break – No Meal Service	47
Flyer 04-23-2020 Meal Notice.....	48

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

COVID-19 Continuity of Learning for Academic Year 2019-2020

Overview

As a school division, the health, safety, and efforts of instruction for our students remains our utmost priority. The work of Southampton County Public School Division (SCPS) will continue through the mandated COVID-19 pandemic closure. For the remainder of the 2019-2020 school year, Southampton County Public School Division staff will utilize alternative instructional methods to minimize academic disruptions during this uncertain time.

On Monday, March 23, 2020, Governor Ralph Northam issued an executive order for schools in Virginia to remain closed for students for the duration of the 2019-2020 school year. Sustaining equitable educational practices for our students requires collaboration, flexibility, and the dedication of all educational stakeholders including teachers, administrators, students, and parents.

Essential Employees

In alignment with Governor Northam's mandate and in an effort to continue providing educational excellence for our students, Southampton County Public School Division will provide a blended learning environment for students. To that end, we will continue to strive to deliver excellence in all we do. In accordance with Governor Northam and the Virginia Department of Education, essential employees are identified below:

Essential Employees According to VDOE:

- Providers of healthcare including, but not limited to, workers at clinics, hospitals, Federally Qualified Health Centers (FQHCs), nursing homes, long-term care and post-acute care facilities, respite houses, designated agencies and emergency medical services;
- Essential government employees including public health employees and employees who oversee or support all the other functions included in this list;
- Criminal justice personnel including those in law enforcement, courts, and correctional services;
- Police, firefighters, and military;
- Employees who operate shelters or other essential services for adults, children and families;
- Employees who ensure continuity of basic services such as electricity/gas, water, internet, plumbing, sanitation and garbage removal;
- Employees who ensure essential transportation including public transportation, trucking and health care-related transportation;
- Employees who ensure essential food, pharmaceutical and supplies access (e.g., grocery, food bank, feeding programs, drug store, hardware store); and
- Staff and providers of child care and education services (including custodial and kitchen staff and other support staff) for children of other essential personnel

Instructional Continuity and Facilitation

Southampton High School teachers will facilitate online instruction through Schoology. Southampton Middle School is currently utilizing a pick up/drop off of instructional packets, but will transition to online instruction in the coming weeks. Students that are unable to access information using the online format will be able to pick up packets of the work. Elementary school teachers will prepare packets for students until the transition to a blended model is incorporated. Packets will be available for pick-up or may be delivered. Packets will also be placed on the school division's website for download.

Lessons and resources must be purposeful and aligned with the Virginia Department of Education Curriculum Framework. Teachers using Schoology may continue to teach through this online platform. Students without online access will need instructional packets.

Teachers are currently working from home and have the opportunity to be in their schools, if needed. Teachers will collaborate with colleagues and participate in staff meetings daily with their administrator, and engage in division professional development, as we transition to the division's alternative learning plan during the mandated COVID-19 school closure. These meetings will occur on Zoom (a video conferencing platform).

The school board offices are open and essential staff are working. Identified essential staff will follow the CDC recommendations for maintaining a safe and healthy work environment. Custodians will continue to conduct a deep environmental cleaning of all district buildings.

Schoology Online Learning Management System

The division completed a survey that went out to all families, teachers, and paraprofessionals to identify needs related to device access and internet access. There were gaps within the survey data; therefore, teachers will conduct an accessibility check-in with all students in their homeroom class. Phone calls to parents during the week of March 30, 2020 will focus on accessibility for those who did not complete the survey. They will focus on the following questions: Do they have a device? Do they need free WIFI? Do they need basic school supplies?

Southampton County Public Schools teachers will receive training to use Schoology, our online learning management system, to instruct students. Teachers may come to a school or video conference for the Schoology training. We are offering Virtual Parent Schoology Training for any parent who wants to know more about the platform and how to use it. Days and times for the Schoology will begin April 6, 2020. SCPS has purchased a Zoom license for all teachers, administrators, paraprofessionals, and parents to participate in training sessions and meetings. SCPS is working to ensure all teachers and students have a device for teachings and learning and reliable internet. If teachers and paraprofessionals do not have reliable internet, they may use the schools' internet, which is accessible from the parking lots or inside the school buildings.

Online Continuity of Learning

SCPS has decision-making authority regarding curriculum and instruction. Schools must show that they can provide adequate infrastructure in three areas: technology, instruction, and student engagement. Those factors were considered in developing the Southampton County Public School Division's learning continuation plan. Several options were considered in order to provide remote learning for all students within the school division.

April 20, 2020, teachers will begin teaching objectives that had not been covered on the pacing guide before the school closure on March 13, 2020. Pacing guides have been updated to reflect untaught objectives for the remainder of the school year. Teachers will write lesson plans as normal and also write a student friendly plan to go home for parents.

April 20, 2020, teachers at Southampton High School and Southampton Middle School will provide virtual learning instructional lessons. Students who do not have internet will be given grade level and/or content instructional lessons and resources to complete. Assignments will be posted each Wednesday. Staff will be available during online teaching hours to check email and respond to questions. Teachers will provide their email address to parents and students. Teachers may also provide their phone number via google voice. Teachers will use a Google form to log phone calls with students and parents. Teacher logs will include when the call began and ended and a summary of each conversation. Teacher work hours are 8:00 a.m. - 3:00 p.m. Staff will sign in into the google form by 8:00 am. Teachers will use the Google form provided by their building administrator to log virtual lessons including objectives taught, materials used, and a summary of lessons taught. Principals will be checking in with all teachers daily. This will provide oversight and the ability to measure the quality of the online environment.

Best Practices for Remote Learning

(www.globalonlineacademy.org)

Key points that should be addressed:

- Online learning requires connecting with others and fostering relationships with students and colleagues. Whether a program is designed for students or adults, relationships are essential to the learning outcomes. Create strong, healthy communities online through connectivity, visibility, and consistency. This is exceedingly important as some students and teachers may feel or become isolated or disconnected using a virtual platform.

- Content may be different from the on-campus environment in several aspects, especially considering the abruptness of our school closure and the reason for our extended closure due to the COVID-19 pandemic. Nonetheless, this alternative mode of education is an exciting opportunity to continue meeting the needs of our students in a manner that provides access and support through a blended supportive environment.
- Online learning is not a replication of what was done on-campus. Instead, this is an opportunity to reimagine learning in alternative spaces. SCPS educators will be supported in learning how to use Schoology to assist in their delivery of distance learning.
- Assessments may look differently online. Students may be assessed using formal or informal quizzes, there may be time limits or untimed assessments. In addition, it should be anticipated that students will use academic resources and tools to strengthen their answers.
- Students will also be able to demonstrate their learning in a manner that requires real application of the material. Teachers are expected to create ways to effectively use summative assessments of students learning. This could be achieved through project based learning, peer-to-peer feedback, teacher feedback, and/or culminating activities to name a few.
- Balance is fundamental to keeping online learning communities healthy. Teachers need to balance synchronous and asynchronous connections and collaboration, and students need to do some of this on their own.

Southampton County Public Schools Distance Learning Expectations

Our goal is to educate and graduate the students of SCPS through the end of the academic year while maintaining the health and safety of students, staff, and community. It is the expectation that we will work collaboratively as a school division to facilitate a quality learning experience for all our students. This requires the continued cooperation and support of parents, students, teachers, staff, and administrators. It is the expectation that teachers and administrators will be available for student instruction and work to minimize further disruptions, to the best of our abilities. It is also the expectation that students and parents will work together with the SCPS school division to ensure their availability for instruction, use of supports, and maintenance of communication.

Equitable Opportunities

SCPS serves over 2,800 students and an equitable education delivery system requires us to provide necessary support and resources for all students to be successful. SCPS defines equity as providing access, opportunities, and support needed to help students, families, and staff reach their full potential by removing barriers to success.

For the purposes of this guidance, distance learning includes virtual, online, alternate locations, and instructional telephone calls. More specific subject-matter will be provided through content download (e.g., using laptops and smartphones) and communication by phone (e.g., conference calls and one-on-one calls). Depending on grade level, materials used may include books, textbooks, workbooks, worksheets, email, and Internet content (e.g., websites, games, etc.).

As a support to parents and guardians, our school division will focus on providing guidance on organizing a student's daily schedule and on instructional activities that will assist in continuing thinking, learning, and inquiry of all students.

We are also mindful of federal and state requirements, as well as legal requirements related to supporting Individualized Education Programs for students receiving special education services. The individual needs of children who receive special education services continue to be part of all discussions related to continuity of learning. As long as the health risk remains low, the district may conduct small group instructional support sessions for students that receive services for special education, English Language Learner, 504, Title I, or qualify for core interventions.

Developing a Quality Distance Learning Plan

Division leadership, administrators, and teachers role:

- Expose students to standards-based skills and content.
- Provide full continuity of the regular school experience, in which students will be able to access grade-level and age-appropriate subject-matter content.

- Monitor students' academic progress including adapting adequate progress monitoring and provisions for instructional support, which includes assessment and evaluation of work.
- Utilize the mechanism in place for assessing students and assigning grades in continuation of Southampton County Public School Division's grading policies.

Communication Plan

Stakeholder Communication:

- SCPS will communicate weekly or more frequently, if needed, through the district website and social media.

Parent and Student Communication:

- SCPS will utilize synchronous (e.g., Zoom, Google Hangout, etc.) and asynchronous (e.g., Schoology, Remind, etc.) communications to keep our families informed about important information.

Staff Communication:

- SCPS will have daily communication between division leadership, administration, and teachers.

Instructional Methods

- **Asynchronous** online learning with capability for remote communication and assessment (e.g., email or learning management systems that deliver, track, and manage classes or projects).
- **Synchronous** online learning (e.g., chat, streaming, video, instant messaging, web conferences).

Continuity of Instruction

Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected. Materials and instructional methods used might include all those listed above.

SCPS will make every effort to ensure all students are provided with a device, high-speed internet, and have access to our distance learning program. Southampton High School, Southampton Middle School, and all Southampton Elementary Schools will include a combination of synchronous and asynchronous online learning for all students in grades PreK-12.

Synchronous activities will include phone calls with all students that will occur, at minimum, once per week. These activities may include whole group instruction and small group instruction. Zoom meetings will be used to keep track of attendance and gather feedback on our distance learning program from students and parents.

Depending on the health and safety status of the pandemic, we may at times provide instruction in face-to-face formats for children with special needs. These students may be provided a combination of onsite learning and online learning.

Asynchronous online learning will include Schoology and Remind for grades PreK-12. These learning events will occur throughout the week and teachers will be available via Zoom at recurring times for instruction.

Professional Development

Southampton County Public Schools has scheduled professional development and training to ensure our staff is prepared to fully support our students. Beginning April 6, 2020, staff will be provided with detailed information on professional learning to ensure they are prepared for an instructional model where instructional delivery and student support would occur remotely.

Technology

Access to proper technology is at the heart of a distance learning strategy. We are taking inventory of, and collecting all available devices currently in our buildings that could be issued to students, as well as assessing the need for additional devices.

The division has developed a process for staff and families to evaluate technology available at home and assess needs. The digital tools required for long-term distance learning rely heavily on digital multimedia and online engagement. The school division has ordered a limited number of hotspot devices, recognizing that not all families and staff have access to the internet at home.

A parent/student online learning survey and a teacher/staff online technology survey was conducted to determine which students, teachers and staff have cell phones, devices, and reliable internet service. Families without a device may request one to borrow from the division by following this link: <https://forms.gle/EqA9Pe3B1AXn9dwd9>. Forms were created to check out devices.

Families can borrow a division MiFi if available. Families can access the Internet from each school's parking lot. A list of community areas offering free internet access can be found on our division's website. A technology service personnel will be available for support during school hours.

Remediation and Extra Support

Reading specialists and the math coach will deliver lessons, support and interventions to identified students virtually through Zoom and through phone calls. Parents and students will be contacted a minimum of once per week. Students will continue to receive support for reading and math. Reading specialists and the math coach will work closely with classroom teachers to coordinate support and meet with students via Zoom at scheduled times for 20 minutes a day, once a week.

Special Education - Individualized Educational Plans (IEPs) and 504s:

Special education teachers will be responsible for their individual caseloads and will establish Zoom meetings, conference calls, and small group face-to-face meetings (as long as the health risk remains low). Paraprofessionals will assist special education teachers in providing support to students.

All educational decisions for students with IEPs must be made on an individual basis and be consistent with the Individuals with Disabilities Education Act (IDEA) and the Virginia Department of Education Special Education guidelines. The following services will be provided:

1. SCPS will provide services to students based on the needs outlined in each child's IEP. Educational services and accommodation decisions shall comply with guidance from VDOE.
2. The format chosen will be the one that best supports the goals. These may include: (a) Zoom meeting, (b) additional supports provided remotely (phone and email), or (c) individual or small group instruction on school property, following guidance by local health officials. If the safety of the student or educator is compromised, supports will move to an online platform.
3. Teachers will coordinate services (related services, school psychologist, etc.) to reduce confusion and scheduling issues for families. Teachers will work to support the varying needs of our division's special education caseload. Special education staff will ensure all students are contacted continually throughout the week to ensure their needs are being met. They will also be receiving follow up from their classroom teachers through their regular education.
4. PreK special education teachers will conduct a weekly check-in and these will include online activities, early numeracy and literacy activities. Communication will be conducted on Zoom, phone conferencing, etc. PreK special education services will encompass a combination of activities for home completion sent weekly to parents with weekly virtual face-to-face sessions scheduled to ensure parents have activities needed and to complete time toward IEP goals.

IEP Meetings

Special education teachers will conduct IEP meetings via Zoom or on a conference call and if needed face-to-face within small groups of less than ten (10). Special education teachers will connect with all parents to update them on the transition to the online learning format.

Related Services

1. Speech services will be in accordance with service times written in the IEP or adjustments may be made depending on the needs of the students. Additionally, coordinated activities will be sent home for students to practice speech goals.
2. Occupational therapy will be coordinated according to student needs. Any services that are missed will be offered as compensatory services once school is back in session.
3. Physical Therapy will be coordinated according to student needs. Any services that are missed will be offered as compensatory services once school is back in session.

English Language Learners

Our English Language Learner teacher will develop a schedule to work with all students with an Individual Language Plan. The coordinator will communicate with each ELL student's family to address individual supports necessary. In addition, translation services shall be provided to ELL families, as needed.

School Counseling Services

Schools will continue to provide school counseling services. School counselors should also work collaboratively with all stakeholders to ensure equity, access, and success of all students, whether virtual school counseling is offered synchronously or asynchronously. Counselors will continue to contact students who have received or need to receive counseling services during the 2019-2020 school year by phone call. Guidance Counselors have scheduled office hours for parents and students.

Students and parents can set up individual meetings either using Zoom or by phone call. These meetings will be set up by corresponding through email or phone call to decide on a time that works for both parties. Counselors will provide pertinent videos or links on a weekly basis on the distance learning page to help all students during this time.

State Requirements

The Virginia Department of Education (VDOE) has provided guidance to school division moving forward. According to VDOE:

Some of the common and most critical issues for school divisions are the instructional and logistical barriers to meeting graduation requirements, awarding of credits, and continuity of learning.

The goal is to provide school divisions' information and solutions around graduation requirements, promotion, new instruction, and ease of process. The intent is not to over burden or restrict school divisions, but to provide hope, engagement, and a measure of normalcy during this period of unprecedented uncertainty.

School divisions are not being asked to replicate the existing school day or year, but provide opportunities for students to make academic progress and continue to learn and grow.

The state requirements for seat time, SOL testing, accreditation, and other assessments will be addressed in separate communications once state and federal waiver processes have been completed.

School divisions are encouraged to track and collect data on the expenses related to COVID-19 that are projected to be incurred above and beyond anticipated expenditures. This data could be used to support funding, which will be detailed at a later date.

Graduation Requirements, Awarding of Credits, and Continuity of Learning (2019-2020):

The Superintendent of Public Instruction will provide as much flexibility as is prudent and allowable by the *Virginia Administrative Code (VAC)* for those students graduating with their 2019-2020 cohort. Flexibility provisions will need to consider students who may be facing the following barriers to graduation.

Graduation Requirements and Waivers:

Based on authority granted to the Superintendent of Public Instruction per Executive Order Fifty-One (2020):

- Students currently enrolled in a course for which they need a standard or verified credit in order to graduate;
- Students who have successfully completed a course required for graduation, but have not earned the associated verified credit;
- Students who have not completed the student-selected test;
- Students who are currently enrolled in or have previously completed a course leading to a CTE credential necessary for a Standard Diploma but have not yet earned the credential;
- Students who have not completed a United States and Virginia history course;*
- Students who have not completed a fine or performing arts or career and technical education course;*
- Students in the second of sequential courses;*
- Students who have not completed an economics and personal finance course.*

*Some credit-based graduation requirements are still addressed in the Virginia Administrative Code (VAC). While these cannot be waived outright, these can be addressed by providing new instruction and pursuing alternate pathways to the 140-clock-hour requirement based on revised Board of Education guidelines.

Graduation Requirements Requiring Action by the General Assembly:

- Students who have not completed a virtual course.
- Students who have not completed training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation;
- Students enrolled in cosmetology or master barber courses will be eligible to take the licensure examination if their instructor submits a Training Verification form certifying the student completed the VDOE-required training, regardless of the hour amount.

High School Credit-Bearing Courses Graduating in 2021 or After:

- School divisions must award standard credit for high school credit-bearing courses by ensuring that students have completed a majority of required standards, competencies, and objectives, including those that are essential for success in subsequent coursework.
- This process must be based on revised guidelines provided by the Board of Education on the alternatives to the 140-clock-hour requirement.

School Division's Focus:

- Identifying the specific required content that had not been taught as of Friday, March 13, 2020;
- Developing learning modules to address the missing content necessary for awarding standard credit with a particular focus on content that is essential for success in subsequent coursework.
 - Learning modules could be delivered to students through various instructional models, including face-to-face, blended, or self-paced under teacher supervision.
 - Learning modules should provide equitable access to all learners, including students with disabilities, English Language Learners, students lacking access to high-speed internet, devices to access the internet, and students who are economically disadvantaged, among others.

Required Instructional Delivery Necessary to Award Standard Credits May Include a Variety of Options Including:

- Providing instruction during the extended closure:
 - Provision of instruction should be done with careful consideration of providing equitable access and support for a variety of students.
 - Accessible technology may afford students, including students with disabilities, an opportunity to have access to high-quality instruction.
 - After the extended closure, divisions are responsible for reviewing how the closure impacted the delivery of services to students with disabilities and English learners. **OR**
- School divisions may elect to offer instruction to students during the summer of 2020 for those who were not able to access instruction during the closure; **OR**
 - Provide instruction by adjusting the 2019-2020 or 2020-2021 calendars; **OR**
 - Incorporate learning modules into the courses students take during the 2020-2021 school year schedule.

Suggestions for providing new or additional instruction is not meant to require that schools use the above methods to meet the 180-day/990-hour minimum teaching time requirement.

Schools will still be eligible for a length of school term waiver for teaching time lost due to the mandatory school closures.

Standard Credit: Awarded upon successful completion of course requirements

Verified Credit: Verified credits can be awarded in accordance with Virginia *Administrative Code* with 8VAC20-131-110 in the Board of Education's *Regulations Establishing Standards for the Accreditation of Public*

Schools (also known as Standards of Accreditation, SOA). A student currently enrolled in a high school credit-bearing course eligible for a verified credit during the 2019-2020 school year and who has received the standard unit of credit may be awarded a locally-awarded verified credit.

For these classes only, the requirement to attempt the associated SOL end-of-course test twice and score within the 375-399 scaled score range in order to earn the locally awarded verified credits will be waived. This flexibility applies to students seeking either a Standard or Advanced Diploma. The locally-awarded verified credits awarded to students affected by the 2019-2020 extended school closures **will not count toward the cap on locally-awarded verified credits** and thus, the cap is waived from the SOA per Executive Order 51.

Students eligible for a special permission credit accommodation should continue to use the IEP/504 process. For students who elect to earn a verified credit by taking the associated SOL end-of-course assessment, the spring 2020 testing window will be extended.

The Division may use summertime, performance, portfolio assessments to give locally awarded credit.

Grading

Student work, regardless of classification, will be graded. Guidance from the Virginia Association of School Superintendents (VASS) was issued on Friday, March 27, 2020. The information was presented to Southampton County School Board on Monday, April 13, 2020. The SCPS policy on grading is reflected in the grading process on page 20-22.

Additional Support for Grades PreK-12

Upon completion of the 2019-2020 school year, a continuum of instruction may include a variety of additional options for select students, if deemed necessary, such as:

- Students requiring additional instruction after the closure, may be offered instruction during the summer of 2020; **OR**
- Incorporating learning modules into the existing 2020-2021 school year schedule.

The work of Southampton County Public School Division continues through this mandated COVID-19 pandemic closure. As a school division, the health, safety, and efforts for delivering excellence in the instruction of our students remains our utmost priority.

SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION

INSTRUCTIONAL CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
March 30 Revise Curriculum & Pacing Guide Begin Lesson Plans for Teachers and Separate Plans for Students Meal Distribution	March 31 Create or Select Materials for Instructional Packets	April 1 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	2 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	3 Family Fun
6 Staff Schoology Training 8:00 - 10:00 Introduction to Schoology 10:30 - 12:30 Introduction to Schoology 1:00 - 3:00 Intermediate Schoology Users	7 Staff Schoology Training 8:00 - 10:00 Introduction to Schoology 10:30 - 12:30 Introduction to Schoology 1:00 - 3:00 Intermediate Schoology Users	8 Parent Schoology Training 10:00 am -11:00 am 7:00 pm - 8:00 pm Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	9 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	10 Good Friday
13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break	17 Spring Break
20 Meal Distribution	21	22 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	23 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	24 Family Fun
27 Meal Distribution	28	29 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	30 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	May 1 Family Fun
4 Meal Distribution	5	6 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	7 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	8 Teacher Preparatory and Self-Day
11 Meal Distribution	12 Interim Reports Distributed	13 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	14 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	15 Teacher Preparatory and Self-Day

18 Meal Distribution	19	20 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	21 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	22 Teacher Preparatory and Self-Day
25 Memorial Day Meal Distribution	26	27 Copy and Label Instructional Packets Upload Assignments in Schoology for the Following Week	28 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	29 Teacher Preparatory and Self-Day
June 1 Meal Distribution	2	3 Label Instructional Packets Upload Assignments in Schoology for the Following Week	4 Meal & Instructional Packet Distribution (pickup) Deliver leftover Packets	5 Teacher Preparatory and Self-Day
8 Meal Distribution	9	10	11 Meal Distribution All Packets Returned	12 Report Cards Distributed



Southampton County Public Schools

COVID-19 Grading Process

All Elementary Schools

Capron, Nottoway, Meherrin, & Riverdale Pass/Fail

All elementary schools will provide instructional packets for students to complete at home. Parents will pick up instructional packets and drop off instructional packets at their schools on Thursdays. Parents may also download the instructional packets from the division website www.southampton.k12.va.us. Instructional packets not picked up by Thursday will be distributed on Monday. Parents will return instructional packets by bringing packets to the school, mailing packets to the school, emailing packets, or submitting pictures of packets to the teachers.

The following are requirements for grading the instructional packets:

- Teachers will review and provide feedback for all submitted work in a timely manner. (At least by the following week.)
- Teachers will call students once a week.
- When appropriate, grade level teams will rotate weekly so that students will hear from all teachers on their schedules.
- Students who have been identified as needing additional assistance will be called twice a week. Reading specialists, math coaches, and school counselors will assist with these calls.
- Teachers may video record one instructional lesson per week.
- Teachers will provide one weekly tutorial lesson with step-by-step directions for students.
- Teachers may use workbooks and other supplemental resources for the tutorial lesson.
- Students will receive a grade of Pass or Fail.
- All grades will be weighted the same.
- Students who attempt to complete at least 60% of the work will receive a final grade of Pass.
- Teachers will identify students in need of extra support at the end of the school year.

*Parents who have special circumstances may contact their building principal or the Director of Curriculum and Instruction, Mrs. Kelli Gillette, at 757-556-4890 to devise a viable solution.

Capron Elementary School	Dr. Allison Francis	757-419-1471
Meherrin Elementary School	Mrs. Ricketta Jones	757-533-1939
Nottoway Elementary School	Mrs. Susan Melbye	757-346-8582
Riverdale Elementary School	Mrs. Tamee Railey	757-620-9218
Riverdale Elementary School	Mrs. Kisha Watford	757-650-8441



Southampton County Public Schools

COVID-19 Grading Process

Southampton Middle School

Southampton Middle School

Pass/Fail

Southampton Middle School teachers will provide virtual lessons through Schoology. Students will download content and complete assignments for submission.

- Teachers will review and provide feedback for all submitted work in a timely manner. (At least by the following week.)
- Teachers will call students once a week.
- Grade level teams will rotate weekly so that students will hear from all teachers on their schedules.
- Students who have been identified as needing additional assistance will be called twice a week. School counselors will assist with these calls.
- Teachers will video record one instructional lesson per week.
- Teachers will provide one weekly tutorial lesson with step-by-step directions for students.
- Teachers may use workbooks and other supplemental resources for the tutorial lesson.
- Students will receive a grade of Pass or Fail.
- All grades will be weighted the same.
- Students who attempt to complete at least 60% of the work will receive a final grade of Pass.
- Teachers will identify students in need of extra support at the end of the school year.

Grading Credit Bearing Courses in Middle School

The following measures are requirements for grading:

- The students' final course grade will be either a letter grade, A-F, or Pass/Fail.
- All grades will be weighted the same.
- Parents and students in consultation with the school counselor will consider the application of Pass/Fail after all work has been completed and a grade on the A-F scale has been assigned.
- The course credit earned by passing, using Pass/Fail, will be excluded from the students' GPA calculation and a "P" or "F" will be recorded on the students' transcript. Promotion/graduation credit will be earned by a "P".
- The final grade for the semester will be the average of the third nine weeks grade and the fourth nine weeks grade.
- The grade for the third nine weeks will be the grade that the students had on March 13, 2020, in addition to any work that the teachers have given that will enhance that grade.
- The grade for the fourth nine weeks will be based on the amount of work the students attempt to complete.
- Teachers will identify students in need of extra support at the end of the school year.

The students' grade will be based on the amount of work attempted.	
Effort	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

*If you have special circumstances or questions please contact the building principal, Mr. Darian Bell, at 757-653-8157 or the Director of Curriculum and Instruction, Mrs. Kelli Gillette, at 757-556-4890 to devise a viable solution.



Southampton County Public Schools

COVID-19 Grading Process

Southampton High School

Southampton High School A-F or Pass/Fail

Secondary schools will provide virtual lessons through Schoology. Students will download content and complete assignments for submission.

The following measures are requirements for grading:

- The students' final course grade will be either a letter grade, A-F, or Pass/Fail.
- All grades will be weighted the same.
- Parents and students in consultation with the school counselor will consider the application of Pass/Fail after all work has been completed and a grade on the A-F scale has been assigned.
- The course credit earned by passing, using Pass/Fail, will be excluded from the students' GPA calculation and a "P" or "F" will be recorded on the students' transcript. Promotion/graduation credit will be earned by a "P".
- The final grade for the semester will be the average of the third nine weeks grade (Q3) and the fourth nine weeks grade (Q4).
- The grade for the third nine weeks will be the grade that the students had on March 13, 2020, in addition to any work that the teachers have given that will enhance that grade.
- The grade for the fourth nine weeks will be based on the amount of work the students attempt to complete.
- Teachers will identify students in need of extra support at the end of the school year.

The students' grade will be based on the amount of work attempted.

Effort	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

- Teachers will review and provide feedback for all submitted work in a timely manner. (At least by the following week.)
- Teachers will call students once a week. Teachers will rotate the teacher calling each week in order for students to hear from each teacher on their schedule.
- Teachers will video record one instructional lesson per week.
- Teachers will provide one weekly tutorial lesson with step-by-step directions for students.
- Students who have been identified as needing additional assistance will be called twice a week. School counselors will assist with these calls.
- Teachers may use workbooks and other supplemental resources for tutorial lessons.

*If you have special circumstances or questions please contact the building principal, Mrs. Aronda Bell, at 757-653-8312 or the Director of Curriculum and Instruction, Mrs. Kelli Gillette, at 757-556-4890 to devise a viable solution.

SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION

TELEWORKING PRACTICE

Teleworking for Southampton County Public Schools is a temporary working option for teachers due to the mandated school closure for students, enacted by Governor Northam in response to the COVID-19 pandemic. By understanding the following guidelines governing teleworking, you will have a greater awareness of your obligations and responsibilities when working from an alternate site.

1. Employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of teleworking. Employees eligible for overtime pursuant to Policy GAA-Staff Time Schedules may not telework beyond their weekly contracted hours.
2. More specific conditions relating to the employee's working at home/alternate site are detailed in the Telework Agreement, which must be filled out by the employee.
3. Southampton County Public Schools provides teachers with a laptop computer that can be used to telework. If other equipment is needed to perform the duties of the job, the employee must access the equipment at their home school.
4. Equipment other than the assigned laptop Objectives Left to Teach for Each Content Objectives Left to Teach for Each Content computer may not be removed from the school to use at home/alternate site.
5. Employer-owned software shall not be duplicated. Software and hardware issues or needs should be communicated with the employee's direct supervisor and the Technology Specialist.
6. To ensure hardware and software security, all software used for teleworking must be approved by the Technology Specialist and installed by the Technology staff. Restricted-access materials shall not be taken out of the school or accessed through the computer unless approved in advance by the teleworker's supervisor.
7. Southampton County Public Schools does not assume liability for loss, damage or wear of employee-owned equipment. Employees who do not want to use their personal phone number when teleworking may use Google Voice as an alternate option.
8. Normal school supplies will be provided by the employer and should be obtained during the teleworker's on-site work period. Out-of-pocket expenses for supplies, normally available in the school, will not be reimbursed. The employer will not provide office furniture for the workspace at home/alternate site.
9. Telework is not a substitute for dependent care. When necessary, teleworkers must arrange for dependent care during the agreed upon work hours.
10. All teleworkers and their supervisors will attend a training session on Schoology and/or other virtual programs and must comply with the employer's telework guidelines.
11. All teleworkers and their supervisors will participate in studies to evaluate the telework program.
12. Offering the opportunity to work at home/alternate site is due to the mandated school closure for students enacted by Governor Northam in response to the COVID-19 pandemic; teleworking is not a universal employee benefit.
13. An employee's participation in the telework program is voluntary as the option to work on-site at the employee's home school is also an option. The employee or division superintendent may terminate telework without cause. The teleworker's conditions of employment with the employer remain the same as contracted.
14. While teleworking, the employee should be accessible during the specified designated hours. Teleworkers must notify their supervisor if they leave their telework location, similar to notifying a supervisor when leaving the school during a traditional workday.

Telework Safety Guidelines

Employees should use the following Safety Guidelines and Safety Checklist to ensure a safe and productive home/alternate site work area:

- **Smoke Detectors:** The employee's alternative work site should be equipped with the appropriate number of smoke detectors that are properly installed and tested periodically to ensure that they work.
- **Storage:** The storing of any item on top of tall furniture or cabinets should be avoided. It is best to limit storage to designated storage rooms/areas. Properly arranged, such rooms/areas will have secured shelves, adequate aisles, and proper lighting.
- **Work Site Practices:** If using a filing cabinet, never open more than one file drawer at a time. Close file drawers when leaving the file cabinet -- even for a brief period.
- **Heaters:** When using portable heaters, be sure that the heating element is guarded against accidental contact, positioned not too closely to furniture or other combustibles, and has a tip-over cut off switch.
- **Coffee Pots or Similar Items:** Use of coffee pots and similar items should be placed out of normal work areas and on a noncombustible surface.
- **Radiators:** Some older buildings use radiators for heat instead of the more modern forced air systems. If your work area has radiators, be sure not to place combustible or flammable articles on or near them. Also, check to assure that electrical power cords are not allowed to drape across them.
- **Video Background:** While video conferencing with students, staff, or supervisor, ensure that all items visible in the background are appropriate for the audience; neutral in content and classroom appropriate.
- **Desk:** The height of the work surface should be comfortable for most uses (computer work, writing, and reading). Conventional desk surfaces are usually 29 inches high, which is adequate for most tasks. The height recommended for a computer surface is 26 inches.
- **Seating:** Choose seating to fit the teleworker's height and work surface.
- **Lighting:** The lighting in your work area should be directed toward the side or behind your line of vision, not in front or above it. Prior to video conferencing, test the lighting to ensure the proper display of information.
- **Noise:** When video conferencing, ensure that your work area is free from noise and distractions. Children and/or pets should not be visible when video conferencing. SCPS Telework March 31, 2020

Telework Safety Checklist

- Electrical outlets are grounded.
- Cords and plugs have three wires/prongs.
- Ensure that interconnecting cables are out of the way, tied together, or covered, to minimize the danger of tripping over them and reduce the amount of dust they hold.
- Ensure that plugs are locked or securely inserted into the outlets.
- Use a surge protector or master switch, do not overload extension cords or outlets.
- Periodically inspect all cords and plugs. Replace immediately when problems are identified.
- Ensure that cords are behind desks and tables so there is no danger of tripping over them.
- Ensure that a phone is easily accessible in the designated work area.
- Heavy items are on secure stands and are childproofed.
- Equipment is placed near the wall and away from walkways and doors.
- Keep liquids away from electronics.
- Keep materials filed or on shelves and out of the way. Store heavier materials in bottom drawers of filing cabinets.
- Desks, tables, and filing cabinets are placed near the walls away from walkways and doors.
- Cabinets and desk drawers are closed when not in use.
- When using your computer, ensure that the desk or table height is approximately 27 to 39 inches from the floor, allowing your forearms to be parallel to the floor and wrists straight.
- Leave space in front of your keyboard for the heels of your hands to rest while you are keying.
- Ensure working surfaces are smooth and free of sharp and jagged edges.
- Inspect desks and tables to ensure that joints and screws are tight.

Social Media Policy and Guidelines-Staff

Scope

This social media policy applies to all SCPS employees, teachers, students, Board Members and auxiliary personnel. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

Faculty and Staff Guidelines

Blogs, Wikis, Podcasts, Digital Images & Video

Personal Responsibility

- Southampton County Public Schools employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time—protect your privacy.
- When posting online, please remember that you are an employee of the Southampton County Public Schools and representative of your colleagues, students, parents and the school community.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Do not insult others online or use questionable language. Whether it is your boss, co-worker, a student's parent or your next-door neighbor, do not use your social media sites to vent about specific people. The use of ethnic slurs, obscenities, innuendos, inappropriate content or other questionable language could find its way to the very audience you would least want to see it.
- While every employee is entitled to their First Amendment rights, you should still carefully consider the ramifications of every post, comment, status update or email. When in doubt, leave it out.
- Blogs, wikis, and podcasts are an extension of your classroom and considered *official content*. What is inappropriate in the traditional brick and mortar classroom, it should be deemed inappropriate online.
- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.

- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner as others will see you as connected to SCPS. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure not to post confidential student information.
- Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the school Principal immediately. All cyberbullying incidents are to be taken seriously.

Personal use of social networking site, including Facebook, Twitter and Instagram

- Southampton County Public Schools staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as *Tweets* and *Status Updates* will be visible and public for a long time.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to SCPS, its employees, staff and/events related to SCPS, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.
- Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional. Hashtags (#) that tag students and provide personal financial gain are prohibited.
- SCPS students are not to be used as promotional audiences.
- SCPS employees are not permitted to solicit or accept “Friend” Requests from enrolled SCPS students on any personal Social Media Account. This includes student’s accounts and SCPS employee personal accounts.
- SCPS employees are not permitted to encourage students (K-12) enrolled at SCPS to create Social Media Accounts of any kind.
- All SCPS employees who choose to utilize Facebook, Twitter or Instagram or any other Social Media Platform to provide classroom information to students and parents must create a "teacher" page. Posts must be exclusively about classroom or school activities. Parents must be provided notice of Social Media Platforms used as part of a classroom. Parents must give permission for students to participate in such media platforms.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; “texting” students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or other similar websites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and division officials and if warranted, will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the appropriate state department for review and possible further sanctions. If inappropriate use of computers and websites is discovered, the offensive material will be downloaded and promptly brought to the attention of the Superintendent.

Telework Agreement

The Telework Agreement is a written agreement between the employee and the supervisor requiring them to adhere to applicable guidelines and policies. The telework agreement is NOT an employment contract and may not be construed as such. Each employee and supervisor must sign the Telework Agreement. Signed agreements must then be submitted to the Human Resource Department.

This TELEWORK AGREEMENT is made by and between Southampton County Public Schools and _____ (hereinafter referred to as "Employee"). Outlined below are the conditions for teleworking agreed upon by the employee and Southampton County Public Schools.

Employee's Alternate Work Site

Address:
Phone Number(s):
Fax Number (if applicable):

Employee's Telework Schedule:

____ Fixed (complete schedule below) or
____ Flexible (submit schedule, in advance, each week)

Please note that all employees who telework, must be available Monday through Friday, from 8 a.m. to 3 p.m., by phone, videoconference, or in person as directed by the division superintendent.

Fixed Schedule <i>(Refer to the attached letter for work schedules for specific groups of employees.)</i>				
Week Day	Office	Alt Worksite	Start	Finish
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Examples of Duties during Telework

Employee Acknowledgement

I understand teleworking is a temporary working situation due to the mandated school closure for students, enacted by Governor Northam in response to the COVID-19 pandemic. I also understand that this agreement is not a contract for employment. Furthermore, by signing this telework agreement, I acknowledge I have read and will abide by the Telework Guidelines, including the Telework Safety Guidelines, the Telework Safety Checklist and the SCPS Social Media Policy and Guidelines-Staff.

Employee Signature:	Date:
Supervisor's Signature:	Date:

SAMPLE SCHEDULES

Sample schedules are included in this document as a guide for instructional practice. Schedules may need to be modified and adjusted based on student age, grade level, abilities, content area, need for reinforcement, at the request of building or division leadership, and or due to other needs not otherwise specified by the division.

Pre-K 2019-2020 Student Blended Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-08:45	Theme I: Clothing and Laundry 20 minutes 2 weeks	Theme I: Clothing and Laundry 20 minutes 2 weeks	Theme I: Clothing and Laundry 20 minutes 2 weeks	Theme I: Clothing and Laundry 20 minutes 2 weeks	
08:45-09:15	Theme II: Animals 20 minutes 2 weeks	Theme II: Animals 20 minutes 2 weeks	Theme II: Animals 20 minutes 2 weeks	Theme II: Animals 20 minutes 2 weeks	
09:15-09:30	Theme III: Nursery Rhymes 20 minutes 2 weeks	Theme III: Nursery Rhymes 20 minutes 2 weeks	Theme III: Nursery Rhymes 20 minutes 2 weeks	Theme III: Nursery Rhymes 20 minutes 2 weeks	
09:30-09:55	ELECTIVE Art	ELECTIVE Music	ELECTIVE Physical Education	ELECTIVE Media/Technology	
09:55-10:10	BREAK	BREAK	BREAK	BREAK	
10:10-10:30	Theme IV: STEM/Recycle/Reuse 20 minutes 2 weeks	Theme V: Summer 20 minutes 2 weeks	Theme IV: STEM/Recycle/Reuse 20 minutes 2 weeks	Theme V: Summer 20 minutes 2 weeks	
10:30-10:55	Independent/ Guided Reading 20 minutes	Independent/ Guided Reading 20 minutes	Independent/ Guided Reading 20 minutes	Independent/ Guided Reading 20 minutes	
Daily Times	145 minutes	145 minutes	145 minutes	145 minutes	
	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	

Weekly Totals: 580 Minutes = 9 Hours 40 minutes

SCPS Kindergarten 2019-2020 Student Virtual Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-08:45	MATHEMATICS: 10 minute instruction 20 min independent work	MATHEMATICS: 10 minute instruction 20 min independent work	MATHEMATICS: 10 minute instruction 20 min independent work	MATHEMATICS: 10 minute instruction 20 min independent work	
08:45-09:15	ELA: 10 minute instruction 20 mins. independent work	ELA: 10 minute instruction 20 mins. independent work	ELA: 10 minute instruction 20 mins. independent work	ELA: 10 minute instruction 20 mins. independent work	
09:15-09:30	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing May include pictures, illustrations, and other illustrations.	Journal Writing May include pictures, illustrations, and other illustrations.	Journal Writing May include pictures, illustrations, and other illustrations.	
09:30-09:55	ELECTIVE Art	ELECTIVE Music	ELECTIVE Physical Education	ELECTIVE Media/Technology	
09:55-10:10	BREAK	BREAK	BREAK	BREAK	
10:10-10:30	SOCIAL ST.: 10 minute instruction 10 mins. independent work	SCIENCE: 10 minute instruction 10 mins. independent work	SOCIAL ST.: 10 minute instruction 10 mins. independent work	SCIENCE: 10 minute instruction 10 mins. independent work	
10:30-10:55	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	145 minutes	145 minutes	145 minutes	145 minutes	
	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	

Weekly Totals: 580 Minutes = 9 Hours 40 minutes

SCPS Kindergarten 2019-2020 Student Packet Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-08:45	MATHEMATICS: 30 minutes independent work	MATHEMATICS: 30 minutes independent work	MATHEMATICS: 30 minutes independent work	MATHEMATICS: 30 minutes independent work	
08:45-09:15	ELA: 30 minutes independent work	ELA: 30 minutes independent work	ELA: 30 minutes independent work	ELA: 30 minutes independent work	
09:15-09:30	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	
09:30-09:55	ELECTIVE Art Independent Activity	ELECTIVE Music Independent Activity	ELECTIVE Physical Education Independent Activity	ELECTIVE Media/Technology Independent Activity	
09:55-10:10	BREAK	BREAK	BREAK	BREAK	
10:10-10:30	SOCIAL ST.: 20 minutes independent work	SCIENCE: 20 minutes independent work	SOCIAL ST.: 20 minutes independent work	SCIENCE: 20 minutes independent work	
10:30-10:55	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	145 minutes	145 minutes	145 minutes	145 minutes	
	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	2 hours 25 mins	

Weekly Totals: 580 Minutes = 9 Hours 40 minutes

SCPS 1st-2nd Grade 2019-2020 Student Virtual Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:00	MATHEMATICS: 15 minute instruction 30 minutes independent work	MATHEMATICS: 15 minute instruction 30 minutes independent work	MATHEMATICS: 15 minute instruction 30 minutes independent work	MATHEMATICS: 15 minute instruction 30 minutes independent work	
09:00-09:45	ELA: 15 minute instruction 30 minutes independent work	ELA: 15 minute instruction 30 minutes independent work	ELA: 15 minute instruction 30 minutes independent work	ELA: 15 minute instruction 30 minutes independent work	
09:45-09:55	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	
09:55-10:25	ELECTIVE Art	ELECTIVE Music	ELECTIVE Physical Education	ELECTIVE Media/Technology	
10:25-10:40	BREAK	BREAK	BREAK	BREAK	
10:40-11:00	SOCIAL ST.: 10 minute instruction 10 minutes independent work	SCIENCE: 10 minute instruction 10 minutes independent work	SOCIAL ST.: 10 minute instruction 10 minutes independent work	SCIENCE: 10 minute instruction 10 minutes independent work	
11:00-11:15	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	165 minutes	165 minutes	165 minutes	165 minutes	
	2 hours 45 mins	2 hours 45 mins	2 hours 45 mins	2 hours 45 mins	

Weekly Totals: 660 Minutes = 11 Hours

SCPS 1st-2nd Grade 2019-2020 Student Packet Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:00	MATHEMATICS: 45 minutes independent work	MATHEMATICS: 45 minutes independent work	MATHEMATICS: 45 minutes independent work	MATHEMATICS: 45 minutes independent work	
09:00-09:45	ELA: 45 minutes independent work	ELA: 45 minutes independent work	ELA: 45 minutes independent work	ELA: 45 minutes independent work	
09:45-09:55	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	Journal Writing: May include pictures, illustrations, and other illustrations.	
09:55-10:25	ELECTIVE Art Independent Activity	ELECTIVE Music Independent Activity	ELECTIVE Physical Education Independent Activity	ELECTIVE Media/Technology Independent Activity	
10:25-10:40	BREAK	BREAK	BREAK	BREAK	
10:40-11:00	SOCIAL ST.: 20 minutes independent work	SCIENCE: 20 minutes independent work	SOCIAL ST.: 20 minutes independent work	SCIENCE: 20 minutes independent work	
11:00-11:15	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	165 minutes	165 minutes	165 minutes	165 minutes	
	2 hours 45 mins	2 hours 45 mins	2 hours 45 mins	2 hours 45 mins	

Weekly Totals: 660 Minutes = 11 Hours

SCPS 3rd-5th Grade 2019-2020 Student Virtual Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:15	ELA: 20 minute instruction 40 minutes independent work	ELA: 20 minute instruction 40 minutes independent work	ELA: 20 minute instruction 40 minutes independent work	ELA: 20 minute instruction 40 minutes independent work	
09:15-10:15	MATHEMATICS: 20 minute instruction 40 minutes independent work	MATHEMATICS: 20 minute instruction 40 minutes independent work	MATHEMATICS: 20 minute instruction 40 minutes independent work	MATHEMATICS: 20 minute instruction 40 minutes independent work	
10:15-10:30	Journal Writing	Journal Writing	Journal Writing	Journal Writing	
10:30-11:00	ELECTIVE Art	ELECTIVE Music	ELECTIVE Physical Education	ELECTIVE Media/Technology	
11:00-11:10	BREAK	BREAK	BREAK	BREAK	
11:10-11:30	SCIENCE: 10 minute instruction 10 minutes independent work	SOCIAL ST.: 10 minute instruction 10 minutes independent work	SCIENCE: 10 minute instruction 10 minutes independent work	SOCIAL ST.: 10 minute instruction 10 minutes independent work	
11:30-12:00	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	215 minutes	215 minutes	215 minutes	215 minutes	
	3 hours 35 mins	3 hours 35 mins	3 hours 35 mins	3 hours 35 mins	

Weekly Totals: 860 Minutes = 13 Hours 20 minutes

SCPS 3rd-5th Grade 2019-2020 Student Packet Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:15	ELA 60 minutes independent work	ELA 60 minutes independent work	ELA 60 minutes independent work	ELA 60 minutes independent work	
09:15-10:15	MATHEMATICS 60 minutes independent work	MATHEMATICS 60 minutes independent work	MATHEMATICS 60 minutes independent work	MATHEMATICS 60 minutes independent work	
10:15-10:30	Journal Writing	Journal Writing	Journal Writing	Journal Writing	
10:30-11:00	ELECTIVE Art	ELECTIVE Music	ELECTIVE Physical Education	ELECTIVE Media/Technology	
11:00-11:10	BREAK	BREAK	BREAK	BREAK	
11:10-11:30	SCIENCE 20 minutes independent work	SOCIAL ST. 20 minutes independent work	SCIENCE 20 minutes independent work	SOCIAL ST. 20 minutes independent work	
11:30-12:00	Independent Reading	Independent Reading	Independent Reading	Independent Reading	
Daily Times	215 minutes	215 minutes	215 minutes	215 minutes	
	3 hours 35 mins	3 hours 35 mins	3 hours 35 mins	3 hours 35 mins	

Weekly Totals: 860 Minutes = 13 Hours 20 minutes

SCPS 6th- 8th Grade 2019-2020 Student Virtual Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:15	Language Arts LA 6 LA 7 LA 8 30 minute instruction 30 minutes independent	Language Arts LA 6 LA 7 LA 8 30 minute instruction 30 minutes independent	Language Arts LA 6 LA 7 LA 8 30 minute instruction 30 minutes independent	Language Arts LA 6 LA 7 LA 8 30 minute instruction 30 minutes independent	
09:15-10:15	MATHEMATICS Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 30 minute instruction 30 minutes independent	MATHEMATICS Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 30 minute instruction 30 minutes independent	MATHEMATICS Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 30 minute instruction 30 minutes independent	MATHEMATICS Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 30 minute instruction 30 minutes independent	
10:15-10:55	SCIENCE Science 6 Life 7 Physical 8 Earth 20 minute instruction 20 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 20 minute instruction 20 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 20 minute instruction 20 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 20 minute instruction 20 minutes independent	
10:55-11:20	LUNCH	LUNCH	LUNCH	LUNCH	
11:20-12:00	SOCIAL ST. US HIS 6 US HIS 7 CIV/ECO 20 minute instruction 20 minutes independent	SOCIAL ST. US HIS 6 US HIS 7 CIV/ECO 20 minute instruction 20 minutes independent	SOCIAL ST. US HIS 6 US HIS 7 CIV/ECO 20 minute instruction 20 minutes independent	SOCIAL ST. US HIS 6 US HIS 7 CIV/ECO 20 minute instruction 20 minutes independent	
12:00-12:30	ELECTIVE I	ELECTIVE I	ELECTIVE I	ELECTIVE I	
12:30-01:00	ELECTIVE II	ELECTIVE II	ELECTIVE II	ELECTIVE II	
Daily Times	260 minutes	260 minutes	260 minutes	260 minutes	
	4 hours 20 mins	4 hours 20 mins	4 hours 20 mins	4 hours 20 mins	

Weekly Totals: 1040 Minutes = 17 Hours 20 Minutes

SCPS 6th-8th Grade 2019-2020 Student Packet Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:15	Language Arts LA 6 LA 7 LA 8 60 minutes independent	Language Arts LA 6 LA 7 LA 8 60 minutes independent	Language Arts LA 6 LA 7 LA 8 60 minutes independent	Language Arts LA 6 LA 7 LA 8 60 minutes independent	
09:15-10:15	Mathematics Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 60 minutes independent	Mathematics Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 60 minutes independent	Mathematics Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 60 minutes independent	Mathematics Math 6 Math 7 Pre-Algebra Algebra I Geometry Algebra I/Geo 60 minutes independent	
10:15-10:55	SCIENCE Science 6 Life 7 Physical 8 Earth 40 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 40 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 40 minutes independent	SCIENCE Science 6 Life 7 Physical 8 Earth 40 minutes independent	
10:55-11:20	LUNCH	LUNCH	LUNCH	LUNCH	
11:20-12:00	SOCIAL ST.: US HIS 6 US HIS 7 CIV/ECO 40 minutes independent	SOCIAL ST.: US HIS 6 US HIS 7 CIV/ECO 40 minutes independent	SOCIAL ST.: US HIS 6 US HIS 7 CIV/ECO 40 minutes independent	SOCIAL ST.: US HIS 6 US HIS 7 CIV/ECO 40 minutes independent	
12:00-12:30	ELECTIVE I Independent Activity	ELECTIVE I Independent Activity	ELECTIVE I Independent Activity	ELECTIVE I Independent Activity	
12:30-01:00	ELECTIVE II Independent Activity	ELECTIVE II Independent Activity	ELECTIVE II Independent Activity	ELECTIVE II Independent Activity	
Daily Times	260 minutes	260 minutes	260 minutes	260 minutes	
	4 hours 20 mins	4 hours 20 mins	4 hours 20 mins	4 hours 20 mins	

Weekly Totals: 1040 Minutes = 17 Hours 20 Minutes

SCPS 9-12 Grade 2019-2020 Student Virtual Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:25	BLOCK I 30 minute instruction 40 minutes independent work	BLOCK I 30 minute instruction 40 minutes independent work	BLOCK I 30 minute instruction 40 minutes independent work	BLOCK I 30 minute instruction 40 minutes independent work	
09:25-10:35	BLOCK II 30 minute instruction 40 minutes independent work	BLOCK II 30 minute instruction 40 minutes independent work	BLOCK II 30 minute instruction 40 minutes independent work	BLOCK II 30 minute instruction 40 minutes independent work	
10:35-11:05	LUNCH	LUNCH	LUNCH	LUNCH	
11:05-12:15	BLOCK III 30 minute instruction 40 minutes independent work	BLOCK III 30 minute instruction 40 minutes independent work	BLOCK III 30 minute instruction 40 minutes independent work	BLOCK III 30 minute instruction 40 minutes independent work	
12:15-01:25	BLOCK IV 30 minute instruction 40 minutes independent work	BLOCK IV 30 minute instruction 40 minutes independent work	BLOCK IV 30 minute instruction 40 minutes independent work	BLOCK IV 30 minute instruction 40 minutes independent work	
Daily Times	280 minutes	280 minutes	280 minutes	280 minutes	
	4 hours 40 mins	4 hours 40 mins	4 hours 40 mins	4 hours 40 mins	

Weekly Totals: 1,120 Minutes = 18 Hours 40 Minutes

SCPS 9-12 Grade 2019-2020 Student Packet Learning Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					Fun Friday
08:00-08:15	Mindfulness	Mindfulness	Mindfulness	Mindfulness	
08:15-09:25	BLOCK I 70 minutes independent work	BLOCK I 70 minutes independent work	BLOCK I 70 minutes independent work	BLOCK I 70 minutes independent work	
09:25-10:35	BLOCK II 70 minutes independent work	BLOCK II 70 minutes independent work	BLOCK II 70 minutes independent work	BLOCK II 70 minutes independent work	
10:35-11:05	LUNCH	LUNCH	LUNCH	LUNCH	
11:05-12:15	BLOCK III 70 minutes independent work	BLOCK III 70 minutes independent work	BLOCK III 70 minutes independent work	BLOCK III 70 minutes independent work	
12:15-1:25	BLOCK IV 70 minutes independent work	BLOCK IV 70 minutes independent work	BLOCK IV 70 minutes independent work	BLOCK IV 70 minutes independent work	
Daily Times	280 minutes	280 minutes	280 minutes	280 minutes	
	4 hours 40 mins	4 hours 40 mins	4 hours 40 mins	4 hours 40 mins	

Weekly Totals: 1,120 Minutes = 18 Hours 40 Minutes

Explanation of Schedule Terms

KEY
Mindfulness: Morning meditation used to bring focus and prepare for the day's activities. This activity includes deep breathing and becoming organized and ready for the day's expected activities.
ELA: English Language Arts includes reading, writing, speaking, listening and viewing. Students may be required to participate in different ELA activities on a given day or during a given week as specified by the teacher.
Journal Writing: Designated writing activity. PreK-2 students are able to draw, illustrate, cut and paste , if available, or use crafts for self-expression
Independent Reading: Student daily reading.

SCPS Teacher COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00-08:15	Parent Conferences	Parent Conferences	Parent Conferences	Parent Conferences	Family Fun
08:15-09:00	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	
09:00-09:45	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	
09:45-10:30	Parent Conferences	Parent Conferences	Parent Conferences	Parent Conferences	
10:30-11:15	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	
11:15-12:00	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	Student Instruction <i>(dependent on content and grade level)</i>	
12:00- 01:00	LUNCH	LUNCH	LUNCH	LUNCH	
01:00- 01:45	Student Instructional Support	Student Instructional Support	Student Instructional Support	Student Instructional Support	
01:45-03:00PLCs	Grade Level Meetings	Teacher/ Guidance Connect	Content Area Meetings	Administrative Meetings	

SCPS Paraprofessional COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15-09:00	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Family Fun
09:00-09:45	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	
09:45-10:30	School Service	School Service	School Service	School Service	
10:30-11:15	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	
11:15-12:00	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	
12:00-01:00	LUNCH	LUNCH	LUNCH	LUNCH	
01:00- 01:45	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	Instructional Support <i>based on student needs</i>	
01:45- 03:00 PLCs	Grade Level Meetings	School Service	School Service	Administrative Meetings	

SCPS Guidance Counselor COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00-08:45	Office Hours (by appointment only)	Office Hours (by appointment only)	Office Hours (by appointment only)	Office Hours (by appointment only)	Family Fun
08:45-10:15	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	
10:15-11:15	LUNCH	LUNCH	LUNCH	LUNCH	
11:15-12:45	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	Academic Counseling <i>Student/Parent Contact</i> (grading/scheduling/ co unseling)	
12:45-01:45	Student Support 10 minute slots (drop in office hours no appointment needed)	Student Support 10 minute slots (drop in office hours no appointment needed)	Student Support 10 minute slots (drop in office hours no appointment needed)	Student Support 10 minute slots (drop in office hours no appointment needed)	
01:45-03:00 PLCs	Grade Level Meetings	Teacher/ Guidance Connect	Guidance Counselors Meetings	Administrative Meetings	

SCPS School Nurse COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
08:00-03:00	Medication management and record keeping Parent/Student contact with specific details about individual needs/updates aligned to HIPAA guidelines(by appointment only) Return/distribution of student medication currently held by division File management and maintenance Update student records Prepare for adjustment in scheduling Monitor and document medical updates Medical management through division appropriate guidelines Update student records information Verify and update student address and communication information Communication Ongoing communication with division and health department Ongoing updates with parents and medically managed students			
10:45-11:45	LUNCH	LUNCH	LUNCH	LUNCH

SCPS Secretarial COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
08:00-03:00	Office management and record keeping Phones Data entry File management and maintenance Update student records Prepare for new students and student return Student information management: additions, deletions Prepare necessary staff correspondence Update student records information Verify and update student address and communication information Communication Ongoing communication with division and all staff calls/emails Ongoing duties as assigned by building leadership Meeting Monday and Tuesday debrief with building administration Wednesday prepare for building level meetings on Thursdays			
10:30- 11:30	LUNCH			

SCPS Building Leadership COVID-19 Academic Continuation Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
08:00-03:00	Community support Meal distribution School Management Scheduling Student support Division articulation and collaboration Service and supports Preparation as required for student success Faculty and staff support			

ADVISEMENT

Information within this document is current as of the moment published. Southampton County Public School Division leadership continues to monitor and adjust with ever-changing information, mandates, and updates on all levels. Instructional practices while provided in this comprehensive document, will continue to be reviewed and addressed based on the most current information available, and as it affects the unique needs of Southampton County Public Schools. The continued support of each faculty, staff, parent, and student in the division is greatly appreciated.

Instructional Packet Distribution and Return

Students and Parents

Process for Instructional Packet Distribution

An employee will wear personal protective equipment during the distribution of labeled instructional packets to one parent or guardian who comes to retrieve instructional packets.

Process for Instructional Packet Return

Parent or guardian will return a completed instructional packet by placing it in the appropriately labeled bin. The Southampton County Public School Division is asking all parents and guardians to take the necessary precautions during the return process.

Teachers

Handling of Instructional Packets

Once received, all instructional packets will remain untouched by any employee for up to three (3) days, and then only with the use of personal protective equipment, or unless otherwise instructed by the Health Department.

Alternate Methods for Retrieving Instructional Packets

Teachers will have PDF copies of the instructional packets on the Southampton County Public School Division's website. Parents will have the option to download and complete instructional packets at home.

Alternate Methods for Returning Instructional Packets

Parents will have the option to take pictures of the completed work and email them to their child's teachers. Parents may also scan completed assignments and submit them by email to the teachers.

If a parent chooses to return the instructional packet to the school, the instructional packet will remain untouched for up to three (3) days before it is handled by an employee for grading. It is strongly urged that personal protective equipment is used when handling documents.

Instructional Packets Not Picked Up

Instructional Packets that are not picked up may be mailed or delivered. Southampton County Public School Division staff members will make contact weekly to check on the status of package receipt.

SCPS LEARNING CONTINUATION PACKET VERIFICATION FORM

[illegible]

Southampton County Schools Teacher Virtual Lesson Plan Example		
Name:	School:	Estimated time of lesson: (Estimated time for completion of lesson.)
Standard and Objective: (TTW write and state the standard and objective for the lesson.)	Time Lesson Began: Time Lesson Ended: (TTW log the time you began and ended the lesson.)	
Anticipatory Set: (TTW describe how you will open the lesson to grab the attention of the students.) (TSW will listen and engage with the teacher.)		
Direct Instruction: (TTW Ensure you pause and answer questions asked aloud and in the chat. Remember to involve students online during the virtual lesson. Use materials and resources to reinforce the virtual lesson.) (TSW listen to the teacher and ask questions in the chat box.)		
Guided Practice: (TTW ensure you actively engage and model for students during the virtual lesson.) (TSW actively participate in the activity with the teacher. TSW engage with the teacher and other students involved in the lesson.)		
Checking for Understanding: (TTW list questions will you ask to ensure students comprehend the virtual lesson. List how you will reach each student's learning style visually, auditory, and kinesthetically.) (TSW ask questions if understanding is needed.)	Resources/Materials (TTW list resources and materials students will need to engage and participate in the virtual lesson.) (TSW will use available materials to participate and engage in the lesson.)	
Online Information: (TTW provide URLs, videos, and websites students will visit during the virtual lessons.) (TSW follow the teacher's directives to visit URLs, videos, and websites.)	Formative Assessments (TTW list how will you determine students are engaged and understanding your virtual lesson.) (TSW answer and discuss questions from the teacher.)	
Closure (TTW tell how you will close the virtual lesson reviewing each portion and providing feedback to students.) (TSW ask any questions to assure understanding.)		

SCPS STUDENT DISTANCE LEARNING PLAN TEMPLATE

TEACHER:	GRADE	DUE
-----------------	--------------	------------

Weekly Plan
WEEK OF:

LESSON PLANS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Reading				
Writing				
Math				
Science/ Social Studies				
Elective	Music	Art	Library	PE
Independent Reading				
Online Resources				

Notes: Weekly assignments are posted in Schoology. Students should log in to Schoology to complete the assignments.

Students will receive the distance learning plan with each packet to help guide them throughout the week.

SCPS STUDENT DISTANCE LEARNING PLAN *EXAMPLE* (Self-Contained)

Teacher: Mrs. Goode Teacher		Grade Level: 4th	Due Date: April 9, 2020	
Lesson Plans	Monday	Tuesday	Wednesday	Thursday
Reading	<p>I will Read The Old Thinks Almanac. Answer the questions (Days 1-4).</p> <p>I will Highlight/underline keywords in each question and proof for each answer.</p> <p>I will sort my word cards.</p> <p>I will complete a choice board activity with your spelling words.</p>	<p>I will complete the Synonym of Antonym worksheet.</p> <p>I will complete the Cause and Effect worksheet.</p> <p>I will sort my word cards.</p> <p>I will complete a choice board activity with your spelling words.</p>	<p>I will read Believe it or Not.</p> <p>I will answer the questions for Believe it or Not (Days 1-4).</p> <p>I will Highlight/underline keywords in each question and proof for each answer.</p> <p>I will sort my word cards.</p> <p>I will complete a choice board activity with your spelling words.</p>	<p>I will complete the homophone worksheet.</p> <p>I will complete main Idea Emperor Penguins worksheet.</p> <p>I will sort my word cards.</p> <p>I will complete a choice board activity with your spelling words.</p>
Writing	<p>I will write 3 to 4 sentences about my day.</p> <p>I will use capital letters, punctuation, and my best spelling (remember what we have practiced).</p>	<p>I will write 3 to 4 sentences about my day.</p> <p>I will use capital letters, punctuation, and my best spelling (remember what we have practiced).</p>	<p>I will write 3 to 4 sentences about my day.</p> <p>I will use capital letters, punctuation, and my best spelling (remember what we have practiced).</p>	<p>I will write 3 to 4 sentences about my day.</p> <p>I will use capital letters, punctuation, and my best spelling (remember what we have practiced).</p>
Math	<p>I will complete 4.3 Decimal Place Value Review worksheet.</p> <p>OPTIONAL</p> <p>I may complete the additional Practice: IXL lessons that you have not already mastered under 3rd, 4th, or 5th grade SOL pass--4th grade math lessons (Find Nottoway, the password is Nottoway)</p>	<p>I will complete 4.4 Computation with Whole Numbers Review worksheet.</p> <p>OPTIONAL</p> <p>I may complete the additional Practice: IXL lessons that you have not already mastered under 3rd, 4th, or 5th grade SOL pass--4th grade math lessons (Find Nottoway, the password is Nottoway)</p>	<p>I will complete 4.5 Adding and Subtracting Fractions and Decimals Review worksheet.</p> <p>OPTIONAL</p> <p>I may complete the additional Practice: IXL lessons that you have not already mastered under 3rd, 4th, or 5th grade SOL pass--4th grade math lessons (Find Nottoway, the password is Nottoway)</p>	<p>I will complete 4.2 Fraction Review.</p> <p>OPTIONAL</p> <p>I may complete the additional Practice: IXL lessons that you have not already mastered under 3rd, 4th, or 5th grade SOL pass--4th grade math lessons (Find Nottoway, the password is Nottoway)</p>
Science	<p>I will complete the review page using notes on weather and weather tools (4.6).</p>	<p>I will complete the review page using notes on Earth's revolution, rotation, and moon phases (4.8).</p>	<p>I will complete the review pages using notes on electricity and magnetism (4.3).</p>	<p>I will complete the review pages using notes on the solar system (4.7).</p>
Social Studies	<p>I will complete the review page using notes VS.2ab - Geography and Regions.</p>	<p>I will complete the review page using notes VS.2de - Bodies of Water and Features.</p>	<p>I will complete the review page using notes VSde - Language groups and Seasons and VS.2fg - Archaeology and American Indians today.</p>	<p>I will complete the review page using notes VS3abc - English Colonization and Virginia Company in London.</p>
Elective	Music	Art	Library	PE
Independent Reading	<p>I will read a book or magazine for 20 minutes.</p>	<p>I will read a book or magazine for 20 minutes.</p>	<p>I will read a book or magazine for 20 minutes.</p>	<p>I will read a book or magazine for 20 minutes.</p>
Additional SCPS Resources	https://www.southampton.k12.va.us/instructionalhome.htm	https://www.southampton.k12.va.us/instructionalhome.htm	https://www.southampton.k12.va.us/instructionalhome.htm	https://www.southampton.k12.va.us/instructionalhome.htm
Websites:				
Videos:				

Southampton County Schools Teacher Communication Log

Student Name (Student Names Listed by Class)	Parent Name	Contacted Parent/ Student	Phone	Remind	Date	Time	Notes
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			
			↗	↗			

Teachers and administrators will use this form to log communication with students and parents.

Employee Time Tracking

Employee Name: Sample Position: _____
 School: _____ Other: _____

Week of March 30th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday	8:30 - 10:00	Meal Distribution Set Up	10:00 - 12:00	Meal Distribution	1:00-2:00	Virtual Zoom Meeting	2:00-4:00	Parent Calls (see log)	
Tuesday									
Wednesday									
Thursday									
Friday									

Week of April 6th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Week of April 13th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday		SPRING BREAK							
Tuesday		SPRING BREAK							
Wednesday		SPRING BREAK							
Thursday		SPRING BREAK							
Friday		SPRING BREAK							

Week of April 20th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Week of April 27th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Week of May 4th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

Week of May 11th	Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time
Monday									
Tuesday									
Wednesday									

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

CAPRON ELEMENTARY SCHOOL

(Standards Left to be Taught)

KINDERGARTEN

Reading	6
Math	3
Science	3
Social Studies	3

FIRST GRADE

Reading	7
Math	5
Science	3
Social Studies	3

SECOND GRADE

Reading	3
Math	5
Science	5
Social Studies	1

THIRD GRADE

Reading	Complete
Math	4
Science	3
Social Studies	2

FOURTH GRADE

Reading	Complete
Math	5
Science	2
Social Studies	1

FIFTH GRADE

Reading	2
Math	8
Science	4
Social Studies	2

MEHERRIN ELEMENTARY SCHOOL*(Standards Left to be Taught)***KINDERGARTEN****Reading****4****Math****3****Science****13****Social Studies****3****FIRST GRADE****Reading****6****Math****6****Science****3****Social Studies****3****SECOND GRADE****Reading****6****Math****3****Science****4****Social Studies****5****THIRD GRADE****Reading****3****Math****6****Science****4****Social Studies****5****FOURTH GRADE****Reading****2****Math****4****Science****3****Social Studies****3****FIFTH GRADE****Reading****2****Math****6****Science****2****Social Studies****2**

NOTTOWAY ELEMENTARY SCHOOL*(Standards Left to be Taught)***KINDERGARTEN**

Reading	2
Math	3
Science	5
Social Studies	3

FIRST GRADE

Reading	5
Math	5
Science	3
Social Studies	4

SECOND GRADE

Reading	5
Math	5
Science	4
Social Studies	1

THIRD GRADE

Reading	Complete
Math	5
Science	2
Social Studies	2

FOURTH GRADE

Reading	1
Math	5
Science	2
Social Studies	2

FIFTH GRADE

Reading	2
Math	6
Science	1
Social Studies	2

RIVERDALE ELEMENTARY SCHOOL*(Standards Left to be Taught)***KINDERGARTEN**

Reading	6
Math	3
Science	3
Social Studies	3

FIRST GRADE

Reading	4
Math	7
Science	4
Social Studies	5

SECOND GRADE

Reading	2
Math	7
Science	3
Social Studies	1

THIRD GRADE

Reading	Complete
Math	6
Science	3
Social Studies	6

FOURTH GRADE

Reading	Complete
Math	5
Science	1
Social Studies	2

FIFTH GRADE

Reading	1
Math	3
Science	2
Social Studies	2

SOUTHAMPTON MIDDLE SCHOOL

(Standards Left to be Taught)

SIXTH GRADE

Reading	2
Math	5
Science	6
United States History I	1

SEVENTH GRADE

Reading	Complete
Math 7	5
Pre-Algebra	4
Life Science	3
United States History II	3

EIGHTH GRADE

Reading	Complete
Algebra I	2
Geometry	6
Physical Science	Complete
Earth Science	Complete
Civics	6

ELECTIVES

Health/PE 6	3
Health/PE 7	3
Health/PE 8	3
Band	11
Technology Systems	12
Spanish I	1
Art Appreciation	6
Intro to Art	4
Art I	6
Tag 6 & 7	6
AgriScience	4
STEM 6&7	7

SOUTHAMPTON HIGH SCHOOL

(Standards Left to be Taught)

English 9	3
English 10	3
English 11	1
English 12	2
Algebra I Part B	3
Geometry	6
Computer Math	11
Algebra II	Complete
Earth Science	4
General Biology	7
Academic Biology	7
Chemistry	7
World History I	7
World History II	8
United States History	6
Government	8
Sociology	6
Spanish I	4
Spanish II	8
Spanish III	4
Spanish IV	4
French I	Units 1-7
French II	Units 4-9
French III	Units 4-9
French IV	Units 4-9
Art I	Foundations 7-17
Art II	Foundations 7-22
Art III	Foundations 7-25
Graphic Design	19
Photography	19
Journalism	5 Units

Modern Health	3
Driver's Education	8 Modules
Physical Education	14
Chorus	11
Band	17-26
Cosmetology I, II, III	Chapters 13, 5, 14, 15
Computer Applications	Competencies 60-78
Senior Success	Competencies 36-61
Robotics	ITEA 10-13
CNA	BON Requirements Units 2-14
Natural Resources	Competencies 53-102
Culinary Arts I	7 Units
Culinary Arts II	Chapters 3, 5, 7, 10, 12
Independent Learning	Competencies 34-36, 55-70
Horticulture II	Competencies 53-84
Economics and Personal Finance	Competencies 82-152
Early Childhood I	Competencies 55-70
Early Childhood II	Competencies 48-51, 65-70
Design, Multimedia & Web Technologies	Competencies 55-84
Cyber Security	Competencies 50-52, 77-87, 95, 96, 109
Environmental Science	5

RESOURCES AND TOOLS

Academic Resources and Tools

Jason Learning

<https://login.jason.org/login/>

Jefferson Lab

<https://education.jlab.org/index.html>

Khan Academy

<https://www.khanacademy.org/>

MangaHigh- Middle/High Math Games

<https://www.mangahigh.com/en-us/games>

MathPlanet-Free lessons in Pre-Algebra, Algebra 1&2, and Geometry

<https://www.mathplanet.com/>

Prodigy

<https://www.prodigygame.com/>

Quizlet

<https://quizlet.com/>

ReadWriteThink- Free reading and writing resources for K-12

<http://www.readwritethink.org/>

The Concord Consortium (STEM topics)

<https://learn.concord.org/>

Think Math- Grades 5-8

<https://www.pbslearningmedia.org/collection/thinkmath/>

Word GameTime-K-7th grade

<http://www.wordgametime.com/>

Counseling Resources and Tools

Western Tidewater Community Services Board

757-966-2805

<https://www.wtcsb.org/>

Stepping Stones Counseling Services

757-956-6100

<http://www.steppingstonescounselingservices.org/>

*Emergency Services are offered at any local hospital emergency room.

This page initial left blank.

APPENDICES

Appendix A: Executive Orders

Executive Order Number 51: Declaration of State of Emergency	2
Executive Order Number 53: Temporary Restrictions Due to Novel Coronavirus (COVID-19)	4
Executive Order Number 55: Temporary Stay at Home Order Due to Novel Coronavirus (COVID-19)	8

Appendix B: State Superintendent Memorandums

State Supt. Memo 071-20	Updates Related to COVID-19	11
State Supt. Memo 075-20	COVID-19 A Parent Guide for School Aged Children	15
State Supt. Memo 082-20	Update-Guidance on Graduation Requirements Awarding Credits and Continuity of Learning	16

Appendix C: News Releases

News Release 03-09-2020	Coronavirus	17
News Release 03-16-2020	Meal Distribution	18
News Release 03-24-2020	School Closure Remainder of 2019-2020	20
News Release 03-31-2020	Assessments	21

Appendix D: SCPS Family Communication

Letter to Families 03-09-2020	Coronavirus (COVID-19)	22
Letter to Families 03-12-2020	Compromised Immune Systems-Other Health Issues	23
Letter to Families 03-13-2020	COVID-19 Updates Pre-Closure	24
Letter to Families 03-13-2020	Talking to Students about COVID-19	27
Letter to Families 03-13-2020	Two Week School Closure	32
Letter to Families 03-24-2020	School Closure Remainder 2019-2020	33
Letter to Families 03-29-2020	SCPS Continuity of Learning	34

Appendix E: SCPS Flyers

Flyer 03-09-2020	Prevent the Spread of Germs	37
Flyer 03-14-2020	Student Meal Distribution Week 1	38
Flyer 03-20-2020	Student Meal Distribution Week 2	39
Flyer 03-29-2020	Student Meal Distribution Week 3	40
Flyer 04-01-2020	WIFI Zone	41
Flyer 04-01-2020	Kajeet	42
Flyer 04-02-2020	SMS iPad Disbursement (4/6; 4/7; 4/8)	43
Flyer 04-05-2020	Schoology Training: SCPS Faculty (4/6-4/7)	44
Flyer 04-05-2020	Schoology Training: SCPS Family (4/8)	45
Flyer 04-06-2020	Meal Notice	46
Flyer 04-16-2020	Meal Notice: Spring Break – No Meal Service	47
Flyer 04-23-2020	Meal Notice	48



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER FIFTY-ONE (2020)

DECLARATION OF A STATE OF EMERGENCY DUE TO NOVEL CORONAVIRUS (COVID-19)

Importance of the Issue

The Commonwealth of Virginia is monitoring an outbreak of a respiratory illness referred to as the coronavirus (COVID-19), which has spread from Wuhan, Hubei Province, China to more than 80 other locations internationally, including the Commonwealth. The Virginia Department of Health (VDH) has been working with local, state, and federal officials, healthcare and emergency management experts, and various state agencies to form a COVID-19 Taskforce to prepare for and respond to this threat. Given recent confirmed occurrences of COVID-19 within the Commonwealth and in neighboring states, as well as information from the Centers for Disease Control and Prevention, it is anticipated that the disease will spread.

Therefore, on this date, March 12, 2020, I declare that a state of emergency exists in the Commonwealth of Virginia to continue to prepare and coordinate our response to the potential spread of COVID-19, a communicable disease of public health threat. The anticipated effects of COVID-19 constitute a disaster as described in § 44-146.16 of the *Code of Virginia (Code)*. By virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by §§ 44-146.17 and 44-75.1 of the *Code*, as Governor and Director of Emergency Management and Commander-in-Chief of the Commonwealth's armed forces, I proclaim a state of emergency. Accordingly, I direct state and local governments to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions as much as possible. Emergency services shall be conducted in accordance with § 44-146.13 *et seq.* of the *Code*.

In order to marshal all public resources and appropriate preparedness, response, and recovery measures, I order the following actions:

- A. Implementation by state agencies of the Commonwealth of Virginia Emergency Operations Plan, as amended, along with other appropriate state plans.

- B. Activation of the Virginia Emergency Operations Center and the Virginia Emergency Support Team, as directed by the State Coordinator of Emergency Management, to coordinate the provision of assistance to state, local, and tribal governments and to facilitate emergency services assignments to other agencies.
- C. Authorization for the heads of executive branch agencies, on behalf of their regulatory boards as appropriate, and with the concurrence of their Cabinet Secretary, to waive any state requirement or regulation, and enter into contracts without regard to normal procedures or formalities, and without regard to application or permit fees or royalties. All waivers issued by agencies shall be posted on their websites.
- D. Activation of § 59.1-525 *et seq.* of the *Code* related to price gouging.
- E. Activation of the Virginia National Guard to State Active Duty.
- F. Authorization of a maximum of \$10,000,000 in state sum sufficient funds for state and local government mission assignments and state response and recovery operations authorized and coordinated through the Virginia Department of Emergency Management allowable by The Stafford Act, 42 U.S.C. § 5121 *et seq.* Included in this authorization is \$1,000,000 for the Department of Military Affairs, if it is called to State Active Duty.

Effective Date of this Executive Order

This Executive Order shall be effective March 12, 2020, and shall remain in full force and in effect until June 10, 2020 unless sooner amended or rescinded by further executive order. Termination of this Executive Order is not intended to terminate any federal type benefits granted or to be granted due to injury or death as a result of service under this Executive Order.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 12th day of March, 2020.



A handwritten signature in black ink, reading "Ralph S. Northam", written over a horizontal line.

Ralph S. Northam, Governor

Attest:

A handwritten signature in black ink, reading "Kelly Thomasson", written over a horizontal line.

Kelly Thomasson, Secretary of the Commonwealth



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER FIFTY-THREE (2020)

TEMPORARY RESTRICTIONS ON RESTAURANTS, RECREATIONAL, ENTERTAINMENT, GATHERINGS, NON-ESSENTIAL RETAIL BUSINESSES, AND CLOSURE OF K-12 SCHOOLS DUE TO NOVEL CORONAVIRUS (COVID-19)

Importance of the Issue

The Commonwealth of Virginia continues to respond to the novel coronavirus (COVID-19) pandemic. On March 13, 2020, I ordered all K-12 schools in the Commonwealth closed for two weeks. On March 17, 2020, I, along with the Virginia State Health Commissioner, issued an Order of the Governor and State Health Commissioner Declaration of Public Health Emergency (later amended) limiting the number of patrons in restaurants, fitness centers, and theaters to no more than 10 per establishment. Despite these measures, COVID-19 presents an ongoing threat to our communities. Information from the Virginia Department of Health reveals occurrences of the virus in every region of the Commonwealth. Indeed, the data suggests that in several regions there may be community spread of the virus.

Now, we must take additional long term action to mitigate the impacts of this virus on our Commonwealth. Guidance on School Closures from the Centers for Disease Control and Prevention indicates that medium term closures (8-20 weeks) have greater impact on minimizing the spread of COVID-19 than shorter term closures (2-8 weeks). This guidance is consistent with the expertise of public health officials and their models of continuing spread of COVID-19 throughout the Commonwealth and the nation. Unnecessary person-to-person contact increases the risk of transmission and community spread. Consequently, we must limit such interactions to those necessary to access food and essential materials. Protecting the health and ensuring the safety of every Virginian is my highest priority.

Directive

Therefore, by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by § 44-146.17 of the *Code of Virginia* and in furtherance of Executive Order 51, I order the following:

1. Effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020, all public and private in person gatherings of 10 or more individuals are prohibited.
2. Cessation of all in-person instruction at K-12 schools, public and private, for the remainder of the 2019-2020 school year. Facilities providing child care services may remain open. On March 18, 2020, the Commissioner of the Virginia Department of Social Services, Duke Storen, issued [a letter](#) with guidance for daycare providers operating in the Commonwealth, including group size limits of 10 and stringent public health guidelines to prevent the spread of COVID-19. That guidance remains effective and I urge all Virginians with school-age children to review it. In addition, I urge child care providers to prioritize services for children of essential personnel, while asking all families with the ability to keep their children home, to do so. To that end, the Virginia Department of Social Services and the Virginia Department of Education will issue guidance to communities about operationalizing emergency child care services for essential personnel.
3. Closure of all dining and congregation areas in restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020. Restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets may continue to offer delivery and take-out services.
4. Closure of all public access to recreational and entertainment businesses, effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020 as set forth below:
 - Theaters, performing arts centers, concert venues, museums, and other indoor entertainment centers;
 - Fitness centers, gymnasiums, recreation centers, indoor sports facilities, and indoor exercise facilities;
 - Beauty salons, barbershops, spas, massage parlors, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed that would not allow compliance with social distancing guidelines to remain six feet apart;
 - Racetracks and historic horse racing facilities; and
 - Bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs, and all other places of indoor public amusement.

5. Essential retail businesses may remain open during their normal business hours. Such businesses are:
 - Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;
 - Medical, laboratory, and vision supply retailers;
 - Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
 - Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
 - Home improvement, hardware, building material, and building supply retailers;
 - Lawn and garden equipment retailers;
 - Beer, wine, and liquor stores;
 - Retail functions of gas stations and convenience stores;
 - Retail located within healthcare facilities;
 - Banks and other financial institutions with retail functions;
 - Pet and feed stores;
 - Printing and office supply stores; and
 - Laundromats and dry cleaners.
6. Effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020, any brick and mortar retail business not listed in paragraph 5 may continue to operate but must limit all in-person shopping to no more than 10 patrons per establishment. If any such business cannot adhere to the 10 patron limit with proper social distancing requirements, it must close.
7. All businesses shall, to the extent possible, adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and other appropriate workplace guidance from state and federal authorities while in operation.
8. Although business operations offering professional rather than retail services may remain open, they should utilize teleworking as much as possible. Where telework is not feasible, such business must adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and apply the relevant workplace guidance from state and federal authorities.
9. Nothing in the Order shall limit: (a) the provision of health care or medical services; (b) access to essential services for low-income residents, such as food

banks; (c) the operations of the media; (d) law enforcement agencies; or (e) the operation of government.

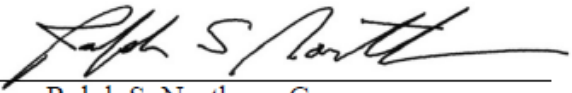
Violation of paragraphs 1, 3, 4, and 6 of this Order shall be a Class 1 misdemeanor pursuant to § 44-146.17 of the *Code of Virginia*.

Effective Date of this Executive Order

This Executive Order shall be effective March 23, 2020, amends Amended Order of the Governor and State Health Commissioner Declaration of Public Health Emergency, Order of Public Health Emergency One, and shall remain in full force and in effect until amended or rescinded by further executive order.

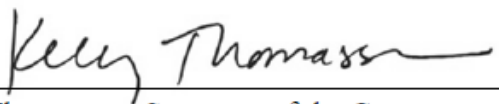
Given under my hand and under the Seal of the Commonwealth of Virginia, this 23rd day of March, 2020.





Ralph S. Northam, Governor

Attest:



Kelly Thomasson, Secretary of the Commonwealth



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER FIFTY-FIVE (2020)

TEMPORARY STAY AT HOME ORDER DUE TO NOVEL CORONAVIRUS (COVID-19)

To reinforce the Commonwealth's response to COVID-19 and in furtherance of Executive Orders 51 (March 12, 2020) and 53 (March 23, 2020) and by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by § 44-146.17 of the *Code of Virginia*, I order the following:

1. All individuals in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53. To the extent individuals use shared or outdoor spaces, whether on land or on water, they must at all times maintain social distancing of at least six feet from any other person, with the exception of family or household members or caretakers. Individuals may leave their residences for the purpose of:
 - a. Obtaining food, beverages, goods, or services as permitted in Executive Order 53;
 - b. Seeking medical attention, essential social services, governmental services, assistance from law enforcement, or emergency services;
 - c. Taking care of other individuals, animals, or visiting the home of a family member;
 - d. Traveling required by court order or to facilitate child custody, visitation, or child care;
 - e. Engaging in outdoor activity, including exercise, provided individuals comply with social distancing requirements;
 - f. Traveling to and from one's residence, place of worship, or work;

- g. Traveling to and from an educational institution;
 - h. Volunteering with organizations that provide charitable or social services; and
 - i. Leaving one's residence due to a reasonable fear for health or safety, at the direction of law enforcement, or at the direction of another government agency.
- 2. All public and private in-person gatherings of more than ten individuals are prohibited. This includes parties, celebrations, religious, or other social events, whether they occur indoor or outdoor. This restriction does not apply:
 - a. To the operation of businesses not required to close to the public under Executive Order 53; or
 - b. To the gathering of family members living in the same residence.
- 3. Institutions of higher education shall cease all in-person classes and instruction, and cancel all gatherings of more than ten individuals. For purposes of facilitating remote learning, performing critical research, or performing essential functions, institutions of higher education may continue to operate, provided that social distancing requirements are maintained.
- 4. Effective April 1, 2020 at 11:59 p.m., cessation of all reservations for overnight stays of less than 14 nights at all privately-owned campgrounds, as defined in § 35.1-1 of the *Code of Virginia*.
- 5. Closure of all public beaches as defined in § 10.1-705 of the *Code of Virginia* for all activity, except exercising and fishing. Social distancing requirements must be followed.
- 6. All relevant state agencies shall continue to work with all housing partners to execute strategies to protect the health, safety, and well-being of Virginians experiencing homelessness during this pandemic and to assist Virginians in avoiding evictions or foreclosures.
- 7. As provided in Executive Order 53, nothing in this Order shall limit: (a) the provision of health care or medical services; (b) access to essential services for low-income residents, such as food banks; (c) the operations of the media; (d) law enforcement agencies; or (e) the operation of government.

Violation of paragraphs 2, 3, 4, and 5 of this Order shall be a Class 1 misdemeanor pursuant to § 44-146.17 of the *Code of Virginia*.

Effective Date of this Executive Order

This Executive Order shall be effective March 30, 2020, amends Amended Order of the Governor and State Health Commissioner Declaration of Public Health Emergency, Order of Public Health Emergency One and Executive Order 53, and shall remain in full force and in effect until June 10, 2020, unless amended or rescinded by further executive order.

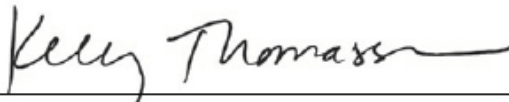
Given under my hand and under the Seal of the Commonwealth of Virginia, this 30th day of March, 2020.





Ralph S. Northam, Governor

Attest:



Kelly Thomasson, Secretary of the Commonwealth



COMMONWEALTH of VIRGINIA
Department of Education

DATE: March 13, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: **Updates Related to COVID-19 Following the Governor's Order to Close Schools for a Minimum of Two Weeks**

The Governor of Virginia ordered all K-12 schools in Virginia to close for a minimum of two weeks in response to the spread of COVID-19. A link to the Governor's Press Release can be found [here](#). The Virginia Department of Education (VDOE) has been working closely with the Governor's Office, the Virginia Department of Health, and other state agencies to ensure our public schools and communities have the most up-to-date information and resources to be proactive and to respond to concerns about COVID-19. The health and safety of our children and staff are our top priorities. We continue to hear from parents and our school leaders about their concerns and understand the fears any parent may have. The VDOE continues to support school divisions in accessing resources related to child care access, providing student meals, and continuing to provide learning opportunities for all students.

Make-Up Days

Per the Governor's order related to the state of emergency, the State Superintendent will work with school divisions to provide flexibility via waivers for the school hours missed during the Governor's order and for other school closures related to COVID-19.

School Nutrition

The VDOE is currently approving waivers to school divisions to authorize non-congregate feeding under the Summer Food Service Program. We have received updates from local school divisions that are setting up drive-thru pickups, using school buses, and using faith-based organizations as pickup sites, etc., in order to ensure children have access to meals. An additional Superintendent's Memo regarding school nutrition will follow.

Continuity of Learning

Should there be extended closures beyond the current order the VDOE encourages school divisions to consider options and ideas to engage students in reading, thinking and learning. Creating such opportunities should be done with careful consideration of providing equitable access and support for a variety of students. Due to the waivers that will be granted for school closures related to COVID-19, schools should not consider strategies for continuity of learning as make-up days.

Additionally, we recommend that school divisions be mindful of the impacts of increased screen time for students and incorporates suggestions for physical activity and wellness.

School Finance and Funding

The VDOE continues to provide updates to the guidance concerning Basic Aid Payments. Contingency plans are in place to allow the semi-monthly recurring payments for Standards of Quality (SOQ) and other Direct Aid accounts to continue to divisions. With the approval of waivers mentioned above, state funding will continue to be provided to school divisions. If there are partial waivers in the future, funding may be prorated based on the partial approval of a waiver of the 990 hour/180 day *Code of Virginia* requirement.

Student Assessments

Staff from the VDOE are evaluating options to provide flexibility in meeting testing requirements for the Standards of Learning tests, the Virginia Alternate Assessment Program and the ACCESS for ELs test administered to English Learners. More information and guidance will be provided as it becomes available.

Resources from the Virginia Department of Education

#GoOpenVA - Open Educational Resources. Virginia's teachers are encouraged to utilize the free instructional resources available through the #GoOpenVA website. These resources are available to all Virginia educators using their local division log-in credentials.

A selection of resources from local school divisions has been uploaded to the Open Educational Resource (OER) to the [*COVID-19 Extended Closing Resources Collection*](#). School divisions are encouraged to add instructional content to Virginia's OER repository, in general, but items specifically related to this closure can be uploaded into this collection through the goopenva.org website. For additional information, please review [*Superintendent's Memo 013-20*](#).

Virtual Virginia Resources and Free Teacher Training to Support Virtual Learning. Virtual Virginia is a program offered by VDOE at no cost to school divisions. Virtual Virginia is pleased to host a series of three webinars at no cost over the next few weeks for all Virginia public educators:

Foundations of Online Teaching Using Web Conferencing

Thursday, March 19, at 4 p.m. EST

Participants will learn how to create online classrooms, structure a live instructional session, and share best practices for synchronous instruction.

Supporting Instruction through Video Lessons

Thursday, March 26, at 4 p.m. EST

Participants will learn how to use free tools to record brief video lessons that can be shared with students.

Teaching Online with Virtual Virginia Digital Content

Thursday, April 2, at 4 p.m. EST

Participants will learn how to quickly get the most out of the Virtual Virginia Outreach Resources (listed below), create assignments, monitor progress, and much more.

Please encourage your staff to register for these webinars ([registration link](#)).

Free Resources to Support Virtual Learning. Virtual Virginia offers 14 course resources in EPF, Math, Science, and Computer Science at no cost for teachers and students to use in blended delivery via the Virtual Virginia LMS.

- Economics and Personal Finance
- Personal Finance
- Economics
- Algebra I
- Algebra II
- Geometry
- Math Analysis/Pre-Calculus
- Earth Science I
- Biology I
- Chemistry
- Physics II
- Computer Science Foundations
- Computer Science Principles
- Computer Science Programming

These resources contain fully developed lessons aligned to Virginia Standards of Learning, videos, interactive applications, and assessments. Visit the Virtual Virginia website to learn more about how to begin using these free resources ([VVA Outreach Program](#)). Should you have any additional needs for support through Virtual Virginia's digital content, please contact Sarah Warnick, Director of Products & Services (sarah.warnick@virtualva.org).

Resources from the U. S. Department of Education

Serving Children With Disabilities. The U.S. Department of Education created the [Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak](#) document to outline state and local agency responsibilities to infants, toddlers, and children with disabilities and their families, and to the staff serving these children.

Student Privacy and FERPA. The U. S. Department of Education's Student Privacy Policy Office (SPPO) prepared [FERPA and Coronavirus Frequently Asked Questions 03_12_2020.pdf](#) to assist school officials working with public health officials in managing public health issues related to COVID-19, while protecting the privacy of students' education records. Educational agencies and institutions, such as school divisions and schools, play an important role in slowing the spread of COVID-19 in schools and local communities. This document is available on the Student Privacy [website](#). Please direct any relevant student privacy related follow up questions to FERPA@ed.gov.

ESSA Assessment and Accountability. This fact sheet discusses the potential implications of COVID-19 on state assessment and accountability systems. This fact sheet also addresses other considerations regarding the use of Federal funds under the Elementary and Secondary Education Act of 1965, as amended (ESEA). [ESSA Assessment and Accountability](#)

Resources from the Centers for Disease Control (CDC)

Other VDOE Updates and Previous Superintendent Memos

Continue to visit the VDOE [website](#) for additional updates and guidance on COVID-19 and public schools. The VDOE has also provided the following memos regarding COVID-19:

[Additional Resources Following First Cases of COVID-19 in Virginia](#) (Word) – Superintendent's Memo 063-20, March 9, 2020

[Transmitting School Absentee Data to the Virginia Department of Health for the Purpose of Public Health Surveillance](#) (Word) – Superintendent's Memo 062-20, March 9, 2020

[Coronavirus \(COVID-19\) Information and Resources](#) (Word) – Principals Memo 1006-20, March 3, 2020

[Addressing Misinformation Related to the Coronavirus \(COVID-19\)](#) (Word) – Superintendent's Memo 051-20, February 21, 2020

[Novel Coronavirus \(2019-nCoV\)](#) (Word) – Superintendent's Memo 032-20, February 7, 2020



COMMONWEALTH of VIRGINIA
Department of Education

DATE: March 23, 2020
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **COVID-19: A Parent Guide for School-Aged Children**

The Governor of Virginia ordered all K-12 schools in Virginia to close through the end of this academic year on March 23, 2020. The Virginia Department of Education (VDOE) will issue guidance to help local school divisions execute plans to continue instruction, while ensuring students are served equitably, regardless of income level, access to technology, English learner status or special needs. This includes options for additional instruction through summer programming, affording flexibility in course requirements and integrating instruction into coursework next year. The VDOE is also in contact with the federal government and is preparing a waiver for testing requirements. The VDOE has also been working closely with the Governor's Office, the Virginia Department of Health, and other state agencies to ensure our public schools and communities have the most up-to-date information and resources to be proactive and to respond to concerns about COVID-19. The health and safety of our children and staff are our top priorities. We continue to hear from parents and our school leaders about their concerns and understand the fears any parent may have. The VDOE has created the [COVID-19: A Parent Guide for School-Aged Children](#) to serve as a resource for parents, families and caregivers on a variety of topics related to COVID-19 and their students.

Continue to visit the VDOE [website](#) for additional updates and guidance on COVID-19. If you have questions, please contact the VDOE Department of Special Education and Student Services, at special.ed.assistantsuperintendent.memo@doe.virginia.gov.



COMMONWEALTH of VIRGINIA
Department of Education

DATE: March 27, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: UPDATE: Guidance on Graduation Requirements, Awarding of Credits, and Continuity of Learning

In response to feedback and questions received from K-12 educational stakeholders across the Commonwealth, the Virginia Department of Education is providing the attached update to the Guidance on Graduation Requirements, Awarding of Credits, and Continuity of Learning document originally published on Monday, March 23, 2020 in Superintendent's Memo #077-20.

This update includes clarifications and technical edits. A change log can be found at the end of the document.

Questions may be addressed to Michael Bolling by email at Michael.Bolling@doe.virginia.gov or by phone at (804) 225-2034.

JFL/mfb

Attachment:

- A. UPDATE: Graduation Requirements, Awarding of Credits, and Continuity of Learning (Word) - **This attachment has been updated as of March 30, 2020: Refer to [Graduation Requirements, Awarding of Credits, and Continuity of Learning](#)**



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 • Courtland, Virginia 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 9, 2020

FOR IMMEDIATE RELEASE

As concerns regarding COVID-19, more commonly known as Coronavirus, are rising, Southampton County Public School Division is carefully monitoring and addressing preventative measures for the school division. According to the Virginia Department of Health (VDH), "Virginia has two presumptive positive cases of COVID-19." While these cases are not in our area, we are extremely aware and cautious of the ability of this virus to quickly spread.

Currently, Southampton County Public School Division is in constant communication with our local health department and is checking with the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), and Virginia Department of Education (VDOE) for regular updates.

VDOE has encouraged all school divisions to follow preventative measures recommended by the CDC which are as follows: avoid close contact with people who are sick; avoid touching your eyes, nose, and mouth; stay home when you are sick; cover your cough or sneeze with tissue, then throw the tissue in the trash; clean and disinfect frequently touched objects and surfaces; wash your hands often with soap and water for at least 20 seconds; and use an alcohol-based hand sanitizer if soap and water are not readily available.

Southampton County Public School Division will maintain our vigilance in our preventative measures to protect our students and staff. To prevent the spread of germs and viruses, the school division is taking the following precautionary measures: regularly wiping down frequently touched surfaces with disinfectant to include desks, door handles, communal areas of the schools, buses and vehicles; encouraging hand washing for 20 seconds; using tissues, or sleeves when tissues are not available, when coughing or sneezing.

Additionally, Southampton County Public School Division has purchased two Victory Electrostatic Backpack Sprayers. Electrostatic spray is a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to adhere to and coat surfaces and objects. The solution within the sprayers is able to kill Coronavirus as well as a host of other viruses and germs. Spraying of all Southampton County Public School Division buildings, buses, and vehicles will begin with the arrival of the backpacks this week.

Southampton County Public School Division has sent letters to students, families and staff asking that everyone be vigilant in following the recommended preventative measures. It is our hope that through an awareness and implementation of preventative measures, our community will stay healthy.

Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------

March 16, 2020

FOR IMMEDIATE RELEASE

Southampton County Public School Division Distributes Meals during Statewide Closure

Southampton County Public School Division moved swiftly on Friday, March 13, 2020, after Governor Northam's statewide school closure announcement, to develop a plan to provide meals for Southampton County children who are 18 years of age or younger.

Through the collective efforts of the Food Services Department Supervisor Angela Sproul and Assistant Raquel Locklear and district administration, led by Division Superintendent Dr. Gwendolyn Shannon, the plan was developed and implemented on Monday, March 16, 2020, the first day of the closure.



L to R: Superintendent Dr. Gwendolyn Shannon, Custodian Clayton Banks, Director of Special Education Dr. Tonia Taylor, NES Principal Susan Melbye, & MES Principal Rickeita Jones.

The meal distribution plan is a drive-thru meal service operating out of Riverdale Elementary School. Three days of meals, breakfast and lunch, are being provided for each child on Mondays, and then meals are provided again for three days on Thursdays.

Individuals picking up meals simply need to

drive to the back of the school and meals will be handed to them while they are in their vehicle. Children do not need to be present in the car to receive the meals.



Teachers April Lane and Chikita Peterson ready to distribute meals to students.



Cafeteria Staff preparing meals. L to R: Sylvie Murphy, Viola Worrell, Elaine Barnes, & Gevonian Freeman.

The first day of meal distribution was a huge success! Southampton County Public Schools provided approximately 2,000 meals to the children of Southampton County. Through our partnership with the Obici Grant Foundation, the Foodbank of Southeastern Virginia and Eastern Shore will provide fresh produce that will be distributed along with the school meals on Thursday, March 19, 2020. The produce is being provided as a replacement for

the very successful Healthy School Market program that was originally scheduled for later this month.

In order to ensure enough meals are prepared each distribution day, parents should send the number of students, or persons under the age of 18 in the household, for whom they are requesting meals to: their principal's REMIND app, Dr. Shannon's inbox directly on Facebook messenger, Dr. Shannon directly by text at 757-653-4464, or call (757) 352-8951 or (757) 556-4890.



School Board Members Jim Pope and Denise Bunn (not pictured) along with Custodian Clayton Banks taking meals outside to be distributed.

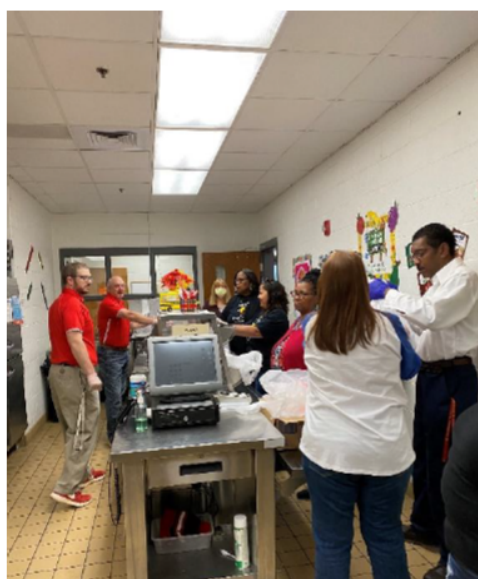
Southampton County Public School Division considers it a pleasure to be able to provide this service to our community. We are very appreciative of the employees, faculty, staff and administration, who are volunteering their time to distribute the meals.

Please stay safe and healthy during the statewide school closure.

gpc



Teacher Tracy Brown delivering meals to the students.



SCPS staff putting meals together. L to R: Scott Stephenson, Chad Brock, Joy Carr, Norma Jones, Amesheia Warren, Kim Walker-Lee, Tracy Dollarhide, & Forrest Picot.



Teachers Laura Ellsworth and Kaci Keech handing meals to families in the RES drive thru.



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn Page Shannon, Division Superintendent

**Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair**

March 24, 2020

FOR IMMEDIATE RELEASE

On March 23, 2020, Governor Northam announced that Virginia K-12 schools will remain closed for all students for the remainder of the school year. The COVID-19 issue is a serious and continually changing situation. Southampton County Public School Division teachers, administrators, and staff have been working diligently to provide meals for students and provide a continuum of learning. Our plans and lessons were based on a two-week closure where student work was to revisit learned concepts and skills.

With the announcement on Monday, March 23, 2020, we began transitioning from a short-term closure to developing long-term plans for students and employees. The direction given by the Governor was multi-faceted and school divisions will be receiving guidance from the Virginia Department of Education. We will continue to provide information to parents, students, and staff through multiple communication formats.

While this is a critical time, we will work together to provide our students with a quality educational experience during the closure. The health, safety, and well-being of our community is our first priority. Take care of yourself and your loved ones.

Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Tvor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 • Courtland, Virginia 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Gwendolyn Page Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 31, 2020

FOR IMMEDIATE RELEASE

Standards of Learning (SOL) testing has been suspended for the spring of 2020, due to the school closure for students for the remainder of the 2019-2020 school year. The Virginia Department of Education (VDOE) is currently reviewing options for the SOL assessments moving forward. Regardless of the suspension of the assessments, Southampton County Public Schools will continue to provide quality instruction for each student and ensure that all standards are covered by adjusting our instructional delivery, pacing, and curricula. With the implementation of our Continuity of Learning Plan, Southampton County Public School Division can ensure that even though the schools are closed, learning is continuing, course content is covered, and students are prepared for the 2020-2021 school year.

Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Ivor District	Boykins District	Capron District	Drewryville District	Franklin District	Jerusalem District	Newsoms District	At Large
Florence W. Reynolds	Dr. Carolyn Modlin	James D. Pope, III	Donna Rountree	Lynn J. Bradley	Christopher Smith, Sr.	Denise B. Bunn	Dr. Deborah Goodwyn William Worsham



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 9, 2020

Dear Southampton County Public Schools Parents:

With the heightened concern of COVID-19, commonly known as Coronavirus, Southampton County Public School division continues to keep the safety, health, and well-being of our students and staff a top priority. We are working closely with Western Tidewater Health Department to monitor Coronavirus. According to the Centers for Disease Control and Prevention (CDC), the risk of Coronavirus to the general public is considered low at this time. While concern is growing over the Coronavirus, we also want to remind you that Virginia is still experiencing widespread levels of influenza (flu).

The CDC recommends that everyone practice, preventative measures to help avoid illness, such as:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer if soap and water are not readily available

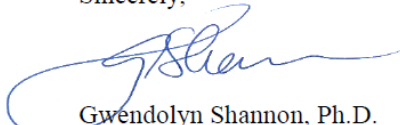
Southampton County Public School division is taking the following precautionary measures; encouraging and reminding students and staff to follow the CDC recommendations; regularly wiping down frequently touched surfaces with disinfectant to include desks, door handles and communal areas of the schools; strongly encouraging hand washing; using tissues, or a sleeve when tissues are not available, when coughing or sneezing. Additionally, Southampton County Public School division has purchased two Victory Electrostatic Backpack Sprayers. Electrostatic spray is a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to adhere to and coat surfaces and objects. The solution within the sprayers is able to kill the Coronavirus as well as a host of other viruses. Spraying of all Southampton County Public School division buildings will begin with the arrival of the sprayers this week.

For more information, please call 1-877-ASK-VDH3 (1-877-275-8343) or visit the following websites:

- Centers for Disease Control and Prevention (www.cdc.gov/coronavirus/)
- Virginia Department of Health (www.vdh.gov/wurveillance-and-investigation/novel-coronavirus)

Thank you for your support as we work to ensure the safety and wellbeing of our students and staff.

Sincerely,



Gwendolyn Shannon, Ph.D.
Division Superintendent



Joyce B. Tomlin, RN
School Nurse Supervisor

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

COMPROMISED IMMUNE SYSTEMS / OTHER HEALTH ISSUES

March 12, 2020

Dear Southampton County Schools Families:

While we are not aware of any documented cases of COVID-19 (Coronavirus), in Southampton County, Southampton County Public Schools is taking proactive steps for the safety, health, and well-being of our students and staff. The school division is one of the larger employers in Southampton County; as such, we serve the largest groups of people collectively during the weekdays. To minimize the risk of the spread of germs and illness, we are strongly encouraging anyone who is sick to remain home.

If your child, our student, has a documented compromised immune system or other health issues, which make them more susceptible to viruses, you have the option of keeping your child at home during this pandemic. If you choose to keep your child at home, administration and teachers will provide a continuity of learning by providing assignments, utilizing distance learning, sending self-directed learning activities, and staff prepared lesson materials. Your child will also be given an opportunity to make up any work that must be completed at the school. Kajeets (wifi mobile hotspot), iPads, and laptops will be provided as available. We will provide breakfast and lunch each school day at no cost for your child upon request. Students with documented compromised immune systems or other health issues choosing to remain home will be given excused absences.

Contact your school's administrator if you are considering keeping your child at home so that appropriate individual plans can be put in place. Please contact me if you have any questions or concerns.

Sincerely,

Gwendolyn P. Shannon, Ph.D.
Division Superintendent
Mobile: 757-653-4464

Board of Education

Berlin/Ivor District Boykins District Capron District
Florence W. Reynolds Dr. Carolyn Modlin James D. Pope, III

Drewryville District
Donna Rountree

Franklin District
Lynn J. Bradley

Jerusalem District
Christopher Smith, Sr.

Newsoms District
Denise B. Bunn

At Large
Dr. Deborah Goodwyn
William Worsham



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 - Courtland, Virginia 23837
Phone (757) 653-2692 - Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 13, 2020

Dear Southampton County Public School Division Families:

Southampton County Public School Division has taken a proactive stance to the COVID-19 (Coronavirus) pandemic to minimize the spread of illness. The school division is continuously monitoring and communicating with the Virginia Department of Health (VDH), Virginia Department of Education (VDOE), and the Centers for Disease Control and Prevention (CDC) to remain current on the status of Coronavirus.

CLEANING AND DISINFECTING

A comprehensive cleaning and disinfecting plan of all Southampton County Public School Division facilities and vehicles was developed on Monday, March 9, 2020. Schools and offices were provided with an ample supply of Clorox wipes and Lysol spray and the school division purchased two electrostatic sprayers to treat surfaces throughout the division. The division superintendent sent a letter to all staff requesting their assistance in the prevention of the spread of germs and viruses. The preventative cleaning and disinfecting plan includes:

Follow the CDC recommendations to avoid illness.	<ul style="list-style-type: none"> - Avoid close contact with people who are sick. - Avoid touching your eyes, nose, and mouth. - Stay home when you are sick. - Cover your cough or sneeze with tissue, then throw the tissue in the trash. Cough or sneeze in your sleeve if no tissue is available. - Clean and disinfect frequently touched objects and surfaces. - Wash your hands often with soap and water for at least 20 seconds. - Use an alcohol-based hand sanitizer if soap and water are not readily available.
School staff have been provided with disinfecting supplies, Lysol spray and Clorox wipes, to maintain a sanitized learning environment.	<p>Wipe down and spray each day and between classes the following:</p> <ul style="list-style-type: none"> - Door handles - Desks - Light Switches - Water Fountains - Restroom Sinks - Cafeteria Surfaces, Tables, and Keypads
School division drivers, bus and vehicle, provided with disinfecting supplies.	<p>Wipe down and spray each day and between runs:</p> <ul style="list-style-type: none"> - Seats and seat backs - Handles and railings - Consoles

Board of Education

Berlin/Ivor District
Florence W. Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James D. Pope, III

Drewryville District
Donna Rountree

Franklin District
Lynn J. Bradley

Jerusalem District
Christopher Smith, Sr.

Newsoms District
Denise B. Bunn

At Large
Dr. Deborah Goodwyn
William Worsham



SOUTHAMPTON COUNTY SCHOOLS

<p>Electrostatic Sprayer. (Electrostatic spray is a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to adhere to and coat surfaces and objects. The solution within the sprayers is able to kill Coronavirus as well as other viruses and germs.)</p>	<p>To date, the following has been sprayed or scheduled to be sprayed:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Southampton High School</td><td>March 11 & 12, 2020</td></tr> <tr> <td>Nottoway Elementary School</td><td>March 12, 2020</td></tr> <tr> <td>Southampton Middle School</td><td>March 13, 2020</td></tr> <tr> <td>Capron Elementary School</td><td>March 13, 2020</td></tr> <tr> <td>Meherrin Elementary School</td><td>March 13, 2020</td></tr> <tr> <td>Riverdale Elementary School</td><td>Afternoon of March 13, 2020</td></tr> <tr> <td>Fresh Start Center</td><td>Afternoon of March 13, 2020</td></tr> </table> <p>Schools will continue to be sprayed on a routine basis throughout the pandemic.</p> <p>21 vehicles have received electrostatic spraying. Spraying of buses and vehicles will continue until all vehicles are sprayed. Vehicles will continue to be sprayed on a routine basis throughout the pandemic.</p>	Southampton High School	March 11 & 12, 2020	Nottoway Elementary School	March 12, 2020	Southampton Middle School	March 13, 2020	Capron Elementary School	March 13, 2020	Meherrin Elementary School	March 13, 2020	Riverdale Elementary School	Afternoon of March 13, 2020	Fresh Start Center	Afternoon of March 13, 2020
Southampton High School	March 11 & 12, 2020														
Nottoway Elementary School	March 12, 2020														
Southampton Middle School	March 13, 2020														
Capron Elementary School	March 13, 2020														
Meherrin Elementary School	March 13, 2020														
Riverdale Elementary School	Afternoon of March 13, 2020														
Fresh Start Center	Afternoon of March 13, 2020														

ATTENDANCE

At this time, Southampton County Public School Division will operate on a regular schedule. Students are strongly encouraged to stay home if they are sick. Students should not return to school until they are symptom free without medication for 24 hours. For students who are sick and remain at home and students who are kept at home due to compromised immune systems or health issues, the following will be provided:

<p>Students who are Absent:</p> <ul style="list-style-type: none"> - Students who are sick. - Students whose parents choose to keep them home. 	<p>Administration and teachers will provide a continuity of learning by:</p> <ul style="list-style-type: none"> - Providing assignments. - Utilizing distance learning. - Sending self-directed learning activities and staff prepared lesson materials. - Opportunity to make up work that must be completed at the school. - iPads and laptops will be provided, as available. - Breakfast and lunch provided each school day at no cost upon request. - Absences will be marked as school approved. - Absences during the pandemic will not be counted toward attendance awards.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SOCIAL DISTANCING

In an effort to practice social distancing, Southampton County Public School Division has enacted the following procedures:

<p>Suspension of All After-School Activities</p>	<p>Effective Saturday, March 14, 2020, until further notice, all after-school activities and events have been suspended.</p>
<p>Suspension of Travel</p>	<p>Effective Saturday, March 14, 2020, until further notice, all school related travel is suspended until further notice.</p>



SOUTHAMPTON COUNTY SCHOOLS

INSTRUCTION

Southampton County Public School Division faculty and staff are currently making preparations in the event that a school division closure occurs. Teachers have developed packets for students to maintain and practice learned curriculum and skills. There are online activities available as well.

Paper and Pencil Lessons and Activities	Many of the plans and activities are paper and pencil and will be provided in packet form. These lessons and activities are the only assignments required.
Online Programs	Lessons through programs such as Schoology, Edmentum, Study Island, IXL, Google Classroom, and Accelerated Reader will be available for students as well. Students may use the following link to access programs as they do at school: https://www.southampton.k12.va.us/instructionalhome.htm

MEALS

In the event that a school division closure occurs, the Food Services Department will provide meals in the Summer Food Service Program (SFSP) format. Meals will be available to everyone under the age of 18 in a household provided one child in the household attends Southampton County Public Schools.

Location(s) will be determined at a later date if there is a school division closure.

Southampton County Public School Division will maintain our vigilance in our preventative measures for the safety, health, and well-being of our students and staff. We encourage everyone whether at home or at school to be vigilant in practicing the CDC recommendations to avoiding illness.

We will continually monitor the pandemic in our area and work with our supporting agencies to make informed and responsible decisions. Information and updates will be shared through Instant Alert, letters, social media, and the Remind app. It is our hope that through an awareness and implementation of preventative measures, our Southampton County Public School Division family will stay healthy.

Sincerely,

A blue ink signature of Gwendolyn Shannon, Ph.D., written in a cursive style.

Gwendolyn Shannon, Ph.D.
Division Superintendent



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 - Courtland, Virginia 23837
Phone (757) 653-2692 - Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 13, 2020

Dear Southampton County Schools Families:

Dealing with the news of COVID-19 (Coronavirus) can elicit much stress. We want our student to be able to express their feelings related to this issue with a trusted adult. There are many resources on the Internet that provide information about the virus; however, we want to provide you with a resource, developed by the National Association of School Psychologists (NASP) and the National Association of School Nurses (NASN), entitled *Talking to Children About COVID-19 (Coronavirus)*. This document provides suggestions for specific guidelines for dealing with this situation. Additionally, it provides tips for talking to your child and resource that you may access for more information.

As always, the safety, health, and well-being of our students is a top priority. We hope that providing this resource to you will assist them through this period.

Sincerely,

Gwendolyn P. Shannon, Ph.D.
Division Superintendent
Mobile: 757-653-4464

Board of Education

Berlin/Ivor District
Florence W. Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James D. Pope, III

Drewryville District
Donna Rountree

Franklin District
Lynn J. Bradley

Jerusalem District
Christopher Smith, Sr.

Newsoms District
Denise B. Bunn

At Large
Dr. Deborah Goodwyn
William Worsham

February 29, 2020

Talking to Children About COVID-19 (Coronavirus) A Parent Resource

A new type of coronavirus, abbreviated COVID-19, is causing an outbreak of respiratory (lung) disease. It was first detected in China and has now been detected internationally. While the immediate health risk in the United States is low, it is important to plan for any possible outbreaks if the risk level increases in the future.

Concern over this new virus can make children and families anxious. While we don't know where and to what extent the disease may spread here in the United States, we do know that it is contagious, that the severity of illness can vary from individual to individual, and that there are steps we can take to prevent the spread of infection. Acknowledging some level of concern, without panicking, is appropriate and can result in taking actions that reduce the risk of illness. Helping children cope with anxiety requires providing accurate prevention information and facts without causing undue alarm.

It is very important to remember that children look to adults for guidance on how to react to stressful events. If parents seem overly worried, children's anxiety may rise. Parents should reassure children that health and school officials are working hard to ensure that people throughout the country stay healthy. However, children also need factual, age appropriate information about the potential seriousness of disease risk and concrete instruction about how to avoid infections and spread of disease. Teaching children positive preventive measures, talking with them about their fears, and giving them a sense of some control over their risk of infection can help reduce anxiety.

Specific Guidelines

Remain calm and reassuring.

- Children will react to and follow your verbal and nonverbal reactions.
- What you say and do about COVID-19, current prevention efforts, and related events can either increase or decrease your children's anxiety.
- If true, emphasize to your children that they and your family are fine.
- Remind them that you and the adults at their school are there to keep them safe and healthy.
- Let your children talk about their feelings and help reframe their concerns into the appropriate perspective.

Make yourself available.

- Children may need extra attention from you and may want to talk about their concerns, fears, and questions.
- It is important that they know they have someone who will listen to them; make time for them.
- Tell them you love them and give them plenty of affection.

Avoid excessive blaming.

- When tensions are high, sometimes we try to blame someone.
- It is important to avoid stereotyping any one group of people as responsible for the virus.
- Bullying or negative comments made toward others should be stopped and reported to the school.
- Be aware of any comments that other adults are having around your family. You may have to explain what comments mean if they are different than the values that you have at home.

Monitor television viewing and social media.

- Limit television viewing or access to information on the Internet and through social media. Try to avoid watching or listening to information that might be upsetting when your children are present.
- Speak to your child about how many stories about COVID-19 on the Internet may be based on rumors and inaccurate information.
- Talk to your child about factual information of this disease—this can help reduce anxiety.
- Constantly watching updates on the status of COVID-19 can increase anxiety—avoid this.
- Be aware that developmentally inappropriate information (i.e., information designed for adults) can cause anxiety or confusion, particularly in young children.
- Engage your child in games or other interesting activities instead.

Maintain a normal routine to the extent possible.

- Keep to a regular schedule, as this can be reassuring and promotes physical health.
- Encourage your children to keep up with their schoolwork and extracurricular activities, but don't push them if they seem overwhelmed.

Be honest and accurate.

- In the absence of factual information, children often imagine situations far worse than reality.
- Don't ignore their concerns, but rather explain that at the present moment very few people in this country are sick with COVID-19.
- Children can be told this disease is thought to be spread between people who are in close contact with one another—when an infected person coughs or sneezes.
- It is also thought it can be spread when you touch an infected surface or object, which is why it is so important to protect yourself.
- For additional factual information contact your school nurse, ask your doctor, or check the <https://www.cdc.gov/coronavirus/2019-ncov/index.html> website.

Know the symptoms of COVID-19.

- The CDC believes these symptoms appear in a few days after being exposed to someone with the disease or as long as 14 days after exposure:
 - Fever
 - Cough
 - Shortness for breath
- For some people the symptoms are like having a cold; for others they are quite severe or even life threatening. In either case it is important to check with your child's healthcare provider (or yours) and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

Review and model basic hygiene and healthy lifestyle practices for protection.

- Encourage your child to practice every day good hygiene—simple steps to prevent spread of illness:
 - Wash hands multiple times a day for at least 20 seconds (singing Twinkle, Twinkle Little Star slowly takes about 20 seconds).
 - Cover their mouths with a tissue when they sneeze or cough and throw away the tissue immediately, or sneeze or cough into the bend of their elbow. Do not share food or drinks.

- Practice giving fist or elbow bumps instead of handshakes. Fewer germs are spread this way.
- Giving children guidance on what they can do to prevent infection gives them a greater sense of control over disease spread and will help to reduce their anxiety.
- Encourage your child to eat a balanced diet, get enough sleep, and exercise regularly; this will help them develop a strong immune system to fight off illness.

Discuss new rules or practices at school.

- Many schools already enforce illness prevention habits, including frequent hand washing or use of alcohol-based hand cleansers.
- Your school nurse or principal will send information home about any new rules or practices.
- Be sure to discuss this with your child.
- Contact your school nurse with any specific questions.

Communicate with your school.

- Let your school know if your child is sick and keep them home. Your school may ask if your child has a fever or not. This information will help the school to know why your child was kept home. If your child is diagnosed with COVID-19, let the school know so they can communicate with and get guidance from local health authorities.
- Talk to your school nurse, school psychologist, school counselor, or school social worker if your child is having difficulties as a result of anxiety or stress related to COVID-19. They can give guidance and support to your child at school.
- Make sure to follow all instructions from your school.*

Take Time to Talk

You know your children best. Let their questions be your guide as to how much information to provide. However, don't avoid giving them the information that health experts identify as critical to ensuring your children's health. Be patient; children and youth do not always talk about their concerns readily. Watch for clues that they may want to talk, such as hovering around while you do the dishes or yard work. It is very typical for younger children to ask a few questions, return to playing, then come back to ask more questions.

When sharing information, it is important make sure to provide facts without promoting a high level of stress, remind children that adults are working to address this concern, and give children actions they can take to protect themselves.

Information is rapidly changing about this new virus—to have the most correct information stay informed by accessing <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Keep Explanations Age Appropriate

- Early elementary school children need brief, simple information that should balance COVID-19 facts with appropriate reassurances that their schools and homes are safe and that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps people take every day to stop germs and stay healthy, such as washing hands. Use language such as "adults are working hard to keep you safe."
- Upper elementary and early middle school children will be more vocal in asking questions about whether they truly are safe and what will happen if COVID-19 comes to their school or community. They may need assistance separating reality from rumor and fantasy. Discuss efforts of school and

community leaders to prevent germs from spreading.

- Upper middle school and high school students are able to discuss the issue in a more in-depth (adult-like) fashion and can be referred directly to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID-19. Having such knowledge can help them feel a sense of control.

Suggested Points to Emphasize When Talking to Children

- Adults at home and school are taking care of your health and safety. If you have concerns, please talk to an adult you trust.
- Not everyone will get the coronavirus (COVID-19) disease. School and health officials are being especially careful to make sure as few people as possible get sick.
- It is important that all students treat each other with respect and not jump to conclusions about who may or may not have COVID-19.
- There are things you can do to stay healthy and avoid spreading the disease:
 - Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash.
 - Avoid touching your eyes, nose, and mouth.
 - Wash hands often with soap and water (20 seconds).
 - If you don't have soap, use hand sanitizer (60–95% alcohol based).
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Additional Resources

Talking With Children: Tips for Caregivers, Parents, and Teachers During Infectious Disease Outbreaks, <https://store.samhsa.gov/product/Talking-With-Children-Tips-for-Caregivers-Parents-and-Teachers-During-Infectious-Disease-Outbreaks/SMA14-4886>

Coping With Stress During Infectious Disease Outbreaks, <https://store.samhsa.gov/product/Coping-with-Stress-During-Infectious-Disease-Outbreaks/sma14-4885>

Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About, <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

For more information related to schools and physical and mental health, visit www.nasponline.org and www.nasn.org.

© 2020, National Association of School Psychologists, 4340 East West Highway, Suite 402, Bethesda, MD 20814, 301-657-0270



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 13, 2020

Dear Southampton County Public School Division Families and Staff:

Southampton County Public Schools will be closed for all students from Monday, March 16, 2020, through Friday, March 27, 2020, by order of Governor Ralph Northam. In his address to the Commonwealth this afternoon, Governor Northam stated, "We are taking this action to keep Virginians as safe and healthy as possible, and to minimize exposure to COVID-19."

Southampton County Public School Division will provide breakfast and lunch during the closure in the format of the Summer Food Service Program (SFSP). Meals will be available to children age 18 and under.

More details are forthcoming in regard to the school closure and to meal distribution.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Shannon", written over a horizontal line.

Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Ivor District	Boykins District	Capron District	Drewryville District	Franklin District	Jerusalem District	Newsoms District	At Large
Florence W. Reynolds	Dr. Carolyn Modlin	James D. Pope, III	Donna Rountree	Lynn J. Bradley	Christopher Smith, Sr.	Denise B. Bunn	Dr. Deborah Goodwyn William Worsham



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn Page Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 24, 2020

Dear Southampton County Public School Division Families:

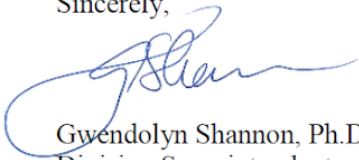
Monday, March 23, 2020, Governor Ralph Northam announced that Virginia K-12 schools will remain closed for all students for the remainder of the 2019-2020 school year. This closure is heartbreaking to many, to say the least, but understandable as the COVID-19 pandemic is a serious and continually changing national public health issue. This is a time of great uncertainty for us all, and many of you probably have more questions than I have answers at this time. Nevertheless, together we will get through these uncharted waters. I want to assure you that the Southampton County Public School Division is working conscientiously to address the concerns of parents, students, employees and our community as well as to ensure continuity of instruction.

During the initial two-week closure, Southampton County Public School Division teachers, administrators, and staff worked together to serve approximately 10,400 meals for students and provided instructional materials, in packet form and through virtual formats, reinforcing the curriculum.

Today, we received guidance from the Virginia Department of Education (VDOE) and Dr. James Lane, Superintendent of Public Instruction, and are working to determine potential implications to our school division based on the guidelines. Our division employees are dedicated to ensuring that we maintain quality instruction during this mandated extended school closure.

We will continue to communicate with you through the Remind app, instant alert phone messages, and social media to keep you updated and informed. We will all work together to provide your child, our students, with a quality educational experience during the closure. Please take care of yourself and your loved ones during this time, and stay healthy.

Sincerely,



Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 • Courtland, Virginia 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Gwendolyn Page Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair
James D. Pope, III, Vice-Chair

March 29, 2020

Dear Southampton County Public School Division Families:

On March 23, 2020, Governor Northam enacted Executive Order 53, which closed schools for students for the remainder of the 2019-2020 school year. Southampton County Public School Division received guidance from the Virginia Department of Education (VDOE), and we have developed our plan for the Continuity of Learning for our students for the remainder of the 2019-2020 school year. As a school community, it is our goal to ensure that our students are provided quality instruction for the remainder of the school year and are fully prepared for 2020-2021. Below is information regarding the continuation of the school year (Please note that the COVID-19 pandemic is an ever-changing situation, and, as such, the plan for the remainder of the school year is subject to change).

Nutrition Plan

Meals will be available to students each week on Mondays and Thursdays. The distribution of meals for all students will be as follows:

Mondays and Thursdays:

Riverdale Elementary:	9 a.m. to 11 a.m.
Capron Elementary:	10 a.m. to 12 p.m.
Nottoway Elementary:	10 a.m. to 12 p.m.
Meherrin Elementary:	10 a.m. to 12 p.m.

Continuity of Learning

Schools will continue to provide quality instruction for each student for the remainder of the school year. The Continuity of Learning Plan consists of a blended model of virtual learning through Schoology, our learning management system, which encompasses our online programs and instructional packets. School administrators and teachers will work with families to provide technology as needed and as available. Virtual student lessons will be provided on a continual basis, and instructional packets will be available for pick up on Thursdays. For all students enrolled in Southampton County Public Schools, we are working diligently to ensure that even though the schools have been closed, learning is continuing, course content is covered, and students are prepared for the 2020-2021 school year.

Equitable Opportunities

We will continue an equitable education delivery to provide the necessary support and resources for all students to be successful. We will meet all federal and state requirements, as well as legal requirements related to supporting Individualized Education Programs for students receiving special education, ESL, and student device services.

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------

Technology

Access to proper technology is at the heart of a virtual learning strategy. We are taking inventory of, and collecting, all available devices currently in our buildings that could be issued to students, as well as assessing the need for additional devices. We are developing a process for staff and families to evaluate technology available at home and evaluate needs. We will also provide technical support and training to families and employees who may run into issues with technology.

Graduation Requirements

VDOE has established graduation requirements that can be waived and will be addressing requirements that require action by the General Assembly in order to be waived. Southampton High School Counselors will be conducting an audit of each of the seniors' transcripts to determine who is on-track for the 2019-2020 school year graduation. Through this audit, they will indicate which requirements need to be waived, if any, for each student. This process should be complete by May 15, 2020.

Students Enrolled in Credit-Bearing Courses Graduating in 2021 or After

Southampton High School and Southampton Middle School students enrolled in credit-bearing courses will complete their courses this school year, with teachers providing instruction through a blended model of virtual learning and instructional packets. Teachers will review standards that must be taught and adjust their teaching and schedule accordingly.

Students in Grades PreK-8

As with students in grades 9-12, our students in PreK-8 will be provided instruction through a blended model of virtual learning and instructional packets. We are ensuring that all standards are covered by adjusting the pacing and grade-level curricula.

Advanced Placement Courses

The College Board has announced that students enrolled in Advanced Placement (AP) classes will be able to take AP exams online, at home, and has provided preparation materials for home access for AP teachers and students. AP teachers will continue to teach and work with students to prepare them for these exams.

Virtual Virginia

Students enrolled in Virtual Virginia courses should follow the direction given by the instructor regarding expectations for work and grading.

Dual Enrollment/Dual Credit Courses

Students enrolled in Dual Enrollment/Dual Credit courses should continue to complete the assignments issued by the instructor. We are discussing the courses with administrators at Camp Community College and will provide updated information once received.

Grades

Student work, regardless of classification, will be graded. Guidance from the Virginia School Board Association (VSBA) and the Virginia Association of School Superintendents (VASS) was issued on

Board of Education

Berlin/Ivor District
Florence W. Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James D. Pope, III

Drewryville District
Donna Rountree

Franklin District
Lynn J. Bradley

Jerusalem District
Christopher Smith, Sr.

Newsoms District
Denise B. Bunn

At Large
Dr. Deborah Goodwyn
William Worsham

Friday, March 27, 2020. The information will be presented to the school board at our next school board meeting, and a decision will be made at that time.

Report Cards

Report cards for the 3rd nine weeks will not be distributed on Friday, April 3, 2020. We are providing students an opportunity for makeup work, enrichment, reteaching, and reassessing. We will begin the abbreviated 4th nine weeks on April 20, 2020.

SOL Testing

Standards of Learning (SOL) testing has been suspended for the spring of 2020, due to the school closure for students, for all subjects and all grades. VDOE is currently reviewing options for the assessments moving forward. Updates will be provided as we learn more.

Spring Break

Spring Break will be honored as planned. Spring Break is scheduled for April 10, 2020, through April 17, 2020.

Spring Sports

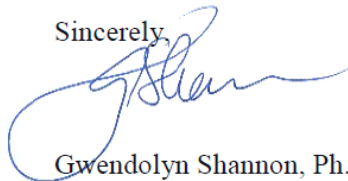
The Virginia High School League (VHSL) has delayed its final decision on spring sports until May. We will provide an update as soon as a decision is made.

Prom

A decision has not been made at this time regarding the Prom. The status of the COVID-19 pandemic and recommendations by the CDC will guide us in our plans.

The COVID-19 pandemic is ever-changing, and we are continually reviewing the information provided by the CDC and the Virginia Department of Health (VDH) to ensure the health, safety, and well-being of students and staff. We will continue to communicate with you through the Remind app, instant alert phone messages, and social media to keep you updated and informed of our Continuity of Learning Plan. Please stay safe and take care of yourself and your family, and stay healthy.

Sincerely,



Gwendolyn Shannon, Ph.D.
Division Superintendent

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
----------------------------------------------	----------------------------------------	---------------------------------------	----------------------------------------	--------------------------------------	----------------------------------------------	------------------------------------	----------------------------------------------------

WASH YOUR HANDS

Prevent the Spread of Germs



The CDC recommends that everyone PRACTICE, preventative measures to help avoid illness, such as:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer, if soap and water are not readily available

SOUTHAMPTON COUNTY PUBLIC SCHOOLS
DR. GWENDOLYN P. SHANNON, DIVISION SUPERINTENDENT



Free Meals Available

Southampton County Public Schools
at Riverdale Elementary School

Monday and Thursday 9:00 a.m. - 11:00 a.m.

Pick up enough food for three (3) days.

Breakfast and Lunch

Anyone 18 and under

31023 Camp Pkwy, Courtland, VA 23837

Dr. Gwendolyn Shannon, Division Superintendent 757-653-4464

Made with PosterMyWall.com



**Capron
Elementary**
10:00 a.m. - Noon

**Meherrin
Elementary**
10:00 a.m. - Noon

**Nottoway
Elementary**
10:00 a.m. - Noon

**Riverdale
Elementary**
9:00 a.m. - 11:00 a.m.

Southampton Middle and Southampton High School students may pick up meals from any location.

Serving Our Own

FREE MEALS

Monday, March 23rd and
Thursday, March 26th

Students of Southampton County Public Schools
and anyone 18 or under who resides in the same
household as the student.



SOUTHAMPTON COUNTY PUBLIC SCHOOLS

**MONDAY, MARCH 30TH
&
THURSDAY, APRIL 2ND**

FREE MEALS

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS FAMILIES!
WE LOOK FORWARD TO SEEING YOU AND YOUR CHILDREN
FOR ANOTHER MEAL DISTRIBUTION.**

**STUDENTS OF SOUTHAMPTON COUNTY PUBLIC SCHOOLS
AND ANYONE 18 OR UNDER WHO RESIDES IN THE SAME
HOUSEHOLD AS THE STUDENT.**

**PLEASE CONTINUE TO BRING YOUR CHILDREN WITH YOU
WHEN PICKING UP FOOD.**

**SOUTHAMPTON HIGH AND MIDDLE SCHOOL STUDENTS
MAY PICK UP MEALS AT ANY LOCATION**

**DRIVE-THRU SERVICE WILL BE AVAILABLE
AT THE FOLLOWING SCHOOLS**

RIVERDALE ELEMENTARY 9AM-11AM

CAPRON ELEMENTARY 10AM -NOON

NOTTOWAY ELEMENTARY 10AM -NOON

MEHERRIN ELEMENTARY 10AM -NOON



**DR. GWENDOLYN P. SHANNON, DIVISION SUPERINTENDENT
757-653-4464 CELLULAR**

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

FREE WIFI



Available At All Schools

WIFI ZONE

OPEN TO THE PUBLIC

Kajeet MiFis available upon request.

Limited Supply Available.

Locations for Best Reception

SHS-Front Drop Off Loop
SHS/SMS -Vo-Tech Bus Parking Lot
Capron- Beside Cafeteria
Meherrin- Front Drop Off Loop
Nottoway- Front Drop Off Loop
Riverdale- Front Drop Off Loop & Back Bus Parking Lot
Fresh Start Center- Front of Cafeteria

Tech Support 757-653-7443

Hours 8 a.m. to 8 p.m.

Mr. Bill Hatch, Technology Supervisor
Dr. Gwendolyn Shannon, Division Superintendent, 757-653-4464



Southampton County Public Schools



**Request A Kajeet
TODAY
Use the Link Below!**

<https://forms.gle/EqA9Pe3B1AXn9dwd9>

**STUDENT MIFI INTERNET HOTSPOT
SUBMIT A KAJEET
REQUEST FORM TODAY!**

<https://forms.gle/EqA9Pe3B1AXn9dwd9>

Take a few minutes and fill out the information needed to complete the request form for your child.

Southampton County Public Schools
Dr. Gwendolyn P. Shannon, Division Superintendent
www.southampton.k12.va.us



SOUTHAMPTON COUNTY PUBLIC SCHOOLS ALL MIDDLE SCHOOL PARENTS

DRIVE-THRU & PICK UP



WWW.SOUTHAMPTON.K12.VA.US

Student iPads

**SOUTHAMPTON MIDDLE SCHOOL
PICK UP FROM 12:00 PM - 4:00 PM**

**MON. APRIL 6, 2020, 8TH GRADE
TUES. APRIL 7, 2020, 7TH GRADE
WED. APRIL 8, 2020, 6TH GRADE**

**Mr. Bill Hatch, Computer Scientist & Technology Specialist
Mrs. Joan McCullough, Instructional Technology Resource Teacher
Dr. Gwendolyn Shannon, Division Superintendent**

757-653-2692 OR 757-653-4464



TEACHER SCHOOLGY TRAINING

SOUTHAMPTON COUNTY PUBLIC SCHOOL

Monday & Tuesday
April 6th and 7th

TRAINING VIRTUAL SESSIONS

8:00 A.M. - 10:00 A.M. INTRODUCTION TO SCHOOLGY

10:30 A.M. - 12:30 P.M. INTRODUCTION TO SCHOOLGY

1:00 P.M. - 3:00 P.M. INTERMEDIATE SCHOOLGY USERS

SPACE IS LIMITED TO 30 TEACHERS PER SESSION!

REGISTER at bit.ly/SCPSSchoolgyTraining

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

DR. GWENDOLYN F. SHANNON, DISTRICT SUPERINTENDENT



Wednesday
April 8th

PARENT SCHOLOGY TRAINING

SOUTHAMPTON COUNTY PUBLIC SCHOOL

TRAINING VIRTUAL SESSIONS

10:00 A.M. - 11:00 A.M. INTRODUCTION TO SCHOLOGY FOR PARENTS

7:00 P.M. - 8:00 P.M. INTRODUCTION TO SCHOLOGY FOR PARENTS

A NEW WAY TO CONNECT WITH YOUR CHILD'S EDUCATION!

REGISTER at bit.ly/SCPSSchoolologyTraining

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

Mrs. Shellie McHenry, Technology Innovation Coach

DR. GWENDOLYN P. SHANNON, DIVISION SUPERINTENDENT

Southampton County Public Schools

FREE MEALS

MONDAY, APRIL 6TH

&

THURSDAY, APRIL 9TH

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS FAMILIES!
WE LOOK FORWARD TO SEEING YOU AND YOUR CHILDREN
FOR ANOTHER MEAL DISTRIBUTION.**

**STUDENTS OF SOUTHAMPTON COUNTY PUBLIC SCHOOLS
AND ANYONE 18 OR UNDER WHO RESIDES IN THE SAME
HOUSEHOLD AS THE STUDENT.**

**PLEASE CONTINUE TO BRING YOUR CHILDREN WITH YOU
WHEN PICKING UP FOOD.**

**SOUTHAMPTON HIGH AND MIDDLE SCHOOL STUDENTS
MAY PICK UP MEALS AT ANY LOCATION**

**DRIVE-THRU SERVICE WILL BE AVAILABLE
AT THE FOLLOWING SCHOOLS**

RIVERDALE ELEMENTARY 9AM-11AM

CAPRON ELEMENTARY 10AM -NOON

NOTTOWAY ELEMENTARY 10AM -NOON

MEHERRIN ELEMENTARY 10AM -NOON



**DR. GWENDOLYN P. SHANNON, DIVISION SUPERINTENDENT
757-653-4464 CELLULAR**

SOUTHAMPTON COUNTY PUBLIC SCHOOLS



**WE WILL NOT
PROVIDE
MEALS
DURING
SPRING BREAK**

**THE MEAL SERVICE WILL RESUME
THURSDAY, APRIL 23, 2020.
ENJOY YOUR SPRING BREAK.**

SOUTHAMPTON COUNTY PUBLIC SCHOOLS

MEAL
DISTRIBUTION
WILL RESUME
THURSDAY,
APRIL 23, 2020.

RIVERDALE	9-11
CAPRON	10-12
MEHERRIN	10-12
NOTTOWAY	10-12

DR. GWENDOLYN SHANNON,
DIVISION SUPERINTENDENT





SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
EXPANDING EXCELLENCE*

We thank you for your continued encouragement, collaboration, and support, we are truly stronger together. During these times of extraordinary disruptions to our daily routines, we hold fast to the motto:

*We Rise By Lifting Others**

Stay safe, be in service, and telecheck on friends and loved ones.