

**UCPS COVID-19 SCHOOL CLOSURE
INSTRUCTIONAL RESPONSE and GRADING PLAN**

	<p>Phase 1: Safety and Well-Being of Students and Staff (March 16 – March 17)</p> <ul style="list-style-type: none"> ┌ March 16: School closure ordered by governor goes into effect ┌ March 17: Opened schools to students and staff in order to retrieve essential items ┌ Established meal service sites at several elementary school locations ┌ Board of Education approved teleworking guidelines for employees
	<p>Phase 2: Transition to Remote Learning Begins (March 18 – March 30)</p> <ul style="list-style-type: none"> ┌ UCPS determined that no new instructional content would be delivered during initial school closure ┌ UCPS staff collected, developed, and organized supplemental review materials for students and teachers (available through the EmpowerED Family Portal) ┌ UCPS staff shared a Parent Resource Guide with families that included a recommended daily schedule for students during school closure ┌ Teachers have, or will have, made contact with students in order to check in on their well-being during phase 2 ┌ UCPS will continue to communicate that optional supplemental materials are available ┌ UCPS staff will develop a framework and guiding principles that will serve as the foundation of long-term remote online learning ┌ UCPS staff are researching best practices on how to prepare for the delivery of new instructional content via an online delivery for those without technology and those needing specialized instruction ┌ UCPS teachers are completing remote learning readiness activities
	<p>Phase 3: Continuation of Remote Learning (March 30 – April 19)</p> <ul style="list-style-type: none"> ┌ HS and MS supplemental delivery will begin via Canvas ┌ Elementary Schools will continue to utilize review materials that were provided to schools; teachers should begin to record how many of their students have access to electronic means of communication
	<p>Phase 4: Continuation of Teaching and Learning Via Remote Learning (April 20 – June 9)</p> <ul style="list-style-type: none"> ┌ HS and MS new instructional content began on April 20th and April 21st, respectively ┌ ES new instructional content began on April 23 ┌ Goal will be to continue with the introduction of new instructional content, as well as new standards for instruction, via online and print teaching and learning

Growing Possibilities.

Due to the COVID-19 pandemic, NC K-12 public schools have been closed for an extended time for in-person instruction. All NC local education agencies (LEAs) and charter schools continue to provide instruction to students through remote learning opportunities. These opportunities are intended to support continued student growth and well-being during this public health crisis.

In NC K-12 public schools, remote learning is defined as learning that takes place outside of the traditional school setting using various media and formats, such as but not limited to: video conference, telephone conference, print material, online material, or learning management systems. It is paramount to remember the unprecedented condition students are learning in and to focus on engagement more than evaluation.

Although schools have been ordered closed by the Governor for the remainder of the year, Union County Public Schools will continue to provide a variety of remote learning opportunities to engage all students until the end of the academic year.

Based on feedback from stakeholders, the proposed schedules below have been designed as a model to follow in order to allow the greatest flexibility for both teachers and students. No times have been assigned to any block/section so that students may work at their own pace/schedule.

Teachers should update their Canvas pages by 8 a.m. each day so that students have access to the most recent materials available. Additionally, professional development/support opportunities will occur in an asynchronous format (i.e. not real-time) so that staff may adjust their daily schedules to meet their individual needs.

High School Remote Learning Model

Monday	Tuesday	Wednesday	Thursday	Friday
First Block	Third Block	First Block	Third Block	Office Hours
Second Block	Fourth Block	Second Block	Fourth Block	
Professional Development/ Support for School Staff				

Grades 9-12 Communication Highlights

- Schedule will begin on April 20 and assignments will be posted in Canvas by 8:00 a.m. each day.
- Students will spend no more than 90 minutes on activities per subject/course each day.
- Students receive instruction, assignments, and/or activities in each course for which they are enrolled.
- Students/parents should direct questions to teachers of the subject/course.
- Teachers will maintain “remote” office hours for a minimum of 2 hours on designated office hours days and should respond to student/parent inquiries within 24 hours to the greatest extent possible.
- Flexibility is key – instruction and activities should take into account each student’s current situation
- New standards of instruction will be introduced and students are encouraged to stay engaged and participate in the learning opportunities.
- In order to support all students, teachers will track student participation and monitor student progress through feedback. This will be done in order to make sure our teachers know which students may need additional support once UCPS has completed remote learning due to COVID-19 school closure and students and staff return to school next year.
- Grading guidelines for students in grades 9-12 have been developed and approved by the North Carolina State Board of Education. Please refer to page 5 of this document for grades 9-12 grading guidelines.

Middle School Remote Learning Model

Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	Third Block	First Block	Third Block	First Block
	Fourth Block	Second Block	Fourth Block	Second Block
	Professional Development/ Support for School Staff			

Grades 6-8 Communication Highlights

- Schedule will begin on April 21 and assignments will be posted in Canvas by 8:00 a.m. each day.
- Students will spend no more than 75 minutes on activities per subject each day.
- Students receive instruction, assignments, and/or activities in each subject for which they are enrolled.
- Students/parents should direct questions to teachers of the subject/course.
- Teachers will maintain “remote” office hours for a minimum of 2 hours on designated office hours days and should respond to student/parent inquiries within 24 hours to the greatest extent possible.
- Flexibility is key – instruction and activities should take into account each student’s current situation
- New standards of instruction will be introduced and students are encouraged to stay engaged and participate in the learning opportunities.
- In order to support all students, teachers will track student participation and monitor student progress through feedback. This will be done in order to make sure our teachers know which students may need additional support once UCPS has completed remote learning due to COVID-19 school closure and students and staff return to school next year.
- Grading guidelines for students in grades 6-8 have been developed and approved by the North Carolina State Board of Education. Please refer to page 5 of this document for grades 6-8 grading guidelines.

Elementary School Remote Learning Model

Monday	Tuesday	Wednesday	Thursday	Friday
Reading and Writing	Math	Teacher Check-In Office Hours	Reading and Writing	Math
Social Studies	Science		Social Studies	Science
Professional Development/ Support for School Staff	Professional Development/ Support for School Staff		Professional Development/ Support for School Staff	Professional Development/ Support for School Staff

Grades K-5 Communication Highlights

- Schedule will begin on April 23 and assignments will be made available through the teacher’s designated communication platform (i.e. Canvas, Google Classroom, etc.), as well as through mailed print materials.
- Students will be gradually introduced to new standards of instruction in each of their subjects as a phased-in approach will be utilized in grades K-5.
- When fully implemented, students will focus on Reading/Writing and Social Studies on Mondays/Thursdays.
- When fully implemented, students will focus on Math and Sciences on Tuesdays/Fridays.
- Students will spend no more than 45 minutes on activities per subject each day.

- Flexibility is key- instruction and activities will be at the student’s pace/learning style; students should not be expected to be online with teachers at a specific time.
- Wednesday “Teacher Check-Ins” are driven by the teacher/student as needed; students and teachers may be online together.
- Parents will receive additional print materials no later than Monday, May 4; these materials will support students as they transition from review materials to new standards in each of their subjects.
- All current and future remote learning instruction will be based off of the print materials that parents receive. These materials will also be available in a digital format via the [EmpowerED Family Portal](#).
- Parents may access additional resources via the [EmpowerED Family Portal](#) or they may email their principal/child’s teacher.
- In order to support all students, teachers will track student participation and monitor student progress through feedback. This will be done in order to make sure our teachers know which students may need additional support once UCPS has completed remote learning due to COVID-19 school closure and students and staff return to school next year.
- Grading guidelines for students in grades K-5 have been developed and approved by the North Carolina State Board of Education. Please refer to page 5 of this document for grades K-5 grading guidelines.

Technical Support for Students and Teachers

- Special technical support line has been established for student technical support, device troubleshooting, and maintenance issues.
- Teacher Technical support may be accessed at helpdesk.ucps.k12.nc.us
- Student Technical support may be accessed at studenthelpdesk.ucps.k12.nc.us

Grading Guidelines for Students

- For detailed information on the grading guidelines that have been adopted by the State of North Carolina please refer to pages 5 of this document.

On May 5, 2020 the UCPS BOE approved a UCPS K-12 grading policy due to the COVID-19 pandemic. The elements of this policy are outlined below.

Will my child receive final grades for this school year?

Elementary Students-Grades K-5

- Grades K-5 students will not receive a final grade.
- Teachers will provide year-end written feedback for students/families based on their learning this school year.
- School district leaders will decide the format for this feedback.
- Academic and social/emotional feedback will be used to help transition students into the new school year.

Middle School Students-Grades 6-8

- Grades 6-8 students will receive a final course grade of **PC19 (Pass)** or **WC19 (Withdraw)**.
- Teachers will provide year-end written feedback for students based on their learning this school year.
- School district leaders will decide the format for this feedback.
- Academic and social/emotional feedback will be used to help transition students into the 2020-2021 school year.
- WC19 does not mean the student failed the course and does not imply grade retention for middle school students. WC19 means there is a lack of evidence the student mastered the course standards.
- Middle school students enrolled in high school courses will follow grading options listed below: Students will receive course credit but, as in existing policy, the grade will not be counted in the GPA calculation.

High School Students-Grades 9-12

- Students in grades 9-12 will choose how each final course grade will appear on their transcript for their currently enrolled courses, year-long and semester courses. If students cannot be reached to make a choice, they will be permitted to do so after school buildings re-open or at a later date.

Option 1:

- Report the numeric grade, their highest grade representing either their learning as of March 13 or as improved through the semester as remote learning continued.
- Students will receive course credit.
- The numeric grade and quality points for each course will be used to calculate GPA.

Option 2:

- Report a PC19 or WC19.
- Students opting to receive a PC19 will receive course credit.
- PC19 or WC19 will not impact GPA.
- WC19 receives no course credit but students could take advantage of future credit recovery or repeating a course for credit.

Will my child be promoted to the next grade?

- Student promotion and retention will remain the decision of the school principal and staff.
- Schools will primarily focus on those retention cases that were already well underway prior to March 13 for reasons other than the impact of the COVID-19 pandemic issues.