



## **Updated RVGS COVID-19 Instructional Plan**

Released: 24 March 2020

The Roanoke Valley Governor's School will observe the procedures below during the Governor's order to close Virginia's schools. The intention is to maintain a stable structure for the remainder of the school year, but this plan may be updated in the event of updated guidance from the Virginia Department of Education or unforeseen changes in the situation.

### **Guiding Priorities**

RVGS establishes these procedures with the following priorities:

- Preserving the well-being of our students, faculty, and community
- Ensuring our students complete their courses and receive an education congruent with RVGS expectations
- Ensuring our students make a full year of academic and personal growth
- Providing our students with the structure and daily purpose necessary to secure a sense of stability and healthy lifestyle

### **Schedule and Calendar**

#### **Daily Schedule and Attendance**

RVGS will continue to follow the "Virtual School Day Schedule" (below) on a daily basis to deliver real-time, virtual lessons. There are no plans to employ any alternative schedule structures. This schedule preserves continuity and structure from prior to the closures, while securing appropriate time for home school courses if they transition to a real-time virtual format.

AM1	8:30-9:40 AM	PM1	1:00-2:10 PM
AM2	9:50-11:00 AM	PM2	2:20-3:30 PM

#### **Additional Schedule Information:**

- All student work will take place within the time constraints of scheduled class periods, plus no more than 10-15 minutes of additional practice and study.
- The teacher may assign work that is more extensive by reallocating scheduled class time.
- It is at the teacher's discretion to have students complete assignments during virtual class meetings or independently. If work is assigned independently from virtual class meetings, the teacher will shorten or replace an adjacent class meeting to accommodate the of the assignment.

#### **Attendance**

- Daily attendance is an expectation of RVGS, and is recorded internally. The data will be made available to the home district or state if requested.

- Student attendance will be determined based on attendance/participation in the virtual class. If the class meeting is replaced with an assignment, attendance will be based on completion of the assignment that day. Students who are unable to attend the virtual class due to technology issues or other reasons will watch the class recording within 24 hours to replace their absence in the attendance record.
- Students experiencing persistent internet difficulties or technology problems should contact Mr. Levy for assistance. Students experiencing temporary issues that impact their ability to attend class should contact their teacher immediately.

### **Calendar and Long-Term Planning**

RVGS will observe the following schedule as we work toward course completion for the 2019-2020 school year.

Until Friday, April 3: Daily classes following the “Virtual School Day Schedule”

Monday, April 6 to Monday, April 13: No classes - planned spring break

Tuesday, April 14 to May 15: Daily classes following the “Virtual School Day Schedule”

Beyond May 15: To be determined based on course progression, AP testing dates, and other factors.

*This information should not be interpreted to mean that instruction will end at RVGS on May 15. This is the furthest we are able to plan at this time without additional information. Coursework for 12<sup>th</sup> graders will be completed within a timeframe that will match the needs of home school districts for graduation determination.*

#### Additional Calendar Information:

- RVGS end of year senior activities have been cancelled.
- Senior students and their families should continue to reserve May 4 (Senior Dinner date) on their calendar. We will explore options for online recognition, speakers, and other activities from the dinner, as is feasible.
- College Board has not yet released AP test dates or full details regarding formats. That information should be available by April 3. RVGS will ensure students are prepared to be successful on these exams.
- Dual Enrollment course requirements will be met to ensure students receive their credits.

### **2020-21 Elective Classes**

- The following year’s elective classes traditionally begin with several class meetings in the spring.
- At this time, there are no plans to incorporate elective classes during the spring semester. Students will be notified of their 2020-21 elective classes by the week after spring break.
- Elective teachers have the discretion to provide some optional introduction/enrichment opportunities in the spring.
- The majority of elective teachers will provide a summer assignment for students. Additional information will be provided toward the end of instruction at RVGS.

## Summer Elective Classes

- This summer, RVGS intended to introduce two limited-enrollment summer elective courses: “Introduction to Cell and Tissue Culture” with Ms. Bohland and “Leadership and Decision-Making” with Mr. Levy.
- At this time, the “Introduction to Cell and Tissue Culture” course is considered doubtful, but there may be opportunities for students to assist with setup and protocol selection in the new vertebrate cell culture lab this summer, depending ending of state-wide school closure.
- The “Leadership and Decision-Making” course will proceed. If school access continues to be limited and/or normal social activities are limited due to health precautions, the course will be hosted online and, if demand exists, will increase the cohort size to meet the needs of students in need of engaging activities. Students who haven’t submitted an interest form for this course, but would like to, should contact Mrs. Sebolt.

## Grading and Assessments

### Grading:

RVGS students will continue to complete coursework and receive grades for their work. Evaluation of the students’ work will provide the student and teacher valuable feedback on each student’s individual progress with the material and ensure students are meeting the high academic expectations of our school community. *Home school districts may take a different approach to grading and course credit than RVGS, but our regional program follows a number of procedures and practices that differ from the students’ home schools.*

- Course grades for each student were recorded at the initial closure on March 13. These grades may be updated for assignments that students needed to make up from absences prior to March 13. These grades will be preserved for comparison and reference purposes.
- RVGS will continue to assign grades, with appropriate expectations and flexibility in the context of challenges involved with the virtual delivery of instruction and external conditions.
- The teacher has the discretion to include non-graded questions/components on assessments to provide students with feedback on their depth of knowledge without inclusion in grading criteria. These non-graded components do not need to be identified in advance. Other modifications/flexibility with grading criteria are also within the teacher’s discretion.
- Grades will be recorded in the online gradebook as normal and will be viewable to students and parents using StudentVue and ParentVue.
- Assessment grades (quizzes and tests) following March 13 will count no more than 75% of their normal weight in the gradebook. Other assignments will carry normal grade weighting.
- If an end of year letter grade represents a decline from the grade on March 13, a review will take place to determine if the decrease is due to difficulties with the online format. Lack of student effort/participation during this time will not be accepted.
- If an end of year letter grade represents an increase from the March 13 grade, the student will receive the higher letter grade.

- Due to the decreased weight of assessments during this time, it may prove difficult to achieve a letter grade increase. The teacher may initiate a review to determine if the modified grading procedures may have prevented an increased letter grade. In light of flexible grading criteria during this time, an increased numeric grade alone is insufficient to trigger this review process – support from detailed performance observed by the teacher is required.
- At the end of instruction for the year at RVGS, the district will be provided with the end of year grade. The March 13 grade may also be included at the request of the home district's administration.

**Assessments:**

RVGS students are fully expected to adhere to honor code and academic integrity requirements. There shall be no difference in approach to online/at home assessments and expectations in a traditional classroom. Students violating academic integrity guidelines will be subject to normal consequences, including receiving a zero on the assignment and possible removal from RVGS.

- No outside help from other students, computer, phone, notes, or other sources are acceptable while taking an assessment.
- Students are expected to notify their parents when they are taking an assessment. Parents are not required to proctor the quiz or test, but are encouraged to ensure the student follows honor code as is reasonable.
- Students will power off their cell phone while taking an assessment and will close all other windows and tabs on their computer, aside from what is required for the assessment.
- If requested, students will comply with screen-sharing or activating their webcam for teachers to monitor testing.

To close, RVGS administration would like to commend our teachers, students, and families for their efforts and positive attitude toward continued instruction during this difficult time. Members of the RVGS community are encouraged to continue to follow steps to preserve their health, both physical and emotional during this time. Students in need of assistance in handling stress or anxiety are strongly encouraged to continue Mrs. Sebolt for support. RVGS continues to prioritize student well-being and encourages students to maintain healthy sleep schedules, time-management, and stress relief strategies that we have previously discussed.

Please contact the school with any questions or concerns.

Thank you for the patience and support,

Mark A. Levy

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