

Instructional Plan for Public Schools

Mountain Vista Governor's School

2020-2021

I. Introduction

Mountain Vista Governor's School (MVGS) is a regional program serving seven northern Virginia school divisions: Clarke, Culpeper, Frederick, Fauquier, Rappahannock, Warren, and Winchester. Twelve teachers, a director, two office associates and two part-time school counselors serve 211 students in grades 10-12. Students take 12 classes during the three-year program, selecting from 16 total courses. All courses with the exception of Math Analysis are dual enrolled with Lord Fairfax Community College and many are preparing students to AP assessments. MVGS will be re-opening virtually for at least the first quarter of SY 2020-21, moving to a blended model of instruction if restrictions permit.

II. Operational Infrastructure to Support Learning

a. Instructional Model

- i. Course content will be delivered virtually with opportunity for weekly synchronous interactions.
- ii. After first quarter if possible, in person instructions will be used to supplement the virtual classroom and will consist of educational experiences that are more difficult to replicate virtually, such as labs.
- iii. The decision to move to a hybrid model will be made in conjunction with the phase that Virginia is in, with the approval of our Governing Board, and according to guidelines for safety as directed by Lord Fairfax Community College.
- iv. In the event of extended closure, all instruction will continue to be delivered virtually.

b. School Schedule

- i. Classes will follow MVGS's usual M/Th or Tu/F schedule with modules of instruction assigned each week.
- ii. Students will be able to work within that week to get assignments done. There will be some "real time" meetings but these will be recorded so a student with scheduling or connectivity issues can watch them later.
- iii. If in-person instruction begins, a hybrid model will be implemented with students attending each class one day per week.
- iv. Teachers will have office hours daily to support students in virtual learning.

c. Transportation

- i. If the hybrid model begins, students will have access to transportation provided by their school division.
- ii. Students will follow the health and safety guidelines while on the bus set forth by their school division

d. Technology

- i. Students will be assigned a laptop for their home/school instructional use.
- ii. Students will be responsible for bringing their assigned laptops to school on face-to-face instructional days.

e. Communication

- i. Teachers will communicate with students through the online learning platform, virtual and face-to-face office hours, and email.
- ii. Information that needs to be communicated to students and their families will come via email and on our website.

III. New Instruction for All Students

a. Course Content

- i. Course content, both new and review, will be delivered in an online format with opportunities for virtual and/or face-to-face instruction to supplement the virtual classroom.
- ii. Teachers will have office hours daily to support students in the virtual classroom.

b. Vulnerable Populations

- i. Students with Disabilities and/or 504 Plan
 1. Teachers will follow the accommodations as listed in the student's IEP or 504 Plan.
 2. IEPs and 504 Plans are developed by the student's regular high school.
 3. A student's Case Manager is an individual selected by the regular high school.
 4. Additional support for these students will be provided by the student's regular high school.

c. Economically Disadvantaged

1. All students will be provided the same instructional resources, including textbooks and a laptop.
2. For those whom internet access is a concern, hard copies or online resources will be provided, upon request.

d. Struggling Students

1. Teachers will monitor participation in the virtual classroom to pinpoint any students that are not regularly engaged with the course content.
2. Teachers will inform the Director of students that are not maintaining a passing grade at the time of interim reports.
3. The Director will follow up with individual students and report concerns to the regular high school, as needed.

e. Teacher Preparation

- i. Teachers participated in training over the summer on delivering instructional content in a virtual classroom.
- ii. Teachers have experience using the online platform as the school has used Google applications for instruction and emergency closures for a decade.

IV. Communication with Stakeholders

- i. Governing Board and Superintendents
 1. The Director will have regular meetings with the Governing Board based on the schedule determined by the Board.
 2. In between meetings, the Director will provide email communication, as needed.
- ii. Academic Advisory Board (AAB)
 1. The Director will schedule meetings with the AAB on a monthly basis.
 2. In between meetings, the Director will provide email communication, as needed.
- iii. Base High Schools
 1. The Director and/or the MVGS counselors will contact the base high schools on an as needed basis with information pertaining to their specific students.
 2. Contacts at the regular high school include, but may not be limited to, the principal, assistant principal(s), counselors, and attendance personnel.
- iv. Students
 1. Teachers may communicate with students through the virtual classroom, face-to-face support, and/or individual and group online meetings. Teachers will also communicate with students via email and phone conference as needed.
 2. Students will be required to make appointments with their teachers for any individualized meeting, whether face-to-face or online.

3. Students are encouraged to schedule a meeting with the Director regarding any issues or concerns they may have.
4. The Director's office will send emails to students, either individually or a group, as needed. Students need to regularly check their email accounts.

v. Parents

1. MVGS understands the important role that parents have in their student's education. Therefore, we ask that parents regularly communicate with their child(ren) about class assignments.
2. If parents have any issues or concerns, they are encouraged to contact the school.
 - a. Parents should first contact the individual teacher via email with any issues or concerns related to their student's learning in a particular class.
 - b. Parents are encouraged to contact the Director with any issues or concerns related to their student's learning in a particular class after contacting the teacher.
 - c. Conferences and online meetings will be held as needed. However, visitors are not permitted in the building without an appointment.
3. The Director's office will regularly send out emails and news via the "Wednesday Announcements". Parents are asked to make sure they provide an email address they check regularly.
4. In the event of a school closing, MVGS will send out an email to students and their parents. The closing will also be posted on the school's website

V. **Identification of Instructional Gaps and Student Needs**

- a. Teachers regularly assess students in a variety of formats to identify instructional gaps and individual instructional needs.
 - i. If learning gaps are identified, teachers will encourage students to schedule an individual work session, either face-to-face or virtually, with them. However, as advanced high school and dual enrolled students, the onus of responsibility for scheduling these meetings lies with the student.
 - ii. Revisions to the curriculum, pacing, and instructional delivery will be modified throughout the year as needed based on the instructional needs of the students.

VI. **Remote Learning**

- a. In the event of an extended closure of the facility, new learning will continue virtually with support from teachers in the learning process.

COVID-19 Health Plan -- As a program that operates on Lord Fairfax Community College's campuses , MVGS will communicate with supporting school divisions and follow the college's reopening plan: [LFCC Return To Campus Plan](#)

MVGS Governing Board approved this Instructional and Health Plan by consensus--July 30, 2020