



## Fall 2020 Return and Learn Plans

*Updated: July 29, 2020*

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## Letter from the Superintendent:

July, 2020

Dear Norton School Families,

As our school district arrives at a key point in time, the goal of our Return and Learn Plan is to make you aware of important procedures and protocols that will assist all of us in our hope for a safe return to education for our students. As mentioned in prior communications, our families will have two options in our district to begin our year. Option 1 will be in place for those students who have decided upon a physical return to our buildings. Option 2 will be in place for those students who have decided upon utilizing the district's Panther Digital School, our Google Classroom Remote Learning Plan. Please note that Option 2 will be implemented and required for every student if, for some reason, the school district encounters closure. We hope that the plan will allow you, as a family, to determine your most effective and safe method of instruction as a Norton Panther.

Our physical return to our buildings is planned for (5) days per week, as we believe that is an achievable goal.

**We do recognize that there are spatial limitations, so the district could move to a hybrid schedule at any or all buildings should we consider that to be the safest schedule to educate our students. If we implement a hybrid schedule, we will notify our families immediately upon that decision.**

We hope to be consistent in our approach to the 2020-2021 school year, as we believe that consistency will help to establish guidelines and expectations. That being said, we will - at the same time - monitor our need to be flexible with protocols and procedures that are key components of educating our students and accommodating our families.

This plan includes expectations for district employees, our students, and their families. While thorough, we also recognize that not every scenario is included. For that reason, our foundation will still be to safely educate our kids via the guidance from our health professionals that suggests:

- Establishing a face mask policy
- Establish consistent hand washing and sanitizing
- Vigilantly monitor student and staff health
- Clean our buildings, and
- Practice social distancing

When we encounter unique situations, we will approach them with this foundational mindset.

Please note that the construction of this plan occurred through a multi-meeting approach with our Task Force team that included Norton Parents, Teachers, Administrators, and additional employees. We are grateful for their assistance and time dedicated to our students.

Please feel free to contact us with any questions.

**OPTION 1 | STUDENTS IN PERSON AND IN BUILDINGS DAILY WITH SAFETY PROTOCOLS**

**Classrooms**

<b>Student and Parent/Guardian Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100 degrees Fahrenheit should stay home.</li> <li>• Ensure you have caregivers available to pick up children who fall ill at school.</li> <li>• Provide personal hand sanitizer for your child to support the hand sanitizer provided by the district.</li> <li>• Ensure your children wash their hands often with soap and water for at least 20 seconds.</li> <li>• Provide children with a backpack large enough to carry all materials as lockers will not be assigned.</li> <li>• K-3 students will be able to keep materials in their classrooms.</li> <li>• Provide a mask for your student to wear.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Maintain maximum physical distance from peers whenever possible.</li> <li>• Wash your hands often with soap and water for at least 20 seconds.</li> <li>• Use hand sanitizer often.</li> <li>• Wearing a mask is required when entering, exiting, or moving around the room, when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained, and when working closely with other students in small groups or lab settings.</li> <li>• Carry a backpack large enough to carry all materials as lockers will not be assigned.</li> <li>• K-3 students will be able to keep materials in their classrooms.</li> <li>• Cover coughs and sneezes (with the sleeve or elbow, not the hand).</li> <li>• Respect the physical distancing and other safety measures taken by students in your building and district.</li> </ul>	<p><b><u>Teachers/Support Staff</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a wellness check including temperature prior to sending a student to school. Employees with temperatures over 100°F should stay home.</li> <li>• Ensure classroom setup of desks provides physical distancing for students.</li> <li>• Wash your hands often with soap and water for at least 20 seconds.</li> <li>• Use hand sanitizer often.</li> <li>• Wear a mask or face shield when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained.</li> <li>• Ensure students maintain physical distance whenever possible.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and work with repeated expectation violators to correct actions.</li> <li>• Eliminate shared classroom materials.</li> <li>• Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.</li> <li>• Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.</li> <li>• Disinfect classrooms during teacher planning period, during lunch, and after school.</li> </ul> <p><b><u>Administrators</u></b></p> <ul style="list-style-type: none"> <li>• Ensure classrooms are physically distanced.</li> <li>• Ensure classrooms are disinfected between classes, during planning period, during lunch, and after school.</li> <li>• Ensure supplies are readily available for custodians and teaching staff.</li> </ul>

**Hallways and Common Areas**

<b>Student and Parent/Guardian Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Provide a mask for your students to wear when in hallways or in common areas.</li> <li>• Provide your student with a water bottle daily as water fountains are not available for use.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when in hallways or common areas.</li> <li>• Report immediately to your classroom upon arrival to school.</li> <li>• Carry a water bottle as water fountains will not be available for use.</li> <li>• Follow all signage in the hallways and commons areas.</li> <li>• When possible, stay to the right when traveling down hallways and using stairs.</li> </ul>	<p><b><u>Teachers/Support Staff</u></b></p> <ul style="list-style-type: none"> <li>• Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Administrators</u></b></p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in hallways and common areas.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>• Implement staggered dismissal times if necessary to maximize physical distancing and student safety.</li> </ul>

**Dropoff, Pick Up, and Visitors**

<b>Student and Parent/Guardian Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>• Provide a mask for your student to wear on the bus and while at school when needed.</li> <li>• Limit visits to school as much as possible.</li> <li>• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.</li> <li>• Follow posted guidelines and read all signage whenever entering the building.</li> <li>• Wearing a mask is required when entering the building.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when entering, exiting, or moving around the building.</li> <li>• Report directly to your assigned classroom/area upon arrival to school.</li> <li>• Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.</li> </ul>	<p><b><u>Teachers/Support Staff</u></b></p> <ul style="list-style-type: none"> <li>• Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> <li>• Ensure designated doors are propped open at arrival and dismissal.</li> <li>• Ensure designated doors are closed after arrival and dismissal.</li> </ul> <p><b><u>Administrators</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.</li> <li>• Ensure proper signage is installed in hallways and common areas.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>• Ensure designated doors are propped open at arrival and dismissal.</li> <li>• Ensure designated doors are closed after arrival and dismissal.</li> <li>• Eliminate parent and community volunteers to ensure safety and health of students and staff.</li> <li>• Implement staggered dismissal times, if necessary, to maximize physical distancing and student safety.</li> </ul>

**Transportation**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>• Provide a mask for your student to wear on the bus and while at school.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering and exiting the building.</li> <li>• Sit two per seat on the bus and sit in your assigned seat.</li> <li>• Wear a mask while riding the bus.</li> <li>• Remain seated, facing forward while riding the bus.</li> </ul>	<p><b><u>Drivers</u></b></p> <ul style="list-style-type: none"> <li>• Wear a mask or face shield while students are on the bus.</li> <li>• Provide reminders to students of bus expectations - two per seat, wearing masks, and seated facing forward.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>• Ensure the bus is disinfected following outlined safety protocols.</li> </ul> <p><b><u>School/District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Monitor drop off and dismissal to ensure students do not congregate in groups.</li> <li>• Provide consequences, including loss of privilege to ride the bus to those who violate rules.</li> </ul>

**Meetings and Conferences**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• All meetings will be conducted virtually, unless otherwise notified.</li> <li>• If an in-person meeting must occur, follow appropriate physical distancing protocol. Masks are required when entering, exiting, and moving around the building.</li> <li>• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F degrees or showing other symptoms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Participate in meetings as requested by parents/caregivers or school staff.</li> <li>• Follow physical distancing protocols.</li> <li>• Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.</li> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>• All meetings will be conducted virtually, unless otherwise notified.</li> <li>• If an in-person meeting must occur, follow appropriate physical distancing protocol. Masks are required when entering, exiting, and moving around the building.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>• All meetings will be conducted virtually, unless otherwise notified.</li> <li>• If an in-person meeting must occur, follow appropriate physical distancing protocol. Masks are required when entering, exiting, and moving around the building.</li> </ul>

**Health Services**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home.</li> <li>• Provide a mask for your student to wear on the bus and while at school.</li> <li>• Ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>• Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Use designated entrances and exits to the office.</li> <li>• Follow physical distancing protocols as much as possible when in office.</li> <li>• Wearing a mask is required when in or moving around the clinic.</li> </ul>	<p><b><u>Nurse</u></b></p> <ul style="list-style-type: none"> <li>• Wear a mask when working individually with students.</li> <li>• Ensure the workspace is kept clean and sanitized.</li> <li>• Ensure physical distancing protocols are followed whenever possible.</li> <li>• Isolate students who are showing symptoms to a separate area away from other students already in the clinic.</li> <li>• Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.</li> <li>• Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect clinic based on schedule provided by school administration. This includes, but is not limited to, door handles, countertops, seating areas, restrooms, etc.</li> <li>• Disinfect the isolation area after students who utilize the area have left the building.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed.</li> <li>• Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>• Ensure seating areas are properly physically distanced.</li> <li>• Ensure the student isolation area is properly supervised when in use.</li> </ul>



**Restrooms**

<b>Student and Parent/Guardian Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Provide a mask for your student to wear when in hallways and in restrooms.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when in hallways and in restrooms.</li> <li>• Follow all signage in the hallways, common areas and restrooms.</li> <li>• When possible, stay to the right when traveling down hallways to get to restrooms.</li> <li>• Please follow handwashing recommendations of using soap and water for 20 seconds.</li> <li>• Please do not gather or loiter in the restroom.</li> <li>• Restrooms will have a limited number of students permitted in at the same time.</li> </ul>	<p><b><u>Teachers/Staff</u></b></p> <ul style="list-style-type: none"> <li>• Assist in supervision of restrooms, hallways, and common areas between classes.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure proper signage is installed in hallways, common areas and restrooms.</li> <li>• Ensure supplies are readily available for custodians.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>• Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.</li> <li>• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.</li> </ul>

**Lunches and Cafeterias**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>● Provide a mask for your student to wear while at school.</li> <li>● Limit visits to school as much as possible, including visits to drop off forgotten items such as lunches.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● When possible, stay to the right when traveling down hallways.</li> <li>● Wearing a mask is required when in line or moving around the cafeteria.</li> <li>● Sit in designated seats, whether that is in the cafeteria or a classroom.</li> <li>● Follow guidelines for restroom use during lunch periods.</li> <li>● If bringing a packed lunch, report immediately to your designated seating area.</li> <li>● Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> </ul>	<p><b><u>Teachers/Staff</u></b></p> <ul style="list-style-type: none"> <li>● Supervise designated eating areas to ensure students are properly physically distanced.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li> <li>● Wear a mask or face shield when circulating around designated eating areas.</li> <li>● Monitor and issue passes for bathroom use during lunch time.</li> <li>● Use staggered dismissal to ensure physical distancing at the end of lunch.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>● Disinfect all table tops and seats before and after each lunch.</li> <li>● Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.</li> </ul> <p><b><u>Cafeteria Staff</u></b></p> <ul style="list-style-type: none"> <li>● Wear masks while serving food.</li> <li>● Clean and disinfect serving areas and tables between lunches.</li> <li>● Serve all food to students. (Students will not self-serve items as they have in the past.)</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure proper signage is installed in designated eating areas.</li> <li>● Ensure enough seating is provided to ensure proper physical distancing and be practiced.</li> <li>● Add additional seating areas on stage, outside, and in the practice/aux gym to ensure proper physical distancing.</li> <li>● Ensure supplies are readily available for custodians.</li> <li>● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.</li> <li>● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.</li> </ul>

**Office**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.</li> <li>• Wearing a mask is required when entering, exiting, and moving around the office/building.</li> <li>• In-person office visits must follow appropriate physical distancing protocols.</li> <li>• Please work hard to eliminate any unnecessary drop offs or trips to the school building(s).</li> <li>• Vestibule drop off areas will be provided so that interaction with school personnel is limited.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Use designated entrances and exits to the office.</li> <li>• Following physical distancing protocols as much as possible when in office.</li> <li>• Wearing a mask is required while in or moving around the office.</li> </ul>	<p><b><u>Teachers/Staff</u></b></p> <ul style="list-style-type: none"> <li>• Wearing a mask is required when moving around the office area.</li> <li>• Follow physical distancing protocols.</li> </ul> <p><b><u>Office Staff</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and control the number of people in the office at any one time.</li> <li>• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> </ul> <p><b><u>Custodians</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Eliminate community and parent volunteers to ensure safety of all students.</li> <li>• Ensure proper signage is installed in the office and leading into the office.</li> <li>• Ensure regular cleaning and disinfecting takes place in the office area.</li> <li>• Ensure seating areas are properly physically distanced.</li> </ul>

**OPTION 2 | REMOTE LEARNING OPTION/PANTHER DIGITAL SCHOOL**

**OVERVIEW:**

Norton City Schools will offer a remote learning option for students who cannot attend school in person. **Please note that this option may become necessary for all students should a situation arise that would require schools to be closed for a period of time.** Remote learning could happen without warning, based on situations or circumstances, such as local outbreaks, state or local regulations, or for a precautionary measure.

Remote Learning details include, but are not limited to, the following:

- Students will use Google Classroom for classroom content and assignments.
- The district will work to provide Chromebooks to families who request a device, as was done during the previous closure in spring 2020.
- Teachers will create and provide lessons, using a variety of instructional sources and strategies for the duration of Remote Learning.
- Teachers will provide instruction through Google Classroom, Google Meets, recorded lessons and/or tutorials for students when needed.
- Teachers will respond to students’ questions, grade students’ work, and provide feedback to students in a timely fashion.
- Teachers will be available to meet or conference with students using Google Meet through scheduled office hours.

**If state or local regulations require a school closure, we would shift to remote learning.**

**General Expectations:**

Student and Parent/Guardian Expectations	Staff Expectations
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>● Monitor student progress on coursework.</li> <li>● Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to staff.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>● Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.</li> <li>● Communicate questions and concerns immediately to teachers.</li> <li>● Participate in virtual sessions with teachers as scheduled.</li> <li>● Watch lessons provided by teachers and complete assignments according to timelines.</li> </ul>	<p><b><u>Teachers/Staff</u></b></p> <ul style="list-style-type: none"> <li>● Create lessons that are engaging for students using a variety of strategies.</li> <li>● Be available during scheduled office hours.</li> <li>● Use Google Classroom as the platform for all assignments, links to resources, etc.</li> <li>● Grade work in a timely manner and provide feedback to students on assignments.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>● Provide help desk assistance when technology issues occur.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has access to a device at home.</li> <li>● Monitor and assist teachers in the delivery of content for students.</li> <li>● Implement appropriate grading procedures and work from home guidelines for teachers.</li> </ul>

**PANTHER DIGITAL SCHOOL**

<b>Student and Parent/Guardian Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Guardian</u></b></p> <ul style="list-style-type: none"> <li>• Monitor student progress on coursework.</li> <li>• Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li> <li>• Communicate questions and concerns immediately to staff.</li> <li>• Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Students participating in this option will be using Google Classroom and Norton curriculum.</li> <li>• Students will not come to a school building for instruction and may not be in the same classes or have the same teachers as students participating in Option 1</li> <li>• It is recommended students follow a schedule to complete online learning, assignments, and assessments.</li> <li>• The online curriculum will meet the same standards as our Norton City Schools curriculum, and it will attempt to match the same pacing or activities that are delivered in school buildings.</li> <li>• Students will have access to courses in all core areas (English language arts, mathematics, sciences, and social studies)</li> <li>• Students will also have limited access to special area courses (K-6) and elective courses (7-12), Students in grades 7-12 may not have access to their full schedule as planned this past spring.</li> <li>• Communicate questions and concerns immediately to teachers.</li> <li>• Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.</li> <li>• Students will earn grades for their work.</li> <li>• If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform.</li> <li>• Students may continue to participate in after-school activities at their school building, including extra-curricular activities</li> </ul>	<p><b><u>Teachers/Staff</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will support students by assisting with use of the Google Classroom platform, pacing, and providing feedback on assignments and assessments.</li> <li>• Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.</li> <li>• Teachers will be available for scheduled office hours.</li> <li>• Teachers will grade work in a timely manner.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>• The district will provide a Chromebook for a student to use at home if requested; students will not be asked to share devices.</li> <li>• The district will support families without wi-fi access by offering information on locations with free or low cost access.</li> <li>• The district will provide help desk assistance when technology issues occur with district devices.</li> </ul> <p><b><u>District Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure each student has access to a device at home.</li> <li>• Monitor and assist teachers in the delivery of content for students.</li> <li>• Implement appropriate grading procedures and guidelines for teachers..</li> </ul>

## **NORTON CITY SCHOOLS REMOTE LEARNING PLAN 2020-2021**

### **PANTHER DIGITAL SCHOOL**

#### **Overview:**

The students of Norton City Schools take great pride in their academics, athletics, and achievements in the varied arts. The district promotes high expectations and standards for all students. Norton City Schools offers students a well-rounded educational program through meaningful and intentional learning experiences, innovative opportunities, and inclusive school cultures. With the current state of the COVID-19 pandemic, Norton City Schools remains dedicated to providing students with the same level of educational excellence even if school closures are deemed necessary and unavoidable.

The main goal of Norton City Schools' Remote Learning Plan is to ensure learning continues even through unavoidable school closures or if a student is not physically in a building. Remote learning engages students through a variety of learning opportunities, which can be delivered online and/or offline. Remote learning is not solely defined as online learning. While technology is certainly a supportive tool for remote learning, powerful remote learning can occur through purposeful offline lessons that are designed to encourage students to explore the natural world and engage in interdisciplinary and artistic hands-on learning.

***HB 164 (June 2020) indicates that "Each qualifying public school governing body may adopt a plan to provide instruction using a remote learning model for the 2020-2021 school year. An adopted plan shall not be subject to approval by the Department. Each plan shall include all of the following: (1) A description of how student instructional needs will be determined and documented; (2) The method to be used for determining competency, granting credit, and promoting students to a higher grade level; (3) The school's attendance requirements, including how the school will document participation in learning opportunities; (4) A statement describing how student progress will be monitored; (5) A description as to how equitable access to quality instruction will be ensured; (6) A description of the professional development activities that will be offered to teachers...The Department shall make each plan it receives under division (B) of Section 16 publicly available on its website."***

**Norton City Schools will utilize the following instructional strategies throughout the program:**

- ✓ Teacher-student interaction through the use of Google Classroom
- ✓ Teacher-student interactions, in real-time, through video conferencing via Google Meet
- ✓ Online lessons for students to complete at home
- ✓ Offline lessons and instructional packets for students to complete at home

In addition to these core instructional strategies, the district's plan addresses the key components needed for remote learning to be an effective educational option. The program components include: determining instructional needs, determining competency, student promotion, attendance, participation, monitoring progress, equitable access, and professional learning of educators. The details associated with each of these

components are outlined in the [Norton City Schools- Remote Learning Plan](#), as described in this document.

SECTION ONE	INSTRUCTIONAL NEEDS
<b>Resource Link(s):</b>	<a href="#">Remote - Blended Instructional Delivery Resources</a> <a href="#">Exceptional and At-Risk Youth</a>
<b>Determining Instructional Needs</b>	<p>How will <b>instructional needs</b> be <b>determined</b>?</p> <ul style="list-style-type: none"> <li>✓ Instructional Sequencing</li> <li>✓ Aligned Instruction to Learning Standards</li> <li>✓ Gap Analysis for ELA, Math, Science, and Social Studies</li> <li>✓ Created a plan for IEP and students with disabilities</li> <li>✓ Created a plan for students identified as gifted served with a Written Education Plan (WEP)</li> </ul>
<p><b>Address Determining Instructional Needs Here:</b></p> <p>Norton teachers and administrators will analyze data to determine the instructional needs of our students. The data will include, but will not be limited to the following items: prior years' state testing data trends and Value-Added results/reports, vendor assessments, common assessments, and classroom assessments. Data collected during the Spring 2020 COVID-19 shut down will also be analyzed to determine if interventions are needed for the 2020-2021 school year. Mapping of the content standards by teacher teams will continue, with a focus on any content/learning gaps from the previous year. In addition, dialogue on classroom assessment data will occur during PLC meetings and team time. Considerations for students with IEPs and WEPs will be reviewed as the data is analyzed.</p>	
<b>Documenting Instructional Needs</b>	<p>How will <b>instructional needs</b> be <b>documented</b>?</p> <ul style="list-style-type: none"> <li>✓ Clear instructional plans have been created</li> <li>✓ Clear instructional plans have been communicated with staff, parents, and other stakeholders</li> </ul>
<p><b>Address Documenting Instructional Needs Here:</b></p> <p>Teachers will work collaboratively to review curriculum maps and pacing guides, taking into consideration any standards that may have gaps due to the Spring '20 COVID shut down. Instructional plans will be updated, as needed, depending on the learning platform/format that is utilized. Resources and assessments will be reviewed to ensure that the best mode of content instruction is being implemented. Instructional plans will be communicated with parents and stakeholders, along with student progress, through multiple formats and communication techniques.</p>	

SECTION TWO	DETERMINE COMPETENCY, GRANTING CREDIT, & PROMOTING STUDENTS TO A HIGHER GRADE LEVEL
<b>Resource Link(s):</b>	<a href="#">District &amp; Building Level Educational Considerations &amp; Planning</a> <a href="#">Teacher Level Educational Considerations and Planning</a> <a href="#">Non-Building Based Learning Opportunities</a>
<b>Determine Competency</b>	<p>What method(s) will be used to <b>determine competency</b> for remote learning?</p> <ul style="list-style-type: none"> <li>✓ Developed and communicated a plan for determining competency</li> </ul>

	(grading and assessments)
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**Address Determining Competency Here:**

Success measures will be explicitly explained to staff and caregivers. Teachers will continue to meet in PLCs and teams to review the sources of data that are collected. Teachers will determine which students are above mastery level, at mastery level, and below mastery level in specific content areas. They will then design interventions and extensions based on the data. Both formative and summative assessments will be administered using a variety of resources.

<b>Granting Credit</b>	What method(s) will be used for <b>granting credit</b> for remote learning? <input checked="" type="checkbox"/> Developed and communicated a plan for granting credit - grading and assessments
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**Address Granting Credit Here:**

Teachers will explicitly communicate content, grade level standards, and success measures to all involved. Teachers will provide feedback to students, parents, and stakeholders. The feedback will focus on student progress and completion of classes through remote learning. As much as reasonably possible, teachers will follow the grading protocol that has been board approved for Norton City Schools. This will be done through various resources, including but not limited to: Progress Book - the online gradebook, rubrics, formative assessments, summative assessments, and student portfolios.

<b>Promoting Students</b>	What method(s) will be used for <b>promoting students to a higher grade level</b> with remote learning? <input checked="" type="checkbox"/> Developed and communicated a plan for promoting students to higher grade level (grading and assessments)
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**Address Promoting Students to a Higher Grade Level Here:**

Staff will develop the expectations and requirements for successful course/classroom completion and promotion to a higher grade level. Information, such as course expectations, grading scales, levels of standards mastery, course progress, and successful completion of the course will be communicated to students and parents through multiple communication formats. Progress Book, the district's online gradebook program will be used as the main mode for communicating course grades and final determination for retention or promotion of students.

<b>SECTION THREE</b>	<b>ATTENDANCE AND PARTICIPATION</b>
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<b>Resource Link(s):</b>	<a href="#">Communications Planning</a>
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<b>Attendance Requirements</b>	What are your school district's <b>attendance requirements</b> for remote learning? <input checked="" type="checkbox"/> Created a communication and attendance plan for staff and students
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**Address Attendance Requirements Here:**

Student attendance will be documented through a variety of methods. This will include: presence in online teacher-led



Google Meets and classes, accessing online resources through Google Classroom, daily interactions with teachers (messages, emails, telephone calls, video chats, etc.), and/or completion of work assigned through Google Classroom that addresses the expectations as they were communicated to students. Specifics for the remote learning attendance will be communicated to students, staff, and caregivers. Follow up methods will be implemented for students not engaging in remote learning. Staff will also be required to document contact in a communication log.

<b>Participation Requirements</b>	<p>How will your school district document <b>student participation</b> in remote learning opportunities?</p> <ul style="list-style-type: none"> <li>✓ Created a plan for documenting student participation in remote learning</li> <li>✓ Communicated the plan with families and other stakeholders</li> </ul>
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**Address Student Participation Requirements Here:**

Student participation will be evaluated by the following: engagement in Google Classroom or Google Meets, completion of assignments and formative assessments, completion of summative assessments, collaboration with peers and teachers, access of provided resources through remote learning.

<b>SECTION FOUR</b>	<b>PROGRESS MONITORING</b>
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<b>Resource Link(s):</b>	<a href="#">Exceptional and At-Risk Youth</a>
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<b>Progress Monitoring</b>	<p>How will your school district <b>progress monitor</b> student progress with remote learning?</p> <ul style="list-style-type: none"> <li>✓ Developed a Plan to monitor student progress with remote learning</li> </ul>
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**Address Monitoring Student Progress Here:**

Teachers and administrators will analyze data from a variety of assessment sources - formative, summative, rubrics, portfolios, vendor assessments, etc. This data will be specifically analyzed for those students on IEPs and WEPs to determine their standards mastery level. Regular communication with students and families will be implemented throughout the remote learning platform and other methods the district utilizes. Specific resources to help with intervention or extensions of standards will be communicated to families and students, and implemented within the remote learning platforms. Student progress will be communicated to all stakeholders through various formats.

<b>SECTION FIVE</b>	<b>EQUITABLE ACCESS</b>
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<b>Resource Link(s):</b>	<p><a href="#">Technology Needs</a> <a href="#">Data Use: Gathering Stakeholder Input</a></p>
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<b>Equitable Access</b>	<p>What is your school district's plan to ensure <b>equitable access</b> to quality instruction through remote learning?</p> <ul style="list-style-type: none"> <li>✓ Parent/Student surveys have been reviewed</li> <li>✓ Technology Plan has been created to ensure equitable access</li> </ul>
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**Address Equitable Access to Quality Instruction Here:**

Surveys have been created and distributed to both families and staff to review the success of our prior COVID 19 remote learning plan, and another to determine access to technology. Based on survey results, it was determined that approximately 400 devices would have to be distributed to families in order for their children to participate in remote

learning. The district will communicate to families where they can access free wifi within the community should they need it. If families are still unable to access technology, resources and assessments (aligned to the grade and content standards) will be sent home for student completion via a packet process as in the past. Staff will have regular communication with all families to discuss student progress, as well as, ease and access to learning resources.

SECTION SIX	PROFESSIONAL LEARNING
<b>Resource Link(s):</b>	<a href="#">Professional Learning Needs</a>
<b>Professional Learning</b>	<p>What <b>professional development</b> activities will be offered to your school district's teachers to ensure remote learning is successful?</p> <ul style="list-style-type: none"> <li>✓ Created and communicated a Professional Learning plan that includes professional development to help teachers enhance remote learning.</li> </ul>
<b>Address Professional Learning/Development Here:</b>	
<p>Multiple professional development opportunities will be available for all district staff. Training that supports and promotes student engagement, instruction, and assessment will be offered to ensure remote learning success for all students including our exceptional learners. Professional development opportunities will include, but not be limited to: Google Suite, Google Classroom, Google Meet, Screencastify, Achieve the Core resources, CommonLit, Khan Academy, online textbook resources, social emotional topics, PBIS, etc. Administration will implement regular "check-ins" and review each teacher's professional growth plan to determine if any additional supports are needed throughout the year.</p>	

## ADDITIONAL INFORMATION:

### FALL 2020 | STAGGERED START TO THE SCHOOL YEAR

Norton City Schools will begin the 2020-2021 school year with a staggered start process. This means that students in different grade levels will return on different dates. By limiting the number of students who are in the buildings, we are able to introduce our new safety protocols and expectations for the school year. The chart below outlines the start dates for students.

Date	Grade Levels
August 24, 2020	Pre-school, 2, 4, 6, 8, 10, 12
August 25, 2020	Pre School, 1, 3, 5, 7, 9, 11
August 31, 2020	Kindergarten (KRA testing August 24-27, 2020)

## FACE COVERING POLICY

Recognizing the importance of face coverings as one of the comprehensive measures to prevent the spread of COVID-19, the district has developed procedures based upon the guidance of the Ohio Department of Health, the Summit County Health Department, and the available use of science. In addition, knowing that local needs may change, Norton City Schools will continue to review and adjust the face coverings procedures through consultation with health officials. At a minimum, face coverings should cover an individual's nose, mouth, and chin.

In an effort to maintain a safe environment for all, Norton City Schools has established the following guidelines for face coverings, face masks, and shields.

**Students:**

Students are required to wear face coverings during the school day. Face coverings must adhere to the district/building guidelines for appropriate apparel.

Exceptions include:

- Wearing a face covering is prohibited by law or regulation
- Wearing a face covering is not advisable for health reasons (disability, impairment, or documented medical condition)

**Employees:**

Employees are required to wear face coverings during the school day.

Exceptions include:

- An employee has a documented respiratory or medical condition that would prevent the ability to wear a facial covering. \*Employees must provide written justification from a health care physician that indicates he/she is unable to comply with this policy due to a medical reason\*
- Wearing a face covering is prohibited by law or regulation
- Wearing a face covering is NOT required when an employee is working alone in an assigned work area

**Guardians/Visitors:**

Guardians/Visitors are required to wear face coverings while in the building.

**Face Shields:**

Face shields that wrap around the face and extend below the chin can be used as an alternative when a facial covering would hinder the learning process, or a staff member is unable to wear one due to a medical condition. Acceptable situations for face shields are as follows:

- Interacting with students, such as those with disabilities, when communication could be impacted
- Interacting with English-language learners
- Teaching a foreign language
- Teaching in a setting where a facial covering might present a safety hazard (science lab)

**Websites with Additional Information:**

- [Summit County Health Department](#)
- [Ohio Department of Health](#)
- [ODE Reset and Restart](#)
- [ODE Remote Learning Attendance](#)
- [OHSAA](#)
- [We Roar. Louder. Website](#)



For Board Review



## Norton City Schools 2020-2021 School Calendar

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Aug. 17-21 Teacher Work Day
- Aug. 24 Students First Day (Pre-K, Gr. 2, 4, 6, 8, 10, 12 Only)
- Aug. 25 Students First Day (Pre-K, Gr. 1, 3, 5, 7, 9, 11 Only)
- Aug. 26 Return to School (Pre-K, Gr. 1-12)
- Aug. 31 Kindergarten First Day
- Sept. 7 Labor Day - No School
- Oct. 8 Conference K-12 4pm-7pm
- Oct. 9 NEOEA Day - No School
- Oct. 12 Staff Development - No School
- Nov. 5 Conferences K-4 4pm-7pm
- Nov. 6 Conferences K-4 8:30am-11:30am (K-4 Only - No School)
- Nov. 25 Staff Development - No School
- Nov. 26-30 Thanksgiving Break - No School
- Dec. 18 Records Day - No School
- Dec. 21-Jan 1 Winter Break - No School
- Jan. 18 Martin Luther King Day - No School
- Feb. 11 Conferences NMS/NHS 4pm-7pm
- Feb. 15 President's Day - No School
- March 11 Conferences Primary/NES 4pm-7pm
- March 12 Staff Development - No School
- April 2-9 Spring Break - No School
- May 28 Students Last Day
- June 1 Records Day
- June 2 Conference Comp Day- No School

Additional Preschool Days:

Friday, January 29, 2021  
 Friday, February 26, 2021  
 Friday, March 26, 2021

Grading Periods  
[ ]

Aug. 24 — Oct. 16 =37  
 Oct. 19 — Dec. 17 =40  
 Jan. 4 — March 11 =47  
 March 15 — May 28 =49