

**Norton City Schools**  
***RECOVER, REDESIGN, RESTART 2020-2021 PLAN***  
*Updated 11/16/20*

**Superintendent's Introduction:**

During the month of February and early March, Norton City Schools began to learn of the Coronavirus and that it would, more than likely, affect our schools. On March 13, at 1 pm, I held a Division-wide faculty meeting to discuss growing concerns and initial planning that we would be considering. By 2 pm on the same day, the Governor closed Virginia's schools for the remainder of the school year. Our teachers and staff reacted quickly, responsibly, and to the best of their abilities, to plan and provide instruction for our students. Meal delivery options and plans were implemented, and technology needs were assessed and addressed, and in approximately one week's time, we were offering Continuity of Learning, providing meals, and supplying technology needs.

We continue to see COVID-19 as a pandemic and know that there is a need for more detailed, specific, and innovative instructional plans as we move to reopening schools in the fall of 2020. Even though we prepared and offered instruction with essential skills and continuity of learning to our students in the spring, we know that remote learning has limitations for the experience that we want our students to achieve as when they are together on the campuses with teachers and peers. To provide a world class education in an ever-changing world is no easy task and we want to meet the needs of every student, every day in order to thrive as a public-school system. With still many unknown facets of COVID-19 and the changes still evolving for the landscape of public education, we will be preparing for multiple approaches to our instructional plan based on the phase guidance from the Governor of Virginia. They will include fully remote, fully in-person, and hybrid options. A fully remote/virtual option will be available as an option within any of our approaches.

The foundation of our plan was developed originally by the leadership team utilizing the Virginia Department of Education's (VDOE) RECOVER, REDESIGN, RESTART 2020 guidance for reopening schools, guidance by the Center for Disease Control (CDC), VACORP (risk management), the Virginia Department of Health (Lenwisco District), and our School Board Attorney. Other guidance from the World Health Organization (WHO) and the American Academy of Pediatrics (AAP) was also used in developing the foundation of our reopening plan. We focused on the idea that we would reopen schools under Phase 3 of the Governor's Forward Virginia Plan.

Our Reopening Planning Team, with consultation and input from the Advisory Committees, which consist of school leaders, teachers, staff, parents, students, and board members, has worked to develop a plan that is reasonable for all stakeholders in the City of Norton. After our Leadership Team developed a vision for the reopening plan, we engaged with our stakeholders who ultimately are responsible for implementing and sustaining the plan. Advisory committees joined our planning team to critique, adjust, and revise the foundational plan that had been created. As these adjustments were considered, we ensured that we were within the guidelines established by the aforementioned.

We have designed and developed our procedures, as well as prepared for the physical space necessary for the safety of our 775 students and 120 members of the faculty and staff of NCS. We will continue to be in close communication with our Virginia Health Department, Virginia Department of Education, Virginia Association of School Superintendents, our City Manager and Emergency Response team, medical professionals, and others that we believe can continue to offer valuable input to this process. We will be guided in large part by recommendations from the Centers for Disease Control and the Virginia Department

of Health with mitigation variances requested to the VDOE that will make our reopening feasible and reasonable.

The next step of our reopening plan process was to receive public input prior to submitting the plan to our School Board for acceptance. The reopening plan was made available in print and on our website beginning July 10, 2020. The plan was taken before the Board for acceptance on July 20, 2020. The final revised and updated plan, approved by the School Board, is being resubmitted to VDOE and updated on our website.

As a result of our careful consideration, the main focus of our plan is to return every student, who is able, to a learning environment with as much in-person instruction as possible. The situation for reopening schools for Norton City Schools will remain fluid with implementation of the approaches as mentioned and outlined in the Instruction Plan for the Division. Our Board met on July 20, 2020 and a definitive instructional plan was discussed and decided upon. Much still depends on developments regarding COVID-19 cases regionally and in the state and the impact on our school population, as well as the Governor's announcements. The reopening options are proactive as well as keeping health and safety at the forefront.

At the same time, we are prepared to revert to some version of remote learning at a moment's notice. As we see that we can provide transportation and accommodate students in a fully in-person approach, we will move into that approach utilizing the variances for mitigation strategies that were submitted to the VDOE.

Several factors that were considered and developed on this path to reopening.

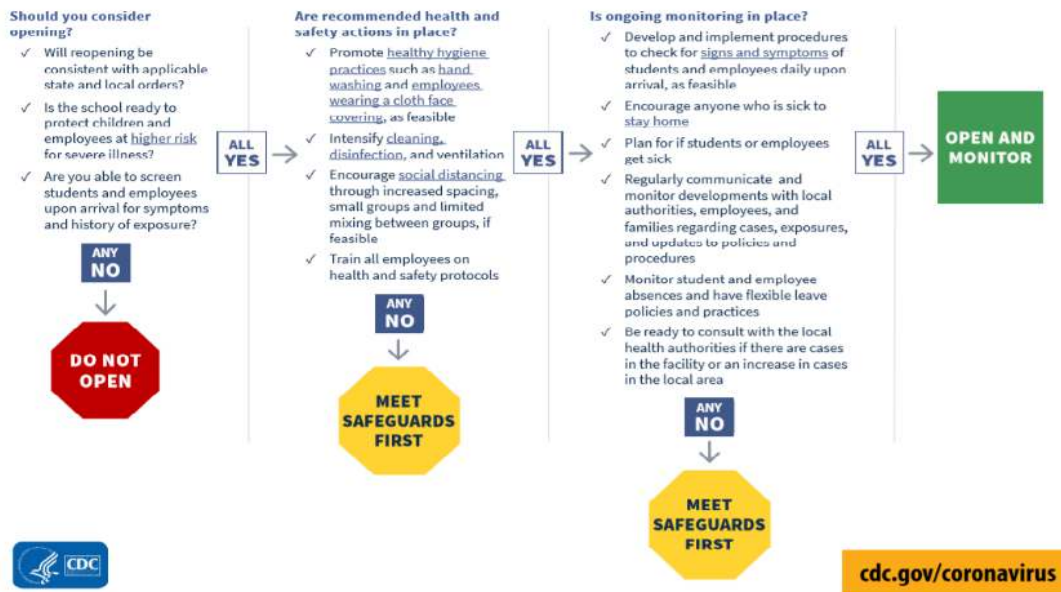
Those factors included the following:

1. COVID-19 has not had as large an impact on Norton and Southwest Virginia as it has had on other parts of the Commonwealth and the Nation. As of July 20, 2020, only four citizens of Norton had contracted the virus and there were no active cases as reported by VDH.
2. Norton City Schools is initially planning for the reopening on August 5, 2020, but we do have an alternate calendar for a September 1 start date, should the school board decide to use a later start date amid uncertain and ever-changing guidance and regulations. First and foremost, our desire is to open on schedule on August 5, 2020 with students, faculty, and staff, as much as reasonably possible, on campus 4 days a week with a "Virtual and/or Screen Free Friday." We believe – even more firmly after spending the last several months in a remote-learning environment – that daily interaction among students, their peers, and teachers is central to our children's education. Furthermore, based on information gleaned from pediatricians, we also believe that children need the psychological, emotional, and social benefits of being in school with peers. The American Academy of Pediatrics provided interim guidance for reopening schools on June 26, 2020. In this guidance the AAP strongly advocated for an in-person return to school where possible due to the negative learning impact of closing school in the Spring, and because "children and adolescents also have been placed at higher risk of morbidity and mortality from physical or sexual abuse, substance use, anxiety, depression, and suicidal ideation." (<https://www.aappublications.org/news/2020/06/26/schoolreopening062620>).
3. The CDC provides guidance for schools in low transmission areas to consider as they plan to reopen schools. Since Norton is considered a low transmission area, we followed that guidance in addition to the guidance provided by VDOE in their RECOVER, REDESIGN, RESTART document.

## SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.



- During a Congressional Hearing, Congressman Morgan Griffith asked Dr. Anthony Fauci, the Director of the Center for Allergy and Infectious Disease, how reopening decisions for schools should be made. Dr. Fauci's response was that those decisions should be made locally based on community health data. ([https://www.youtube.com/watch?v=1hgsUr\\_HcWI&feature=youtu.be](https://www.youtube.com/watch?v=1hgsUr_HcWI&feature=youtu.be)).
- On June 25, 2020, Governor Northam's Chief of Staff officially stated that the RECOVER, REDESIGN, RESTART 2020 document, and the Governor's recommendations were guidance only and that School Boards were best positioned to make reopening decisions based on their local health metrics during the Governor's daily press conference. (<https://www.youtube.com/watch?v=wN3XztSLo24> at the 26:00 mark).
- A parent survey for the school year 20-21 was administered to families, about their preferred method of returning to school. Approximately 20% have indicated that they would prefer a fully remote/virtual option, which means that approximately 80% prefer to send their child back in-person.
- School administrators have held routine ZOOM meetings with teachers to keep them aware of the planning process and allowed them to ask questions and have input and will continue to do so as this plan will continue to be a working document.

As we continue to assess our plans, I want to provide other general information and guidelines:

- Physical Distancing:** We will be taking steps to maintain physical distancing throughout the day, starting with arrivals. We are evaluating space throughout school buildings to enable classrooms to meet the requirements for spacing students at least six feet apart to the extent possible. We recognize that we may need to use some of our larger spaces in unconventional ways to maintain small groupings and physical distancing. We also will be seeking mitigation variances for this strategy.
- Masks and face coverings:** Cloth face coverings, along with preventative measures and regular healthy hygiene practices such as handwashing, are recognized by medical professionals as one of the most effective tools for avoiding the spread of COVID-19; the Virginia Department of Health and the American Pediatrics offer guidelines for helping children understand the importance of masks/face coverings.

- **Health checks:** We have ordered a supply of infrared thermometers and are preparing for daily temperature checks of everyone who enters the campus, should CDC or health department guidelines call for us to do so. Symptom checks and temperature screenings are recommended daily prior to coming to school for faculty, staff, and students. Families are encouraged to do this prior to sending a child to school. However, elevated temperature is only one possible symptom of the illness; the VDH has published the following at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> with a detailed list. Naturally, we will also monitor all students and staff for COVID-like symptoms and will isolate them on campus and then send home anyone determined to be at risk by our medical staff, whose decisions will be guided by CDC/VDH symptoms and exposure checklists and objective findings. We will need your support in this effort as you monitor your own family's health and will reiterate our request that you keep your child home if he or she has a fever, exhibits symptoms, or has known exposure to someone with COVID-19.
- **Nurse Stations:** Our stations are being reevaluated and isolation rooms are established at each school for anyone exhibiting symptoms and awaiting transportation home. Our staff is in close contact with health officials to ensure that we have the best practices in place when school opens. We already have two nurses, one on each campus during the school day and are considering increasing that staffing, at least at the beginning of the year.
- **Buses:** We still plan to run our buses on routes as close to what we have always had for students. If we see the need for altered or additional routes families will be notified. We have ordered equipment that will allow us to sanitize the inside of the buses once in the morning and once in the afternoon, in addition to the normal daily cleaning performed. We recognize the challenge of physical distancing on buses, and like schools around the region, we are working on that issue and will provide an update as soon as possible. We are requesting a mitigation variance with VDOE in this area. Face coverings may be required if social distancing is less than 6 feet.
- **Facilities:** The school is in the process of upgrading restroom facilities, seeking to move to touch-free operation as much as possible. We are replacing the paper towel and hand soap dispensers. Hand sanitizer will be readily available throughout the buildings. Finally, we are adding three additional water bottle filling stations between the two schools as we plan to discourage usage of water fountains during this period.

Our partnerships with parents and our community are important and vital to the sense of security and confidence for each of our students. It is our desire to work together to create the best and safest environment for Norton City Schools.

We are living in a time that many of our generations today would have never imagined. This is uncharted territory for most Americans. Few have ever been a part of a pandemic of this magnitude or experienced this level of national crisis. As an educator, I know that history indicates, as Americans, we find a way to persevere and improve our Country during such difficult times as we are living. Even though we all are facing our own level of hardships and negativity due to COVID-19, we have the opportunity before us in education to make changes, build upon our learning from the situation and create a better system for the next generation with so many lessons learned. By working together and agreeing to see our shortfalls to make something positive out of a negative situation, we can teach our students that regardless of the circumstances, we can overcome obstacles and be even stronger than we could have ever thought possible. Norton City Schools looks forward to August 5, 2020, when we can begin to put strategies into place that will guide us to do our part in this tremendous responsibility.

As I mentioned above, we fully intend to open on schedule in an environment that looks as much like any regular school year as possible, but with creative and innovative approaches within the parameters we have been provided. Not only do we believe this is critical for our long-term educational system, but we also

understand the hardships that many families experience with students not in school. This process will require compassion, tolerance, hard work, and, perhaps most of all, patience.

We requested acceptance of Norton City Schools' instructional plan to the VDOE on July 15, 2020, which has now been revised and updated following Board approval on July 20, 2020. The plan is detailed in the following document. We were required to submit 15 days prior to the reopening, but we acknowledged that we wanted to have input from the public and our School Board as we finalized the reopening of schools.

We will continue to be a bold and strong school system and community if we endeavor to work closely throughout this difficult time. It is my belief that we are always stronger together.

Sincerely,

Dr. Gina Wohlford

# RECOVER, REDESIGN, RESTART 2020-2021 Instructional Plan for Norton City Schools

## Executive Planning Team and Advisory Committee Members

<b>Executive Planning Committee</b>	Sundy Adams- Special Education Coordinator	Brad Hart- Administrator
	Scott Addison- Administrator	Melissa Kiser- Administrator
	Lisa Bolling- Technology	Brandon Stidham- Administrator
<b>Food Service and Wellness Committee</b>	Scott Addison- Administrator	Melissa Kiser- Administrator
	Jacqueline Brooke- Finance Supervisor	Kim Lawson- Parent
	Wes Campbell- Board Member	Elijah Roop- Teacher
	Carol Caruso- Board Member	Cindy Stidham- Parent
	Jacob Caudill- Teacher	Crystal Sturgill- Parent
	Jimmy Elkins- Cafeteria Manager	Terry Sturgill- Food Service Director
	Jennifer Hughes- Nurse	
<b>Facilities Committee</b>	Scott Addison- Administrator	Brad Hart- Administrator
	Jeff Brooks- Maintenance Supervisor	Mark Leonard- Board Member
	Mark Greear- Head Custodian	Cody McElroy- Board Chair
<b>Transportation Committee</b>	Scott Addison- Administrator	Cody McElroy- Board Chair
	Jacqueline Brooke- Finance Supervisor	Brandon Stidham- Transportation Coordinator
	Wes Campbell- Board Member	Neil Walker- Teacher
	Brad Hart- Administrator	Bruce Wilson- Bus Driver
<b>Teacher Advisory Committee</b>	Sundy Adams- Title I Teacher	Donnie Culbertson- Teacher
	Ashley Addison- Librarian	Vanessa Cyphers- Teacher

	Makenzie Blankenship- Teacher	Kim McCarty-Teacher
	Michael Brooke- Teacher	Tracey Sharpe- Teacher
	Diane Brooks- Teacher	Andrea Sturgill-Teacher
	Chris Crabtree- Teacher	
<b>Support Staff Committee</b>	LeAnn Androjna- Cafeteria Manager	Shanna Hughes- Bookkeeper
	Jill Cooke- Paraprofessional	Shacoty Miles- Secretary
	Teresa Hamilton- Paraprofessional	Regina Richardson- Paraprofessional
<b>Parent Advisory Committee</b>	Tim Adams- parent	Lisa Robinette- community member
	Laura Campbell- parent	Abe Rutherford-parent
<b>Student Advisory Committee</b>	Ben Cochran 9th grade	Maleigh Peters 10th grade
	Bailee Couch 8th grade	Shealin Pruitt 11th grade
	Braden Broskey 7th grade	Trinity Smith 12th grade
<b>Technology/Virtual Program Committee</b>	Stephanie Adams- CTE Coordinator	Lisa Bolling- Technology Coordinator
	Scott Addison- Administrator	Melita Fields ITRT
		Virginia Roberts- Academic Supports
<b>Equity Committee</b>	Sherry Adams- Board Member	Lexie Childers- Teacher
	Veronica Bolling-student 10th grade	Becke Elkins- parent
	Jaymen Buchanan- student 11th grade	Anu Godsey- teacher
	Carol Caruso- Board Member	Stephanie Gross- School Counselor
	Melissa Cook- School Counselor	Ryan Huntington- teacher

## **GUIDING PRINCIPLES:**

The RECOVER, REDESIGN, RESTART 2020-2021 Plan for Norton City Schools is guided on the following principles:

- 1. Health and Safety**
  - a. Operations
  - b. Facilities
  - c. Logistics
- 2. Maintaining quality educational instruction for all students**
  - a. Equitable learning opportunities
  - b. Personalized Instruction
- 3. Recognizing teacher impact on student learning**
  - a. Supporting the social/emotional needs of students and staff
  - b. Student and Family engagement and support

## **HEALTH AND SAFETY**

### **Daily Operation Protocols**

Norton City Schools has developed procedures and protocols for health screenings for all students, employees, and visitors within the school division. The following daily procedures will be followed:

#### Screening of Students (Bus):

- Daily health screenings will be conducted for staff and students prior to their start to the school day.
- Bus monitors and other staff will be assigned to morning bus routes. The assigned staff member will wear PPE (gloves and face covering) and will step off the bus to screen students' temperatures by scanning foreheads with a no-touch thermometer.
- Parents are asked to check their child's temperature prior to coming to the bus stop and to be readily available until their child is officially screened by our staff.
- Students registering a temperature of 100 degrees or higher will not be permitted on the school bus and will return to the care of their family. Their names and temperatures will be recorded by the bus monitor so that the school nurse will have the information necessary to enable her/him to conduct follow-up phone interviews with the student's family. They will be given written information regarding COVID-19 symptoms, self-monitoring/quarantine tips, and appropriate responses.
- Students not allowed bus transportation will be required, health allowing, to participate in remote learning for the next 72 hours (if school days) before attempting to return to school. At that time, a student returning to school must also have clearance from a clinician.
- Any student who is required to participate in remote learning will have the necessary school materials (electronic device, etc.) made available to them for pickup or delivery.

#### Screening of Students (Car Riders/Student Drivers):

- Students who are transported to school in personal vehicles will be screened upon entering the building.
- The school personnel assigned to the car rider line will wear PPE (gloves and face covering) and will scan students for temperatures as they enter the building at a designated location.
- Student drivers will be screened upon entering the school by an assigned staff member who will be wearing PPE (gloves and face covering).
- Students registering a temperature of 100 degrees or higher will not be allowed to attend classroom instruction. The names of such students, as well as their temperatures, will be recorded and the information will be given to the school nurse. They will be given written information regarding COVID-19 symptoms, self-monitoring/quarantine tips, and appropriate responses, as well as informing them that a school nurse will follow up with them later in the day.
- Students who cannot participate in in-person instruction will be required, health allowing, to participate in remote learning for the next 72 hours (if school days) before returning to school. At that time, a student returning to school must also have clearance from a clinician.



- Any student who is required to participate in remote learning will have the necessary school materials (electronic device, etc.) made available to them for pickup or delivery.

#### Screening of Employees:

Faculty and staff will be required to self-monitor each day prior to beginning their workday utilizing an employee system checklist form. The screening will include the assessment of:

- Temperature of 100°
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Known close contact with a person who is lab-confirmed to have COVID-19
- If a faculty or staff member registers a temperature of 100 degrees or more, they will notify the administrator of their respective school that a substitute has been utilized following the Ready Sub protocol.
  - Additionally, once employees arrive at their assigned work location, a self-administered temperature check will be required.
  - In the event an employee registers a temperature of 100 degrees or more they will be required to leave the site immediately and notify their administrator.
  - The administrator will record the information and provide it to the school nurse. The school nurse will conduct a follow-up interview by telephone.

#### Screening of Visitors:

- Only essential visitors will be permitted to enter school premises. All visits to the school will require a scheduled appointment.
- All visitors will be screened using a symptom checklist form and require a temperature check.
- Visitors must sign a form attesting to being symptom-free for the past 10 days and not have been recently exposed to anyone known with COVID-19. The screeners will wear PPE (gloves and face coverings) while conducting the screenings.
- Any visitor registering a temperature of 100 degrees or higher will not be permitted entrance to the school facility.
- Visitors will be issued a visitor badge that must be worn at all times during their visit.
- Visitors will be required to follow current health and safety protocols during their visit, including routine hand washing between clients when working with children or supplies.

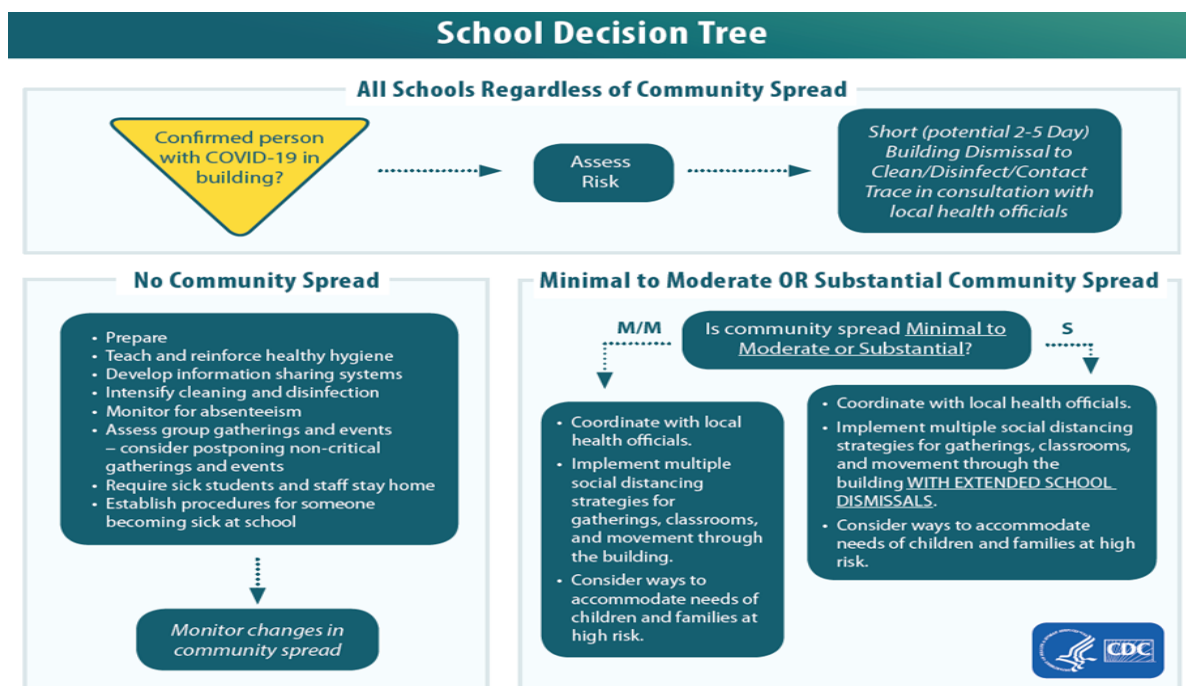
#### Families coming to the School:

- Families coming to the school to check in or check out a child will need to call before arriving and wait outside the school building.
- School personnel will escort students to the entrance/exit when necessary.
- Families should not leave their cars.
- As a safety precaution, families should have personal identification to show school personnel that they are a person who is allowed to pick up the child.

Hygiene protocol and Coronavirus training utilizing SafeSchools Training Modules will be provided for all faculty and staff as well as our substitutes before the first day of school as part of the professional development requirement. In addition, signage, flyers, and instructions will be a part of the information process for all students, employees, and visitors to school facilities.

#### Protocol for Closing Schools:

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission. The following decision tree can be used to help schools determine which set of mitigation strategies may be most appropriate for their current situation.



Norton City Schools will coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. These officials will help administrators determine a course of action for the school system.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

#### Reasonable Employee Health Request Accommodations:

If an employee has a medical diagnosis of an underlying, pre-existing health condition the employee can request certain reasonable accommodations to be made for them to perform their daily duties. Location reassignment, change in works hours, and additional job requirements are possible depending on each individual situation. Documentation, communication, and correspondence are required from the licensed medical provider to Human Resources, Becke Elkins who can assist employees in the paperwork and process.

#### Attendance/Sickness Monitoring:

Norton City Schools will collect student data on absenteeism, clinic visits, exclusions due to illness, reporting of COVID-19 incidents, utilizing the student management system (PowerSchool). When a student visits or is sent to the school nurse, information is entered in PowerSchool to record reason/illness if necessary. Teachers will use School Clinic Guidelines provided by the school nurses for assistance in limiting non-emergencies that come to the nurse's office.

School nurses will report suspected cases of COVID- 19 to the Principal and Division Superintendent, and Michelle McPherson, at the local health department: LENWISCO Health Department, 134 Roberts Avenue, SW, Wise, VA 24293.

Screening, monitoring, and testing are essential components of limiting the spread of COVID-19. An important aspect of keeping schools safe is actively encouraging sick staff and students to stay home if they are ill.

## **FACILITIES**

### Facilities Cleaning:

The safety of our employees and students are our first priority. Upon reopening, our schools will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions.

NCS will follow in-house standard operating procedures and CDC recommended sanitation guidelines to ensure that its facilities and grounds are as sanitary as possible to promote the well-being of students, faculty, staff, and other essential service providers.

The division will make accessible appropriate sanitation supplies such as soap, water, hand sanitizer, masks/face coverings, paper towels, and other disposable health items.

NCS will have established cleanliness and sanitation protocols monitored by building level administration. NCS will base its disinfection and sanitation processes in accordance with industry best practices.

NCS will place an emphasis on cleaning and disinfecting high touch areas within the educational setting (including bus transportation which will be cleaned and sanitized daily) which may include:

- Doorknobs
- Light switches
- Desktops
- Sink faucet and handles
- Water fountains
- Restrooms
- Keyboards
- Playground equipment
- Shared objects
- Countertops

Some areas will require more cleaning than just daily. Such as: keyboards, playground equipment, shared objects, countertops, etc. Classrooms will be provided safe, approved products for use throughout the day.

NCS maintenance staff will ensure ventilation systems are functioning properly and attempt to increase the circulation of outdoor air by opening windows and doors and using fans when appropriate. All HVAC systems including filters will be routinely checked/changed according to manufacturer recommendations.

NCS will discourage students and staff from bringing such items as toys, blankets, pillows, or any other household items to school that may lack sanitation protocols and could potentially be contaminated.

Maintenance and head custodians will keep an inventory of cleaning supplies and order additional supplies as appropriate.

Maintenance schedules will be designed to provide for additional cleaning measures when students are not in the building as well as when they are present.

### Signage in schools:

Signage related to safety measures and logistics will be made available to all schools and placed in hallways, classrooms, and near entrances and exits. Such as:

- Wellness Check & Temperature Screening
- Maximum Occupancy of Each Room
- Hand Washing
- Symptoms of Coronavirus/COVID-19
- Stop the Spread of Germs
- When to Stay Home
- Face Covering & Social Distancing Instructions
- Water Fountain Closed/ Procedures for Bottle Fillers
- Social Distancing Floor Signs
- Hand Sanitizer Locations
- Floor markings for Flow of Traffic

## LOGISTICS

### Physical Infrastructure:

Several mitigation strategies are being implemented by NCS in order to adhere to social distancing and safety requirements:

- The physical infrastructure is being analyzed and evaluated by the leadership team to determine the capacity of each building to accommodate the appropriate social distancing measures for the return of students in the fall.
- Schools are prepared to relocate some classrooms and to use all available space to accommodate class sizes for social distancing purposes.

We will provide options for modified social distancing, e.g. The World Health Organization recommends 1 meter of social distance while the CDC recommends 6 feet. Dr. Anthony Fauci, Director of the National Institute of Allergies and Infectious Disease recently suggested that regional considerations should be made for reopening and that desks should be placed as far away from each other as possible. Considering these medical recommendations, modification may look like this:

We will prioritize creating classroom environments that provide 6 feet of space between students. When that is not possible our mitigations will include:

- Moving class to a larger room
- Reducing space between students to 5 ft while providing desk shields, and/or strongly recommending use of face coverings\*
- Reducing space between students to 4 ft while providing desk shields, and/or insisting on the use of face coverings\*
- Reducing space between students to 1 m while providing desk shields, and/or requiring use of face coverings\*

**As of November 16, 2020, face coverings will be required of all students ages 5 and up, except when eating, in compliance with The Governor's Amended Executive Orders 63 and 67.**

- School start times and class schedules will be adjusted to maximize spacing as well.
- Considerations have been made to maximize spacing in hallways and other areas around school grounds.

- All schools will utilize signage to help with the flow of students and staff. This signage will be used to indicate one-way hallways, where necessary and appropriate distance markings to maintain social distancing *as much as possible*.
- Visitors will be limited to service providers in each building and check-in and out procedures will be established to limit personal contact.
- Students will *not* utilize lockers at the middle and high schools.
- New water fountains will be installed that allow for personal water bottles to be filled.

#### Nursing:

NCS recognizes that school nurses are critical to the success of our health plan. Several mitigation strategies are being considered and/or implemented:

- NCS will have a full-time nurse at each school.
- NCS will utilize a substitute licensed nurse. The substitute nurse will serve as a traveling nurse to all schools, to assist as needed.
- In the event a school nurse is absent, or a nurse would need to be quarantined due to exposure, the traveling nurse will serve as the substitute nurse.

#### Isolation Rooms:

- NCS will establish an isolation room at each school. Students/staff who become ill with COVID-19 symptoms will be taken to this area as soon as possible so that the regular nurse's office can be used for non-COVID-19 related health services.
- Students/staff who become symptomatic will be required to wear a face covering unless it cannot be tolerated.
- The ill symptomatic student/staff person will be sent home or sent for medical care as soon as possible. If *positive*, NCS will require a release from a clinician before returning. If *exposed*, and health department monitoring during quarantine with consent, the local health department may provide release.
- The Virginia Department of Health (VDH) will be consulted as needed and the chain of command to communicate with individuals will be followed.
- Follow-up sanitizing of isolation rooms will be provided and other areas of the school per CDC guidelines and the recommendation of VDH.
- Teachers should triage before contacting the nurse's office to see a student, and minor issues should be handled in the classroom if possible.

#### Immunizations and Annual School Screenings:

- NCS will communicate with families regarding required immunizations and will help schedule appointments if needed with Health Care Providers.
- If needed, Annual screening dates will be scheduled later in the school year; screenings will take a longer period of time to conduct due to small groups and social distancing.
- Additional screenings that are not required by the state of Virginia (i.e. height, weight, and dental) may be waived for this school year.
- The additional screenings may be conducted at a later date if needed.
- School nurses will communicate with parents/guardians and staff regarding returning to school after positive COVID-19 and possible exposure.

NCS has ordered neck gaiter face coverings for all staff members and disposable masks will be available for students as requested. Face coverings are encouraged for students. Disinfection solution, hand sanitizer, and gloves will be supplied to each teacher for their classroom. Face coverings will become more critical if the mitigation strategies are less than 6 feet.

### Communication plan for families:

NCS health plan will be communicated with families, school personnel, and the community through the Division and School websites as well as by email and our all call system. The Division will develop informational videos and training for parent viewing. Hard copies of the plan will be available upon request. In addition, information will be sent home to families at the beginning of the school year.

Stakeholders (leadership, teachers, parents, students, community members) have been involved in the decisions associated with reopening schools.

Decisions related to COVID-19 will be managed by the Superintendent in coordination with the school nurses who work closely with the local health department to stay abreast of community spread and any issues that may require attention. If a student, faculty or staff is virtual learning/working or has *not* been in our schools 14 days prior to a reported case, it will not be reported as a school case, but considered a community exposure. In an effort for open communication and transparency, all information is shared through the superintendent's office via the District website and various social media outlets.

## **MAINTAINING QUALITY EDUCATIONAL INSTRUCTION FOR ALL STUDENTS**

### Options for Instructional Delivery:

<b>100 % Virtual Academy</b>	<b>ALL Students In- Person</b>
<p><b><i>Use Standard Learning Management System:</i></b></p> <ul style="list-style-type: none"><li>● Google Classroom</li><li>● Virtual Virginia</li><li>● Odysseyware</li><li>● Online textbook access and/or textbooks distributed</li></ul> <p><b><i>Video and Recorded Lessons:</i></b></p> <ul style="list-style-type: none"><li>● Google Meet: teacher, student, parents</li><li>● Zoom</li><li>● Screencastify</li><li>● Online Instructional Videos- YouTube, Khan Academy, etc.</li><li>● Synchronous models-example Zoom- happens in real-time</li><li>● Asynchronous models-occur through online channels without real-time interaction.</li></ul> <p>Teachers will follow mutually agreed upon pacing guides utilizing the CIP- Comprehensive Instructional Plan.</p> <p><b><i>Alternatives for Students with Connectivity Issues:</i></b></p> <ul style="list-style-type: none"><li>● Paper packets and workbooks</li><li>● Jump Drives</li><li>● Kajeet Hotspots</li><li>● Materials/Lessons downloaded onto Chromebook- utilizing internet-accessible locations with Norton City</li></ul> <p><b><i>Mastery of Learning/Assessment:</i></b></p>	<p><b><i>Pre-kindergarten- 12</i></b></p> <ul style="list-style-type: none"><li>● 4 days a week attendance</li><li>● Remote Learning Friday- Academic support for students. Virtual check-in day with families.</li></ul> <p>Initially, Pre-kindergarten will attend 2 days a week in order for social distancing guidelines to be obtained.</p> <p>If we should reach an attendance level within our Division for students or school personnel that has a significant impact on the ability to provide effective instruction, due to COVID-19 or restrictions related to the virus, we will, at that point, transition to a 100% virtual learning environment or consider other options for instruction. Attendance and health data will be monitored daily by administration and nursing staff and communicated to the Superintendent.</p>

<p>Grading will be a part of the Virtual Academy:</p> <ul style="list-style-type: none"> <li>• Traditional Assessments</li> <li>• Alternative Assessments</li> </ul> <p><b>Participation and Attendance:</b></p> <ul style="list-style-type: none"> <li>• Teachers will report weekly participation which equals attendance through PowerSchool.</li> <li>• If there is no activity after a week, teachers will try to contact the student and/or family. These attempts will be logged into PowerSchool. The truancy officer/Academic Supports will be notified if contact cannot be made and a home visit becomes necessary.</li> <li>• Attendance guidelines provided by VDOE will be reviewed.</li> <li>• Parent notes will not be accepted in the virtual academy learning model.</li> </ul>	
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Norton City Schools approved calendar currently has a school start date of August 5, 2020. There is a September Calendar that has been reviewed and can be utilized should it become necessary.

It is the intent of Norton City Schools Planning Committee to assess the instructional plan weekly and make adjustments as necessary once school begins. As community spread has been exceptionally low for our area, with very few cases being reported at this time, the planning committee has recommended that school begin on August 5, 2020, with students attending in person following phase 3 guidelines with mitigation variances being requested within the Health Plan. The Family Survey for 2020-2021 indicated the desire of the majority for face to face instruction. This plan for reopening is also with the understanding that anyone with concerns for sending their child back to school with so many uncertainties may choose the 100% Virtual Academy and engage in an online curriculum while remaining at home.

Powerpoint and videos will be shared with families as we start to reopen schools in order for a greater understanding of the reopening plan.

**Personalized Instruction:**

Pre- Kindergarten	Grades k-3	Grades 4-7	High School 8-12
<p><b>Curriculum Focus</b></p> <p><b>The Curriculum focus for grade Pre-k will be:</b></p> <ul style="list-style-type: none"> <li>• Literacy-Reading, Writing</li> <li>• Math- Core Concepts</li> <li>• Socio-emotional learning.</li> <li>• Developmentally Appropriate Activities</li> </ul>	<p><b>Curriculum Focus</b></p> <p><b>The Curriculum focus for grades k-3 will be:</b></p> <ul style="list-style-type: none"> <li>• Literacy-Reading, Writing</li> <li>• Math- Core Concepts</li> <li>• Science/Social Studies integrated into reading and math</li> </ul>	<p><b>Curriculum Focus</b></p> <p><b>The Curriculum focus for grades 4-7 will be:</b></p> <ul style="list-style-type: none"> <li>• Literacy-Reading, Writing</li> <li>• Math- Core Concepts</li> <li>• Science/Social Studies will be offered virtually</li> </ul>	<p><b>Curriculum Focus</b></p> <ul style="list-style-type: none"> <li>• <b>The Curriculum focus for grades 8-12 will be:</b></li> <li>• The 5 C's in all areas of instruction: Collaboration, Creativity, Critical Thinking, Communication, and Citizenship</li> </ul> <p>Core Subject Areas, Dual</p>

			Enrollment, CTE, Electives.
<b>Assessment</b> <ul style="list-style-type: none"> <li>• VKRP and PALS</li> <li>• Formative assessment.</li> <li>• Observations.</li> </ul>	<b>Assessment</b> <ul style="list-style-type: none"> <li>• VKRP and PALS</li> <li>• Formative assessment.</li> <li>• Benchmarks beginning in 2nd grade.</li> <li>• SOLs beginning in 3rd grade.</li> <li>• Observations.</li> </ul>	<b>Assessment</b> <ul style="list-style-type: none"> <li>• PALS</li> <li>• Formative assessment.</li> <li>• Benchmarks and SOLs.</li> <li>• Observations.</li> </ul>	<b>Assessment</b> <ul style="list-style-type: none"> <li>• Formative assessment.</li> <li>• Summative assessment.</li> <li>• Benchmarks and SOLs.</li> </ul>
<b>OTHER</b> Title and remediation plans will be offered.	<b>OTHER</b> Title and remediation plans will be offered.	<b>OTHER</b> After school remediation plans will be offered in the spring.	<b>OTHER</b> Before and After school tutoring will be offered.

## RECOGNIZING TEACHER IMPACT ON STUDENT LEARNING

### Professional Development:

As teachers are continually active learners and understand the impact that they have on the student and their learning, there will be a major focus on providing professional development for providing virtual instruction to the students in all settings.

The professional development plan consists of technology-based training, including, but not limited to:

- Google Classroom
- Virtual VA
- Google Drive
- PowerSchool
- Odysseyware
- On- line textbook instruction

The first weeks of in-person instruction with students will be intentional with a focus on teaching students how to use the necessary technology and learning management system, as well as providing expectations for attendance, assignments, screen time, assessments, grading, and health/safety mitigation strategies, etc.

### Instructional Equity:

- All students will have access to a Chromebook device if requested.
- Teachers will be expected to design material/lessons that:
  - Prioritize the Standards- Focus on essential knowledge concepts
  - Integrate cross-curricular teaching of essential knowledge with a focus on 5C's- (Critical Thinking, Creative Thinking, Communication, Collaboration, Citizenship)
  - Utilize a variety of models/strategies for blended learning
  - Assess students' prior knowledge with formative and summative assessments within the first few weeks of instruction
  - Differentiate student learning needs through the following strategies:
    - co-teaching and co-planning for inclusion classes
    - enrichment activities
    - Collaborative planning and design of Virtual Academy on Fridays
- Teachers will evaluate individual student outcomes (grades, attendance, etc.)
- Teachers will establish office hours for responding to student's instructional needs.



- Remediation- through partnership with Children’s Inc.
- Communication with families will be transmitted in a variety of ways:
  - School- Messenger All- calls
  - District and School Webpages
  - Individual contacts utilizing contact information in PowerSchool- Parent Portal
  - Remind App
  - Direct communication- (phone, email, and/or mail)
- Parent Trainings
  - Videos and resources will be made available

#### Supporting the Social/Emotional Needs of Students and Staff:

NCS has developed a partnership with Children's Inc. and will continue agreements with Health Connect of America and Family Preservation Services. School Counselors will also provide mental health support.

#### Social/emotional support:

- Time for non- academic related conversations.
- Share information with students/teachers about stressors and community resources available.
- Mindfulness and stress relievers built into a daily schedule for students, teachers, and staff.
- Utilization of Trauma Sensitivity training with students.
- Childcare options with local organizations such as EduCare and a partnership with Children’s Inc.
- Continued focus on basic needs
  - Meal programs
  - Health services
- Provide support for adjusting to new routines as transitioning back into the school setting:
  - Social distancing
  - Masks/face coverings
  - Breakfast and lunch routines
  - Bathroom breaks
  - Bus Duty and Parent pick up routines
  - Changes in classroom routines

#### Student, Family, and Staff Engagement and Support:

NCS teachers will continue to have support for self-care and the ability to utilize substitute teachers. Substitute teachers will receive training in the following:

- Training regarding COVID practices- Safe Schools Training
- Training on Technology platforms via training videos

NCS will continue to monitor and adjust the Instructional and Health and Safety Plan as guidelines change, and/or to better meet the needs of students, teachers, and/or our staff.

Teachers will need to be mindful that students are returning to school with a five-month “gap” in learning. When grading new instruction, teachers need to make sure that students have multiple and differentiated opportunities to develop a grasp of the content. Low performance on assessments should be met with the chance to re-learn and retest.

#### Student and Staff Supports:

In addition to the obvious health risks associated with COVID 19, NCS is also concerned about the impact the virus is having on the mental wellbeing of our students, staff, and other stakeholders. As a division who takes pride in the fact that we are not only trauma informed, but trauma responsive, we are dedicated to

ensuring that the social and emotional needs of all of our stakeholders are addressed in our school reopening plan.

#### Mental Health Supports for School Staff:

The school calendar should be designed that allows adjustment to our new normal living with COVID-19. Utilizing the flexibility to begin this school year with a four-day in person week will send a message to everyone that we are all in this together. We know we are asking more, and we acknowledge students and families will need more. Educators are essential in the success of their students. Allowing teachers' time to process their own feelings will ensure more success in being emotionally prepared to meet the needs of students and families.

NCS staff received training during the 2019-20 school year to become a Trauma Informed and Responsive School/Community. The next steps will be to continue this process. Each school will need to be intentional and purposeful in celebrating their staff as the heroes they are. Celebrating essential workers on the frontline in various ways is encouraged by Norton City Schools.

#### Supports for student's social and emotional learning:

Re-engaging our students, building relationships, and creating an environment that is conducive to learning will be paramount as we reopen our schools. For students of trauma, finding that one mentor that the student can trust, who is often their teacher, is imperative for student growth. Safe places need to be established in every classroom to accommodate the most challenged student.

#### Social Emotional Well Being of Students and Families:

Effective communication with families in the school community will be a priority. Maintaining strong communication between schools and the family will be essential in meeting the social and emotional needs of students.

The division's re-opening plan will be communicated with families, school personnel, and the community through various social media outlets such as the school website, Facebook, Twitter email, and phone calls. In addition, information will be sent home to families in the start of school packet. Open communication and transparency will be shared through the superintendent's office via various social media outlets. The superintendent will consult with the school division attorney to determine a plan for how to balance protecting students and families' privacy with coordination and communication with stakeholders regarding public health.

#### Special considerations for unique populations:

- High expectations and a growth mindset are expected for all students of Norton City Schools.

#### Children entering Pre-K and Kindergarten:

- Developmentally Appropriate Curriculum remains a focus for Pre- Kindergarten students.
- Teachers need time to meet with families and students one-to-one for orientation/pre-screening.

#### MISCELLANEOUS:

##### **TRANSPORTATION**

Phase 3 guidance for areas of low COVID-19 confirmed cases will allow mitigation strategies to be requested. Pupil transportation will be one of the most challenging aspects of our school reopening plan. Without mitigations, CDC social distancing recommendations could limit some buses to approximately 12 students. By applying mitigations, we believe we can safely double that number. Cooperation and

collaboration with families will be key to ensuring our transportation plan for reopening is successfully implemented.

#### Sanitation Protocols:

NCS will follow the latest guidelines provided by the VDOE and the CDC for maintaining a safe and clean environment on the school bus. Protocols for sanitizing the buses will be intensified according to CDC Guidelines, VDH recommendations, and industry best practices.

#### Boarding the Bus Safety (Phase III):

All students riding school buses will be directed to follow social distancing guidelines while at the bus stop and on the school bus. Parents will be asked to escort elementary students to the bus and wait with their child as temperature checks are conducted prior to boarding taking place by the bus aide. Any student with a temperature of 100 degrees or more will be asked to return home for 72 hours and participate in school remotely. The school nurse will provide direction to the parent for seeking a physician's evaluation.

While on the bus, seats will be labeled for staggered seating in a window/aisle alternating pattern. Students will board the bus in a back to front pattern and exit in a front to back pattern. Mitigation strategies have been discussed. For example, at least one student will be allowed in every seat on the bus and students living in the same household will be seated together. Assigning seats will be considered to help reduce the number of children possibly exposed to COVIDS -19 if a child should be infected. Once the CDC recommendations are exceeded, face coverings will be required. The bus monitor will be responsible for letting students know when the face coverings need to be put on.

#### Mitigation strategies for NCS:

- We will allow at least one student to every bus seat by following a staggering seating pattern. Require face coverings once CDC recommendations are exceeded.
- We will allow students living in the same household to sit together on buses.
- We will develop an appropriate system to administer daily health checks before students board the buses.

#### Sanitation (Phase III):

All NCS school buses will be sanitized in multiple ways. Bus seats will be cleaned with proper CDC approved chemicals. The cleaning products will be utilized per suggested use and potency to ensure maximum effectiveness. All buses will be thoroughly sanitized daily.

#### Pupil Transportation Capacity (Phase III):

NCS will use all available CDL personnel to assist in all transportation needs. An anticipated driver shortage is anticipated. NCS is currently advertising for additional substitute drivers. NCS is prepared to offer in-house training to newly added CDL drivers. Coaches and teachers are encouraged to obtain a CDL.

NCS will initially use classroom paraprofessionals as bus monitors as schedules developed will allow.

#### Budget Impact:

In the wake of COVID 19, additional budgetary concerns should be noted. Employment contract questions pertaining to additional hours, additional drivers, overtime, and hourly rates are several facets that may require additional funding for transportation. Additional budgetary concerns have been considered when recognizing additional fuel consumption, additional route scheduling, time considered to clean, etc.

### Mitigation Strategies and Protocols:

The following mitigation strategies related to transportation will be in force.

- Bus drivers, bus monitors, and paraprofessionals involved in bus transport will be trained in cleaning protocols and use of chemicals and sanitizing machines.
- Cleaning supplies, such as paper towels, spray disinfectant, gloves, face coverings and any other pertinent equipment deemed necessary will be provided to staff.
- PowerSchool information will be used to verify the correct addresses for each student when planning for bus transportation. It is of utmost importance that families have updated the transportation plans in PowerSchool.
- Schools will communicate to the bus driver any changes or updates regarding student and parent information daily.

### Cleaning Protocols:

NCS has modified its cleaning protocols to include COVID-19 procedures. All staff will be fully trained in the new modified protocols which will include sanitizing procedures, equipment, and chemicals. Sanitizing procedures will be employed by the staff daily to ensure that each surface has been cleaned thoroughly and that all high touch areas are cleaned several times throughout the day. Maintenance of the ventilation systems will ensure proper air flow. Electrostatic sprayers will be in use at each school for a deep cleaning prior to the students and staff entering the building. This equipment will also be available during the day for areas of concern. Hand sanitizer will be available in all classrooms and other key locations within the buildings. All chemicals will be checked for safety and effectiveness before being issued to the staff. During the school day, all faculty and staff will be involved in keeping surfaces clean.

## **SCHOOL NUTRITION**

NCS Food Service Director is experienced at applying the flexibilities needed to provide healthy and nourishing meals to our students under many different scenarios of the schools reopening. Having provided meals under the Community Eligibility Provision (CEP) for the past 2 years, in addition to his experience with the Summer Feeding Program, we are well-positioned to provide this vital service to our community regardless of the obstacles that COVID-19 may cause.

### Product Availability:

In order to provide meals when NCS opens for the 20-21 school year, we are monitoring food product inventory to ensure availability in order to obtain products and to provide meals as regulated under USDA guidelines. Food Presentation NCS is currently using disposable products, utensils, etc. and will continue to do so to ensure food safety and sanitation.

### Mitigation Strategies:

Students will initially eat in the classrooms. Social distancing guidelines will be considered if changes should be made to the location where children eat and will continue to be adhered to as they are in the classrooms. In grades k-7, students will remain in the same classroom and teachers will rotate to them. Cohorting is a mitigation strategy that will help reduce the number of potential contacts to a confirmed case.

The cafeteria staff has already implemented the use of face coverings, aprons, and gloves at all stages of food handling. A department-wide refresher course will be mandatory for staff. Handwashing, social distancing, and face covering protocols will be reviewed. The training will occur before school opens to students and staff. All cafeteria staff will strictly adhere to the appropriate handwashing, face covering and social distancing guidelines according to the CDC and Virginia Department of Health.

### Staffing Needs:

The Food Service Program does not have adequate substitute staffing at this time.

The need for substitutes is posted under Human Resources on the Division Website. With the Community Eligibility Provision, all meals are provided at no cost to students.

### Plan of Action for Closure of School:

Plans can be easily adapted; however, it requires a waiver from USDA for non-congregant feeding. Since we have been working under this model since March, we would revert to our current method of providing meals to families.

## **TECHNOLOGY**

### Internet Safety:

Security, safety, and privacy are vital components of the instructional plan. All devices will have a filtering agent on them that provides the same degree of web filtering as on-premise equipment. For privacy, teachers will be instructed on the various laws regarding student privacy (COPPA, CIPA, FERPA, HIPAA, etc.). Internet safety training will be provided to students and families.

Acceptable Use Policy and other disciplinary incidents will be dealt with in accordance with division policies. Any violation will be reported to the Principal who will determine the appropriate discipline. Parents and/or guardians will be notified as appropriate.

## **ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

NCS will follow VHSL Return to Athletics Guidelines for students participating in athletics.

Extra-Curricular activities have guidelines adapted from NFHS to follow based on CDC Guidelines.

- VHSL PHASE GUIDELINES
- NCS Athletic & Extra-Curricular Waiver

NCS understands the importance that extracurricular activities play in the development of the whole child. We are dedicated to providing these opportunities in a safe and healthy manner. The faculty and staff of NCS will follow and adhere to all established safety guidelines, social distancing procedures of 10 feet, VDH guidance on cleaning of equipment, health protocols, and VHSL rules when preparing for and serving the students and community with extracurricular activities during Phase 3 of Governor Northam's reopening structure.

### Pre-season Workouts:

As athletics seasons begin, coaches and staff will be trained on procedures for holding physical conditioning sessions to ensure that student-athletes are in acceptable physical condition once competitions begin. Coaches will ensure that proper social distancing can be maintained by all athletes and staff. Additionally, all participants will follow newly established and enhanced cleaning protocols to sanitize facilities and equipment between users.

In order to ensure the continual safety of student-athletes and staff, NCS will implement several risk mitigation strategies. Student-athletes and staff will be subject to temperature checks and health screenings before all practices, competitions, and activities. Additionally, students and staff will be encouraged to wear face coverings when social distancing is not possible. Furthermore, students, staff, and spectators will be strongly encouraged to stay home when not feeling well or when exhibiting symptoms that may indicate a COVID-19 infection.

## **FINANCE AND HUMAN RESOURCES**

School divisions are facing unique challenges during the COVID-19 pandemic. NCS will leverage local, state, federal, and CARES Act funding in order to provide a learning environment that allows all students the opportunity to be successful students and citizens in our society.

Prioritization:

During the duration of the pandemic, NCS will review expenditures frequently and evaluate the best funding source for each expenditure. In general, the most restrictive funds will be utilized first to allow for flexibility for future, possibly unknown, expenditures. Included in the frequent monitoring will be an evaluation of year-to-date expenditures in relation to expected revenues with procedures in place to implement a hold on expenditures, if necessary. We anticipate utilizing a portion of CARES funding in Fiscal Year 2020. It is an ongoing concern that NCS could see a loss of enrollment during this unprecedented time. The Virginia Department of Education has indicated that they will be providing maximum flexibility for Average Daily Membership.

Food Service Budget:

NCS food service is self-sufficient and is not expected to affect the Division's Fiscal Year 2020 budget.

Contingency Planning:

NCS will continue to develop internal spending controls in order to effectively manage uncertainty in revenue and expenditures. All options, such as spending freezes or budget reductions, will be under consideration throughout the duration of the pandemic. At this time, we have already prepared for potential reductions in sales tax and lottery revenues and will continue to monitor these items. Currently, we do not anticipate any spending freezes or additional budget reductions but will be prepared to do so for unpredicted circumstances.

Federal grant and state deadlines are continually monitored as part of the planning and this has and will continue during the pandemic.

NCS will continue to be in contact with risk management (VACORP) and our School Board Attorney to seek advice and guidance, as needed, on possible issues relating to employees, students, or community members and possible COVID-19 exposures or other related matters.

Human Resources:

Division policies or regulations will be reviewed and updated, as needed, with the protection and safety of students, staff, and community in mind.

## **COMMUNICATION**

Communication is at the heart of public education during the COVID-19 crisis. This crisis has required that communication be effective, timely, specific, and open. Communication means many different things to many different people. In order to ensure that all channels of communication are open and available, NCS will plan to communicate information to our staff, families, and community in a way that is attainable, understandable, and useful. We do ask that parents ensure that any changes to contact information be reported to their child's school in a timely manner. In order to ensure that our community is properly aware of the impact of COVID-19 on our school division and our reopening, we will strive to uphold the following communication strategies:

1. Effective Communication – All communication will be specifically directed to the intended audience. The communication will be specific, direct, and to the point.
2. Timely Communication – When possible, all communication will be proactive in nature rather than reactive. Information will be available as developments occur. Multiple modes of communication will be used to ensure that stakeholders have access to the information as soon as possible.
3. Open Communication – Communication must be between two parties. The Superintendent, Central Office Staff, and Building Principals will make themselves available to answer questions about communications coming from the division or the individual schools. Our intentions are to respond to all questions in a timely manner with mutual respect for comments on decisions that are being made.

In addition to communicating with our school-based stakeholders, it will be important to maintain open lines of communication with the Local Health Department, Region 7 Superintendents, Rural Superintendents, VASS, VSBA, and staff at the Virginia Department of Education as it will be necessary to receive input and consultation as we implement, assess and update our health and safety and instructional plans for reopening schools.

### **CONTINGENCY PLAN FOR POSSIBLE SCHOOL CLOSURE**

Strategies to prepare for ensuring continuity of new instruction should NCS have a school closure:

- All students in NCS will have access to a Chromebook if needed for use in a fully virtual/remote setting.
- Teachers will communicate the learning management system that will be utilized in the event of a school closure
- Teachers will train students and parents on how to appropriately use technology for a distance learning format.
- Teachers will share resources that are available to meet students social and emotional needs in the event of a school closure.
- Communication strategies will be implemented to provide assistance with technology, academic, meal programs, and other needs of the students and families.
- In the event of a school closure, transportation will focus on meal delivery, technology, and instructional material delivery, while practicing social distancing as appropriately related to the Phase at the time.

### **References- Links to Resources**

#### **CDC Website**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

#### **VDH Website**

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/>

#### **Mitigation Compilation for NCS**

<http://www.nortoncityschools.org/Content/298>

#### **Phase Guidance**

<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf>

**Health and Safety Plan- Phase 2 (WILL BE UPDATED FOR PHASE 3)**

<https://www.nortoncityschools.org/userfiles/100/my%20files/ncs%20reopening%20plan%202020-21%206.15.2020.docx.pdf?id=752>

Employee checklist form

School Visitor Attestation Form

Risk Attestation Form for Parents