



# NORWOOD CITY SCHOOL DISTRICT

## 2020-2021 Back to School Plans

Board Approved: July 17, 2020

<b>OPTION 1</b>	<b>STUDENTS IN-PERSON WITH SAFETY PROTOCOLS</b> (SEE OPTION 1 GUIDELINES PER COUNTY LEVEL ON NEXT PAGE)  Level 1  Level 2  Level 3  Level 4 	<b>PAGES 1-8</b>
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## OPTION 1- GOVERNOR’S RISK CHART FOR REOPENING

Based on the changing levels of the health emergency in Hamilton County, Option 1 has several different categories. This follows Gov. DeWine’s color-coded risk level chart by county.

<p>5 Days a Week in Person</p> <p><b>Level 1</b></p>	<p>5 Days a Week in Person</p> <p><b>Level 2</b></p>	<p>Blended in Person and Remote on A/B Schedule 2 days a week</p> <p><b>Level 3</b></p>	<p>Teacher Directed Remote Learning</p> <p><b>Level 4</b></p>
			
<ul style="list-style-type: none"> <li>• 0-1 Indicators triggered</li> <li>• Public Emergency</li> <li>• Active exposure and spread</li> <li>• Follow all current health orders</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 Indicators triggered</li> <li>• Public Emergency</li> <li>• Increased exposure and spread</li> <li>• Exercised high degree of caution</li> <li>• Follow all current health orders</li> </ul>	<ul style="list-style-type: none"> <li>• 4-5 Indicators triggered</li> <li>• Public Emergency</li> <li>• Very high exposure and spread</li> <li>• Limit activities as much as possible</li> <li>• Follow all current health orders</li> </ul>	<ul style="list-style-type: none"> <li>• 6-7 Indicators triggered</li> <li>• Public Emergency</li> <li>• Severe exposure and spread</li> <li>• Only leave home for supplies and services</li> <li>• Follow all current health orders</li> </ul>
<ul style="list-style-type: none"> <li>• 5-day school week</li> <li>• Following guidelines and safety protocols set forth in the Back to School Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day school week</li> <li>• Following guidelines and safety protocols set forth in the Back to School Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be split by Group A and Group B</li> <li>• Group A will attend school Monday and Tuesday</li> <li>• Group B will attend school Thursday and Friday</li> <li>• Wednesday will be for remote lessons and/or office hours with teachers and deep cleaning</li> <li>• Families will be grouped together for childcare</li> <li>• During the days a student is not in session they will have assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Students will no longer attend school in person</li> <li>• They will use teacher directed remote learning</li> <li>• This is separate from the Option 2 all remote plan</li> </ul>

This plan was developed in collaboration with the Norwood Health Department with guidance from the Hamilton County Educational Service Center.

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</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 100°F or above should stay home.</li><li>● Provide a mask and/or face shield for your student.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>● <b>Preschool-2nd Grade</b><ul style="list-style-type: none"><li>○ Students are encouraged to wear a mask and/or face shield, as appropriate for the individual student, when entering, exiting, moving around the room, or when working directly with staff (i.e. one-on-one, small group instruction, etc.) when distancing cannot be maintained.</li></ul></li><li>● <b>Grades 3-12</b><ul style="list-style-type: none"><li>○ Wearing a mask and/or face shield is required at all times, but especially when entering, exiting, moving around the room, or when working directly with staff (i.e. one-on-one, small group instruction, etc.).</li></ul></li><li>● Maintain maximum physical distance from peers whenever possible.</li></ul> <p><b>*Face coverings are not necessary for students with health concerns or special needs.</b></p> <p><b><u>Building differences as noted</u></b></p> <ul style="list-style-type: none"><li>● Students in grades 7-12 will clean desks and seats at the beginning of each class.</li><li>● Transitions will be minimized as much as possible.</li></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>● <b>Take the temperature of students in your homeroom each morning and call a health aide to report any students with temperatures above 100 degrees Fahrenheit.</b><ul style="list-style-type: none"><li>○ Students with elevated temperatures will be escorted to a quarantine area and parents will be notified immediately.</li></ul></li><li>● Ensure classroom setup of desks provides physical distancing (minimum of 4ft.) for students.</li><li>● All staff are required to wear a mask and/or face shield.</li><li>● Ensure students maintain physical distance whenever possible.</li><li>● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.</li><li>● Minimize 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>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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 plan bell, during lunch, and after school.</li><li>● Cleaning service will deep clean rooms each day after school.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>● Ensure classrooms are physically distanced (minimum of 4ft.).</li><li>● Ensure classrooms are disinfected between classes, during plan bells, lunch, and after school.</li><li>● Ensure supplies are readily available for custodians and teaching staff.</li></ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a mask and/or face shield for your student to wear when in hallways or at lockers.</li> <li>● Provide your student with a water bottle daily as water fountains will not be available for use.</li> <li>● Limit items that your child brings to school to include essential materials only.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <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 common areas.</li> <li>● When possible, stay to the right when traveling down hallways and using stairs.</li> <li>● Limit items brought to school since access to your locker will be limited.</li> </ul> <p><b><u>Building differences as noted in handbooks</u></b></p> <p><b>Elementary</b></p> <ul style="list-style-type: none"> <li>● Building will develop routines to allow for social distancing for accessing their things.</li> </ul> <p><b>Norwood Middle/High School</b></p> <ul style="list-style-type: none"> <li>● Locker use will be with teacher permission, before/after lunch, and at the end of the school day.</li> </ul>	<p><b><u>Teachers/Assistants</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>● Supervise implementation of locker use schedule to minimize congestion in hallways for buildings that issue lockers.</li> </ul> <p><b><u>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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>Administration</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>● Develop and implement locker use schedules for buildings where lockers are issued to students.</li> <li>● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.</li> </ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</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. <b>Please call the main office at your child's school to report absence and that your child has a fever.</b></li> <li>• Provide a mask for your student to wear 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° or showing other symptoms</li> <li>• Follow posted guidelines and read all signage whenever entering the building.</li> <li>• Wearing a mask is highly recommended when entering the building.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <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/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Supervise hallways and common areas to ensure students are reporting immediately to assigned 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>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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, counters, 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>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adequate supervision is available 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>• Minimize parent and community volunteers to ensure safety and health of students and staff.</li> <li>• Implement staggered dismissal times or exits, if necessary to maximize physical distancing and student safety.</li> </ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Transportation (For students attending Great Oaks Campuses and students with disabilities)

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</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 and/or face shield for your student to wear (if applicable) on the bus.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>Maintain appropriate physical distances while waiting for the bus.</li> <li>Sit one per seat on the bus and sit in your assigned seat.</li> <li>Wear a mask and/or face shield while riding the bus (if applicable).</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 and/or face shield while students are on the bus.</li> <li>Provide reminders to students of bus expectations: 1 per seat, wearing masks and/or face shield, 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/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>Notify the school of your preference to attend meetings using a virtual platform, via phone, or in-person.</li> <li>In-person meetings should follow appropriate physical distancing protocols and it is highly recommended that masks and/or face shield be worn 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° 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 and/or face shield is highly recommended (Grades 3-5) and required (Grades 6-12) when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>When possible, attend meetings from the classroom using video technology.</li> </ul> <p><b><u>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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>Administration</u></b></p> <ul style="list-style-type: none"> <li>Provide parents/caregivers with options for in-person, phone, or video conferencing.</li> <li>Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.</li> <li>Ensure physical space used for meetings allows for distancing guidelines</li> </ul>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</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. <b>Please call the main office at your child’s school to report absence and that your child has a fever.</b></li> <li>● Provide a mask for your student to wear on the bus and while at school when needed.</li> <li>● Ensure contact information is up to date in the event the nurse needs to contact home.</li> <li>● Students who are ill need to be picked up immediately. Please 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>● Following physical distancing protocols as much as possible when in office.</li> <li>● Wearing a mask and/or face shield is required if a student is determined to have a fever or other symptoms.</li> </ul>	<p><b><u>Nurse/Health Aide</u></b></p> <ul style="list-style-type: none"> <li>● Wear a mask and/or face shield at all times, and a gown and gloves 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>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Install barriers as needed to protect employees working in the nurse's office.</li> <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>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Restrooms

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</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>● 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></ul>	<p><b><u>Teachers/Assistants</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>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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>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>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Provide a mask and/or face shield for your student to wear while at school when needed.</li> <li>● Limit visits to school as much as possible including visits to drop off forgotten items.</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>● Lunch may be eaten in the classrooms to reduce the number of students in the cafeteria.</li> <li>● If your class is assigned to eat in the cafeteria, wearing a mask and/or face shield is highly recommended (Grades 3-5) and required (Grades 6-12) when in line or moving around the cafeteria.</li> <li>● Sit in designated seats.</li> <li>● Follow guidelines for restroom use during lunch periods.</li> <li>● Follow physical distancing guidelines as much as possible when in line and in the serving areas.</li> </ul> <p><b><u>Building differences as noted:</u></b></p> <p><b>Sharpsburg</b></p> <ul style="list-style-type: none"> <li>● Students will eat in the cafeteria as there is room to safely distance students.</li> </ul> <p><b>View</b></p> <ul style="list-style-type: none"> <li>● Some students will eat in the cafeteria and others will eat in classrooms</li> </ul> <p><b>Williams</b></p> <ul style="list-style-type: none"> <li>● Some students will eat in the cafeteria and others will eat in classrooms</li> </ul> <p><b>Middle/High School</b></p> <ul style="list-style-type: none"> <li>● Meals will be eaten in common areas as directed by staff (cafeteria, outdoor areas, gymnasiums, lobby, etc)</li> </ul>	<p><b><u>Teachers/Assistants</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 and/or face shield at all times.</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 in the cafeteria.</li> </ul> <p><b><u>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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 a mask and/or face shield at all times..</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>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>

## OPTION 1- STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

### Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parents/Caregivers</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° or showing other symptoms.</li><li>• In-person office visits should follow appropriate physical distancing protocols.</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></ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"><li>• Wearing a mask and/or face shield is required.</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>Disinfecting Needs (Cleaning Service, Custodians, others as assigned)</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>Administration</u></b></p> <ul style="list-style-type: none"><li>• Install barriers to protect employees working in the main office.</li><li>• Reduce 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>

**Remote Learning Level 4 (Only if state or local regulations require a school closure, we would shift into remote learning and more details will be provided.)**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parents/Caregivers</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>● Follow remote learning expectations. Participate in virtual sessions with teachers as scheduled, watch lessons provided by teachers, and complete assignments according to timelines.</li> </ul>	<p><b><u>Teachers/Assistants/Support 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>● Schedules will be set up for both office hours and virtual sessions.</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> <li>● Support Staff will help meet ongoing needs of the students as outlined by the district.</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>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has a device at home and internet access.</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>

**Timeline of Changes from One Level to Another**

Once the district is in a specific level (i.e. red), the district will stay at that level for one month from the date the level change was made by the Governor in reference to Hamilton County (if moving to a lower risk level). The change happens immediately if the level becomes more severe, (i.e. red to purple). For example, it would take one month to revert back to orange from a red situation. However, if moving from red to purple, the change is immediate.

**OPTION 2- STUDENTS AT HOME DAILY**

**INDEPENDENT VIRTUAL LEARNING PROGRAM (Individual Online Learning with Teacher Support)**

Expectations and Additional Information	Staff Expectations Student and Parent/Caregiver
<p><b><u>Parents/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>● Attend a training session regarding how to use the virtual program.</li> <li>● Monitor student progress on coursework and serve as a Learning Coach.</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>● This option is different from what students experienced during remote learning last spring.</li> <li>● Students participating in this option will be using Edgenuity, an online curriculum and platform, designed by an outside company that specializes in virtual learning.</li> <li>● If the virtual option is selected, the student must remain in the program until the end of the semester. The student can return to in-person learning in January.</li> <li>● Students will not come to a school building for instruction and will 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 Norwood City School District curriculum, but it will not necessarily 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 will 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> </ul>	<p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>● Teachers will be assigned to the virtual program and will support students as needed.</li> <li>● Work will be graded and feedback provided in a timely manner.</li> <li>● Services will be provided as outlined in a student’s Individualized Education Program.</li> </ul> <p><b><u>Technology Department</u></b></p> <ul style="list-style-type: none"> <li>● The district will provide a chromebook for each student to use at home; students will not be asked to share devices.</li> <li>● The district will support families without wi-fi access.</li> <li>● The district will provide help desk assistance when technology issues occur.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>● Ensure each student has 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>

This plan was developed in collaboration with the Norwood Health Department with guidance from the Hamilton County Educational Service Center.

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| <ul style="list-style-type: none"><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> |  |
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## ADDITIONAL INFORMATION

- [LINK TO: Hamilton County Educational Service Center](#)
- [LINK TO: Ohio Department of Education](#)
- [LINK TO: Ohio Department of Health](#)
- [LINK TO: Norwood Health Department](#)
- [LINK TO: Center for Disease Control \(CDC\)](#)
- [LINK TO: Governor DeWine's Planning Guide](#)
- [LINK TO: American Academy of Pediatrics Guide For School Re-Entry](#)

**Thanks to the NCS D Re-entry to School Team Members:** Mary Ronan, Kathy Strasser, Sherry Robbins, John Peter, Barb Smith, Diane Prather, Kim Giles, Karen Elliott, Michelle Whitt, Derek Alsip, Haley Harris, Kristina Chesson, Tina Acres, Leslie Hadaway, Katherine Dykes, Sarah Lape, Tim Ruoff, Holly Covert, Kirsten Bose, Karen Eads, Andrea Alsip, Kathy O'Neal, Joe Miller, Lin Yates, Tom Robinson, Scott Heisel, Eric Lawson, Brad Hunt, Katie Gellert, Glenna Edwards, Mark Gabbard, Terri Havlin, Liz Post, Monica Espinal, Shannon Eshman, Glenna Edwards, Rachel Miller, Brooke Gregg, Julie Rugh, Dawn Attebery, Nichole Wiseman, Annie Stonerook, Terese Booth, Amanda Buop, Debbie Riggs, Molly Goodfriend, Carley Quinter, Parey Haines, Cassie Katencamp, Tom Muenchen, Katie Gellert, Joe Westendorf, Scott Brindley, Kelly Cornelius, Laura Zimmerman, Theresa Lingardo, Tammy Guy, Randall Grandstaff, Laura Ferguson, Alex Heinz, Jen List, Allison Marshall, Emily Jones, Roger Kipp, Kimberly Cotrill, John Stacy, Kenny Stacy, Mike Mayfield, Terri Havlin