
*Returning to Learning:
NCPS Restart & Health Plan*

Safely Reopening Nottoway County Public Schools



Nottoway County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

*Director of Human Resources and Community Relations
10321 E. Colonial Trail Hwy, Crewe Virginia
434.645.9596*



Table of Contents

INTRODUCTION	4
NOTTOWAY COUNTY PUBLIC SCHOOLS EMERGENCY MANAGER:	4
NOTTOWAY COUNTY PUBLIC SCHOOLS SUPERINTENDENT:	4
HEALTH AND SAFETY	5
RISK CLASSIFICATION:	5
<i>Lower Risk</i>	5
<i>Medium Risk</i>	5
<i>High Risk</i>	5
PERSONAL PROTECTIVE EQUIPMENT (PPE):.....	5
<i>Lower Risk Employees</i>	5
<i>Medium Risk Employees</i>	5
<i>High Risk Employees</i>	5
WELLNESS SCREENINGS:.....	6
<i>Visitors/Vendors</i>	6
<i>Employees</i>	6
<i>Students</i>	6
COMMON AREAS:	7
<i>Cafeteria</i>	7
<i>Teachers' Lounge and Work Rooms</i>	7
SOCIAL DISTANCING:	7
FACE COVERING:.....	8
BUILDING RENTALS:.....	8
OTHER MITIGATION STRATEGIES:.....	8
RESPONDING TO CASES	9
REPORTING THOSE WITH SYMPTOMS:	9
COMMUNICATING POSITIVE CASES:.....	9
RETURNING TO WORK/SCHOOL AFTER BEING POSITIVE FOR COVID-19	10
LEAVE FOR COVID-19	10
ENHANCED CLEANING	11
CLEANING, DISINFECTING, AND SANITATION:.....	11
TRAINING:	11
CLEANING AFTER A POSITIVE COVID-19 CASE:	11
LEAVE RELATED TO COVID-19	12
ATHLETICS, EXTRACURRICULARS, AND FIELD TRIPS	12
FALL OPENING	13
GENERAL INFORMATION:.....	13
<i>ELEMENTARY SCHOOL</i>	14
<i>INTERMEDIATE/MIDDLE SCHOOL</i>	14
<i>HIGH SCHOOL</i>	14
<i>VULNERABLE LEARNERS</i>	15
SCHEDULES:	16
Remote Learning Schedule- BPS/CPS	17
Pre-Kindergarten	17
Kindergarten	18



First Grade.....	18
Second Grade.....	19
Third Grade.....	19
Fourth Grade.....	20
Remote Learning Schedule- Nottoway Intermediate School.....	21
Fifth Grade- Group A.....	21
Fifth Grade- Group B.....	21
Sixth Grade- Group A.....	22
Sixth Grade- Group B.....	22
Remote Learning Schedule- Nottoway Middle School.....	23
7th & 8th Grade- Monday/Thursday Schedule.....	23
7th & 8th Grade- Tuesday/Friday Schedule.....	23
Remote Learning Schedule- Nottoway High School.....	24
Wednesday Schedule.....	24
STAFF EXPECTATIONS FOR MAINTAINING A SUCCESSFUL REMOTE LEARNING CLASSROOM.....	25
NOTTOWAY COUNTY PUBLIC SCHOOL’S REMOTE & BLENDED LEARNING HONOR CODE.....	26
REMOTE PREKINDERGARTEN REQUIREMENTS & EXPECTATIONS.....	26
ADDITIONAL INFORMATION FOR INSTRUCTIONAL STAFF:.....	27
MAKING REMOTE LEARNING WORK FOR YOUR CHILD.....	28
APPENDIX A: HELP LINES FOR ATTENDANCE & TECHNOLOGY SUPPORT.....	29
APPENDIX B: AT-HOME SCREENING TOOL.....	30
APPENDIX C: CUSTODIAN’S SIGN-OFF SHEET.....	31



Introduction

This document, in compliance with requirements from the Department of Labor and Industry (DOLI) and the Virginia Department of Education (VDOE), provides information regarding Nottoway County Public Schools' plan for reopening during the Novel Coronavirus (COVID-19) pandemic in the 2020-2021 school year, as well as its Infectious Disease Preparedness and Response Plan (IDPR).

Returning to Learning: Reopening Nottoway County Public Schools will be made available for public access via a variety of avenues: the school division's webpage, the school division's FaceBook page, the internal webpage for staff, hard copies at each school, and other means identified and/or requested that are deemed reasonable and able to be accommodated.

All NCPS employees will receive a copy of this document and will receive training on its components prior to schools reopening on Tuesday, September 8, 2020.

Any questions regarding this plan should be directed to the Division Superintendent or the division's Emergency Manager.

Nottoway County Public Schools Emergency Manager:

Name: Robert Templeton, Supervisor of Maintenance
Email: templeton.robby@nottowayschools.org
Phone: 434.292.1160

Nottoway County Public Schools Superintendent:

Name: Tameshia V. Grimes, Ph.d.
Email: grimes.tameshia@nottowayschools.org
Phone: 434.645.9596



Health and Safety

Risk Classification:

Nottoway County Public Schools (NCPS) employees have been identified, per the DOLI regulations, as falling into either a lower risk, medium risk, or high-risk category, depending on the level of risk of exposure to COVID-19.

Lower Risk

- Central Office/School Board Office Staff
- Bookkeeper
- Maintenance Staff
- Transportation Mechanics and Office Staff

Medium Risk

- Bus Drivers
- Cafeteria Staff (serving line)
- Instructional Staff (administrators, paraprofessionals, teachers)
- School Secretaries

High Risk

- Clinic Assistants
- Custodial Staff
- School Nurses

Personal Protective Equipment (PPE):

Personal Protective Equipment will be provided to NCPS employees and face coverings will be available to give to students who arrive to school without a face covering. PPE to be provided to employees, based upon the risk classification, is listed below:

Lower Risk Employees

- Cloth face covering
- Cleaning/Disinfecting Spray
- Hand Sanitizer – located in each classroom and throughout hallways in schools
- Soap

Medium Risk Employees

- Cloth face covering
- Cleaning/Disinfecting Spray
- Hand Sanitizer – located in each classroom and throughout hallways in schools
- Soap

High Risk Employees

- Cleaning/Disinfecting Spray
- Disposable Gloves
- Face Cover/Mask (cloth or (K)N-95 as applicable)
- Face Shield (as applicable)
- Goggles (as applicable)
- Hand Sanitizer – located in each classroom and throughout hallways in schools
- Soap



Wellness Screenings:

Prior to entry into the school/office building, each employee, student, and visitor will be required to answer a series of questions designed to determine possible exposure to COVID-19. Any person who responds in a manner that indicates possible exposure will not be allowed to enter the building. *Note: The School Board Office building has an entry way that is separated from the rest of the building; therefore, visitors to the school board office will be asked the questions while they are in the entry-way, and further access will be determined based upon the responses and the nature of the visitor's business.*

Visitors/Vendors

Each school building is access-controlled: entry doors are locked and there is a two-way speaker system that allows staff in the office to communicate with potential visitors prior to allowing them access into the building. Posted on the doors that visitors/vendors may use to access the building will be screening questions and notification that access to the building may be denied. Prior to unlocking the door for the visitor/vendor, the school employee communicating with the visitor via the access-control system will ask the visitor for his/her name, reason for the visit, and the screening questions; the employee will record on the form the responses received and note whether access to the building was granted.

Employees

Employees will be required to respond to the questions and to record their AM temperatures using the established process. School administrators and departmental supervisors will be responsible for ensuring each of the employees assigned to their schools/departments have completed the form prior to the start of the work day.

Any employee determined to be at risk for having been exposed to COVID-19 will be required to remain at home and self-monitor (take temperature twice a day, watch for any changes in health, and notify doctor if there are any new symptoms/issues) for 14 days after the date of their last contact with the person who tested positive. Employees who have tested positive will not be allowed to return to work until at least 10 days have passed since symptoms first appeared and there has been no respiratory symptoms or fever for at least 3 days (72 hours) without the use of fever reducing medication.

Students

Parents will be required to complete a screening questionnaire each morning and send it to school with their student(s). **Employees will meet each bus to collect and review the form**s. Any student with a form containing a response that requires follow up will be escorted to a specific location for consultation with the school nurse or clinic assistant.

Any student who arrives to school without the form will be directed to a specific location – identified at each site – to have their temperature taken and to determine the responses to the screening questions.

Communications to parents will state that students displaying any symptoms – no matter how minor – will need to be kept at home, and any student who comes to school with symptoms or develops



symptoms while at school will need to be picked up immediately once the parent is notified by school employees.

Students who have been exposed to someone who has tested positive will be required to remain at home and self-monitor (take temperature twice a day, watch for any changes in health, and notify doctor if there are any new symptoms/issues) for 14 days after the date of their last contact with the person who tested positive.

Students who have tested positive will not be allowed to return to school until at least 10 days have passed since symptoms first appeared and there has been no respiratory symptoms or fever for at least 3 days (72 hours) without the use of fever reducing medication.

Common Areas:

Use of common areas will be limited to the extent possible but common areas will not be closed.

Cafeteria

While the emergency order remains in place, school cafeterias will provide meals in a “grab and go” model. Students may be allowed to consume meals in the cafeteria if social distancing may be maintained. In instances where students are able to eat in the cafeteria, the following procedures will be in place:

- Students seated on one side of the table (all facing the same direction)
- Empty seats will be between students to maintain a distance of at least 6 feet between students

Teachers’ Lounge and Work Rooms

Signs will be posted on the doors to the teachers’ lounge and work rooms. Signs will state that no more than two (2) people will be allowed in the room at a time and provide reminders that face covering must be worn and social distancing must be maintained while in the location.

Social Distancing:

Classrooms, libraries, cafeterias, and other areas where groups of students may be gathered will have seating arranged to support social distancing.

Floors will have markings to remind students to keep social distance and to provide a visual reference of social distance spacing.

To the extent possible, transitions during the school day will be limited: teachers of lower grades will move locations enabling cohorts of students to remain in place and students in upper grades may have fewer classes on a given day. Whenever possible, hallways will be made one-directional and processes will be developed to limit the number of students in the hallway at the same time.

School employees will monitor the restrooms and signs will be posted to limit the number of students in the restroom to no more than two at a time.



Face Covering:

Students will be required to have a face cover within their possession at all times, so that they may cover their noses and mouths in an instant when they are less than 6 feet away from another person.

Students riding a school bus will be required to wear a face cover for the duration of their time on the school bus.

Students and employees will be required to wear a face cover whenever in common areas, hallways, or in situations where 6 feet of social distance cannot be maintained. Students will be allowed to remove face covers when seated in the cafeteria and consuming a meal.

Visitors will be required to wear a face cover at all times while in the building.

Building Rentals:

While the emergency order remains in place and while schools operate on an alternate model due to the COVID-19 pandemic, school facility rentals will not be allowed.

Other Mitigation Strategies:

- Use of non-contact thermometers to take temperatures when necessary
- Visual and verbal reminders to keep social distance, wear face covering properly, and wash hands frequently
- Designation of a triage area in each building, separate from the school's clinic, to hold those students exhibiting symptoms while at school until an approved adult picks them up/arranges transportation home
- Covered water fountains (inaccessible for use). Bottled water will be available
- Leaving, to the extent possible, classroom and other interior doors open to limit the need to touch door handles



Responding to Cases

A positive case will not necessarily result in the entire division being shuttered for 14 days. After a positive test result, the Department of Health will contact the person who tested positive to gather information about close contacts and begin the process for informing those people. Decisions regarding a full classroom, school, and/or division closure will be made based upon guidance from the health department and will include - among other things - considerations for the health and safety of the community, number of people impacted, and the impact of absences on the operations of the school division.

Reporting those with Symptoms:

Whether a student or an employee, when someone appears to have symptoms of COVID-19, the person observing the symptoms is to notify the school nurse or clinic assistant immediately, who will arrange for the moving of that person to the triage area of the building.

Information must be conveyed in a manner that protects the privacy of the person suspected of having the virus.

Communicating Positive Cases:

The superintendent and/or Director of Human Resources and Community Relations shall be notified of all employees who report testing positive for COVID-19. Upon receiving the report, the following steps will be taken:

- Notification to the Nottoway Health Department
- Communication to the appropriate stakeholders

Within 24 hours of receiving notification of a positive COVID-19 test, in addition to notifying the Department of Health, anyone who was in the building and who may have been exposed will be notified.

Due to privacy requirements, a blanket notification to all employees within a building and/or the school division may not be possible. The Department of Health focuses its contact tracing to those people who have been identified as having “close contact” with the person who tested positive.

“Close contact” is defined as having been around the person who tested positive 1) at a distance of less than 6 feet, 2) for 15 minutes or more, and 3) without face cover.



Returning to Work/School after being Positive for COVID-19

Following the symptom-based process outlined in the DOLI temporary regulations, employees who have tested positive will not be allowed to return to work until at least 10 days have passed since symptoms first appeared and there has been no respiratory symptoms or fever for at least 3 days (72 hours) without the use of fever reducing medication.

Leave for COVID-19

NCPS will be as liberal as possible with leave employees must take due to COVID-19. Whenever possible, and when budgetary implications allow for it, employees required to remain home to self-monitor, self-quarantine, and/or recover from COVID-19 exposure or diagnosis, will be encouraged to work remotely and will not be charged sick leave.

In addition to Family Medical Leave Act (FMLA), American with Disabilities Act (ADA), and other protective processes currently in place for employees, NCPS also will follow requirements effected by the Federal Families First Coronavirus Response Act (FFCRA), which is accessible through December 31, 2020.



Enhanced Cleaning

Custodial services are vital to maintaining a safe and healthy learning environment when times are “normal.” During the COVID-19 pandemic, the importance of this work and public scrutiny of the cleanliness of school spaces has increased significantly. NCPS’s custodial team is dedicated to following a cleaning, disinfecting, and sanitation schedule that will support maintaining a physical environment that is safe and healthy for our students, employees, and visitors.

Cleaning, Disinfecting, and Sanitation:

In addition to “normal” cleaning routines and processes, high traffic areas will be monitored and cleaned on a more frequent basis. All employees will be responsible for assisting with maintaining a clean and safe physical environment.

Processes to support the maintenance of a clean and safe physical environment will include:

- Teachers and/or paraprofessionals spraying desks and chairs between student groups entering the classroom
- Office staff spraying desks, tables, chairs and other common areas in the office between visitors
- Custodians monitoring and cleaning restrooms every half-hour while school is in session
 - Soap and hand towels fully stocked in each restroom
 - Bathroom fixtures, commodes, sinks, doorknobs/handles sprayed with disinfectant/sanitizer
- Nightly cleaning processes enhanced to ensure that all high-touch surfaces are disinfected/sanitized

Training:

Members of the custodial team will receive training in the following areas:

- proper cleaning techniques
- proper use of cleaning equipment
- proper use of cleaning agents and chemicals
- other applicable Occupational Safety and Health Administration (OSHA) standards and/or regulations

All employees will be required to view the following training modules:

- Vector Solutions Coronavirus 101: What You Need to Know
- Vector Solutions Coronavirus (COVID-19) 103: Managing Stress and Anxiety
- Vector Solutions Coronavirus (COVID-19) 105: Cleaning and Disinfecting Community Spaces

Cleaning after a Positive COVID-19 Case:

In cases where a limited number of employees have been found to be positive for COVID-19 and limited areas of a building is impacted, the NCPS custodial team will deep clean and sanitize the areas impacted. In cases where there are clusters of employees testing positive for COVID-19, NCPS will contract with a private cleaning company to provide building-wide deep cleaning and sanitizing.



Leave Related to COVID-19

NCPS will follow all federal, state, and local regulations regarding ADA accommodations and/or FMLA, FFCRA, and other leave requirements available to employees.

Under FFCRA, employees may be entitled to up to 80 hours of paid sick leave for specific reasons related to COVID-19.

Athletics, Extracurriculars, and Field Trips

NCPS will follow the guidelines, requirements, and procedures produced by the Virginia High School League (VHSL) and other governing organizations for K-12 extracurricular activities.



Fall Opening

Nottoway County Public Schools will open on Tuesday, September 8, 2020, with instruction provided in a format that is predominately virtual.

Nottoway County Public Schools will offer a remote learning environment for students in Grades K-12 for the first nine weeks of schools. **The first nine weeks of school will run from September 8, 2020 through November 10, 2020.** Holidays and other non-scheduled days run with the approved division calendar. Families should understand ***this is not the emergency learning that occurred from March until May 2020.*** Students will be actively involved in learning and making satisfactory progress in learning. The following requirements will be in place for the first nine weeks remote learning school environments:

General Information:

Students and families can expect the following with remote learning:

- **Synchronous Learning:** All students will have a specific schedule to follow throughout the day, which will include online meetings with teachers and peers, independent and small group work opportunities, and academic intervention when needed. Students will be assigned to classes with students and teachers from around the division. Students will have regular access to their teachers. All students will have access to Schoology, which will be the primary access point for all instruction and materials. In order to support families, though, there will also be recorded lessons that can be utilized at any time during the day to provide as much flexibility for families who may be working during the day or cannot otherwise access the instruction at the scheduled time.
- **Attendance:** Students will attend classes online each day as scheduled. Several methods will be used to determine student attendance: participating in daily live activities, attendance in small groups, submission of assignments, or individual communication with teachers regarding content/assignments. In the event of prolonged (more than three days) personal illness or quarantine, parents must contact the school to provide explanation as to student absences. Help lines will be available to inform the school of absences due to technology concerns.
- **New Instruction:** All students will participate in new instruction aligned with the requirements and standards provided by the state.
- **Recovery Strategies:** Throughout the division, at all grade levels, teachers will be using running records, division-led assessments, and other teacher-based assessments to capture information about student skill and knowledge acquisition in advance of teaching new content. These in-the-moment snapshots will focus on prior knowledge and core skills necessary to engage in new learning. With differentiated learning approaches, such as Math Workshop and a balanced literacy approach, student learning activities will match student needs in order to build in recovery learning. Additionally, students whose skill deficits are more pronounced will be assigned to interventions to receive more targeted opportunities to build skills in addition to the work during core instruction.
- **Technology Resources:** All students will be issued an NCPS device appropriate for online learning. The division will make every effort to assist with connectivity issues for students residing in rural areas. Teachers will be using the Schoology platform for



coursework. Courses for each grade level are built in the platform. During the first several days of schools, students will be provided with orientation and platform navigation.

- **Strong School-Home Partnership:** Teachers will have clear and consistent methods of communication. All students will designate an adult “learning coach” in the home who will be able to assist with navigating instruction and interacting with teachers.

ELEMENTARY SCHOOL

Students will be assigned to a core teacher who will collaborate with resource teachers, special educators, gifted and talented teachers, and school counselors to provide a full spectrum of instruction:

Instruction will provide a strong focus on core instruction that provides for “in-the-moment” formative assessment for identification of learning gaps, embedded recovery strategies, and enrichment activities.

Students will have access to “specials” to enhance opportunities to learn through movement, art, music and library activities. In addition, the libraries at each school will be open for appointment check-outs of books.

Consistent instruction in social-emotional skills will be provided through morning meetings, direct instruction, and/or embedded lessons within core content.

Families should understand this is not the emergency learning that occurred from March until May. Students will be actively involved in learning and making satisfactory progress in learning.

INTERMEDIATE/MIDDLE SCHOOL

Students at the Intermediate School and Middle School will have access to a virtual, synchronous schedule that allows for the following:

Instruction will provide a strong focus on core instruction in math, language arts, social studies, and science that provides for “in-the-moment” formative assessment for identification of learning gaps, embedded recovery strategies, and enrichment activities.

Students will participate in “specials” at the Intermediate School and elective courses at the middle school

Consistent instruction in social-emotional skills will be provided through direct instruction, and/or embedded lessons within core content.

Families should understand this is not the emergency learning that occurred from March until May. Students will be actively involved in learning and making satisfactory progress in learning.

HIGH SCHOOL

Utilizing a modified 4x4 schedule, each school will create a virtual, synchronous master schedule that will allow for the following:

Students will take four academic courses for credit each semester.

Students will have access to high school electives in addition to core courses offered each semester.

Students will have access to Virtual Virginia as another means of elective credits. Space in Virtual Virginia Courses is limited. If interested, the students should contact their assigned school counselor.

The division will consider additional options for students to continue their elective studies when they cannot be fully offered in an online setting. This could include scheduled times in the school building to meet course requirements.



Social-emotional learning will be embedded into course content in order to build a sense of community.

Families should understand this is not the emergency learning that occurred from March until May. Students will be actively involved in learning and making satisfactory progress in learning.

VULNERABLE LEARNERS

As schools begin a new academic year, Nottoway County Public Schools recognizes that its most vulnerable learners may return with increased learning gaps over their peers. In order to provide an equitable learning experience, deliberate supports and strategies will be developed and implemented in all phases. Many of the decisions related to support should be made at the individual student level; however, the following considerations are provided:

Students with disabilities will be served according to their IEPs. IEP teams should consider needs specific to online learning, including assistive technology.

English Language Learners will be supported by a teacher for English Language Learners. Additional times will be scheduled to provide small group assistance in person in addition to online. Required screeners will be administered in person at the school site. EL staff will schedule appointments to conduct all assessments and determine additional supports for students receiving services.

Nottoway County Public Schools is working to secure additional *internet connectivity* for families. Currently, mobile hotspots are available in the community, or individuals can park in the school lots to connect to the service. Students may schedule an appointment with the school office to access internet services within the building.

Take-home resources and manipulatives will be provided. Multiple means will be used to ensure students have access to materials. Students may be required to complete some assignments in a paper format when items are not able to be completed online. Communication will occur with families regarding distribution of course materials and needs, methods for receiving materials and procedures to return documentation.

Increased partnering with families to work collaboratively to meet learning needs will be designed using a home learning coach. Parents will have the opportunity to participate in webinars that provide support for remote learning.

Attendance issues need to be addressed swiftly. Schools will develop and implement attendance supports.

Enrichment and extension activities within given units will be developed for gifted students with the support of an endorsed gifted teacher. NCPS will provide supports in differentiated instruction to assist with meeting learner needs.

Recovery strategies will be both embedded in core instruction and available as interventions. Progress monitoring is essential for these groups of students.

Teachers will record videos and post in Schoology for students unable to connect at the designated synchronous learning time. If unable to attend at a particular time, students must make contact with the teacher. Students not making contact will be considered absent and additional steps will be taken to ensure student accesses materials.

All coursework will be graded. Students will be expected to adhere to the NCPS Honor Code when the device is issued.

Appointments will be made for students to attend school to complete required screenings, assessments and any additional instructional needs that cannot be completed remotely. This includes providing scheduled times for lab activities, one-on-one or small group assistance, attendance at the Amelia- Nottoway Technical Center. Though state accreditation has been waived for the 2020-2021



school year at this time students will be required to complete Standards of Learning Assessments. Additional information will be provided to families regarding procedures and times of assessments.

Families should understand this is not the emergency learning that occurred from March until May. Students will be actively involved in learning and making satisfactory progress in learning.

Students will complete synchronous or self-paced course work on Monday, Tuesday, Thursday and Friday. Individual appointments and student support will occur on Wednesdays by the teachers. Students will complete independent assignments on Wednesdays. While the division is making every effort to secure mobile hotspots, students without internet access will need to download content weekly by visiting the school site, or accessing the internet in the community.

Nottoway County Transportation department will provide access to school meals by following current bus routes. In addition, students needing access to learning materials will be able to pick up items during the daily transportation routes. Materials will include manipulatives or other items necessary to complete assignments during the week. A schedule of transportation stops will be posted. Materials may be transported back to the school through the bus system.

Schedules:

For the division's use of virtual learning, Nottoway County Public Schools' will be utilizing an approach similar to a "flipped classroom," where teachers will post pre-recorded videos with new instructions/new lessons for students to access. There will also be designated times for small group or full class discussion/instruction. It is important to note that at no time students will be asked to be on their devices for an entire block or entire day.

During each period/block of time, teachers will meet with groups of students (20 minute max). In addition, all students can meet with their teacher at some time during the week for a one-on-one session. Students may schedule a time for individual sessions to have questions answered or receive additional assistance. Teachers will explain to families and students procedures to establish meetings.



Remote Learning Schedule- BPS/CPS

Pre-Kindergarten

Time	Instructional Information
8:15 am – 8:30 am	Morning Check-In/ Attendance & Wellness Focus
8:30 am – 9:15 am	Learning Block 1- Daily Welcome Morning Meeting Language Arts Instruction Story Time Brain Break
9:15 am – 9:30 am	Music & Moving
9:30 am - 10:15 am	Learning Block 2 Math Instruction Hands-on Home Activity Brain Break
10:15 am - 10:30 am	Movement & Learning
10:30 am - 11:00 am	Learning Block 3 Feelings & Friends Social Studies Connections Science Connections
11:00 am - 4:00 pm	Individual Scheduled Learning Sessions Parent/ Caregiver Contacts (including family supports for at home learning, home reading books, resource prep for home learning materials, pre-recorded information for students to watch with their family)



Remote Learning Schedule- BPS/CPS

Kindergarten

Time	Instructional Information
8:15am - 8:30 am	Morning Check-in/Attendance & Wellness Focus
8:30 am - 10:00 am	Learning Block 1
10:00 am -10:15 am	Brain Break
10:15 am - 11:30 am	Learning Block 2
11:30 am - 12:15pm	Specials
12:15 pm - 2:30 pm	Lunch Rest Time
12:45pm - 4:00pm	Additional Student Supports & Planning

First Grade

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/ Attendance & Wellness Focus
8:30 am - 9:15 am	Specials
9:15 am - 11:00 am	Learning Block 1
11:00 am - 11:15 am	Brain Break
11:15 am - 12:30 pm	Learning Block 2
12:30 pm - 1:00 pm	Lunch
1:00 pm - 1:30pm	Learning Block 3
1:30 pm - 4:00 pm	Additional Student Supports & Planning



Remote Learning Schedule- BPS/CPS

Second Grade

Time	Instructional Information
8:15 am - 8:30 am	Attendance/ Morning Check-In & Wellness Focus
8:30 am - 9:45 am	Learning Block 1
9:45 am - 10:00 am	Brain Break
10:00 am - 10:45 am	Specials
10:45 am - 11:00 am	Brain Break
11:00 am - Noon	Learning Block 2
12:00 pm - 12:30 pm	Lunch
12:30 pm - 1:30 pm	Learning Block 3
1:30 pm - 4:00 pm	Additional Student Supports & Planning

Third Grade

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/Attendance & Wellness Focus
8:30 am - 9:45 am	Learning Block 1
9:45 am - 10:00 am	Brain Break
10:00 am - 11:30 am	Learning Block 2
11:30 am - Noon	Lunch
12:00 pm - 1:30 pm	Learning Block 3
1:30 pm - 1:45 pm	Brain Break
1:45 pm - 2:30 pm	Specials
2:30pm - 4:00 pm	Additional Supports & Planning



Remote Learning Schedule- BPS/CPS

Fourth Grade

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/Attendance & Wellness Focus
8:30 am - 9:45 am	Learning Block 1
9:45 - 10:00 am	Brain Break
10:00 am - 11:00 am	Independent Reading & Learning Activities/ Teacher Conferences
11:00 am - 12:30 pm	Learning Block 2
12:30 pm - 1:00 pm	Lunch
1:00 pm - 1:45 pm	Specials Individual Check-ins, Follow-ups
1:45 pm - 2:30pm	Learning Block 3
2:30 pm - 4:00 pm	Additional Supports & Planning



Remote Learning Schedule- Nottoway Intermediate School

Fifth Grade- Group A

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/Attendance & Wellness Focus
8:30 am - 10:00 am	Learning Block 1
10:00 am - 10:15 am	Learning Break
10:15 am - 11:00 am	Specials
11:00 am - 11:30 am	Lunch
11:30 am - 1:00 pm	Learning Block 2
1:00 pm - 1:15pm	Learning Break
1:15 pm - 2:30 pm	Learning Block 3
2:30 pm - 4:00 pm	Additional Supports & Planning

Fifth Grade- Group B

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-in/ Attendance & Wellness Check-In
8:30 am - 9:50 am	Learning Block 1
9:50 am - 10:05 am	Learning Break 1
10:05 am - 11:30 am	Learning Block 2
11:30 am - 11:45 am	Learning Break 2
11:45 am - 12:30 pm	Specials
12:30 pm - 1:00 pm	Lunch
1:00 pm - 2:30 pm	Learning Block 3
2:30 pm - 4:00 pm	Additional Supports & Planning



Remote Learning Schedule- Nottoway Intermediate School

Sixth Grade- Group A

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/ Attendance & Wellness Focus
8:30 am - 9:15 am	Specials
9:15 am - 9:30 am	Learning Break 1
9:30 am - 11:00 am	Learning Block 1
11:00 am - 11:30 am	Lunch
11:30 am - 1:00 pm	Learning Block 2
1:00 pm - 1:15 pm	Learning Break 2
1:15 pm - 2:30 pm	Learning Block 3
2:30pm - 4:00pm	Additional Supports & Planning

Sixth Grade- Group B

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/ Attendance & Wellness Focus
8:30 am - 9:50 am	Learning Block 1
9:50 am - 10:05 am	Learning Break 1
10:005 am - 11:30 am	Learning Block 2
11:30 am - 12:00 pm	Lunch
12:00 pm - 1:30 pm	Learning Block 3
1:30 pm - 1:45 pm	Learning Break 2
1:45 pm - 2:30 pm	Specials
2:30pm - 4:00 pm	Additional Supports & Planning



Remote Learning Schedule- Nottoway Middle School

7th & 8th Grade- Monday/Thursday Schedule

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/ Attendance & Wellness Focus
8:30 am - 10:00 am	Learning Period 1
10:00 am - 10:15 am	Break
10:15 am - 12:00 pm	Learning Period 2
12:00 pm - 12:30 pm	Lunch
12:35 pm - 2:00 pm	Learning Period 3
2:00 pm - 4:00 pm	Additional Student Supports & Planning

7th & 8th Grade- Tuesday/Friday Schedule

Time	Instructional Information
8:15 am - 8:30 am	Morning Check-In/Attendance & Wellness Focus
8:30 am - 10:00 am	Learning Period 4
10:00 am - 10:15 am	Break
10:15 am - 12:00 pm	Learning Period 5
12:00 pm - 12:30 pm	Lunch
12:35 pm - 2:00 pm	Learning Period 6
2:00 pm - 4:00 pm	Additional Student Supports & Planning



Remote Learning Schedule- Nottoway High School

Time	Instructional Information
8:15 am - 9:00 am	Attendance, Morning Check-Ins, Wellness & Social Supports, Individual Supports, Student Assistance
9:00 am - 10:15 am	Block 1
10:15 am - 10:30 am	Break
10:30 am - 11:45 am	Block 2
11:45 am - 12:15 pm	Lunch
12:30 pm - 1:45 pm	Block 3
1:45 pm - 2:00 pm	Break
2:00 pm - 3:15 pm	Block 4
3:15 pm - 4:00pm	Additional Student Supports & Planning

Wednesday Schedule

Wednesdays All Schools - Students

*** Students should focus on course assignments on Wednesdays and completing any assignments. Additional support from teachers will be scheduled during this time. Students should make an initial communication on Wednesdays to establish attendance. This could be through multiple means: progress of work, message through Schoology, message through Remind, or email communication.

Wednesday All Schools- Teachers

Time	Information
8:00 am - 9:30 am	Professional Development
9:30 am - 11:00 am	Planning
11:30 am - Noon	Lunch
Noon- 1:00 pm	Student Support/ Assistance & Individual Tutoring



Staff Expectations for Maintaining a Successful Remote Learning Classroom

With Nottoway County Public Schools utilizing remote classrooms for reopening schools in the fall, staff members will have to adjust their normal working practices and procedures to make the virtual learning environment as successful as possible. NCPS Administration has developed the following expectations for staff while leading remote classrooms:

Teachers will report to school building to access devices and internet connections. School buildings remain open.

Have a dedicated, distraction free space in your classroom for you to lead instruction each day. As you launch your classes, your video should always be streaming and your audio should be unmuted to begin instruction.

Staff should be dressed appropriately and project a professional appearance in the remote classroom for the entire day.

Lessons must have new instruction as well as time for engaging activities offline for students. Teachers should consider recording direct instruction concepts and low level Bloom's activities. These items, as well as reading material, can be loaded for independent viewing by students.

Parents and families are advised to contact teachers during office hours or planning times. Staff must be available by phone, email or video conferencing during these times.

Attendance during remote sessions will be taken and students will be held accountable for class time missed. Teachers are to make every effort to reach out to families of students not participating or showing progress in work completion. Students should be active participants in the learning process including activities. Attendance is determined by the following methods: participating in daily live activities, attendance in small groups, submission of assignments, or individual communication with teacher regarding content/assignments

Classroom management, while much different in a remote space, is still required. If you are having difficulty with students acting inappropriately/ speaking out of turn, take appropriate action in the classroom and follow-up with parents as normal. Remind students of remote learning expectations and matrix regarding their behavior. Appropriate behavior applies to the physical classroom and the remote classroom.

If you are having connectivity issues or issues with any school device, reach out to the technology team for assistance through HELP DESK.

Keep open dialogue with your principal. Be open to feedback and willing to try new methods. Provide feedback on what is working and what needs improvement or additional support. Continuously looking at improvement will help in making the remote learning module successful.

This list of expectations is in addition to the annual expectations for your conduct, professionalism, and job requirements. It will be included in the evaluation process and administrators will be joining in on remote classrooms to monitor expectations. Additional supports may be added to sustain an effective remote learning community.



Nottoway County Public School's Remote & Blended Learning Honor Code

When engaging in Remote & Blended Learning, NCPS students pledge to:

- Not engage in any cheating, behavior, or activity that will dishonestly improve their grades on any assignment or assessment
- Assume all assessments are "closed book" unless otherwise noted by the teacher
- Complete work on their own, unless collaboration is permitted
- Give credit to any and all outside sources used in their work (avoid plagiarism)
- Maintain one user account and not let anyone else access their account
- Not allow other students to copy or use their work
- Not access or try to access other students' accounts
- Not create answers to homework, quizzes, exams, projects and other assignments and make them available to anyone else (unless an assignment clearly allows sharing answers/work)
- Not use any learning aids unless teacher approved
- Not share any virtual meeting access/passwords provided by teachers
- Never provide a forged document or signature to the school
- Practice academic honesty in all areas

Remote PreKindergarten Requirements & Expectations

Nottoway County Public Schools seeks to provide our youngest learners with academically and socially appropriate learning opportunities. Remote learning will not be able to replace high quality in-person instruction; however, efforts will be made to sustain active learning and engagement of families in order to build foundation skills.

Remote Pre-Kindergarten will have synchronous and asynchronous components. In a remote setting, Pre-Kindergarten programs will not offer the traditional 5.5 hours a day of instruction. Pre-Kindergarten teachers and assistants are expected to make connection everyday with students.

The following provisions and expectations will be implemented for remote Pre-Kindergarten programs:

- Instruction will occur for 2 hours a day (10 hours a week)
- Instruction will include 1 hour of health and wellness each week
- PALS PreK is a required screener. Appointments will be made with families to administer screeners.
- Pre-Kindergarten teachers and assistants will document daily the location of the student and the primary caregiver during the learning sessions.
- Attendance of Pre-Kindergarten students will be tracked and monitored in accordance with policies.
- Ways to Track Pre-Kindergarten Attendance: Virtual presence in synchronous sessions; activity logs, phone calls & real time chats; submission of time log, task or activity.
- Interaction records will be used to track how much instruction each student has received and the content covered.
- The school and the Pre-Kindergarten teachers will ensure students with special needs are included and have their accommodations addressed in a remote setting.
- Pre-Kindergarten students will have access to devices for use. Information will be shared as to access points for connectivity throughout the division.



- Pre-Kindergarten students will be supplied access to materials and supplies including manipulatives.

Pre-Kindergarten students need access to a daily schedule which is based on the majority of the caregiver needs. It is important that asynchronous learning can occur for those students that cannot access at a particular time.

CLASS observations may not be possible in a remote setting; however, feedback will be given to teachers on CLASS aspects.

Transportation to school may not be possible, but materials and supplies will replace the need for required transportation.

Additional Information for Instructional Staff:

The first 3 days of the school year will focus on student orientation to online learning, navigation of the learning management system, daily routines and procedures, social emotional wellness activities, mini- lessons to transition students into learning routines & the platform, and most importantly building relationships. The first day of actual content based instruction will occur on Monday, September 14th.

Create a plan for each time slot and post for families. Your plan should include what a student is working on during learning times. Post the plan for the week. Don't forget about a meaningful activity for Wednesday. This may be tying in content that was not covered the previous school year due to the closure, enrichment or additional support activities.

Teachers should communicate access to course work and expectations. Students should receive a welcome packet at Open House with steps, or schedule a virtual meeting to explain how things work to families.

Incorporate Wellness activities and initiatives for students. This could include mediation activities, discussion topics or other means to build relationships with our students. The social emotional well being of our students is important.

Online learning is new for our students and families. It is important to incorporate and teach students about digital citizenship. Please emphasize this during the opening days of class and throughout the remote learning experience.

Teachers are not expected to be "live" teaching during the entire scheduled block of time. Meaningful learning should be occurring during the block. Consider the following for a block of time:

- 5 minute warm-up activity (vary your format)
- 10-20 minutes of live or record direct teaching of a skill (as a reminder some students due to constraints may not be live and will need access to self-paced work)
- Remainder of the time for a group activity/ individual activity or practice skill (differentiation is key including choice boards or other activities, this may include an actual handout the student must work through, remember this is not busy work; but new instructional content)
- 10 minute of live or record video to wrap up the course and provide next steps

Documentation of student progress and course completion is essential as well as communication with parents regarding student learning. This is new to everyone and we want to encourage and promote student success.



Making Remote Learning Work for Your Child

Families have questions about how to support their child during remote learning while they are trying to juggle work and many daily routines. Nottoway County Public Schools have compiled a list of best practices to assist in supporting our families.

- Have a dedicated, distraction-free space in your home for your child to access instruction each day.
- Create a schedule that works for your family and try to keep to it each day. Students thrive on consistency and predictability in their day-to-day work. As a reminder, attendance during remote learning sessions will be taken, and students will be held accountable for class time missed.
- Just as they would during a normal school day, a good breakfast is key. Before remote learning begins for the day ensure your student has had a good breakfast. Breaks will be provided during the learning day for students. Meals will be available for pick-up or distributed during remote learning.
- Even though students will be signing in from home, make sure your child is dressed appropriately and ready for their remote class start times if it is a live session.
- Remind your child that behavior during live sessions should be the same as if they were at the physical school site for the day.
- Take time to review your child's homework and classwork assignments. Remind your student of the NCPS Remote Learning Honor Code when completing assignments. Assignments will be graded based on the division's grading practices.
- Make note of your child's teacher's planning times or available office hours. Remote learning will only be successful with frequent communication between the student, parent and the teacher. Always reach out if they are struggling or need additional assistance.
- If your child is having connectivity issues or concerns with a school issued device, reach out to the technology department through email or by the messaging Help Line.
- Keep the lines of communication open. Let the school, teacher or principal know what is working or what needs to be improved upon. Remote learning is new for everyone, continued improvement will make this learning environment work.



Appendix A: Help Lines for Attendance & Technology Support

Are you needing to reach out to the school during remote learning to leave a request for assistance with technology or leave a message regarding attendance? Please use the information to assist you.

Attendance Messaging (please call if you need to leave a message about your child's absence).

- Blackstone Primary School---- 434-292-5300--- when prompted dial ext. 2999 and leave message at the prompt.
- Crewe Primary School---- 434-645-8149-- when prompted dial ext. 1999 and leave a message at the prompt.
- Nottoway Intermediate School---- 434-292-5353-- when prompted dial ext. 3999 and leave a message at the prompt.
- Nottoway Middle School---- 434-292-5375-- when prompted dial ext. 4999 and leave a message at the prompt.
- Nottoway High School---- 434-292-5373-- when prompted dial ext. 5999 and leave a message at the prompt.

Student Technology Assistance:

- Option 1: Dial 434-645-9596---- when prompted enter ext. 7999 and leave the following information: student name, school, grade level, contact number, and a description as to the technology concern.
- Option 2: Email tech_help@ncpsstudent.org (Please note there is an underscore _ between tech and help). from the student's account and provide the following information: student name, grade level, school, best contact number or email address, and a description of a concern.

Please allow school staff a minimum of 24 hours to provide a response.

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
<input type="checkbox"/>	Sore throat;
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever.

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open



CS 318258-0 07/24/2020

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Appendix C: Custodian’s Sign-off Sheet

Item	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Bathrooms</p> <ul style="list-style-type: none"> • Sanitized each half-hour or more frequently with use: <ul style="list-style-type: none"> ○ Door knobs ○ Light switches ○ Paper towel dispensers ○ Faucet Handles ○ Toilets/Urinals (including levers) ○ Other items identified locally • Floors mopped • Trash removed • High contact areas cleaned routinely • Refill soap dispensers • Refill paper towels dispensers 					
<p>Cafeteria</p> <ul style="list-style-type: none"> • Tables wiped & sprayed with solution after breakfast • Tables wiped & sprayed after lunch • Floor mopped daily • Disinfectant solution sprayed • Light switches wiped and sprayed • Door handles wiped and sprayed • Check hand sanitizer and refill • Trash removed 					
<p>Hallways/Stairways</p> <ul style="list-style-type: none"> • Mopped daily • High touch (including door handles) areas wiped and sprayed • Elevator buttons • Stairway handrails • Doorknobs and light switches • Trash removed 					



Custodian's Sign-off Sheet continued

<p>Classroom (end of day)</p> <ul style="list-style-type: none"> • Trash removed daily • Rooms mopped and sprayed with solution • Light switches and door handles sprayed • Desks sprayed • Computers sprayed • Telephone sprayed • Check and refill hand sanitizer 					
<p>Office (end of day)</p> <ul style="list-style-type: none"> • Trash Emptied • Floor mopped • Sanitizing spray on high touch areas • Phone wiped or sprayed • Counter wiped and sprayed • Check & refill hand sanitizer 					
<p>Nursing Clinic</p> <ul style="list-style-type: none"> • All surfaces wiped • Bathrooms wiped/ cleaned and sprayed • Frequently touched areas wiped • Room sprayed with additional disinfectant at the end of each day • Trash emptied, sealed and disposed 					
<p>Additional Cleaning Wednesday (additional thorough cleaning should occur on each Wednesday when students are not in the building)</p> <ul style="list-style-type: none"> • Bathrooms Cleaned/ Mopped • All frequent touch point areas wiped with disinfectant solution • Classrooms mopped and sanitized • Hallways mopped and sanitized • All trash removed • Cafeterias wiped, mopped & sprayed 					