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 person has 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 | TitleIX.Coordinator@nottowayschools.org

August 1, 2021
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Introduction

This document provides information regarding Nottoway County Public Schools’ plan for a safe return to school, the provision of continuity of services during the 2021-2022 school year, and the use of federal American Rescue Funds. Also included in this document is information about mitigation strategies that will be in place as we continue to provide in-person instruction during the Novel Coronavirus (COVID-19) pandemic.

NCPS’s Return to In-Person and Continuity of Services Plan 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.

Any questions regarding this plan should be directed to NCPS’s Emergency Manager, ADA Compliance Officer, or the Division Superintendent.

Nottoway County Public Schools Emergency Manager:
Name: Robert Templeton, Supervisor of Maintenance
Email: templeton.robbie@nottowayschools.org
Phone: 434.292.1160

Nottoway County Public Schools ADA Compliance Officer:
Name: R. J. Greger, Director of Human Resources & Community Relations
Email: greger.rj@nottowayschools.org
Phone: 434.645.9596

Nottoway County Public Schools Superintendent:
Name: Tameshia V. Grimes, Ph.D.
Email: grimes.tameshia@nottowayschools.org
Phone: 434.645.9596
Health and Safety

Wellness Screenings:
All students and employees are required to complete an at-home screening questionnaire (Appendix B) before leaving home for school or work. Prior to entry into the school/office building, each visitor will be required to answer a series of questions designed to determine possible exposure to COVID-19. Any visitor who responds in a manner that indicates possible exposure will not be allowed to enter the building; employees and students with possible exposure and/or symptoms are required to stay at home for the appropriate quarantine period. 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 complete a screening questionnaire, 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 screening prior to the start of the workday.

Students
Parents will be required to complete a screening questionnaire each morning prior to the student’s leaving home for the bus stop and/or arrival to school.

Upon arrival at school, students will be visually monitored throughout the day to determine if there are any changes to their health while at school. Any student having COVID-19 symptoms while at school will be taken to a triage location, where they will be monitored until a parent/guardian arrives to take the student.

Communications to parents will state that students displaying any symptoms – no matter how minor – will need to be kept at home until symptoms improve and there has been no fever for at least 24 hours without the use of fever reducing medication, 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.
Common Areas:
Use of common areas will be limited to the extent possible but common areas will not be closed.

Cafeteria
Breakfast will be provided to students as “grab and go” for consumption in the classroom. Lunch may be eaten in the cafeteria and principals may schedule lunches to allow for more space between students at tables and fewer students in the cafeteria.

Social Distancing:
Classrooms, libraries, cafeterias, and other areas where groups of students may be gathered will have seating arranged to support social distancing of at least 3 feet to the extent possible.

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 may 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 one-directional and processes will be developed to limit the number of students in the hallway at the same time.

Signs will be posted and school employees will monitor the restrooms and passes out of class to limit the number of students in the restroom.

Students on buses are required to wear face masks covering their nose and mouths for the entire time they are on the bus. Most instances will have two students per seat, but siblings/students from the same household may be three to a seat. Windows on buses will be opened to some degree to allow for air circulation.

Face Covering:
Students, employees, and visitors will be required to wear a face covering – over the nose and mouth - whenever they are inside the school building, regardless of distance from others and vaccination status.

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

Face covering may be removed while a person is actively eating or drinking.

NCPS will continue to monitor guidance from the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), and the Virginia Department of Education (VDOE), as well as data regarding community transmission and vaccination rates. As conditions change, requirements for masks may be adjusted.
Building Rentals:

Building rentals will be considered on a case-by-case basis in the context of a number of factors, including but not limited to, the transmission rate, transmission risk and secondary indicators, as well as other relevant COVID-19-related data, specific to the school division and/or Nottoway County.

Other Mitigation Strategies:

- Posted signs that promote the benefits of frequent handwashing and proper respiratory etiquette, including – but not limited to – preventing spread through coughing and sneezing.
- 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
- Bottled water will be available until water fountains are converted to bottle filling. Water fountains will be covered and not available for use.
- Leaving, to the extent possible, classroom and other interior doors open to limit the need to touch door handles
Responding to COVID-19 Cases

A positive case will not necessarily result in the entire division being closed for 14 days. After receiving notice of possible exposure and/or a positive test result, designated school staff will engage in contact tracing to gather information about close contacts and begin the process for informing those people. Decisions regarding quarantining and/or closure will be made based upon current CDC and VDH guidance, including – but not limited to – the vaccination status of those present and/or around the person who tested positive, considerations for the health and safety of the community, the 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
- Instigation of contact tracing
- 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) with or without face cover.

Athletics, Extracurricular Activities, 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.

Current guidance from VDH is that if an athlete is positive for COVID-19, then all unvaccinated members of the team are to quarantine for 14 days. Fully vaccinated team members are to monitor for symptoms. Everyone is strongly encouraged to get tested 3-5 days following the exposure.
Quarantine and Isolation

Regardless of vaccination status, any employee who has been identified as a close contact of a COVID-positive person will be required to get tested 3-5 days following exposure. Parents will be strongly encouraged to have their students tested 3-5 days following exposure.

Students who have worn a mask – covering the nose and mouth – and who maintained a distance of at least 3 feet from a person who is COVID-positive will not be required to quarantine following exposure to that person.

Unvaccinated Employees and Students
Any person who is not fully vaccinated for COVID-19 and who has been exposed to COVID-19 will be required to remain at home and 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 COVID-positive person.

Those who test positive will not be allowed to return to work until at least 10 days have passed since symptoms first appeared and there has been an improvement in symptoms and no fever for at least 24 hours without the use of fever reducing medication.

Fully Vaccinated Employees and Students
Anyone who are fully vaccinated for COVID-19 and who may have been exposed to the virus and who do not exhibit any symptoms will not be required to quarantine but wear a mask for 14 days, per current CDC guidance. Fully vaccinated people who have been in close contact with a COVID-positive person will need to be tested 3-5 days after exposure, self-monitor for 14 days, get tested again if exhibiting symptoms, and isolate for 10 days if they test positive.

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

Following the symptom-based process, 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 an improvement in symptoms and no fever for at least 24 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.

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

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 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:

- Custodians monitoring and cleaning restrooms every 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.
- Daily 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; and
- other applicable Occupational Safety and Health Administration (OSHA) standards and/or regulations

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.
Use of American Rescue Plan Funds

Section 1: Introduction

The purpose of the American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III Fund is to help safely reopen and sustain the safe operation of schools and address the impacts of COVID-19 on the nation’s students by addressing students’ academic, social, emotional, and mental health needs. Nottoway County Public Schools has been awarded $6,119,594.77 in ESSER III funds. This plan describes how the awarded funds will be used. Questions about this plan should be directed to Marcia Martin, Director of Instruction, Grants, and Technology, by phoning 434.645.9596 or emailing martin.marcia@nottowayschools.org.

Section 2: Prevention and Mitigation Strategies

ARP Act ESSER III funds may be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent Centers for Disease Control and Prevention (CDC) guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning. Nottoway County Public Schools will use approximately 23% ($1,400,817) of its ARP Act ESSER III funds to implement prevention and mitigation strategies as described below.

- Posted signs that promote the benefits of frequent handwashing and proper respiratory etiquette, including – but not limited to – preventing spread through coughing and sneezing.
- 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
- Conversion of water fountains to bottle filling stations in every school building.
- Leaving, to the extent possible, classroom and other interior doors open to limit the need to touch door handles

Section 3: Addressing Unfinished Learning

Section 2001(e)(1) of the ARP Act requires each LEA to use twenty percent of its formula funds to address the academic impact of lost instructional time (learning loss) through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs. Nottoway County Public Schools will use approximately 48% ($2,952,404) of its ARP Act ESSER III funds to address unfinished learning as described below and to support an extended summer school for the summer of 2022 and 2023.
Nottoway County Public Schools will extend the 2021-2022 school day by 30 minutes and provide extended learning opportunities for students to address unfinished learning. The additional 30 minutes will result in an additional mid-day period at the elementary grades and in additional time added to each class period/block at the secondary level. In addition to the extended time, NCPS will provide options for before and after-school tutoring, extension camps, and other individualized support as necessary.

In addition to helping support the learning needs of students, NCPS will provide for additional school staff to assist with small group instruction in the classroom. Funding will provide for additional professional development training for teachers in effective technology use as a supplemental learning tool and strategies to support the needs of struggling learners. Professional development will provide teachers with the support needed to effectively engage learners and differentiate instruction to meet learning needs. Additional materials and resources will be provided to support learning in the classroom which include manipulatives and materials for hands-on learning experiences, leveled readers, materials for science labs to allow students to participate in science inquiry and many other needed learning materials.

Section 4: Other Uses of Funds

Section 2001(e) of the ARP Act permits school divisions to use the ARP Act ESSER III funding not reserved to address unfinished learning to address the impacts of COVID-19 in a variety of ways. Nottoway County Public Schools will use approximately 29% ($1,766,374) of its ARP Act ESSER III funds in accordance with Section 2001(e) of the ARP Act as described below.

The remaining funds will be used to support the following:
- active learning spaces at each school,
- wellness rooms to support student and staff,
- additional technology and network infrastructure,
- continued support of managed services and data recovery,
- upgrades to facilities to promote student enrichment,
- support through non-academic experiences to increase the goal of provided well-rounded students,
- additional buses and equipment to support students through maximizing learning time,
- resources for the cafeterias to provide daily nutritional support, and
- addition of spaces to assist with storage of items to free up space in the school buildings to provide greater resources for students.
Section 5: Addressing Students’ Academic, Social, Emotional, and Mental Health Needs

NCPS will ensure that interventions implemented will provide the greatest level of support to all students but especially students with the greatest impact from COVID-19. Teachers and school staff will be trained in supporting and recognizing the unique needs of students. Principals will monitor discipline and conduct classroom observations to ensure that student needs are addressed and all students have access to resources and materials to support them. Department and/or grade level meetings will have a discussion on impacts and focus strategies for our EL, homeless, low income, swd and students of color. Implemented strategies will be documented and shared at division leadership meetings. Discussion will be held with division leadership as to the progress of our students’ needs and additional means of support. Schools will incorporate an intense focus on SEL and the mental health of students through the extension of the school day. Professional development training and resources will be provided to school staff to support implementation. Each school will be equipped with wellness rooms to support the individual needs of our students.

Section 6: Consultation with Stakeholders and Opportunity for Public Comment

In developing the ARP ESSER Plan, Nottoway County Public Schools conducted consultation in the following ways:

- With stakeholders, including: students, families, school and district administrators (including special education administrators), teachers, principals, school leaders, other educators, school staff, and their unions – Town Hall Meeting on June 2, 2021 and Public Comments during the school board’s business meeting on June 10, 2021;
- With Tribes (if applicable); civil rights organizations (including disability rights organizations); and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students - Town Hall Meeting on June 2, 2021 and Public Comments during the school board’s business meeting on June 10, 2021; and
- By providing the public the opportunity to provide input through public comment periods at a Town Hall Meeting on June 2, 2021 and during the school board’s business meeting on June 10, 2021 and taking such input into account.
- Stakeholders met on June 24, 2021 to discuss the needs of student groups and how funding could be most beneficial to SWDs, ELs, Students Experiencing Homelessness, and other vulnerable populations of students.
Plan for Safe Return to In-Person Instruction and Continuity of Services

Section 1: Introduction

The purpose of the American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III Fund is to help safely reopen and sustain the safe operation of schools and address the impacts of COVID-19 on the nation’s students by addressing students’ academic, social, emotional, and mental health needs. This plan describes how Nottoway County Public Schools will maintain the health and safety of students, educators, and other school and division staff during and following the return to full in-person instruction. Questions about this plan should be directed to Marcia Martin, Director of Instruction, Grants, and Technology, by phoning 434.645.9596 or emailing martin.marcia@nottowayschools.org.

Nottoway County Public Schools has taken the following steps in its response to COVID-19:

- Identified each employee type by a risk classification of lower risk, medium risk, or high risk, per Department of Labor and Industry (DOLI) regulations;
- Provided and/or made available personal protective equipment (PPE) to employees and students, as needed;
- Required completion of a wellness screening – either electronic or on paper - of each employee, student, and visitor;
- Communicated social distancing guidelines and placed spacers on floors for visual reinforcement;
- Enhanced cleaning and sanitation practices;
- Upgraded HVAC systems and installed air filtration systems;
- Conducted contact tracing and made appropriate notifications when reports of positive COVID-19 cases received;
- Hosted COVID-19 vaccination clinics for students between the ages of 12 and 17;
- Followed guidance from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH), as well as the Virginia Department of Education (VDOE) regarding best practices and mitigation strategies.

Section 2: Maintaining Health and Safety

Nottoway County Public Schools has taken and will continue to take actions to ensure the health and safety of students, educators, and other school and division staff during and following the return to full in-person instruction. A description of actions already taken and additional actions planned is below.

- Provided and/or made available personal protective equipment (PPE) to employees and students, as needed;
- Required completion of a wellness screening – either electronic or on paper - of each employee, student, and visitor;
- Communicated social distancing guidelines and placed spacers on floors for visual reinforcement;
- Enhanced cleaning and sanitation practices;
• Upgraded HVAC systems and installed air filtration systems;
• Converting water fountains into bottle-filling stations;
• Conducted contact tracing and made appropriate notifications when reports of positive COVID-19 cases received;
• Hosted COVID-19 vaccination clinics for students between the ages of 12 and 17;
• Followed guidance from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH), as well as the Virginia Department of Education (VDOE) regarding best practices and mitigation strategies.

Section 3: Continuity of Services

Nottoway County Public Schools has taken and will continue to take actions to ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff social, emotional, mental health, and other needs.

Nottoway County Public Schools will extend the 2021-2022 school day by 30 minutes and provide extended learning opportunities for students to address unfinished learning. The additional 30 minutes will result in an additional mid-day period at the elementary grades and in additional time added to each class period/block at the secondary level. In addition to the extended time, NCPS will provide options for before and after-school tutoring, extension camps, and other individualized support as necessary.

In addition to helping support the learning needs of students, NCPS will provide for additional school staff to assist with small group instruction in the classroom. Funding will provide for additional professional development training for teachers in effective technology use as a supplemental learning tool and strategies to support the needs of struggling learners. Professional development will provide teachers with the support needed to effectively engage learners and differentiate instruction to meet learning needs. Additional materials and resources will be provided to support learning in the classroom which include manipulatives and materials for hands-on learning experiences, leveled readers, materials for science labs to allow students to participate in science inquiry and many other needed learning materials.

NCPS will ensure that interventions implemented will provide the greatest level of support to all students but especially students with the greatest impact from COVID-19. Teachers and school staff will be trained in supporting and recognizing the unique needs of students. Principals will monitor discipline and conduct classroom observations to ensure that student needs are addressed and all students have access to resources and materials to support them. Department and/or grade level meetings will have a discussion on impacts and focus strategies for our EL, homeless, low income, swd and students of color. Implemented strategies will be documented and shared at division leadership meetings. Discussion will be held with division leadership as to the progress of our students' needs and additional means of support. Schools will incorporate an intense focus on SEL and the mental health of students through the extension of the school day. Professional development training and resources will be provided to school staff to support implementation. Each school will be equipped with wellness rooms to support the individual needs of our students.
Section 4: Opportunity for Public Comment

In developing the ARP ESSER Plan, Nottoway County Public Schools sought public input and took such input into account as described below.

- Town Hall Meeting for public comment and input held on June 2, 2021
- Public Comment on “Plan for Safe Return to In-Person Instruction and Continuity of Services” during School Board Business Meeting held on June 10, 2021

Section 5: Periodic Review and Revision of Plan

During the period of the ARP ESSER award (until September 2023), Nottoway County Public Schools will periodically review and, as needed, revise its plan for the safe return to in-person instruction and continuity of services. The plan will be reviewed at least every six months, and Nottoway County Public Schools will seek and take into account public input during the review process. Plan revisions will address updated CDC guidance on safely reopening schools, if any are issued.

Section 6: Making the Plan Available to the Public

Nottoway County Public Schools has taken the following steps to make this plan available to the public:

- The plan is posted on the Nottoway County Public Schools webpage (https://www.nottowayschools.org/home);
- The plan is available in multiple languages [Spanish and other languages as necessary by way of an interpretation/translation service];
- The plan may be orally translated for parents. Contact Marcia Martin by email at martin.marcia@nottowayschools.org to request translation; and
- Upon request, a parent who is an individual with a disability as defined by the ADA may be provided with the plan in an alternative format accessible by contacting Dr. Joan Dooley by email at dooley.joan@nottowayschools.org.
Fall Opening – August 2021

Nottoway County Public Schools (NCPS) will open on Monday, August 16, 2021, with instruction provided in-person for all students of Nottoway County. NCPS students will follow the amended calendar, approved by the Nottoway County School Board on July 22, 2021.

Nottoway County Public Schools will offer a virtual learning option through a non-NCPS source for students in Grades K-12. Families will have to apply to have their student(s) participate in the virtual option. Those approved to participate in school virtually will be required to follow the virtual option’s calendar and meet all instructional expectations and requirements, including – but not limited to – having reliable internet service, having a device for logging on to classes and completing assignments, and attending classes synchronously for the entire class period and attending school for the full school day. Students will be expected to be actively involved in learning and making satisfactory progress in learning.

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 continue to address students’ learning needs. 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 NCPS students – including those attending virtually – 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.

Strong School-Home Partnerships:
Teachers will have clear and consistent methods of communication with students and parents/guardians. Each student will be asked to designate an adult “learning coach” who will help with motivating the student to complete learning activities and who will engage in effective interactions with the teacher(s).
**PRIMARY SCHOOLS**

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.
- Libraries at each school will be open to provide opportunities to build reading skills and to assist students in developing a passion for reading.
- Social, emotional, and mental health needs are of great importance as we return to full-day, in-person learning. Consistent instruction in social and emotional learning and mental health awareness will be provided through morning meetings, direct instruction, and/or embedded lessons within core content.
- Schools will have a school day that is extended by 30 minutes to allow for an additional, mid-day period to address SEL and/or academic needs, including – but not limited to – more guided learning practice and/or differentiated focus on skill development. Students are expected to 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

- 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. These courses will provide avenues for extended learning and allow for student creativity and well-roundedness.
- Consistent instruction in social and emotional learning and mental health awareness will be provided through direct instruction, and/or embedded lessons within core content.
- Schools will have a school day that is extended by 30 minutes to allow for an additional, mid-day period (intermediate school) or extended time for each period/block (middle) to address SEL and/or academic needs, including – but not limited to – more guided learning practice and/or differentiated focus on skill development. Students are expected to be actively involved in learning and making satisfactory progress in learning. Students will be actively involved in learning and making satisfactory progress in learning.
**HIGH SCHOOL**

Operating on a 4x4 master schedule, Nottoway High School will provide students with access to fully in-person learning five days a week.

- 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 – separate and apart from Virtual Virginia as a completely virtual learning option – 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.
- Social and emotional learning and mental health awareness will be embedded into course content in order to build a sense of community.
- Schools will have a school day that is extended by 30 minutes to allow for an additional, mid-day period (intermediate school) or extended time for each period/block (middle) to address SEL and/or academic needs, including – but not limited to – time for recovery of missed skills via guided learning practice, enrichment activities for enhanced learning experiences, and/or differentiated focus on skill development. Students are expected to 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. 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 has a limited supply of devices to provide internet connectivity for families. Mobile hotspots are available for check-out from the division, or individuals can park in the school lots to connect to the service.
- Students will continue to use Schoology as a learning tool in the classroom, and the Schoology platform will supplement in-person instruction.
- Students will have access to resources to enhance learning experiences. Take-home resources and manipulatives will be available for student’s use at home. 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 a focus of the home learning coach. Parents will have the opportunity to participate in activities that provide support for learning.
• Attendance issues need to be addressed swiftly. Schools will develop and implement attendance supports in accordance with local and/or state policies and regulations.

• 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.

• Virtual Virginia students will use the Canvas platform for all Virtual Virginia learning. Communication with Virtual Virginia instructors is essential for success. Students will be expected to follow all attendance, course submission, and other policies/rules/routines set forth by Virtual Virginia staff. Parents are requested to bring students in for all school requests and/or testing requirements. Satisfactory progress is required to remain enrolled in Virtual Virginia for virtual learning.

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

• Students are required to attend school to complete screenings, assessments and any additional instructional needs. Students will be required to complete all (e.g., benchmark, VKRP, PALS, and/or Standards of Learning tests) assessments during the 2021-2022 school year. Additional information will be provided to families regarding procedures and times of assessments.
Schedules:

**PRIMARY SCHOOL SCHEDULE**

Instructional hours will be 8AM – 3PM for primary school students.

- 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.
- Students will have access to “specials” to enhance opportunities to learn through movement, art, music and library activities.
- Consistent instruction in social and emotional learning and mental health awareness will be provided through morning meetings, direct instruction, and/or embedded lessons within core content.

**INTERMEDIATE/MIDDLE SCHOOL SCHEDULE**

Instructional hours will be 8:20AM – 3:20PM for intermediate and middle school students.

- Students at the Intermediate School and Middle School will have instruction that provides a strong focus on core instruction in math, language arts, social studies, and science with “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. These courses will provide avenues for extended learning and allow for student creativity and well-roundedness.
- Consistent instruction in social and emotional learning and mental health awareness will be provided through direct instruction, and/or embedded lessons within core content.

**HIGH SCHOOL SCHEDULE**

Instructional hours will be 8:20AM – 3:20PM for high school students.

Operating on a 4x4 master schedule, Nottoway High School will provide students with access to fully in-person learning five days a week.

- Students will take four courses for credit each semester. Students will have access to high school electives, in addition to core courses, offered each semester.
- Social and emotional learning and mental health awareness will be embedded into course content in order to build a sense of community.
Nottoway County Public School’s Learning Honor Code

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

Pre-Kindergarten Requirements & Expectations

Nottoway County Public Schools seeks to provide our youngest learners with academically and socially appropriate learning opportunities. Pre-Kindergarten students will have active learning and engagement in the school building to build foundational skills. Collaboration with is essential to provide meaningful learning experiences.

Pre-Kindergarten programs will offer the traditional 5.5 hours a day of instruction. Pre-Kindergarten teachers and assistants are expected to promote connections and meaningful experiences daily. The following provisions and expectations will be implemented for Pre-Kindergarten programs:

• Instruction will include 30 minutes of health and wellness each day due to the extended school day.
• PALS PreK and VKRP are required assessments.
• Attendance of Pre-Kindergarten students will be tracked and monitored in accordance with policies.
• Interaction records will be used to document progress and skill mastery for each student.
• The school and the Pre-Kindergarten teachers will ensure students with special needs are included and have their accommodations addressed in the classroom.
• Pre-Kindergarten students will have access to devices for the purpose of enhancing learning experiences.
• Pre-Kindergarten students will be supplied access to materials and supplies including manipulatives.
• CLASS observations are a key component of PreK learning, and feedback will be given to teachers on CLASS aspects.
Additional Information for Instructional Staff

The first 5 days of the school year will focus on re-orientating students to the learning environment; establishment and following of daily routines, procedures, and expectations; access to resources; social and emotional learning and mental health wellness activities; mini-lessons to transition students into learning routines using Schoology and other learning platforms; and, perhaps most importantly, establishing relationships.

Teachers should communicate access to course work and expectations. Students should receive a welcome packet at Open House with the teacher’s planning time and office hours and steps for contacting the teacher, outlines of schedules, and a listing of student support and administrative staff members.

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, and mental health well-being of our students is important.

With the increased use of technology as a component of daily instruction, it is important to incorporate and teach students about digital citizenship. Please emphasize this during the opening days of class and throughout the school year.

Documentation of student progress and course completion is essential, as is communication with parents regarding student learning progress. Each interaction with students and parents should be with the intention of encouraging and promoting student success.

Making Learning Work for Your Child

Families have questions about how to support their child during the school year 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 complete homework assignments each day.
- Create a schedule for homework and other activities 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.
- Start the day with a good breakfast. NCPS offers meals (breakfast and lunch) to all NCPS students and at no cost to students and families. Snacks are provided for some after school programs.
- Remind your child that behavior during the school day should be appropriate to the school setting and meet the expectations set in the Code for Student Conduct.
- Take time to review your child’s homework and classwork assignments. Remind your student of the NCPS 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. Learning will only be successful with frequent communication involving the student, parent and the teacher. Always reach out if your student is struggling or needs additional assistance.
• If your child is having 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.

School-Community Input

Ongoing collaboration and communication with families, school staff, and the Nottoway community is essential to promoting and supporting the success of our students. As part of efforts to promote feedback and input from our community, NCPS will routinely (every six months) have public hearings at school board meetings. During this time, central office staff will provide updates on the return to in-person learning and continuity of services plan, as well as changes/updates to guidance from the CDC, VDH, and/or VDOE, and the school community will have the opportunity to share concerns, suggestions for improvement, and/or other information related to the posted plan.
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.
COVID-19 At Home- Self Screening Questions

If you answer YES to any of the following questions, please stay home.

Have you had any of the following in the last 24 hours:

- A new fever (100.4 or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- New muscle aches that cannot be attributed to another health condition or specific activity?
- Loss of taste or smell?

Have you traveled in an area considered a hotspot, or had immediate contact with an individual diagnosed with COVID-19?

Self-screeners should be completed daily prior to coming to school/work for all students, staff members, parents and school visitors.
Appendix C: COVID-19 Symptoms or Exposure Flow Chart

VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure

FOR PARENTS AND GUARDIANS

Is your child sick with symptoms of COVID-19?*

**Symptoms of COVID-19 include fever (≥100.4°F) or chills, fatigue (more tired than usual), headache, muscle aches, cough, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, chills, new onset of cough, vomiting, new onset of poor appetite or poor feeding.

YES

Symptoms new or unusual for the child

Keep child home. Call your healthcare provider. (If no clinical evaluation see Return section below.)

Notify the school.

NO

Symptoms usual for the child (e.g., allergies, migraines, asthma) or caused by a known diagnosis (e.g., ear infection, strep throat)

Seek care as per usual practice. If fever present, stay home until at least 24 hours fever free without fever reducing medicines.

Has the child had close contact** in the past 14 days with someone with COVID-19?

NO

Send to School and/or Child Care

NO

Send to School and/or Child Care

YES

Yes

Send home until at least 24 hours fever free without fever reducing medicines.

FOR SCHOOLS AND CHILD CARE FACILITIES

Does a child have symptom(s) of COVID-19 at school/child care?

**Close contact** means being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over a 24-hour period, or having direct exposure to respiratory secretions. In indoor classrooms, a student who is within 6 feet of an index student who is confirmed to have COVID-19 is considered a close contact as long as both students are wearing masks and the school has other prevention strategies in place. This exception does not apply to teachers, staff, or other adults in indoor K-12 settings.

YES

Symptoms new or unusual for the child

Isolate from others. Send home.

If no clinical evaluation, see Return section below.

NO

Other explanation for symptoms (e.g., chronic condition or known diagnosis)

Fever present

YES

Send home until at least 24 hours fever free without fever reducing medicines.

Send home until at least 24 hours fever free without fever reducing medicines.

NO

Continue Normal Activities

NO

Continue Normal Activities

YES

Clincial Evaluation for Children with Symptoms of COVID-19

In past 14 days, has there been known close contact** with person with known or suspected COVID-19?

NO

Test* (and/or evaluate clinically) for COVID-19. Isolate at home.

YES

Consider alternate diagnoses. Once symptoms have improved and child has no fever for at least 24 hours without fever reducing medicine, allow return to school/child care.

Negative for COVID-19

Positive test or diagnosis for COVID-19

Negative for COVID-19 or not tested

FOR HEALTHCARE PROVIDERS

Testing – PCR or antigen (Ag) testing is acceptable. If an Ag test is negative and clinical symptoms persist, order a PCR test to confirm with PCR. Ideally within 24 hours of the initial Ag test, a PCR test can be used in lieu of Ag test, as results are available more quickly. Clinical discretion can be used to expedite testing, especially in the setting of a high exposure risk. All tests should be conducted by a healthcare provider.

HOME ISOLATION

If no clinical evaluation performed

Symptoms present (whether or not they had close contact)**

10-day home isolation. Return when no fever for 10 days without fever reducing medicine. Quarantine close contacts.

NO

Symptoms and had close contact**

14-day home quarantine.* If no symptoms, return after Day 14. If symptoms develop, need 10-day isolation and quarantine close contacts.

Home Isolate for 10 days after symptom onset. Quarantine close contacts.*

If symptoms develop, retain as soon as possible. Home Isolate for 10 days after symptom onset. Quarantine close contacts.*

Quarantine for 14 days after last exposure* or isolate for 10 days after symptom onset.

RETURN TO SCHOOL AND CHILD CARE

Home Isolate for 10 days after symptom onset (or date of positive test). Quarantine close contacts.

Quarantine for 14 days after last exposure* or isolate for 10 days after symptom onset.

"14-day quarantine recommended. If unable to stay home for 14 days and if no symptoms have developed, quarantine can end after Day 10 with negative PCR or antigen test performed on or after Day 5. Those who had COVID-19 in the past three months or been fully vaccinated for COVID-19 are not required to quarantine as long as they do not have symptoms. Monitor for symptoms for 14 days and always follow COVID-19 precautions.

07/24/2021
Appendix E: Treatment in Classroom or Send to School Nurse?

CLASSROOM or SCHOOL NURSE?

CLASSROOM
- Mild Stomach Ache
- Itching Bug Bite
- Scratch/Scrape
- Bleeding Scab
- Band Aid
- Loose Tooth or Toothache
- Earache
- Ice Pack
- Migraine Headache
- Chapped Lips
- Itching Head/Headlice

*Nurse to room if needed*

NURSE
- Head or Face Injury
- Severe Stomach Pain
- Nosebleed > 5 minutes
- Diabetic Emergency
- Asthma Attack
- Possible Broken Bone
- Deep Cut
- Insect Sting
- Fainting or Seizure
- Allergic Reaction
- COVID-19 Symptoms

COVID-19 Symptoms

<table>
<thead>
<tr>
<th>COUGH</th>
<th>MUSCLE ACHES or BODY ACHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SORE THROAT</td>
<td>VOMITING or DIARRHEA</td>
</tr>
<tr>
<td>FEVER or CHILLS</td>
<td>NEW LOSS of TASTE or SMELL</td>
</tr>
<tr>
<td>HEADACHE</td>
<td>SEVERE ABDOMINAL PAIN</td>
</tr>
</tbody>
</table>

1. Ask the student to apply a face covering
2. Notify the school nurse or office staff
3. Refer student to the COVID-19 Symptoms Area