

Norwalk Middle School  
**Return to Learn Plan**

Norwalk Community Schools Return to Learn Plan DRAFT

**Daily Guidelines:**

- Parents screen and self-report student [symptoms](#) and fever
- If sick, stay home!
- Encourage distancing (two arms length)
- Staff are required to wear masks or face shields
- Students will wear face coverings when physical distancing (6 ft.) cannot be maintained.
- Frequent hand-washing and sanitizing

**COVID-19 policies are intended to mitigate, not eliminate, risk. There is no single action or set of actions that will completely eliminate risk, but we can work together to reduce the risk.**

**Expectations for All Three Scenarios (#1 Normal w/ Modifications, #2 Blended, #3 Remote)**

- We are committed to building supportive, connected classroom environments in which **we value each student's academic and social-emotional growth and wellness**. Relationship and community-building activities will take place in all settings.
- Learning provided to students during in class and remote virtual instruction will be **required**.
- Attendance will be taken** during each day, whether in-class or remote.
- Teachers will be expected to provide instruction, feedback and targeted supports to students.
- Students will be expected to participate in instruction and share evidence of their learning.
- Teachers will gather evidence and determine proficiency on priority standards
- Each classroom teacher will maintain an active online classroom throughout the school year. PLCs will collaborate to ensure access to remote learning opportunities.

**By August 1st, families will complete the Google Form for Required Remote learning. Any required medical forms will be dropped off at the district office. The Superintendent will be approving requests.**

## Scenario #1 - Normal with Modifications

Students will attend school in-person in general classrooms and in specials with modifications made for health and safety to reduce risk. Physical distancing, frequent hand washing/sanitizing, scheduling with cohort groups of students, and masking when not able to maintain social distance are the major areas of focus and implementation. Face coverings (nose and mouth) are required for students, if social distancing can't be maintained, and required for staff and visitors. Waivers of these requirements may be granted for religious and medical reasons as required by law.

### Important things for parents to consider regarding Scenario #1:

- Our school has carefully planned and will be implementing many detailed health and safety mitigation strategies to do our best to keep student's safe. Please review those plans in detail for more information.
- Should an individual student or a whole classroom be under quarantine due to COVID-19 based on WCPH guidelines, the quarantined individual or classroom will all engage in Scenario #3, Remote Learning, for the duration of the quarantine. If a student is ill and unable to participate in Remote Learning, they will need to report each day of illness as an absence to the school (per DE guidelines).
- Should a parent opt to change enrollment to Remote Learning during the school year, they may be moved to another section of the grade level that is a full year, fully Remote Learning environment.

## Scenario #2 - Blended Model

**This scenario will only be implemented when “normal with modifications” is not recommended based on COVID-19 data or state, local or district guidelines. This is not currently an option parents may choose for the beginning of the year.**

- In the event Governor Reynolds, the IDPH, DE and /or Warren County Health Services provide a mandate to reduce the group size or increase social distancing, the Norwalk CSD will reduce the number of students in each classroom. A reduction in class size will require students to attend fewer days per week for in-person instruction. The district will employ an alternating day hybrid model where one group of students attends school on “Purple Cohort” days and one group of students attends school on “Gold Cohort” days. District staff members will make every effort to assign students in the same household to the same cohort. Students with special needs (IEPS, 504 plans, ELL, and at-risk students, may continue to attend daily)

Here is an example of the schedule:

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Purple	In-Person	Remote	In-Person	Remote	In-Person
Gold	Remote	In-Person	Remote	In-Person	Remote

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Gold	In-Person	Remote	In-Person	Remote	In-Person
Purple	Remote	In-Person	Remote	In-Person	Remote

**Scenario #3 - Remote Learning:**

**Important things for parents to consider regarding Scenario #3:**

- Selecting the Remote Learning option is a semester commitment.
- Remote Learning with middle school aged children will still require varying amounts of adult support. Students will need to log-in, interact with their teacher remotely, and submit work electronically via google classroom and/or Canvas.
- Should a parent opt to change enrollment to Normal with Modifications at the change of a semester, they may have a schedule change in order to adjust class sizes.
- Remote Learning is considered a required option for the state of Iowa that meets academic standards for the grade level.

**Monitoring & Implementation:**

- Norwalk Middle School’s Return to Learn Team will meet bi-weekly to review data and feedback and make regular adjustments to our plan.
- We will regularly seek and review parent feedback and make adjustments as needed to our plan.

Location	Detailed Plans for All Students Returning to School with Modifications
Open House	<ul style="list-style-type: none"> <li>→ Virtual tour of MS</li> <li>→ Meet the teachers virtually</li> <li>→ Set up appts to tour school if new to district</li> <li>→ Set up appts to bring medications in &amp; see the nurse</li> <li>Set up appts to bring students with special needs in building if requested (anxiety, etc)</li> </ul>
Before School	<ul style="list-style-type: none"> <li>→ Markings on ground as students come in to school (main doors and the 200 hallway/Door 49); where to stand; coming in single file (6 ft. apart)</li> <li>→ When students enter building wash hands/use hand sanitizer</li> <li>→ Students put things in their locker, if one is requested, and then go to</li> </ul>

	<p>Warrior Zone, Commons, or Gym.</p> <ul style="list-style-type: none"> <li>→ Breakfast will have students spread out with spots on floor to keep them spaced out as they come through the line &amp; leave cafeteria; will have identified places where they can sit to eat (keep them spread out)-Will follow Nutritional Staff on recommendations</li> <li>→ Released to class by zones they are sitting in. Students will go to first period.</li> </ul>
<p><b>After School</b></p>	<ul style="list-style-type: none"> <li>→ Staggered release time for bus riders, walkers, and those that get picked up</li> <li>→ Markings for safe distance (for bus &amp; car riders)</li> <li>→ Students that are being picked up will leave from door they entered the building</li> </ul>
<p><b>Classroom &amp; Instruction</b></p>	<ul style="list-style-type: none"> <li>→ Desks facing forward with spacing approximately 3-6 ft space between (no grouping of desks).</li> <li>→ Student masks/face coverings are required when 6ft is not attainable.</li> <li>→ Staff face coverings required (mask or face shield)</li> <li>→ Markings for one way traffic in rooms</li> <li>→ Seating chart in Infinite Campus so it is easier to trace who is next to any student who gets sick</li> <li>→ Small group table- only 2 to 3 students at a time; students &amp; staff wear face covering</li> <li>→ Individual teachers will determine snack expectations within their classroom. No sharing of snacks.</li> <li>→ Individual water bottles that are clearly marked and no sharing.</li> <li>→ No celebrations with shared treats/snacks</li> <li>→ Will have doors propped open during transitions to avoid multiple students touching door</li> <li>→ Direct instruction will be live and/or taped</li> <li>→ Teachers will teach lessons with social distancing practices (face shields and/or masks will be worn).</li> <li>→ Google Classroom and/or Canvas will be used as a tool for students (will provide tutorial for caregivers)</li> <li>→ Regular Classroom instruction and strategies will occur</li> <li>→ Direct instruction will be recorded on Google Meet.</li> <li>→ Students doing remote learning will be expected to watch taped instruction on a daily basis.</li> </ul>
<p><b>Wheel Classes</b></p>	<ul style="list-style-type: none"> <li>→ Choir <ul style="list-style-type: none"> <li>◆ Students will wear masks and face forward while singing and playing instruments</li> <li>◆ Room will be ventilated prior to next choir groups entry</li> </ul> </li> <li>→ Band</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Students will wear masks and face forward while playing instruments</li> <li>◆ Room will be ventilated prior to next band groups entry</li> <li>◆ Small ensemble groups when appropriate</li> </ul> <p>→ PE</p> <ul style="list-style-type: none"> <li>◆ PE students will not dress out for class. Tennis shoes are highly recommended.</li> <li>◆ Masks required during weight and fitness training</li> <li>◆ PE will be held outside as long as weather permits</li> <li>◆ PE students will wear masks when 6ft distance is not attainable</li> </ul> <p>→ FCS/World Language/Technology/Study Hall/CTE</p> <ul style="list-style-type: none"> <li>◆ Will follow classroom guidance</li> </ul>
<b>Transitions/ Passing Periods</b>	<ul style="list-style-type: none"> <li>→ Teacher will open and prop door. Door will be closed by the teacher.</li> <li>→ No standing at door prior to bell ringing prior to dismissal to next class</li> <li>→ Markings in hall identifying traffic flows</li> <li>→ Doors remain propped open during transitions to avoid multiple students touching door</li> <li>→ Expectation for students &amp; staff to wear face covering in halls</li> <li>→ Lockers will not be issued to students unless requested by parents. Sharing of lockers prohibited</li> <li>→ Proper social distancing will be taught and reviewed first week of school and reviewed throughout the school year</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>→ Lunch times will be divided into two times</li> <li>→ Students will be required to wear masks up to the lunch room</li> <li>→ Tables by class the students were in prior to lunch. Teacher will walk them to lunchroom</li> <li>→ Stagger times to come through lunch line for grades 6th-8th</li> <li>→ Each student has their lanyard with ID that can be scanned as they go through the line or scanned by cell phone</li> <li>→ Give enough time for dismissal</li> <li>→ Markings on floor for traffic flow, where to stand &amp; dismiss single file</li> <li>→ One way entrance/exit</li> <li>→ No visitors to eat lunch with students</li> <li>→ Students use hand sanitizer/ wash hands before &amp; after lunch</li> <li>→ Change will not be given, it will be added to the account balance.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>→ Norwalk Middle School does not have recess</li> </ul>

<p><b>Office</b></p>	<ul style="list-style-type: none"> <li>→ Plexiglass for front office staff</li> <li>→ Nonessential visitors will not be allowed in building</li> <li>→ When in office, social distancing will occur</li> <li>→ Masks will be required for all visitors entering the building</li> </ul>
<p><b>Nurse</b></p>	<ul style="list-style-type: none"> <li>→ <a href="#">Norwalk Student Illness Guidance for Parents</a></li> <li>→ Nurse will work with teachers and parents of students with compromised health conditions</li> <li>→ Nurse will help educate and take temperatures if needed for employees who might have compromised health</li> <li>→ Handwashing will be priority and scheduled throughout the day. Nurse will provide instruction through video</li> <li>→ Two areas will be created for the students: <ol style="list-style-type: none"> <li>1. Isolation area</li> <li>2. Well student area ie. medication administration, chronic illness care</li> </ol> </li> </ul>
<p><b>Restrooms and Water Fountains</b></p>	<ul style="list-style-type: none"> <li>→ Markings for standing in line</li> <li>→ Markings for handwashing stations</li> <li>→ Teach students proper hand washing routine</li> <li>→ Routines for individuals when going to bathroom</li> <li>→ Water fountains covered (no use)</li> <li>→ Donation from Women of Norwalk for water bottle for each student; will refill using water stations</li> <li>→ Masks will be required</li> </ul>
<p><b>Instruction</b></p>	<ul style="list-style-type: none"> <li>→ Direct instruction will be live and/or taped</li> <li>→ Teachers will teach lessons with social distancing practices (face shields and/or masks will be worn).</li> <li>→ Google Classroom and/or Canvas will be used as a tool for students (will provide tutorial for caregivers)</li> <li>→ Regular Classroom instruction and strategies will occur</li> <li>→ Direct instruction will be recorded on Google Meet.</li> <li>→ Students doing remote learning will be expected to watch taped instruction on a daily basis.</li> </ul>
<p><b>Technology &amp; Books</b></p>	<ul style="list-style-type: none"> <li>→ Each student will have a Chromebook and will use Google Classroom and/or Canvas. Sharing of Chromebooks and chargers is not allowed.</li> <li>→ Each student may be asked to wipe down textbooks prior to using unless they have their own.</li> <li>→ Library books will be wiped down between usage.</li> <li>→ Small backpacks recommended. Materials brought to class and school should be limited to only educational materials</li> </ul>
<p><b>Parent Communication</b></p>	<ul style="list-style-type: none"> <li>→ Teachers will respond to emails within 24 hrs</li> <li>→ Infinite Campus will be updated at a minimum every 2 weeks</li> </ul>

	<ul style="list-style-type: none"> <li>→ Facebook, Twitter, and the District Web page will be kept up to date</li> <li>→ Parent messenger will be used as a tool to communicate important information and changes</li> </ul>
<p><b>Equity &amp; Special Populations</b></p>	<ul style="list-style-type: none"> <li>→ Intentional focus on access to core curriculum and resources for specific populations</li> <li>→ Building Assistance team monitors data bi-monthly</li> <li>→ Overcome access barriers (technology, hotspots)</li> <li>→ Counselor, Advocate,, Principal - regular family check-ins</li> <li>→ Research communication tools to overcome communication barriers</li> <li>→ Partner with community services for outreach (Ministerial Association, CCR of Iowa, ISU Extension, AEA, etc.)</li> </ul> <p><b>DE Resources:</b></p> <ul style="list-style-type: none"> <li>★ <a href="#">RtL Compendium of Resources</a> <ul style="list-style-type: none"> <li>○ <a href="#">FERPA, IEPs, and Virtual Learning</a></li> </ul> </li> <li>★ <a href="#">RtL and FAPE</a></li> <li>★ <a href="#">RtL and IDEA Service Delivery Scenarios</a></li> </ul>
<p><b>SEMBH</b></p>	<ul style="list-style-type: none"> <li>→ Explicitly teach in person routines for We Are WaRRioRs expectations, physical distancing and health/safety to students (before school; after school; recesses; lunch; classrooms; bathrooms; etc.)</li> <li>→ We Are WaRRioRs signage throughout the building</li> <li>→ Lighthouse team will structure and create calendar for teaching the First 8 Days</li> <li>→ Integrated approach to 7 Habits in classrooms</li> <li>→ Tier 1, 2 &amp; 3 MTSS structures monitored by building MTSS team</li> <li>→ Utilize AEA resources (for students &amp; staff)</li> <li>→ Staff book study options to support trauma sensitive classrooms, culture building, personal leadership development, etc.</li> <li>→ Lessons and opportunities designed by School Counselor</li> </ul>
<p><b>Safety Drills</b></p>	<p>Per Norwalk FD Recommendations:</p> <ul style="list-style-type: none"> <li>→ Social distancing should not be practiced in the event of a fire or other emergency requiring evacuation, as a student's immediate safety outweighs the risks of being in the proximity of less than 6 feet to another student.</li> <li>→ Fire drills should be practiced as if they are a true emergency, without social distancing, with due regard to hand sanitation and 6 feet of separation at the conclusion of the drill.</li> </ul>

