



# **Welcome Back**

**Important Information for Norton Families**

**2020-2021**

## **What Norton is Doing for You**

- ❑ Face coverings must be worn by all faculty, staff, students, and visitors on campus as mandated in School Board Policy. Masks and break away lanyards will be provided as needed.  
<https://fl02219191.schoolwires.net/cms/lib/FL02219191/Centricity/Domain/9790/121ER-2020.pdf>
- ❑ Hand sanitizer stations will be mounted in each classroom and other campus locations. Students will sanitize hands on the way in, and on the way out of the classroom. Custodial staff will check stations daily to ensure they are full.
- ❑ Floor markings showing traffic flow and where to stand along with posters encouraging social distancing, face masks, and frequent hand washing will be seen throughout the school.
- ❑ A friendly reminder will be announced reminding students about social distancing, hand washing, and the wearing of face coverings.
- ❑ Employees will be screened and temperature checked daily.
- ❑ Dismissal notes will be accepted via email, as long as the email comes from the email account on file in Skyward. E-mails must be sent to both Chris Rojas ([rojasc@gm.sbac.edu](mailto:rojasc@gm.sbac.edu)) and Janet Whitney ([whitneje@gm.sbac.edu](mailto:whitneje@gm.sbac.edu)). Classroom teachers will not accept these emails. E-mails must be received before noon. Paper notes will be accepted if necessary.
- ❑ All students will receive social emotional instruction through class meetings and monthly guidance lessons. Students identified as “at risk” will receive additional mental health support.
- ❑ Custodial staff will adhere to a comprehensive checklist of cleaning and disinfecting all areas of the school. Walls will be disinfected (hand high), as will highly trafficked areas including the cafeteria, all bathrooms, push bars, door knobs and frequently touched areas.
- ❑ All classrooms have been arranged for maximum social distancing AND to promote live streaming of courses for Digital Academy students. Desks are in rows with maximum distance between desks.
- ❑ All non-essential furniture, or furniture that promotes gathering, has been removed.
- ❑ There will be limited common supplies for students. All shared supplies will be sanitized between use. Classroom library books will sit 96 hours before being available to the next student.
- ❑ To limit exposure to multiple students, specials will be scheduled in two week blocks. Teachers will sanitize in between classes.
- ❑ During recess, students will go to designated outdoor areas to ensure social distancing. Playground equipment will be closed. Additional recess times will be offered to students in the classroom setting.
- ❑ Students will have lunch one grade level at a time. Classes will sit in assigned seats facing one direction, every other seat. Initially, snacks will not be available for purchase.
- ❑ Students will be given a sealed utensil pack and condiment pack with their lunch. Lunch room staff will have extra to hand out as needed.
- ❑ Evacuation routes have been planned to facilitate social distancing while safely exiting the buildings.
- ❑ Communication will be provided in a timely manner to families on COVID positive cases. Individuals with significant contact will be notified individually.

## **How You Can Help**

- ❑ Parents/guardians should evaluate their children for any COVID-19 symptoms before leaving for school and will have them remain home if they are experiencing symptoms. All students will be temperature checked upon arrival.
  - ❑ Possible COVID symptoms (\*may be updated from CDC guidelines):
    - ❑ Fever/chills (100.4+)
    - ❑ New dry cough
    - ❑ Shortness of breath or difficulty breathing
    - ❑ Fatigue
    - ❑ Muscle or body aches
    - ❑ Headache
    - ❑ New loss of taste or smell
    - ❑ Sore throat
    - ❑ Congestion or runny nose
    - ❑ Nausea or vomiting
    - ❑ Diarrhea
- ❑ Send your child with a clean, reusable water bottle daily to help minimize use of water fountains.
- ❑ Help your child become more comfortable by practicing and discussing the importance of wearing a mask daily.
- ❑ Communicate with your child's teacher about anything that may impact student learning.

## **Visitors and Volunteers (This will be reevaluated at the end of the nine weeks.)**

- ❑ In order to limit exposure for all students and staff, the district will limit campus and facility visits by any nonessential visitors and volunteers, community organizations, businesses, municipal partners, and speakers. Essential visitors are defined as those with business critical to the operation of the district (e.g. those enrolling a student, substitutes, contractors, deliveries, staff of the Department of Health), and those providing support for academic programs with prior approval from school administration. All visitors and volunteers must practice social distancing and adhere to the school board mask covering policy.
  - ❑ Additional volunteer/mentoring opportunities may be conducted virtually, with prior approval from school administration.
- ❑ All individuals entering a school or district building must adhere to the following protocols:
  - ❑ Prior to coming to campus individuals must be approved by administration and schedule an appointment with the school.
  - ❑ Complete a health screening questionnaire and a digital thermometer scan (temperature must not be higher than 100.4).
  - ❑ Practice social distancing and wear a face covering at all times.
- ❑ Prior to 7:45 am, all visitors will check in with the teacher on duty. After 7:45 am, visitors will call the office upon arrival.

## **Enrollment**

- ❑ Students enrolled in brick and mortar instruction will stay brick and mortar unless they become quarantined for an extended period of time.
- ❑ Students may not switch back and forth between brick and mortar and digital academy.
- ❑ Students enrolled in eSchool must re-enroll before beginning instruction at Norton.
- ❑ All enrollment changes must be approved by administration and reflected in Skyward.

## **Student Transitions**

### **Before School:**

- ❑ Arrival on Campus
  - ❑ Non-bus riders will enter the building through separate entrances.
    - ❑ K-3 students will enter through building 2 doors (by K and multiage quads).
    - ❑ 4th and 5th grade students will enter through the main entrance in building 1.
    - ❑ Students eating breakfast will enter through building 2 doors.
    - ❑ Pre-K students will be escorted to class by their parent from the back parking lot.
  - ❑ Students will go directly to their classrooms upon arrival in the morning (unless they are eating breakfast in the cafeteria). Teachers will be on duty to help students get to classrooms safely.

### **After School:**

- ❑ Student dismissal will be staggered depending on grade level. Each grade level will be provided a designated waiting area to ensure proper social distancing procedures.
- ❑ Walker/Biker students:
  - ❑ Students will be dismissed at the bell. The expectation is that the students can walk home independently.
  - ❑ In order to avoid large gatherings, parents may not wait in the walker/biker area for students. If you are not comfortable with this procedure, please drive through the car line to pick up your student.

### **After School Activities (Clubs, Sports, Extracurricular):**

- ❑ Safety patrols will not have posts. This will be re-evaluated at the end of the nine weeks.
- ❑ Ukulele club, Math club, and Chorus will begin at a later date. Enrollment will reflect current CDC guidelines.
- ❑ Girls On the Run has been tentatively scheduled for the spring.

## **Meet the Teacher - Thursday, August 27th**

- Homeroom teachers will contact all families by Wednesday, August 26th to provide information on where to go for Meet the Teacher.
- Most students will participate in Meet the Teacher, via Zoom. The following students will be given the option to attend on campus by appointment only:
  - Brick and mortar students who are new to Norton
  - All Students with a current 504 or IEP
- Important information for students attending Meet the Teacher on campus:
  - All appointments will be fifteen minutes with up to two other students.
  - Each student may only be accompanied by one adult.
  - Teachers will disinfect between appointments.
  - Staff will greet families outside building doors to take temperatures and ensure the Visitor Health Screening Questionnaire has been completed.
- Parents of brick and mortar will be emailed a “Way Home” survey.

Grade Level	On Campus Meet the Teacher	Virtual Meet the Teacher
Pre-K	11:00 - 12:00	10:00 - 11:00
Kindergarten	8:30 - 10:00	8:00 - 8:30
First Grade	11:00 - 12:00	10:00 - 11:00
Second Grade	1:00 - 2:00	12:00 - 1:00
Third Grade	10:00 - 11:00	11:00 - 12:00
Fourth Grade	12:00 - 1:00	1:00 - 2:00
Fifth Grade	8:00 - 9:00	9:00 - 10:00

## **First Day of School**

- Parents of students in grades 1-5 will not be allowed to walk students to classrooms.
- Kindergarten families wishing to walk their student to the classroom, may arrive between 8:00 and 8:30. One parent may escort their child to the back door. In the case of split custody, both parents may walk the student to the back door.
- Pre-K families must walk their student to class if they are not arriving by bus.
- Teachers will be in the hallway directing students to class.
- No visitors will be allowed in the buildings.