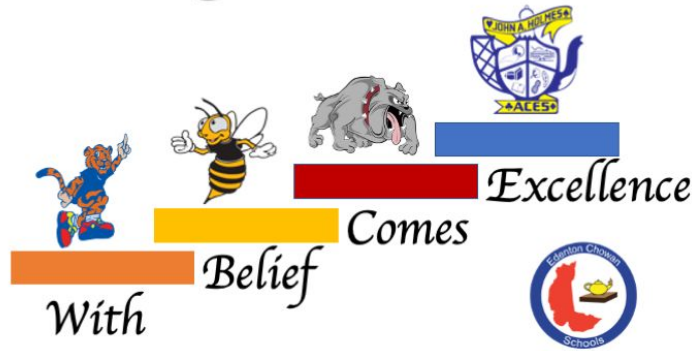


#TogetherWeRise



Parent Guidebook *“A Day in the Life of an ECPS Student”*

Overview & Contents

Our amazing staff (#ECPSHeroes) has devoted countless hours to gather and review solid information to develop a plan to help keep your child safe and healthy. Like you, many of us have children and grandchildren who attend our schools. We are empathetic and wholeheartedly share the concerns you have when it comes to the well-being of our children.

This guide outlines everything we are doing based on current recommendations, along with what we need you to do, to maximize a safe and healthy learning environment for your child. It includes information regarding:

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Our decisions for how to best open schools are based on guidance from the Centers for Disease Control and Prevention (CDC), North Carolina Department of Health and Human Services (NCDHHS) and the North Carolina Department of Public Instruction

(NCDPI). Guidance from these groups are subject to updates. If and when the circumstances surrounding the COVID-19 pandemic change, our plan may also change.

Additionally, we have followed The American Academy of Pediatrics (AAP) guidelines and their recommendation that

“Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits. Beyond supporting the educational development of children and adolescents, schools play a critical role in addressing racial and social inequity.”

We ask you to take some time to familiarize yourself with the important information contained in this guide. As you do so, please know that our care and concern for your child’s safety and learning is present in all that we do - always!. We look forward to working with you to create an amazing school year for all of our children!

Welcome From Your School Leaders

Families,

Our plan on how to best open schools began with the belief that each of our voices are critical to designing strategies that will best support the health and well-being of our students! Our goal is to be unified, with confidence that we are capturing the needs of our school family in our plan. We will set in motion a best plan knowing that with new information we may have to better our best! Adaptability and flexibility will be essential ingredients to our success, along with how well we effectively communicate with one another throughout the year. Let's work together!

This year, students will enter instructional spaces that are non-traditional and constructed from our teachers' innovative genius. Our teachers have embraced this moment as a powerful opportunity to transform teaching and learning to be truly personalized and completely future-ready. We will work vigorously - and safely - pursuing our vision to prepare all students to reach their full potential and lead productive lives.

Families have sent a clear message: they want options for their children. Many are excited to return to their school campuses; many still are unsure. All families will have a choice between face-to-face instruction and a remote learning only model.

We are committed to grow the excitement for the first day of school and all that follow. The first day is magical - it comes with wonder about new relationships and new moments of pride and accomplishment. Please join us in building enthusiasm for the grandest day of them all - the first day of the 2020-21 school year! **Welcome!**

Facilities

Buildings will be thoroughly cleaned and disinfected throughout the day. Multiple times a day, custodians will perform the following duties, among others:

- > Sweeping, dust mopping, and spot mopping hallways, steps, and stair landings, as well as the cafeteria;
- > Cleaning and disinfecting high-touch surfaces: bathroom floors, sinks, toilets, urinals, and stall handles; monitoring hand sanitizer, soap, and paper products.

Our disinfectant is an EPA-approved disinfectant for SARS-CoV-2, the virus that causes COVID-19. Current cleaning and disinfecting protocols will continue to be reviewed and enhanced in terms of frequency and intensity.

Health and Safety

For students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19:

Students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19, should not be in school. They should stay home until they (or a family member answering for a younger child) can answer YES to all three of the following questions:

- > Has it been at least 10 days since they first had symptoms?
- > Has it been at least 3 days since they had a fever (without using fever-reducing medicine)?
- > Has it been at least 3 days since the symptoms have improved, including cough and shortness of breath?

Students are not required to have documentation of a negative test in order to return to school. If students have a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

For students who have been diagnosed with COVID-19 but do not have symptoms:

Students who have been diagnosed with COVID-19, but do not have symptoms must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test.

Students are not required to have documentation of a negative test in order to return to school.

If a student develops symptoms, they cannot return to school until they meet all of the criteria for students who have experienced at least one symptom.

For students who have been exposed to COVID-19 and do not have symptoms:

Students who have been exposed to COVID-19 and do not have symptoms must remain out of school for 14 days since their last exposure, even if they test negative for COVID-19. If they develop symptoms, they cannot return to school until they meet all of the criteria for students who have experienced at least one symptom.

We will report suspected, presumptive, or positive cases of COVID-19 to Albemarle Regional Health Services and work with them for follow-up and contact tracing. If a person with COVID-19 was in an ECPS facility while infectious, we will coordinate with Albemarle Regional Health Services to notify employees and families while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.

In the event of a confirmed case of COVID-19 in a school, the affected areas will be closed for 24 hours, then systematically disinfected.

Face Coverings

Face coverings are required of all students from K- 12th grades, and all teachers, staff, and adult visitors when they are or may be within 6 feet of another person. This will include on buses or other school transportation vehicles and anywhere on school grounds where social distancing cannot occur. Several exceptions apply:

- *Unless the person or family member of a student states that an exception applies, is eating, or engaged in strenuous physical activity and able to maintain 6 feet distance from another person*
- *Anyone who has trouble breathing or is unconscious*
- *Anyone who is incapacitated or otherwise unable to remove the face covering without assistance*
- *Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs*

We will provide times throughout the school day when students, teachers, and staff can take short breaks from wearing cloth face coverings at times and in settings where risk for transmission is lower (e.g. outside, when air circulation is increased by opening windows, and when people are consistently 6 feet apart).

Social Distancing

All schools are taking actions to ensure all campus spaces and buildings support health and safety. These actions include: signage and floor markings to remind students of social-distancing practices, changes to foot-traffic flow through buildings and on campus pathways, furniture placement in classrooms, buses, bathrooms, and cafeterias.

Before and after school, we will ask students to avoid congregating on campus. After school, staff (especially at the middle and high school) will direct students to clear the hallways, parking lots and leave campus in an effort to encourage social distancing.

Visitors

Only essential visitors will be allowed on school campuses in an effort to protect the health and safety of our community by minimizing the number of people on sites. All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests.

At this time, families and guests will be asked to wait in our new, small foyer at WOS, DFW and JAHHS for assistance. Visitors to CMS will be asked to wait on the porch outside the main entrance. This measure is to protect the health and safety of our students and staff. Our goal is to greet you with the same customer service and warmth that you have come to expect from our team!

Handwashing

Teachers will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day, such as:

- > before and after eating;
- > after using the restroom; and
- > touching shared objects.

Students who require assistance with hand washing will have hand-over-hand assistance. If the student is unable to access a hand-washing station, hand sanitizer (containing at least 60% alcohol) will be provided.

If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so they can provide your child other opportunities to clean their hands.

Water

In response to COVID-19, students will be prohibited from drinking directly from water fountains.

All students are encouraged to bring their own bottled water or reusable water bottles. All water bottles should be clearly labeled with the user's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning.

If students need water and do not have a water bottle, they may ask a staff member for assistance and a cup to get water from the faucet or a designated water fountain.

Screening

Daily health screenings can help reduce the risk of exposure to COVID-19. Students and employees who are sick or not feeling well must stay home. Students are required to have a health screening at home, before riding school transportation, and when arriving to school. If a student begins to not feel well while on campus, shows signs of illness, or becomes sick during the day, they must immediately tell an employee. A parent or guardian will be expected to promptly pick them up from school.

All students should have their temperature taken every day at home before coming to school. Students must stay home if:

- > They have tested positive for COVID-19 and have not met the criteria for returning to school;
- > They have recently had close contact with a person with COVID-19 and have not met the criteria for returning to school;
- > They have a temperature of 100.4°F or higher.

In addition, students must be free of any symptoms potentially related to COVID-19 to be on a school campus. At this time, these symptoms include one or more of the following:

- > Fever or chills
- > New Cough
- > Shortness of breath or difficulty breathing
- > New loss of taste or smell

When arriving at school, all students will be instructed to use designated entrances to undergo a health screening. The health screening process contains two parts, a symptom-screening checklist and an on-site temperature check using a touchless thermometer.

Individuals dropping off a student at school should not leave until the student has passed the health screening process.

Students who are feeling unwell or have a temperature of 100.4°F or higher will be held in a health waiting area. Employees will contact students' parents/guardians to immediately pick them up from school.

Transportation

ECPS recognizes the important role our buses play in supporting your daily schedules, including work commitments. We are dedicated to continue this service; however, we face the reality that social distancing and reduced bus capacity will change traditional routes and flexibility. If families can help arrange transportation for their child(ren) then we will be able to offer a more efficient bus service and better protect instructional time during our response to COVID-19. Thank you in advance for your support!

To promote social distancing, no more than one student will be seated on a school bus seat at a time. This will limit our bus capacity to 24 riders. Three PreK-5 and two 6th-12th grade students may be seated together if they live in the same household, which may slightly increase the number of students who can ride a bus.

We anticipate more buses being used to transport grades PreK-5 students; yet, we aim for buses to have traditional routing and students should expect a similar riding experience as in past years. With a reduced number of buses to transport our grades 6-12 students, we will focus routes on concentrated areas throughout the county. This will allow us to more efficiently transport students to campuses in a timely fashion with minimal disruption to instructional time.

Hand sanitizer will be available on all school transportation vehicles for safe use by employees and older children.

Touch points, including doors and windows, grab handles, arm rests, hand seats, door handles, and seat belt buckles, will be cleaned and disinfected between each bus run with an EPA-approved disinfectant for SARS-CoV-2, the virus that causes COVID-19. Every bus will be fully disinfected every Wednesday and Friday.

All students riding a bus or vendor transportation must wear a face covering unless they cannot tolerate a face covering due to developmental, medical, or behavioral health needs or due to a sincerely held religious belief. If a student cannot wear a face covering,

they will be required to complete a form to notify transportation services. Students who do not wear a face covering on a bus must remain socially distanced six feet from other people on the bus, which will reduce the bus capacity and require adjustments to bus routes.

All PK-5 students riding buses, a parent, guardian or responsible person must wait with the student until they pass the health screening and are allowed to board the bus.

Child Nutrition

Our child nutrition employees will continue to prepare food in our school kitchens following very strict food safety and sanitation procedures required by the United States Department of Agriculture (USDA), Occupational Safety and Health Administration (OSHA), NC Department of Health and Human Services (NCDHHS), and NC Department of Public Instruction (NCDPI). All meals will be individually packaged for direct service to students.

The 2020-2021 school year free and reduced-price meal benefits application is available on the Edenton-Chowan Schools website.

Our menus will continue to feature student favorites, fresh Got To Be NC farm-to-school fruits and vegetables, and will provide the protein, whole grains, low-fat dairy, fruits and vegetables that are important ingredients in a nutritious meal.

Teaching and Learning

It's our core belief that all students deserve to be challenged and engaged in relevant, rigorous, and meaningful learning each day. This school year, regardless of which learning environment your child attends, he/she will be taught rigorous content every day that aligns with North Carolina's grade-level standards.

Here's what will be the same across all learning environments and across all schools:

- > All students will have the same grading structures, as outlined in ECPS Board Policies 2130 and 3600 and in each school's parent/student handbook.
- > All schools will take attendance.
- > All classes will use similar, district-supported learning materials, texts and instructional tools.
- > All students will get appropriate support and services through the general education program, special education, Individualized Educational Plans (IEPs), 504 plans, Academically & Intellectually Gifted (AIG), English as a Second Language (ESL), and intervention.

- > All students will get support from their counselors, social workers, and school psychologists, as needed.
- > All school staff will continue to focus on establishing effective relationships and a community environment.

PreK - 5: “Traditional” Face-to-Face

Teaching your child how to read and build healthy peer relationships through effective communication and positive conflict management are critical components of elementary education. Additionally, early education has unique learning spaces, such as play-based centers, guided reading groups and learning stations, that enhance your child’s development and the learning objectives within our curriculum. In a healthy and safe manner, we aim to preserve these areas in order to provide an in-person, high quality educational experience Monday - Friday.

Classes such as physical education, art, music and band will still occur. As much as possible, students will have individual packets of supplies for use. Traditionally shared supplies such as balls, markers, crayons, scissors, pencils, drum sticks, etc will not be allowed. If you are able to assist us with this effort, please clearly label any supplies that you provide for your child or wish to donate for another child. During classes such as Physical Education, equipment will not be shared. Activities will be planned that allow for limited use of equipment. We may have to make some modifications to activities and/or projects based on safety guidelines, but we are pleased to be able to continue these types of classes for your children. Our goal is to provide as much of a “normal” experience for your child as possible while following DHHS safety guidelines.

Grades 6-12: “Blended” Face-to-Face and Remote

To safely socially distance our middle and high schools, we will limit building capacity by assigning students to either an A-cohort or B-cohort. Our more seasoned learners will continue their education using a blended model, as shown below:

	A-Cohort	B-Cohort
Monday	Face-to-Face Learning	Remote Learning
Tuesday	Face-to-Face Learning	Remote Learning
Wednesday	Remote Learning	Remote Learning
Thursday	Remote Learning	Face-to-Face Learning
Friday	Remote Learning	Face-to-Face Learning

A teaching/learning model will be used consistently across schools for remote learning. Weekly organizers will be published through Google Classroom (grades 6-12).

Remote learning design will include:

- Learning goals or targets posted daily
- Whole group instruction videos with modeling
- Small group instruction (recorded) videos or live sessions
- Small group and independent activities through choice boards
- Assessment/progress monitoring
- Teacher office hours for individual or small group student support

Grades K-12: “Choice” Remote Learning Only

In response to the COVID-19 pandemic, Edenton-Chowan Public Schools will launch the ECPS Remote Learning plan as an option for families. Students of families who choose the remote learning option can expect to engage in an online learning community focused on core curriculum and aligned to the North Carolina Standard Course of Study. Please see Appendix A below for more information.

Athletics, Extracurriculars and Assemblies

The NCHSAA Board of Directors approved the following rule and calendar changes (as of July 14, 2020):

- The start of NCHSAA fall sports is delayed until **at least** September 1
- The first five (5) students days of the 2020-21 school year will be designated as a “dead period” for ALL sports, allowing school staff to focus on the start of school (August 17-21)
- NCHSAA Phase One of the summer conditioning and workouts will continue until further notice

NCHSAA Commissioner Que Tucker provided the following statement at this time:

“For now, we believe the above steps provide hope for our student-athletes, and the possibility for playing fall sports. We know that many decisions are being made relative to the reopening plan your school(s) will follow. After each LEA has had an opportunity to formalize and finalize those reopening plans, the NCHSAA Staff will survey the membership to determine how sports should and/or can fit into the various models that will exist across the state. Please understand this delayed start date is not “in cement” and can be delayed even further if we do not have improved data from NC DHHS, or some other reason exists for delaying further into September or beyond. We acknowledge that playing certain sports are more problematic at any time without a vaccine; however, we remain in consultation with our Sports Medicine Advisory Committee (SMAC) members, and they believe we can and should offer a sports program, with all necessary modifications, delays, etc.”

Planning Resources / Important Documents

[Lighting Our Way Forward: North Carolina's Guide to Reopening Public Schools](#)

The above document is NCDPI's full-length guide to reopening schools. The document is updated frequently as information and policy and information changes.

[StrongSchoolsNC Public Health Toolkit K-12](#)

The above document is interim guidance from the North Carolina Department of Health and Human Services detailing health screening procedures and other health and safety information relating to schools.

[NCDHSS Reference Guide for Suspected, Presumptive or Confirmed Cases of COVID-19](#)

This document provides guidelines for parents and school staff that can be used in the case of a suspected, presumptive or confirmed cases of COVID-19.

[Infection Control and PPE Guidance](#)

A guide from NCDHHS on personal protective equipment for school use.

[Public School Reopening Frequently Asked Questions \(FAQ\)](#)

A frequently asked questions document from NCDHHS that covers several common topics in school reopening.



Appendix A

Edenton-Chowan Public Schools'

ECPS Remote Learning Expectations

About Remote Learning

In response to the COVID-19 pandemic, Edenton-Chowan Public Schools will launch the ECPS Remote Learning plan as an option for families. Students of families who choose the remote learning option can expect to engage in an online learning community focused on core curriculum and aligned to the North Carolina Standard Course of Study. While participating in the remote learning option, students will remain enrolled in their traditional school and may continue to participate in extracurricular programs and all offered services.

Students enrolled in remote learning will remain for the duration of the semester. Families may elect for students to return to the traditional school setting at the beginning of the next semester.

A teaching/learning model will be used consistently across schools for remote learning. Weekly organizers as determined by each school will be published through SeeSaw (grades K-2) and through Google Classroom (grades 3-12).

Remote learning design will include:

- Learning goals or targets posted daily
- Whole group instruction videos with modeling
- Small group instruction (recorded) videos or live sessions
- Small group and independent activities through choice boards
- Assessment/progress monitoring
- Teacher office hours for individual or small group student support

Schools will maintain parent and student help videos posted on social media platforms including Facebook, Twitter, and/or Instagram and on school websites. Teachers will create support videos for their individual classes that will be posted to SeeSaw or to Google Classroom.

Semester	Start Date	End Date
Fall 2020	August 17, 2020	December 18, 2020
Spring 2021	January 5, 2021	May 28, 2021

Contact Information

School	Contact	Phone	Email Address
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		Number	
White Oak Elementary	Sheila Evans	252-221-4078	sevans@ecps.k12.nc.us
D.F. Walker Elementary	Dr. Linda White	252-221-4151	lwhite@ecps.k12.nc.us
Chowan Middle	Michelle White	252-221-4131	mwhite@ecps.k12.nc.us
John A. Holmes	Steve Wood	252-482-8426	swood@ecps.k12.nc.us

Enrollment

The ECPS Remote Learning plan option is open to all families in Chowan County. Families must enroll students no later than **July 31, 2020**. After this date, students may be enrolled in the plan as space is available, class size requirements allow, and adequate staff is available. Please contact your student's traditional school and speak with the appropriate person of contact.

Decision Considerations

ECPS supports the decision families will make to best support their child's health and education. Below are expectations for remote learning that you should consider before making a decision.

To participate in the ECPS Remote Learning plan model:

- Students must reside in Chowan County or be currently enrolled in a traditional school in ECPS.
- Parents/Guardians and students must review and agree to the ECPS Acceptable Use Policy.
- Parents/Guardians and students must review and agree to the ECPS Remote Learning Plan Participation Agreement.
- Parents/Guardians and students must attend the ECPS Remote Learning Plan Open House event.

Attendance

In accordance with Edenton-Chowan Public Schools Board Policy 4000, attendance in school is central to educational achievement and school success. All children between the ages of seven (7) and sixteen (16) are required by state law to attend school regularly. Parents must ensure that students attend and remain in school daily. A

student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardians are subject to its penalties. Appropriate staff will communicate with parents of absent and truant students.

Students participating in the ECPS Remote Learning plan model will adhere to the following requirements:

- Students are expected to engage in learning activities each day as defined by their school. These activities include, but are not limited to:
 - Attending remote live classroom sessions.
 - Turning in assignments to their teacher via the Learning Management System
 - SeeSaw, Grades K-2
 - Google Classroom, Grades 3-12
 - Attending remote check in meetings with teachers/staff
- Remote "attendance" will be taken for each day or each class.
- Remote learning teachers will contact students and parents by email and phone if a student does not appear to be engaging frequently or making satisfactory academic progress.
- If the teacher does not have success in re-engaging the student, administrators will contact students and parents.
- All students enrolled in the remote learning option are still required to meet attendance standards as stated in the BOE Policy 4000.

School Calendar

ECPS Remote Learning plan adheres to the school calendar adopted by Edenton-Chowan Public Schools Board of Education. Students are expected to attend class/courses remotely when school is scheduled to be in session. The calendar may be accessed on the main page of the Edenton-Chowan Public Schools website.

Academic Integrity

Edenton-Chowan Public Schools recognizes that enduring excellence is attained only through honor and strong character traits. Honesty, respect, and responsibility are essential traits of good character and are important to the learning process. Edenton-Chowan Public Schools upholds high expectations for student success both in academic work and in character development.

The ECPS Remote Learning plan option requires that students adhere to standards of academic integrity and honesty. The following behaviors are unacceptable and violate the traits of positive character development:

- 1) **Cheating:** Cheating is considered an act of misleading others through deception, lies, or trickery.

Examples include but are not limited to:

- Misrepresentation: Claiming that a work product is the original work of the student.
- Falsifying information, either written or oral.
- Copying someone else's work or allowing someone to copy your work. This includes class work, homework, tests, quizzes, projects, labs, etc. Regardless of the intent, the student is responsible for his/her own work and what someone may do with it.
- The unauthorized use of materials including study aids, books, formulas, calculators, electronic devices, cell phones, or other sources without the permission of the specific teacher.

- 2) **Plagiarism:** Plagiarism is the uncredited use of someone else's ideas or work.

Examples include but are not limited to:

- Cutting and pasting information from a website or online source into a paper, presentation, project, etc. without proper citation.
- Intentionally or unintentionally leaving out quotation marks, citations, works cited page, etc., thus misrepresenting the work as the original work of the student.

***Consequences:**

As outlined in Edenton-Chowan Public Schools Board of Education Policy 4210, cheating and plagiarism are level one violations of the Student Code of Conduct. Students engaging in or attempting to engage in cheating or plagiarism are subject to disciplinary action as outlined in this policy and/or academic penalty. Students are expected to take responsibility for any action which might violate school standards and compromise his/her own integrity.

***Academic Integrity Agreement:**

Students enrolled in the ECPS Remote Learning plan option must abide by the following:

- Students submit their own work for assignments and assessments.
- Students use citations to reference published work.
- Students do not receive unauthorized assistance on assignments and assessments.
- Students do not provide unauthorized assistance to other students.
- Students will not misuse content from the Internet or other published source.

Parent and Student Responsibilities

Parent Responsibilities

Parents play a crucial role in the success of their child's education and remote learning is no exception. ECPS teachers and administrators commit to ensure each student is provided learning experiences and activities that will help him/her to reach full potential and achieve academic goals, while parents commit to take on the role of learning coach at home. This means parents should:

- Maintain contact with teachers and staff with updates to information including a working phone number and an email address.
- Engage with teachers on a regular basis to discuss student progress.
- Check email, PowerSchool, and other communication platforms for updates from the district, administration, or teachers.
- Ensure the student engages with scheduled learning activities.
- Provide a learning environment conducive to a remote school setting.
- Monitor and maintain academic integrity.
- Assume responsibility for student's school attendance as required by board policy.

Student Responsibilities

Remote learning environments provide an opportunity for students to learn from home allowing for flexibility in pacing. With the benefits of some flexibility comes the responsibility for ensuring academic activities are completed on time and scheduled meetings are attended as they are assigned by the remote learning teacher and/or administrator. Students will be held

accountable for their attendance, assignments, and assessments associated with the courses/classes in which they are enrolled. A student who is effectively engaged in remote learning will:

- Prepare for and engage in learning activities and remote sessions as assigned by teachers on a daily basis as defined by the school.
- Maintain active communication with teachers.
- Utilize the Edenton-Chowan Public School's Google Account for school work (grades 3 - 12).
- Check emails daily (grades 6 -12).
- Complete assignments as indicated by the teacher.
- Practice academic integrity and honesty.
- Provide updated contact information if there are changes.
- Follow all remote learning procedures established by the school.
- Demonstrate positive digital citizenship by:
 - Protecting private information from unauthorized online applications;
 - Respecting yourself and others in your words and actions while engaging in online discussions;
 - Respecting copyright and the intellectual property of others.

Remote Learning Agreement

Prior to the beginning of remote learning, parents and their students enrolled in remote learning will be asked to read and sign the remote learning agreement outlining the responsibilities listed above. Teachers will help guide parents and students in understanding what the statements in the agreement mean. The intent is to help parents and students understand their roles in the remote learning environment.

Parents and students will also be asked to read and sign the ECPS Acceptable Use Policy as required by the Board of Education Policy 3340.

Grades

Students participating in the ECPS Remote Learning option will receive official grades for assignments provided by the teacher. The overall course/class grades earned by students while they are enrolled in remote learning become part of the student's permanent record. Grading procedures and policies may be found in each school's Parent/Student handbook. Parents will continue to have access to the parent portal to check student progress.

Grades for high school students enrolled in the remote learning option became part of their overall GPA and recorded in their official transcript. Students who enroll in the remote learning option are eligible for class rankings.

Athletics and Student Organizations

Students enrolled in the remote learning option are eligible to participate in athletics and student organizations that are held within their traditionally assigned school. Students will still be expected to meet the requirements for participation in extracurricular activities as outlined in Board of Education Policy 4440.

Technology

Families selecting the remote learning option are encouraged to provide access to high speed Internet and a device. Students enrolled in the remote learning option will be provided a device. Chromebooks (grades 3 - 12) and iPads (grades K-2) are provided to all students who are enrolled in the remote learning option. Students can choose to use a personal device if they have one available. WiFi zones available through partnerships with business, churches, and the school district will be available and locations will be communicated. Students without connectivity outside of school will be provided learning packets of print materials as necessary.

- Device pick up times will be scheduled with families prior to the beginning of remote learning.
- Devices will be collected by school personnel on or before the last day of remote learning or upon student withdrawal from school. If the device is not returned as required a student's privileges may be restricted by the principal until such a time as the student complies with the requirement. Seniors are required to return devices prior to being allowed to participate in graduation ceremonies. Additionally, if the device is not returned, the student and the student's parent/guardian will be assessed the full replacement cost of the device.
- Parents and students will review and sign the Chromebook/iPad Parent and Student Agreement form which outlines responsibilities including all fees.
- If the device malfunctions in any way or is accidentally damaged, the student will immediately report the problem.

Special Populations

Students with Disabilities

Edenton-Chowan Public Schools is committed to providing an inclusive learning experience for all students, including those students with disabilities whose needs are served under IEP or Section 504 plans. The Exceptional Children's staff will continue to collaborate and plan with the regular education teachers and provide services in a remote learning setting to assist students in meeting their IEP goals. We encourage parents who are considering the remote learning option to contact their children's teachers, school counselors, and administrators to address questions or concerns.

Staff Responsibilities

The ECPS Remote Learning plan option will be supported by staff who are currently employed by the school system. Teachers and administrators will establish and maintain a remote learning environment that is based on curriculum standards and focused on the students' social emotional well being, and in order to build an effective remote community of learners.

Teacher Responsibilities:

- Provide weekly parent updates.
- Meet live with students regularly as defined by the school.
- Participate in staff development as assigned.
- Participate in weekly staff meetings and Professional Learning Communities.
- Complete lesson plans and submit as defined by school administrators.
- Design instruction grounded in research-based, proven strategies for remote learning.
- Communicate with Parents/Guardians regularly as defined by the school.
Document communication in a method approved by the school.
- Provide an introductory video and individual student conferences to promote social presence and relationship building.
- Provide timely, personalized feedback to all students via the Learning Management System or other methods defined by the school.
- Provide Office Hours for students to check-in daily.
- Teachers *will* report to their school daily.
- Teachers *will* have a specific space to work within the building.
- Create instructions to any online learning application students are required to use and share username and password information as needed.
- Provide opportunities for parents and students to offer feedback.

Administration Responsibilities:

- Provide instructional support to teachers.

- Collaborate with Central Office Administration and others to identify and select professional learning opportunities supporting remote learning for teachers.
- Review lesson plans.
- Observe and evaluate remote learning environments.
- Define and disseminate information about school disciplinary policies and procedures to parents, students, teachers and community.
- Maintain continuous communication with teachers, parents, and students.
- Schedule and lead faculty meetings and PLCs which support remote learning.
- Ensure a student help desk or support method is operational to address all remote learning needs related to technology devices, digital resources being used for instruction, etc.