

NORWOOD HIGH SCHOOL

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9/14/20

Dear NHS Students and Families,

I hope you are all healthy and well. We are excited to kick off the 2020-21 school year this Thursday. I am writing to provide you with an update on what your student will need to start successfully on Thursday and Friday. As you know, the Norwood Public Schools is **phasing in to a hybrid model**. At NHS, that looks like this:

- **September 17:** Students in Cohort F attend in person school. All other students begin full time remote learning. Please see the attached document for the schedules for September 17-18.
- **September 21:** Students in Grade 9 begin cohort-based in person instruction. All other students continue full time remote learning.
- **September 28:** Students in Grades 10-12 begin cohort-based in person instruction.
- Note: Students in Cohort R will participate in full time remote learning throughout.

For students in **Cohorts A,B, or R**, the following information is extremely important for getting off to a successful start on Thursday September 17:

- Students will receive instructions from each of their teachers on September 16 with instructions on how to join Google Classroom for each class. Students should join Google Classroom for each class before the start of school on Thursday.
- In the Google Classroom site for each class, teachers will create a link to the "Google Meet" that will allow each class to meet in real time beginning on September 17 at 7:45 a.m.
- On Thursday and Friday, students should follow the NHS class schedule. Each class will have a live class via Google Meet at the start time. Students are required to log into each Google Meet at the designated start time. Attendance and completion of all assignments is required.
- Teachers will also share information about what to do if technology fails (either for teacher or student). We want to make sure that if a connection is lost, students are still able to achieve the learning objectives for the class.

For students in **Cohort F**, the following information is extremely important for getting off to a successful start on Thursday September 17:

- Students will receive instructions from each of their teachers on September 16 with instructions on how to join Google Classroom for each class. If possible, students should join Google Classroom for each class before the start of school on Thursday. If this is not possible, in person teachers and liaisons will assist with this on Thursday.
- Students in Cohort F will be contacted by a teacher this week to remind you of where to report on Thursday at 7:45. Student arrival this year must occur between 7:15-7:45, and not earlier. Cohort F students will work with designated teachers to access remote classes on Thursday and Friday from this designated location.

Learning Expectations: While almost all of our students will be starting remotely and phasing into a hybrid model, please understand that these are "real" school days. Last spring, grading, attendance, and work requirements were modified significantly to account for the sudden adjustments needed due to the Covid-19 crisis. This year, learning expectations around work requirements, time on learning, and attendance look much more similar to those that our students and families saw before March of 2020. Because of this, it is extremely important that we know that even though this looks quite different than how we have started school in other years, the level of academic rigor will be very similar to how we have started school in other years. Please take some time to review

the attached NHS Learning Expectations document to outline expectations for remote and hybrid learning. If you can, it will be helpful for students and grown-ups to discuss this together.

Flexibility and Student Support: While we are attempting to mirror the academic rigor of previous years, we are also still smack in the middle of a global pandemic, and flexibility and supports will be needed at different points. When needed, counselors can be accessed by appointment, preferably during What I need (WIN) block, study hall, or office hours. Additionally, our Student and Family Engagement (SAFE) Team is made up of deans, counselors, and all of our special education and English learners (EL) teachers. If you need anything, or if there are any roadblocks preventing a student from accessing their learning, please reach out to a member of this team that works with you and we can make a plan for success.

Breakfast and Lunch: Please see the [NPS Food Services Newsletter](#) for important updates from our Food Services team in NPS.

Personal Responsibility: Lastly, I need to state what I believe is the obvious. By now, you may have heard of area districts and schools that have had to delay in-person schooling because of irresponsible choices by adolescents who chose to gather at parties, in large numbers, and without masks or social distancing. Students, we need your help right now. Please understand that personal responsibility is a huge factor in determining our ability to go back to in person schooling. It is a responsibility that we all must share. Please do not host or attend a gathering like this. Please wear a mask, and please socially distance when you are in public. Please stay safe and avoid drugs and alcohol – they not only are dangerous and illegal for you, but you are more likely to ignore safety precautions related to Covid-19 when you are under the influence of a substance. Please make the responsible choice that will help keep other people safe and help us all achieve our goal of getting back to school. Families, I need your help in ensuring that your students are making the responsible decisions that keep themselves, you, and our community safe. Thank you in advance.

In the coming days, I will share more information about operational protocols for health and safety when students begin in person learning. However, I am requesting that the primary focus of our staff, students and families at this point be on making the first two days of school successful. This means that student and staff schedules are understood, students know how and where to join their remote classes, and students attend and participate effectively. I believe that this phased in, one step at a time approach, will allow us to adjust, if needed, without substantial disruption.

I am grateful for your support, patience, and flexibility. Please know that every single one of us here at NHS is working around the clock (and have been all summer) to be ready for you. However, I know that there will be times when things come up that we did not see coming. For this, I ask for your continued support, patience and flexibility with all of our staff members. Just as this is a major adjustment for our students and families, it is a major adjustment for us. I am confident that by working together as one team of staff, students, and families, we will have a successful start to the school year.

If you have any questions, don't hesitate to reach out.



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Student Remote/Hybrid Learning Expectations

This is a working document and may be revised as needed throughout the year.

Overview: Norwood High School is employing a hybrid learning model as the preferred learning model during the 2020-21 school year. This is a combination of in person and remote learning. This section outlines the student expectations in regards to the remote learning aspect of the hybrid plan, the Remote Learning Academy, and in the event that Norwood High School should pivot to an all remote learning plan at any point during the school year.

In an effort to maintain high quality teaching and learning, live video conferences will be used frequently. The purpose of a video conference is to connect students with faculty synchronously in an online meeting or live class, while conducting conversations and transferring educational material when the ability to do it face to face is unavailable. Please note that these live classes will not be recorded by the teacher. During remote and hybrid learning students are expected to behave as they would if they were present in the classroom and are subject to the same consequences as if they were present in school.

The following outlines the detailed learning and behavioral expectations for NHS students during hybrid or remote learning:

Technology Etiquette:

- Students should arrive to class, in-person or remote, with a fully-charged Chromebook.
- Students should log into Google Meet through Classroom with their Norwood Public Schools' Google account, with their name displayed, by the start time of each class.
- Students should not log into a Google Meet unless instructed to do so by a teacher.
- Students must exit the virtual meeting/class when instructed by a teacher and/or at the end of a class.
- Students should not share a Google Meet link with anyone outside of their class.
- Students should begin with microphones muted and are strongly encouraged to have video on the entire time.
- A headset is recommended to improve audio functionality.
- While logged into a class, students should be focused on the teacher and the instruction. Outside distractions should be eliminated, as much as possible, in order to improve the learning experience for all.
- As is expected in class, cell phones should remain off and away unless instructed to use them by a staff member.
- Students must follow the Norwood Public Schools' Responsible Use Policy for technology.
- Students should be respectful of others and follow NHS Student/Parent Handbook policies.
- Inappropriate behavior may result in removal from class and/or additional school consequences in accordance with the student handbook.

- No students are allowed to take pictures, record, and/or distribute any personal information of any individual during a virtual learning experience.

Attendance:

- Student attendance is required and will be taken by the teacher on in person and remote days, in accordance with each student’s learning plan. Students will be marked “in person present,” “in person absent,” “remote present,” or “remote absent” each day, and for each class. All attendance policies previously established, including the tardy policy, will remain intact.
- We encourage students who are too sick for school but well enough for remote to join remotely.
- Students who are absent and unable to participate in any capacity need to reach out to their teachers.
- Students who miss more than 20 minutes of class will be considered absent.
- Reminder, live classes will not be recorded by the teacher.
- Attendance will be factored into student grades in the following manner:
 1. Each term, students are allowed no more than 5 unexcused absences from a class, consistent with current NHS policy.
 2. Upon a student’s 5th absence in a term, they will receive “No Credit (NC)” for that class. This means that the student will lose 1.0 credit for that term, consistent with current NHS policy.
 - EXAMPLE: A student has 5 absences in Spanish during Term 2. At the end of the year, instead of receiving 5.0 credits for Spanish, the student will only receive 4.0 credits.
- Please refer to the NHS Student/Parent Handbook for a detailed list of reasons why absences will be excused.
- If a student is unable to attend one or more remote classes on a particular day, parents/guardians should email (awagner@norwood.k12.ma.us) or call (781-769-2333 ext 3523) by 7:25AM.

Work Expectations:

- Be an active participant during class. Ask questions, complete assignments, participate in discussions as appropriate
- Students are expected to work for the entire length of the period on the assigned subject area.
- Some synchronous classes will consist of both teacher-led activities and independent assignments. Therefore, based on the nature of the lesson, students may or may not be required to stay on Google Meet for the entire class period. However, teachers will remain available to students for the entire period to assist and support individual work.
- Consistent with the existing NHS homework policy, students may expect to complete work outside of school hours and expect that work to factor into their class grade.

Deadlines and Grades:

- Students are expected to complete all assigned work by the due dates established by teachers.
- At the beginning of the year, teachers will review grading and feedback procedures with students.
- Classroom teachers will communicate grading expectations to each individual class. Grade breakdowns will depend on content area and grade level.
- Students must complete the appropriate level, H/CP, of work within the heterogeneous class. If students are interested in changing their level within the class, they should speak with the teacher about the process.
- Different teachers of the same course will establish common grading weights and percentages.
- Tentative Term Dates:
 - Term 1: September 17 - November 18
 - Term 2: November 19 – February 2
 - Term 3: February 3 – April 12
 - Term 4: April 13 - June 18

Assignments:

- Generally speaking, the types of assignments that will be incorporated into remote/hybrid learning may contain, but are not limited to, the following:
 - Project-based learning (e.g., digital scrapbook, infographic, journal, etc.)
 - Labs
 - Writing assignments
 - Essays, including drafts
 - Tests/Quizzes
 - Listening & speaking tasks
 - Problem-solving tasks
 - Approved recordings
 - Performance-based tasks (e.g., simulated debate, speech, etc.)
 - Warm Ups, Exit Tickets, or Reflections
 - Team journals (e.g., tasks check-list, reflection, etc.)
 - Other

Academic Integrity:

- Unless told otherwise by teachers, students are expected to complete all assignments independently and in accordance with the Norwood High School Academic Integrity Policy.

Additional Student Resources:

- Teachers will be available for extra help during scheduled office hours on Mondays and during WIN blocks on Tuesdays and Fridays.

- Counselor appointments can be scheduled with a guidance counselor by request, preferably during study halls, WIN block, and office hours.
- If students need additional support, they should contact their teacher directly.

How can families help support our students?

- Familiarize yourself with your child's daily schedule and ensure punctual, daily attendance.
- Create an effective learning space for students in the home.
- Monitor your child's full engagement with remote work expectations.
- For students with additional support services, communicate regularly with assigned liaisons.
- Check Aspen regularly to follow your child's academic progress. Consider signing up for google classroom notifications.
- If you have questions or concerns about your child's
 - grade or academic progress in a specific class, contact teacher directly.
 - social/emotional well-being, contact guidance counselor.
 - attendance and behavior, contact dean.

Technology Access

- We have a limited number of Wi-fi hotspots available for loan. If you need access to a WiFi hotspot for internet service, please request it through your guidance counselor.
- If your home technology circumstances change during the school year, please contact a member of the Student and Family Engagement (SAFE) Team. SAFE team members include deans, counselors, and special education and English learner liaisons.



GOOGLE MEET EXPECTATIONS



Created by:
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BE ON TIME

Wake up early
Log on a few minutes before class



BE IN A QUIET PLACE

Find a quiet place
Check your surroundings



BE PREPARED

Device is charged
Camera is on
Use headphones if you have them



PRESENTATION

Wear appropriate clothing
Sit up straight
Be in camera view



MUTE YOURSELF

Mute yourself when your teacher or another student is talking



PARTICIPATION

Focus on our class, not other screens/ food
Be an active participant



CHAT RESPONSIBLY

Stay on topic
(no side chat)
Type questions in the chat box



COMMUNICATION

Raise your hand to speak
Look up when speaking



BE EXCELLENT TO EACH OTHER

R-E-S-P-E-C-T
Be kind
Cheer others' effort & success



**Norwood High School
2020-21 Opening Schedule**

Directions: On Wednesday September 16, teachers will send students an email notification asking them to join a Google Classroom for each class. Please join before 7:45 a.m. on Thursday. In each Google Classroom, students will see the link to join the live, required online class at the scheduled time.

Cohorts A, B, and R: Using your NHS chromebook and NHS account, join your live online class from home at each of the designated times below.

Cohort F: You may arrive at school between the hours of 7:15-7:45 a.m. on Thursday and Friday. Report to your designated location as instructed by your teacher/liaison.

Thursday September 17	Friday September 18
7:45-8:40 Period 1	7:45-8:40 Period 5
8:45-9:40 Period 2	8:45-9:40 Period 6
9:45-10:40 Period 3	9:45-10:40 Period 7
10:45-11:40 Period 4	10:45-11:40 WIN Block (Students may set up extra help appointments with teachers as needed).
11:45-12:15 Lunch	11:45-12:15 Lunch
12:15-12:55 Individual Student Work Time	12:15-12:55 Individual Student Work Time
1:00-1:45 Period 5	1:00-1:45 Period 1
1:45-2:30 Period 6	1:45-2:30 Period 2