

flaglerschools

Return to School

PLANS FOR HEALTH, SAFETY, AND LEARNING DURING COVID-19

AUGUST 7, 2020

**Information and guidelines are based off current CDC & FLDOH recommendations.
Please refer to links on page 1 for most up to date information and guidance.**

PLANNING OUR RETURN

Throughout this summer, officials with Flagler Schools met regularly to discuss how we could reopen our schools this fall as safely as we could. A number of scenarios were planned for and our local health department was brought in to offer guidance.

Recommendations in this document are from our local and state Department of Health as well as from the Centers for Disease Control and Prevention's (CDC) guidance for K-12 schools. **These recommendations may be adjusted if conditions related to COVID-19 change in our community.** These guidelines serve as the framework for Flagler Schools students and staff returning to school.

Flagler Schools also collaborated with principals, representatives from FESPA and FCEA, as well as department directors to support the development of return-to-school plans. Other information that informed the development of the district plan include: family and staff survey data and recommendations from national medical and disease specialists.

Guidelines and recommendations surrounding schools and COVID-19 have changed frequently over the past several months, and Flagler Schools is adapting to address these changes as they are made.

GUIDANCE DOCUMENTS

Florida Department of Health
<https://floridahealthcovid19.gov/>

CDC Recommendations
<https://bit.ly/CDCrecommends>

American Academy of Pediatrics
<https://bit.ly/AAPrecommends>

IMPORTANT DATE

MONDAY, AUG 24 First day of school



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STOP!

Students and staff must not come to school if they are sick, quarantining, or waiting for COVID-19 test results. Do not come to school or work if you have a current respiratory illness and/or symptoms of COVID-19 or a known exposure to a positive COVID-19 case within the past 14 days. If any of these apply, please notify your child's school administrator or, for staff, your principal or supervisor. ***Students or staff who have tested positive for COVID-19, or have been requested to test or ordered to quarantine for COVID-19 must have clearance from the Flagler County Department of Health (DOH) or a medical doctor before returning to campus/site.***

COVID-19 SYMPTOMS*

- Fever or chills (100°F or greater)
- 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
- Productive cough
- Abdominal pain
- Runny nose

*The CDC continues to update this list as it learns more about COVID-19. Find out more at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Find out more: www.flaglerschools.com

Return to School

Learning options for the 2020-2021 school year

Flagler Schools reopens our schools on August 24th with three options our families can choose from to meet the educational needs of their children. These options enable the district to better customize education to student and family needs while also lessening the amount of students in schools to provide better physical distancing. While no solution is perfect, Flagler Schools will do everything possible to provide a safe, caring learning environment for all students. Below are the options offered to students and families at this time. Details for each can be found on pages 3 - 5.



Traditional in-person classes

On-campus, in-person classes five days a week with health and safety precautions in place.

- Transportation to and from school offered.
- Requires a semester commitment.
- State assessments on campus.
- School-based teacher.
- Attendance taken daily.
- Students follow a daily schedule.
- Students are actively engaged in face-to-face classes.
- The schools will make efforts to keep students physically socially-distanced as much as possible. Strategies such as spacing seating further apart or in the same direction.
- Health department guidance on providing a safe, secure, and sanitary learning environment will be followed.
- Face coverings required for all staff and visitors, as well as for students 3rd grade and up.
- Face coverings strongly recommended for students in Pre-K through 2nd.
- Individuals with an underlying health condition which prevents them from wearing a face covering would be exempt.



iFlagler Virtual School

Virtual instruction through iFlagler.

- Some live lessons, but students work according to their own schedules as long as they maintain required pace.
- Requires a semester commitment.
- State assessments and some local diagnostics are on campus.
- iFlagler local teacher is assigned.
- Attendance is taken weekly.
- Students work independently.
- Students are engaged in class through independent work and interactions with teachers.



Remote Live Instruction

Live remote instruction for students to follow their daily class schedule and participate in traditional classes over the Internet while at home.

- Remote traditional instruction 5 days a week using the district's learning management system.
- Requires a semester commitment.
- Students are home
- State assessments and some local diagnostics are on campus.
- There is a school-based teacher.
- Attendance is taken daily.
- Students follow a daily schedule.
- Students are actively engaged in classes using the district's learning management system.



IMPORTANT TO KNOW

School districts or individual schools may be required to close at any time during the 2020-2021 school year due to the spread of illness. *In this event, all students in the affected school will switch to a school-based virtual instruction model for the duration of the closing.*

What the school day will look like

Traditional in-person classes



Riding the bus

Students in grades 3 and above are required to wear face coverings if social distancing cannot be maintained. Pre-K through 2nd grade students are strongly encouraged to wear face coverings. K-6 Students will be assigned seats with no more than two to a bench when possible.

7-12 buses will operate at 50% capacity. Students in the same family will be assigned seats next to each other. Buses will be disinfected daily and high touch areas will be disinfected before each route.



Student expectations

Students should plan to bring their own supplies and limit the sharing of those supplies during class.

Students will be reminded frequently to wash their hands or use hand sanitizer and practice social distancing strategies throughout the day. Hand sanitizer stations have been added to our school campuses.



Staff expectations

Staff will help show students effective hand washing practices and remind them to wash their hands frequently throughout the day. Staff will provide students physical distancing strategies throughout the day.



Extracurriculars

These programs will operate under the same expectations and health guidelines as our other classes.



Field trips

Off-campus field trips will not occur for at least the first semester.



Campus safety

Classrooms, including surface areas, will be disinfected daily. Early childhood and elementary students will stay within their classroom and with the students in their assigned class for learning with limited exceptions.

Classroom furniture and desks will be spread out to allow maximum space between students. Strategies such as spacing seating further apart or in the same direction are being implemented.

Each classroom will have sanitizer for use during the day.

School-wide safety drills are still mandated but we will be modifying our drills this year to help accommodate social distancing in accordance with CDC guidelines.

Hallway traffic will be one way, where feasible, with directions visibly posted.



Breakfast and lunch

Every effort will be made to maximize the distance between students in our cafeterias. The menu will be simplified to offer only wrapped food items. There will be no self-service stations. Student IDs will be scanned, eliminating the need for students to manually enter their numbers. Each school has increased outdoor eating areas to help accommodate social distancing.



Drinking fountains

Drinking fountains have been turned off. Bottle filling stations are being installed. Students should bring water bottles to school to stay hydrated. No sharing of water bottles.



Medically vulnerable

Medical care plans will be enhanced with additional guidance pertinent to COVID-19 for medically vulnerable students.



School nurse

Protocols are in place for students visiting the nurse to limit exposure to illness. Students with COVID-19 symptoms will be separated from normal clinic operations, and parents/guardians will be required to pick up their child immediately and asked to confer with their family health care provider.



Restrooms

When possible, restroom breaks will be managed to minimize the number of students in the restroom area at one time. The restrooms will be cleaned routinely, throughout the day.



Recess

In Pre-K through 6th grade, recess is designed to minimize physical contact between students.



Face coverings

Face coverings (when social distancing is not feasible) are required for all staff and visitors, as well as students in 3rd grade and up. The use of face coverings will be strongly encouraged for students in Pre-K through 2nd grade. We encourage everyone to bring their own face covering, but each school will have a supply of face coverings on hand. If there is an underlying medical condition which prevents a person from wearing a face covering, they would be medically exempt. Students should not share their face coverings with others, and all face coverings should meet student dress code guidelines.



Parents/visitors

All non-essential visits will not be allowed on our campuses for the time being. For the rare exceptions where a visitor or vendor must be allowed inside, they will be screened and required to follow our safety protocols.

Meetings with parents/guardians, including IEP or 504 plans, will be held virtually, when possible. Mentoring programs will be held virtually.



Use of facilities

The use of our facilities by outside groups beyond the school day is allowed. However, these groups must abide by current Use of Facilities guidelines, to include a health and safety plan.



Sports

Sports teams/programs will operate under the district's three-phase plan.

Coaches will be notified of the safety requirements as we move through the phases.

Locker rooms/equipment will be disinfected after use.



Before/after-care

Our Extended Day program, run by Flagler Technical College, as well as Boys and Girls Club activities or 21st Century activities will continue to be held and will use social distancing and facility sanitizing strategies.



Family events

Meet the Teacher and Open House events will be done virtually to limit the number of outside visitors on our campuses. Plans for other evening parent/family events such as PTO activities, meetings, festivals or movie nights are still being formulated.

What the school day will look like iFlagler



Student skills

Virtual learning can be rewarding and impactful when students are committed to the process. Students who are most successful at virtual learning demonstrate the following skills:

Time Management

They are capable of submitting assignments and completing course requirements without reminders.

Persistence

They are able to overcome obstacles and are willing to seek assistance when needed.

Communication skills

They have verbal or written communication skills that allow them to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.



Student expectations

Students are expected to demonstrate academic integrity by completing their own work. Students must stay on pace with assignments, communicate regularly with their teachers, and pass segment exams in order to receive credit.



The daily schedule

Teachers in grades K-5 will conduct regularly scheduled live lessons using Zoom.

Students in grades 6-12 will work on their own schedule, maintaining their pace chart established at the start of the courses. They must also participate in live Zoom sessions.



Parent expectations

Parent/guardian support is crucial to student success in virtual learning. Therefore, parents/guardians will be expected to:

- Ensure their student(s) has the necessary internet access to participate.
- Encourage their student(s) to seek help when stuck or frustrated.
- Communicate academic concerns with instructors as needed.
- Ensure all tests and work intended to be completed independently is completed by their student without the aid of others.
- Stay informed of all course requirements and deadlines.



District/state assessments

All Flagler Schools students must participate in state assessment by law. Students are also able to participate in optional assessments such as the PSAT or SAT. iFlagler students will be assigned to their home-zoned school or the iFlagler offices to take these assessments.



Students with disabilities

Virtual instruction naturally lends itself to common accommodations such as extended time and the ability to redo assignments multiple times.

The iFlagler team will work with families to determine if iFlagler is an appropriate placement for a student.



At-home technology

Students will need to have the necessary computer to succeed in iFlagler courses. Students will use a MacBook Air provided by the district. The district will provide technical support via phone or email to students and families as needed. Families without internet access can request a wi-fi hotspot to use for online learning. The district WILL NOT provide printers, ink, paper copies, etc. for students who choose to participate in iFlagler. A working phone line is also necessary.



Limitations & special programs

Students are able to take Honors and Regular core classes as well as a variety of electives. Band and chorus classes, however, are not offered. Please visit iFlagler.org to see the course selection sheets. The nature of virtual instruction makes it not possible to offer courses that are primarily hands-on, such as Firefighting and Culinary.

iFlagler students may take one or two courses on their home campus, as long as parents provide transportation and make a commitment to dropping off and picking up students at a designated time. For safety reasons, students cannot stay at school unattended once the class has ended or arrive on campus before the class starts. If more than one class is taken on campus, then the classes must be taken in consecutive periods as reflected on the master schedule.



Attendance & course completion

Students must submit work every week in order to stay on pace and be counted as present. If students do not submit work every week, they will be considered truant. In order to pass a middle or high school course, students must pass the segment exam.



Grading & feedback

iFlagler uses the same grading scale as all district schools. Each course is semester based; therefore, only semester grades are issued. Courses contain a segment exam for each segment, which is 20% of the overall grade of the semester course.

Students are assigned an instructor for each course. Instructors are available daily M-F via phone or email. Teachers also have online office hours throughout the week. Support services are available to all iFlagler students through our guidance department.

iFlagler teachers love to talk to students. When a student reaches out to a teacher, he/she can expect a quick response. Teachers are expected to respond to emails, text messages, and phone calls within 24 hours. Teachers are available for live lessons and tutoring via Zoom and face-to-face sessions.



Extracurriculars

Students taking part in iFlagler classes can take part in extracurricular activities. These programs will operate under the district's three-phase plan. Coaches and group/club sponsors will be notified of the safety requirements as we move through the phases.

What the school day will look like

Remote live



Student skills

Virtual learning can be rewarding and impactful when students are committed to the process. Students who are most successful at virtual learning demonstrate the following skills:

Time Management

They are capable of submitting assignments and completing course requirements without reminders.

Persistence

They are able to overcome obstacles and are willing to seek assistance when needed.

Communication skills

They have verbal or written communication skills that allow them to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.



Student expectations

Students will be expected to engage daily in virtual courses in real-time and participate in class discussions and regular communication with the teacher(s). Students will be required to submit all work based on timelines outlined by the teacher(s) via email and/or the online learning platform used by the district.



The daily schedule

Students will follow their daily schedule as posted in Skyward. Teachers will provide daily support and feedback to students during the school week.



Parent expectations

Parent/guardian support is crucial to student success in virtual learning. Therefore, parents/guardians will be expected to:

- Ensure their student(s) has the necessary internet access to participate.
- Ensure their student(s) follows their assigned schedule each day.
- Encourage their student(s) to seek help when stuck or frustrated.
- Communicate academic concerns with instructors as needed.
- Ensure all tests and work intended to be completed independently is completed by their student without the aid of others.
- Stay informed of all course requirements and deadlines.



District/state assessments

Students are required to take district assessments specific to their grade levels as well as state assessments per state law. Students are required to complete district and state assessments on district campuses administered by district staff.



Students with disabilities

Students receiving accommodations for a disability under IDEA (Individuals with Disabilities Education Act) or Section 504 of the Rehabilitation Act may enroll in Remote Live. In this case, the student's IEP or Section 504 team will determine whether any additional accommodations are necessary for the student.



At-home technology

Students will need to have the necessary computer to succeed in Remote Live courses. Students will use an iPad or MacBook Air and other necessary learning materials provided by the district. The district will provide technical support via phone or email to students and families as needed. Families without internet access can request a wi-fi hotspot to use for online learning. The district WILL NOT provide printers, ink, paper copies, etc. for students who choose to participate in our Remote Live option.



Limitations & special programs

Elective courses for middle and high school **may** be limited due to necessary equipment and materials to complete the course.

Each school would be able to inform parents and students which electives will be available in this model.

Direct instruction by an English language learner (ELL) teacher for students needing English language support will be available. Instruction will be provided by the remote live teacher(s) with support from an ELL teacher.

Reading instruction and assessments will be provided by the remote live teacher(s).



Attendance & course completion

Students are expected to engage daily in remote live courses in real-time and teachers will record daily attendance. Students must actively participate in their remote live courses with the goal of completing the courses. Remote live students are expected to complete all course requirements in the time allotted for the course. Students will be considered in attendance for state aid purposes in accordance with the law.



Grading & feedback

Teachers will provide daily support and feedback to students during the school week. Teachers will complete progress reports and report cards and students will receive grades and a Flagler Schools report card in alignment with the district report card schedule. Students will receive grades for behavior and effort. High school students will be required to complete work and assignments in order to earn credit. Incomplete course work will result in not earning credit.



Extracurriculars

Students taking part in Remote Live classes can take part in extracurricular activities. These programs will operate under the district's three-phase plan. Coaches and group/club sponsors will be notified of the safety requirements as we move through the phases.

COVID-19 health and safety measures

Other steps being taken to safeguard student, staff health



Protective supplies

Staff will be provided with masks, face shields, gloves, sanitizers, and other protective gear according to their needs and job duties



Wipes & sanitizers

Hand sanitizing stations have been added throughout all our schools and buildings.

Classrooms and offices will have hand sanitizer readily available for use on a regular basis throughout the day.



Health check

We ask all staff and students to assess their health prior to arriving on campus. Families must use self-check measures

to monitor their child(ren)'s health closely for symptoms of COVID-19 (see list on this page). Adults or children who are sick or display symptoms of COVID-19 must stay home to prevent the spread of illness. They must also keep their school office informed.



Sick students and staff

Staff members who become sick with COVID-19 symptoms will be sent home immediately. Students exhibiting COVID-19 symptoms

will be sent to a separate area on campus and the student's emergency contacts will be called to pick up the child immediately. Emergency contacts will be given instructions on how they will be reunited with their child. Nurses will have protective gear to use when working with students and the clinics will be cleaned frequently.

If a student or staff is sick at home, they are encouraged to stay home and seek medical attention.



Enhanced cleaning

Schools will follow cleaning procedures recommended by the CDC, using EPA-registered disinfectants. Electrostatic sprayers are used to spread disinfectant on

surfaces and hard-to-reach spaces. Common touch points will be cleaned throughout the day. Buses will be cleaned twice a day and high touch areas will be disinfected before each route.



Communication

A new school year in the midst of a pandemic brings challenges, opportunities, and last-minute changes, requiring patience and flexibility. As changes arise, Flagler Schools will communicate using its automated system for phone calls, email, and text. Please make sure your contact information is up-to-date in Skyward, as well as your emergency contacts, and watch for updates to ensure you stay informed. Updates can be made by contacting your child's school office.



Signage

Signage has been placed throughout the buildings to remind individuals of hand hygiene, proper hand washing, wearing face coverings, and the importance of staying home when sick. Other signs will serve as physical distancing reminders.



Visitor limits

Non-essential visitors, including parents/guardians, will not be allowed to enter our campuses. Those who do will be screened and given limited access.



Social Distancing

Providing families the option of virtual and online learning in the new school year will help reduce the number of students in our schools, enabling more effective social distancing strategies.

Schools will use strategies to minimize movement in the building and reduce intermingling of students from different classes, when possible.

Classroom furniture, including desks, chairs, tables, etc. will be set up to maximize physical distancing to the extent possible in the classroom. Strategies such as spacing seating further apart or in the same direction will be implemented.

COVID-19 symptoms



- Fever or chills (100°F or greater)
- 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
- Productive cough
- Abdominal pain
- Runny nose

*The CDC continues to update this list as it learns more about COVID-19. Find out more at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Planning for the unknown

Families, staff should be prepared for changes at any time

While school may be back for a new year, the COVID-19 public health crisis has not ended. Without a vaccine to protect against the illness, the health situation in our state changes day by day. Surges or even smaller localized cases of COVID-19 could make changes to the school plan unavoidable. Flagler Schools leaders will continue to work closely with county health officials and other area local government officials while making decisions to maintain the safety and health of its learning environment.

Families and staff will need to be prepared for any range of scenarios that could happen depending on the nature of the situation and

the extent of community spread of COVID-19. The district or individual schools may be required to close at any time during the 2020-2021 school year due to the spread of illness. In this event, all students in the district or affected school would switch to Remote Learning for the required length of the closing. Should normal school operations be disrupted, options could include the following and are dependent on conditions at the time:

- One or more schools going to a school-based virtual model due to a localized outbreak while others remain in session.
- 100% school-based virtual for all schools

Make a family plan

- ✓ Make a plan now. Families and staff should work out a schedule to cover childcare needs or seek out childcare resources that are available on a last-minute basis.
- ✓ Families and staff should make sure they have resources at home to pivot to remote learning if necessary. Students assigned a take-home device should carry it back and forth between home to school every day.
- ✓ Plan for what to do if you or someone in your home gets sick. Immediately inform the school if this happens.

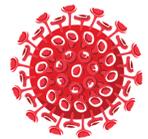
Daily health assessments required for students, staff

All Flagler Schools staff and students must conduct a health self-assessment ([view here](#)) prior to arriving on one of our campuses or sites. Staff and parents/guardians are asked to review the list of COVID-19 symptoms daily to determine if you should go to school/work or stay home ([see the previous page for symptoms](#)).

Any staff member or student who is sick or displays symptoms of COVID-19 must stay home to prevent the spread of illness.

Important: Students or staff who have tested positive for COVID-19, or have been requested to test or ordered to quarantine for COVID-19 must have clearance from the DOH or a medical doctor before returning to campus/site.

If a staff member becomes ill during the day, they will be sent home. If a student becomes ill during the day, he/she will be moved to a separate area. Their emergency contacts will be called and given instructions to pick them up immediately in a safe manner. Contact information, including emergency contacts, needs to be up-to-date in Skyward. Please contact the student's school registrar if updates are needed.



SLOW THE SPREAD



Wash Your Hands Regularly

Face Coverings Required for Grades 3-12

SOCIAL DISTANCING

Stay Home If You're Sick



A student or staff member tests positive for COVID-19...



...NOW WHAT?

1) School officials notified.

2) Contact tracing begins.

- The Flagler County Department of Health will begin the process of contact tracing. They determine who should quarantine/self-isolate. Flagler Schools does not perform contact tracing.
- The contact tracing team works with school administration on providing communication and guidance to impacted students and staff letting them know what steps they need to take and the potential need to isolate, quarantine, etc.

An example of the type of work the contact tracing team will engage in when there is a positive case includes:

- Developing a timeline to determine when the person who tested positive for COVID-19 started experiencing symptoms to accurately calculate the 48-hour period before the person began to experience COVID-19 symptoms.
- Identifying students and staff who meet the CDC definition of having "close contact" (within a 6-foot space for at least 15 minutes) with a person testing positive for COVID-19 based on class schedules and assignments.
- Supporting school and district administration in developing and implementing a communication plan (phone calls, letters, emails, etc.)
- Work with families of students who are under quarantine so their educational services can continue.

3) Impact on school determined.

- Areas where student or staff member occupied will be thoroughly disinfected.
- Flagler Schools administrators, working with county health department officials, will determine whether the impacted area or school will need to close.
- If a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the staff or students, a school may close temporarily for cleaning and disinfection if the school is unable to complete cleaning in a timely manner.
- District administration will consult with local health officials to determine the scope (e.g., a single school, multiple schools, the full district) and duration of school closures. These will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During closures, extracurricular activities, school-based after-school programs and other events will also be canceled.

4) Communicating with the community

- Flagler schools will communicate with families and staff only about positive cases among students and staff in its schools.
- If a student or staff member has tested positive, Flagler Schools will communicate its next steps with families and staff who may be directly impacted and how it impacts regular school operations as soon as the district is able. Click here for an [Example Letter](#).
- The district will NOT communicate if a family member of a student or staff member has tested positive, but will still take appropriate quarantining steps for the impacted student or staff, per CDC guidelines.
- Due to laws protecting student and staff privacy, no identifying information about the student or staff member testing positive will be released to the public. Any Flagler Schools students or staff who are identified as having been in close contact (as defined by the CDC) with the individual will be notified as part of the contact tracing process and instructed on what steps to take.

5) Keep learning going.

- During any school closing, Flagler Schools will continue to provide instruction and learning opportunities.
- If a student tests positive for COVID-19, the District will continue to provide instruction and learning opportunities.

6) Impacted facilities deep cleaned.

Students and staff must not come to school if they are sick, quarantining, or waiting for COVID-19 test results.

Do not come to school or work if you have a current respiratory illness and/or symptoms of COVID-19 or a known exposure to a positive COVID-19 case within the past 14 days. If any of these apply, please notify your child's school administrator or, for staff, your principal or supervisor. Students or staff who have tested positive for COVID-19, or have been requested to test or ordered to quarantine for COVID-19 must have clearance from the Flagler County Department of Health (DOH) or a medical doctor before returning to campus/site.

