

**Calhoun County School District**

**Reopening Plan**

8/12/2020

Darryl Taylor, Jr.  
Superintendent of Schools  
Updated 7/19/2020

## **Table of Contents**

CALHOUN COUNTY SCHOOL DISTRICT REOPENING GUIDELINES .....	3
EDUCATIONAL OPTIONS .....	3
STUDENTS ON CAMPUS .....	5
TRANSPORTATION GUIDELINES.....	9
FOOD AND NUTRITION SERVICES .....	10
HUMAN RESOURCES .....	11
STUDENT ACTIVITIES AND GATHERINGS.....	12
CLEANING AND DISINFECTION PROCEDURES.....	13
APPENDIX.....	14
REOPENING PLAN ASSURANCES .....	15
FLORIDA DEPARTMENT OF HEALTH.....	18

# CALHOUN COUNTY SCHOOL DISTRICT REOPENING GUIDELINES

COVID-19 closed our school buildings last spring and forced our schools, educators, students, and families into uncharted territory. Everyone responded by pulling together and doing what was needed to take care of our students. With a new school year approaching, we are developing guidelines that take into account the need to resume educating our students while realizing the need to mitigate the spread of illness. This is not a one-size-fits-all approach. We understand that our schools are different and that each site might have different specific methods of providing safety measures that best fit their situation.

The information in this document is subject to change and will be reevaluated as often as necessary.

## EDUCATIONAL OPTIONS

### **Traditional**

In the traditional option students will return to normal instruction at school campuses beginning August 12th. This plan allows for instruction to be delivered five days per week in all available courses and related services. All classes are taught by Florida certified teachers employed by the Calhoun County School District and all learning occurs in traditional classrooms with modifications that promote social distancing to the extent possible. Instruction is teacher-led with district-led pacing guides with a full range of courses Pre-K – 12. Should circumstances change and the Florida Department of Health dictate the closure of part of a school campus, all of a school campus or the entire district, instruction will be delivered to students in a hybrid distance learning format. Calhoun County School District teachers will utilize Google Classroom as their platform to deliver hybrid instruction during temporary school closures.

### **Virtual**

In the virtual option, students will participate in all online instruction away from all school campuses. All classes are taught by Florida certified teachers with a full range of courses K – 12. If school campus closures become necessary, all students enrolled in the Calhoun Virtual Instruction Program would not be affected. Instruction is mostly self-paced and students determine their personal schedule, but must meet minimum requirements.

Students who enroll in the Calhoun Virtual Instruction Program must remain enrolled in virtual school for a complete semester. This is to ensure that grades are posted and credits awarded as completely as possible before a change back to traditional “brick and mortar” school.

Students who initially choose the traditional “brick and mortar” option but then opt for the Calhoun Virtual Instructional Program may do so at any time BUT can do so only once per semester and must remain at the Calhoun Virtual Instructional Program through the end of the semester.

Parents are encouraged to reach out to the Calhoun Virtual Instruction Program at 850-674-8733 ext 21 to find out more about their program if interested.

## **STUDENTS ON CAMPUS**

Until a proven vaccine is available, the most effective means of mitigation is social distance and limitations to exposure. For the protection of everyone, it is imperative that parents monitor their child's health. Parents must keep children at home if they present symptoms such as:

- persistent fever 100.4 or higher
- persistent cough and/or shortness of breath
- sore throat
- loss of sense of taste or smell
- diarrhea
- flu-like symptoms

Parents should also have open communication with their child's school. If a parent, student, family member, or anyone else that a student has had direct contact with, has been exposed to, or tested positive for COVID-19; please contact your school administration to discuss your particular circumstances. As a reminder, it is recommended that parents communicate with their child's doctor to make sure that he/she is up to date with recommended vaccinations and vaccinations required for school and overall good health prevention.

Parents of Students with Disabilities, who are medically fragile, have a compromised immune system or underlying health conditions may contact his/her child's school to discuss any concerns.

Should a child exhibit signs or symptoms of COVID-19 while present at a school campus, the individual will be given a mask and will be isolated from other students. The student's parent/guardian will be contacted for the student to be picked up. Students will not be allowed to return to school without clearance from a certified medical professional or the local health department. Parents should bring their child and note to the School Nurse to be cleared for admittance back to school.

If an individual is found to test positive for COVID-19, the local health department, in conjunction with the Florida Department of Health, will assist the school district in implementing the proper steps to prevent further exposure or transmission of COVID-19.

An affected COVID-19 positive individual or person with direct contact with a COVID-19 positive individual will not be allowed to return to school until cleared by the local health department. The health department will give students returning to school from quarantine a note reflecting the date of allowed return. Parents should bring their child and note to the School Nurse to be cleared for

admittance back to school. For the health, safety, and welfare of all individuals, this requirement cannot be waived.

Information about students who have tested positive from COVID-19 will be kept as confidential as possible. HIPAA and FERPA guidelines will be followed. Contact tracing will be conducted by the local health department.

## Social Emotional Learning

Teachers and administrators will identify, discuss, and plan for students who may require additional support. Students, faculty, staff and administrators must consider the impact masks will have on nonverbal communication. Stakeholders must acknowledge the impact of the school closures and validate differing experiences. Faculty, staff, and administration will establish routines that welcome students each day and increase their sense of safety. In addition, staff, will teach and reteach expectations and routines while avoiding punitive approaches when managing physical distancing.

### Face Masks

Face masks are required in buses and hallways. Students and staff are encouraged to wear masks in classrooms but are not required. Students with disabilities unable to independently apply and remove a face mask are not required to wear a mask, along with students with medical needs compromising breathing, feeding, or restricting movement.

### Sanitization and Safety Protocols

- Signage to include reminders for good prevention of illness and overall wellness will be posted and standardized across all departments and schools.
- Regular hand washing upon entering school, and during periods of student transition from one location to the next, will be taught and stressed.
- Hand sanitizing stations will be available in high traffic areas such as offices, gymnasiums, and cafeterias, auditoriums, and media centers.
- Hand sanitizer will be available in all classrooms.
- Students should not share personal items such as masks, hygiene items, school supplies, or food/drink. School buildings will continue to be cleaned daily. High traffic areas will be cleaned throughout the day as student occupancy dictates.
- School buses and seats will be cleaned prior to each morning pick-up and before afternoon routes for drop-off.
- Restrooms sink faucets, door handles, desktops, cafeteria lines, railings, and tables will be cleaned at increased frequency.
- Student social distancing will be observed in all areas as allowed by available space.
- During school occupancy cleaning and disinfection procedures will be conducted. As an added precaution, frequently touched surfaces will be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19.
- In the event of a possible exposure, related area will remain unoccupied until area can be disinfected.

## VISITORS

All parents, volunteers and visitors must be screened and wear a mask before being admitted to campus. Appointments are encouraged when possible. All adults and parents are encouraged to remain in their vehicles during morning and afternoon drop off and pick up.



## TRANSPORTATION GUIDELINES

Bus drivers, monitors, and students will wear facemasks. Bus drivers will provide masks if students do not have their own. Students will sit in assigned seats. Hand sanitizer will be on all buses. School buses and seats will be cleaned prior to each morning pick-up and before afternoon routes for drop-off. School bus seats and handrails will be cleaned with the general purpose cleaner after each route. School buses will also be disinfected regularly with an electronic mister containing a product that kills emerging pathogens. All school buses will be treated on 90 day intervals with an anti-microbial coating that kills viruses for up to 90 days. Seating charts will be kept for all students riding the bus daily.

Experts say that fresh air and a higher ventilation rate can dilute the presence of the virus. Each school bus will be retrofitted with a device that renders bacteria, viruses, mold, mildew, and other contaminants in the air, and on all surfaces, effectively harmless on a continuous basis. Treatment from the device also eliminates odors to create a cleaner, safer work environment for bus drivers, monitors, and students.

All bus drivers and monitors will receive training on proper disinfecting procedures for the school bus. All training will be documented and will include the following at a minimum:

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment (PPE).
- Safe product usage guideless (chemical safety).
- Proper methods to empty and dispose of trash.

Bus drivers will be trained to identify symptoms of potentially ill students.

## **FOOD AND NUTRITION SERVICES**

Lunchroom workers will utilize district approved food safe disinfectant in the kitchen and serving areas. Serving lines will be wiped down between each lunch period. Kitchen prep areas will be wiped down, cleaned and disinfected at the end of each school day. In keeping with requirements set by the local health department, all lunchroom workers will wear gloves anytime food is handled. Lunchroom workers will continue the practice of wearing gloves and will change gloves frequently throughout the day and between tasks. Lunchroom workers will wear masks while serving lunch. This includes both as meals are prepared as well as when serving meals to students.

Hand sanitizing stations will be at the entrance to each serving line for all students to use. The hand sanitizers will be wiped down between classes and monitored to ensure availability for all students.

Starting this school year, students will not key in their lunch number. When students go through the lunch line, students, faculty and staff will provide their name at the point of sale.

The number of students allowed in the lunchroom will vary at each school. Administrators will develop meal schedules to allow for students to social distance in the lunchroom. Some students will be allowed to eat in alternate locations to foster social distance.

Lunch:

### Elementary

- Students sit with classroom cohort and are distanced from other cohorts
- Alternative seating areas utilized when needed
- Hand sanitizer available at entrances
- Tables will be cleaned between lunches

### Secondary

- Alternative seating areas utilized to promote social distancing options
- Hand sanitizer available at entrances
- Increased point of sale locations during lunch periods
- Tables will be cleaned between lunches

## **HUMAN RESOURCES**

Staff members, who exhibit signs or symptoms of COVID-19 will be given a mask and sent home. If an individual is found to test positive for COVID-19, the local health department, in conjunction with the Florida Department of Health, will assist the school district in implementing the proper steps to prevent further exposure or transmission of COVID-19.

An affected COVID-19 positive individual will not be able to return to work or school until cleared by a physician with a doctor's note or local health department note reflecting the date of allowed return. For the health, safety, and welfare of all individuals, this requirement cannot be waived.

Staff members with any illness that exhibits a fever, must remain at home and will not be allowed to return to school until fever free, without medication, for 72 hours.

Information about employees who have tested positive for COVID-19 will be kept as confidential as possible. HIPAA guidelines will be followed. Contact tracing will be conducted by the local health department. Contact Dr. Debbie Williams, Director of Human Resources, if any employee informs you that they have tested positive for COVID-19 at 850-674-8733 ext 21.

If an employee may have been exposed to COVID-19:

- Call your administrator or supervisor immediately.
- Notify employees who were potentially exposed by an individual who tested positive for COVID-19.
- Exposed employees who have symptoms of COVID-19 should self-isolate and follow CDC/FDOH guidelines.
- Exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days or until cleared by a physician with a doctor's note or a local health department note.

The Family First Coronavirus Response Act gives two weeks of paid leave to employees while they are quarantined. However, it is a onetime option, so if employees are asked to quarantine twice, the paid leave can only be applied once (same with childcare). With childcare, they can potentially get an additional 10 weeks of paid leave. Contact Dr. Debbie Williams, Director of Human Resources at 850-674-8733 ext 21, for more information on the Family First Coronavirus Response Act.

## **STUDENT ACTIVITIES AND GATHERINGS**

Students are encouraged to social distance whenever possible. There will be no locker assignments, no showers or locker rooms, and no field trips or pep rallies. Coaches must clean and sanitize equipment after each use, enact other health and safety practices, and regulate gathering spaces. Fall sports will follow FHSAA guidelines and recommendations.

If no fans are allowed to physically watch games, the district will have individuals enter by the following tiers:

- **Tier 1:** coaches, medical, security, participants, officials
- **Tier 2:** media, volunteers
- **Tier 3:** spectators and vendors

## **CLEANING AND DISINFECTION PROCEDURES**

Custodians will wear the proper PPE (gloves and mask) upon entering the area to be cleaned. In classrooms, media center, offices, workrooms, student restrooms, weight rooms and locker rooms, multi-purpose rooms and hallways, hard nonporous surfaces will be cleaned with general purpose cleaner. The custodians will use an electronic mister, to spray all surfaces with disinfectant. Additionally, custodians will document cleaning times throughout the day.

Athletic Directors, coaches, and associate trainers will assume the responsibility of cleaning and disinfection protocols of athletic areas and equipment.

Each classroom, workroom or public reception area will be supplied with disposable wipes, hand sanitizer, disinfectant spray bottles. The custodians will fill the bottles and replenish the wipes and hand sanitizer as needed.

All custodians will receive training on proper disinfecting procedures for the school. The training will be documented and will at a minimum include the following:

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment (PPE).
- Safe product usage guideless (chemical safety).
- Proper methods to empty and dispose of trash.

## APPENDIX

## REOPENING PLAN ASSURANCES

### Assurance 1

In the traditional option students will return to normal instruction at school campuses beginning August 12th. This plan allows for instruction to be delivered five days per week in all available courses and related services. Should circumstances change and the Florida Department of Health dictate the closure of part of a school campus, all of a school campus or the entire district, instruction will be delivered to students in a hybrid distance learning format. Calhoun County School District teachers will utilize Google Classroom as their platform to deliver hybrid instruction during temporary school closures.

### Assurance 2:

The Calhoun County School District will offer a full array of services for students as required by law to give parents options based on their needs while doing our part to help mitigate the spread of COVID-19. Two distinct options will be offered to students in Calhoun County which include Traditional and Virtual.

In the traditional option students will return to typical instruction on brick and mortar school campuses. All classes are taught by Florida certified teachers employed by the Calhoun County School District and all learning occurs in traditional classrooms with modifications provided promoting social distancing to the extent possible. Instruction is teacher led along with district led pacing guides which offer a full range of courses in grades PK-12. In addition to in-person instruction, specialized instruction for students with an Individual Educational Plan (IEP) and those services required for vulnerable populations, such as students from low income families, students of migrant workers, students who are homeless, students with disabilities, students in foster care, and students who are English language learners (ELLs) are provided. If circumstances dictate the closure of part of a school campus or all of a school campus or the entire district, instruction will be delivered to students in a distance learning format. If distance learning is necessary, teachers will utilize Google Classroom as their platform to deliver instruction for the time distance learning is necessary. In the event schools or classrooms have to transition to emergency distance learning, services will continue to be provided to our vulnerable population of students to the extent possible.

In the virtual option, students will participate in online instruction away from school campuses. All classes are taught by Florida certified teachers with a full range of courses for grades K-12. If school campus closures become necessary, all students enrolled in the Calhoun Virtual Instructional Program would not be affected. Instruction in a full-time virtual environment offers more flexibility where students are self-paced based on their individualized schedule and learning preferences. Students who choose to enroll in the Calhoun Virtual Instructional Program must remain enrolled in virtual school for a complete semester unless a student's Individual Educational Plan Team determines otherwise.

### Assurance 3

Kindergarten students will be assessed using the *FLKRS/STAR Early Literacy Assessment* as well as the *iReady* diagnostic assessment within the first 30 days of school. Kindergarten students that score below 500 on the *FLKRS/STAR Early Literacy Assessment* will be placed in a six week intervention program to help get them caught up with their peers. *Letterland Intervention* curriculum will be used in the six week intervention program. *iReady* data will be used by teachers in the classroom to provide individual/small group instruction. After the completion of the six week intervention program kindergarten students will be reassessed using the *STAR Early Literacy Assessment* to determine if there is need for additional intervention support or if they are ready for release with no support. Kindergarten students will take the *iReady* diagnostic as well as the *STAR Early Literacy Assessment* in September, January, and April.

The *iReady* Assessment will be administered to students in first through eighth grade in August, January, and April. Data from each of these administrations will be used by classroom teachers to plan instruction based on strengths and weaknesses of each student.

The *STAR Early Literacy/STAR Reading* will be administered to students in first through eighth grade in August and then again the last week of each 9 week grading period. Data from each of these administrations will be used in conjunction with *iReady* data to plan classroom instruction. Adequate progress will be determined based on data points described in the K-12 Comprehensive Evidenced-Based Reading Plan. Classroom teachers will provide Tier 2 support to students in the classroom using evidenced based reading materials. Tier 3 students will receive intervention support from Title I Resource teachers outside the classroom using the *S.P.I.R.E.* program in first through fifth grade. Students in sixth through eighth grade will receive Tier 3 intervention support 3 to 5 days a week for 30 minutes outside the regular reading block. Teachers will use *Rewards*, *Focus on Reading*, and *S.P.I.R.E.* to deliver instruction.

The *STAR Reading Assessment* will be administered to all students in ninth and tenth grade. Tier 2 and Tier 3 students in ninth and tenth grade will receive additional support using the *LevelUp* piece found inside the *Collections* reading series as well as *Teengagement* to provide intervention and support. Students in eleventh and twelfth grade that scored a Level 1 or a Level 2 on the FSA and do not have a concordant score to graduate will also take the *STAR Reading Assessment*. Students in eleventh and twelfth grade that scored a Level 1 or a Level 2 on the FSA will be placed in an Intensive Reading class. The *STAR Reading Assessment* will be administered in August and the last week of each 9 week grading period. Data will be analyzed and used by classroom teachers to plan instruction.

### Assurance 4

Students with disabilities in the Calhoun County School District will be given the services necessary to ensure they experience a free and appropriate public education (FAPE). Parents have the option of choosing traditional brick and mortar school services or virtual services for their child. Students with Individual Educational Plans (IEPs) will receive FAPE regardless of whether their learning takes place in a school building or from home. Upon school campuses reopening, all students will be given diagnostic assessments in reading and math to determine potential regression due to school closures. Based on this data, students who need remediation will receive after school instruction to help close learning gaps. Students with disabilities will have equal opportunity to participate in the after school remediation



offered. IEP teams will reconvene to review data and make determinations as to whether compensatory services are necessary once normal school operations resume and once adequate data can be collected regarding current new needs and levels of performance, as well as any additional services needed on an individual student basis. IEP teams will also consider placement options for students based on individual need. In addition to brick and mortar school and virtual school, other placement options could include Hospital/Homebound services or a modified school day/school week schedule as deemed appropriate by the IEP team. Open communication with parents is critical to ensure their concerns are addressed while providing quality educational services for students in a healthy and safe learning environment.

#### Assurance 5

ELLs will be administered assessments on the same schedule as non ELL students. Upon completion, of initial beginning of the year progress monitoring assessments, data will be compared to last year's data as well as the results of the WIDA Assessment given in the spring to determine areas of growth or regression. The committee will determine next steps based on review of the data.



## Florida Department of Health COVID-19 EXCLUSION GUIDANCE Decision Tree for Symptomatic People in Schools & Child Care Programs

To protect the safety and health of students and staff, school officials will send home, or deny entry, any student, visitor or staff member with **any** symptoms of illness. For symptoms consistent with COVID-19, please reference the exclusion criteria below to determine when individuals may return to the school.

**Symptoms of COVID-19 may include but are not limited to:** fever (100.4°F or higher), cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea. ([Always check CDC's website for the most updated list of symptoms.](#))

### Individual has been clinically evaluated

#### Received laboratory test for COVID-19

**If POSITIVE:** The local county health department will provide instructions to the person and household contacts about when it is safe to return to work/school.

**If NEGATIVE:** Stay home until fever has resolved, other symptoms have improved, AND either two negative tests are received in a row at least 24 hours apart OR 10 days have passed since symptoms first appeared.

### Individual has been clinically evaluated

#### COVID-19 diagnosis *without* lab test

If at all possible, contact your local county health department or medical provider to get tested. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members also stay home for 14 days.

### Individual has been clinically evaluated

Alternate diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth)

Follow provider directions, treatment, and return guidance.

### Individual has not been clinically evaluated

#### If experiencing symptoms of COVID-19

Contact your local county health department or your medical provider to get tested. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.

Siblings and household members also stay home for 14 days.

Updated 7/7/2020