



Holmes District Schools

Reopening Plan 2020-21

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The following pages give details about the Holmes District Schools' Reopening Plan for the 2020-2021 school year. With guidance from the Florida Department of Education, Centers for Disease Control, and Florida Department of Health, we have developed a plan aligned with state and federal guidelines. Our plan provides as many specifics as we can at this point about many topics regarding day-to-day operations.

Information and guidance regarding COVID-19 changes very rapidly, so we have developed options with enough flexibility to quickly adapt to current disease activity and still provide the absolute best educational opportunities for our students. The unpredictability of this virus requires us to remain flexible and ready to make changes in our plans. We ask for your continued patience, support, and understanding through this process. Our foremost goal is to ensure our students and staff return to a safe and rigorous learning environment, while striving to maintain as much normalcy as possible.

COVID/Infection Control Procedures

District Infection Control Leader - Superintendent

Members of the District Response team: Facilities/Risk Management Administrator, School Safety Specialist Administrator, Federal Programs/Food Service Administrator, Instructional Administrator, ESE Administrator, Transportation/Personnel Director, MIS Director, Director of Media/Technology, and IT Director.

School Infection Control Leader - Principal

School Facility Preparation and Supplies

Cleaning/Sanitizing – before and after use: All facilities shall be disinfected prior to the reopening of schools, using an approved disinfectant. Cleaning kits should be prepared in case of exposure for immediate use. High touch areas should be disinfected throughout the day to mitigate exposure to contagious illnesses. Hand sanitizer should be placed throughout the building, high traffic areas and the cafeteria. Schools will focus on cleaning high use areas throughout the day and disinfect as often as possible throughout the week. Principals should consider alternative work schedules to assist in disinfecting during the school week, as feasible. Hard to disinfect items include: paper packets, soft chairs, centers material, etc.

Signage: District offices and schools shall have highly visible signage promoting safe practices while at home, school and in the community. These signs will be located at all entrance points and throughout the interior of the school. Similar communications will be sent out via electronic notification avenues. (email, social media, district app) ***See Appendix B for signage.***

Supplies: Schools will preorder supplies, through the Facilities Administrator, any items needed for a suspected exposure or positive test result from a staff member or student. Supplies for daily needs must also be preordered to facilitate preparation for reopening. Items needed will include PPE, cleaning materials and caution tape (to mark off areas). The local Department of Health will be consulted about materials needed for the clinic and for exposure.

COVID Response Team: Each school shall assign staff as part of the COVID/infection response team. This team will be headed by the Principal and will be composed of staff in the following positions: custodians, teachers, school nurse (RN), curriculum, guidance, and assistant principal. The school-based response team will be tasked with coordinating actions to mitigate exposure, communicating with stakeholders, and continuity of education. They will work in conjunction with the District Response Team to limit exposure to infection, provide continuity of education, and communicate with students, parents, and staff. The team will train on strategies and response protocol, following the direction of the local Department of Health, Department of Education, and the CDC.

Staff and Student Training: All staff will be trained in best practices to mitigate exposure to contagious illnesses. Students and parents will be given communications to increase knowledge of best practices. Staff, students and parents will be given information informing them of how to recognize the symptoms of COVID-19 and any current infectious disease. They also will be provided procedures for response to a suspected exposure or positive result.

Transportation

- 75% maximum occupancy (including driver)
 - 71 passenger bus – 52 students & driver
 - 77 passenger bus – 57 students & driver
- All bus windows down at ALL times (unless raining)
- Water containers with re-closable tops allowable on all buses
- Personal hand sanitizer may be carried by students on buses
- Hand sanitizer will be available for student use upon exiting bus at school facility
- School appropriate face masks are highly recommended, but not required
- Routes/riders will be altered as needed to adhere to 75% occupancy
- Same family riders SHALL sit together with all riders given permanent assigned seats
- As a morning rider, parents/students agree they are entering the bus free of any symptoms of illness and are fever-free.
- Daily request for bus changes are currently suspended
- Buses sanitized with spray disinfectant after each morning and afternoon route
- We ask that any family with additional guests traveling to or from school with bus riders please remember, at the current time, HDSB buses may only run at 75% occupancy. **Due to limited seating room, we are asking families to make alternate plans for transportation to and from school when additional guests will be present.**
- Please contact your school if your child's bus is running 20 minutes (or longer) behind schedule in the afternoons. This delay may be due to the holding and/or transfer of students to other buses or routes to alleviate overcrowding.
- Each school will work out routing for students and buses as needed

Daily Operations

Pre-screening: Staff will prescreen themselves using the approved screening checklist prior to arriving at school. (See attached) Students and parents will be given information regarding prescreening and will be given an affirmation to sign (see Appendix C), indicating they will not come to school or send a child to school that is sick or may be exposed to a contagious disease.

Arrival procedures: During arrival, schools should make efforts to reduce the amount of students and staff entering the building in the same area. Staff should enter from multiple zones, if needed, and be allowed to sign-in at alternative locations. If the schools need to add sign-in equipment to their inventory, they should purchase them prior to reopening the school. Students should enter the building from alternative locations, as well. Efforts should be made to limit students from “bunching up” and crossing paths. Late arriving students with or without parents must not gather in the lobby. The receptionist will allow one family at a time into the secure lobby, to limit multiple groups in the confined space. Efforts should be made to limit the number of people in the lobby. Schools should consider signage outside that displays the procedure for their school’s sign in and out. Staff must monitor this process and can utilize the electronic door as a tool to limit access, until the number decreases. Schools can also use more efficient sign out tools such as car rider tags and other documentation that proves the ability to sign out a student.

Arrival routes to lunchroom/classroom/ common area: Schools should create paths for students that limit cross traffic and different cohorts from mingling. Special attention should be paid during high concentration time such as breakfast, lunch, and PE. Students should be allowed to sit in alternative areas during breakfast and lunch. Areas should be capable of providing increased ventilation, social distancing and ease of access. Examples may be: playground areas, classrooms and the gym.

Transition time procedures: Schools should encourage students to move to the next class directly from the previous. Staff should monitor the hallways to prevent students from congregating. Students should be encouraged to limit the amount of time accessing their lockers. Efforts should be made to prevent students from walking against the flow of traffic. Signage and traffic flow arrows could be used to reduce opportunities for cross traffic.

Classroom procedures: An effort should be made to increase space between students. If feasible, students should be spaced apart following the CDC guidelines of 6 feet. Classrooms should limit the use of materials that are difficult to disinfect. Efforts should be made to prevent students from sharing materials in the classroom. If materials need to be shared students should sanitize their hands before and after using shared materials. Schools should designate times throughout the day to wash or sanitize their hands.

Mealtime procedures: Students should be allowed to sit in alternative areas during breakfast and lunch. Areas should be capable of providing increased ventilation, social distancing and ease of access. Examples may be: playground areas, classrooms and the gym. When alternative areas are not available, students should sit as far apart as possible. Dining areas should be cleaned prior to different groups entering.

Dismissal/Sign-out procedures: Efforts should be made to create paths for students that limit cross traffic and different cohorts from mingling. Efforts should be made to separate groups to limit students from congregating. School schedules should be adjusted to limit cross traffic congestion. (Ex: Bus riders leave prior to car riders so that they are not in the same hallway at the same time.) Efforts should be made to limit the number of people in the lobby. Schools should consider signage outside that displays the procedure for their school's sign in and out. Staff must monitor this process and can utilize the electronic door as a tool to limit access, until the number decreases. Schools can also use more efficient sign out tools such as car rider tags and other documentation that proves the ability to sign out a student.

Visitor/volunteer procedures: During an active COVID/Infection event, all visitors and volunteers will be screened prior to entering from the secure lobby. Effort should be made to limit visitors and volunteers, if possible. Following the direction of the local Health Department, schools may relax this posture and allow increased visitors and volunteers.

Special Events/Sporting Events/Mass Gatherings

Special events and mass gatherings should be planned with consultation with the local Health Department. Efforts should be made to reduce gatherings and consider alternative ways to meet the requirements for the following: orientation, Title I Family Night, etc.

Sporting events should be planned with consultation with the local Health Department. Efforts will be made to encourage social distancing, allow for PPE, and should follow the Holmes District School Board's return to athletics plan.

Reducing Risk For High-Risk Staff and Students

Any individual entering district facilities that are at high risk or vulnerable should consider consulting with their personal physician to create a return to work or school plan.

Response to Exposure/Positive Results

If COVID-19 is confirmed in student or staff member:

Isolate

The area of the school where the infected person is/has been will be isolated to help prevent further spread.

Identify

The Holmes County Health Department will be the advisory agency for Holmes District School Board as it relates to COVID. If there is a confirmed COVID case in a school, the health department will be contacted to help determine who may have experienced a pandemic exposure as well as what areas of the school may need to be closed.

Notify

After consultation with the health department parents, faculty, and staff who may need to self-isolate will be contacted by the school and then will be given specific instructions by the health department.

Disinfect

Holmes District Schools work diligently to maintain a clean healthy environment. Routine cleaning and disinfecting will continue as it always has. In the event an area of the school is deemed to need additional disinfecting that area of the school will be closed until disinfecting can occur. Holmes District Schools will follow CDC guideline as it relates to disinfecting. Econo San 32 is the CDC approved disinfectant the school will be using to disinfect schools.

Monitor

In the event a self-isolation is required open communication between the school, parents, faculty, and staff will be key to insure the safety of all. We ask that anyone who begins to develop symptoms of COVID or has a positive test result stay in contact and update your school so we can take the most appropriate actions and make the safest decisions for all.

Return

Only after the area of the school that was closed has been disinfected will it be re-opened. Any student, staff, or faculty member that was advised to self-isolate by the health department will be required to get clearance from the Holmes County Health Department before they return.

See Exposure Checklist, Appendix A

Communication

All communication after a positive result will start with the District Communication team.

Holmes District Schools will utilize four main channels for communication with parents and the community:

- 1) Blackboard Mass Notifications System (automated phone calls)
- 2) Push notifications through the official HDSB mobile app
- 3) District and school Facebook pages
- 4) District and school web pages

Each principal should designate two additional employees who will be given access to the four communication systems. Users should be cross trained and familiar with each system.

Schools should promote to parents the importance of downloading the mobile app and following the school's push notifications. This will be our first line of communication with parents.

The automated phone system should be used only for emergency or time-sensitive messages, such as unexpected dismissal of school, buses that will be running late, etc. This is the best communication channel to use when we must be sure that information reaches every parent, or every parent in a particular group (grade levels, etc.), in a timely manner.

Other forms of communication should be used in non-emergency situations. Messages should first be pushed out via the mobile app. The same message should be posted on Facebook approximately 10-15 minutes later. If the information in the message will be pertinent for several days, it should also be posted as a news item on the school website. For all of these channels, remember that these are available to everyone in the community and the messages should be worded appropriately.

Information that pertains to the entire district will be sent out by the district office first. Schools can then share the district's post via the school Facebook page. By default, all app users follow the district, so a separate push notification from the school isn't necessary.

Instructional Options

- All students return to school on August 19, 2020 and follow the approved school calendar for 2020-2021.
- Holmes County School District will have three educational options for students for the fall semester. Families can choose one of the following options for their students:
 - Traditional school (in brick and mortar classrooms, five days a week)
 - Holmes Virtual School
 - Innovative Learning Environment (virtually at home with enrollment in your current school; verbal and visual interaction with an instructor and peers five days a week)

Traditional School (face-to-face classroom instruction in brick and mortar classrooms, five days a week)

Our schools will move to a blended seat time environment where our teachers are using our standards-based textbooks and online curriculum to teach our students. We are moving to a 1:1 device system for our district so that each of our students will have access to a device daily in their brick and mortar classes. These devices will be used to access the online portion of our curriculum. Our teachers will be providing opportunities for our students to access their content online and submit assignments online during the regular school day. In the event that we need to move to our Instructional Continuity Plan our students will have the skills required to access our online content and the devices to continue their education remotely until they can return to our brick and mortar classrooms. Students with Individual Educational Plans (IEP) and English Language Learner (ELL) Plans will be given special consideration when making online assignments to ensure that their IEPs and ELL plans are being followed.

Our schools will follow any mandated guidelines by the CDC and state, and all recommended guidelines will be reviewed and considered for the safety of students. Specific items in the Reopening Plan may be lifted and/or strengthened to best fit our community and/or schools and current conditions through this fluid situation.

Holmes Virtual School (At home with enrollment in HVS)

Holmes County School District will provide courses for grades K-12 that are accessed solely from online resources. These courses provide flexible scheduling during the student's day while attending a brick and mortar school, or they can provide a full-time virtual program where the student receives all instruction online. Holmes Virtual Students will be provided devices, when needed, to access their online curriculum. Students who choose to enroll in full time Holmes Virtual School will need to complete a full semester of course work before reenrolling at our brick and mortar schools. This will allow them a smoother transition back into the traditional school setting. Students with Individual Educational Plans (IEP) and English Language Learner (ELL) Plans will be given special consideration when making online assignments to ensure that their IEPs and ELL plans are being followed and will have access to certified or endorsed teachers in our district.

As a franchise partner with the Florida Virtual School (FLVS), the Holmes County School District is able to provide one of the best online curriculum programs in the country at no cost to you.

Through FLVS, Holmes Virtual School is able to offer two (2) different program options: Holmes Virtual Full-time and Holmes Virtual Part-time. Both programs provide online instruction from Holmes County teachers who are certified and considered highly-qualified educators by the Florida Department of Education.

Holmes Virtual Part-time requirements are as follows:

- Student must be enrolled in a Holmes County Public School.
- A full course schedule of at least six (6) courses is required. A combination of courses at the brick and mortar Holmes County Public School, Holmes Virtual School courses and Florida Virtual School courses are acceptable.

Holmes Virtual Full-time requirements are as follows:

- A full course schedule of at least six (6) HVS courses is required. A combination of HVS courses and Florida Virtual School courses are acceptable if a course is not offered through HVS.
- Florida Standards Assessment participation is required.

With the Holmes Virtual full-time option, a Holmes County diploma may be earned.

Holmes Virtual part-time students may be public or home school students; however, since Holmes Virtual School is a public school, courses begin and end according to the Holmes County School District School Board approved school calendar.

Whether you choose to participate in the full-time or part-time virtual option, you will have:

- The ability to monitor your student's day to day academic activity at home for the courses that you choose
- The advantage and convenience of a state-of-the-art kindergarten through 12th grade online curriculum for:

- Regular classes
- Honors classes
- The ability to access your student's online school activity, lessons, grades, and teacher communications
- The advantage of a certified teacher from Holmes County to assist you and your student with questions that may arise
 - Teachers are required to return calls and e-mails within 24 hours and grade assignments within 48 hours
 - Teachers are required to contact parents and students monthly
 - Peer communication is available with online threads for students to collaborate

Innovative Learning Environment (distance learning at home with enrollment in your current school; synchronized interaction with an instructor and peers five days a week)

This option is for students in grades K-12 who wish to continue their education full-time through an innovative learning environment but still maintain their connection to their enrolled schools. This option is intended to occur virtually from August through December 2020. A student's learning and instruction will take place online with a teacher from their school via web conferencing technology. The student will be able to interact with their teacher and their peers while being taught through the same curriculum as students who are in a traditional setting. This option provides a learning model that reflects the district's commitment to providing students with high-quality instructional experiences with synchronized real-time interaction with a teacher(s) each school day for every class. All core subjects will be available; however, because not all electives can be provided through an online environment, elective offerings are limited.

Students' success in our Innovative Learning Digital Academy is dependent on both the student and parent's investment in this learning environment, and parents who elect to have their child participate in our Innovative Learning Environment agree to monitor academic progress and coursework.

Parent and student responsibilities include, but are not limited to:

- Monitor student progress and contact the teacher(s) with any concerns
- Ensure student keeps pace within his/her courses and completes all assignments weekly
- Ensure student's daily participation in classes and adherence to the daily class schedule

Exceptional Student Education

- MTSS will continue in all settings
- Evaluations/Reevaluations will be conducted through Blackboard Collaborate unless face-to-face is required for reliability and validity (personal protective equipment will be utilized)
- Eligibility/IEP meetings will be conducted through Blackboard Collaborate unless ESE Administrator along with school and parent consideration determines need for face-to-face (personal protective equipment will be utilized)
- Teachers will continue required IEP/504 Plan documentation for all services, supplementary aides/services, and accommodations as if in traditional school.
- VE Teachers, Support Facilitation Teachers, Gifted Teacher, Speech and Language Pathologists, Occupational Therapist, Physical Therapist, Teacher of the Visually Impaired/Orientation & Mobility Specialist, Behaviorists, etc. will provide services identified on student IEPs in the parents' choice of school options in order to provide FAPE
- Holmes County Virtual School will be online curriculum provided by Florida Virtual School and taught by Holmes County teachers
- Other online curriculum (such as Teach Town, Unique Learning, etc.) may be used as a resource for students on access points
- Grades PreK-5 will utilize Blackboard Collaborate and Google Classroom as platforms to access curriculum.
- Grades 6-12 will utilize Blackboard Collaborate and Canvas as platforms to access curriculum.

	Traditional School	Holmes Virtual	Innovative Learning Environment
PreK Access	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
PreK Gen	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
*Support Facil	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student

K-5 Access	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
K-5 Gen	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
*Support Facil	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student
6-8 Access	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
6-8 Gen	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
*Support Facil	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student
9-12 Access	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full semester unless decision reversed by IEP team	Requires daily schedule with several hours dedicated to learning, requires reliable internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
9-12 Gen	5 days/week with standards plus online curriculum	Accessed solely from online curriculum, scheduling flexibility, must enroll for full	Requires daily schedule with several hours dedicated to learning, requires reliable

		semester unless decision reversed by IEP team	internet connection, online instruction same as traditional school with Holmes County teacher and interaction with other online students
*Support Facil	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student	Collaborates with gen. ed teacher and provides support to student

Appendix A

Suspected COVID Case Checklist: Date:_____ Location:_____

1. If a student becomes ill notify clinic that student is in route to the clinic. Students should not be escorted by another student to the clinic for any reason. Call for faculty or staff escort as needed.
2. Clinic staff will assess student to determine if student needs to be moved to isolation room.
3. If placed in isolation parents/guardians will be notified the student needs to be picked up.
4. If COVID-19 is confirmed in student or staff member:
 - Close off areas used by the person who is sick
Yes____
 Notes:
 - Contact county health department
Yes____
 Notes:
 - Contact FDOE
Yes____
 Notes:
 - Consult with health department to consider which if any portions of the school need to be closed **Yes**____
 Notes:
 - Notify staff and student parents/guardians while maintaining confidentiality required by FERPA and ADA (see Notification Script, Appendix D; Health Department will send letters)
Yes____ (maintain record of script call sheets)
 Notes:
 - Clean/sanitize with CDC approved cleaning agents
Yes____
 Notes:
 - Update FDOE
Yes____
 Notes:

Appendix B

See links below for COVID signage:

http://ww11.doh.state.fl.us/comm/_partners/action/children/kids_handwash_eng_horiz.pdf

http://ww11.doh.state.fl.us/comm/_partners/action/children/kids_handwash_eng_vert.pdf

http://ww11.doh.state.fl.us/comm/_partners/action/stop_the_spread_of_germs_fl.pdf

[file:///C:/Users/brian.morgan/iCloudDrive/covid/covid%20signs/Stay%20Home%20When%20Sick%20Poster%20\(00000002\).pdf](file:///C:/Users/brian.morgan/iCloudDrive/covid/covid%20signs/Stay%20Home%20When%20Sick%20Poster%20(00000002).pdf)

Appendix C

COVID/INFECTION CONTROL

PROCEDURE AGREEMENT

During an infectious disease outbreak, schools are particularly vulnerable. Holmes County Schools are working hard to limit opportunities for infection through recommended mitigation strategies. Parents play the most vital role in our success. We must work together to limit the chances for infections to spread, by not sending your child to school sick. We ask parents to prescreen their child for symptoms that indicate a contagious disease. Please be diligent in monitoring your child so we can help stop the spread.

As a guardian of _____, I agree to **not** send my child to school if they exhibit any of the following symptoms:

As a staff member/visitor _____, I agree to **not** enter any Holmes District school building if I exhibit any of the following symptoms:

- Fever (without medications)
- Vomiting
- Diarrhea
- Shortness of Breath
- Close contact with someone with COVID-19/Other infectious disease
- Cough or respiratory symptoms such as sore throat or runny nose

I further agree to notify the school administrator and school health nurse if I, or anyone in their family has tested positive for COVID 19/other infectious disease.

Print Name

Signature

Date_____

Appendix D

This is Mr./Mrs. _____ from _____ School.

This call is to notify you that your child, _____, may have experienced a pandemic exposure to COVID-19. **Due to privacy laws I am not permitted to elaborate further at this time.** We suggest you contact your health care provider and you may wish to have your child tested. **Please do not send your child back to school until someone from the Department of Health or the school contacts you once you have been cleared.**

The Holmes County Health Department should also be in contact with you for more information. If you have questions of the Holmes County Health Department, please call 850-547-8500.

*******DO NOT PUT OUT ANY NAMES OR PERSONALLY IDENTIFIABLE INFORMATION!!!!*******

***DO NOT STATE IT WAS A SPECIFIC GRADE, ACADEMIC CLASS, SPORT GROUP, ETC.**

***PLEASE REFER INDIVIDUALS TO THE HEALTH DEPARTMENT FOR ADDITIONAL RESOURCES OR ASSISTANCE**

CALL LOG

DATE/TIME	CONTACT #	SPOKE WITH	LEFT MESS. (Y/N)	NOTES