

2020-21



Re-opening Plan with COVID-19 Protocols



General Overview

Faculty Commitment

The faculty and administration at FSWC are committed to proactively preventing the spread of COVID-19 within the FSWC community. We have spent considerable time evaluating the limitations and best practices needed to provide the safest possible return to school for students, faculty members, staff, and their families.

We have attempted to consider everything from the science to the psycho-social aspect of the COVID-19 pandemic. However, we are venturing into uncharted territory. We recognize that it will take everyone within the FSWC Buccaneer community to make a concerted effort in accomplishing this goal.

Our response will be aligned and consistent with local orders and ordinances as well as directives from the state of Florida. FSWC's plans will also follow recommendations from the federal government, Centers for Disease Control and Prevention, Florida Department of Public Health, and the FSW Emergency Management Team.



Whenever possible, we strive to follow the Charlotte County Public Schools policies for all student services-related areas; however, some variances occur and can be found in this document highlighted in purple that are specific to FSWC-Charlotte.

As our understanding of COVID-19 continues to evolve, our policies and procedures will continue to be updated.

Communication is Key

The nature of this pandemic means that we are facing an ever-changing situation. Protocols and precautions that are put into place may very well change as more information and guidance comes to us. We hope that our means of notification will exceed your expectations. We find that parents and students are best notified through email, Remind messaging, and our school website.

Email Communication

Email will serve as a key format for delivering information of any changes that impact the FSWC campus. Parents and students are encouraged to verify that FSWC faculty and staff have your current email in FOCUS.

Remind App

We use the Remind App for quick and efficient text messaging of important information. We strongly encourage all students and parents to sign up to receive these messages through the Remind App. Due to participant limitations within the App, we have created separate Student and Parent accounts. Here are the links and directions can also be found on our website under the “Students and Parents” tab.

Class of 2021 (Seniors) Students: <https://www.remind.com/join/fswc21>

Class of 2022 (Juniors) Students: <https://www.remind.com/join/2022fswc>

Class of 2022 (Juniors) Parents: <https://www.remind.com/join/fswc2022p>

Class of 2023 (Sophomores) Students: <https://www.remind.com/join/fswc23>

Class of 2023 (Sophomores) Parents: <https://www.remind.com/join/fswc2023p>

Class of 2024 (Freshmen) Students: <https://www.remind.com/join/fswc2024>

Class of 2024 (Freshmen) Parents: <https://www.remind.com/join/fswc2024p>

Individual teacher accounts will serve as the timely communication for teachers to share any updates to assignment information. Through the Remind app, students may also message their teachers directly with any questions or concerns. Students are encouraged to use the Remind app to notify teachers of last-minute technology issues.

School Web Site

Information will be posted on the school web site for your convenience. Likewise, any school-wide announcements will be posted on the Home page for your reference. Please bookmark or add this page to your favorites.

<https://www.fsw.edu/wp/cchs/>

The college will update their website with all COVID-19 reports at <https://www.fsw.edu/reconnect>.



Protective Precautions

Daily Screening at Home

Parents should complete a Home Wellness Screening each morning prior to sending their child to school. It is extremely important that we self-assess and report any COVID-like symptoms as early as possible to mitigate the risks to other students and staff.

To mitigate the risks to other students and staff, it is extremely important that we all – parents, students, faculty, and staff – self-assess and report any COVID-like symptoms as early as possible.

Please complete this brief check each morning before school. If you answer "Yes" to any of these questions, please keep your student home from school and report your child's information by calling the school at 941-637-5673. Your student may be able to participate in their classes remotely.

Since your student's last day of school visitation, has he/she had any of the following symptoms that are NOT RELATED to another known health condition?	YES	NO
Fever or chills (temperature of 100.4 degrees F or higher)?		
New headache or migraine?		
New or worsening cough?		
New shortness of breath or difficulty breathing?		
New sore throat?		
New runny nose or congestion?		
New muscle or body aches not related to specific physical activity?		
New nausea, vomiting, diarrhea, or abdominal pain?		
New loss of taste or smell?		

HAS YOUR CHILD RECEIVED A POSITIVE TEST RESULT FOR COVID-19 WITHIN THE PAST 14 DAYS?		
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HAS YOUR CHILD HAD CLOSE CONTACT (WITHIN APPROX 6 FEET FOR 30 MINUTES OR MORE) WITH SOMEONE SUSPECTED OR CONFIRMED OF HAVING COVID-19?		
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Face Coverings on Campus

All faculty, staff, students, and visitors are required to wear a face covering while in any FSW building. The exception to this will be when students are eating or during outdoor activities.

- ☑ Students will be provided 5 face masks on the first day of school. However, students may choose to wear other appropriate masks.
- ☑ Students will need to bring their own masks. FSWC will have disposable masks available in every classroom for students who have forgotten their masks.
- ☑ Students may use face shields in conjunction with their mask/face covering.
- ☑ FSWC will allow bandanas, buffs, and gaiters as acceptable face coverings.
- ☑ Students should write their names on their masks/face covering in permanent marker.
- ☑ Students and faculty will receive instruction on the proper way to wear a mask/face covering.
- ☑ Students may not share their masks with other students.
- ☑ Masks/face coverings must adhere to the standards outlined in the student dress code.
- ☑ Students and faculty must wash their masks/face coverings daily.

Face Coverings on Buses

FSWC understands that proper social distancing may not be possible on buses due to time availability restrictions. Therefore, masks/face coverings must be worn by all students and employees while on the bus.

Classroom Environment

FSWC classrooms will be arranged to maximize space and increase social distancing between students and teachers to the greatest extent possible. By offering the blended/hybrid learning option and adding one more section to each core class, class size will be reduced to encourage social distancing.

Plexiglass desk shields have been placed on office and teacher desks, and students are asked not to move behind these barriers. Additionally, students are asked to maintain at least 3-6 feet from faculty and staff whenever possible.

Shared classroom supplies, materials, and texts will be minimized to the greatest extent possible.

Cleaning and Disinfecting

FSWC will use an electrostatic sprayer to treat hard surfaces with a hospital-grade disinfectant. At least daily, the school and classrooms will be disinfected by the custodial team using the electrostatic sprayer. Depending on teacher schedules, additional cleanings may occur.

Each classroom will be supplied with sanitizing wipes. Faculty and students are encouraged to wipe down common surfaces throughout the day, as needed.

The material safety data sheets for the cleaning agents used will be available upon request.

Social Distancing

Upon returning to campus, you will notice several changes throughout the building that have been made to encourage social distancing to mitigate the potential spread of COVID-19 to faculty, staff, visitors, and students. Social distancing efforts include:

- Plexiglass dividers at the front desk and at each teacher's desk
- Floor markers to encourage maintaining at least 6 feet from others
- CDC posters as gentle reminders
- One-way flow of traffic whenever possible (floor arrows used as reminders)
- Limited number of students in restrooms at one time (10 in each)

Both students and faculty will be discouraged from assembling in small social groups before and after school, during lunches, and during class changes.

Hand Washing and Hand Sanitizer

Students and faculty are encouraged to wash their hands frequently in accordance with CDC recommendations. When access to soap and water is not available, hand sanitizer containing at least 60% alcohol should be used.

FSWC has installed numerous hand-sanitizer stations throughout the building and each classroom includes a bottle for staff and student use.

Closed Water Fountains

All water fountains on the FSW campus are shut down for use. Students are encouraged to bring their own water bottles to school.



Attendance

Parents should complete a Home Wellness Screening each morning before sending their child to school. If your student is absent for traditional live or remote classes, please call 941-637-5673 to report the absence. If you know that your child will be out of school for an extended time because of illness, please let us know so that teachers can be informed.

Please refer to our school calendar and arrange your vacation plans accordingly as we feel it is very important that our students are in school. Please also be aware that travel outside the country or on cruise ships will require a 14-day quarantine before returning to school.

Please refer to the *Code of Student Conduct* for detailed information regarding secondary attendance policies.

What is the difference between quarantine and isolation?

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of the disease, especially when the quarantined person does not have symptoms or know they are sick. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation is used to separate people infected with the virus from people who are not infected. People who are infected may include both those who are sick and those with no symptoms. People who are in isolation should stay home until it is safe for them to be around others.

Parents should call to inform the school if their student has contracted COVID-19. Please call 941-637-5673.

To ensure continuity of learning during absences, the FSWC faculty will provide all instructional materials and assignments through the Canvas platform.

Make-up Work vs. Keeping up Remotely

Quarantined students and isolated-but-not-sick students should continue to access the concurrent remote instruction available through Canvas. Assignments should be completed in the time frame as assigned. Quarantined students should contact their teachers to make up missed quizzes, tests and exams.

	If...	Then...
Quarantine	Student is <u>not</u> ill or experiencing symptoms.	Use Canvas and Zoom to complete assignments within regular due dates and expectations.
Isolated but not ill	Student is <u>not</u> ill or experiencing symptoms.	Use Canvas and Zoom to complete assignments within regular due dates and expectations.
Isolated and ill	Student <u>is</u> ill and/or experiencing symptoms.	If possible, use Canvas and Zoom to complete assignments. Missed assignments should be completed within the make-up work policy timeframe outlined in the CCPS Code of Conduct.
Absent	Student is absent due to a non-COVID illness.	If possible, use Canvas and Zoom to complete assignments. Missed assignments should be completed within the make-up work policy timeframe outlined in the CCPS Code of Conduct.

Students who are sick and/or isolated due to COVID-19 related reasons will have their absences excused and will be eligible to make-up all missing assignments, quizzes, and tests.

Travel and Self-Quarantine

Any student or staff member traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders. Students will be provided an opportunity to continue learning during the quarantine period through concurrent remote learning.

Isolation During School

Students who exhibit COVID-like symptoms will be moved to a dedicated isolation room away from other students and faculty. The room will be monitored when a student is present. Parents will be immediately be notified to come pick up their child. Parents are expected to pick up their child as soon as possible. FSWC will not allow an unwell student to be transported home on the bus or sent back to class.



Learning Resources and Supplies

Technology

The FSWC faculty has committed to using and relying on the Canvas learning management software (LMS). Whenever possible, all assignments and resources will be available through the Canvas LMS. Additional web-hosted software will also be made available for students, such as Math XL and Study Island.

The use of Canvas will ensure continuity of learning throughout the ever-changing pandemic climate.

Laptops

FSWC will make school laptops available to students for academic use. These are fully functional laptops that will allow students to complete any of their assigned work. To mitigate the potential spread of COVID-19, laptops will be assigned to individual students to use throughout the day.

Students may choose to bring their own laptops or tablets, if desired.

Laptops will be accessed during the morning study time that begins at 7:10 a.m. Students will sanitize the laptop according to established procedures. At the end of the day students will return to their first period class, clean the laptop, and return it to the charging cart.

As needed, students may request permission to take their assigned laptops home. Students are then responsible for charging the laptop overnight. Parental permission is required and a form will be sent home through your student's first period teacher. This form must be on file before a student can take a laptop home, because parents are assuming the financial responsibility of any damage incurred.

With this opportunity comes responsibility. Students must always treat the laptops very carefully. At any time, the faculty or staff may ask to inspect the laptop for proper care and use. Students who abuse or neglect laptops may be subject to disciplinary processes as outlined in the *Code of Conduct*.

Use of laptops will be prohibited during lunch. All laptops, school or personal, must be safely stored during the lunch period.

School Supplies

To help our families, FSWC will be providing all the necessary school supplies besides a calculator requested by the high school faculty for students in grades 9 and 10. Supplies will be distributed on the first day of school, and students will be expected to keep these items with them every day.

Parents may consider purchasing a scientific calculator with a one-line display for their students. Scientific calculators with a two-line display and a fraction mode are not permitted on the state end of course exams. It is an advantage that students are familiar with the proper calculators all year. Texas instrument TI-30Xa is the most commonly sold approved calculator. It is typically less than \$15.

Class sharing of materials, such as textbooks, calculators, pencils, or highlighters will not be available due to the increased risk of viral spread.

Students will be asked NOT to share their school supplies, such as paper, pens or pencils, with other students.

Lockers

Lockers will be reserved for students who will be taking HOPE or Personal Fitness classes.



New Procedures

Arrival to School

To encourage social distancing, students will be directed to their first period class at 7:10 am. During this time, students will

- Access and clean their assigned laptop.
- Submit last-minute assignments.
- Study for quizzes or exams scheduled for the day.
- Listen to the morning announcements.

Please be aware that the school doors do not unlock until 6:55 a.m. Students who arrive before that time will be asked to sit at tables outside the cafeteria. Once the doors unlock at 6:55 a.m., students may enter the building and must remain in the cafeteria until they move to their classrooms at 7:10 a.m.

Social Distancing During Classes

- ☑ Students must continue to wear masks/face coverings during classes.
- ☑ Student desks will be spaced at least 3-6 feet apart to maintain CDC social-distancing guidelines.
- ☑ Students will be responsible for cleaning up trash from their immediate space at the end of each class.
- ☑ Bathroom breaks will not be permitted during the first or last 10 minutes of classes. Legitimate emergency situations will be the exception.

Social Distancing During Class Changes

Whenever possible, traffic flow will move in a one-way direction to support CDC social-distancing guidelines. Students should follow the directional arrows to support a socially-distanced flow of traffic.

- ☑ Students should not congregate in small social groups in the hallways, commons, or cafeteria.
- ☑ Students should adhere to the limited number of students allowed in the bathrooms at one time.
- ☑ Students should keep their masks/face coverings on while traveling from class to class.
- ☑ Students should use the hand-sanitizer stations, as needed.

Precautions during Lunch

Students should...

- ☑ Wash hands or use hand sanitizer before eating lunch
- ☑ Maintain 3-6 social distance while waiting in the lunch line
- ☑ Maintain the socially distanced seating at tables and sit only in seats without an "X"
- ☑ Use outdoor seating, if interested, while following social distancing guidelines
- ☑ Clean up and dispose of the trash from their dining space
- ☑ Remove masks/face coverings while eating and drinking only

FSWC will sanitize the cafeteria tables and seats with a hospital grade disinfectant, Virex, using an electrostatic sprayer after each lunch period.

End of the Day

Students will return to their first period class during the last ten minutes of each day. This time will be used for students to clean and disinfect their laptops and return them to the charging carts. Any information needed for the next day will also be announced during this time.

Departure

Students will be dismissed for departure via the intercom. Dismissal will be staggered to ensure social distancing per CDC guidelines.

- ☑ Bus riders will be dismissed by bus number.
- ☑ Parent pickup students will be dismissed as soon as all buses have left campus.
- ☑ Students planning to stay after for a pre-arranged club meeting will be dismissed last.
- ☑ Students are encouraged to leave the campus at dismissal.

The school day ends at 1:55 each day and students are expected to leave campus unless they are working with a specific teacher or club sponsor. There will be no after-school supervision provided except for school club activities that typically meet from 2-3 p.m. on Mondays, Wednesdays, Thursdays, or Fridays. Students are required to leave campus immediately when the club or activity dismisses.

Students should never have a reason to stay after school on Tuesdays, because teachers will be in faculty meetings each week.

Dual-enrolled students may go to the college campus after school, with parental permission, to use the library or other student services. Students may NOT hang out at the college after school.

Access to College Library and Cafeteria

The FSW library has implemented several changes to encourage social distancing. These changes apply to all students, faculty and staff.

While the library continues to be open Monday-Thursday from 8 am until 4pm, it is closed Friday-Sunday.

The library follows reduced occupancy to allow for social distancing. Library doors will be closed and library staff will buzz in patrons as space is available. If the library reaches capacity, patrons will be asked to enter a virtual queue using QLess system.

- ☑ Masks/face coverings must be worn in the library at all times.
- ☑ No food or drink in the library due to face covering recommendations
- ☑ Study rooms will NOT be available.
- ☑ No group studying.
- ☑ Library staff will help with computer questions remotely using a screen share software.
- ☑ The bookshelves will be unavailable to students, but a staff member will happily retrieve books. Book drops will be closed.
- ☑ Help with research will be available through virtual chat with a librarian via the Ask a Librarian link on the FSW library homepage.



Policies and Expectations for Remote Learning

Canvas

All FSWC classes will have a Canvas counterpart that runs concurrently with live instructions. Through Canvas, students may access:

- Calendar of Due Dates
- Assignments
- Materials and Resources
- Teacher-created videos
- Links to online resources outside Canvas, such as Math XL and Study Island
- Tests and quizzes

Canvas will not allow for parents to have a separate log in like Focus does. For this reason, FSWC highly recommends students share their Canvas log-in information with their parents so they can remain a source of support and guidance for the students. Grades in FOCUS will not always reflect the work students have submitted in Canvas. FSWC staff will ensure that grades are up to date in Focus for each progress report date (every 3 weeks).

Blended/Hybrid Students:

Students enrolled in the blended/hybrid learning option should plan on the following schedule:

Purple Team

- Includes students with last names beginning with letters A – L, with a few exceptions.
- On campus on Mondays, Wednesdays, and every other Friday, starting Sept. 4, 2020.

Teal Team

- Includes students with last names beginning with letters M – Z, with a few exceptions.
- On campus on Tuesdays, Thursdays, and every other Friday, starting Sept. 11, 2020.

These students will be working remotely on the days they are not scheduled to be on campus.

Fully Remote Students

Students enrolled in the fully remote learning option will work remotely during normal class times each school day via Canvas and Zoom.

Remote students will be expected to attend the live class each day, and attendance in the live session will be recorded. Remote students should immediately contact their teachers if they encounter any issues with accessing the live class sessions.

Zoom Policies and Expectations

Remote students will be able to access LIVE instruction via Zoom video interface. All students should be aware of the which class periods their teachers broadcast live as this could be useful during quarantine or other missed school days.

Students and teachers should access the Zoom session through the Canvas learning platform.

- Attendance is required and will be taken in each Zoom class.
- Students who experience technical issues with accessing the Zoom class should immediately contact the teacher via email or Remind messaging.
- Zoom sessions are password protected. Do not share links or passwords with students not in your class.
- Teachers will use the *Waiting Room* function for security purposes. Upon accessing the Zoom session, students will be placed into a virtual waiting room until the teacher has verified their identities.
- Students will enter their proper names (first and last) as their Zoom profile name.
- Student cameras must be on for the entire class time. If a student does not have a working video camera, please let the teacher know before class.
- Microphones will be muted upon entry and during direct instruction. Teachers may choose to unmute students at appropriate times during the class.
- Teaching Assistants may assist the teacher with functions within the Zoom platform, such as monitoring questions and assisting with technical issues.
- Students may raise their hands (virtually) to ask questions.
- The Chat function will function as a question/answer opportunity between students and the teacher. The student-to-student Chat function may be disabled by the teachers.
- Profile Avatars, if used, should be school-appropriate pictures of students.
- Do not record Zoom class sessions. This is against FSW's policy; violations may be subject to disciplinary measures.

Zoom Dress Code and Considerations

- Students should be seated at a desk or table for class. (Not lying in bed, etc.)
- Students should wear FSWC dress-code-appropriate clothing for entire class time.
- Student backgrounds should be school appropriate. Students should take a moment to consider what other participants can see in their backgrounds. Virtual backgrounds that are school appropriate may be used.

Consequences of Abuse

Abuse of these expectations may cause for removal from the day's Zoom session, notification of parents, referral to FSWC administration and/or other disciplinary consequences.