



Ocean Studies

CHARTER SCHOOL

Reopening, Operations, and Instructional
Continuity Guide

2020 - 2021

Operations and Instructional Continuity Guide

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Introduction

The Reopening, Operations, and Instructional Continuity Guide for Ocean Studies Charter School provides guidance for employees, families, and students for expectations for maintaining academic progress and taking the necessary steps to ensure health and safety during distance learning and reopening situations. This document contains information regarding emergency management practices, instructional stability, and supports that will keep our school community connected. Revisions to the document may occur as the Florida Department of Education, the Governor of Florida, the Monroe County Government, the Monroe County School Board and District, and the Ocean Studies School Board disseminate new information.

Communication

Ocean Studies Charter School is committed to keeping teachers, staff, families, students, and Board members connected during circumstances that may affect regular operations. The principal will initiate the chain of communication with the school community providing clear direction and timely dissemination of information. The programs coordinator will serve as proxy if the principal is unavailable. In the case of both the principal and programs coordinator being unavailable, the school community will receive direction from the Board of Directors President and/or Vice President. Teachers and staff will refrain from contacting families until receiving direction from the principal or designee.

The following methods of communication will be used as appropriate:

Remind Messaging Application

This service sends text messages to all families and employees with telephone numbers added to the system. Participants receive group announcements and updates.

Mass Notification System FOCUS

The Monroe County School District manages and maintains contact data for Ocean Studies Charter School employees and students and provides user access to the principal and administrative manager. Options for delivery include telephone, email, and text messaging.

School Website and Social Media Applications

The principal and programs coordinator maintain administrative rights to the school's website and official social media applications. School-wide announcements and updates to social media will be posted with caution as other sources have access to the information.

Zoom Lunches with Ms. Trisha, Ms. Jessica, and Ms. Carol

This option will be continued during times of Level 3 and Level 4 to ensure communication with administration and parents/guardians. It is a great time to share updates and to catch up with

our families when we can't be together in person. We will send out information on how to join us through Remind.

Daily Operations based on Community Circumstances

The principal will monitor developing conditions which may alter the normal operations of our school. State and local information will be monitored to determine a responsive approach for emergency planning to ensure the safety and health of teachers, staff, students, and families. The readiness levels include:

Level 1: Normal Operations on Campus

- School community follows all procedures and times in place according to our parent/student and teacher handbooks
- Three parent/guardian/teacher conferences will take place in person at school

Level 2: Normal Operations with Health Maintenance Guidelines in Place on Campus

School community follows all procedures and times in place according to our parent/student and teacher handbooks in addition to:

- Guidelines from CDC, the Governor, the Monroe County School Board, the Monroe County School District, the Department of Health, and the OCS Board of Directors will be followed
- Protocols including wearing protective face coverings, social distancing, and handwashing will be in place
- Car line option available with option of walking students to the front door
- Limited before and aftercare services offered
- Parents/volunteers allowed on campus on a limited basis
- Everyone who enters the building is required to have their temperature checked daily
- Three parent/guardian/teacher conferences will take place in one of three ways; in person at school with social distancing and protective face coverings worn by teachers and parents, through a phone call, or through the Zoom platform to allow all parties to see each other.

Level 3: Split Schedule on Campus

School community follows all procedures and times in place according to our parent/student and teacher handbook in addition to:

- Students attend school daily on a half day schedule
- No before or aftercare services are offered
- Parents/volunteers not allowed on campus for safety of teachers, staff, and students
- Car line procedures in place for drop off and pick up
- Everyone who enters the building is required to have their temperature checked

- Three parent/guardian/teacher conferences will take place in one of three ways; in person at school with social distancing and protective face coverings worn by teachers and parents, through a phone call, or through the Zoom platform to allow all parties to see each other.

Level 4: Distance Learning

School community follows all procedures according to our parent/student and teacher handbook in addition to:

- Students begin distance learning program through a blended technology and paper based program
- Students have the option to sign out a school issued Chrome Book
- Parents complete Chrome Book Sign Out forms
- Teachers utilize Google Classroom, Google Meets, workbooks, and other materials to teach and communicate with students remotely until it is safe to return to campus
- Three parent/guardian/teacher conferences will take place in one of two ways; in a phone call or through the Zoom platform

Instructional Stability

Dr. Montessori regarded education as an aid to life and understood that human development was a social and creative process. When emergency situations or extreme weather conditions close our school, we must respond quickly by providing new pathways for learning and working. Our students learn in a carefully prepared environment which promotes engagement, autonomy, environmental protection, and community. Our school will work to provide equitable access to an online learning environment, access to our teachers and staff, and applicable supplements to online learning.

Administration will provide support to staff, students, and families during a prolonged campus shutdown to ensure a viable instructional continuity plan. While the administrative staff and teachers have reporting responsibilities during remote operations, the roles and responsibilities of staff may be modified to keep compensation levels intact. The principal may develop work plans with members of staff and assign alternate positions as needed to fortify instructional efficiency and effectiveness.

Level 1: Normal Operations on Campus

During this time, there are no unusual circumstances limiting or restricting normal campus operations. Parents/guardians and volunteers are welcome to come on campus. Parents/guardians will drop off and pick up their children in the classrooms. Before and after care will run at regular capacity and drop-ins are welcome. Clubs will be scheduled during the week. Classes will have recess together during assigned times. Grade levels will receive math instruction together with two teachers. Field labs will take place on a regular schedule.

Level 2: Normal Operations with Health Maintenance Guidelines in Place

When it is determined that it is safe to be in school however precautions will be needed to ensure the health and safety of all members of our community, our school will be in Level 2. Level 2 will consist of the following precautions:

- Innovative Distance Learning will be available for students whose families opt for at home learning when concerned about the health and safety of their child(ren)
- Staff members and students will wear protective face coverings
- Staff members and students will be practicing handwashing and use hand sanitizer regularly
- Staff members and students will practice social distancing
- Each class will have recess separately to reduce interaction between classes and maintain social distancing
- Parents and volunteers will have access to the school on a limited basis
- Everyone, including staff, parents/guardians, volunteers, visitors, and students, who enters the building will have their temperature checked. An individual with a temperature at 100.3 or below may remain on campus. An individual with a temperature of 100.4 or above will be asked to leave our campus until the temperature has returned to normal.
- CDC guidelines will be followed to ensure safe cleaning of the school
- The Marine Science Lab will be cleaned using CDC guidelines between each class
- Students will be dropped off in the carline or walked to the front door by their parents/guardians
- The aftercare program will be in place with a limit of 20 students, there will be no drop-ins, students from different classes will be blended together during this time only, the cost remains the same
- Before care will take place in the assigned classrooms beginning at 7:30 am, there will be no charge for before care
- Field Labs will take place with the use of protective face coverings, social distancing, and handwashing/sanitizing regularly when possible and in the Marine Science Lab
- There will be no overnight field trips

Level 3: Split Schedule

In the event that precautions should be increased however distance learning is not advised, OSCS will move to Level 3. Level 3 will allow for staff and students to remain on campus with a split schedule. This split schedule will have two groups of students, Group A and Group B. Families will be kept on the same schedule to allow parents to plan for the change in the schedule.

- Innovative Distance Learning will be available for students whose families opt for at home learning when concerned about the health and safety of their child(ren)
- Staff members and students will wear protective face coverings
- Staff members and students will practice handwashing and use hand sanitizer regularly
- Staff members and students will practice social distancing
- Everyone, including staff, parents/guardians, volunteers, visitors, and students, who enters the building will have their temperature checked. An individual with a temperature at 100.3 or below may remain on campus. An individual with a temperature of 100.4 or above will be asked to leave our campus until the temperature has returned to normal.
- Students are split into two groups and attend school daily on a half day schedule
- Groups will be divided according families, OSCS will try to honor requests if possible however this is not guaranteed
- Group A is dropped off between 7:45–8:00 am and picked up between 10:45–11:00 am
- Group B is dropped off at 12:45-1:00 pm and picked up at 3:45-4:00 pm
- Kindergarten and First grade will have an optional online component
- Second through Fifth grade will have a required online component through Google Classroom and hyperdocs
- School will be cleaned following CDC guidelines between 10:45 am and 12:45 pm and again after Group B leaves for the day
- The Marine Science Lab will be cleaned using CDC guidelines between each class
- Teacher planning/lunch will be from 10:45 am until 12:45 pm
- No aftercare services are offered during this time
- Before care will take place in the assigned classrooms beginning at 7:30 am, there will be no charge for before care
- Students ordering school lunch in Group A take it home with them
- Group B will eat the ordered school lunch when they arrive
- Parents/volunteers are not allowed on campus for the safety of teachers, staff, and students
- Car line procedures in place for drop off and pick up
- Field labs will take place on site in the Marine Science Lab
- There will be no overnight field trips

Level 4: Distance Learning

OSCS will strive to carve new pathways to learning through the use of technology during prolonged closures. Teachers will provide supplementary resources to nurture exploration and discovery for our students and provide resources to support parents/guardians. Teachers will explore and utilize technology resources that facilitate learning so that they may create a connected environment conducive to student achievement, creativity, and engagement.

The expectation for OSCS teachers is 100% engagement with students, daily, through their Google Classroom. Teachers shall maintain regular contact with students and their parents/guardians throughout the remote learning experience with at least two groups per student, per week. It is encouraged that students, staff, teachers, and parents allow themselves and others the grace to make mistakes and to persevere. OSCS teacher and staff will strive to provide a remote learning environment that encourages active engagement through the use of digital tools.

When Distance Learning is in place, the principal will communicate with instructional staff, families, and students to analyze the effectiveness of the remote learning plan. The areas of focus will be ease of access of information, cohesion between lesson objectives and instructions, evidence of active engagement, and the use of multiple modalities to present lessons and engage students. The principal will provide support and feedback to instructional staff for continuous improvement of performance.

Technology Disbursement

As a public charter school, OSCS purchases technology compatible with the Monroe County School District (MCSD), who manages and provides technical support for school-issued devices. Each year our students learn proper care and use of our technology resources. OSCS expects respectful, responsible, and ethical use of the Internet and digital tools by each of its students. When circumstances suspend regular delivery of instruction, the school will provide access to technology devices for students. At the beginning of the school year, parents/guardians and students sign the Networked Communications System form. When receiving a Chrome Book for distance learning, parents/guardians will be required to sign the check-out form before receiving a device. Parents/guardians are responsible for returning the device in a timely manner. If the device is not returned the parent/guardian is responsible for reimbursing the school for the device. The cost to replace the Chrome Book is approximately \$300. Students are not required to use school issued Chrome Books as long as the device at home is able to access the Google Classroom through the student's keysstudents.net email address.

Establishing an Ordered Environment at Home

Planning, organization, and time management are examples of self-regulation skills practiced in Montessori classrooms which promote independence and support students' social and emotional development. Emergency situations that cause prolonged disruption to school schedules may cause anxiety and stress in students as well as families. Families should develop new routines to help restore a calming sense of order at home. The schedule shared by OSCS and the hyperdocs created by the classroom teachers serve as a reference for the delivery of online instruction during the extended closure of our campus. These visual models help students and families to access their assignments and other instructional content within their online learning environment. When Distance Learning is necessary, the schedule and hyperdocs will be shared with students and families and updated on an as needed basis.

Student Attendance during Distance Learning

Attendance records are a legal requirement, which may be audited, even in a distance learning situation. Teachers will continue to report attendance in FOCUS on a daily basis. Students can demonstrate their attendance during distance learning through two or more of the following each day:

- Attending the class morning meeting
- Submitting an assignment
- Attending the assigned group meeting

The student will not be marked present unless at least two of three options are met.

Work Expectations and Grading Practices

Online Etiquette

Teachers, students, and families will be expected to behave within the parameters of Online Etiquette in order to participate in Google Meets. Online Etiquette includes:

- Sitting in an upright position in the kitchen, dining room, or living room of your home
- Dressed in clothes appropriate for school
- Use of language appropriate for school
- Use mute button while in whole or small group to limit noise

Morning Meetings:

Teachers will hold morning meetings with their classes. Expectations for morning are as follows:

- Be enthusiastic and positive
- Begin with welcoming the students and the pledge of allegiance
- Ask students questions to engage them in the meeting and build community
- Include something interactive such as a Kahoot, Jamboard, or Menti
- Have clear guidelines for meeting
 - Teach students how to use the mute button
 - Review online etiquette
 - Provide clear expectations for behavior and review frequently

Student Expectations

As in the classroom, expectations are a part of a healthy online environment. Students are expected to:

- Be Responsible: Attend, complete, and participate in online learning. Contact the teacher if help is needed or if the work is too difficult or too much.
- Be Respectful: Use kind language when interacting with teachers and peers online and follow classroom procedures

- Be Safe: Follow internet safety policies.

Kindergarten Instructional Time (digital and non-digital)			
Subject	Total Number of Lessons per Week	Types of Lessons Including but not limited to:	Amount of Time
ELA Including vocabulary, reading, writing, phonics, online programs	5	Hands-on Computer Response/Google Document Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	5 – 10 5 – 10 5 – 10 5 – 10 5 – 10
Reading Eggs	3	Computer Based Program	15 – 20
Math Including problem solving, online programs, review, practice	5	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	5 – 10 15 – 20 5 – 10 5 – 10 5 – 10 5 – 10
Social Studies	3	Hands-on Computer Based Program Computer Response Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	5 – 10 15 – 20 5 – 10 5 – 10 5 – 10
Science	2	1 assignment Hands-on Computer Based Program Activity off of Computer w/picture response Flip Grid Montessori (teacher video, student activity) (Weekly variations of types of lessons)	5 – 10 5 – 10 5 – 10 5 – 10 5 – 10 5 – 10
Art/PE	6	1 Field Lab 2 PE/1 Art Easily completed Active Materials readily accessible at home	15 - 20 10 – 15

1st and 2nd Grade Instructional Time (digital and non-digital)			
Subject Area	Total Number of Lessons per Week	Types of Lessons Including but not limited to:	Amount of Time
ELA Including vocabulary, reading, writing, phonics, online programs	5	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	10 – 15 15 – 20 10 - 15 10 - 15 10 - 15 10 – 15
1st - Reading Eggs	3	Computer Based Program	15 - 20
2nd - Istation	3	Computer Based Program	15 - 20
Math Including problem solving, online programs, review, practice	5	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	10 – 15 15 – 20 10 - 15 10 - 15 10 - 15 10 – 15
Social Studies	3	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids Montessori (teacher video, student activity) (Weekly variations of types of lessons)	10 – 15 15 – 20 10 - 15 10 - 15 10 - 15 10 – 15
Science	3	2 assignment Hands-on Computer Based Program Activity off of Computer w/picture response Flip Grid Montessori (teacher video, student activity) (Weekly variations of types of lessons) 1 Field Lab Weekly variations	10 - 20 10 – 20 10 - 20 10 - 20 10 - 20 10 - 20 15 – 20
Art/PE	6	2 PE/1 Art Easily completed Active Materials readily accessible at home	10 - 20

3rd, 4th, and 5th Grade Instructional Time (digital and non-digital)			
Subject	Total Number of Lessons per Week	Types of Lessons Including but not limited to:	Amount of Time
ELA Including vocabulary, reading, writing, phonics, online programs	5	Hands-on Computer Based Program (2 per week) Google Document Activity off of Computer w/picture response Flip Grids (Weekly variations of types of lessons)	15 – 20 15 – 20 15 – 20 15 – 20 5 – 10
Math Including problem solving, online programs, review, practice	5	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids Digital Manipulatives (Weekly variations of types of lessons)	15 – 20 15 – 20 15 – 20 15 – 20 5 – 10
Social Studies	3	Hands-on Computer Based Program (2 per week) Computer Response Activity off of Computer w/picture response Flip Grids (Weekly variations of types of lessons)	5 – 10 15 – 20 5 – 10 5 – 10 5 – 10
Science 3 4 – 5	2-3 Assignments 1 Field Lab 4 Assignments 1 Field Lab	Assignments Hands-on Computer Based Program Activity off of Computer w/picture response Flip Grid Montessori (teacher video, student activity) (Weekly variations of types of lessons) 1 Field Lab Weekly Variations	15 – 20 15 – 20 15 – 20 15 – 20 15 – 20 15 – 20 20 – 30
Art/PE	6	2 PE/1 Art Easily completed Active Materials readily accessible at home	15 - 20

Students with Disabilities

Students with Individual Education Plans or 504 plans will participate in the virtual classrooms. The ESE Teacher will set up a Google Classroom to meet with ESE students to provide support and meet the goals of the IEP. Occupational Therapy and Speech services will be provided virtually by the specialists. Parents will be contacted directly by specialists to schedule days and time to accommodate student IEPs and distance learning schedules. Small groups will be

utilized to support ESE students with mastering standards due to lost instructional time in the 2019-2020 school year as needed.

ELL Services

ELL students will receive accommodations and instruction based on individual educational needs. Teachers will provide small group and one on one instruction for ELL students as needed and/or when requested by parents/guardians. Small groups will be utilized to support ELL students with mastering standards due to lost instructional time in the 2019-2020 school year as needed.

MTSS

Progress monitoring of students will continue in the face to face setting and during distance learning. The STAR Benchmark will be used to determine student mastery of standards and progress towards mastery of standards. Tier 2 and Tier 3 supports will be provided for students when applicable. The MTSS Problem Solving team will continue to meet every six weeks or as needed to monitor student progress. Progress monitoring data will continue to be shared with the Monroe County School District.

Grades

- Students will be held harmless for work not completed due to lack of access or technical issues.
- Students will be graded on participation and completion of activities using the standard grading scale.
 - Participation: The student is actively engaged and participating in online activities, such as lectures, small groups, and discussions (either live or via recorded sessions or discussion boards).
 - Completion: The student completes the assigned task as instructed and receives feedback from the teacher which will lead to a numerical grade.
 - Students that log into the online environment but do not participate/complete assignments (long idle times) will not receive credit.
- Grading decisions are based upon the principle of no educational harm to any child. OSCS expects that student learning continues during the remote learning period without a negative impact on students. Therefore, incomplete grades may be assigned. In place of a “D” or “F” for example, a committee consisting of administration and the classroom teachers will convene to determine if an “incomplete,” that can be made up when the remote learning period ends, should be marked on a student’s report card. There are many factors outside of the control of the school system that may affect student engagement. Student grades and incompletes will be determined through a committee consisting of administration and classroom teachers on an as needed basis.
- Remote learning is designed to support student learning and continuity of education.
- The emphasis for schoolwork assigned, reviewed, and completed during this remote learning period is on *learning*, not on compliance. This may be formatively assessed

where possible and practical. Any formative assessments will be based on flexibility and responsiveness to our students' needs.

- A student that is not able to engage, or chooses to disengage, in remote learning will receive an incomplete or no grade. School personnel will document every attempt made to engage the student as it is possible the student is experiencing circumstances out of their control. Students will not be penalized for extenuating circumstances and can communicate hardships directly to their teacher (or through their parents). Missed content from remote learning will be made up after the transition back to regular in-person school attendance resumes (summer school, August school, other) wherever possible.
- During the transition back to in-person instruction, grading will be used as feedback and communication for students and parents. All students will have multiple opportunities to redo or make up assignments, show progress, or attempt to complete work assigned prior to the beginning of remote learning.

Delivery of Instruction and Active Engagement

- Teachers are expected to use kind language when interacting with teachers, parents/guardians, and students online as well as follow internet and safety policies.
- Instructional leaders are required to participate in at least three hours of active engagement and delivery of online instruction each day. The balance of the duty day should be available for plans of instruction, grading student work, and building course progressions in the Google learning system. Teachers will provide optional work, engagement opportunities, and enrichment opportunities being sure to make clear to students and parents/guardians that the work is optional and will not negatively impact a student's grade.

Teacher Active Engagement Tasks (3 hours)	Teacher Daily Tasks (4 hours)
Morning Meeting	Grading papers
Small groups	Planning lessons and creating hyperdocs
Whole group lessons	Checking and answering emails
Engage in class discussions online or through Padlet, Jamboard, or other programs	Reading and responding to student discussion posts
Office Hours for student and parent/guardian questions	Phone calls to parents
Kahoot or other live, interactive programs	Create videos for students to view and respond
Use of Flipgrid with active feedback live	Grading assignments and entering grades into FOCUS
Reading to students	Enter attendance into FOCUS daily

Virtual Faculty Meetings and Staff Check-ins

All staff members will be expected to attend at least one weekly staff meeting virtually for updates on distance learning and related information. Teachers will attend an additional meeting once a week with the principal and programs coordinator to review and reflect on lesson plans, attendance, support for families, and student progress. If a staff member is unable to attend a meeting, the principal must be notified at least 3 days before the meeting. If the staff member is sick, notification should take place immediately upon the staff member determining they are unable to attend.

During distance learning, staff members will be required to request sick time as soon as possible and paid time off one week in advance. Requests will be reviewed by the principal and discussed with the staff member before being approved.

Instructional Staff Continuity Plan

Instructional Planning

- Attend all virtual meetings as sent by principal and programs coordinator
- Provide principal with your work reporting location if off-site
- Include principal, programs coordinator, and ESE teacher as co-teachers in your Google Classroom
- Follow engagement schedule
- Determine a virtual peer review partner to review your classroom content and hyperdoc
- Conduct an orientation of virtual classroom expectations with students and their parents
- Review expectations with students on a regular basis to improve the function and consistency of your virtual classroom
- Avoid applications that require additional logins if possible, use keysschools.com and Google Classroom as main resources for instructional content delivery

Attendance and Accountability

- Monitor attendance, alert administration of three or more absences
- Confirm attendance in FOCUS daily
- Keep a record of grades in FOCUS, be flexible for late assignments

Student Welfare

- Maintain regular communication with students and their families via email, Remind, telephone, and Google Classroom
- Remind students regularly that learning is a process and flexibility is key
- Keep a log regarding students concerns such as attendance, completing assignments, and participation. Contact administration for support, ideas, questions, and resources

- If concerned for student safety, contact administration or appropriate channels immediately
- Our school guidance counselor will be available for students and families through the virtual platform determined by the Guidance Care Center. Families and students wishing to contact our guidance counselor should contact administration for more information.

Teacher Welfare

- If time off is scheduled, notify the principal accordingly and plan for an alternate teacher
- Share your experiences with others and do not be afraid to ask for help. Not everything will run smoothly, we are all working on adapting to our ever changing environment.
- Reach out for any support you need and administration will help you – we are all in this together!

Safe Program Environment

Safe Program Environments	Level 1	Level 2	Level 3	Level 4
	Normal Operations	Normal Operations with Health Maintenance Guidelines in Place	Split Schedule	Distance Learning
<p>"Classroom Units" refers to a student's main classroom including the two lead teachers and assigned students. Teachers and students of each class will remain together all day and no collaboration will take place between teachers or students in other classrooms during school hours. If a student is referred to administration, only one child will be present in an administrator's office at any given time and the office will be sanitized between visits. Teachers will be organized for the day and have no need to enter classrooms other than their own.</p>				
Classroom Educational Groupings	Whole Group Lessons Small Groups Lessons Individual Work Time	Whole Group Lessons (students safely distanced) Small Groups (no more than 5 students, safely distanced) Individual Work Time	Small Groups (no more than 3 students, safely distanced) Individual Work Time	At Home through Google Classroom
Collaborative Classroom Educational Groupings	Collaboration between classes, teachers and programs	No collaboration between classes, teachers and programs	No collaboration between classes, teachers and programs	

Marine Science Educational Groupings	Marine Science groups according to grade level, collaboration between classrooms	Marine Science groups according to classroom unit	Marine Science groups according to classroom unit
Specials Educational Groupings	Specials group according to classroom unit	Specials group according to classroom unit	Specials will be through Google Classroom
Supplies/Resources	Classroom supplies and resources are both shared and individual, according to need	Classroom supplies and resources are individual	Classroom supplies and resources are individual
Technology	Technology is both shared and individual, according to need	Technology is assigned to individual students to use at school and home	Technology is assigned to individual students to use at school and home
Flexible Seating	Flexible seating is shared and individual, according to need.	Flexible seating will be used on a per day basis. Teachers and students will choose their work place for the entire day.	Flexible seating will be used on a per day basis. Teachers and students will choose their work place for the entire day.
Lunch/Snacks	All eating times with classroom unit only, within classroom.No student use of fridge and/or microwave.All foods must be easily opened by students as to not transmit germs.Strict "no-sharing" policy will be enforced.	All eating times with classroom unit only, within classroom.No student use of fridge and/or microwave.All foods must be easily opened by students as to not transmit germs.Strict "no-sharing" policy will be enforced.	All eating times with classroom unit only, within classroom.No student use of fridge and/or microwave.All foods must be easily opened by students as to not transmit germs.Strict "no-sharing" policy will be enforced.
Recess	Recess with age similar classrooms.	Recess with classroom unit only.	No recess due to split schedule.

Field Labs	Field Labs are weekly with no restrictions on field sites.	Field Lab sites are approved on a case-by-case basis taking safety, procedures and precautions into account.	Field Labs will take place in the Marine Science Lab.
Sanitization of Learning Spaces	Entire space sanitized after each school day.	Entire classroom and common spaces sanitized after each school day. Sanitization of high use areas between educational groupings.	Entire classroom and common spaces sanitized after each split - school session. Sanitization of high use areas between educational groupings.
Marine Science Sanitization of Learning Spaces	Marine Science will be sanitized after school each day.	Marine Science will be sanitized between classroom unit times.	Marine Science will be sanitized between classroom unit times.
Sanitization of Buses	Buses will be sanitized after school each day.	Buses will be sanitized between classroom unit times.	Buses will be sanitized between classroom unit times.
Movement between Learning & Outdoor Spaces	Free movement for students.	Only one classroom unit in hallway at any single time.	Only one classroom unit in hallway at any single time.
Bathroom Procedures	Bathrooms will be sanitized daily after school. Students may wait in line in common spaces.	Shared bathroom high touch areas will be sanitized between students. Only one student may be in the common area at one time.	Shared bathroom high touch areas will be sanitized between students. Only one student may be in the common area at one time.
Water Fountain Procedures	Water fountains will be sanitized daily after school. Students may wait in line in common spaces.	Water fountains will be sanitized between student use. Only one student may be in	Water fountains will be sanitized between student use. Only one student may be in

		the common area at one time.	the common area at one time.	
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Staff and Student Sick Policy

OSCS believes that attendance is important for the well-being of children. The health and safety of our staff, students, and families is our number one priority. **If you are not feeling well, no matter the symptoms you are experiencing, stay home until you are feeling better.** This is the best way to prevent the spreading of any illness. We understand that it can be difficult for parents/guardians to stay home with children however it is important that we maintain a healthy campus.

Students and staff who come to school and are not feeling well and/or have a temperature of 100.4 or higher will be sent home by the principal. Staff and students will not be allowed to return to school until they are feeling better and their temperature has returned to normal.

Anyone showing **any symptoms of COVID-19** or who **may have been exposed to COVID-19** should not be at school. The symptoms of COVID-19 include:

- Fever – temperature of 100.4 or higher
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

Other symptoms have also been reported in cases of COVID-19 so adherence to these guidelines is imperative to the health and welfare of our campus. If you are experiencing these symptoms stay home, stay away from other people, and call your health care provider. Please see guidelines from the CDC below.

If a person has close contact of less than six feet for more than 15 minutes with:

- Person with COVID-19 who has had symptoms in the period from 2 days before symptom onset until they meet the criteria for discontinuing home isolation; can be laboratory confirmed or a clinically compatible illness
- Person who has tested positive for COVID-19 laboratory confirmed but has not had any symptoms in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation

The recommended precautions are as follows:

- Stay home until 14 days after last exposure and maintain social distance of at least six feet apart from others at all times
- Self-monitor for symptoms including:
 - Check temperature twice a day
 - Watch for fever, cough, shortness of breath, or other symptoms of COVID-19
 - Follow CDC guidelines if symptoms develop

Staff COVID-19 Sick Leave

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s Wage and Hour Division administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Generally, the Act provides that covered employers must provide to all employees:

- Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a health care provider), and/or experiencing COVID-10 symptoms and seeking a medical diagnosis;
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay because the employee is unable to work because of bona fide need to care for an individual subject to quarantine ((pursuant to federal, state or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Guidelines for Reporting Suspected or Confirmed Positive Cases of COVID-19

If a staff member or student should suspect that have been exposed to or have a confirmed positive case of COVID-19, the staff member or parent/guardian should contact the principal as soon as possible. The principal will then determine the level of exposure to the school community. The principal will consult with MCSD and OSCS Board to determine whether the school will remain open or if the school will be closed for cleaning based on the CDC guidelines based on the level of exposure. Staff and parents/guardians will be notified through Remind.

If a staff member or student feels sick or has come in contact with someone who has been diagnosed with COVID-19, he or she is expected to stay home until it can be determined whether or not the person has the virus and call their health care provider. If a staff member or student is experiencing fever, chills, shortness of breath or difficulty breathing, a cough, or the loss of taste or smell he or she is expected to stay home and call their health care provider.

If a person has a **negative COVID-19 test**, they can return to school once there is no longer a fever without the use of a fever-reducing medicine, they have felt well for 24 hours, and have given the office staff a Doctor's note with clearance to return to school.

If a person has a **positive COVID-19 but does not have symptoms**, they should remain out of school until 10 days has passed since the date of their first positive COVID-19 diagnostic test, assuming they have not developed symptoms since the positive test. They can return to school when they have given the office staff a Doctor's note with clearance to return to school.

If a person has been determined to have been in **close contact with someone diagnosed with COVID-19**, they should must remain out of school for 14 days since the last known day of contact, unless they test positive.

If a person tests **positive for COVID-19**, the must remain out of school for 14 days. A doctor's note is required for re-entry into school. **There will be no exceptions.**

If you are travelling out of the Keys, please be considerate of others and determine whether it is in everyone's best interest for you to quarantine for two weeks. Any questions or concerns should be brought to the principal. Thank you for keeping OSCS a safe and healthy place to learn and work.

Cleaning and Hygiene

Our staff is committed to providing a safe, clean, and healthy environment for our school community. The following practices will be put into place:

- Adequate supplies will be available to support healthy hygiene behaviors including hand sanitizer, soap, paper towels, and tissues
- Students will be taught proper handwashing with soap and water for 20 seconds and how to use hand sanitizer safely
- Handwashing will be reinforced before, during, and after snack and lunch, after using the restroom, after blowing your nose, coughing, or sneezing, and after touching objects which have been handled by other individuals
- Hand sanitizer will be available in all classrooms, bathrooms, offices, and by the front entryway
- Soap dispensers and hand sanitizers will be systematically and frequently checked and refilled
- Staff and students will be encouraged to cough and sneeze into their elbows or cover with a tissue. Tissues will be immediately thrown away and hands will be washed
- Time between activities will be increased to allow for sanitizing
- A schedule for routine environmental cleaning and disinfecting will be established for high touch areas

- Paper-based materials, such as books and notebook paper, are not considered high risk for COVID-19 transmission and do not need additional cleaning or disinfection procedures
- Cleaning and disinfecting products will be safely stored away from children
- Students will have their own school supplies
- Classroom materials will not be shared without proper disinfection
- Staff members and students wearing protective face coverings must either wash the covering each evening or wear a clean one the next day

Community Resources

Our primary concern is for the continued health and safety of our school community. Helpful information will be shared with stakeholders throughout the postponement of regular operations in Level 4. While specific support may change based on circumstances, information regarding meals, mental health services, wellness resources, and access to medical care will be shared through Remind and our website.

The Guidance Care Center is available for families in need of guidance during challenging times. You can contact their offices Monday through Friday between the hours of 9:00 am to 5:00 pm by calling (305) 434-7660. You may also reach our school based guidance counselor by requesting the information from the principal.

The Keys AHEC Health Center offers full-service, free medical care for students, school district employees, and current patients. AHEC locations and telephone numbers:

- Coral Shores High School
89901 Overseas Hwy – Tavernier
Wednesday and Friday 7:00 – 3:00
(305) 853-3222 ext. 56398
- Key Largo School
104801 Overseas Hwy – Key Largo
Monday, Tuesday, Thursday 8:00 – 4:00
(305) 453-1255 ext. 57311

Sources

- Monroe County School District Guidebook for Reopening Schools
- May Sands Montessori School Instructional Continuity Plan
- EduRisk Guide for Resuming On-Campus Operations
- FLDOE Reopening Florida's Schools and the CARES Act PowerPoint Presentation
- E3 Alliance Road to Recovery Webinar and Resources
- It's Learning Webinar: Lessons from COVID-19: 5 Keys to Reopening Schools
- American Academy of Pediatrics – COVID-19 Planning Considerations: Guidance for School Reopening
- CDC.org
- Alaska Smart Start 2020: Restart and Reentry Framework Guidance for K-12 Schools
- Strong Schools NC Public Health Toolkit (K-12)

Reopening, Operations, and Instructional Continuity Guide Acknowledgement

I, _____, have read and acknowledge the parameters of the OSCS Reopening, Operations, and Instructional Continuity Guide. By signing this agreement, I agree to abide by the procedures and practices outlined in the guide.

Student name

Student name

Student name

Student name

Parent name printed

Parent signature

Date

Parent name printed

Parent signature

Date

Teacher name printed

Teacher signature

Date