

2020-2021

Parent/Student Handbook

**Instructional Continuity and Return to
School Plan**



3507 Oasis Boulevard
Cape Coral, FL 33914
Phone: 239-945-1999
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www.oasismiddleschool.net

Dear Oasis Family,

At Oasis Middle, our entire staff takes great pride in providing a safe, kind, caring environment, where students are taught to be respectful and responsible. Expectations for meeting academic expectations are very high. Our highly qualified teachers work diligently to ensure students are provided engaging learning activities, and that they are mastering the learning standards for their grade level.

I truly appreciate all of the support you repeatedly show for our school. The family atmosphere at Oasis is remarkable. Your generosity for our staff, and even other families, does not go unnoticed.

Please take some time to review the information in this handbook. Please know the Lee County Parent Guide & Code of Conduct for Students, 2020-2021, Grades 6-8, is available online: https://www.leeschools.net/our_schools/code_of_conduct - scroll down to the bottom of the page.

Thank you so much for being a part of the Oasis family. We are so proud you have chosen to entrust us with your child. It's a job we take very seriously.

Sincerely,

Donnie Hopper

Principal

Vision

Four Schools, One Vision - we believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, school, and community.

Mission

Our mission is to create a K-12 system that strives to empower students to be independent, responsible life-long learners who value personal integrity, academic achievement, and have a global impact.

School Hours

Classes: 7:40 a.m. - 2:20 p.m.

Office Hours: 7:00 a.m. - 3:00 p.m.

7:10 a.m. First bell - students may enter building; breakfast begins

7:30 a.m. Breakfast ends

7:40 a.m. Tardy bell rings - students should be in their classroom

2:20 p.m. Bus departure

2:20 p.m. Car line dismissal begins

Bell Schedule - 8 Periods - Odd/Even Days

BELL TIMES

PERIOD	6th GRADE OWLS, HERONS
1/2	7:40 - 9:05
3/4	9:11 - 11:15
5/6	11:18 - 12:45
7/8	12:49 - 2:15

PERIOD	7th GRADE OSPREYS	7th GRADE PELICANS
1/2	7:40 - 9:05	7:40 - 9:07
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:45	10:41 - 12:47
7/8	12:49 - 2:15	12:49 - 2:15

PERIOD	8th GRADE EAGLES	8th GRADE HAWKS
1/2	7:40 - 9:07	7:40 - 9:09
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:05	10:41 - 12:07
7/8	12:08 - 2:15	12:10 - 2:20

Arrival/Dismissal Procedures

Student Drop Off and Pick Up

Students should not be on campus prior to 7:10 a.m. Students transported by car should be dropped off in the back of the school between 7:10 and 7:40 a.m. Students who arrive after 7:40 a.m. will be marked “tardy.” Tardies will be tracked this school year. Consequences will be issued for students who are repeatedly tardy for school.

For student safety, please do not use the bus ramp or staff parking lot for unloading or picking up students. The City of Cape Coral Charter School Authority is not responsible to provide supervision of students on premises more than 30 minutes before or after the school day and school activities. Students who have not been picked up by 2:50 p.m. will be supervised by the After-School Program at the daily rate.

AM Drop-Off Procedure

OMS is not responsible for children dropped off prior to 7:10 a.m. or not picked up after 2:50 p.m.

Drop Off Time: 7:10-7:40 a.m.

· *Do not drop children off in the front parking area and have them walk through parked cars and traffic.*

· Enter the High School entrance. Go behind the High School and Gym. Stay to the right at the grass divide and proceed in two lanes to airnasium/play area. Pull to the farthest cones. Children should exit and walk behind the cones to the airnasium and follow the sidewalk to the main building.

· Parents are not permitted to walk their children to class. Teachers are completing preparations for instruction during this time. If you need to speak with a teacher, please contact the teacher to make an appointment.

· All students will have their temperature taken before arriving on campus. Students dropped off by their parents will have their temperature taken immediately after they exit their vehicles. For our bus riders, they will have their temperature taken immediately after exiting their bus. All biker and walker will enter through the front breezeway gate. Their temperature will be taken before entering campus.

PM Pick-Up Procedure

Pick Up Time: Please do not begin lining up until 2:00 p.m.—lining up earlier interferes with the high school dismissal.

Bicycle Safety Rules

Bike riders must obey all traffic laws and signs when riding on roads. Riders must wear a helmet.

Bike riders must:

- Wear a helmet.
- Ride single file with traffic.
- Use hand signals when stopping or turning.
- Ride as close to the right-hand curb as safety permits.

There is a designated area for bicycles to be parked at school. This area is open in the morning before the start of school and locked during the school day. Each child should bring a lock to secure the bicycle in the bike rack area. You are responsible for the safety and security of your bicycle. Do not ride your bike in the breezeway.

Skateboards should be kept in the racks located in the breezeway.

Bus Information

To be eligible to receive transportation, you **MUST** have filled out a **TRANSPORTATION REQUEST FORM** prior to May 31, 2020, so routes and times can be adjusted to accommodate all the students. No route changes can be made. If you desire bus transportation after school starts, you must fill out the Transportation Request Form. The correct form can be found on our school website. Routing for these new requests could take up to three weeks.

Riding other buses for the purpose of going home with friends, going to non-school meetings, clubs, and other personal conveniences will **NOT** be approved. Permission will be approved for a student to ride a bus other than the one assigned or to get off at a stop other than the one assigned only in cases of emergency.

You will be assigned one bus stop for your child/children. It is your responsibility to be at the bus stop on time. You should arrive 10 minutes prior to your scheduled pick up time.

Bus Procedures

Bus riders will be dropped off in front of the school in the morning. Students will load onto buses in this same location in the afternoon for dismissal. We will hold cars until the busses are loaded and departed.

Bus Safety

Riding the school bus is a privilege and students are expected to follow all safety rules and directions of the bus driver. Violation of bus safety rules is considered a serious offense and will be reported to the school administration. Please refer to your copy of the School District of Lee County Code of Conduct for Students for a list of behavior expectations for the students to follow. It is the responsibility of parents to monitor student safety at the bus stops before the arrival of the bus and following unloading each afternoon. Students will be refused transportation if they do not have a **SCHOOL BUS SPECIAL REQUEST** signed by the principal or assistant principal. A permission slip may be obtained from the office; it must be filled out from a parental request, and should be taken care of early in the day. The permission slip must be given to the bus driver before getting on the bus.

Bus safety rules:

- Follow all bus and bus driver rules
- Stay seated in assigned seat and facing forward

- Keep hands and feet inside the bus
- Respect others and others' property

Discipline for violation of bus safety rules is as follows:

- 1st offense: Warning
- 2nd offense: 1-3 day suspension from bus
- 3rd offense: 3-5 day suspension from bus
- 4th offense: Loss of bus riding privileges*

**Any incident that is determined to be severe by school administration may be considered as a 4th offense regardless of whether there have been prior offenses.*

Change of Transportation Procedures

If a student needs to be picked up before the 2.20 p.m., dismissal time, and/or there is a change in the way your child will be sent home, a note should be sent that morning to the teacher. *If an emergency arises, please notify the office by 2:00 p.m.* Please limit such changes to emergencies only. Parents will not be permitted to sign children out early as a convenience to avoid car-line procedures. *Please note, three (3) early sign outs will equal one (1) day of absence.*

Children Leaving During School Hours

Students may not leave during the school day without permission. When parents come to school to pick up their child before the school day is over, they must bring proper ID and report to the front office. The receptionist will ask the teacher to excuse the child and have him/her sent to the office. Parents should not call the office ahead of time and ask that their child wait for them in the office. The student will be called for once the parent arrives. Classes will not be interrupted for parents who wish to speak to a child on the phone.

Parents who want to pick up their child, instead of letting him/her go home on the usual bus, **MUST** obtain a note from the school office. No child will be allowed to dismiss from the bus ramp area unless there is a note from the office. Leaving school early should only be done on a very limited basis. Leaving early is a disruption to your child's learning and the classroom.

Inclement Weather

If lightning is in the area during our dismissal process, the line will be stopped and children will be taken to the gym until the storm passes. Parents may walk to the gym to pick up their children. We will not bring your child to your vehicle if lightning is in the area. Walkers and bike riders will also be held in the hallway of the main building or the cafeteria.

Walkers, Bike Riders Dismissal Procedure

All walkers and bike riders will report to the media center when students are dismissed. They will be held in the media center until all buses have cleared the front of the school.

Attendance

If your child is sick, please keep them home. Please carefully read our Instructional Continuity Plan.

Every student is expected to be on time and present each school day, whether in person or virtually. Regular attendance is essential for a student to make use of the educational opportunities we provide. Parents are solely responsible for their children's regular school attendance. The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of Oasis Middle School students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

If a student is absent from school, it is their responsibility to make up the work missed during this time period. If a student misses more than one day, the parent may contact the school to collect information about assignments missed. Teachers should be given a full day to prepare missing assignment packets. Same day request may not be honored. For making up work, students will have the same number of day missed plus one day for completion.

Reporting Absences: When a child is going to be absent, **please report the absence to the school by emailing oms.attendance@oasishs.org** **Phone calls to the school to report an absence will not be accepted.** Your message should include the child's full name, the date of the absence, and the reason for the absence. Students who miss school for more than three (3) days in a row will need a doctor's excuse. When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).

Excused & Unexcused Absences: Only the school principal or designee is authorized to excuse an absence, and these may include:

1. Illness of the Student
2. Illness of an immediate family member
3. Death in the immediate family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena
6. Scheduled medical or dental appointment
7. Students having, or suspected of having, a communicable disease which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard—24 hours fever free.

Unexcused Absences - Absences not excused as defined in the previous section, are considered unexcused.

Minors between the ages of fourteen and eighteen years of age who do not attend school regularly will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles. (Section 322,091, Florida Statute).

Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.

Students transferring to Lee County who are considered homeless, children of a military family or are under the care of the Division of Children and Families, have a 30-day waiver of both health examination and immunization requirements.

Make up Work

Make-up work for credit and grade is allowed for all absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make up all work missed. **Assignments not turned in after this deadline will be given a zero. Extra credit assignments will not be provided to replace assignments that were not turned in after an absence.**

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

We will track all students who are tardy for the start of school - arriving after 7:40 a.m. Students who are tardy three or more times in a quarter will receive a Minor Referral. Consequences will be:

- 1st Offense - warning - parent notification
- 2nd Offense - lunch detention - parent notification
- 3rd Offense - lunch detention - parent notification - meeting with parent requested

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as three (3) or more tardies to school or to an individual class per quarter.
5. Principal has the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

Habitual tardiness is defined as (6) or more tardies to school or to an individual class per quarter. For enforcement of compulsory school attendance, (3) unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

Early Sign-Outs

Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day.

1. No student shall be released within the final 20 minutes of the school day unless the principal/designee determines it is an emergency.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

Birthday Celebrations and Snacks

We enjoy celebrating birthdays with your children. Students are not allowed to have balloons, flowers, or gifts delivered directly to them in the classroom. Any items delivered to the school for students will be held in the office until dismissal. Balloons are not allowed on our school buses.

Breakfast/Lunch Program Information

Monthly menus are posted on our website. We are part of the National Free/Reduced Lunch Program. If you think you qualify, you must fill out required confidential paperwork.

Lunch accounts may be replenished at www.myschoolbucks.com

If writing a check, please make checks payable to Oasis Charter Middle School (OCMS).

Prices: *(Subject to change)*
Breakfast Price Daily - \$2.25
Lunch Price Daily - \$3.50
Extra milk - \$.75

Students must have a doctor's prescription to have alternative selections. The nutritional values of our lunches are available for review upon request.

It is our cafeteria's mission to provide a healthy meal to all students at lunchtime. If a student's balance is below the necessary amount to purchase a lunch, they could be given one of two choices: turkey sandwich, peanut butter and jelly sandwich. Written notice will be sent when a student's account has no funds.

Cape Coral Parks and Recreation - Before and After School Care

The City of Cape Coral Parks and Recreation Department will handle the majority of our child care needs. Program Fees and Hours of Operation can be obtained by contacting City of Cape Coral Parks and Recreation Department at 540-1410.

OCS does have a fee-based after-school program available from 2:30-4:20 p.m. Information can be obtained on our website, or by calling the front office.

Change of Address and Phone Number

Parents must inform the office in writing if there is a change of address or telephone number to facilitate mailing and communications between school and home. Up-to-date telephone numbers and addresses are necessary in case of an emergency. Every student should have an Emergency Card with current information on file in the office. If you have court documents pertaining to custody issues, please be sure we have a copy.

Clinic

Medication in School

Medication should be given by the parents and taken at home, if possible. Medication may be taken at school only if failure to take it could jeopardize the student's health. The medication must be in its original container from the pharmacist and be taken under supervision of school personnel. The parent must provide written permission on Form MIS 398 supplied by the school. If medication is to be given in school for longer than two weeks, a statement from the attending physician must also be provided on Form MIS 401 supplied by the school. Medications must be brought to school by the parent or guardian in its original container. (Unopened, if it is an over-the-counter medication.) No over-the-counter medicine such as aspirin or cough medicine will be given without the parent completing Form MIS 398 mentioned above. Cough drops may not be brought to school or used in school by students.

The school, by law, cannot provide medications for students; nor can medication be sent to school or home with a student. A parent or guardian must bring any necessary medication to the clinic with completed forms and written instructions.

*If your child is going on a field trip, please notify the school/teacher/clinic a day prior to the trip to review medical needs.

Code of Conduct

The purpose of discipline is to help students in the development of self-control and responsible behavior. Students at Oasis are expected to conduct themselves in a manner that will bring credit to themselves, their parents/guardians, and to their school. Please review this Code of Conduct (an extension of the Lee County School District Code of Conduct) and the Lee County School District Code of Conduct with your child. We will follow the School District of Lee County's Parent Guide and Code of Conduct when determining the appropriate consequences for inappropriate behavior.

- Arrive to school on time.
- Walk to all classes and to the buses; running is never allowed.
- Complete all assignments for each class, and be prepared for tests.
- Treat others the way you want to be treated. Hitting, fighting, or any behavior which is harmful to others will result in immediate consequences.
- No candy, gum, and toys at school.
- Take home notes, weekly newsletters, and homework. Return all signed notes.

- Harmful objects, such as knives, lighters, and matches, should NEVER be brought to school. Doing so will result in immediate suspension from school.
- Take care of textbooks, library books, and electronic devices. Students will be required to pay for damaged or lost books, or computers.
- Be respectful of adults and all students in your words and actions.
- Speak in a normal tone of voice in all classes, hallways, and lunchroom. Shouting and profanity are never acceptable.
- Parents are encouraged to work with the school in matters of discipline.
- Be respectful for the school by keeping all areas of the school clean and neat.
- Be kind, caring, and respectful to everyone.

Minor Referrals - Tracking of Minor Behaviors

Each quarter, students will be given four opportunities to correct their behavior before receiving a regular school referral. Teachers are expected to contact parents when a minor referral is written.

Bullying/Harassment

Section 1006.147, Florida Statutes, prohibits bullying or harassment of any student or employee of a public K - 12 educational institution. The District will not tolerate bullying or harassment of any type. All students and employees have the right to feel respected, secure and safe while participating in school and school related activities. School District policy and procedures are specified in School Board Policy 4.14.

The policy requires that:

- All incidents of bullying or harassment be reported to the designated administrator.
- All allegations of bullying or harassment are investigated in a timely manner.
- Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- Parents are notified of the outcome of the investigation.
- Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- The student who is the target of the behavior receives appropriate interventions and follow up.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- Teasing
- Threat
- Stalking
- Theft
- Cyberbullying
- Sexual, religious, or racial harassment
- Destruction of property
- Social exclusion
- Intimidation
- Physical violence
- Public or private humiliation

Harassment is any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Bullying or Harassment may be because of Race or Color, National Origin or Ethnicity, or Disability; but may not be attributable to any of those factors. Harassment (including sexual harassment) based on race, color, national origin and disability are against the law. Discrimination based on race, color and national origin is against the law. Examples of conduct which may constitute bullying or harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or conduct directed at another because of one's race, color, ethnicity, national origin, disability, or personal attributes
- Notes or cartoons related to one's race, color, ethnicity, national origin, disability, or personal attributes
- Racial slurs, negative stereotypes and hostile acts based on one's personal attributes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, ethnicity, national origin, disability, personal attributes
- Other aggressive conduct such as theft or damage to property which is motivated by one's race, color, national origin, ethnicity, disability, or personal attributes

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or assistant principal or the equity coordinator. You may also make a written report. It should be given to the principal. Your right to privacy will be respected as much as possible. We will take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Cell Phones (Wireless Communication Devices)

For purposes of this policy, "wireless communication device - WCD" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones), smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type, such as smart watches, as well as headphone and/or earbuds connected to these devices.

Students are permitted to have WCDs at school.

During the school day (from the time a student arrives on campus until the 2:20 p.m. bell) the WCD must be turned off and cannot be visible. For example, a student is not permitted to have a phone in the back pocket of their pants. Phones should not be taken out at any time during the school day, including in the restroom. Students are not to make or receive cell phone calls or texts during the school day. **A violation of this policy will result in the**

student's phone being taken and given to Administration. A parent/guardian must come to school to pick up the phone or device.

Students are prohibited from using WCDs during the school day, including while off-campus on a field trip, to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a WCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school day and/or until a parent/legal guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/legal guardian is present. If the violation involves potentially illegal activity the confiscated WCD may be turned over to law enforcement. The prohibitions herein also include using a WCD or any other device to covertly listen-in or make a recording (audio or video) of any meeting or activity in school. This includes placing a WCD or other device with one- or two-way audio and video communication technology (i.e. technology that allows a person to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or other property of the student or on the student's person without express written consent from an administrator, IEP Team, or Section 504 Team.

"Sexting" is prohibited at any time on school property or at school functions. As set forth in State law, "sexting" is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD. WCDs, including, but not limited to, those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using WCDs to: (a) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (b) engage in "sexting" - i.e., sending, receiving, sharing, viewing or possessing

pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form.

Students are also prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Students are personally and solely responsible for the care and security of their WCDs. Oasis Middle and the Cape Coral Charter School Authority assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office - 239-945-1999.

Students may use the school's phone to contact their parents/guardians during the school day.

Communication

OMS uses a variety of programs to communicate with students and families.

- Focus - all student grades are kept in Focus - <https://lee.focusschoolsoftware.com/focus/>
- Google Classroom - all teachers have a Classroom page. Academic content is uploaded here.
- ParentSquare - please be sure to download the ParentSquare app for your cell phone.
- Facebook - for general school news, follow us @OasisMiddleOMS
- OMS website - www.oasismiddleschool.net - calendar, uniform information, and so much more.
- All staff members have access to a telephone and e-mail.
- Parent-Teacher Conferences will be held as needed. Please contact the office to schedule. All conferences and meetings will be held via Zoom.
- Interim reports will be issued electronically each quarter.
- If you have not received a response from a communication to staff within 24 hours, please notify the office for assistance.

Grievance Procedure

We desire to work with parents on all issues. We believe that problems can be best worked out with the parties most involved. If you feel you have a problem at school please follow the procedure outlined below:

1. Make an appointment to discuss the issue with your child's teacher.
2. If the problem continues or no resolution is agreed upon, schedule an appointment to meet with the principal and the teacher together.
3. Schedule to meet with the principal.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County and the Cape Coral Charter School Authority, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. We may disclose appropriately designated directory information only if you have given consent. The primary purpose for the release of directory information is to allow us to include your child's information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that have legitimate business with the School.

If you do not want the school to disclose directory information from your child's education records, you must indicate that choice on the Required Family Information form which will be provided in the Student Packet. This must be returned to your child's school within ten days. The following has been designated as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Dress Code Policy - Uniform School

Boys/Girls:

- Shirts: Black, purple, green, and gray polo's* with OMS logo (approved vendors on school website).
- Pants: Navy blue, black or khaki uniform pants (*denim is not permitted*). Pants should be worn at natural waist, no sagging. Girls only, capri length is acceptable. NO YOGA/ tight fitting stretchy bottoms or sweatpants with or without pockets or belt loops is acceptable. NO Lycra or Spandex.
- Shorts: Navy blue, black or khaki uniform/cargo shorts (*denim is not permitted*). Pants

should be worn at natural waist, no sagging. Girls only - navy blue, black or khaki uniform skorts. The hem of shorts/skorts **MUST** be at or longer than fingertip length when the child's arms are extended straight by her side. Skirts are NOT acceptable.

- Shoes: Closed-toed shoes, preferably sneakers. No boots or slippers.
- Belts: Must be worn at the waist.

Jackets/Outerwear:

OMS pullover/zip-up sweatshirts **ONLY**. These can be purchased through the approved vendors on the website. **STUDENTS MUST** wear OMS logo collared polo under the OMS sweatshirt.

Physical Education Uniforms:

OMS gym shirt/shorts (purchased from the school) *or* solid gray shirt and solid black shorts (physical education uniforms ordered with PE teachers here at Oasis directly benefit the physical education department).

Face Masks:

Face masks are required the entire school day. Masks should be school-appropriate.

Logos and creative designs are permitted.

OMS logo masks are available.

Students will be asked to change any mask that is deemed by administration to be inappropriate or overly distracting.

Face shields alone are not permitted. At this time, gaiters are acceptable.

These requirements are subject to change based on recommendations from the CDC and our local health department.

Spirit Wear:

A t-shirt will be on sale at the beginning of the school year for students to wear on Friday Spirit Days for 20-21 school year.

Items not considered part of the Uniform Policy:

Students will be permitted to wear nail polish as long as it is not a distraction. Hair color should be that of a **natural hair color**. Jewelry should be limited to an appropriate necklaces, single bracelet, rings or earrings. Hoop earrings should be no larger than the size of a quarter. Large or distracting jewelry is not allowed. **Holes in jeans are not allowed on jean days.**

*Shirts need to fall right below the waist line. Shirts that are considered too long will need to be tucked in. The bottom two buttons on the polo need to be buttoned. Undershirts should not be visible at the neck, sleeves or hemline. Failure to comply will result in a dress code violation.

Final authority in dress code rests with Administration.

UNIFORM TOPS you order through approved vendor websites - benefits the school with additional funding to purchase major items such as computers and computer carts! This is a significant fundraiser for the school!

Uniform website: <http://oasismiddleschool.net/uniforms>

Jeans may be worn on Fridays if a student is a part of our Jean Club. The Jean Club is \$25 to join for the entire year.

Dress Code Violations

Students may be asked to call parents to bring appropriate clothing if needed. Students may receive a consequence for violating the dress code policy. Consequences will follow the Code of Conduct.

Acceptable Companies for Uniform Shirts

Uniforms can be ordered from the following vendors or you can take a plain uniform shirt and have the approved logo put on your child's shirt.

Sallee Promotions

<https://omsuniforms.itemorder.com/sale>

Proamar America Corp.

1113 SE 47th Terrace, #2, Cape Coral, FL 33904

Tel: 239-205-5967, 786-406-9857

Website: www.emprintpac.com

AppleStitch

413 NE Van Loon Lane, #103, Cape Coral, FL 33909

239-458-9700

Website: <http://www.applestitch.com/>

Grading

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and Below

Late Class Work and Homework Policy

Late work at Oasis is defined for both students who have been absent from school and for students who do not finish assigned class work. Students who are absent from school will receive the number of days absent plus one to turn in all make up work. These guidelines will be in accordance with attendance procedures.

Subject areas with a "no homework" policy do not exempt students from studying or completing school work at home. Even in these subjects, students must study vocabulary, review their notes, and read. Students from time to time will have projects that cannot be completed inside the school day and require work at home. Some students also do not

complete class work in a timely fashion when given the opportunity to do so inside the school day. Students who do not complete their work inside of the allotted time will be expected to use study time to finish or to take that work home to be completed. Students can arrange to receive full credit for assignments turned in the next morning in such cases with teacher approval.

Students needing extended time will lose credit for late class work as follows:

- One day late 10% deduction
- Two days late 20% deduction
- Three days late 30% deduction
- Four days late 40% deduction
- Five days late 50% deduction
- Work submitted after five days A “0” may be given for work never submitted

Cheating

Cheating on assignments, quizzes, or tests will result in a major referral, and a zero (0) on the assignment, quiz, or test. The Code of Conduct will be used when issuing the consequence. Plagiarism is considered cheating and will be handled using the above policy.

Report Cards, Interims

Report Cards will be issued quarterly every nine weeks. The Report Cards will be sent home with the students. Interims (mid-terms) are sent home halfway through each quarter.

Lost & Found Items

All personal belonging including outdoor clothing, pencil boxes, book bags and lunch boxes should be labeled. All items found with a label will be returned to the owner. All unlabeled items go into the “Lost and Found” located in the front office. The school is not responsible for lost and found items beyond a reasonable amount of time. Unclaimed items will be given to Goodwill or a local charity.

School Counselor

Oasis Middle has a counselor who is available to help you concerning a variety of situations, including course selections, test score interpretation, problems in a particular class, challenges with a particular student, and/or problems dealing with situations at home. Students may make an appointment to see their counselor by stopping by the counselor’s office.

Search and Seizure

If, at any time, there is reasonable suspicion to believe a student is concealing contraband, illegal property, stolen items, cigarettes, tobacco, electronic cigarettes, alcohol, drugs, or any weapon, the principal or his/her designee has the right to search the student, student’s locker, or the student’s personal property. Specially trained canines trained to detect the presence of illegal drugs or other contraband may be utilized.

Smoking

The use of tobacco in any form is not allowed on campus. The possession and/or use of any tobacco product, lighters, matches, and electronic cigarettes while on campus, on the bus, or at any school activity, is prohibited.

Student Activities

Field trips, pep rallies, dances, etc. are all privileges and all school rules apply to these activities. As such, access to these activities may be revoked at any time.

Toys

Students are not permitted to have toys at school. Toys include fidget spinners, playing cards, speakers, etc. Please leave these items at home.

Withdrawals/Transfers

Students who are withdrawing or transferring from school must bring a note from home stating that fact. A withdrawal form must be obtained and completed. All school books and property must be returned and fees paid. A 24-hour notice is greatly appreciated.

Visitors

As of now, visitors are not permitted on campus due to the pandemic.

Volunteers

Parent/Teacher Organization (PTO)

All parents and teachers, as members of the Parent Teacher Organization (PTO), are invited to PTO meetings for the purpose of increasing family involvement and providing equipment and resources to enhance student learning. You can join PTO at the first regular meeting of the year.

OASIS MIDDLE SCHOOL INSTRUCTIONAL CONTINUITY AND RETURN TO SCHOOL PLAN 2020-2021

**3507 Oasis Blvd.
Cape Coral, FL 33914
239-945-1999**

**Mr. Donnie Hopper, Principal
Mrs. Brianne Romano, Assistant Principal**

www.oasismiddleschool.net



Dear Oasis Middle School Families,

The COVID-19 pandemic has caused a major shift in our day to day lives, procedures and our student expectations. We are committed to providing a safe environment for our students, while also maintaining the exceptional academic program you have come to expect. The contents of this plan are designed to provide families with multiple options to ensure continuous student learning.

This plan is divided into two key sections - Instruction and Learning, and Health and Safety.. Oasis Middle will provide a full offering of courses, but our delivery will be modified to accommodate an on-campus model and a virtual instruction model.. Information will be posted frequently on our website (www.oasismiddleschool.net). Please frequently check the “Reopening” section for the most updated information. Continuous, two-way communication will be critical as we continue to educate our students in these unprecedented times. Please review these procedures and expectations carefully as our school environment will be different this year. As always, if you have any questions, please do not hesitate to contact the front office.

Thank you for your support and patience through these ever-changing and sometimes challenging times.

Sincerely,

Donnie Hopper
Principal

Resources considered in the development of the OMS Handbook:

Florida Department of Education (FLDOE)

Reopening Florida's Schools and the CARES Act

<http://www.fldoe.org/core/fileparse.php/19861/urlt/FLDOEReopeningCARESAct.pdf>

Executive Order 2020-EO-06 -

<http://www.fldoe.org/core/fileparse.php/19861/urlt/DOE-2020-EO-06.pdf>

Centers for Disease Control and Prevention (CDC)

Considerations for K-12 Schools: Readiness and Planning Tool -

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

Considerations for Schools -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

School District of Lee County

School Reintroduction -

<https://www.leeschools.net/cms/One.aspx?portalId=676305&pageId=30478400>

Cape Charter Schools Authority Task Force

Oasis Middle Safe Reopening of School Task Force

TABLE OF CONTENTS

INSTRUCTIONAL CONTINUITY PLAN

HEALTH AND SAFETY

TRANSPORTATION

COMMUNICATION

WORKFORCE

INSTRUCTIONAL CONTINUITY PLAN

Schedule

We will be using a block schedule this year. Each grade level will be divided into two teams.

BELL TIMES

PERIOD	6th GRADE HERONS	OWLS
1/2	7:40 - 9:05	
3/4	9:11 - 11:15	
5/6	11:18 - 12:45	
7/8	12:49 - 2:15	

PERIOD	7th GRADE OSPREYS	7th GRADE PELICANS
1/2	7:40 - 9:05	7:40 - 9:07
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:45	10:41 - 12:47
7/8	12:49 - 2:15	12:49 - 2:15

PERIOD	8th GRADE EAGLES	8th GRADE HAWKS
1/2	7:40 - 9:07	7:40 - 9:09
3/4	9:11 - 10:35	9:11 - 10:37
5/6	10:41 - 12:05	10:41 - 12:07
7/8	12:08 - 2:15	12:10 - 2:20

OMS - Options for Returning to School

- **FULL SCHOOL DAY with FACE TO FACE INSTRUCTION**
 - All families/students will be offered the option of a full return to school on the first day of school.
 - OMS is using a block schedule this year, with students attending periods 1, 3, 5, 7 on an Odd Day, and periods 2, 4, 6, 8 on an Even Day.
 - Students attending school daily will be subject to the contents within this plan.
 - Students attending school in the building daily will remain in a cohort of students - a maximum of 25 students remaining together for the duration of the school year.
 - Depending on the level of COVID-19 cases in our school/community, these cohorts could stay in one classroom the entire school day, to include elective classes and lunch.
 - Bell schedules will be staggered between grade levels to limit traffic in the hallways.
 - Three substitute teachers will be available daily to support our entire campus, from covering classrooms to supporting student's virtual learning.

- **OASIS HOME - FULL VIRTUAL**

- Families/students would have the option of using our virtual learning program - Oasis Home - an enhanced version of our distance learning from Spring, 2020, should they not feel comfortable returning to school on Aug. 31.
- Families interested in Option 2 - Oasis Home - will need to inform us of their intent by Tuesday, July 21.
- Students that are participating in Oasis Home are expected to follow the time and class schedule from home by logging in, being present, and participating in class. Attendance will be taken daily, per period. Oasis Home students may not log in to another period when the class is offered.
- Oasis Home students must remain visible during live instruction. They are not permitted to post a still picture/background or leave the video off with only their name displayed. Students will exhibit proper digital and social etiquette while participating in instruction.
- Students are expected to meet deadlines established by each teacher.
- Students will need to come on campus when State assessments are given. If the student is medically vulnerable, individual test settings and/or times will be scheduled.
- Selection of the Oasis Home option is quarterly. Parents will need to notify our school counselor of the intention to continue the virtual option, or switch to full time instruction in school.
- If feasible, teachers will be given specific classes/periods for students only enrolled in our Oasis Home. This will allow teachers to focus on one group of students at home, as opposed to simultaneously teaching students at home and in-person.
- The learning platform will be Google Classroom, with live teaching done using Zoom.

- **TEMPORARY VIRTUAL INSTRUCTIONAL PROGRAM (TVIP)**

- Students unable to attend school due to sickness/quarantine will have the opportunity to access Oasis Home for a temporary period of time.
- Students that are experiencing potential symptoms of COVID-19, *and whose parents notify the attendance secretary of the student's need to stay home*, can participate in virtual instruction that day, and will be marked present that day.
- Regardless of the option selected by families for their children, all teachers are expected to teach the Florida Standards for their grade level and core subject area.
- The State-adopted grading policy will remain in effect.
 - 90-100 = A
 - 80-89 = B
 - 70-79 = C
 - 60-69 = D
 - 0-59 = F

- Late work may be submitted up to five days after the actual due date. Students may incur a penalty of 10% off for each day late.

Virtual Platform and Software

- Regardless of the option selected, all students at Oasis Middle will be issued their own Chromebook.
- Chromebooks and chargers will be distributed to all students during the first week of school.
- Families will be expected to sign and acknowledge the OMS Technology Agreement which includes proper device usage, storage, care, and if necessary, replacement.
- Any family not able to access the internet at home should notify Mrs. Romano. There are a few low-cost internet options available to parents from local providers.
- iReady will be used for Language Arts and Math.
- McGraw Hill will be used for Science.
- TCI will be used for Social Studies.
- STAR Reading and Math will be used for progress monitoring.
- Safari Montage (a web-based video content site) will be available for all subjects.
- Live video streaming will take place on Zoom or Google Hangouts.

Continuation of Services

- All services for students with a 504 or an IEP will be
- Students with a 504 or an IEP will continue to be supported by our team of teachers, whether selecting the in-person or virtual option. When necessary, conferences to support continuation of services will be held via video conference.
- IEP team meetings will take place in-person or virtually. The type of meeting will be noted in the IEP notes.
- IEP team meetings can be scheduled by the school or as requested by the parent. Proper procedural documentation (i.e. 10 day notice, Rights Afforded to Parents) will still be shared.
- If the IEP team determines that additional services are needed, the IEP will be adjusted and the services will be provided.
- ELL Committee meetings will take place in-person or virtually. The type of meeting will be noted in the committee notes.
- ELL Committee meetings can be scheduled by the school or as requested by the parent.
- If the ELL student's performance on the first STAR assessment is significantly lower than the last STAR assessment given (within the last 6 months), then the ESOL coordinator will be notified of the data. The most recent CELLA data will also be evaluated.
- If the student is new to the school, and he/she is two or more grade levels behind when completing the STAR assessment, the ESOL coordinator will be notified and the CELLA will be administered.
- If the STAR and/or CELLA shows a significant regression from previous administrations, an ELL Committee meeting will be called.
- If the ELL Committee determines that additional services are needed, the IEP will be adjusted and the services will be provided.

How to Access Online Texts, Tutorials, Textbooks, and Technical Support

- All teachers are required to use the same program and format to communicate assignments to students - Google Classroom.
- Live classes for students enrolled in Oasis Home will be held in Zoom or Google Hangouts.
- Hard copy books of the iReady material for ELA and Math will be provided. Each student will have their own copy.
- All technical issues should first be reported to the student's teacher, especially if there is an issue with the submission of an assignment. All other technical issues will be handled by our Technology Support Team - steve.cole@capecharterschools.org

HEALTH AND SAFETY

Personal Protective Equipment (PPE) and Daily Arrival

- Local medical experts suggest social distancing, frequent hand washing, and use of masks will help slow the spread of COVID-19.
- The term “masks” is inclusive of face masks and face coverings (gaiters). Face shields do not provide adequate protection. Students not wearing masks must provide current medical documentation that they are unable to do so.
- When proper social distancing is not possible, students and staff attending school will be required to wear a mask in certain areas of the school - most of the areas are noted below.
 - Masks will be worn as students arrive on campus, until they reach their first class.
 - Masks will be worn as students move between classes.
 - Masks will be worn as students move to the cafeteria.
 - Masks will be worn as students wait in line for their lunch.
 - It is highly recommended for students to wear masks in classrooms when social distancing is not possible - small group instruction.
- Masks will be worn by staff when social distancing is not possible. These areas include the front office, the cafeteria, hallways, during class changes, and in class when a staff member is working closely with a student or students.
- *All masks should contain no writing, designs, pictures, non-OMS logos. School colors of green, purple, black, white, and gray are preferred. OMS-logo masks will be available.*
- Clinic staff, and students working with students with possible COVID-19 symptoms, will be issued additional PPE, such as disposable gowns, safety goggles, and gloves.

Daily Arrival to Campus

Students (no students are permitted on campus until 7:00 a.m.)

Buses

- We are following the recommendations of the School District of Lee County and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Masks are required for all bus drivers unless medically excused.
- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows may be slightly lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.

- Buses will be unloaded one at a time at the front of the school, and students will enter through the front gate located at the front of the school. Students will remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.
- Students passing the temperature screening will enter the building through the front door.

Student Drop-Off

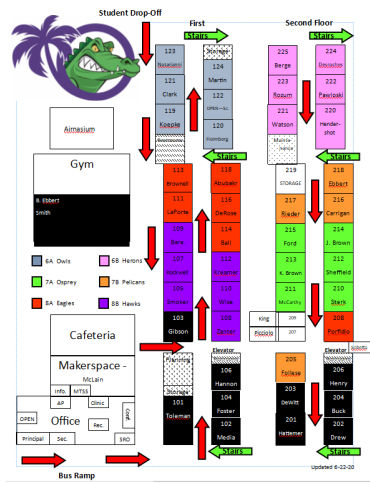
- Student drop off takes place at the back of the school, in small waves of vehicles.
- Students will have their temperatures checked immediately upon arrival, while still in their parent's vehicles. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.
- Students with a temperature will remain in the vehicle and be taken home by their parents.
- Students will enter the building through the breezeway or through the back door of our building, depending on where their first class is located.

Bikers, Walkers

- Students will have their temperatures checked immediately upon arriving on campus. A temperature under 100.4 is acceptable.
- Students will be shown their temperature reading.
- Students with a temperature will be escorted to the isolation area of our school.
- Students will enter the building through the breezeway.

Hallway Travel/Movement on Campus

- Students and staff will be wearing masks during any hallway travel and restroom breaks.
- Hallways will be one-way only.
- Bell times will be staggered to reduce congestion in the hallways.
- All students will travel in the same direction.
- Restrooms will be closed during class changes.
- The first floor will travel from the front of the school to the back of the school.
- The second floor will travel from the back of the school to the front of the school.
- The back staircase will be used to go up to the 2nd floor.
- The middle and the front staircases will be used to go down to the 1st floor.



Expanded map can be found on the last page.

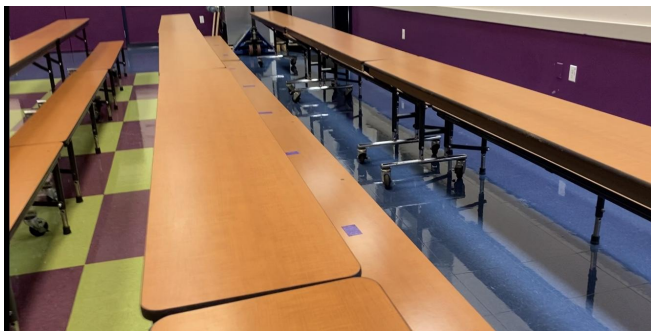
- Water fountains will be turned off.
- An automatic water bottle filling station will be added to the existing fountains.



- Restrooms will be closed during class changes.
- No more than four (4) students will be allowed in each restroom.

Cafeteria

- Students will eat breakfast in the cafeteria - all spaced 6' apart.
- The cafeteria will be one of the spaces used for lunch.
- Students will have the same assigned seats each day.
- Students will sit approximately 3' apart.
- All students will face the same direction when eating.



- Tables will be located in the cafeteria, in the courtyard, and in the breezeway.
- Mops will be maintained while students are on-line and seated.
- ID cards will be used for purchase of lunch.

Classrooms/Academic Environment

- Assigned seats must be used.
- All students must face in the same direction.



- Sharing of materials is not allowed.
- Students will be placed on a team of students/teachers. There will be no more than 150 students on each team, with there being two teams in 6th grade, two teams in 7th grade, and two teams in 8th grade.
- Teacher's classrooms have been moved to ensure all six teachers are close to each other.
- Teams will limit the movement of students throughout the building.
- No field trips allowed.

Electives

- In an effort to keep students together, students may be assigned electives.

Athletics

- We are waiting for guidance from the School District of Lee County regarding this year's intramural program. Our goal is to follow their recommendations.
- The number of students permitted to participate may be adjusted to ensure proper social distancing.
- Parents will be required to sign a release/permission slip allowing students to attend.
- Temperature checks will be taken by the activity sponsor/coach of any before and after school activities.

Students Feeling Ill or Presenting COVID-19-like Symptoms

- Two locations will be available at OMS - a clinic for normal issues (medicine distribution, cuts, etc.) and an isolation room.
- Staff and students showing possible signs of COVID-19 will be separated from others by at least six feet. This includes the person supervising the student.
- Symptoms included: fever, chills, dry or persistent cough (not asthma-related), shortness of breath (not asthma-related), sore throat, diarrhea and/or vomiting (not related to food, medication, and/or other-illness related), loss of taste/smell, achy.

- While waiting to be picked up, the student with symptoms should wear a face mask if it can be tolerated.
- The student will be escorted by a clinic staff member to the student pick-up area outside of the main office.
- The isolation room will be cleaned and disinfected after the person has left the area.
- The parent of the student should be asked to inform the school immediately if the child is diagnosed with COVID-19.
- The parent or guardian will be briefed on their child's medical status, protocols and procedures for the child to return to school, and given a copy of the illness policy (see below).
- In order to return to school, the student must be at least 72 hours past recovery - defined as no fever without the use of medications and improvement in respiratory signs like cough or shortness of breath, OR, a health care provider has certified that the student does not have a suspected or confirmed case of COVID-19.
- The Lee County Health Department will assist in contact tracing and determining which students should quarantine.

Students That Test Positive for COVID-19

- If the child is confirmed positive for COVID-19, the parent will notify the school immediately!
- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.
- Students that test positive, or are at home because of a quarantine order, may still attend virtually if they are feeling well enough.
- A student who has had COVID-19 can return to school when the following issues are deemed acceptable.
 - To date (7/10/20), the following expectations are set by the DOH for mandatory 14-day quarantine:
 - Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance.
 - Any person that has come into close contact, which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE, will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician.
 - Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms.
 - Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days.
 - USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.

- We will follow the School District of Lee County Health Services Illness Policy (*draft policy pending Board approval*):

Deciding when to keep your child home from school can be difficult. When a student is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a Health Care Provider makes a specific diagnosis (such as strep throat, conjunctivitis, chicken pox, etc.), send in a note from the Health Care Provider with instructions for care at school.

There are several reasons students should stay home from school:

1. The student does not feel well enough to participate in usual activities, and exhibits signs of extreme fatigue, unexplained irritability or persistent crying.
2. The student requires more care than the school staff is able to provide without negatively impacting the health and safety of other students.
3. The student is not vaccinated due to medical or religious reasons and there is an outbreak in the school.
4. The student has an illness that requires them to stay home and/or their Health Care Provider has written they must remain home for a certain amount of time due to illness.

Illness Policy

The following list gives guidelines and recommendations for exclusion from school due to specific symptoms or diagnoses:

[Illness Policy - 8-27-20](#)



THE SCHOOL DISTRICT OF LEE COUNTY HEALTH SERVICES ILLNESS POLICY

Deciding when to keep your student home from school can be difficult. When a student is sick and needs to stay at home, parents should contact the school and describe the illness and symptoms. If a Health Care Provider makes a specific diagnosis (such as strep throat, conjunctivitis, chicken pox etc.), send in a note from the Health Care Provider with instructions for care at school.

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3. The student is not vaccinated due to medical or religious reasons and there is an outbreak in the school.
4. The student has an illness that requires them to stay home and/or their Health Care Provider has written they must remain home for a certain amount of time due to illness.

The following list gives guidelines and recommendations for exclusion from school due to specific symptoms or diagnoses:

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
Chicken Pox/Varicella	Yes - Until blisters have dried and crusted (usually 6 days). Must be fever-free per policy.
Conjunctivitis (pink eye)/Eye Discharge (itchy, pink or red eyes with thick mucus or pus draining from the eye)	Yes - May return 24 hours after treatment begins. If your Health Care Provider decides not to treat your child, a note is required. Eyes must be free of discharge, and drainage before returning to school.
Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough)	Yes - Medical attention may be necessary. Student may return to school with a clearance note from a Health Care Provider stating the cause is not communicable. Coughing could be a symptom to COVID-19 and student must quarantine for 10 days unless Health Care Provider determines it is not COVID-19 related. See clearance note requirement above. <i>Note: Students with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment. For asthmatic students, coughing/wheezing should improve or resolve with use of inhaler. If it does not resolve or worsens, student must be sent home for further treatment or medical evaluation.</i>
COVID -19 Diagnosis <u>Symptoms:</u> *fever or chills(temperature 100.4 F degrees or higher) *muscle pain (achy muscles not related to new exercise) *headache (not related to history of migraines) *sore throat *loss of taste or smell *cough *shortness of breath/difficulty breathing *fatigue *nausea or vomiting *diarrhea *congestion	Yes - quarantine for 10 days from first symptoms and must be symptom free for 24 hours without symptoms reducing medication. If Health Care Provider determines it is not COVID-19 related a clearance note is required to return to school sooner than the 10-day quarantine. <i>Note: If a student has known contact with a positive COVID-19 individual, they will need to stay out of school for 14 days even if symptom free.</i>

Coxsackie Virus (Hand, foot and mouth disease)	No - May attend if able to participate in school activities, unless the student has mouth sores and is drooling, fatigued, or has a temperature of 100.4 F degrees or higher.
Diarrhea – loose or watery stools, with or without mucus and blood Diapered Students – Loose or watery stools that cannot be contained in diaper Toilet Trained Students – Loose or watery stool causing “accidents” with a frequency of no more than 2 stools above the child’s normal frequency	Yes - Diarrhea could be a COVID-19 symptom and requires a 10-day quarantine unless the health care provider determines the diarrhea is not COVID-19 related and provides a clearance note to return to school. Exception: Documentation provided by Health Care provider stating student is not infectious or the diarrhea is caused by diet/medical factors. Stool must be contained in diaper or in toilet (if toilet trained). Any stool leaking through clothing and onto shared surfaces is a health and safety issue for all students and staff.
Fever - An elevation of body temperature above normal.	Yes - when temperature is elevated to 100.4 F degrees or higher. Quarantine for 10 days and must be fever free for 24 hours without fever reducing medications to return. If Health care provider determines fever is not COVID-19 related a clearance note stating when student can return to school is required
Fifth's Disease (Diagnosed)	No - Student is no longer contagious once rash appears and temperature is within normal limits (under 100.4 F degrees)
Head Lice	Yes - May return after treatment and removal of all live lice and nits from hair. A maximum of 3 days will be excused for this.
Hepatitis A	Yes – Until determined not infectious by a Health Care Provider.
Herpes Zoster	Yes – If area is oozing and cannot be covered, e.g., mouth sores. Otherwise, may return to school.
Impetigo	Yes – Student may return to school 24 hours after antibiotic treatment has begun. Wound drainage must be covered and contained with clean dry bandage.
Molluscum Contagiosum	No – Affected area must be covered by clothing or bandage.
Mononucleosis/Epstein-Barr	Yes - Student must be fever free for 24 hours without fever reducing medications and be able to participate in school activities.
MRSA/Staph Infection	Yes – May return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides. Wound drainage must be covered and contained with clean dry bandage.
Upper Respiratory Symptoms <ul style="list-style-type: none"> ❑ large amount of thick nasal discharge ❑ Persistent cough with or without sputum ❑ Shortness of Breath ❑ Difficulty Breathing 	Yes – quarantine for 10 days from first symptoms and must be symptom free for 24 hours without symptoms reducing medication. If Health care provider determines fever is not COVID-19 related a clearance note stating when student can return to school is required
Rash	Yes - May return to school when Health Care Provider determines that illness is not communicable, and parent brings in note from Health Care Provider that student may return to school, or rash completely resolves. Note: If rash is accompanied by fever, student must be fever free for 24 hours without fever reducing medications and rash must be resolved prior to returning to school.

Ringworm	<p>No – As long as area can be covered by bandage or clothing. Over-the-counter treatment must begin when student goes home. Area must remain covered at school until ringworm completely resolves.</p> <p>Yes – If ringworm is unable to be covered with bandage or clothing, worsens or spreads, parent must seek medical advice and a note from a Health Care Provider will be required for student to return to school.</p>
Scabies	<p>Yes – May return 24 hours after treatment is started with note from Health Care Provider that student is no longer contagious and/or proof of treatment.</p>
Strep Throat	<p>Yes – May return after 24 hours of antibiotic treatment. If student has a temperature of 100.4 degrees or higher, fever policy must be followed.</p>
Vaccine Preventable Diseases (mumps, measles, rubella, pertussis/whooping cough)	<p>Yes – Until determined not infectious by a Health Care Provider.</p>
Vomiting - 1 episode in the last 24 hours where cause cannot be determined (examples of explainable causes: drinking/eating odd food combinations; history of motion sickness on bus; known food allergy)	<p>Yes - quarantine for 10 days from first symptoms and must be symptom free for 24 hours without symptoms reducing medication. If Health care provider determines fever is not COVID-19 related a clearance note stating when student can return to school is required</p> <p><u>Note:</u> <i>Observe for other signs of illness and for dehydration.</i></p>

Campus Signage

- Appropriate signage will be placed throughout the building regarding social distancing, use of masks in the hallway, washing hands, using hand sanitizer.
- Decals for the floor have been ordered for the hallways (one way) and for social distancing in the cafeteria lines.



Dismissal Procedures

- Masks will be worn during dismissal.
- Dismissal will be staggered.
- Bus riders will be dismissed first. They shall exit the front of the building and report directly to their bus. 8th grade students will be dismissed first; followed by 7th grade students and then 6th grade students.
- Car riders will be dismissed next. They shall exit the rear of the main academic building.
- Students will be staged behind our school, from the elementary school playground to the airnasium to the field behind the garden.
- Walkers and bike riders will be dismissed last. Walkers and bike riders shall exit the side gate between the elementary and middle school.
- Students staying for after-school activities or athletics will also be released last. They are to report to their activity immediately.

After-school Activities

- Clubs will be available for students this year. The number of students permitted to attend, and the locations where the clubs will be held will all be adjusted to ensure proper social distancing.
- Parents will be required to sign a release/permission slip allowing students to attend.
- Temperature checks will be taken by the activity sponsor of any before and after school activities.

Volunteers/Visitors

- The main office will be staffed. Parents/visitors will use the video/audio camera at our front door to communicate with our receptionist.

- A waiting area will be provided outside of our front office.
- Volunteers will not be allowed until further notice.
- Only essential visitors will be able to enter the office/school - mail delivery, package delivery, food delivery, maintenance personnel.
- Masks will be required for all visitors who are allowed to enter.
- All visitors will be screened - temperature check and questions.

Increased Facility Cleaning/Disinfecting

- Hand sanitizing stations will be available for students/staff in many areas of the building.



- USSI will provide the deep cleaning on a nightly basis. Every Wednesday, USSI will use a spray electrostatic chemical in all areas of the school.



- Staff will be expected to clean their classrooms for each different group of students.
- No classroom supplies should be shared.
- No books should be shared.

HEALTH AND SAFETY

Health & Safety Protocols and Procedures for Reopening of Schools

By: Melanie Klages, RN, Oasis Charter Schools System Nurse

Prior to reopening

A. Are we ready checklist

- a. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

B. Staff education and training on COVID-19 symptoms, protocols and proper procedures

- a. In-person instruction (or virtual) and safe schools
- b. How to use a non-contact thermometer
- c. Procedure for sending a student to the clinics
 - i. Sick vs. well clinic
 - ii. Transportation to the clinic
 - iii. Communication of outcome
- d. Knowledge and understanding of medically fragile students in the classroom
- e. Proper documentation for temperatures 100.4 or higher and for assigned seating
 - i. A copy of the class assigned seating chart for each classroom should be in a binder in the front office; one copy to go to the RN
- f. Communication with clinic, attendance manager, and family when a student is home sick
 - i. Parent/Guardian will notify attendance manager via a designated email address per school when a student is absent and the nature of the absence
 - ii. Clinic and RN will have access to the designated email to track ill students and follow up with families concerning the safe return of students
 1. One member of clinic personnel to oversee students absent per school due to illness and follow up on ability to return (pending approval)
 2. This person will retrieve emails concerning sick students, track absences and keep a paper trail of physician notes to return, and assist in contact tracing for positive COVID-19 cases in the building (pending approval)

iii. Clinic will communicate about any sick students sent home from school to attendance manager and teacher/teachers while observing HIPPA privacy laws

iv. Who gets a copy of physician notes received from student?

1. Attendance
2. Clinic
3. Teacher
4. PE if applicable

g. How to promote healthy behaviors to stop the spread of illnesses

i. Hand washing techniques

1. Videos, reinforcement, practice, classroom visit by RN, daily school news

ii. Social distancing

1. Age-appropriate videos, follow signs, reinforcing mask wearing/face coverings where applicable

iii. Masks/Face coverings

1. Reinforce wearing of face coverings to reduce the spread of infection when social distancing is not possible
2. Teach proper mask wearing techniques and proper storage when not in use
3. Age-appropriate videos

C. Family and student education on preventing the spread of illness, new protocols and procedures

- a. Short videos on proper mask wearing and storage when not in use
- b. Social distancing
- c. Hand washing
- d. Respiratory etiquette (coughing, sneezing into a tissue followed by hand hygiene)
- e. When to stay home and when students can return to school- refer to illness policy below
 - i. <https://www.leeschools.net/common/pages/UserFile.aspx?fileId=30545402>
 - ii. Advise of school clinic differences between “well” and “sick” rooms and lay out criteria for both

- iii. Advise of home isolation criteria vs. staying in school and monitoring
- iv. Education on what a school day will look like
- v. Educate on type of communication parents will receive should there be a positive case in the building, the building be shut down for a short or extended period of time due to volume of cases, and if their child was considered a close contact with others
- f. Self-reporting to schools of positive covid-19 cases within families
 - i. Returning to school after a positive COVID test requires a series of steps
 - ii. Virtual option while in quarantine?

D. Receiving of medications, health statement forms and meetings for specific medical needs

- a. Parents will have time slots to turn in medication administration forms and medications to clinics the week prior to school starting
- b. A message will go out to families, system wide concerning the new procedure
- c. Medications will be received by the clinic at the front office door
 - i. Masks will be worn by members of the clinic staff receiving the medication
 - ii. Check in forms will be signed by parents and clinic staff
- d. Health statement forms will be turned in and allowed to be reviewed by clinic staff to identify vulnerable students and alert staff
 - i. A list will be created to notify staff of these students
- e. Meetings needed between staff and families of students with specific medical needs will be conducted via zoom conference the week before school begins
 - i. RN will coordinate with staff and families

E. Set up of Isolation Room

- a. Identify space for the isolation room and ensure adequate ventilation
- b. 3 cots with a divider between each will be set up in the isolation area
- c. Table or small desk with chair for clinic staff
- d. Space for storage of PPE outside of isolation room (masks, gloves, gowns, face shields)
- e. Items needed for isolation area:
 - i. Thermometer

- ii. BP machine
- iii. 2 pulse oximeters
- iv. Disinfectant wipes and spray
- v. Computer for charting
- vi. Phone
- vii. Waste basket x 2
- viii. Plastic covering for floor
- ix. Hand sanitizer
- x. Tissues

F. Education of Clinic Staff

- a. Symptom checker for COVID-19
 - i. How to identify those needed for isolation
 - ii. Monitoring of students in isolation rooms
 - 1. SPO2
 - 2. BP
 - 3. HR
 - 4. Retraction
 - 5. Breaths per minute
 - 6. Temperature
 - 7. A&O (Alertness and Orientation)
 - iii. Proper usage of PPE to avoid exposure in isolation rooms to include: gowns, gloves, N-95 masks, face shields
 - iv. Who is allowed in the isolation room?
 - 1. Clinic staff
 - 2. First responders
 - 3. Day porter for cleaning and disinfecting as needed
- b. Documentation and Communication of students who show signs of illness

- i. Introduce and use Microsoft Power BI to look for trends in cases of illness within the school and compare to other schools in the system
- ii. Use templates for clinic logs
- iii. Clinic communication to families, teachers, and attendance manager of a student who leaves the building sick
- iv. Inform RN of each student that is placed in isolation and update on their status throughout time in isolation
- v. Keep track of students in isolation at the same time and same day for contact tracing
- vi. Look for illness trends related to classrooms, transportation, before and after care
- vii. Notify USSI of any additional deep cleaning that is needed and follow up to see that it was completed

G. Ordering of Supplies

- a. PPE will be needed for the protection of students and staff
- b. Ordering will be through approved vendors and tailored to each school's needs
- c. Supplies to include:
 1. Non-contact infrared thermometers
 2. Disposable fluid resistant gowns for clinic
 3. Back-up 3-ply, disposable, droplet precaution masks for students (in case they did not bring one and for clinic isolation room)
 4. Disposable, 3-ply, droplet precaution masks for staff
 5. Face shields for clinic staff and café; extra ordered for office staff
 6. N-95 masks for clinic staff only (to be used in isolation rooms)
 7. Nitrile gloves
 8. Cots for isolation rooms
 9. Dividers in between cots
 10. Plexiglass
 11. Cleaning and disinfectant supplies for clinics

Protocols and Procedures during a school day

A. When someone is ill

- a. If a student is ill with a fever alone over 100.4 or higher, or COVID-19 symptoms that can include the following:
 - i. Fever (100.4 or higher)
 - ii. Chills
 - iii. Dry cough (not related to asthma)
 - iv. Persistent cough (not related to asthma)
 - v. Shortness of breath (not related to asthma)
 - vi. Diarrhea and/or vomiting (not related to food, medication, and/or other non-illness related)
 - vii. Sore throat
 - viii. Loss of taste/smell
 - ix. Muscle or body aches
 - x. Fatigue
 - xi. Congestion
- b. Procedure for transporting ill students with above symptoms to the clinic will be as follows:
 - i. Call down to the clinic (*Office for OHS) to notify of ill student prior to sending them to the clinic
 - ii. Student will wear a mask down to the clinic
 - iii. For elementary schools-students will be escorted to the "sick" clinic by a staff member (staff member should wear a mask)
 - iv. For middle and high school students- Students will wear a mask down to the "sick" clinic area where a member of the clinic staff will meet them
 - v. Student will be assessed for symptoms by clinic staff
 1. RN will be notified of all students in the isolation area and updated on their health status as needed
 2. All students will wear a droplet mask while in isolation with exceptions (accommodations to be made for those with increased work of breathing, shortness of breath, etc.)
 - vi. Parent will be notified immediately of ill student including medical status of student, protocols and procedures

1. Parents are expected to pick up student within in an hour of being called
2. If parent cannot be reached, staff to call emergency contacts listed for students
3. Upon parent arrival, student will be escorted by a clinic staff member with a mask on, to their parent
4. Parent will be briefed on student's medical status, protocols and procedures for student to return to school and given a copy of the illness policy; parents are reminded to communicate with school on a daily basis about student's medical status

c. Return to school

- i. If a student is ill with a fever alone or 2 or more symptoms listed above, a physician note is required to return to the building
 1. Considerations- COVID-19 can be spread up to 48 hours before symptoms appear and at least 10 days after symptoms appear
- ii. If a student has tested positive for COVID-19, they must have 2 negative test results as well as physician clearance to return to school
- iii. Illness policy listed attached in the previous section will be strictly enforced

d. If a staff member is ill during the school day

- i. Staff member will notify administration immediately of status to get coverage for class, and be sent home
- ii. Staff member will wear a mask if they are not already doing so
- iii. Staff member is to call their physician for medical advice; See link to CDC symptom checker below:
 1. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>
- iv. Staff member will follow the illness policy set by the LCSD
- v. Staff member is to report to administration, their on-going status and recommendations from their physician
- vi. If a staff member tests positive for COVID-19:
 1. Staff member will contact attendance manager to notify of status
 2. Attendance manager will notify principal, RN and HR
 3. HR will contact staff member concerning benefits

e. Staff member return to school

- i. A physician note is required in order to return to work if the staff member has a fever of 100.4 or higher, has COVID-19 symptoms, and/or tests positive for COVID-19 (pending LCSD policy)
- ii. If a positive COVID-19 result is found, staff member will be required under CDC and DOH regulations to remain at home for at least 14 days, have 2 negative test results that are 24 hours apart from each other and physician clearance

B. A Positive COVID-19 test has been identified in the building from either staff member or student

- a. Administrative staff will be notified immediately
- b. RN will contact DOH for instructions
 - i. DOH can issue a mandatory shut down of the building for a period of 2-5 days for short term if the cases are contained and an extended period of there is an outbreak
 - ii. DOH will supply a log for case reporting to be faxed daily by RN; Usually will end when there has been 2 weeks without any new cases
- c. Administrative staff will begin contact tracing of infected person/persons
 - i. Tracing will go back 48 hours from the time the infected person showed symptoms
- d. Letter home to families and staff surrounding the situation
- e. Communication to families and staff of any mandatory shut down of the building and how to proceed with distance learning
- f. To date these are the rules set by the DOH for mandatory 14 day quarantine:
 - i. Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
 - ii. Any person that has come into close contact must quarantine for 14 days regardless if they show symptoms
 - iii. Close contact is defined as:
 1. Less than 6 feet, for a period of 15 minutes or more
 2. Providing care to someone at home who is sick with COVID-19
 3. Direct physical contact with a person (touched, hugged, or kissed them)
 4. Sharing eating or drinking utensils
 5. You came into direct contact with respiratory droplets of an infected person
 - a. Anyone in close contact as above stated, not wearing a face covering or approved PPE will be mandatory quarantined at home for 14

days, will need to watch for symptoms and seek advice from their physician

- iv. Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms per DOH
- v. Any siblings, staff members, and their children of a positive case will have to mandatory quarantine as well for 14 days per DOH
- vi. USSI is to be contacted immediately for extensive cleaning and disinfecting of the building
- vii. Refer to CDC guidelines below for scenarios on the need to continue to quarantine and when a quarantine can be ended
- viii. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

TRANSPORTATION

Buses

- We are following the recommendations of the School District of Lee County and will provide full transportation services to students who rely on this method to get to school.
- Masks are required on the bus since proper social distancing cannot be maintained.
- Masks are required for all bus drivers unless medically excused.
- Students are required to bring their own hand sanitizer for use on the bus each day.
- Bus windows may be slightly lowered to allow for proper ventilation.
- Students are to sit in assigned seats daily and with siblings as often as possible.
- It is important that all students follow the bus driver's directions.
- Drivers will clean buses after each route with an approved disinfectant spray.
- Students will be grouped by their bus to have their temperature checked after exiting the bus and before entering the building. A temperature under 100.4 is acceptable.
- Buses will be unloaded one at a time at the front of the school, and students will enter through the front gate located at the front of the school. Students will remain with their bus group as they line up for temperature readings.
- Students with a temperature will be escorted to the secured containment area of our school. A parent/guardian will be notified if temperature exceeds guidelines and will need to pick the student up immediately.

COMMUNICATION

- ParentSquare will be used to keep families informed.
- Posts will be duplicated on the OMS web page and OMS Facebook page.
- Videos will be shared explaining to students/families what school will look like when they return in August.
- Open House will be held virtually, and will be available to all families on Friday, Aug. 7.
- In-person and virtual options for learning will be shared.
- We will emphasize the availability of full virtual options for families within our system.
- All protocols will be shared with families (cleaning, temperature checks, masks, movement, use of restrooms, water fountains, extracurricular activities, etc.).
- Our Superintendent will maintain necessary communication with families as new needs present themselves and will stay in close contact with Lee County regarding their protocols and processes.

WORKFORCE

Personal Protective Equipment (PPE) and Daily Arrival at OMS

- All staff will have their temperature taken upon arrival to school. A temperature under 100.4 is considered acceptable (Florida Department of Health - FDOH). If the staff member shows higher than 100.4, he/she will be sent to a secured area for further evaluation, and then will be sent home.

- Staff will be provided several masks prior to the start of the school year (*masks, face shields*). *Masks will be required in all areas where an appropriate social distance of 6 feet may not be maintained (i.e. busses, arrival and dismissal, the front office, restrooms, hallways during class exchange, cafeteria, etc.)* Teachers are encouraged to follow the dress code set forth for students. If there is a personal preference for a mask, beyond what is provided by the school, teachers are responsible for securing their own preferred mask.
- Staff members that are unable to wear a mask are required to provide a doctor's note stating that they are unable to do so.

Return to Work

- All staff are required to return to duty as part of their contract unless there is a medical requirement that forces them to work from home, or they are following guidelines dictated by the local health department related to COVID-19.
- If a staff member is ordered to stay home as a result of a quarantine order and is willing and able to teach full time from home, he/she may do so. If OMS remains open, an adult will be placed in the classroom to supervise the students while the teacher is teaching from home. Teachers will be expected to follow their schedule. Support staff will be assigned duties to be completed from home.
- If a staff member is at high risk for COVID-19 and desires to stay and teach full time from home, he/she must secure a doctor's note/recommendation detailing the condition that requires them to stay home, and a start/end date for this recommendation.
- Please see the "COVID-19 Return to Work FAQ's" below.
- Requirements and benefits afforded in the Families First Coronavirus Recovery Act will be shared by Human Resources, see "Employee Rights and Responsibilities during COVID-19 Pandemic 2019" below.

Schedule

- Teacher's hours are from 7:05 a.m. - 2:35 p.m.

Role In a Virtual Setting/Instruction

- The teacher is the authority in the classroom, whether in-person or virtual.
- Teachers will use Google classroom as the learner management system.
- All assignments, activities, links to supporting documents, and deadlines will be posted in one post at the beginning of the week. Deadlines may vary throughout the week. If an assignment is due from a student in a virtual setting, the required materials must be made available.
- Students will be following their normal schedule, whether in-person or virtual.
- Teachers will use Zoom or Google Hangouts for students at home to log in and observe/participate in class. Cameras will be made available in each classroom for this purpose.
 - Students are not permitted to record instruction.

- Teachers should be specific and explicit in the beginning of class as to the activities and expectations for the day.
- Whole group instruction could/should take place at the beginning of the period. Once students are released to work, the teacher can check in with in-person and virtual groups.
- Student collaboration (group work) can occur virtually, face-to-face group work may be hindered by social distancing.
- Tests should be given on campus. If a student is virtual only, the test can be administered and turned in during the same time period as the live class. Students requiring extra time shall be allowed this time.
- Teachers are encouraged to close/wrap-up the class summarizing the day's instruction and repeating any deadlines.

Teachers In Need of a Substitute

- Teachers will follow the procedures set out in the staff handbook for securing a substitute.
- For further reference, please see procedures listed under "If a staff member falls ill," the "COVID-19 Return to Work FAQ's", and the "Employee Rights and Responsibilities during COVID-19 Pandemic 2019" below.

If a Staff Member Becomes Ill During the School Day

- The staff member will notify administration immediately to secure coverage for the classroom.
- The staff member will wear a mask immediately if they are not already doing so.
- The staff member will call their physician for future medical advice and follow the LCSD illness policy.
- The staff member is to share their on-going status and recommendations from their physician.

If a Staff Member Tests Positive for COVID-19

- If a staff member is confirmed positive for COVID-19 he/she will notify the school immediately!
- The Lee County Health Department will assist in contact tracing and determining follow up quarantine length.
- Students/staff that were potentially exposed to a positive case will be notified and may be required to quarantine for up to 14 days.
- A staff member who has had COVID-19 can return to school when the following issues are deemed acceptable:
 - To date (7/10/2020), the following expectations are set by the DOH for mandatory 14-day quarantine:

- Any person who tests positive will have to quarantine for 14 days, have 2 negative test results 24 hours apart from each other, and physician clearance
- Any person that has come into close contact which is defined as less than 6 feet, for 15 minutes or more, without a face covering or approved PPE will be mandatory quarantined at home for 14 days and is to watch for symptoms and seek advice from their physician
- Other persons who have come into contact with that individual, but were protected, may continue to work or go to school with a face covering and monitor for symptoms
- Any children of a positive case will have to mandatory quarantine as well for 14 days
- USSI is to be contacted immediately for extensive cleaning and disinfecting of the building.

EMPLOYEE RIGHTS AND RESPONSIBILITIES DURING COVID-19 PANDEMIC 2020

In response to the COVID-19 pandemic, the Federal Government has created additional leave protections for employees. The Families First Coronavirus Response Act (FFCRA) was effective April 1, 2020 and continues through December 31, 2020. Under the FFCRA fulltime and part-time employees are eligible for benefits. Under the FFCRA, the Emergency Family and Medical Leave Expansion Act (EFMLEA) was created as well as the Emergency Paid Sick Leave Act.

If a business is open but lays off part of its workforce, employees who are laid off or furloughed are not entitled to leave under the FFCRA. Employees must be employed at least 30 days prior to the leave request. Basic benefits under the EPSLA include six (6) qualifying reasons for job protected leave. During leave, employees are entitled to continue their health insurance.

Employees are entitled to take leave if the employee is unable to work or telework because the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19,
2. Has been advised by a health care provider to self-quarantine related to COVID-19,
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis,
4. Is caring for an individual who is subject to a Federal, State or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine related to COVID-19.
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons, or,
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Under the Emergency Paid Sick Leave Act (EPSLA), full time employees may use up to 80 hours and part-time employees may use the number of hours equivalent to the number of hours they work, on average, over a 2-week period for reasons 1 - 3.

An employee is due two-thirds of the required rate of pay for leave hours taken because of reasons 4 - 6.

There is only one qualifying reason for leave under The Emergency Family and Medical Leave Expansion Act. This leave only covers employees who use leave to care for his/her son/daughter whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.

This leave provides up to 12 workweeks of job-protected leave, with continuation of health insurance. The initial two (2) weeks are unpaid. The remaining ten (10) weeks are paid at two-thirds the employee's regular rate of pay.

Employees may choose to use paid sick leave under the EPSLA, or accrued time off under their employer's benefit package at the same time as using unpaid EFMLEA leave. An employee who has already used twelve (12) weeks of leave under the FMLA is not able to use EFMLEA leave.

COVID-19 RETURN TO WORK FAQs

Q: Am I required to return to work if I am concerned that I will be exposed to COVID-19?

A: Any employee who has a valid contract for FY 20-21 is expected to return to work.

Q: If I am in a high-risk category will I be required to return to work?

A: If you are unable to work or telework because you have been advised by a medical professional to self-quarantine, you are eligible for 80 hours of Emergency Paid Sick Leave under the Families First Coronavirus Response Act. After the 80 hours of paid sick leave you can apply for Family Medical Leave. Approved Family Medical Leave can cover up to 12 weeks in total over a one-year period. If you qualify first for the 80 hours of EPSLA, your FMLA coverage will cover 10 weeks of a qualifying absence. After the FMLA expires you are expected to return to work.

Q: What if I am quarantined at home but don't feel sick? Can I work from home?

A: Yes. If you are observing a quarantine order, you may teach from home and an adult will be placed in the classroom to supervise the students while the teacher is teaching.

Q: If I test positive for COVID-19 and am unable to work will I be paid?

A: You will be paid 80 hours regular pay under the Emergency Paid Sick Leave Act. Any additional time off will be taken from the employee's leave bank and you will need to apply for Family Medical Leave.

Q: If I am caring for a family member who is subject to an isolation order related to COVID-19 am I eligible for Family Medical Leave?

A: Under the Emergency Paid Sick Leave Act, employees can receive 2/3 of their required rate of pay for leave hours taken to provide care for a family member. If you have

a positive leave balance you can supplement your 2/3s pay by using 1/3 leave to offset any difference in pay. There will be no leave donations permitted for use during this time.

Q: What if my childcare provider isn't open?

A: Under the Emergency Family and Medical Leave Expansion Act, an employee who uses leave to care for his/her son/daughter whose school or place of care is closed, can be absent for 12 weeks. The first two weeks are unpaid, and the remaining 10 weeks are paid at 2/3 the employee's regular rate of pay. Employees may choose to use accrued time off under their benefit platform.

Q: I had Family Medical Leave during the last school year. Am I eligible again this year?

A: An employee who has already used 12 weeks of leave under the FMLA is not able to use EFMLEA leave.

Mental Health Training

- We recognize the importance of our staff and student's mental health during these times. Training for staff will be provided during preschool week, and as needed throughout the year. Students will have a social emotional learning curriculum provided throughout the year.

Training for Staff and Students

- We will teach staff the importance of...
 - Staying home if you feel sick.
 - Recognizing COVID-19 symptoms in students.
 - Properly using a touchless thermometer.
 - Properly documenting students with a fever over 100.4.
 - Knowing the procedures for sending a student to the clinic.
 - Knowing the procedures for sanitizing their room throughout the day.
 - The proper use of masks.
- We will teach students the importance of...
 - Social distancing when possible.
 - The proper use of masks.
 - Frequent hand washing.
 - The use of hand sanitizer
 - Avoiding touching eyes, nose, mouth.

- Covering your cough or sneeze properly.
- Staying home if you feel sick.

