



STUDENT LEADERSHIP ACADEMY

Reopening Plan

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Note: In the event that any changes are made, the revised terms and conditions of this plan will be posted on the school’s website. Student Leadership Academy may change, add, cancel, remove, or otherwise modify this document at any time without prior notice. Thank you.

STUDENT LEADERSHIP ACADEMY

Reopening Plan

2020-2021

INTRODUCTION

We know the last few months have caused anxiety and uncertainty about what this next school year will look like. With the ongoing pandemic, reopening our campus entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact amongst children and staff, who will then be in contact with family members and others within their community. Student Leadership Academy has spent the last few months extensively planning for the safest return to school possible. We have collaborated with the Florida Department of Health, the Florida Department of Education, the Sarasota School District, medical professionals, multiple education groups, and the Centers for Disease Control and Prevention.

This document explains the policies and procedures we are employing to mitigate COVID-19 related risks while at school. That approach is built around intensive new health monitoring and screening procedures as well as new classroom and school day procedures. This document also outlines how remote learning will be incorporated into our school operations plan to allow for instructional continuity. The information in our plan will provide clarity around the practices and procedures SLA has established to minimize exposure to our community. This plan in no way warrants that COVID-19 or any other communicable disease infection will not occur through participation in our in-person, face-to-face learning environments.

Student Leadership Academy will also make every effort to ensure that our students' educational opportunities will continue regardless of the learning option chosen. Our Innovative Learning Plan (ILP) will address how content will be delivered to students through Traditional and/or Remote Learning platforms. The ILP will explain which platforms and resources students will use for core instruction and which supplemental materials and resources will be used to enhance core instruction.

During these unprecedented times, partnerships and communication between parents, teachers, and support staff will be an essential component of being successful in monitoring student progress in both traditional and remote learning environments.

Please visit [SLA Reopening Guide](#) for more information and resources.

GENERAL PREPAREDNESS AND PLANNING

- Student Leadership Academy has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. School plans are designed to complement other community mitigation strategies to protect high-risk populations and the healthcare system and minimize disruption to teaching and learning.
- This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, State of Florida, DOE, ELC, DCF, and the Sarasota Health Department. SLA's operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

[State of Florida COVID-19 Response](#)

[CDC Guidance for Schools and Child Care](#)

[CDC Considerations for Schools](#)

TRAINING

- Staff will be trained on school policies and practices in order to protect students, families, and staff.
- Staff will be familiar with and receive ongoing training regarding any State, CDC and Sarasota Health Department recommendations and requirements, including the following:

[State of Florida COVID-19 Response](#)

[CDC Guidance for Schools and Child Care](#)

PARENT/GUARDIAN CONTACT AND COMMUNICATION

Communication:

- Updates and communication, as events occur, will be conducted via the following platforms:
 - Connect Ed phone calls and emails
 - School phone calls
 - School emails
 - School website
 - School letter

Note: It is extremely important that you provide the school with updated contact information.

ARRIVAL AND DEPARTURE

Arrival Procedures: [Student Drop-Off Map](#)

- With our existing [drop-off procedures](#), we will be adding procedures for health screenings, temperature checks, and hand sanitizing.
- Students will need to put on their mask/face covering upon arrival.
- Your child must be seated on the passenger side of the vehicle.
- Drive your vehicle parallel to the curb, pulling up to the designated arrival zone.
- Roll down passenger-side windows prior to arriving to dedicated zone.
- Stop at the designated arrival zone and remain in your car.
- Staff will walk to your car to greet you and your child. We ask that your child remain seated with his or her seatbelt on.
- A staff member will take your child's temperature using a contactless thermometer prior to your child leaving the vehicle.
- If your child has a temperature over 99.7°F (low-grade fever), the staff member will verify the temperature with another thermometer.
- Any child with a temperature over 99.7°F (low-grade fever) will be sent home for monitoring. If your child's temp reaches 100.4°F or higher, please contact your health provider.
- Once cleared, your child will be invited to unbuckle the seat belt and enter the school accordingly.
- As soon as the car door closes and your child is safely away from the car, you may proceed carefully and exit the parking lot.
- As these daily health procedures require numerous staff to be involved for a long period of time in the morning, it is important that all families arrive within the designated drop-off times so these procedures are implemented properly and promptly in order for all staff to begin their daily responsibilities.

Arrival Times:

- Times will be staggered by grade level to minimize crowding and traffic congestion.
 - 6th Graders: 7:00 – 7:10 am
 - 7th Graders: 7:10 – 7:20 am
 - 8th Graders: 7:20 – 7:30 am

Late Arrival:

- Students arriving late must call the main office upon arrival.
 - Stop at the designated arrival zone and remain in your car
 - A staff member will come out to your car, take your child's temperature and follow the same protocol as listed above

Departure Procedures: [Student Pick-Up Map](#)

- Parents/Guardians will no longer be allowed to wait at school prior to their scheduled pick-up time.
- Please review and follow the updated parent/guardian pick-up procedures and loop map.
- Please pull up into the correct designated pick-up line.
- Wait in your car for directions to proceed through the loop.
- Walk-up departures cannot be facilitated at this time.

Departure Times: (Car Riders)

- Times will be staggered by grade level to minimize crowding and traffic congestion.
 - 6th Graders: 2:00 – 2:10 pm
 - 7th Graders: 2:10 – 2:20 pm
 - 8th Graders: 2:20 – 2:30 pm

Early Departure:

- Early departure must be scheduled in advance with the main office.
 - Contact the office and indicate the exact time of your child's early departure
 - Office staff will notify the classroom to make arrangements for assisting the child with departure at the pre-arranged early departure time
 - At the pre-arranged early departure time, please pull up to the curb and call the front office
 - A staff member will deliver your child to you as soon as possible

Bus Transportation: Provided by the Sarasota County School District

- The following safety protocols are expected to be followed on school buses:
 - Students will be required to wear a face covering/mask
 - Families should sit together, where feasible
 - School buses will be cleaned daily by drivers
 - Hand sanitizer will be used when entering the bus
 - Hand sanitizer will be used after exiting the bus and prior to entering the school
 - Students must follow all bus rules and procedures; repetitive violations could result in loss of bussing privileges
- To find your Bus Stop, please use the following link [find my bus stop](#).
 - This link is not for SLA pocket pickups in North Port

BREAKFAST/LUNCH**Meal Service:** Provided by the Sarasota County School District

- Visit [meal service](#) for more detailed information

FACE COVERINGS/MASKS

- Face coverings/masks may help prevent people who have or unknowingly have COVID-19 from spreading the virus to others.
- Wearing a face covering/mask will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19 and workers who frequently come into close contact with other people (e.g., students, teachers, and staff).
- Face coverings/masks can reduce the spread of COVID-19 by reducing the release of infectious particles into the air when someone speaks, coughs, or sneezes. Face coverings are not a substitute for [social distancing](#), [washing hands](#), [disinfecting frequently touched surfaces](#) and [staying home when you feel ill](#), but they may be helpful when combined with other [preventive measures](#).

Principal's Note:

Regardless of perception or stance, the Florida Department of Health and the CDC (Professionals in Health Care and Disease Control & Prevention) recommend the wearing of face coverings/masks. It is not only an added safety measure but a non-verbal way to communicate that we are all in this together, and we are all willing to do what is necessary to ensure everyone stays as safe and healthy as possible.

Allowable Face Coverings:

- SLA will provide 2 washable cloth masks for each student, but students are also able to provide their own face covering/mask
- Cloth, disposable, fitted, and clear window masks are allowed.
- Cotton or cotton blend neck gaiters are allowed.
 - Thin or porous material, such as Dri-fit or spandex is not effective and therefore not acceptable
- Face shields in conjunction with an approved mask are allowed.
- Bandanas are not allowed.
- Emblems and/or insignias that promote profanity, obscenity, drugs, alcohol, tobacco, gangs, hate type slogans, religious or political views and/or language and/or symbols etc. are prohibited.

Note: The final decision as to the appropriateness of face coverings/masks will be made by the principal.

Proper Wear and Cleaning:

- Make sure your mask:
 - fits snugly but comfortably against the side of the face
 - completely covers the nose and mouth
 - is secured with ties or ear loops
 - includes multiple layers of fabric
 - allows for breathing without restriction
 - can be laundered and machine dried without damage or change to shape

Face Shields:

- The CDC does not recommend the use of a face shield in place of a mask.
- Plastic face shields worn alone will ONLY be allowed for individuals who have submitted the proper documentation and have been approved by school's administration.

Exceptions:

- Exceptions are applicable under the following circumstances:
 - The individual must provide the school with a medical waiver from a health provider stating the individual has a medical or behavioral condition or disability and cannot wear a face covering/mask

- When actively eating or drinking
- When strenuously exercising

Guidelines for Non-Compliance (Refusal):

- 1st offense - Verbal Warning
- 2nd offense - Parent Conference
- 3rd offense - Students who continue to refuse to wear a face covering as outlined in our policy will be required to enroll in Remote Learning.

Staff:

- Staff will be required to wear face coverings at the following times:
 - When social distancing (minimum of 6 feet) cannot be maintained
 - Assisting with arrival and departure
 - When performing health screening of staff and children
 - When working in the classroom and unable to social distance from children
 - When transitioning locations
 - When in the office
 - When assisting an ill child or staff member

Note:

- Staff should not touch the eyes, nose, or mouth when removing or adjusting a face covering.
- Staff should wash hands or use hand sanitizer immediately after removing or adjusting a face covering.
- Staff masks/face coverings should be free of any political, religious views or statements and non-disruptive to the learning environment.

Students:

- Students will be required to wear face covering at the following times:
 - When social distancing (minimum of 6 feet) cannot be maintained
 - Arrival and departure
 - Transitions
 - While indoors or when working with peers or educators and social distancing is not possible

Note:

- Face covering must cover both the nose and mouth.
- Students should not touch the eyes, nose, or mouth when removing or adjusting a face covering.
- Students should wash hands or use hand sanitizer immediately after removing or adjusting a face covering.
- Student masks/face coverings should be free of any political, religious views or statements and non-disruptive to the learning environment.

Parents and Guests:

- Parents and guests are required to wear a face covering/mask at the following times:
 - When scheduled on campus

Note: SLA will provide every student with 2 washable cloth masks and 1 face shield but students are also able to provide their own approved face covering/mask.

HEALTH SCREENING

- Daily employee and child health screenings are important to help reduce the transmission of COVID-19 at school.

Health and Temperature Screening Protocol:

- All children and staff who meet any of the criteria below will be denied entry and/or sent home:
 - Temperature over 99.7°F
 - Exhibiting any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
 - Fever or chills
 - Cough
 - Congestion or runny nose
 - Sore throat
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Nausea or vomiting
 - Diarrhea
 - Rash
 - Headache
 - Muscle or body aches
 - New loss of taste or smell
 - In the previous 14 days, had contact with someone with a confirmed diagnosis of COVID-19
 - Is under investigation for COVID-19; or
 - In the previous 14 days, has traveled to a high-risk state or another country. Proper quarantine procedures set forth by the CDC and the Health Department should be followed

NOTE: Your child should STAY HOME if they show signs or have any of the above symptoms.

Staff Self-Screening Prior to Arrival at School:

- Staff members will conduct a self-screening prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, she/he will contact the designated administrator, not come to work, and follow the procedures in the section: COVID-19 Symptoms at School - Staff.

Staff Screening at School:

- A designated Administrative Staff Member will conduct a Staff Health Screening for each staff member upon arrival at school.

Parent Screening of Child Prior to Morning Arrival:

- Parents are encouraged to be on alert for signs of illness in their children and to keep them home when they are sick. **Parents are asked to conduct a pre-screening each day to avoid any possible discovery of illness during the assisted drop-off procedure.** If a student is identified as having symptoms listed in the screening criteria above, the child should not be brought to school, the parent should notify the school office, and follow the procedures in the section: COVID-19 Symptoms at School – Children.

Staff Screening of Child at School:

- Upon arrival, a staff member will take your child's temperature using a contactless thermometer.
 - If the child has a temperature over 99.7°F (low-grade fever), the staff member will verify the temperature with another contactless thermometer
 - Any child with a temperature over 99.7°F (low-grade fever) will not be admitted and sent home to monitor for 72 hours, unless a medical professional's note clearing the individual for the return based on a negative nucleic acid COVID-19 test or an alternative diagnosis is provided
- Staff may conduct multiple temperature checks of each child and adult throughout the day, or as needed.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated, and parents will be required to pick up their child.

Note: Any student who stays home, is sent home, or is denied entry due to a high temperature reading, will have full access to remote learning during the 72 hour isolation period.

COVID-19 PROTOCOL AND PROCEDURES**COVID-19 Symptoms and COVID-19 Cases in School:**

- This section provides details and procedures for the COVID-19 Symptom, Exposure, and Diagnosis within the school community:

COVID-19 Symptoms at School – Children:

- If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.
- Staff will follow these isolation procedures:
 - Classroom staff will inform the office staff of symptoms exhibited and complete a health report
 - Office staff will take the child to the isolation location in the school clinic
 - Office staff will contact parents to come to school to pick up the child
 - A Clinic staff member will supervise the child until the parent arrives
 - Parents will be advised of the latest instructions for re-entry to school based on the local health department recommendations. (For example, physicians note will be required if it is determined to be a negative COVID-19 case, or in the case of a positive test, they will need to be isolated for 10-14 days.) The Physician and/or collaboration with Sarasota Health Department will instruct families on how to proceed
 - Once a parent has left with the ill child, the isolation room is cleaned and sanitized by maintenance staff
- Classrooms and materials used by the child who is sent home will be thoroughly cleaned and disinfected.
- Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to school until the individual has met the [criteria for return](#) outlined by the Sarasota County Health Department.

COVID-19 Symptoms at School – Staff:

- Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting symptoms of COVID-19 and to immediately contact their healthcare provider.
- Staff exhibiting new symptoms of possible COVID-19 at school should:
 - Put on their face covering regardless of social distancing
 - Notify Administration
 - Removal from the classroom and sent home for further evaluation
 - Follow the recommendations of their healthcare provider
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the [criteria for return](#) outlined by the Sarasota County Health Department.

COVID-19 Exposure - Staff and Children:

- If a staff member or child has been identified as having close contact to someone outside the classroom who is diagnosed with COVID-19, that staff member or child must follow the guidance issued by the Sarasota County Health Department and self-quarantine. Close contact means being closer than 6 feet apart for more than 15 minutes while the person was infectious. The staff member or family should notify the school so proper procedures can be initiated. It is expected that all members of our community practice social responsibility while off campus and outside school hours when it comes to social distancing practices.

Positive Case of COVID-19 in the Classroom - Children or Staff:

- If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in the community will be required to adhere to the directives of the Sarasota County Health Department. The following actions will be taken by school administration:
 - Contact school district health department
 - Notify the Sarasota County Department of State Health Services
 - Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19; confidentiality will be maintained
 - Notify the school community that a child in the school has been diagnosed with COVID-19; confidentiality will be maintained
 - Close the specific classroom for any recommended days determined by the health department. This may also require self-quarantine for all children and staff in the classroom who may have been in close contact with the person diagnosed with COVID-19.
 - Complete disinfecting procedures

*Decisions about classroom closure will be made in consultation with the Sarasota County Department of Health.

COVID-19 Exclusion Guidance for Children and/or Staff who have exhibited symptoms:

- Individual clinically evaluated **with** Alternate Diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth).
 - Symptomatic - May return to school after 72 hours, resolution of fever, AND a note (including email and fax number) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school

- Individual **has not** been clinically evaluated with Alternate Diagnosis.
 - Symptomatic - Must remain home for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms
 - Siblings and household members must also stay home for 14 days
- Individual clinically evaluated with **Negative Test** for COVID-19.
 - Symptomatic - If no alternative explanation, isolate until fever-free without fever-reducing medicine and with improvement of respiratory symptoms
 - May return to school after 72 hours, resolution of fever, AND either two negative nucleic acid COVID-19 test are received in a row at least 24 hours apart OR 10 days have passed since symptoms first appeared.
- Individual clinically evaluated with **Positive Test** for COVID-19.
 - Symptomatic - Must remain home in isolation for at least 10 days from the day the test was taken AND 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms
 - Sarasota County Health Department will provide instructions to the person and household contacts about when it is safe to return to work/school
- Individual has **Close Contact** (within 6 feet for more than 15 minutes of someone with confirmed COVID-19).
 - Symptomatic **or** Asymptomatic - The individual must quarantine for 14 days after contact with the COVID-19 Positive person even if the individual has an alternate diagnosis for symptoms or a negative COVID-19 test. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios

Quarantine and Isolation – Definitions

From the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Travel Protocol:

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

Contact Tracing:

- Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. Those contacts might include family members, co-workers, or health care providers.
- School staff has been asked to keep a daily list of people they are in close contact with and follow the criteria for COVID-19 Exposure - Staff and Children if they have been in close contact with someone in the Classroom Community that has tested positive for COVID-19 OR if the staff member is diagnosed with COVID-19.
- The Sarasota County Health Department, with the help of the school, will conduct all Contact Tracing

Communication:

- Student Leadership Academy will communicate:
 - With families, if their child has been in close contact with someone at school who has tested positive for COVID-19
 - With staff, if they have been in close contact with someone at school who has tested positive for COVID-19
 - With the entire school community if a classroom has been closed temporarily due to COVID-19 exposure

Monitoring Absenteeism:

- Student Leadership Academy administrative staff will monitor absenteeism among children and staff using SIS. Any unusual patterns will be considered when evaluating if there is a need for temporary or long-term building or campus closure due to COVID-19 exposure. Decisions about extending closure will be made in consultation with the Sarasota County Department of Health.
- Procedure for Recording Community Attendance
 - All attendance will be recorded by front office staff into SIS, verifying and updating the health screening log for the community. Include the reason for student's absence; contact a parent if the child is not in an attendance.

PRECAUTION, PREVENTION AND PROTOCOL**Preventative Measures:**

- *Our school in preparation for safety precautions* including but not limited to:
 - Implementing health screening and temperature checks
 - Limiting visitors on campus except for necessary business
 - Installing hand sanitizer in each office, classroom, cafeteria, and bus
 - Distancing as much as feasible and canceling large group gatherings
 - Staggering schedules to avoid congregation in cafeterias, hallways (as much as possible), etc.
 - Scheduling frequent cleaning and sanitization of all learning spaces and high touch surfaces
 - Installing physical barriers on counters, tables, and desks when feasible
 - Installing touchless water fountains/filling stations
 - Installing HALO LED UV HVAC purification systems throughout the school which kills mold, mildew, allergens, bacterial and viral pathogens to further improve the chances of eliminating viral particles from our interior spaces
 - Parents are asked to screen for health before sending to bus or school, and not send students to school until fever free for at least 72 hours
 - Students will use hand sanitizer as they enter and exit the bus
 - Parents are also asked to consider alternate means of transportation

Health and Safety Protocols and Strategies: (On Campus)

- Social Distancing – Limiting large group gatherings
 - Students and staff are expected to maintain social distancing to the greatest extent possible
 - Upon arrival to school, students will report directly to their assigned classrooms
 - Students will not be permitted to gather in common areas such as courtyards or hallways
 - Students will be assigned to set rosters/groups to avoid mixing during the day
 - Classroom desks will be distanced, and all students will face the same direction
 - To minimize student interactions during class transitions, release times will be staggered
 - Designated traffic patterns in hallways for students to ensure social distancing
 - Cafeteria areas and tables will be designated to ensure social distancing
 - Water fountains will be turned off until further notice
 - Personal water bottles and use of water bottle filling stations will be permitted
 - At dismissal, students will utilize designated exits to leave campus
 - Cafeteria and Lunch Protocol – Food services provided by the Sarasota County School District
 - Meals will be available for breakfast and lunch as normal, options will be limited
 - Cafeteria areas and tables will be designated to ensure social distancing
 - Students will have lunch at staggered times to ensure social distancing
 - Social distancing must be maintained while in serving lines and designated areas
 - Social distancing signage will be visible to all students and staff
 - Meetings
 - All meetings must be scheduled in advanced and may be held virtually
 - If a live meeting is held, the meeting should be held in a location where social distancing guidelines can be maintained
 - Back-to-School events, Parent Nights, and Open House events will be conducted virtually
 - Limiting Visitor Access
 - Non-essential visitors, volunteers, and activities involving other groups are not allowed during the school day (e.g. mentors, vendors, family visits, lunch with students)
 - Specialized programs requiring student interaction with a mentor/champion/coach will be conducted virtually
 - Temperature Checks
 - All individuals will be given a temperature check before entry is permitted
 - Temperature readings above 99.7°F (low-grade fever) will be sent home for 72 hours, unless a medical professional's note clearing the individual for the return based on a negative nucleic acid COVID-19 test or an alternative diagnosis is provided
- Note:** Any student who is sent home or denied entry due to a high temperature reading, will have full access to remote learning during the 72 hour isolation period.
- Face Coverings
 - All students and staff will be required to wear a mask/face covering on school campus
 - SLA will provide 2 washable cloth masks for each student, but students are also able to provide their own face covering/mask
 - Face covering must cover both the nose and mouth
 - Students should not touch the eyes, nose, or mouth when removing or adjusting a face covering

- Students should wash hands or use hand sanitizer immediately after removing or adjusting the face covering
 - Students may remove masks for eating or drinking, when appropriate social distancing measures are in place, and may be exempted from this policy due to documented medical conditions
 - Students may remove masks and face coverings on a case-by-case basis for specific instructional needs, including physical education activities, as determined by the teacher, in which case the teacher will require appropriate social distancing measures to the extent possible
 - Students may be exempted from this policy due to special behavioral or individual needs as determined by the Director of Special Education.
- Face Shields
 - Plastic face shields worn alone, are ONLY allowed for individuals who have been preapproved by the school's administration
 - SLA will provide 1 clear shield to each student, not as single face covering option, but only for added protection with the use a primary face covering/mask

Note: The CDC does not recommend the use of a face shield in place of a mask.

- Handwashing and Hand Sanitizing recommended during the following transitions
 - Entry to school (from car/bus)
 - Transition between class/lunch
 - After use of restroom
 - Before leaving the classroom for the day/dismissal
 - Hand sanitizing stations will be placed in high traffic areas (building entrances, cafeterias, media centers)

Follow Five Steps to Wash Your Hands the Right Way

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>)

CLEANING AND DISINFECTING

- Student Leadership Academy follows a detailed cleaning, disinfecting, and sanitization practice and has a detailed plan for each classroom and all common areas.
- These efforts include the following:
 - Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially materials, as detailed on the Cleaning and Sanitization checklist
 - All bathrooms will be cleaned and disinfected regularly throughout the day
 - Our custodian will follow a specific daily cleaning check list that includes disinfecting light switches, doorknobs (inside and out), commonly used surfaces, sinks, counter tops, computers, phones, keypads, paper towel dispensers, bathrooms, tables, desks, floors, hallways, etc.
 - [ULV Spraying Technology](#) will be used to disinfect and sanitize our environments at the end of each day

Clean and Sanitize Materials:

- Materials will be cleaned and sanitized frequently throughout the day. Students will assist with cleaning their own materials, after use, as part of their practical life exercises.
- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.

Cleaning and Disinfecting Procedures if an infected person (staff or child) has been in a school building:

- SLA will close off areas used by the individuals with COVID-19.
- Our custodian and staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces following the [CDC's guidelines for cleaning and disinfecting](#).
- SLA will follow any additional recommendations or requirements set by the Sarasota County Department of Health.

Cleaning and Disinfecting Products

- Student Leadership Academy uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19.

Nightly Application:

- [Ecolab Surface Peroxide](#) based disinfectant 45 second kill claim registered with EPA/CDC
- [Neutral Floor](#) disinfectant cleaner

Weekly Application:

- [Mediclean](#) fogging product

INSTRUCTIONAL LEARNING PLAN

Overview:

The Student Leadership Academy has developed a logical and strategic plan of action that we believe is in the best interest of all our students, families, and staff. SLA will offer our students “Traditional”, “Remote”, and “Hybrid” learning options in the fall. All three plans will run parallel to each other, allowing our students the ability to transition smoothly between each of them at any time deemed necessary. These plans will include instructional approaches that will be lead directly (live instruction) by your student’s teachers on a daily basis, along with extensive progress monitoring to ensure that appropriate progress is being made by each one of our students regardless of the learning plan selected.

We believe our Instructional Learning Plan will provide the most flexibility and allow each student and family the ability to make the personal choice whether or not to send their child back into the classroom while also ensuring that no child falls behind if they were to miss school for any unforeseen reason. We are currently making permanent and temporary changes to our classrooms, campus, and protocols to ensure that we do everything possible to follow current health guidelines, provide a safe and secure learning environment, and keep our students and staff safe as we navigate through the uncertainty of this pandemic together.

Instructional Requirements:

- All of our Innovative Learning Options will afford every student the full array of courses, with their certified instructors, during normal scheduled class time, and synchronously with their peers.
- All Courses are 180 days, 50 minutes per course period, five days per week.
- Students will have a minimum of six courses per day, at 50 minutes per course, at 180 days. This ensures that students will meet the hourly requirement by statute 6A-1.045111.
- Regardless of learning option choice, attendance for each enrolled course will be taken daily. Students will be required to attend all enrolled courses for 50 minutes per day, five days per week.
- Student Leadership Academy will follow the Sarasota County School's approved 2020-2021 school calendar, as per our charter contract.

Innovative Learning Options:

- Option 1 - Traditional, in-person brick-and-mortar learning
- Option 2 - Remote, synchronous (live streaming) off-campus learning
- Option 3 - Hybrid, combination of traditional, in-person brick-and-mortar learning and remote synchronous learning

Instruction/Content Delivery:

- Families will be given the choice of a "Traditional", "Remote", and/or "Hybrid" learning model.
 - Each instructional model will run parallel to each other and cover the same standards with the same curriculum opportunities, while also allowing for peer interaction through live synchronous instruction (synchronous learning is online or distance education that happens in real time).
 - Curriculum and applications will be established so that students will have the full array of courses, with their certified teachers, five days per week for a total of 180 days.
 - Students may transition between the different models if necessary (if a student must stay home from traditional school for any reason)
 - Materials, supplies, and technology will be provided to students as needed.
 - Remote learning will be delivered using one continuous platform to ensure student success.
 - Students will receive instruction during the first week of school to familiarize each student with the online resources.
 - Tutorials and assistance will be provided from SLA for both students and parents.
- All classrooms will be facilitated in conjunction with online resources.
 - These resources may include online textbooks, IXL, Achieve3000, etc.
- Each teacher will maintain a Blackboard class in order to provide students a single point of access along with all the necessary resources.
 - Benefits of Blackboard
 - all resources used can be located in one place (including assessments)
 - added safety of being password protected
 - Assessments may be created in Blackboard, giving teachers flexibility with assessment content as an alternative to using pre-generated assessments from online resources
 - Blackboard will serve as the hub for classroom announcements, activities, and organization
 - Traditional classrooms will be supported by these online resources
- Teachers will provide direct instruction via live streaming or pre-recorded video.
 - This instruction will also be uploaded to Blackboard for all learners to access and review
 - It is imperative for students to utilize this direct instruction and complete coursework on a daily basis in order to ensure the appropriate progression for each student

- The time spent on school coursework should be comparable between remote and traditional learning.
- Teachers will provide clear and explicit directions.
 - All assignments and lessons will be accompanied by goals and objectives to help students identify success criteria.

Remote Learning Guidelines:

- Students should be up and ready to go starting at 7:30 am.
 - Establishing routines and structure are extremely important components for successful remote learning
- Dress code will apply to all students, both in-person and remote learning.
 - Uniforms are strongly suggested for remote learners
- Student will follow their instructional schedule daily, mirroring their cohorts throughout the day.
- Teachers will take attendance for all learners at the beginning of each class period.
 - Remote learners must be on time and prepared for class
- Teachers will provide instruction to both in-person and remote learners synchronously.
- The live video (via Zoom) will only focus on the teacher and the classroom's ActivBoard

Note: It may be possible to hear or see other students in the classroom on occasion.
- Teachers will mute all students attending remotely and will use protocols to allow for those students to ask questions and participate with the class.
- Students and families who are attending remotely will not record audio or video of live classrooms.
 - This includes the recording of both teachers and other students
- Students completing remote learning are expected to individually communicate with each subject teacher a minimum of at least twice per week.
 - This could be via phone, Zoom, and/or email and will be arranged with the teacher
 - If a student is struggling, this communication will increase as needed in order for the teacher to best help and support the student.
- If a parent has a question, they will need to email or call the teacher.

Student Expectations:

- Attendance will be taken every day during scheduled class time.
 - Remote/Hybrid learners must attend each of their synchronous courses to be counted present
- All students will be expected to submit assignments in a timely and appropriate manner.
- If a student is participating in traditional school, assignments will be submitted according to teacher direction (online, in-person, or a combination).
- If a student is participating in remote learning, assignments will be submitted online.
- Due dates will be maintained, regardless of the instructional method in which the student is participating.
- Each student will receive a school email account. It is important for students to use this channel to communicate effectively with teachers.

LOGIN STEPS FOR ONLINE PLATFORMS

Steps: Visit [online platforms](#) for more detailed information

STUDENT SUPPORT AND PROGRESS MONITORING

Student Support:

- Teachers will be available during scheduled times (i.e. planning periods) to communicate with students participating in traditional and/or remote learning.
- Teachers may utilize Zoom to offer help sessions for students participating in remote learning.
 - Using Zoom, teachers will also have the capability of creating a “waiting room” where students can enter for help. Teachers are notified when a student has entered the room.
- Teachers may also help students via email, phone/text or by posting helpful instructional videos directly onto their Blackboard classroom.
- Teacher websites will be the point of contact/hub for their class, regardless of what core or supplemental resources they choose to utilize.
 - Teacher websites can be found at <https://www.studentleadershipacademyvenice.org/meet-our-staff>
 - Click on each teacher’s photo to access their website
 - Click on each teacher’s name to send them an email
- Teacher websites will be updated regularly to communicate to parents and students using clear expectations.
- Teachers may include weekly messages and instruction for students.
 - This is the main platform of interaction with our students.

Progress Monitoring:

- Progress monitoring will help assess what skills and materials would be beneficial to students.
- Each student will take diagnostic assessments for both ELA and Math.
- Remediation or enrichment will be provided to meet the needs of each student.
- Standards and activities will be provided based on the individual needs of the learner.
- Each student will complete a short daily formative assessment to help teachers track student understanding.

Assessments:

- Assessments may be given through online platforms (i.e. Big Ideas or HMH) or paper-based for the traditional classroom students.
- Remote learning will rely on online platforms to complete assessments.
- Teachers may choose to create their own assessments for students.
 - Assessments may be posted in Blackboard for students to complete.
- Assessments won’t always be quizzes/tests but could also be project-based.
- Teachers will define clear expectations for students so they know how to be successful.

Grading/Feedback:

- Blackboard provides teachers with the opportunity to provide feedback on individual assignments and/or questions
 - Students should always review feedback to help refine skills and correct errors.
- Grades will be entered into [TeacherEase](#) in a timely manner.
 - This will allow parents and students to see when assignments have been received and if a grade has been entered.
 - Students should regularly check [TeacherEase](#) to ensure they are taking part in their progress.
- Our goal in providing timely feedback is to remind our students that we are holding them accountable for expectations but also helping them grow and reflect on every assignment and assessment.

Exceptional Student Education (ESE):

- Students will follow grade level or course curriculum with applicable accommodations.
- Students with Individual Educational Plans (IEPs) will continue to receive access to educational and related services.
- ESE teachers will provide services and supports in collaboration with the content area teacher.
- ESE staff will set up support through electronic delivery (Zoom) for students who receive related services.
- The ESE Liaison will be responsible for scheduling and conducting virtual IEP meetings.

Interventions and Tiered Support:

- School Wide Support Teams (SWST) will meet to work with teachers to develop plans (may include additional members including intervention teachers)
 - Review data to analyze student progress to date (e.g., Teacher Notes, Articulation Cards, etc.)
 - Identify learning needs to be addressed, including summer slide, Quarter 4 Remote Learning Slide, Credit Recovery, etc.
- School teams, led by ESE Liaisons and/or 504 Coordinator, will address the needs of students on IEPs and 504 plans.
 - ESE Liaisons will convene IEP teams to review levels or performance and progress toward IEP goals to determine appropriate next steps i.e. re-evaluation, additional accommodations or services, and/or change in goals to target Specially Designed Instruction (SDI).
 - Students on IEPs exhibiting intensive needs due to the change of the educational environment will be provided additional supports and services recommended for the student
 - ESE teacher will progress monitor students receiving SDI to determine if students are making progress toward IEP goals and educational standards and, in communication with the IEP team, document and adjust instruction if needed
 - School teams will review all data points for students on IEPs and 504 plans receiving the most intensive services to determine how to assist with transition and adjustment to brick and mortar schedule.
- School Wide Support Teams, in conjunction with the ESOL Liaisons, will review progress and status of the presenting needs of the ESOL population
 - Parents will have an opportunity to take part in this process to connect school and community resources to assist in the education of the student.
 - Schools will ensure that all communication is provided to the family through translated media, interpreters, etc.
 - Students instructional needs and interventions will be based upon their progress toward language acquisition according to the WIDA and content mastery.
 - Progress monitoring will be on-going.

Gifted Students:

- Gifted endorsed teachers will provide students with enrichment activities and online resources that align to gifted frameworks.
- Students will continue to receive access to related services.
- The ESE Liaison will be responsible for scheduling and conducting virtual EP (Educational Plan) meetings.

English for Speakers of Other Languages (ELL):

- Students will follow grade level or course curriculum with applicable accommodations.
- The ESOL Liaison will provide supports in collaboration with the content area teacher.

- The ESOL Liaison will be responsible for scheduling and conducting virtual ELL (English Language Learner) meetings.

Student 504 Plans:

- Students will continue to follow grade level or course curriculum with applicable accommodations.
- Students will continue to receive access to related services.
- The 504 Coordinator will be responsible for scheduling and conducting virtual 504 meetings.

Speech and Occupational Therapy:

- Our contracted Speech and OT personnel will schedule and conduct these services.

SOCIAL-EMOTIONAL AND MENTAL HEALTH SUPPORTS

First Period Club:

- Acclimating to the new School Year
 - Due to distance learning in the spring, students will use this time to
 - Acclimate the return to physical school with the new policies and procedures in place
 - Be provided extra social time and experiences for students to adjust back to school
 - Alleviate stress or anxiety about reentering school
 - Single grade-level classes to minimize exposure
 - Teacher will serve as the mentor or advisor to that group of students for the remainder of the school year
 - Able to build strong relationships in order to best help students
- Provide Social and Emotional Learning (SEL) for Students
 - Character Education lessons that are geared toward each grade level
 - Mindsets and Goals
 - Recognizing Bullying and Harassment
 - Thoughts, Emotions, and Decisions
 - Managing Relationships and Social Conflict
 - Able to address topics specific to the group of students or based on student needs
 - Flexible to incorporate SEL lessons when issues arise
 - Supporting students socially and emotionally will help support academic success in the classroom
- Academic Support
 - Given distance learning from 4th quarter, teachers will utilize this time to help with any gaps in knowledge and support current curriculum
 - Review prerequisite skills to help ensure success
 - Use this time to go over online learning platforms, remediate, enrich, and meet the needs of grade-level students
 - Help students to develop an organization style that the student can maintain

Mental Health Support:

- Students can reach out to our school psychologist, Dr. Kim LaCivita by email at Kimberly.LaCivita@sarasotacountyschools.net
- Dr. LaCivita will schedule a face to face Zoom conference with your student, if necessary.
- Students/Parents can visit our Mental Health page on the school's website for more information and additional resources.

INSTRUCTIONAL MODIFICATIONS AND TEMPORARY CHANGES

- In conjunction with COVID precautions:
 - Students will be “clustered” in a core instructional group that will transition together throughout the school day, including first period and electives.
 - First period clubs courses will be temporarily replaced with a strategically designed class, focused on social emotional learning, character education and critical thinking skills.
 - Physical Education (PE) courses will refrain from close contact sports or "dressing out" for activities.
 - Students will use assigned supplies and instructional materials (no sharing).
 - Media Center and Career and Technical Education (CTE) procedures are currently under review.
 - All extracurricular activities and athletic events are currently under review.
 - No field trips or service projects will be scheduled in the first semester, with plans pending for second semester (virtual experiences are in development).

Note: These temporary changes will be reevaluated at the end of each quarter with families being notified of any changes.

PLAN FOR IMPLEMENTATION OF ASSURANCE

Assurances:

- SLA will provide all students a quality instructional learning option five days per week, as outlined in the Proposed Innovative Model. SLA will reopen to students on August 31, 2020.
- All SLA students will have full access to the array of courses, with their certified instructors, during their normally scheduled class time, and synchronously with their peers. Courses are 180 days, 50 minutes per course period, five days per week.
- Materials, supplies, and technology will all be provided to all students as needed. All SLA students will have access to online licenses for class textbooks, IXL, HMH Collections, Big Ideas Math, Algebra Nation, Pearson Realize, Duolingo and Achieve3000 (also includes students in Intensive Reading and Math classes). We will be providing technology to families who request it.
- Our plan ensures continuity of the provision of Free/Reduced meals for applicable students in all learning models, as defined by the National Food and Nutrition, Free and Reduced lunch program.
- Our ESSER grant application has been completed and submitted to the district office. These funds will be used for developing and implementing procedures and systems to improve the preparedness and response efforts of our school: planning for and coordinating during long-term closures, including how to provide meals to eligible students; how to provide technology for on-line learning to all students; and how to provide mental health services and supports.
- The Sarasota County Department of Health will track and contact trace for all district students and staff. In the event of any additional measures or school closures, SLA will defer to the Department of Health orders. This is the only time brick-and-mortar education could cease.
- Our plan includes communication with all stakeholders, family, community, district, and students. Constant updates and communication, as events occur, will be conducted via Connect Ed phone calls and emails.
- SLA will ensure that all teachers and staff are fully trained on safety/health procedures and protocols listed above before students begin school on August 31, 2020.
- SLA has employed an adequate number of certified teachers who are fully trained to comply with state standards and to meet the needs of each student regardless of learning option chosen.
- Through professional development in conjunction with collaboration and training from Administration, SLA will ensure that all staff are proficient to implement each of these learning options on day one.

TECHNICAL SUPPORT AND NETWORK GUIDELINES

Tech Support:

- Students/Parents can email our Tech Support at christopher.cribbs@sarasotacountyschools.net

Technology and Network Guidelines:

- It is the expectation that all users of this communication system demonstrate common politeness and courtesy.
- Neither students nor parents may record, either audio or video, anything that occurs during remote learning. Our teachers and staff do not grant the authority for anyone to record them or other students while engaging in remote teaching or learning.
- Parents/guardians may not interrupt or participate in remote instruction. If a parent/guardian has any questions or comments for the teacher, he/she must request a parent conference with the teacher via email or phone call.
- If a remote student is disruptive, the teacher may mute or stop the video and disciplinary procedures will be followed.
- If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per Florida Statute 815.04.
- **Unacceptable use of computers and electronic information services includes:**
 - Sending Electronic email which harms or injures the reputation of others;
 - Using network access to alter or destroy information belonging to others;
 - Profanity, obscenity, or other language which may be offensive to another user;
 - Copying or forwarding personal communications to others with malicious intent;
 - Copying software or other copyright protected material in violation of copyright law;
 - Using school board computers or the school district network for any illegal activity or for any private business purposes;
 - Spreading computer "viruses" deliberately, or by importing files from unknown sources;
 - Using any computer or program in a manner other than that which was intended;
 - Viewing, storage, or disbursement of pornographic material;
 - "Hacking" or gaining unauthorized access to school/district supported computer systems.

COMMITMENT TO EACH OTHER

As Student Leadership Academy is employing enhanced health and safety measures within each learning environment and across the entire campus, we need your commitment to help protect our community by following family safety measures at home. Please see following acknowledgment:

"I acknowledge and understand that participation in school activities or programs at Student Leadership Academy during the COVID-19 pandemic presents certain risks beyond the Student Leadership Academy's control. I know these may exist regardless of whether Student Leadership Academy controls or attempts to control such risks and even if Student Leadership Academy exercises the utmost care in trying to prevent anyone from getting injured or sick."

To show support and reduce the chance of transmission, we ask all administrative staff, teachers, students, and families to commit to the following precautionary measures:

SLA Administration will:

- Train all teachers and staff on safety and health procedures/protocols prior to the return of students.
- Encourage social distancing as much as possible on campus, limiting large group settings.
- Practice social distancing with colleagues.
- Stagger student drop-off and pick-up times.
- Excuse absences so students stay home when sick.
- Use non-contact infrared thermometers to conduct a temperature check on every child and staff member before they enter the building.
- Provide a dedicated isolation area for all identified fevers or illnesses.
- Implement Systematic Disinfection and Cleaning Protocols
- Install UV In-duct Air Purifiers on all HVAC systems. (Completed already)
- Install hands-free refrigerated drinking fountains. (Shut off until further notice)
- Install hand sanitizer stations in each classroom, common area and bathroom.
- Provide continuous sanitization of doorknobs, bathroom faucets and other touchpoint areas.
- Expand lunch areas to include more outside seating options to allow for distancing.
- Stagger lunch times to limit congestion and group mixing.
- Sanitize cafeteria/picnic tables in between lunches.
- Minimize cross-grade level contact through scheduling and organized transitioning.
- Minimize hallway congestion with staggered transition times.
- Establish set “clusters” to restrict mixing between students.
- Limit/Suspend non-essential visitors on campus. (No one allowed to enter without a scheduled appointment)

SLA Teachers will:

- Review and understand all safety and health procedures/protocols prior to the return of students.
- Practice social distancing with colleagues.
- Wear a mask when around children and when social distancing is not possible.
- Encourage social distancing as much as possible on campus.
- Instruct kids on how to follow health guidelines (i.e. cough, sneeze, and hand washing).
- Instruct kids on school safety and health procedures/protocols.
- Ensure that school is a safe place – i.e. will not let kids bully each other when they sneeze, etc.
- Learn and train how to streamline online educational opportunities in real time, livestreaming lessons and assessments.
- Ensure that all work is posted online so that kids who are home can complete it.
- Livestream your class so that students who are home are participating in real time.
- Use our online tools effectively in the classroom to ensure that students can use them alone. This includes Blackboard, online textbooks and other online resources, Zoom, and email etiquette.

SLA Students will:

- Review and follow all implemented school safety and health procedures/protocols.
- Stay home when they feel sick or have symptoms.
- Social distance as much as possible, limiting group gatherings.
- Wear a facial covering/mask as mandated (unless doctor’s note is provided).
- Bring and carry their own classroom supplies as needed to limit the sharing of items.
- Help with the sanitization of computers, desks, etc. each period, after use.
- Maintain safety precautions on buses.
- Attend and participate to the best of their ability in all courses regardless of learning option chosen.
- Review and follow school policies and student contract

SLA Parents/Guardians will:

- Review and educate their child on all implemented school safety and health procedures/protocols.
- Educate their child on how to follow health guidelines (i.e. cough, sneeze, hand washing, etc.).
- Keep their child home if they are feeling unwell.
- Keep their child home if they have had a fever (99.7 or higher) in the last 3 days and until they are fever free without the use of fever-reducing medication for a minimum of 72 hours.
- Quarantine your child for a minimum of 14 days and notify the school if they were to encounter someone with suspected or confirmed COVID-19.
- Inform the school when there is a confirmed case in the family
- Not give a child medication to control fever before sending them to school.
- Pick-up child in a timely manner if identified with a fever during school.
- Support teachers and staff with their child's education and choice of learning platform.
- For remote learners, help facilitate a positive and organized learning environment, keeping your child on their set schedule and encouraging them to participate in all of their live classes to the best of their ability.
- Encourage your child to self-advocate and communicate with their teachers.
- Not enter the school building without a previously scheduled appointment.
- Adhere to all safety and health procedures/protocols upon entering the school.

ADDITIONAL INFORMATION

- Please continue to monitor the school and district websites, as well as your email during these uncertain and ever-changing times. We will continue to update you as needed and support our families in every way possible.

Important Dates:

- On Wednesday, August 19th starting promptly at 5:30 pm, SLA will hold a virtual "town hall" meeting to answer questions and concerns you may have. Below is the link to join the meeting:

Join Zoom Meeting:

<https://sarasotacountyschools.zoom.us/j/95741635828?pwd=d014ZWdqMUhKTUdER0N5MDVzTlZHQ09>

Meeting ID: 957 4163 5828

Passcode: 670515

- Distribution of schedules, masks, shields, procedures, etc. will start on Tuesday, August 25th and run through Friday, August 28th between the hours of 9:00 am – 3:00 pm.
 - All family members are to remain in their vehicle at all times
 - Please have a sign with your child's name clearly displayed
 - Drive your vehicle parallel to the curb, pulling up to the designated distribution zone
 - Roll down passenger-side windows prior to arriving to dedicated zone
 - Stop at the designated arrival zone and remain in your car
 - An SLA staff member will facilitate the distribution process using the passenger window
- The first day of school is still scheduled for Monday, August 31, 2020.

Together, we will get through this and succeed with patience, compassion, and cooperation.