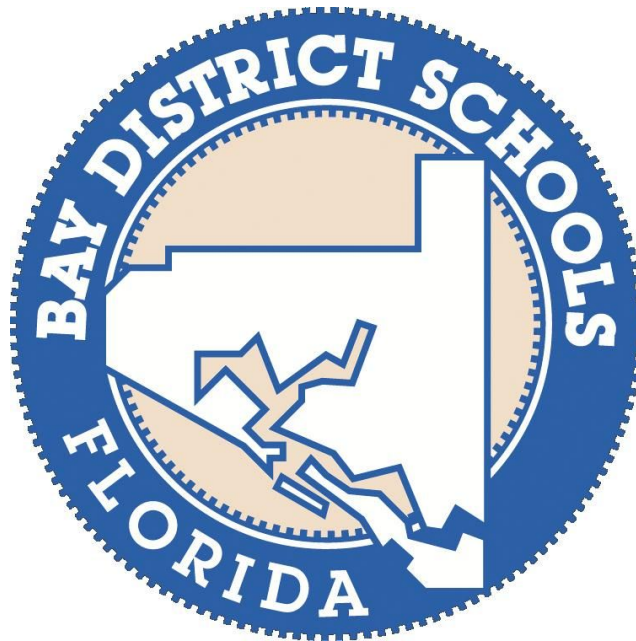


# Bay District Schools COVID-19

## Parent Guide Fall 2020



Community health data continues to change and we are continuously monitoring this information and adjusting plans accordingly. This plan is subject to change based on evolving conditions.

**Superintendent William V. Husfelt III**

## Definitions

### Brick and Mortar: Face-to-Face

Face-to-Face instruction is traditional in-school learning for families who would like their students to return to their assigned school beginning August 20th and continue in accordance with the approved Bay District Schools student calendar. Everyone must adhere to the health and safety guidelines outlined by the Department of Health and in the approved Bay District Schools Reopening Plan while at school, at extracurricular activities, and on district transportation for the protection of other students and staff.

### BayLink

BayLink is an innovative form of digital learning aligned to the Bay District Schools Instructional Plans/ Frameworks based on Florida State Standards and provided by the students' school based teachers. This model is significantly different from the 4th quarter of the 2019-20 school year. Students should expect an increased focus on rigorous expectations, additional robust progress monitoring, and daily engagement between teachers and students. Bay District School will continually customize resources and utilize technology to provide instruction to best meet the needs of students.

Families who would like their children to participate in BayLink will follow the same curriculum, pacing and schedule as students receiving face-to-face instruction at brick and mortar schools. Parent/guardian involvement is needed to support student learning and technology use.

Students follow a school day schedule using technology and instructional resources housed in the Canvas learning management system. Students will participate in live instruction streamed from classrooms (synchronous) at the student's zoned/choice school along with independent assignments (asynchronous). It is expected that teachers will report to their schools and deliver instruction from their assigned school site.

Students in the BayLink model must take all required local and state assessments. Canvas will serve as the default instructional platform in the event of an individual, classroom, school-wide, or district quarantine situation for BayLink.

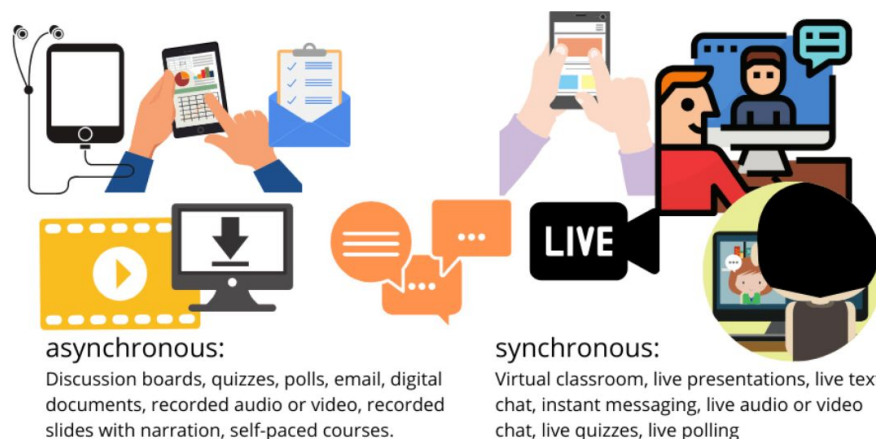
### Canvas (Learning Management System)

Bay District Schools utilizes the Canvas Learning Management System for all students, regardless of whether they are learning at school or digitally. Canvas is a learning management system that provides a collaborative online environment that integrates instructional resources and learning assignments and assessments. Canvas is accessible from any device with Internet capability.

Canvas brings students, teachers, parents, and administrators together within one communication platform. Students participating in the BayLink option use Canvas to access synchronous and asynchronous instruction. Students engage in online classroom communities that encourage collaboration, discussion, and creativity.

Parents/guardians have one stop access to all of their child(ren)s' accounts with one log-in. Additional information about how to access your child's Canvas account through the *Canvas Parent* app will be provided at the start of the school year.

### Synchronous versus Asynchronous Learning



## Bay Virtual School

Bay Virtual School (BVS) is a fully accredited K-12 public school created and supervised by Bay District Schools. Bay Virtual School is a K-12 full-time virtual experience. Teachers must follow a prescribed curriculum and students take assessments created to align with state standards. Students remain at home and all courses are offered via computer by BVS teachers who support students throughout the school week and hold sessions, called "live lessons." These "live lessons" are more frequent for elementary (typically, one to two times a week). Secondary "live lessons" are on an as needed basis. BVS students also take all required state assessments. Students can work at their own pace and on their own schedule, although pacing charts are provided so that parents and students complete enough work each week to ensure successful course completion.

For the 2020-21 school year, families who elect BVS will remain enrolled in BVS for an entire semester. Families have the option to return to their zoned/choice school at the beginning of the second semester. Certain courses in advanced academic programs or CTE programs are not available through Bay Virtual School.

## Home Education

Home education is the established and approved sequentially progressive instruction of a student facilitated and directed by his or her parent or guardian. Home education program requirements are specified by Florida Statute 1002.01.

## Enrollment Options

**Parents have multiple enrollment options for returning to school:**

**Option 1:** Remain enrolled in "brick and mortar" schools five days a week assigned to their teacher of record/scheduled classes.

- Students have the **option to attend "brick and mortar" school in person** ([following the district calendar](#))  
**OR**
- Students have the **option to attend school in person each school day** ([following the district calendar](#)) and **may transition to BayLink for digital learning through Canvas if/when the need arises** (quarantine, self-isolation, illness). Parents/guardians must notify the teacher and/or school when a student needs to transition to BayLink for reasons noted above. In order to return to brick and mortar school, students must have a return to school note from a primary care provider or Bay County Department of Health.  
**OR**
- Students have the **option to choose BayLink for digital learning** ([following the district calendar](#)) **assigned to their teacher of record/scheduled classes**. This option provides opportunities for students to continue to learn at home while remaining registered at their enrolled school. This model is designed for families who don't feel comfortable sending their children back to school but ultimately plan to rejoin their enrolled school in the future. Students may transition back to brick and mortar schools on the first school day of each month. Notification of intent to return must be provided to the school principal.

**Option 2:** Withdraw from current school and enroll in [Bay Virtual School](#) for a minimum of one semester.

**Option 3:** Withdraw from current school and participate in the home school/education program of the parent's choice.

# General Information for all Enrollment Options

## Parent/Guardian Support

The support and encouragement of a parent/guardian can be critical to student success. Parents/guardians are expected to be engaged with their child's education but are not expected to serve as their child's primary teacher of the academic curriculum. To meet state attendance requirements, parents should ensure their students attend school or participate in digital learning daily. Parents/guardians serve as learning coaches and provide assistance by:

- Maintaining communication with the teacher by phone, email, and/or online meetings.
- Providing support and encouragement, while also expecting the student to do his or her part.
- Monitoring that the student is on track with assignments and coursework.
- Establishing a quiet, designated work space to complete learning activities.

## Exceptional Student Education/504/ELL

- Schools will continue to follow a student-centered approach with a commitment to ensure that the individual needs of each student with a disability or English-language barrier are met.
- Accommodations (or modifications if indicated on a student's IEP/ELL plan) will be provided across all instructional delivery options.
- Therapies/related services identified on students' IEPs will be offered via tele-therapy (while participating in BVS or BayLink) or face-to-face (while participating in Brick and Mortar in person instruction).
- Specially-designed instruction will be tailored to fit students' needs identified in the student's IEP/EP/ELL plan.
- Supplemental instruction or digital resources may be provided to address specific learning or English Language deficits based on diagnostic assessments.
- Continuous progress monitoring of students' academic progress and IEP/EP/ELL plan goals will be used to drive instruction and adjust services and support as needed.

## Grades

Grace and compassion are essential during these unprecedented times and should also be used regarding grading. Grading will be significantly different from the 4th quarter of the 2019-20 school year. Students should expect an increased focus on rigorous expectations, additional robust progress monitoring, and daily engagement between teachers and students.

Students will be assessed on their mastery of the appropriate Florida standards, regardless of whether they are learning in a brick and mortar or digital online environment. Grading policies for online instruction will be consistent with the grading policies for brick and mortar assignments.

## Attendance

- Teachers are responsible for taking and verifying attendance each school day (in middle and high school each class period) in FOCUS.
- Students utilizing BayLink are required to **participate in digital online classes each school day**.
- Schools will continue to follow current school board policy regarding attendance (School Board Policy 7.105).
- Schools will waive all Perfect Attendance Awards for the 2020-2021 school year.

# General Information: Brick and Mortar

## Face Masks and Cloth Face Coverings

- Bay District Schools will follow the current CDC guidelines which recommends the use of face masks or cloth face coverings for all individuals **when social distancing is not possible**.
- **When social distancing is possible**, Bay District Schools permits the removal of face masks or cloth face coverings.
- All visitors to our campuses (including parents and staff members) will be required to wear a face mask or cloth face covering upon arrival.
- Face masks and cloth face coverings are not to pose a disruption to the school environment (i.e. no inappropriate language, graphics, logos, etc).
- **Students** are required to wear an appropriate face mask or cloth face covering that best meets their individual needs as provided by their parent/guardian.
  - Students who struggle with this requirement will be provided additional help and support.
  - Flexibility will be shown for students in pre-kindergarten through second grade.
  - In the event that a student is in need of a face mask or cloth face covering that has been forgotten, lost, or damaged, the district will provide one.
  - Parents/Guardians of students with a medical exemption for wearing a face mask or cloth face covering, or for whom wearing a face mask/covering is not recommended, should provide documentation to the school principal. Documentation can be in the form of a note/letter from a licensed medical professional or special services therapist/provider who treats the child.

## Orientation

- Each school will share their orientation plans with students, parents and guardians prior to the start of school.
- Information provided during orientation will also be shared through social media and PeachJar.
- Please make sure all parent/guardian contact information is updated and current in FOCUS Parent Portal.

## First Day of School

- Classes will begin according to the Bay District School calendar.
- Following school guidance and directions, on the first day of school **only**, Raptor-cleared parents/guardians may escort students to class.

## Open House

- Open House for all schools will be postponed for fall 2020.
- Teacher contact information will be available through the FOCUS Parent Portal.

## School Visitors

- All visitors will be required to wear face mask/cloth face covering upon arrival.
- Following the first day of school, schools will limit visitors to essential personnel only.
- Mentors providing essential supplemental supports for students will be allowed on campus and will wear a face mask or a cloth face covering when working with students.
- Schools will conduct parent/teacher conferences virtually, unless absolutely unavoidable.

## Arrival and Dismissal

- Parents and guardians will ensure that students exhibit no symptoms of illness before they arrive at school each morning.
- Students are expected to wear a face mask or cloth face covering upon arrival and during dismissal.
- Parents and guardians should follow social distancing practices and wear a face mask/cloth face covering.

- Parents and guardians are asked to remain in the vehicle while staff guide children to and from the designated drop off/pick up zones.
- Everyone should avoid gathering and crowding at single points of entry/exit such as gates, front office doors, etc.
- Everyone should utilize cones, sidewalk marks or signage to assist with social distancing practices.
- School administration must approve student check-out close to dismissal time due to doctor's appointments, family emergencies, etc.

### **General Information**

- Deliveries are prohibited (flowers, balloons, lunches, etc.) unless previously authorized by administration.
- Field trips are currently postponed.
- Recess times for elementary students will be staggered.

## **Services**

### **Meals (Breakfast, Lunch, Snacks)**

- Eating locations will vary based on unique space and needs of the school.
- Parents/guardians are not permitted in the eating locations.
- Food deliveries are not allowed unless there is an emergency situation or delivery has been pre-approved by the school principal.
- Chartwells will have free pre-packaged or pre-plated food choices available for all students.
- Students may bring food from home.
- Classroom party items should be commercially prepared and prepackaged.

### **Transportation**

- Parents will ensure that students exhibit no symptoms of illness before they board district transportation each morning.
- Drivers and students are required to wear a face mask or cloth face covering while utilizing district transportation. Accommodations will be made for students who require special transportation and who have special health care needs.
- Hand sanitizer will be available and vehicles will be sanitized and disinfected frequently.

### **Athletics and Performing Arts**

- Refer to the *COVID Guidelines for Athletics and Performing Arts* located on the Bay District Schools website.

### **Clubs and Extracurricular Activities**

- Clubs and extracurricular activities are an important part of the student life that will be continued when proper social distancing can be maintained.
- The frequency and location of activities will vary based on unique space and needs of the school to maximize the amount of space between individuals.
- It may be necessary for schools to modify or postpone club or extracurricular activities to ensure student safety.

# Health and Safety

## Social Distancing

- A school setting does not lend itself to continual social distancing, but students will be physically separated as much as possible throughout the day.
- Teachers and staff will encourage students to keep distance from one another.
- Non-essential furniture and equipment will be removed to maximize the amount of space between individuals.
- Student work areas will be adjusted to have the maximum amount of space between them.
- Every effort will be taken to minimize and monitor hallway congestion.
- School arrival, dismissal, cafeteria, and transition procedures will be adjusted to maximize space between individuals.

## Building and Facilities

- Visual aids regarding handwashing, social distancing, etc. will be posted throughout schools.
- Students will have frequent reminders to wash their hands and utilize hand sanitizing dispensers to support healthy hygiene practices.
- Frequently touched surfaces will be cleaned more frequently.
- Adequate supplies (i.e., soap, paper towels, hand sanitizer, tissue) will be provided to schools to support healthy hygiene practices.

## Prevention and Personal Responsibilities

The district will continue to work with state and local health department officials to assess and implement the necessary health and safety measures required to prevent disease spread.

## Symptoms

- Anyone exhibiting symptoms of illness (e.g., cough, sore throat, fever, etc.) must remain at home. Do not send your child to school if he or she has a temperature of 100.4° or higher.
- If a student exhibits symptoms at school, he or she will be screened by a health professional. If determined symptomatic, the student will be taken to a supervised isolation space. The parent or guardian will be notified to immediately pick up the student.
- A return to school note from a primary care provider or the Department of Health-Bay County is required for re-entry of symptomatic individuals and/or positive COVID-19 cases.
- FERPA and HIPAA regulations will be followed.
- Contact the Department of Health - Bay County with questions regarding symptoms, potential exposures, or confirmed COVID-19 cases.

## Positive COVID-19 Case

- COVID-19 is a reportable communicable disease. Parents/guardians are directed to notify the Florida Department of Health - Bay County of any positive COVID-19 confirmed cases and communicate regularly with the school.
- The Department of Health will determine if any school/classroom closures are necessary.
- BDS will support contact tracing efforts as directed by the Department of Health to mitigate further spread of the disease.
- Individuals who have been identified as having been exposed to the virus will be required to quarantine as directed by the Department of Health.
- Identified sites and equipment will be thoroughly cleaned and disinfected.

For additional information, please visit the Bay District Schools website to find FAQs and updated information:  
<http://www.bay.k12.fl.us/school-reopening>