



ADV Reintegration Plan

Per state statute, families will have two choices, face-to-face brick and mortar school environment OR remote.

Reentry for 2020-2021 School Year

Carline - Arrival

- Adults only for carline
 - Use staff and volunteers for carline
 - Staff and volunteers wear cloth masks
 - Staff and volunteers will only be opening and closing doors
 - Safety Patrol will remain inside, keeping the flow of students from their classrooms to their cars. Stationed outside the classrooms and in the hallways.
 - Students remain in car until they are given the signal to enter the building by an adult on duty (K-8)
 - For students in car seats – parents will park in front of south and assist their children. Volunteers will cross them over to the south building.
- Students must have a cloth mask on before they enter the building. If they do not have one, one will be provided.
- Students go directly to classrooms
 - Elementary drop off will move to 8:15 instead of 8:10
- Dismissal from classroom (see Dismissal)
- No backpacks – all supplies remain in classrooms
- No lockers

Carline - Dismissal

- Adults only for carline
 - Use staff and volunteers for carline
 - Staff wear cloth masks to the greatest extent possible
 - Safety Patrol will remain inside, keeping the flow of students from their classrooms to their cars. Stationed outside the classrooms and in the hallways.
 - Students remain in the classroom until their names are announced over the intercom. Students must go directly to their parent's/guardian's vehicle. (K-8)
- Dismissal from classroom

- Safety Patrol will have two-way radios outside each classroom door or in the hallways to ensure students head directly to their parent's/guardian's vehicle.
- Announcement of dismissed students will be made by an adult over the PA

Cafeteria/Lunch

- PCS provides staff during certain hours for meal delivery and distribution
- Staggered lunches, as needed
- Location of lunches
 - In classrooms
 - Students will be scheduled to pick up lunches from cafeteria
 - Students remain at desks
 - Classrooms, students are called to empty trash in trashcans placed in hallway
 - Students may eat outside when possible. This will be on a rotation basis to provide social distancing to the greatest extent possible
- Parents may not eat at the school with students during social distancing enforcement. This practice will resume when possible and will be communicated by the administrator with the approval of the ADV Board of Directors.
- Parents may not drop off outside food. Staff cannot be responsible for delivering food to students. If a student forgets a lunch the school will ensure the student receives a lunch.
- Students must remain at school during lunch (unless they are leaving for the day)

INSTRUCTION

Note About Remote Instruction

Students electing remote instruction are held to the same expectations as students in the face-to-face brick and mortar setting. Students must be in attendance daily for the full school day. Students must complete the same assignments as their brick and mortar peers and with the same assignment due dates.

Families electing a remote or brick and mortar setting must adhere to their choice for the nine-week period. Three weeks prior to the end of the nine-week period a survey will be sent to determine if you wish to continue your initial option. You may not switch options during the nine-week period, unless there is an extenuating circumstance related to the current pandemic and documentation is provided.

Parents who do not opt for brick and mortar or ADV's live remote option and elect to attend another school or enroll into a virtual school will forfeit their seat.

General Education Classrooms – Brick and Mortar/Remote

- Classrooms will be arranged to maximize physical distancing to the greatest extent possible
 - Classrooms with desks will be arranged in rows
 - Classrooms with round or rectangle tables where students face one another will have dividers
- Curriculum and instruction will resume as it was pre-quarantine
 - Students will receive instruction as usual

- Small group settings will be altered as necessary to ensure physical distancing to the greatest extent possible
- Remote instruction will be a regular school day to ensure students receive the same instruction as their face-to-face peers.
 - The school will provide devices for school use only
 - Students will access any site they may need via Clever (a single sign on portal)
- Students remoting into class will follow the same schedule as their peers
 - Elementary teachers will provide daily schedules of “live” times based on general education academic instruction and specials

ESE – Brick and Mortar/Remote

- ESE services will continue as usual including diagnostic assessments as necessary
 - For remote students, the school will provide devices for school use only
 - Students will access any site they may need via Clever (a single sign on portal)
 - This includes access to live sessions with ESE staff, per students IEPs
- IEP meetings will be held virtually
- ELL Learners;
 - English Language Learners will continue to receive same grade level academic standards expected for all students.
 - Communication with families will continue
 - Home Language Survey for potential ELs will continue to be administrated
 - Students instructed virtually; EL students will continue to receive real-time EL services as in face to face instruction based on their level of English language proficiency
 - EL Committee Meetings will continue to be held as necessary and virtual

504

- 504 services will continue as usual
 - For remote students, the school will provide devices for school use only
 - Students will access any site they may need via Clever (a single sign on portal)
 - This includes access to live sessions with any support staff, per students’ 504s
- 504 meetings will be held virtually

Progress Monitoring

- Students will engage in ongoing progress monitoring to support Academic Growth. As in previous years, if based on classroom-based or formative, eg, Map, reading assessments, progress monitoring a student needs for additional supports will be in place. SBLT meetings will continue to meet and review student progress data regularly.

Dance

- Students must wear masks in dance class to the greatest extent possible, with mask breaks given outside at the discretion of the teacher

- Students social distance to the greatest extent possible
 - Mark spaces indicating appropriate distance
- AC will be kept at a comfortable temperature
- Class will be skills and technique based

Art (K-3)

- Students must wear masks in art class to the greatest extent possible, with mask breaks given outside at the discretion of the teacher
- Pie shaped dividers will separate seating (K-3 round tables)
- Supplies will be individualized to the greatest extent possible

Music

- Students must wear masks to music class to the greatest extent possible, with mask breaks given outside at the discretion of the teacher.
- Music instruction will focus on instrumental, and not singing, instruction
- Students social distance to the greatest extent possible
- Music will be held in the south cafeteria (K-3 only)

PE/Wellness

- Students must wear masks when inside the building to the greatest extent possible, with mask breaks given at the discretion of the teacher
 - Students will not be expected to wear masks when outside
- Students social distance to the greatest extent possible
 - Mark spaces indicating appropriate distance when inside, if in a room without desks
- Class will be technique and skills based
- Students will not change out for PE

Recess

- Indoor Recess: Students must wear masks when inside the building to the greatest extent possible, with mask breaks given at the discretion of the teacher
- Outdoor Recess: Students will not be expected to wear masks when outside but will need to adhere to physical distancing protocol to the greatest extent possible

Performances

- At this time, we will suspend any live performances until we have more information concerning live events and COVID-19.
- We will provide a contingency plan for performances that allow virtual attendance to showcases

Middle School Considerations

- Students rotate in a clockwise formation to their next classes and teachers remain in their classrooms
- Hallways flow in a clockwise rotation, single file
 - Students must rotate clockwise regardless of the location of their next class

- Students will practice social distancing to the greatest extent possible
- Students must be wearing masks during all transitions
- No lockers
- No backpacks
- Lunches and water bottles remain with students

Assemblies

- Virtual Assemblies – broadcast in classrooms
 - Use Teams or Zoom and livestream to classes
- Possibly space b/t the buildings
 - Masks must be worn

Field Trips

- No fieldtrips until further notice
 - Virtual field trips are available and will be used in the absence of live field trips

Pick Up of Students by Visitors

- All visitors must have a mask on prior to entering the building
- Limiting number of people in foyer
 - Parents will call ahead for early pick-up of students, then wait in their cars until the student is ready. When the parent arrives, they will remain in the vehicle, check identification, and assist in signing out. Parents, guardian, or approved contact must be wearing a mask. Staff member will bring out the student. The parent, guardian, or approved contact will sign the student out at this time. *Please wear a mask when the staff member brings the student to your vehicle.
 - **There is no dismissal within 15 minutes of the regular end of the school day**, and only parents, guardians, or other individuals identified on the student’s contact list, with appropriate identification, will be allowed to leave with the student.
 - We will have designated spots for pick up at the south building on the south end (by the pond)
 - Staff will walk students out to cars

ELP

- We have limited space for students in ELP. All applications are first come, first served. Once we reach capacity we will close applications.
 - We will maintain a balance of students based on volume. We will move students to north ELP, as needed
- Rotation of students – outside/inside – to accommodate social distancing to the greatest extent possible
- Students must wear masks at all times to the greatest extent possible with scheduled mask breaks
- Students will have assigned seats

- Tables may have dividers separating students based on the number of students in ELP to ensure physical distancing. Mask breaks will be given.
- Staff will wear masks at all times to the greatest extent possible
- ELP will have structured activities at all times

Cleaning Protocols

- During School Hours
 - Disinfecting High Touch Surfaces During School Hours
 - Cleaning checklist completed 4 times a day – 2xs morning, 2xs afternoon
- Central Air and Heat Units
 - Changing filters more frequently
 - UV lights for AC units
- After School Hours
 - Disinfecting established protocols by cleaning company
 - MSDS on file on site.
 - Fogger w/ organic solution effective against COVID-19
- Toys and Equipment
 - UV Light for PE, music equipment
 - Fogger w/ organic solution effective against COVID-19

General Health & Hygiene - <https://kidshealth.org/en/parents/coronavirus-stop-spread.html>

- PPE
 - Students wear cloth masks to the greatest extent possible with mask breaks scheduled at the discretion of the teacher. Students should arrive at school with a cloth mask. If students forget their mask, one will be provided.
 - Teachers and other staff wear cloth masks and may wear shields in addition to cloth masks
- Teach and reinforce healthy hygiene at home and at school
 - Handwashing procedures will be taught to staff and students
 - Mask wearing etiquette and protocols will be taught to staff and students
 - Posters throughout ADV bathrooms and cafeterias - <https://www.cdc.gov/handwashing/posters.html>
 - Regular segment on student news and morning announcements
 - Communicate procedures to families via CC and video segments
 - Post videos on website
 - Staff and students will clean/sanitize hands frequently, especially with any transitions from one area of the school to another.
- Monitor absenteeism
 - Continue tracking protocol – teacher contacts family after 3 days absent and cc’s designated staff member (e.g., secretary/DMT)
 - Designated staff member tracks these absences in a spreadsheet entering reason for absence as it is communicated

- Assess group gatherings and events – consider postponing non-critical gatherings and events or providing alternatives (e.g., virtual assemblies)
 - No field trips
 - Club approval and offerings will be based on the type of club and the impact on social distancing. Clubs may be canceled or limited in the number of participants.
 - All meetings will be held virtually until further notice. Communication to resume will be made by the principal with the approval of the ADV Board of Directors
- Require sick students and staff stay home (see Ill Students/Staff Protocols below)
- Establish procedures for someone becoming sick at school (see below)
- Disinfecting High Touch Surfaces
 - Water fountains will be closed for regular use but may be used to refill water bottles.
 - Water fountains must be cleaned before and after each time it is used to refill water bottles.
- Staff will have temperature checks daily
- Staff will be given masks and face shields
- Any student or staff traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return, based on federal and state executive orders. Students will receive instruction remotely during this time and will be expected to attend school and complete assignments just as their brick and mortar peers do.

Self-Screening Checks

In addition to the above, it is the responsibility of every staff member and family to conduct self-screening checks. Every family will be expected to complete a Wellness Responsibilities and Expectations agreement prior to the start of school.

Prior to entering the school please conduct a wellness check by asking the following questions:

1. Have you experienced any of these symptoms, not associated with previously diagnosed conditions in the past 72 hours:
 - a. Fever greater than 100.4/chills
 - b. Cough/shortness of breath
 - c. New loss of taste or smell
 - d. Nausea/vomiting/diarrhea
2. In the last 14 days have you:
 - a. been in close proximity with anyone who has been diagnosed with COVID-19;
 - b. been placed on quarantine for possible contact with COVID-19;
 - c. traveled abroad or to an area of the country where it is recommended that you self-quarantine;
 - d. had a COVID-19 test pending

NOTE: If any student, employee, or visitor shows any symptoms or conditions it is extremely important that they do not enter the school building and that they contact their healthcare provider for additional guidance.

Ill Students/Staff Protocols – Confirmed Person with COVID-19 in Building (per CDC Guidances and Pinellas Health Department)

NOTE: If a situation occurs where a staff member, student, parent or guardian is tested, a negative result from a physician must be produced before the staff member or student may return to school.

- Staff and students should remain home if sick or if they have been in contact with anyone diagnosed with COVID-19. (Please see and abide by the *Self-Screening Checklist*)
- Assess Risk (for any illness identified while at school)
 - Teachers will contact school administration (or designee) if they have a concern about a student's health.
 - Building administrators or designees will go to the classroom to get the student and conduct temperature screenings, as necessary
 - The school will contact a nurse from the on-call list of nurses for consultation.
 - School personnel will contact families, as necessary, to pick up the student
 - Any persons identified with an illness or exhibiting symptoms as described above will be quarantined until they leave the building in one of two identified care rooms. The student will be monitored by an adult until the arrival of a family member or approved emergency contact. The expectation will be that parents or approved emergency contacts pick up any ill students immediately.
 - Primary quarantine room will be the K-3 music room (music will be held in the cafeteria)
 - Secondary quarantine room will be the south building teachers' lounge.

NOTE: Any investigations of potential and/or confirmed COVID-19 cases will be led by the Department of Health in collaboration with Academie Da Vinci and PCS. Based on any investigation, the following could occur:

- The above may result in short-term closures (for a classroom, classrooms or the entire school)
 - During this time the ill student or staff member is tested for COVID-19
 - Instruction continues remotely for students during this time for core classes (math, reading for K-5; math, reading, history, science for 6-8)
 - Documentation of a negative result must be presented before staff member or student returns to school.
- Should a test result in a positive result, Academie Da Vinci will confer with Pinellas County Charter School Office and the Pinellas Department of Health to implement tracing, quarantining, and communication procedures.
 - Confirmed cases will result in communications being sent to families for affected classrooms or for the entire school, as directed by the Health Department.
 - Communication in the form of a letter provided by the Department of Health, and will be sent via, School Messenger (text, call, email), Clean/disinfect room(s) or building (s)

- Any information provided in communications will be in alignment with privacy laws.
- Disinfecting High Touch Surfaces
- During School Hours
 - A checklist has been designed to document the disinfecting of high touch surfaces a minimum of four times during the school day
- After School Hours
 - The contracted cleaning company will ensure the school is appropriately cleaned and disinfected.
- Subs will be “in-house,” meaning we will utilize the staff (e.g., administration, counselor, Spanish teacher, PT PE teacher, ESE coordinator) to sub for sick teachers

Communication

- Information sharing systems
 - Constant Contact
 - School Messenger
- Parents must have a PCS Portal login and they must make sure contact information is accurate in FOCUS (PCS Portal).
- Information may also be shared on the school’s website (www.academiedavinci.org)

NOTE: It is the responsibility of every family to ensure their contact information is correct at all times – phone number and email address. The school will conduct regular phone and email checks with a response being warranted to confirm we have accurate information.