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To Our Mustang Parents and Guardians,

We hope our Mustang families are doing well during this unusual time. The administrative team at Montford is committed to reopening our school in a matter that places the health and safety of our students, faculty, and parents as a priority. We have been working hard to plan for the 2020-21 school year! The COVID-19 pandemic presents new challenges to our school, but we remain committed to providing all students with a high quality learning experience whether your student will be on-campus or learning digitally at home. Although this letter is lengthy, it is important you read it in its entirety as it describes many changes and requirements for parents and students.

Topics to be addressed:

- Bell Schedule for all students (on-campus and digital)
- Homeroom for all students (on campus and digital)
- Canvas for all students (on-campus and digital)
- Curriculum and Schedules for all students (on campus and digital)
- Academic Integrity for all student (on campus and digital)
- Chromebooks
- Accommodations for all (on campus and digital) ESE, 504, ELL, Gifted students
- Counseling
- Clubs and Sports for all students (on campus and digital)
- On-Campus
 - Screening students/students displaying signs of COVID-19 symptoms
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BELL SCHEDULE FOR ALL STUDENTS

To help limit the amount of interaction and transition, the district has adopted an alternating block schedule. This means students will only attend three classes a day and the days will alternate. Digital Academy students will be required to log in to each of their three classes every day, during the scheduled time. Digital Academy students will also be required to sign in to the Homeroom period, as many of the Homeroom activities are required by state law such as Mental Health Training, Bullying Training, etc. Below is the Bell Schedule.

It is important to note this is an alternating schedule; it is not even/odd days. Week 1 will start with a Maroon day and end with a Maroon day, while Week 2 will start with a Green day and end with a Green day. There will be flags displayed around campus and in teacher classrooms to help students remember which day of the week it is. Lunch is determined either by the 3rd or 4th period teacher, which means your student may end up in a different lunch period on Maroon days then they do on Green days.

DAILY BELL SCHEDULE

9:23	First Bell
9:30	Tardy Bell
9:30-11:15	First Class
11:20-1:30	Second Class/Lunch

1st Lunch 11:20-11:45
2nd Lunch 11:50-12:15
3rd Lunch 12:20-12:45
4th Lunch 1:05-1:30

1:35-3:20	Third Class
3:20-3:50	Homeroom

Maroon Day – Periods 1, 3, 5
Green Day – Periods 2, 4, 6

HOMEROOM

All students, on campus and digital, will be expected to participate in the Homeroom block. There will be activities that take place during the Homeroom time block which are required by law for all students to participate in, on campus or digital, such as Mental Health Training, Anti-bullying training, etc.

CANVAS

Canvas is an online learning management system, which will be used by all students regardless if they are on-campus or digital. Canvas is accessible from any device with internet capability. It is a one-stop shop for students to find each of their courses, information about their teachers, syllabus for each course, course calendars, lessons, activities, assignments, and assessments. Canvas provides a collaborative online environment that integrates instructional resources and learning.

Students will access Canvas through their Classlink account. Parents will be provided with information to create their own Canvas account when it becomes available. FOCUS will still be used for Attendance, Grades, and Student Records. Parents should create a Canvas account if they want to keep up to date with their student's course calendars, with deadlines and upcoming assignments. Canvas also has a Gradebook to view. Parents should continue to use FOCUS and listserv for their main source of information and communication from the school.

For parents and students wanting a head start on canvas training materials, please visit this website: <https://www.leonschools.net/Page/48748>

CURRICULUM AND SCHEDULES

We strive to provide a high quality learning experience for all students, whether they are attending classes on campus or digitally. Our schools plan shifted from the once digitally only class periods, to mixing our digital students in to our regular on campus classes. A teacher's roster may have 22 students on it for 1st period, but six of those students may really be digital students working from home. This allows for more social distancing in the classroom. Gifted students are able to remain in their gifted classes. Students were placed into their originally selected elective choices. We are not offering HOPE, Leadership, Keyboarding or Photography to digital or on campus students. Digital students will be logging in to their class every day and every period to join their on campus peers, to engage in the same learning activities, assignments and assessments.

To ensure both on campus and digital students receive the same level of instruction and are held to the same level of expectation, teachers are designing their lessons and activities so that both on campus and digital students receive an equal experience. On campus students will use their Chromebooks, access Canvas, and complete assignments, activities, and assessments online during their scheduled class period as much as possible. For example, most science labs will be either through a website both the on campus and digital students will access, or as a demonstration that is live streamed for the digital students to watch. This makes the learning experience the same for the on campus student as the digital student. The on campus learning experience will match the digital learning experience as much as possible. This includes deadlines and grading policies.

ACADEMIC INTEGRITY

All students, on campus and digital learners, are held to a high expectation of completing their own work. Plagiarism, cheating, or posting your answers to another source so other students can access it later will not be tolerated. Consequences will be assigned based on our Student Code of Conduct.

CHROMEBOOKS

Every student will be provided with a Chromebook, whether they are attending school on campus or digitally. All students are expected to submit all their assignments and take assessments using the Canvas learning management system. Please expect more information regarding Chromebooks later. Information will be sent through our listserv.

ACCOMMODATIONS

Like general education, special education services for students participating in the online learning option will be a blend of live teacher led instruction and online practice. Students identified with disabilities under the Individuals with Disabilities Education Act and under Section 504 of the Rehabilitation Act will be provided their accommodations, specialized services, modified curriculum, and/or related services as outlined in their individual educational plans. In addition to 504 and ESE accommodations, students who are identified as ELL, Gifted, part of the MTSS process will continue to receive their services, supports, and interventions on campus and digitally.

Please visit the following link for more detailed information regarding accommodations and support services for identified students: <https://www.leonschools.net/domain/7431>

COUNSELING

All students will continue to have access to our school's Guidance Department which can provide social emotional support, as well as mental and behavioral health support.

CLUBS/SPORTS

We are working under the district's directions regarding Clubs and Sports for this school year. Please pay attention to our website and listserv for the most up-to-date information.

ON CAMPUS STUDENTS

Screening students/Students who display signs of COVID-19 symptoms

All students will be required to go through the main gates of Montford's campus. There will be staff members ready to take all student temperatures and visually screened for symptoms. Any student displaying symptoms of COVID-19 will be quarantined until a parent can pick the student up from campus.

COVID-19 Reporting and Testing Protocol for Students

When a student or parent informs school administration of having positive Covid-19 test or possible exposure the following protocol will be used:

STEP 1. School Administrator immediately send the name of the exposed student to the Registered Nurse assigned to their school and directs the student to go or stay home until contacted by the health department.

STEP 2. The Health Department conducts an investigative interview to determine exposure of any others.

STEP 3. The Health Department contacts anyone potentially exposed and advises their course of action.

STEP 4. Based on the Health Department determinations the student will stay out the prescribed length of time or until released by the health department or physician to return to school.

Students or Staff Displaying COVID-19 Symptoms

- Students who report feeling ill will be given an immediate assessment including a temperature check, to determine if they are symptomatic for COVID-19.
- Any student who is determined by the nurse to have COVID-19 symptoms while in a LCS facility will be immediately placed in a supervised isolation room until the student can be picked up by a parent/caregiver/guardian.
- Staff members displaying COVID-19 symptoms will follow district protocols, including isolation from students and other staff members.

Students or Staff Confirmed or Suspected of COVID-19

Any individuals who themselves are (a) lab confirmed to have COVID-19 or (b) experience symptoms of COVID-19 are required to stay at home throughout the infection period and cannot return to campus until clearance from the health department is provided.

Social Distancing and Sanitizing

Social distancing and sanitizing are key elements to eliminate the risk of spreading COVID-19. At Montford, students will keep 6ft apart as much as possible. Although our campus is open for students to attend, school is going to look very different. Students will not be able to gather in the hallways to socialize. Students will not sit in groups at lunch, they will sit six feet apart. There will be arrows in the hallways marking directions to follow. There will be markers on floors so students know how to distance themselves while walking in the hallway. Excess furniture and unnecessary items have been removed from teacher classrooms allowing for more distance between student desks and less items to clean between each class period.

Students will not be using their lockers, they will need to carry a backpack. Please limit the amount of items students are bringing back and forth with them. Remember that even though your student is returning to on campus learning, a majority of their work and assignments will be accessed and submitted online through Canvas. Students will not be able to share items, such as pencils.

Students will not be dressing out for PE, nor will they be using the locker room. Students will be allowed to remove their mask if there is an outside activity which allows students to remain six feet apart.

Students will be provided with cleaning supplies to help sanitize their area prior to leaving their class. They will also be required to use hand sanitizer regularly throughout the school day, especially when entering and leaving a classroom. We expect all students to properly wash their hands for 20 seconds regularly throughout the day, even with the use of hand sanitizer.

Mask requirements and discipline

EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of **ALL** occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the **SAFETY** and **HEALTH** of **ALL** students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Policy will be implemented and enforced during the 2020-2021 school year

Students will be required to wear a mask when six feet apart social distancing cannot take place, this includes outside and at drop-off/dismissal time. Students must wear a mask that covers their mouth and nose. A face shield cannot replace a face mask, but can be worn in addition to a mask. There will be face mask breaks throughout the day provided by the teacher, where students are brought outside and stay more than six feet away from each other. Students should plan to wear a mask during hallway transitions, while in the restroom, while in OFI, the clinic, the COVID-19 Isolation area, before and after school, in the main office, guidance office, and on the school bus.

Students who do not wear a mask will be provided one. Students who refuse to wear their mask will be counseled at first, but could receive further disciplinary actions. This could include forcing a switch to the Digital Academy. Please refer to the Student Code of Conduct for a complete disciplinary matrix. Requests to be exempt from this requirement should contact administration.

Parent Conferences/Seeing the Nurse/Visiting Campus

Parent conferences will be digital, even for on campus students. They will be conducted using Microsoft TEAMS, or through a conference phone call. Continue to contact your student's guidance counselor to set up an appointment for a parent-teacher conference.

To drop off medication for the nurse, please set up an appointment. We will not allow walk-ins without an appointment.

Visitation will be extremely limited. Any visitors to campus must be approved and set up an appointment with the front office. **Parents cannot walk their students to class the first day of school, or have lunch with their students.** We understand many of our Mustang's are new to our campus, and we are ready to help them find their way around. Any visitor to campus will going through a health screening before entering. Face coverings are required.

Parents picking up their students early or dropping them off late do not require an appointment. They will go through a health screening prior to entering the building and a face mask is required while inside the front office. Once you sign your student out, you may be asked to wait outside from them to come out of their classroom.

Administrators and guidance counselors will not accept walk-ins. Please communicate as much as possible through email or telephone. We will set up an appointment with you if a face-to-face meeting is required.

Breakfast and Lunch

We know there are special occasions, such as birthdays, where parents want to eat lunch with their students. During this time, we cannot allow visitors on campus. This includes parents or visitors eating lunch with students. Students should bring lunch with them to school in the morning if they are not planning to purchase a lunch from the cafeteria. We understand there are times students forget their lunch at home and you may need to drop off lunch for them. We will not deny delivering students food, but we discourage food drop off as much as possible to limit visitors to our campus.

Students can purchase breakfast and lunch from the cafeteria line. Students will need to maintain social distancing and follow the floor markings while going through the cafeteria line. All meals will be pre-bagged meals. Students will not get to select certain items they want like in the past. Students will not type in their lunch number on the cafeteria pad, but they will be provided with a card the cashier will scan.

All students will maintain six feet apart in the cafeteria. They can remove their masks while eating. Students will not sit in groups with their friends but they will be spread out at the cafeteria tables and the additional outside seating we have secured.

Water Fountains

Water fountains will be turned off and not accessible to students. Students are encouraged to bring screw-top water bottles. Open containers or cups without a screw top will not be allowed. We will be very technology based even for on-campus learning, and cannot risk having water spill on our technology equipment.

Dropping Students off in the Morning

To help with minimizing the number of students on campus in the morning for which we need to social distance prior to the starting bell, please drop your student off as close to 9:30am as possible. Students on campus before the starting bell will be required to social distance which will mainly take place outside on our fields.

DIGITAL ACADEMY STUDENTS

Digital learning will look very different than it did during the 4th nine weeks of the 2019-20 school year. We have worked hard to plan an academic model which provides the digital academy students as close to the same learning experience as the students who attend on campus classes as much as possible.

Attendance and Daily Schedule

Students learning digitally from home are required to attend all their classes during the scheduled time period. **Digital students must be present each day, each period for attendance, per LCS rule and state compulsory school attendance law, F.S.1003.21.**

Students will be required to log in to their three classes and homeroom daily. They will log in at a time assigned by the teacher for attendance and to receive their live lesson and instruction. Students can then log off to work on the assignment, or stay logged on and ask the teacher questions during the assigned class time.

Students will follow the same daily schedule as on campus students. They will attend three classes a day, alternating days with Maroon and Green days. Digital students are expected to meet the same deadlines and have the same grading expectations.

Communication with Faculty

Students should use Canvas as much as possible to communicate with their teachers. Parents should continue to email teachers and pay attention to our school's email listserv.

Parent Teacher Conferences

Parents will have virtual conferences through Microsoft TEAMS. Contact your student's guidance counselor to set up an appointment.

Parent/Guardian Role

The support and encouragement of a parent/guardian can be critical to student success. As is the case for on-campus learning, parents/guardians are expected to be engaged with their student's education but are not expected to serve as their student's primary teacher of the academic curriculum.

Parents/guardians serve as learning coaches and provide assistance by:

- Establishing a quiet, designated workspace
- Providing support and encouragement, while also expecting the student to do his or her part
- Ensuring the student logs in each day and participates in class
- Monitoring that the student is on track with assignments and coursework
- Maintaining communication with the teacher by phone, email, and/or online meetings.

Digital Code of Conduct for Students

Students enrolled in the Digital Academy are expected to adhere to Montford's Student Code of Conduct.

Grading/Deadlines

Digital students will be held to the same deadlines and grading procedures as their on campus student counterparts. Of course modified assignments and extended time will be provided to students who receive accommodations per their 504 or IEP plan.

As an administrative staff, we understand our current times are challenging and stressful. We hope this letter answers many of your questions and alleviates some of your concerns. Please let us know if you have any questions regarding this upcoming school year. Email communication is preferred, but we are also available by phone and require an appointment for face-to-face meetings. We will continue to work with our families and community using compassion, grace, and understanding. Let's work together to make this school year the best we can for our Mustang students!

Wishing your family well,

Lewis Blessing
Montford Middle School
Principal