

General information for all Leon County School students:

- - All students, regardless of which option chosen, will be assigned a Google Chromebook for the school year. Every student will be required to be on Canvas, the district's Learning Management System.
 - - The district is still waiting on the Florida Department of Education for guidance on what state testing will look like for the upcoming school year.
 - - VPK students must receive face-to-face instruction. They do not have the option of doing digital learning.
- Elementary parents will choose from the two options below.
- Option1: Face-to-Face Classroom Instruction
 - "Normal" day/Modified experience
 - Scheduling options will depend on future directives from state and local government
 - Option 2: Digital Academy
 - Connected to Fort Braden School
 - All first semester Instruction will occur online
 - Limited/Modified curricular offerings
- Middle and High School parents will choose from the three options below.
- Option1: Face-to-Face Classroom Instruction
 - "Normal" day/Modified Experience
 - Scheduling Options will depend on Executive Orders
 - Option 2: Digital Academy
 - Connected to Fort Braden School
 - All first semester Instruction will occur online
 - Limited/Modified curricular offerings
 - Option 3: Leon County Virtual School
 - Full-time and Part-time options
 - Considered a single school site, connected to Leon County Virtual School **NOT** Fort Braden School

Face-to-Face Classroom Instruction

- - All bus routes from last year will remain the same. Everyone will be required to wear a mask on school buses. All bus drivers and bus assistants will also be required to wear gloves and will undergo daily temperature checks. No child will be left at the bus stop if they don't have a mask, one will be provided to them. All buses will have a hand sanitizer dispenser at the front of the bus and buses will be sanitized and disinfected between runs.
- - At this time, Leon County will offer before and afterschool care. Due to social distancing, these programs will be limited in their enrollment. Specific policies and procedures are still being developed.
- - No visitors or volunteers will be allowed on campus during the first semester. This includes parents walking students to class, eating lunch on campus with students, or picking students up from their classroom at the end of the school day. Parents will be able to sign a student out to leave early for any scheduled appointments. We will have additional staff available to direct students to their proper locations throughout the day.

- - Masks will be required on students whenever social distancing is not possible, regardless of class or activity. It is recommended that parents provide their own masks for their child, but some masks will be available. Individual considerations will be given to students who are unable to wear a mask and teachers will incorporate mask breaks throughout the day. Students will not be required to wear masks during PE, recess, lunch, or when six feet social distancing can be maintained.
 - - Upon arrival at school, the children will undergo a daily "pediatric assessment" that includes a temperature check with a touchless infrared thermometer. Students that utilize parent-drop off will have their temperature checked prior to leaving their vehicle, while bus riders will be checked when they exit the bus, prior to entering the campus gates. A visual assessment to check the students' appearance, breathing, and circulation will also be done in homeroom.
 - - All teachers and staff will receive daily temperature checks prior to the start of their workday.
 - - At this time, breakfast will be served in the morning, from 7:45-8:25, in the Cafeteria. Students will be separated six feet apart with visual aids located on tables and chairs and adult supervision. Areas will be cleaned and sanitized after each use.
 - - While our playground equipment can be utilized, we may limit its usage at the beginning of the school year until everyone is comfortable with social distancing. Students will practice social distancing on our fields and media center with visual aids on the ground and through adult supervision.
- Every K-12th grade student will be assigned a Chromebook and utilize Canvas, the district's Learning Management System, for a portion of the day. Students will be on their Chromebook for a period of each day, but teachers will be sensitive of screen time and direct instruction will still be incorporated into the daily schedule. At this time, elementary students will not take their Chromebook home.
- - It is our goal to place classroom desks six feet apart to maximize social distancing and reduce the amount of time students are required to wear a mask. This will depend, however, on the number of families who choose the digital academy model. It is possible that students will be required to wear a mask for at least a portion of their classroom instructional time when social distancing cannot occur (Morning carpet time, small group activities, one-on-one enrichment/interventions).
 - - Students will have special area classes, but teachers may rotate into the classroom rather than students leaving their room. 3rd, 4th, and 5th grade students who typically switch classes may have teachers rotate, as well. If students do rotate, desks will be cleaned and sanitized in between each use.
 - - Students will not share common materials such as scissors, crayons, glue, and playground/sports equipment.
 - - Field trips, guest speakers, and school wide celebrations will be suspended for the first semester. Virtual Field trips and guest speakers will be encouraged.
 - - Classes will be on a rotating lunch schedule, rotating weekly between the cafeteria and an alternate location, which may include their classroom. This will limit the number of students in the cafeteria and help maintain social distancing and sanitizing during lunch. School lunches are currently scheduled to be bagged lunches and delivered to classrooms. Cafeteria workers will wear proper personal protection equipment and undergo daily temperature checks.
 - - ESE, intervention, and enrichment services (Gifted) will continue to be provided throughout the school day. This may include small group work where masks will be required or larger classroom settings with social distancing where masks may not be required. This will depend on the type of service and available space.
 - - Fort Braden will utilize two separate clinic spaces. One clinic space, located in the front office, will be for any minor injuries or for the administration of daily medications. A separate clinic

location will be utilized for any student who exhibits COVID-19 symptoms, is running a fever, or exhibiting any symptoms from their daily pediatric assessment.

- - Students will practice social distancing during dismissal, utilizing various locations across campus with social distancing aids located on the ground in each area. This dismissal process will resemble our traditional inclement weather dismissal.
- - Daily cleaning will occur, alongside deep cleaning as needed. Each classroom will be provided a hygiene kit of cleaning and sanitation supplies for daily use. We are also formulating a plan to clean and sanitize shared spaces and frequently used areas more often.
- - If a child in a classroom tests positive for COVID-19, the district will follow the Center for Disease Control guidelines on cleaning and disinfecting the room and the remaining students will be relocated to another classroom. The district will also follow the Florida Department of Health's guidelines for contact tracing and communication with those in contact of a positive test result. Any student exhibiting a fever will need to remain home until fever-free for 72 hours. After that, they can return to school. Once a COVID-19 test is given, the physician or Department of Health must provide the parent with a release to return to school.

Digital Academy

- - In the upcoming year, VPK (Voluntary Pre-K) students must receive face-to-face instruction. They **do not** have the option of doing digital learning.
- - Every Leon County School will host a digital academy that is unique to that school. Students will be a part of the school's community, even as they learn from a distance.
- - Instruction for digital academy students will take place online with teachers from their school. Students will participate in English, Math, Science, Social Studies, PE, and Art instruction. This will include teaching modules, assignments, and assessments.
- - Each student will take classes online through Canvas, utilizing their district provided Chromebook. Digital Academy students will receive their Chromebooks at the beginning of the school year and will keep their Chromebook at home.
- - Any family with internet concerns will document this in FOCUS when they make their educational commitment for the first semester. The district will then contact families and provide any assistance available.
- - The Chromebooks will direct all the traffic through Leon County Schools' internet filters to help prevent students from accessing content that is potentially inappropriate. It will be set up with content for educational use and LCS controls the access to apps on the device.
- - Teachers will provide instruction and intervention weekly. There will be no paper packets offered for the digital academy. Teachers will be mindful of screen time for students enrolled in the digital academy.
- - There will be a daily schedule for digital academies that will include live instruction and indirect instruction on certain days. The grading process will not change from the traditional Leon County School's model. Attendance will also be recorded based on student participation. Teachers will provide specific details of their daily schedules when we have more information on the number of students enrolled in the digital academy. Please see the sample schedule from the district below.

Sample Schedule: A Day in the Digital Academy

2nd Grade Student Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-9:35AM	Morning Announcements	Morning Announcements	Morning Announcements	Morning Announcements	Morning Announcements
10-11:00AM	Weekly Preview 10-10:30AM/Independent Work Time	Math Class Time	Science & Social Studies Class Time	Math Class Time	Clubs, Sharing Time
11:15-12:15PM		Language Arts Class Time	Special Area 1: 11:15-11:45AM Special Area 2: 11:50-12:15PM	Language Arts Class Time	Tutoring
12:15-12:45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:50-2:00PM	Independent Work Time	WOW* Time	WOW* Time	WOW* Time	Independent Work Time

*WOW - Working on the Work - small group, direct instruction time for students with IEPs, and other interventions.



4th Grade Student Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:40-9:35AM	Morning Announcements	Morning Announcements	Morning Announcements	Morning Announcements	Morning Announcements
10-11:00AM	Weekly Preview 10-10:30AM/Independent Work Time	Math Class Time	Math Class Time	Special Area 1: 10:00-10:25AM Special Area 2: 10:35-11:00AM	Clubs, Sharing Time
11:15-12:15		Language Arts Class Time	Language Arts Class Time	Science & Social Studies Class Time	Tutoring
12:15-12:45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:50-2:00PM	Independent Work Time	WOW* Time	WOW* Time	WOW* Time	Independent Work Time

*WOW - Working on the Work - small group, direct instruction time for students with IEPs, and other interventions.

- The pacing of the courses will be as close to possible as the pacing in the face-to-face classrooms, allowing for a seamless transition when students are able to physically return to school. While teachers will contact students and monitor progress, daily student supervision will fall primarily on the parent.
- For additional information and resources, including how to use Canvas, please visit <https://www.leonschools.net/Page/48857>

Completing the Online Commitment Survey

Once you have made your decision for the Fall, please follow the steps below to document your commitment for instruction. Please remember that this commitment will drive our planning and staffing decisions. **Change requests from digital learning to face-to-face instruction will not be considered and change requests from face-to-face instruction to digital learning will be limited until January.** Parents have until Monday, July 13th to complete the survey for each child enrolled in a Leon County School.

Step One: Login to your Focus portal, available by [clicking here](#). LCS recommends using Google Chrome. The survey may also be completed on the LCS FOCUS App. You must login using your parent information. You cannot make the commitment through a student account.

If you do not have a Focus portal account, you will need to register for a Focus Portal account. In order to create an account and attach your child, you must be listed as a Parent or Guardian with custody rights and your name must be entered exactly as it is on file. If you get an error saying "no matching contact", contact your child's school to verify your information on file is accurate. If you forgot your password, do not create another account. It will cause significant problems. Reset your password.

Step Two: After logging in you will be presented with Pending Forms for each of your children.

All forms must be completed before the portal will allow you to advance to the next step.

Step Three: Click on the green "In progress" button to access the form.

Student Name	Form	Status
[Redacted]	2020 - 2021 School Year Intention	In progress - Click to continue in English [EN]
[Redacted]	2020 - 2021 School Year Intention	In progress - Click to continue in English [EN]
[Redacted]	2020 - 2021 School Year Intention	Not yet started - Click to be

Other Languages: Español [SP]

One form for each student

Answer both questions, then click "Submit and Finish."

2020-2021 Educational Commitment

1. Which schooling option do you want to commit to for your student for the first semester of the 2020/2021 school year?*

2. Do you have the ability to connect a laptop wirelessly to the internet at home?*

Submit and Finish

If you have additional children, repeat steps one through three.