# COVID-19 Learning Plan & Parent Guide

![Victory Charter School Logo](image)

**VICTORY CHARTER SCHOOL**

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Message from the Principal

On behalf of the entire leadership team, I would like to extend a warm greeting and best wishes during this COVID-19 pandemic. We, as your Knight family, understand the different impacts that this pandemic has had on your family and particularly on the learning process of our scholars. It is our belief that teamwork makes the dream work and that together, we can ensure that this challenging pandemic experience still has positive outcomes for our scholars through our partnership and collaboration. Despite the challenges, we want to thank you, our Victory Charter School (VCS) family, for all the collaboration that led to the success of the digital learning process for the Spring of last school year.

As we continue to navigate the unchartered waters that have arisen with COVID-19, Victory Charter School is taking the necessary steps to support our scholars, teachers, schools and community to reopen schools safely and successfully in the Fall 2020. The “Knights COVID-19 Reopening Plan” expands upon the previous remote learning experiences from the Spring 2020 with the new objective of providing a successful reopening in the Fall 2020. Our goal is to ensure a quality educational program for all scholars. This guide will clarify roles and responsibilities of scholars, professors, and families relative to each of the different models that
will be available during these uncertain times. It will also outline the instructional time and curriculum resources that will be available for scholars during this time. It is important for our families to know that we understand the uncertainty that each of you, as parents, have regarding the right decision; therefore, we have provided detailed descriptions of the information needed to make the best decision for your individual situation. We have included in this guide information about VCS’s communications platform of choice and corresponding access codes. VCS will be utilizing Zoom Video Conferencing for remote learning live classes. Zoom was selected because it provides a simple and robust communication platform for scholars to access an engaged digital lesson from the comfort of their home. In addition, VCS will be using REMIND and Google Classroom to communicate important information to parents about the day-to-day operations of the school during this ever changing time we are living.

Please note that, as much as possible, the reopening plan for VCS 6-12 will align to School District of Osceola County’s Reopening Plan (hereinafter, District’s COVID-19 Learning Plan) with the differentiations that are needed to meet the survey results our parents completed. In addition, both schools’ reopening plan is guided by the specifications of the Center for Disease Control (hereinafter, CDC). The CDC reminds us that “the more people a scholar or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread,” and that the virus is mostly spread when people talk, cough, or sneeze. Therefore, the CDC recommends a number of personal prevention practices and environmental cleaning and disinfecting protocols to help lower the risk of COVID-19 exposure and spread when schools are open for instruction. Both schools will continue to adhere to CDC considerations, in conjunction with state and local laws, rules, and regulations, when preparing to reopen school campuses in August, 2020.

It is important that families pay close attention to the information about daily attendance and grading procedures so that you will know what scholars need to do each day to be considered present and meet academic performance expectations. Together, as a Knight family, we will SOAR in this unique time in the world. We can and will!

Office and School Hours

Our office hours will be from 7:30 AM to 4:30 PM, Monday through Friday.

VCS’s Face-to-Face learning will begin at 7:30am and dismiss at 3:30pm following all required COVID-19 safety procedures. The revised school schedules for the 2020-2021 school year are below:

Scholars cannot be dropped off at the school site prior to 7:00 AM because no adult supervision will be available and temperature checks are required prior to the parent leaving the scholar at the school. Please note that attendance is taken at 7:30 AM, during homeroom, therefore, a
student who is not in his or her seat at 7:30 AM is considered to be tardy or absent. Breakfast will be served at 7:15 AM.

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REMIND for Parent and Teacher Communication

Both teachers and school leaders will use REMIND as the main communication tool to communicate and distribute important information to parents. Parents MUST sign up for REMIND by Wednesday, July 29th. To sign up for REMIND, parents will need to follow the steps in one of the options below:

- Sign-Up Option 1) Sign up for text notifications by texting the class code to 81010. and follow the directions.
- Sign-Up Option 2) Download the Remind app from the App Store or Google Play, sign up for an account with your email address, and enter the class code when prompted.
- Note: If you have a scholar in both schools, please text message both codes to the 81010 in separate text messages.

VCS 6-12 Parents
@a7akha

COVID-19 Learning Plan Option Descriptions

Please see below for the learning options that parents/guardians will have for their scholars for the 2020-2021 school year. Please note that each scholar will have to commit to EITHER option one or option two for one semester at a time (Note: one semester is equivalent to two quarters). Changes may not be made to a schedule during a semester. Both options will include a Remote Learning Plan component which is defined as an internet-based learning environment using digital resources for instruction, practice, assessment and communication.
This refers to learning and instruction that is not done with a live teacher but is assigned, for example, lessons on IXL, ReadingPlus, Edgenuity, Science Gizmo.

**OPTION #1 - COVID-19 Brick and Mortar Learning Plan (Face-to-Face)**
In Option 1, scholars will engage in Face-to-Face teacher-led sessions for instruction. For this option, scholars will attend school live and Face-to-Face five days per week; however, short-term closure may occur if any COVID-19 positive cases are confirmed at VCS. The school building may be closed up to four days for appropriate cleaning and sanitization procedures to take place during which students will perform work from home as assigned by their teachers for the period of the closure. Intensive health and safety guidelines are in place for building-based learning which are described further in this plan.

If the state or local government or School District decide to mandate that all learning take place digitally, scholars will not physically attend school and will complete coursework through live digital sessions via ZOOM and the remote learning plan. VCS is prepared to support scholars’ well-being and academic development remotely for an extended period of time, similar to how this was done in the Spring of 2020.

**OPTION #2 - KnightsAtHome**
Scholars and families that select this option choose NOT to come to the school building at all. All VCS scholars are able to select this option and thus still maintain their seat at VCS.

The specific Zoom and remote learning schedule, along with all related information such as login IDs, contact information, learning program information, and any other relevant information, will be released closer to the start of the school year. KnightsAtHome will receive live, online learning between a teacher and a group of scholars where scholars have to be online according to their designated schedule. VCS will utilize the forms of digital learning below:

- **Group-Based Digital Learning** - This refers to scholars logging on to the Zoom sessions of their assigned teachers with a cohort of scholars.
- **Remote Learning** - scholars will engage in an internet-based learning environment using digital resources for instruction, practice, assessment and communication. This refers to learning and instruction that is not done with a live teacher but is assigned, for example, digital program requirements and lessons such as IXL, ReadingPlus, Edgenuity, various videos on YouTube, and Google Classroom.
- **Self-Paced Digital Learning (only for credit recovery courses)** - This refers to scholars logging on to a specific digital platform, Edgenuity, to complete course modules at their own pace with support and guidance from parents. These modules will consist of videos and various activities and assessments. Teacher office hours will be made available for scholars or parents to reach out for support with these courses.

In addition, all scholars who are signed up for the KnightsAtHome model will have an asynchronous elective assigned to their schedule. During this elective class, scholars will do self-paced learning assigned via the non-digital resources assigned by the school and will have
access to a teacher/teacher assistant that will take place during office hours to assist them with any questions that they have.

Families selecting this option for their scholar must have internet access at home. A device will be provided by the school for as many scholars as the school has devices. On a first-register first-served basis, WiFi hotspots will be available through an income-based qualification process for scholars who do not have access to the internet.

**Option Selection Process (Extended Deadline: Wednesday, July 29, 2020)**

Each family is required to complete one attached “2020-2021 Learning Plan Option Selection Form” per scholar by Wednesday, July 29, 2020. Families must register for their selected option prior to this deadline and are required to commit to a full semester of the option they select. Families are HIGHLY encouraged to please complete the form via the Google Link provided below which can be done from your phones or other devices. Families that do not submit this form by July 29, 2020, may not be guaranteed the availability of their choice after that date and scholars will be automatically scheduled for Face-to-Face instruction. The following link will also be placed on the school’s website.

**VCS 6-12 English Survey/Agreement: 2020-2021 Learning Plan Option Selection Form**

https://docs.google.com/forms/d/e/1FAIpQLSdNOMqH403Sr5mRohX-4QZxqXbz170ZrOxkdBGjwnkG69zV9A/viewform?usp=sf_link

**Attendance Requirements for Options 1 and 2**

Attendance for all options is mandatory for all scholars. Scholar absences, based on the attendance procedures below, will be recorded in FOCUS. VCS schools will administer appropriate attendance interventions according to the School District of Osceola County’s Pupil Progression Plan.

**Option # 1 - COVID-19 Learning Plan Attendance Requirements**

Per the Florida State Board of Education, for the COVID-19 Learning Plan option, Victory Charter Schools, will track and report daily attendance according to the learning options selected by the scholars and families. The attendance will be tracked as follows for Option 1:

1. **Face-to-Face Learning:** scholars’ attendance will be recorded every day that they are to report to the school building.

2. **Zoom Digital Session Attendance (if and when the school building closes and instruction becomes digital as described in this plan under Option 1):** Scholars’ attendance will be tracked during each live zoom session hosted by a teacher. Participation includes a visual, verbal, or written confirmation of scholar participation in instructional time, including the following:
   - A scholar participates in a zoom video session with his or her teacher, with parent support as appropriate for the age of the scholar.
- A scholar completes work on Google Classroom.
- A scholar submits work via hard-copy with image upload or digital formats (e.g. email).

**Option # 2 - KnightsAtHome Attendance Requirements**

All VCS schools will take attendance daily when scholars are participating in KnightsAtHome instruction. Scholars’ attendance for this option will be tracked during each live zoom session hosted by a teacher. Participation includes a visual, verbal, and written confirmation of scholar participation in instructional time, including the following:

- A scholar participates in a zoom video session with his or her teacher, with parent support as appropriate for the age of the scholar for the entire time allocated for that class to be counted as present. If a scholar is more than five minutes tardy, he/she will not be allowed to participate in that class session and will be marked absent. This will be done to avoid instructional interruptions
- A scholar completes work on Google Classroom
- A scholar submits work via hard-copy with image upload or digital formats (e.g. email)

**KnightsAtHome Zoom Schedule**

Please see below for a **SAMPLE** schedule of what remote learning will look like for the KnightsAtHome program. This should be used for a close idea of what your scholar’s schedule will look like; however, the specific and precise schedules will be released later this month once we can analyze all parents’ selection of Option 1 or Option 2.

**Middle/High School Grades (6-12)**

- Middle and High School scholars will follow the same bell schedule as the Face-to-Face scholars will be following at school. The bell schedule is below:

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Universal Screener Assessments for 2020-2021

Victory Charter Schools will use the following online assessment tools as screening, diagnostic, and progress monitoring for both Face-to-Face Learning and KnightsAtHome:

- NWEA MAP will be a universal screener assessment tool used for Mathematics and Reading for grades 6-12
- ReadingPlus will be a universal screener assessment tool used for Reading for grades 6-12
- Eureka InSync and Equip will be an progress monitoring tool used for Mathematics for grades 6-12 (to be utilized as a pre-test and a post-test to determine growth and regression)
- IXL will be a standard-based, progress monitoring tool for Mathematics for grades 6-12

Both remote and Face-to-Face learners will be scheduled to take their assessments in person in a small group setting, following all of required social distancing guidelines.

The overall progress monitoring effort will begin with a diagnostic assessment in the Fall of 2020 and will be ongoing throughout the school year. Students will be reassessed in Winter 2020 and Spring 2021 to measure student growth. The results of the aforementioned assessments will provide teachers with accurate and actionable evidence to target instruction for each student or group of students regardless of how far above or below they are from their grade level or if they are remote or Face-to-Face learners.

Grading Procedures for Options 1 and 2

Both Option 1 and Option 2 will adhere to regular school grading guidelines. Scholars that don’t submit assignments or submit assignments late will be marked accordingly in alignment with grading guidelines references in the Parent/Scholar Handbook. In addition, current promotion and retention guidelines, as stipulated in the school policies and the school’s Parent/Scholar handbook, will be adhered to for both Option 1 and Option 2.

For Option 2 (KnightsAtHome) specifically, all work will need to be submitted online through Google Classroom or other digital mechanisms as designated by the teacher for each course.

Scholar and Staff Safety and Equipment Protection Protocols

Please see below for safety and protection guidelines for the building:

- Parent/Family Visits - Adults outside of school faculty and staff may not enter the building without an appointment unless it is an emergency to maintain social distancing guidelines. Walk-in family members with urgent questions or needs may only enter the building one adult a time. We kindly and strongly encourage all scholar family members to make appointments to come in for all questions and requests.
• **Early Dismissal Sign-Outs** - Students will not be able to be dismissed 30 minutes prior to the end of the school day to avoid parents in the building and adhere to social distancing requirements. Parents that pick up earlier than 30 minutes before the end of the day must call at least 15 minutes ahead of the pickup so the student may be brought to the office. For digital early dismissal, parents will need to notify the receptionist for the VCS K-5 or VCS 6-12 school (depending on grade level) so that the teacher for that student may be notified.

• **Temperature Checks** - All adults and scholars that enter the building will have their temperature taken with a non-touch thermometer. Any individual with a temperature at or over 100.4 degrees will be considered as “with fever” and will not be allowed into the building. These individuals may only return with a doctor’s note clearing them for return to school and that the student is negative for COVID-19, as required by CDC for COVID-19 clearance. **ROOM for isolation**
  - **Car Riders:** Car rider scholars will have their temperature checked in the car line by a school staff member that will stand outside of each car as the student gets out. Once the scholar is cleared he/she will proceed into the building through the cafeteria doors. Those students with a temperature of 100.4 or over will be asked to return home with parents per policy explained above.
  - **Walkers:** All scholars who walk to school will enter through the gate by the gymnasium and will get their temperature checked by a staff member.
  - **Bus Riders:** All scholars will have their temperature check prior to entering the bus. Any scholar with a temperature of 100.4 degrees or more will not be allowed to enter the bus and ride to school thus parents must be ready to take the child home if they cannot get on the bus. Students that enter the bus will be given a paper band to wear for the day to ensure that they don’t get their temperature checked again when they enter the building.

• **Masks** - All scholars and adults will be required to wear a mask upon entering the building and **CANNOT** take off their mask at any point while in the building other than to eat lunch, adhering to food safety regulations described in this plan. Please note that the school worked with our uniform company to create washable, two-layered masks. Parents will be required to label their scholars’ initials on each mask to avoid losing or confusing masks. Each scholar will be provided with **five free** masks. CDC guidelines recommend that after using the same mask for two days, it should be washed in hot water. Please note that **ONLY these approved masks** will be allowed in the building - the mask has become a part of the required uniform for each scholar.

• **Social Distancing** - In adherence to CDC guidelines, the school is installing distance markers on the floor that scholars will have to follow to ensure a six-feet distance from others while in the building.

• **Hand Sanitizer** - To maximize the amount of hand cleaning and proper hygiene in the building, hand sanitizers will be installed in all main office areas, general areas (i.e. cafeteria, gym) and every classroom. All staff and students will be directed to use sanitizer regularly to minimize the possible transfer of germs and bacteria.

• **Bathroom Usage and Water Breaks for Students** - To minimize the amount of students using the bathroom to adhere to social-distancing guidelines, a structured
schedule will be utilized by the school which will designate two periods per day for every student to use the bathroom except in the case of an emergency. The process will utilize the first letter of students' last names and specific times during each period during which those students may use the restroom. During each bathroom break, the following guidelines will be in place:

- The number of students in one bathroom at any one time may not exceed the amount of stalls/toilets in that bathroom
- Students waiting to use the bathroom must wait outside on designated social distancing markers
- Masks MUST be worn while in the bathroom given that not all toilets/stalls are six feet apart
- During each bathroom visit, this is the designated time for students to refill their water bottles

- **Water Breaks/Refills** - Water fountain usage will NOT be allowed. Water fountains may only be used to refill water bottles, which must be at least 32 ounces to ensure that students have sufficient water with them at all times while minimizing the amount of times necessary to refill the bottle.

- **Adjusted Scholar and School Schedules** -
  - For middle/high school grade levels, scholars will transition in between every class and report to their next class period classroom. To adhere to social distancing, scholars will have to follow the stickers and signs and can only walk one way in the hallways and within the lanes AND will have to walk six feet apart within the designated walking lanes. Any scholar that violates these social distancing requirements will receive a one-time warning. Any violations beyond a single warning will automatically transition the student into Option 2 (the KnightsAtHome program).

- **Common/Shared Property NOT Allowed** - To fully minimize the spread of the virus and other germs, scholars and teachers **will not** be able to share classroom supplies and equipment such as pencils, erasers, rulers, etc. It is the parent’s responsibility to ensure that all scholars have their school supplies daily given that we have to avoid contact with any common or shared supplies.

### Zoom Teacher/Student Sessions

The following Zoom Classroom protocols will be in place per option below.

- **General Zoom Protocols**
  - All Zoom codes and login information will be provided the week prior to the start of school. All students must ensure that Zoom is downloaded on the device they use to access digital learning and that the device has a working webcam.
  - *Any student that does not have their webcam turned on will be removed from the Zoom classroom and will be marked absent for that class/class period.*
○ Scholars must wear their school uniform for all their Zoom classes to maximize the feeling that they’re at school and to instill a sense of readiness and responsibility. This will help our scholars assume the mindset that they are getting ready in the morning for an official school day.
○ Each Zoom session will be password protected to maximize digital security during each Zoom learning session. The passwords will be provided to parents and scholars the week prior to school starting.

1. **Option 1) COVID Learning Plan Zoom Process**
   a. If the school closes for sanitation, all students will access online classroom sessions via Zoom Webinars.
   b. In the middle/high school, each cohort of students will be assigned one Zoom code to attend all their classes - teachers from the different subjects will enter this class when it is time for that subject to avoid lost time. The only exception is for electives for which students will need to sign on to each elective class individual zoom code.

2. **Option 2) KnightsAtHome Zoom Process**
   a. In the middle/high school, each homeroom group of students will be assigned one Zoom code to attend all their classes - teachers from the different subjects will enter this class when it is time for that subject to avoid lost time. The only exception is for electives for which students will need to sign on to each elective class individual zoom code.

### Google Email and Google Classroom Protocols

Please see below for an overview of how Google Classroom will be used. Google Classroom will be used for both Option 1 and Option 2, the only difference being that some of the assignments for students in Option 1 may be physical but ALL assignments for students in Option 2 will be submitted via Google Classroom or another digital venue.

- Each scholar is assigned a Google email (@victorycharterschools.org). If the scholar was at the school the prior year, he or she will have the same email.
  - Please note that parents must check their scholar’s emails daily as important messages regarding school operations will be sent to student emails only. Emails that pertain to parents will start with “PARENT” in the subject title.
- Students will have access to utilize Google Sheets, Google Docs, and Google Slides which will be required for use for specific assignments.
- Similar to the 2019-2020 school year (fourth quarter), each teacher will have one Google Classroom code per class or period to facilitate the following:
  - General communication and announcements for the class
  - Submission of work assignments by scholars
  - Release of and assignment of various learning activities and homework

### Building Cleaning and Sanitation
Our contracted vendor for building cleaning is certified for full building sanitation in the era of COVID-19. All chemicals to be utilized are hospital grade and EPA-approved disinfectants.

- **Daily** - Our cleaning crew will be conducting daily touch point cleaning with required chemicals to ensure bacteria and viruses are killed on contact, with focus on high-traffic, high-touch areas. All Center for Disease Control (CDC) guidelines for school have been and will be followed.
  - All bathrooms in particular will be cleaned every two hours with a hospital-grade disinfectant.
- **Weekly** - All chairs, tables, desks and rooms will be fogged at the end of school on Fridays with a CDC-indicated solution for COVID-19.

High touch surfaces will be thoroughly cleaned using a detergent-based cleaner and microfiber cloth. When dry, an EPA disinfectant approved for SARS-CoV-2 will be used per manufacturer's directions; PPE, application, dwell time and ventilation.

### Exceptional Student Education (ESE) Programming

**Option 1) COVID Learning Plan Zoom Process**

a. ESE services will be provided per a Face-to-Face ESE schedule aligned to each scholar’s Individual Education Plan (IEP) while adhering to social distancing regulations.

b. If the school closes for sanitation, ESE teachers will reach out to their individual scholars and set up individual Zoom meetings or group meetings depending on the scholars’ IEP.
  i. If a scholar with an IEP is receiving services in a group format in a Zoom session, ESE providers and the general education teachers will be trained to ensure that they don’t disclose any sensitive or confidential IEP or other ESE-related information.

c. Speech Therapy (ST), Occupational Therapy (OT), and Physical Therapy (PT) will be provided Face-to-Face unless there is a need for school closure. If there is a temporary school closure, these services will be provided via Zoom on an individually arranged schedule as per coordination by the providers and the parents.

**Option 2) KnightsAtHome Zoom Process**

d. ESE teachers will reach out to their individual scholars to set up individual Zoom meetings or group meetings depending on the scholars’ IEP.
  i. If a scholar with an IEP is receiving services in a group format in a Zoom session, ESE providers and the general education teachers will be trained to ensure that they don’t disclose any sensitive or confidential IEP or other ESE-related information.
e. Speech Therapy (ST), Occupational Therapy (OT), and Physical Therapy (PT) will be provided via Zoom on an individually arranged schedule as per coordination by the providers and the parents.

**English Language Learner (ELL) Programming**

**Option 1) COVID Learning Plan Zoom Process**

a. ELL services will be provided per a Face-to-Face ELL schedule aligned to each scholar’s individual language learning plan while adhering to social distancing regulations.

b. In the case of a temporary school closure, ELL teachers will reach out to their individual scholars and set up individual Zoom meetings or group meetings depending on the scholars’ language learning plans.

**Option 2) KnightsAtHome Zoom Process**

c. ELL teachers will reach out to their individual KnightsAtHome scholars and set up individual Zoom meetings or group meetings for ELL support depending on the scholars’ individual plans.

**Counseling Programming**

**Option 1) COVID Learning Plan Zoom Process**

a. Counseling services will be provided Face-to-Face aligned to each scholar’s individual counseling needs and/or scheduled meetings while adhering to social distancing regulations.

b. In the case of temporary school closure, counselors will reach out to their individual scholars and set up individual Zoom meetings or group meetings depending on the scholars’ plans.

2. **Option 2) KnightsAtHome Remote Learning Zoom Process**

a. Counselors will reach out to their individual KnightsAtHome scholars and set up individual Zoom meetings or group meetings for counseling support depending on the scholars’ individual plans.

**Athletics & Co-Curricular Activities**

**Athletics** - VCS is committed to offering all middle school and high school sports if conditions are safe for students to be on campus and engage in Face-to-Face learning. The school is following guidelines from the CDC, Florida High School Athletic Association, The School District of Osceola and local governments. We intend to provide a meaningful and well-established sports program while most importantly ensuring the safety of participants via the guidelines below:
As part of the athletic and physical education courses, students, prior to the beginning of an athletic activity or sport, MUST answer a questionnaire before being allowed to workout. If the answer is yes to any of the questions, the student-athlete must not participate in any workouts for a 14 day period.

Parents of students that choose to have their students attend Face-to-Face learning and elect to have that student participate in athletics MUST fill out a waiver called “Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19”. The document will be required for students who participate in any athletic event or physical education course.

School coaches and athletics supervisors will use designated monitoring logs to capture the data from the questionnaires and carefully document any positive or potentially positive case of COVID-19.

All students and staff participating in athletic activities will follow the social distancing and other safety protocols mentioned earlier within this plan.

Co-Curricular Activities - At VCS, we value and encourage participation in co-curricular activities. Although we intend to provide meaningful opportunities for students to engage in co-curricular pursuits such as drama, band, chorus, debate, competitive clubs, service clubs and more, the scope and exact nature of those engagements will vary across activities, and these pursuits may look different to align to pandemic-safe guidelines and ensure the safety of all participants.

Parents of students that chose Option 1 MUST fill out a waiver called “Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19”. The document will be required for students who participate in any Co-Curricular activities.

Transportation

We have been collaborating with our transportation company to increase the allotment of buses so that social distancing guidelines may be followed while on the bus. Only those scholars whose parents/guardians indicated that they chose the option to go to school (i.e. not digital learning) will be provided a bus route. If for some reason a family decides to transition from Digital to Face-to-Face learning after the first semester, they will need to reach out to the campus receptionist. The deadline for parents to finalize their transportation decision and request a bus route is August 3rd due to intensive planning requirements as a result of COVID-19. Any families that don’t submit their transportation request by this deadline may risk not having transportation availability unless a route already exists. In addition, the company will ensure that all busses are cleaned and maintained in accordance with CDC guidelines, including but not limited to the procedures below.

- Scholars MUST wear a mask upon entering and while on the bus. There will be no exceptions to this rule.
- All scholars that enter the bus will have their temperature taken with a non-touch thermometer. Any individual with a temperature over 100.3 degrees will be considered as “with fever” and will not be allowed into the bus. These individuals may only return
with a doctor’s note clearing them for return to school, required by CDC for COVID-19 clearance.
- Only up to two scholars will be able to sit on a seat in a staggered format to create as much distance between scholars as possible. Only siblings or scholars that live together will be able to share a seat.
- A cleaning crew will be conducting touch point cleaning with required hospital grade chemicals to ensure bacteria and viruses are killed after each route. A special liquid fog will also be used to spray the virus (kill upon contact) after each route as well.

**Food Service**

Due to social distancing requirements, scholars that attend school Face-to-Face will be eating in the cafeteria adhering to social distancing requirements. We have collaborated with our food company, Osceola School Nutrition Services, to arrange food in covered bags or boxes, or similar containers/packaging, for ease of food transport. It is important to note that due to COVID-19, **NO outside food** will be allowed in the school. Scholars who attend Face-to-Face learning in the building will need to eat the food provided by the school. If there is a medical allergy that would require outside food, a doctor’s note would be required and special containers would have to be utilized. Those parents would need to schedule a meeting with an administrator to discuss logistical arrangements.

Please note that scholars that elect digital learning can be scheduled for pickup for breakfast and lunch upon request. Please note that the family will only be provided meals for scholars registered at the school. Families that do not elect meal pickup but have an emergency and need meals for a given week must notify the campus receptionist so that appropriate arrangements may be made.

**Conclusion**

Thank you for your partnership and collaboration during this important time. If you have any questions, please feel free to contact our school office and speak to one of our fabulous customer service ambassadors.

Sincerely,

[Signature]

Ms. Jazmin Burgos
Principal