
SUMTER COUNTY SCHOOL DISTRICT

March 2023

Reopen...Recover...Revitalize



***School Board Members – Sally Moss, Brett Sherman,
David A. Williams, Russell Hogan, Kathie Richard
Richard A. Shirley, Superintendent***

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Invited Committee Members

Grace Ashley	Chelsea Lipham
Eileen Badger	Valery Mairena
Neil Ball	Dana Williams
Maria Bennett	Chris McKinney
Summer Shirley	Teeter McMullen
Jackie Boone	Kellie Miller
Joel Camp	Nikki Miner
Jessica Christian	Debbie Moffitt
Helen Christian	Kathy Morrot
Janet Connelly	Darren Norris
Ellen Coomer	James Presley
Laticia Crosby	Allen Shirley
Kathy Dustin	Beth Skipper
Chris Epperson	Jennifer Wyatt
Larry Everett	Eric Suber
Casey Ferguson	Carrie Tadlock
Hannah Foster	John Temple
Amanda Woythaler	Allan Hisey
Rosemary Wojnarowski	Dave Trick
Kelly Kinley	Carrie Van Hooijdonk
Kelly Lawrence	Ricky Velazquez
Kim Hacker	Nicole Wade
Greg Joiner – SCESS Pres	Jaimie Kinney
Kim Sommerdorf –SCEA Pres	

Parent Choice

The Sumter County School District's priority is to provide a healthy and safe learning environment for all staff members and students. The district offers three learning options for the school year. A **traditional educational setting**, as directed by the Governor, **Home Education** (parent directed) and **Sumter Virtual School**, which is more flexible, computer-driven, and requires more student self-discipline. These choices are available for parent/guardian selection for the school year during this pandemic.

The **traditional** model represents a return to the school campus and the classroom where students will interact directly with their teacher(s) and classmates. Our goal is to create an environment that provides an opportunity for students to return to the traditional school experience, while providing effective safeguards to protect the health and safety of students and staff. The school day will follow the standard bell times and standard schedule that includes all the core classes and other subject areas.

The **Sumter Virtual School - SVS (6-12)/Florida Virtual - FLVS (K-12)** models are ideal for students who wish to have more control over their learning path and pace, and for whom a flexible daily schedule is important. In these learning models, students often work on assignments during non-traditional hours, and maintain contact with teachers and classmates using web-based class sessions, email, text messages, and phone calls. Virtual School requires a more independent student who is proactive and willing to learn on their own. Virtual School offers courses for students in kindergarten through twelfth grade, supported by a team of highly qualified teachers who offer flexible office hours. Students will need a personally owned device to use with internet at home. Enrollment requires an adult who can collaborate with Virtual School teachers by serving as the learning guide for the student, especially at the elementary school level.

The **Home Education** model is parent/guardian determined and files a letter of intent with the district office. This provides for the greatest amount of educational flexibility for a family concerned with returning to the traditional model following the pandemic.

Students are legally required to attend school in some format. Homeschool is always an available option for parents, but students must register. Call (352) 793-2315 ext. 50312 for registration information.

Traditional Reopening Model

The traditional model will be as usual with added emphasis on cleaning and sanitation. It will also incorporate many of the technology best practices used by teachers along with direct instruction. The district's priority is to provide a healthy and safe learning environment. In the event classrooms/schools are closed due to COVID-19, all instruction will transition to the TEAMSumter eLearning model, which is a structured distance-learning format. The traditional model, as well as TEAMSumter, includes the following strategies along with many others.

Curriculum Alignment

Instruction for all content areas will follow the district's innovative curriculum maps and pacing guides. The curriculum maps prioritize instructional standards to address student-learning needs and ensure mastery of the state standards. Lesson plans are developed collaboratively by teachers to ensure an innovative and equitable education for all Sumter students. Sumter's K-12 Evidence-Based Reading Plan will be consistently and pervasively implemented. The reading plan will apply to all students.

Progress Monitoring

Progress monitoring assessments will be administered for students following the district's testing schedule that is posted on the district website. Two class periods per subject will be utilized to complete the assessment.

i-Ready

i-Ready provides tools to pinpoint strengths and areas of need and to measure proficiency of on-grade level standards. *i-Ready* provides online, personalized instruction and practice to promote productive struggle to help all learners achieve proficiency. *i-Ready* provides educators with access to thousands of digital K-8 resources to differentiate instruction to fit each student's needs. *i-Ready* integrates powerful, ongoing assessments and rich insights with effective and engaging instruction and practice resources.

Instructional Technology Skills

Instruction using Microsoft Teams, (a distance learning collaboration platform) is utilized in all classrooms. Assignments requiring students to take devices home will be completed periodically to garner information regarding student access to internet, connectivity issues, and general understanding of distance learning practices.

Technology skills instruction for students will include the routine use of the following programs and/or applications in all grades:

- E-mail - accessing, creating, replying, deleting, and proper etiquette
- Microsoft Teams - video conferencing, general navigation, and assignments

- Skyward – the district platform for checking grades, missing assignments, attendance, and messaging
- Classlink – one click single sign on process
- myON/AR – a program to access digital books and articles

As a precautionary measure, in case school is suddenly cancelled by the health Department, all PK-12 teachers will develop one week of TEAMSumer lesson plans.

General Guidelines

Elementary teachers will assign supplemental instructional activities to be completed at home as practice to support grade level standards mastery. These activities will not be collected for a grade but must be completed for students to successfully master grade level expectations.

Secondary teachers will assign supplemental instructional activities to be completed at home as practice or as a graded activity to support grade level or content standards mastery.

Grading Policy:

- Grading will follow individual school grading policies and meet the guidelines of the Student Progression Plan.
 - at least one grade will be recorded per subject, per week.
 - a minimum grade of a 50 will be given for the nine weeks
 - teachers will communicate failing grades to parents
 - teachers will be careful to not overload students with unreasonable workloads

If there is an outbreak, to reduce interaction and potential spread of COVID amongst students, elementary students will remain with their cohort group as feasible.

Microsoft Teams Notebook will be the platform used. Canvas will be used for Dual Enrollment. State mandated curriculum such as specified in F.S. 1003.42 will be integrated into instruction as appropriate.

Media Center Programs

Media centers will be open to no more than 50 students at a time and returned books will sit for 72 hours before being restocked.

Schools will:

- create a class visitation schedule for book checkout
- increase the number of books a child may checkout
- create class book sets for rotation among grade level groupings
- check out class sets of books to teachers of grades 3- 5

- generate booklists in myOn or Axis 360 (digital books) for students/grade levels, departments, etc.
- ensure students download myOn books on laptops should the internet be unavailable.

1:1 Devices

Every student in grades K-12 will be assigned a computer. Devices will not be shared.

Students will use their individual user accounts to log on to their computer; class accounts are no longer available.

The District's Acceptable Use Policy and 1 to 1 Technology Agreement will be completed by a Parent/Guardian via Skyward portal prior to students being assigned a device.

Technology insurance will be offered to students. The insurance fee can be paid online in the Skyward parent portal, by check, or cash at each student's school.

Devices will be assigned to each classroom and distributed by classroom teachers in grades K-5.

Devices will be sent home with students as they become familiar with proper handling procedures, as assignments warrant, and in order to be prepared for the possibility of a return to distance learning.

Devices will be distributed during "tech days" for grade 6-12 prior to the start of school. Tech days will be advertised on the district website and on school signs.

A limited number of MiFi's will be purchased by the District, or other accommodations made, to ensure students without internet access have reasonable alternatives.

Student Arrival

Schools will minimize points of entry and check student temperatures daily upon arrival at school. If the reading is 100.4 or above a second thermometer check will be taken. If student's temperature is at 100.4 or higher, the child will be isolated and sent home. (see page 22 for more details)

Early students will be directed to a designated area on campus where social distancing guidelines will be followed to the extent possible.

Feeding Protocols

If there is an outbreak, grab and go breakfast carts will be utilized in multiple locations as necessary to assist with social distancing.

The cafeteria will be utilized to the maximum extent possible while adhering to social distancing guidelines. Students will not be allowed to change seats once seated.

Outdoor seating options will be used based on availability and weather conditions, and students will be encouraged to utilize these options.

Students will wash hands or use hand sanitizer before and after eating.

Supervision, Class Changes, and Social Distancing

To maximize social distancing:

- teachers will hold doors open during class changes to minimize touch points on doors and supervise students on sidewalks
- students will not be allowed to congregate and will be expected to keep moving
- traffic flow patterns will be created for a one-way movement of students on campus
- the number of students allowed in the cafeteria, media center, and gymnasiums will be significantly reduced to adhere to social distancing guidelines

Facilities

To maximize social distancing in the event of an outbreak:

- furniture will be spaced in six-foot increments to the extent possible.
- unnecessary furniture will be removed
- proper spacing will be planned for students, staff and visitors in wheelchairs or with other accessibility needs
- classes using tables will minimize the number of students at each table and/or add desks as feasible

Physical Education, Music, and Recess

Physical education staff will monitor locker rooms and the number of students will be limited to allow for social distancing while dressing out.

Physical education staff between uses will sanitize physical education equipment.

Students will wash hands and/or use hand sanitizer before and after going to PE, or recess.

Recess will be staggered so that only one class at a time occupies a particular outdoor space.

Music teachers will travel from class to class for instruction to reduce traffic on the sidewalks, support social distancing, and prevent cross contamination. The music teacher will sanitize supplies between classes.

Transportation

School sites are responsible for communicating with all parents/families in regard to confirming addresses/bus stops.

Bus drivers will ensure windows are down when it is not raining. Buses will be cleaned and sanitized at the end of each route.

Using social gathering guideline numbers, students will be routed in such a way as to adhere to those numbers.

Student Dismissal

While at parent pick-up, students will be spaced to the extent possible to adhere to social distancing guidelines.

After-School Activities

After-school activities such as academic programs, credit recovery, sports, clubs, and band will be offered at the discretion of each school and will comply with social distancing guidelines. Academic after-school programs designed to address learning gaps will begin in the fall as grant funding permits and will follow social distancing guidelines to the extent possible.

TEAMSumter eLearning

TEAMSumter is a distance-learning model that provides students with the opportunity to work remotely **during a classroom/school closure**. In the event schools are closed due to COVID-19, all instruction will transition to the TEAMSumter eLearning model. Internet access is required at home or through a remote site.

What to expect from TEAMSumter

- Students are learning from their own home and will need access to the internet and a district issued computer or their own computer. Internet access is required.
- live instruction is provided remotely, and students will have access to their assigned teacher(s) during the regular school day hours, five days a week for structured distance learning
- elementary students can expect daily lessons with live interactions via video
- secondary students can expect daily video interactions for every academic period
- attendance will be taken daily in each period for secondary and each day for elementary

District Expectations

Teachers will utilize components from the TEAMSumter model to deliver instruction, count attendance, monitor performance and provide a smooth academic transition for students. The Microsoft Teams platform will be used to provide the following:

- notebook information
- video content delivery
- video conferencing opportunities
- teacher distribution of assignments
- students submitting assignments to teachers
- graded assignments
- attendance data collection through Skyward and/or Classlink
- daily class schedules with defined periods as if on campus

Curriculum Alignment

Instruction for all content areas will follow the district's innovative curriculum maps and pacing guides. The curriculum maps prioritize instructional standards to address student-learning needs and ensure mastery of the state standards. Sumter's K-12 Evidence-Based Reading Plan will be consistently and pervasively implemented. The reading plan will apply to all students, whether participating in traditional, or TEAMSumter.

Progress Monitoring

Progress monitoring assessments will be administered to students following the district's testing schedule posted on the district website. Two class periods per subject will be utilized to complete the assessment.

i-Ready

i-Ready provides tools to pinpoint strengths and areas of need and to measure proficiency of on-grade level standards. *i-Ready* provides online, personalized instruction and practice to promote productive struggle to help all learners achieve proficiency. *i-Ready* provides educators with access to thousands of digital K-8 resources to differentiate instruction to fit each student's needs. *i-Ready* integrates powerful, ongoing assessments and rich insights with effective and engaging instruction and practice resources.

1:1 Devices

Every student in grades K-12 will be assigned a computer. Devices will not be shared. Students will use their individual user accounts to log on to their computer.

A Parent/Guardian via Skyward portal prior to students being assigned a device will

complete the District's Acceptable Use Policy.

Each student needs an ID card, or credentials, before being issued a computer.

Technology insurance will be offered to students. The insurance fee can be paid online in the Skyward parent portal, by check, or cash at each student's school.

Devices will be assigned to each classroom and distributed by classroom teachers in grades K-5.

Devices will be sent home with students as they become familiar with proper handling procedures, as assignments warrant, and in order to be prepared for the possibility of a return to distance learning.

Devices will be distributed during "tech days" for grade 6-12 prior to the start of school. Tech days will be advertised on the district website and on school signs. Conditions may change and could require elementary students to also have "tech days" for computer distribution but that is not the initial plan for elementary.

The District will purchase a limited number of MiFi's or other accommodations made, to ensure students without internet access have reasonable alternatives.

All students with an assigned computer must log on to their device successfully and set default parameters before leaving campus with their assigned technology equipment.

Parents and students will complete device and program navigation training as needed within the first two weeks of school. School administrators will organize the training and classroom teacher's training will adhere to current social distancing guidelines.

Elementary Specifications

Paper packets will be distributed to pre-K students bi-weekly. Completed packets will be collected as new packets are distributed. As a precautionary measure, completed packets will remain untouched for at least 72 hours.

Students in kindergarten, first, and second grades will be assigned paper packets for the first two weeks of a closure. Completed packets will be collected as devices are distributed and will remain untouched for at least 72 hours.

Nine hundred hours of instruction per year is the state minimum requirement. This equates to at least 25 actual instructional hours per week. The TEAMSumer schedules will include the following to meet state guidelines:

- 90 minutes of instruction per day in reading and English Language Arts
- 60 minutes of instruction per day in math
- 30 minutes of instruction per day in science for grades 2-5
- 60 minutes of instructional technology programs (iReady, MyOn, Reflex math, etc.)

- 30 minutes of instruction elective subjects such as music and physical education as required
- 30 minutes of daily instruction in content areas
- Social Studies will be blended with the reading/ELA instruction
- 20 minutes of recess
- 60 minutes used for lunch and breaks
- Planning will equal no less than five hours per week

State mandated curriculum such as specified in F.S. 1003.42 will be integrated into instruction as appropriate. Supplemental program assignments or activities such as Accelerated Reader, i-Ready and myON, as well as independent practice, will be integrated throughout the day.

Media Center Programs

In this model, all students PK-12, will have access to myON and Axis 360. Media specialists will generate customized booklists on myON or Axis 360 for students/grade levels, and departments. These programs provide access to digital libraries.

Sumter Virtual School (SVS)

Sumter Virtual School offers courses for students in 6-12, supported by highly qualified teachers who offer flexible office hours, Monday-Friday. Enrollment requires a semester-long or yearlong commitment, as well as an adult who can collaborate with Sumter Virtual School teachers by serving as the learning guide for the student.

This model is ideal for students who wish to have more control over their learning path and pace, and for whom a flexible daily schedule is important. In this learning model, students often work on assignments during non-traditional hours, and maintain contact with teachers and classmates using web-based class sessions, email, text messages, and phone calls. Sumter Virtual School requires a more independent student who is proactive and willing to learn on their own.

Sumter Virtual School offers accredited courses, access to academic advisement and college planning, and opportunities for advanced coursework (including dual enrollment). Graduates earn a standard high school diploma accepted by colleges, universities, and other postsecondary programs.

Florida Virtual School (FLVS)

The parents for students in grades K-12 can also select Florida Virtual School. Parents will work directly with FLVS.

Modified Schedule if Required

If pandemic conditions worsen, or if otherwise mandated by local edict or health advisory, a modified schedule will be implemented. This could occur if social distancing mandates are increased or partial school closures are warranted. A modified TEAMSumer procedure will be followed. Under the modified schedule, students will spend two days on campus using the traditional model of instruction and three days at home for practice, independent study, and group projects.

Students will be scheduled based on their last name, A to M is Group A, and N to Z is group B. Siblings or blended families will be handled on a case-by-case basis.

- No students will be on campus on Monday.
- Group A will be on campus Tuesday and Thursday.
- Group B will be on campus Wednesday and Friday.
- Prekindergarten students will attend Tuesday-Friday, with a 1:10 ratio.
- Students receiving special services will be scheduled to maximize learning opportunity and staffing allocations based on Individual Education Plans.
- Elementary students will have music and physical education every other week; Group A week one and Group B week two.

Mondays will be used for common planning, professional development, grading, developing video lessons, parent conferences, and virtually assisting students.

After-school activities such as sports, clubs, and band will be offered at the discretion of each school and will comply with social distancing guidelines.

Special Populations

Special populations of students such as military families, homeless, migrant, low-income families and foster children will receive the full array of services and opportunities necessary to ensure they experience an optimal education, following Sumter School Board policy. As student needs are identified, district and school staff will work together to put interventions in place to ensure equitable access to all opportunities and programs. All student plans will be followed to meet the individual needs of students. This includes Individual Health Care Plans, IEPs, LEP Plans, 504 Plans and MTSS interventions.

English Language Learners (ELLs)

English Language Learners' skills in reading, writing, listening and speaking in English will be assessed to determine regression during school closures. Based on baseline ELA assessment data, ACCESS for ELLs scores and teacher input, if the student demonstrates regression in one of these areas, then the ELL Committee will hold a meeting with appropriate staff and parents to determine if additional or supplemental English for Speakers of Other Languages (ESOL) Services are needed. ELL Committees will document on the LEP Plan any area of English skills regression identified and the plan to provide additional supports.

For students that participate in face-to-face instruction, additional supports may include additional time scheduled with an ESOL paraprofessional to provide additional supports and participation in Jumpstart, GEERS or CARES after-school supplemental programs. For ELLs on TEAMSumer or Sumter Virtual, an ESOL Paraprofessional will be assigned a schedule to assist the student weekly in noted English skill areas of regression. When appropriate, the ESOL paraprofessional may be added as a member of the class TEAM. All ELLs will receive instruction on the accessibility tools available on TEAMS.

All ELLs will be assessed again in English reading, writing, listening and speaking on the ACCESS for ELLs during the second semester of the school year.

Exceptional Student Education (ESE)

Students with IEPs will be provided the services necessary to ensure they experience a free and appropriate education. Schools will collaborate with IEP teams to identify students who may have regressed during school closures. IEP teams will follow a student-centered approach and meet as needed to determine services to meet the individual needs of students, which may include compensatory services.

Due to the unique needs of students with disabilities, the following need to be considered:

- Personal Protective Equipment (PPE) will continue to be provided to staff that assist students with toileting.
- If staff members are wearing masks, they will need to ensure that the mask has a clear face shield when communicating with students, staff or parents that are Deaf/Hard of Hearing. (The staff member may choose to wear a face shield in lieu of a mask.) Each school principal will be provided with a list of students that are identified as DHH. It will be the responsibility of staff members and parents to make individual communication needs known to school staff.
- Staff members that work with students with more significant disabilities will be encouraged to wear face shields in order to allow the students greater visibility of staff faces.
- SLP's will be provided face shields to wear during therapy sessions, evaluations, etc.

- Increased safety and cleaning protocols will be used in therapy rooms, separate classrooms, special transportation, etc. (For example, cleaning of toys in Pre-K classrooms or wiping student stations between therapy sessions.)
- During evaluations and re-evaluations, additional safety measures will be taken. This includes face shields for evaluators and Plexiglas dividers between the student and evaluator. Parents that bring students to campus for evaluation will be expected to follow safety guidelines outlined for all visitors to campus.
- Social stories/visuals will be used to teach students expectations for social distancing and hygiene.
- All students with disabilities will receive instruction in the use of accessibility tools in TEAMS.
- Students will be scheduled to meet the needs of services identified in the IEP while keeping students in cohorts as much as possible.
- Inclusion teachers and SLPs will be added to the course TEAM for courses that they provide direct support to the student per the IEP.

Hospital Homebound

Students that are receiving services through Hospital Homebound will have the option of the teacher going to the home to provide face to face instruction if both the parent and teacher are in agreement. For students who are eligible for Hospital Homebound services due to COVID-19 health risks will be provided services with a virtual platform. Eligibility and instruction method for Hospital Homebound instruction will be determined on an individual basis.

Medically Vulnerable Students

Vulnerable students may include but is not limited to students with the following health conditions: chronic lung disease (e.g. Cystic Fibrosis), cancer, kidney disease (dialysis), organ transplant, serious heart conditions, poorly controlled HIV/AIDs, immunocompromised students, students with feeding tubes, pregnant students, etc.

For students considered “medically vulnerable”, the school will review the existing Individual Health Care Plan (IHP) as well as the Individualized Education Plan (IEP) or 504 Plan if one exists. For students with an IHP who do not have an IEP or 504 Plan, and the IHP does not meet the needs of students on the bus and/or school campus, a 504 evaluation will be expedited to address accommodations needs. All plans will be reviewed to determine if the existing accommodations meet the individual needs of students with transportation, classroom, campus transitions, food service, physical education, electives, etc. If accommodations need to be amended, a meeting will be scheduled as soon as possible.

School nurses will work with transportation to ensure that bus drivers know about students who are medically vulnerable and need specific attention and possible interventions.

Multi-Tiered Systems of Supports (MTSS)

At the beginning of the school year, all students will be assessed in ELA and Mathematics to determine current levels. For students that demonstrate regression due to school closures, skill gaps will be identified, and instruction provided to address identified needs. Based on district-based assessments, a review of data will occur after the first nine weeks of Tier 1 instruction to determine if regression gaps continue to remain for students in ELA or Math. Based on student data, a referral for Tier 2 interventions as part of PS/Rtl will be made.

For students that were receiving Tier 2 or Tier 3 interventions prior to school closures, the student will continue to receive the identified interventions at the same intensity level. At the end of each nine weeks of both Tier 1 instruction and Tier 2 or Tier 3 interventions, the PS/Rtl Team will meet to determine if the student has recovered from regression that may have occurred due to school closures.

Non-Violent Crisis Prevention Intervention

When verbal de-escalation strategies are unsuccessful, staff may need to implement physical interventions in order to prevent harm to the student or others. Staff involved in physical interventions or restraints, are encouraged to use PPE due to the close contact with students. Staff should wash hands after disengagement from a student. Each school will need to assess the unique needs of the students and staff to consider if additional precautions should be taken.

Student Discipline

The Code of Conduct will be implemented for school discipline procedures. We are committed to providing all students the highest quality education in a safe and secure learning environment. The Code of Conduct includes information about the rules that students are expected to follow, as well as the consequences for unacceptable behavior. The document describes the rights of students and parents as well as the responsibilities coupled with those rights.

For their own safety and the safety of others, students must adhere to school/district health or safety rules/guidelines. If not compliant, students will receive progressive discipline using the district's Code of Student Conduct, which increases the level of response for repeated behaviors.

Professional Development

The Director of Professional Development will create and administer a needs assessment regarding training support needs. This information will be used to determine school site needs for training.

All staff are expected to review proper handwashing techniques per the Center for Disease Control (CDC) guidelines. Training will be provided in reading a no contact thermometer as many staff members may be called upon to use them. Custodians are trained in protocols effective for COVID mitigation and avoidance.

In response to the COVID Pandemic, teachers, and paraprofessionals, as time allows, will receive training in creating a Trauma Sensitive Classrooms.

Custodians have been trained on use of Rejuvenal for classroom cleaning protocols.

CDC handwashing techniques should be reviewed by staff and taught to students. Suggested videos by the CDC:

- K-5 <https://youtu.be/qJG72sycQB8>
- MS: <https://youtu.be/eZw4Ga3jq3E>
- HS: <https://youtu.be/d914EnpU4Fo>

The district instructional technology teacher(s) on special assignment will train:

- all kindergarten, PK and ESE teachers on Notebook, etc.
- all teachers on best practices utilizing Microsoft Teams, during preplanning
- all teachers on best practices utilizing Skyward, e-mail, MyOn, etc.
- select paraprofessionals on best practices utilizing Microsoft Teams to assist students

Compliance, safety, Gradebook, etc. trainings will be completed online through Canvas.

Finance

Additional MiFi devices will be purchased, and other accommodations made, to ensure students without internet access have reasonable alternatives.

The district will finance additional purchases to enhance content areas to ensure that students have access to instructional materials.

While unrelated to the reopening plan, Sumter will begin a frugality program to prepare for any funding cliff associated with reduction in tax revenues due to COVID-19:

- freeze hiring except for core instructional positions and health/custodial
- examine open positions for absolute need prior to posting
- freeze purchases with the same scrutiny as positions
- build fund balance
- pre-approve all out of district travel by the Senior Directors over that division
- remind all staff of current cost saving measures (i.e. energy savings)
- monitor FTE -schools submit student counts to county office

Health & Safety

Social Gatherings (Faculty Meetings, SAC Meetings, Orientation, PTO, etc.)

Using social gathering guidelines, schools will work to maximize social distancing and safety protocols during back to school events by:

- staggering times for different grade levels during orientation activities
- hosting meetings in individual classrooms

Students

Schools will minimize points of entry and check student's temperatures daily upon arrival at school. If a temperature of 100.4 is indicated, a second temperature check will be taken. If the temperature is at 100.4 or higher, the student will be provided a required face covering and he/she will be placed in a supervised sick room. A parent will be contacted to pick the student up from school. School staff must inform parents of the requirements for unwell students to return to school: 24 hours fever free without taking a fever reducing medicine such as Ibuprofen, etc. or written clearance from a doctor/clinic. A handout will be provided to parents with the requirements.

The school nurse or healthcare professional will operate the clinic. Students must wear a face covering if 6' social distancing cannot be maintained. Face coverings will be required, at all times, on the bus, at drop off, pickup, and on sidewalks.

Students must practice frequent, proper handwashing, monitored by staff, as needed. For students needing "hand over hand" or other physical prompting, staff will be encouraged to wear gloves. Sneezing and coughing should be into the crook of the elbow or covered with a tissue, followed by hand washing.

Refusal to comply with any of these expectations may become a discipline issue or necessitate sending a student home.

Staff

All staff will use a single point of entry, if possible, once school begins. Staff who are experiencing any COVID-like signs or symptoms should not come to work. Staff may undergo a temperature check daily upon arrival at a school campus. If a temperature of 100.4 is indicated, a recheck daily will be conducted. If the temperature is at 100.4 or higher, the staff member will be sent home.

Staff members who are experiencing COVID-19 symptoms must stay home until they receive a negative result or doctor's clearance. The staff member, if tested positive will

need to call Human Resources the day they receive their results and should stay in isolation. Call (352-793-2315 x50251) for further instructions. The district works closely with the local and state health departments. The local health department conducts the contract tracing for all positive cases that were identified outside of the school setting. All in school positive cases are contract traced by the school administration under the guidance of the local health department and following the CDC Guidelines.

Upon signing in to Skyward, employees must verify they are not exhibiting COVID symptoms. For their own safety, and the safety of others, staff are encouraged to wear a face covering when on campus or around others.

Service providers will follow district guidelines for staff. Each department will communicate district guidelines with the contracted employees that they supervise. This will affect those providing Occupational Therapy (OT), Physical Therapy (PT), Orientation to Mobility, and counseling services through LifeStream or Lake Sumter Children's Advocacy Center, etc.

Staff are expected to wash their hands frequently: upon entry to room, upon change in activities (lunch, recess), upon leaving the room. Sneezing and coughing must be into the crook of the elbow or covered with a tissue, followed by hand washing.

Heightened Personal Hygiene

Handwashing procedures must be taught and demonstrated for students on day one: 20 seconds, fronts, backs, between fingers and tips of fingers. These lessons will be documented in each teacher's lesson plans. Posters have been provided at each school for visuals. Proper hand washing is required before and after all meals.

Stand disinfectant dispensers have been ordered for each school and are placed in high traffic areas such as the entry to cafeteria, in the office, exit from PE field, and exit from buses.

Hand sanitizer will be available at every entry and exit door.

Students should be given frequent opportunities to wash their hands throughout the day.

Cleaning

An Assistant Chief will oversee plant managers and ensure cleaning protocols are the same at all sites. Please see Appendix A for the Custodial Standards.

Classrooms and bathrooms used by students will be cleaned following Rejuvenal protocols each day when students leave campus. Additional sanitation measures will occur during recess, planning periods, lunch, etc. The front office will be cleaned after the morning entrance of students, after lunch periods, and after students leave for the day.

School administration will ensure that wipes/alcohol are used to clean computers, headphones and desks each afternoon. Custodial hours may be adjusted to allow for cleaning during the school day.

Signs will be posted about hygiene measures.

Wipes/paper towels or sanitizer is available for use by students, staff and visitors upon entering and exiting buildings.

Physical education equipment will be sanitized by physical education staff between uses and by custodians at the end of the day.

Face coverings will be encouraged for students and staff. School Board Policy 8450.01 Protective Facial Coverings during Pandemic/Epidemic Events. <https://go.boarddocs.com/fla/scsfl/Board.nsf/Private?open&login#>

Communication

The district website will house the most up-to-date information regarding CDC guidelines changes, school-related COVID-19 cases, FLDOE updates, Sumter Health Department guidance changes, or executive orders from the governor under the “Re-Opening” tab. The district and schools will be using a variety of sources to provide parents and the community information surrounding the education of students in Sumter County. Any updates will be posted on the district website and updates sent through the communication sources listed below:

- Skyward Messenger Center
- Remind (text and email communication)
- School Messenger (call outs to parents)
- District and School Websites or school signs
- District Facebook page

School sites are responsible for communicating with all parents/families in regard to confirming addresses/bus stops after the Transportation Department finalizes the bus stops.

Immediately following district updates, schools will be responsible for updating school websites.

- School social media accounts as well as Remind will also be used at the discretion of the school.
- Schools may utilize Skyward’s Message Center to inform families of any updates.
- School Messenger may be used for school-wide callout messages.
- School signs will also be utilized

School sites will encourage parents/guardians to update the emergency contact information in the Skyward.

Visitors entering the campus/site must follow posted protocols. Signage will be posted at entries, high traffic areas, bus loading, car rider areas, front office:

Due to COVID-19, these expectations are in place for everyone on campus:

- Social distancing
- Face coverings encouraged
- Unwell students/adults will be sent home
- Frequent handwashing
- Cover face when coughing or sneezing

Community Relations

District

The district will secure help from Community Partner Resources: businesses, churches, childcare facilities, neighborhood community groups, and the Food Pantry. The district will utilize the district Social Worker(s) to assist families in need.

Policy and Procedure Changes:

- Volunteer Policy: FS.1012.01(5)
- Distribute the updated Volunteer Brochure that includes personal protective equipment, Health Surveys, and Temperature Checks information
- Follow procedure to inform those who have had close contact with a person diagnosed with COVID-19 to self-monitor for symptoms, and to follow CDC Guidance if symptoms develop.
- Develop a basic supply list for at home learning back packs (to limit sharing) COVID At-Home Learning Packs
- Develop school-based partnership list with resources provided.

School

Schools will limit access points to school campuses. Parent conferences will be done virtually or in person by appointment only.

Staff

Staff will encourage community partners to provide distance-learning opportunities for students as much as possible (i.e. CEMEX virtual field trips, Career Day).

Staff will limit mentors and classroom volunteers, as appropriate, and pursue options to provide virtual mentoring sessions using Microsoft TEAMS/Zoom under the supervision of a school-based monitor such as an administrator.

Staff members will provide health and hygiene materials and information.

Volunteers

Our country, our state, our county, and our schools have been drastically affected by the COVID-19 Pandemic. We work with our local and state health officials to provide the healthiest and safest learning environment for our students and staff. We are asking that the adults work with the district and understand that the district will be limiting outside visitors, including parents, mentors, volunteers and others during the pandemic. The district will be entering into and out of different phases based on the status of the pandemic. Be aware that contagious viral diseases are difficult to contain and serious illness and life-threatening complications can occur.

REOPEN – Phase 1

Phase 1, no outside visitors other than staff will be allowed on campus! Parents meetings will be conducted by phone, computer or if in person, all will be encouraged to wear a face covering and have temperatures checked.

RECOVER – Phase 2

Limited essential volunteers will be recruited to start back. Temperature checks will be conducted. Face coverings will be recommended when within six feet of others. Any sign of sickness and you will be asked to leave.

REVITALIZE – Phase 3

Volunteers will be monitored. Temperature checks will be conducted. Face coverings will be recommended. Any sign of sickness and the adult will be asked to leave.

Future Considerations

Preplanning: Well volunteers will be allowed to assist teachers and staff to help prepared for the opening of school.

Upon the reopening of schools, volunteers will have limited access based on our REOPEN, RECOVER and REVITALIZE Phases. Masks are recommended if within six feet of others. When volunteers are allowed on campus with students, they may be asked to assist with the following tasks:

- Assist with classroom set up to limit sharing of materials
 - Help keep students' belongings separated from others in individually labeled containers
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (crayons, pencils, pens, erasers, highlighters, paper etc.)

- Ensure social distancing
 - Assist with breakfast and lunch delivery to the classrooms
 - Assist with weekend snack distribution, if applicable
 - Assist with arranging desks/seating to maintain social distancing
- Assist with healthy hygiene practices, disinfection and cleaning
 - Clean and disinfect frequently touched surfaces within the school (for example, playground equipment, door handles, toys, games, art supplies, books, keyboards, mouse)
- Assist with material and supply creation
 - Prepare work packets
 - Prepare learning games
- Assist with developing one week of distance learning lessons.

Public

Upon the reopening of schools after a closure due to the pandemic, the public will have limited access and may wish to assist in the following ways:

- Complete a Distance Learning Experience Survey
- Support school supply drives with additional items to support COVID-19 precautions
 - Face coverings
 - Disposable gloves
 - Hand sanitizer
 - At-home backpack with supplies (to limit sharing)
 - Storage containers (to limit sharing)
 - Insta-read digital thermometers
- Encourage social distancing, personal hygiene and requiring staying home if experiencing any COVID-19 symptoms

Athletics and Extracurricular Activities

Sumter Schools will work within the CDC guidelines to offer athletics and extra-curricular programs to the extent possible.

Pre-Workout/Contest Screening

All coaches and students will have their temperature checked daily prior to a workout.

Responses to screening questions for each person will be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.

Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.

Vulnerable individuals will not oversee or participate in any workouts.

Facilities Cleaning

Adequate cleaning schedules will be created and implemented for all athletic facilities to mitigate any communicable diseases.

Prior to an individual, or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).

Individuals will wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in workouts.

Hand sanitizer will be plentiful and available to individuals as they transfer from place to place.

Weight equipment will be wiped down thoroughly before and after each class period and at the end of the day.

Appropriate clothing/shoes will always be worn in the weight room to minimize sweat from transmitting onto equipment/surfaces.

Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered.

Students must be encouraged to shower and wash their workout clothing immediately upon returning to home. Routine cleaning and disinfecting of equipment and frequently touched surfaces will be conducted by the coaches and custodial staff. Players will be reminded not to touch their face and to frequently wash their hands and/or use sanitizer. There will be no shared athletic equipment (towels, clothing, shoes or sports specific

equipment) between students. Appropriate clothing/shoes will be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.

Physical Activity and Athletic Equipment

There will be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.

Students will wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.

All athletic equipment, including balls, will be cleaned after each class and at the end of the day.

Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual as feasible, but at least at the end of each class period and at the end of the day.

Free weight exercises that require a spotter cannot be conducted while honoring social distancing norms. Safety measures in all forms must be strictly enforced in the weight room. Students will wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.

Hydration

All students will bring their own water bottle. Water bottles must not be shared.

Hydration stations (water cows, water trough, water fountains, etc.) will not be utilized. Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Limitations on Gatherings

Gathering sizes of up to 50 individuals, indoors or outdoors, as feasible.

When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between individuals. Consider using tape or paint as a guide for students and coaches.

If locker rooms or meeting rooms are used, there must always be a minimum distance of six feet between everyone, as feasible.

Miscellaneous

Players will be encouraged to wait in cars with their guardians as feasible until just before the beginning of practice, warm-up or game, instead of forming a group.

Players will be discouraged from conducting unnecessary physical contact, such as high five, handshakes, fist bumps or hugs.

During times when players are not actively participating in practice or competition, encourage social distancing by increasing space between players on the sideline, dugout, or bench.

Coaches and officials who cannot physically distance six feet from players are encouraged to wear face coverings to protect other people in case you are infected.

Staff or student tests positive for COVID –19

First, make sure that coaches, staff, officials, players, and families know that sick individuals should not attend the school athletic practices or events. Coaches should immediately notify the District Athletic Director, Joel Camp and their school principal, if they or someone in their household become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone suspected or confirmed to have COVID-19. The principal needs to contact Human Resources immediately upon notification of a positive case of COVID-19. If this is after an athletic event, be sure to notify the visiting team coaches, visiting school principal and referees.

Second, close off areas used by a sick person within the last 24 hours and do not use these areas until after cleaning and disinfecting them. For outdoor areas, this includes surfaces or shared objects in the area, if applicable.

Third, in accordance with state and local laws and regulations, youth sports organizations should notify local health officials, youth sports program staff, umpires/officials, and families immediately of anyone with COVID-19 while maintaining that person's confidentiality in accordance with the Americans with Disabilities Act (ADA).

Finally, if any coaches, staff members, umpires/officials, or players get sick, they may not return until they have met CDC's [criteria to discontinue home isolation](#).

Coaches will need to determine the appropriate number of students/adults for the setting or location of the event. Emphasis will be placed on the ability to reduce and limit contact between players, spectators, and others.

Source: CDC/National Center for Immunization and Respiratory Diseases (NCIRD)

Appendix

Appendix A - Custodial Standards

Appendix B – Sumter County Instructional Plan Summary Chart

Appendix A



SUMTER COUNTY SCHOOL BOARD

Custodial Standards



The Sumter School District is committed to providing a rigorous and relevant standards-based education in a safe environment. Through a partnership of students, parents, staff, and community. Students are given the opportunity to reach their full potential as lifelong learners and contributing members of society.

SUPERINTENDENT



DIRECTOR OF SUPPORT SERVICES



ASST CHIEF CUSTODIAN



HEAD CUSTODIAN



CUSTODIAL STAFF

General Procedures

Work Orders Procedure

- Head Custodian will log and follow-up on work orders.
- Head Custodians will be the primary source of initiation of work orders for entire facility.
- Head Custodian is responsible for any Work Order with no action for 30 days to be reported to the Assistant Chief Custodian.
- Head Custodian will participate in monthly walk through with Assistant Chief Custodian.

General Maintenance

- Maintain A/C filter changes per monthly schedule and mark filter with the date changed.
- Knowledge of utility plans for the facility and posting of location map for easy access in custodial office.
- Shut off utilities in emergencies.
- Investigation of maintenance emergencies before call-in as needed.
- Lubricate door locks, as needed.
- Replace broken desks when not working properly.
- Perform preventative maintenance on all custodial equipment as required.
- All “minor” carpentry, plumbing, electrical, pressure washing, and painting repairs as needed.
- Minor troubleshooting before calling maintenance and requesting work orders.
- Universal Precautions will be in effect when possible exposure to contaminated fluids exists.
- Use ladders, auto scrubbers, lawnmowers, buffers, burnishes, small equipment, and tools consistent with the job description.

Universal Precautions

Always wear protective gloves. Do not use gloves that have holes or tears. Items that have been contaminated by body fluids should be discarded, if possible, by sealing in leak-proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned. Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, ESPECIALLY your own face, with contaminated gloves. Discard gloves after use. Treat all body fluid spills as if they were contaminated.

Telephones

- Handsets will be wiped down daily with germicidal cleaner.
- Telephone stations should be free of graffiti, gum, etc.

Campus Wide

Floor Coverings

- The floor will be free of all debris including corners.
- Carpeted floors will be vacuumed as needed.
- Vinyl, and ceramic floors will be dust mopped as needed.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Vinyl, LVT, Ceramic and Terrazzo floors will be wet mopped weekly. Spots and stains will be removed daily.
- Vinyl floors will be scrubbed and recoated as finish wears allowing damage to floor covering.
- Ceramic tile and LVT will be swept daily and cleaned according to manufactures recommendations.
- Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards.

Walls/Wall Coverings

- Dust and remove all smudges and fingerprints.
- Wall coverings will be dust free.
- Marker Board trays will be wiped down daily.
- Marker Boards will be maintained to meet the expectations of the instructional staff.
- Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected at next inspection. Head Custodian will take measures to assure chipped or peeled paint is removed until such service is provided.
- Graffiti will be removed from walls daily. Obscenity and gang related material immediately upon discovery.

Ceilings

- Remove cobwebs daily.
- Replace burned out light bulbs within two working days of report unless this condition is a safety hazard, then correction will be in one working day.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers immediately when discovered.
- Clean all light covers/globes when dirt or debris reduce the amount of light needed for the area.
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be repaired or replaced within five working days of discovery.

Windows/Window Sills

- Windows will be free of fingerprints and smudges, tape, etc.
- Cobwebs removed daily.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- All broken or non-functioning hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

Furniture

- All flat surfaces will be dusted and sanitized daily.
- All classroom furnishings will be free of graffiti, gum and dust.
- Teacher desks will be dusted daily without disturbing instructional material and sanitized.
- All secondary exits shall be kept free of obstructions and accessible.

Trash Receptacles

- Emptied daily and replace liner when torn or dirty.
- Sanitize receptacle weekly when liner is used. Daily without liner.
- Damaged or unusable receptacles will be removed from service and replaced immediately.

Periodic Cleaning

- Vinyl finishes will be maintained, as finish wears allowing damage to floor covering.
- Carpet will be extracted in its entirety, as needed unless causing environmental concerns.
- Light fixtures will be cleaned when fixtures do not allow sufficient light.
- Gum removed from under furniture weekly.
- Exterior windows will be cleaned when windows do not allow sufficient light due to buildup of dirt and debris.
- Computers will be maintained clean and dust free in accordance with manufacturers and tech department guidelines.

Fixtures

- Free of dust and graffiti.
- Telephones will be cleaned daily with a disinfectant.

Restrooms

Floor Coverings

- Will be swept daily.
- Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
- Floor drain strainers will be replaced when broken or missing.
- Floors will be scrubbed with an auto scrubber or low speed scrubber as needed.

Lavatories

- Bowl will be free of soap scum.
- Drains will be free of hair and soap deposits.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire lavatory will be wiped down daily with germicidal detergent.
- Plumbing fixtures will be cleaned daily.

Urinals

- Bowls will be free of soap scum.
- Water swirl holes will be free of deposits to allow proper water circulation.

- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire urinal will be wiped down daily with germicidal detergent.

Toilets

- Bowl will be free of water deposits.
- Water holes will be free of deposits to allow proper water circulation.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire toilet (including base and both sides of seat) will be wiped down daily with a germicidal detergent.
- Toilet seat will be maintained in a safe condition including safe mounting of toilet seat.

Walls/Accessories

- Walls will be free of fingerprints, smudges and graffiti.
- Soap dispensers will be functional, filled, and deposit free.
- Paper towel holders will be full and free of graffiti
- Stainless steel fixtures will be cleaned, polished and disinfected.
- Toilet paper holders will be full and maintained.
- Mirrors will be fingerprint and smudge free.
- Walls will be graffiti free. Graffiti removed daily unless profanity or gang related and then it shall be removed immediately upon report.

Sanitary Receptacles

- Will be emptied and liners changed daily.
- Receptacle will be sanitized daily.
- Sanitary napkin dispensers will be cleaned daily and refilled when empty. (Minimum daily)

Periodic Cleaning

- Light covers will be cleaned when debris and dirt do not allow sufficient illumination.
- Floors will be scrubbed monthly.
- Floors will be refinished as finish wears allowing damage to the floor covering.
- Toilet/urinal bowls will be cleaned using bowl cleaner and disinfectant.
- Walls will be washed as needed in their entirety.
- Exterior windows will be washed as needed.
- Restrooms will be monitored, by the custodial staff, for cleanliness during student use throughout the day.

Gymnasiums

Walls/Wall Coverings and Doors

- Dust and remove smudges and fingerprints from doors daily.
- Wall coverings will be dust free.
- Marker Boards will be wiped down daily.
- Marker Boards will be maintained to meet the expectation of the instructional staff.
- Doors will be cleaned and free of graffiti daily.
- Doors will be checked weekly for efficient operation.
- All secondary exits will be clear and free of obstacles during occupancy.
- All items will be will be cleaned daily with a germicidal detergent.

Bleachers

- Will be maintained free of debris, dust and gum.
- Will be free of graffiti.
- Bench seating will be cleaned monthly during off-season, before each game or event during season.
- Damaged or missing seats will be inspected and reported to maintenance for repair before any use.
- Perform monthly inspection of stadium seating.
- Area beneath the bleachers will be cleaned and inspected after each game or event usage.
- All bleachers surfaces will be cleaned with germicidal detergent after every use.

Floor Coverings

- Gym floor surrounding areas: Dust mopped daily.
- Spots and gum will be removed daily.
- Gym floor will be dust mopped daily.
- Spots and gum will be removed daily.

Periodic Cleaning

- Vinyl finishes will be maintained as finish wears causing damage to the floor covering.
- Carpet will be extracted in its entirety as needed.
- Gym floor finishes will be maintained in a safe condition at all times.
- Gym floors will be refinished when finish wears causing damage to the floor (Minimum yearly).
- Light fixtures will be cleaned when fixtures do not allow sufficient light due to dirt and debris.
- Gum removed from under furniture weekly.
- Exterior windows will be cleaned as needed or when windows do not allow sufficient outside lighting.
- Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction within one working day. If the ballast is not functioning, complete work order for maintenance with room and building number.

Locker Area

Lockers

- Will be free of dust and debris daily.
- Lockers will be free of graffiti.
- Lockers will be maintained in a safe operational condition at all times.
- Interior and exterior of lockers will be cleaned at least annually or when they become environmental concerns.
- Exterior of locker will be cleaned daily with a germicidal cleaner.

Benches

- Will be free of graffiti.
- Will be wiped down daily with germicidal bacteriostatic cleaner.

Shower Areas

- Walls will be free of soap film.
- Floors will be free of mold and mildew in the grout.
- Showerheads will be operational and mildew free.
- Fixtures will be cleaned and polished daily.
- Floor drains will be in place and free of debris.
- Floors will be mopped with germicidal bacteriostatic cleaner after use of students at the end of the day.

Periodic Cleaning

- Light covers will be cleaned semi-annually or when debris or dirt reduces the amount of lighting needed to safely illuminate the room.
- Floors will be scrubbed as needed.
- Floors will be refinished as finish wears allowing damage to the floor covering.
- Toilet/urinal bowls will be cleaned using bowl cleaner and disinfectant daily.
- Walls will be washed daily in their entirety daily.
- Exterior windows will be washed as needed or when dirt and debris cause insufficient outdoor lighting.
- Interior of lockers will be washed and disinfected annually or as they become unused.

Clinic Rooms

Trash Receptacles

- Emptied daily and replace liner when torn or dirty.
- Full Sharps containers will be removed and stored for pick-up in a biohazard-designated area.
- Full infectious waste containers will be removed and stored for pick-up in a biohazard-designated area.

Lavatories

- Bowl will be free of soap scum.
- Drains will be free of hair and soap deposits.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire lavatory will be wiped daily with germicidal disinfectant cleaner multiple times a day by clinic worker and at the end of the day by custodial staff.
- Plumbing fixtures will be cleaned and disinfected with germicidal disinfectant cleaner multiple times a day and at the end of the day by custodial staff.

Drinking Fountains

- Drinking fountains will be free of water deposits, streaks, and dust.
- Use a germicidal disinfectant cleaner daily or as needed.
- Fountains will be operational, no drainage problem, and water flow will be adequate.

Entrances

Floor Covering

- Sweep outside entrance ramp to main sidewalk or driveway as needed.
- Vacuum/sweep mats daily.
- Pick up dirt, trash, and leaves daily.

Ceilings

- Remove cobwebs daily.
- Replace burned out entrance lamps and exit lamps within five working days unless it creates a safety hazard; it will then be corrected within one working day.

Doors

- Both sides of door glass will be free of tape, smudges, and fingerprints.

Periodic Cleaning

- Sweep exterior stairways as needed.
- Wash light fixtures semi-annually or when dirt affects the amount of light necessary in the area.
- Clean vents and louvers monthly.

Cafeteria

Drinking Fountains

- Drinking fountains will be free of water deposits, streaks, and dust.
 - Use a germicidal or bacteriostatic cleaner.
 - Fountains will be operational, no drainage problem, and water flow will be adequate.

Furniture

- All tabletops will be washed with germicidal disinfectant cleaner after each meal with students, and maintained throughout the lunch period.

Trash Receptacles

- Emptied throughout the lunch period and replace liners.
- Sanitize receptacles weekly.
- Receptacles that are broken or unsightly shall be removed from service and replaced immediately.

Periodic Cleaning

- Vinyl/terrazzo finishes will be maintained daily.
- Light fixtures will be cleaned as needed or when dirt and debris reduce the amount of light necessary for that area.
- Gum will be removed from under furniture daily.
- The surfaces of all chairs/benches will be wiped down daily to include the legs and under the seat.
- All folding tables will be inspected quarterly for defects.
- Replace immediately any leaking garbage receptacles that may cause a slip or fall.

Exterior

Facilities

- Eaves will be kept free of cobwebs and other debris.
- Exterior windows will be cleaned as needed.
- Replace burned out exterior lighting weekly except for security purposes that are replaced immediately.

Grounds

- Sidewalks will be kept free of weeds and inspected for dangerous conditions.
- Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.
- Fence lines/backstops will be weed eaten to maintain an aesthetic condition.
- Tree limbs will not hang below a height of 7 feet in student travel areas.
- Backstops will be maintained in a state of good repair.
- Exterior surfaces will be washed as needed.
- Exterior painted surfaces will be maintained in an aesthetic condition.
- Grass areas immediately surrounding the campus where tractors do not have access will be the responsibility of the custodial staff to include 5' from all obstructions for example (portables, backstops, and fence lines to include adjoining property).
- Also property lines that border the site shall be cleared of weeds to allow spraying of herbicide.
- The grass areas are to be maintained in an aesthetic condition at all times.
- Remove all trimmed/cut debris to the proper disposal area.
- Grounds will be free of trash and associated debris.

Do not create a harborage for pest and rodents by having an accumulation of debris. This should be disposed of immediately.

Scheduled Maintenance of Athletic Fields

March/April

- Start spraying weeds with post emergent on fields not over seeded

May

- Mow all rye grass low if left from winter season to transition to Bermuda
- Fertilize high nitrogen (21-0-0 best) to stimulate Bermuda growth
 - Most high nitrogen is quick release so you don't need a lot, it's better to "spoon feed" the fields throughout the growing season than putting too much at once. 3-5 bags on football and baseball 1-2 on softball. If rain is good though summer do this once a month until August
- This is time to top dress if needed
- Aerate fields
- Spray post emergent AFTER Aerating

June/July

- Another dose of fertilizer
- Keep an eye out for bug activity

August /September

- Keep an eye out for army worms, tend to get these every year, easy to kill with most spray pesticides but will get out of control fast if not treated

October

- Over seed fields with annual rye grass, if temperatures are still in the 90's during the day you may need to wait, if it is too hot the rye grass will not grow well
- Give the rye grass at least a couple of weeks before fertilizing, if you fertilize while germination process is still happening it can hurt the grass
- Fertilize rye grass, same as Bermuda in summer but not as often

November/December

- Keep grass mowed, do not spray rye with selective herbicides, it will kill the rye

January/February

- Maintain rye grass on all fields and water as needed.

WMHS contracts with B&C for maintenance of their athletic fields.

Playgrounds

Playgrounds will be inspected daily to assure safety and operation.

The Purpose: To reduce the number and severity of life threatening and seriously debilitating injuries.

Note: Immediately upon notice of problem the custodian shall report hazardous condition(s) to Plant Operations and Maintenance.

PLAYGROUND SAFETY CHECKLIST

1. Make sure surfaces around playground equipment have a least 12 inches of wood chips, mulch, sand, or pea gravel, or area mats made of safety-tested rubber or rubber like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment.
3. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
4. Check for sharp points or edges in equipment.
5. Look out for tripping hazards, like exposed concrete footings, tree stumps and rocks.
6. Check playground area regularly for trash, broken glass, animal feces, etc. and remove immediately.
7. Check playground regularly to see that equipment and surfacing are in good condition.

Sports Complexes

Restrooms

- Will be swept and mopped with a germicidal bacteriostatic cleaner before events during the season, weekly during non-use periods.
- Lavatories will be free of soap scum, hair, and soap deposits.
- Fixtures will be free of water spots.
- Lavatory will be wiped down with germicidal disinfectant cleaner.
- Toilets and urinals will be free of deposits, wiped down with germicidal disinfectant cleaner.
- Toilets and urinals will be cleaned using bowl cleaner and germicidal disinfectant.
- Towel paper and toilet paper holds will be full and free of graffiti.
- Cobwebs will be removed before each use, weekly in off-season.
- Burned out light bulbs and damaged light covers will be replaced and reported to maintenance.
- Trash receptacles will be emptied, sanitized, and furnished with new liners.
- Doors, windows, and mirrors will be free of fingerprints, smudges, and graffiti.
- Floors will be scrubbed with an auto scrubber or low speed scrubber monthly.

Maintenance/Storage Rooms

Boiler Rooms/Mechanical Rooms

- The floor will be free of debris including corners.
- Clean vents and louvers monthly.
- Remove cobwebs weekly.
- Replace burned out lamps when discovered.

Maintenance Rooms

- The floor will be free of debris including corners.
- Trash receptacles will be emptied daily.
- Tools and spare parts shall be stored in their proper location.
- Remove cobwebs weekly.
- Replace burned out lamps when discovered.

Custodial Storage Area

- Will be maintained neat, clean, and orderly.
- Supplies will be stored appropriately.
- Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
- All chemical will be labeled in accordance with Federal, State and Local requirements.
- Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. A workorder will be placed for removal.

EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS

EXIT LIGHTS

- Exit lights will be inspected monthly. Maintenance will repair or replace as needed.
- Logs will be kept in the Custodial office, See page 27 for Emergency light inspect sheet. This list shall be available upon request. Custodial will place a work order to for all exit lights that are nonfunctioning.

EMERGENCY LIGHTS

- Emergency lights will be inspected monthly.
- Logs will be kept in the custodial office, Custodial will place a work order for all emergency lights that are nonfunctioning. This list shall be made available upon request.



Monthly Emergency Light Inspection

Center: _____ Month/Year: _____ Inspected by: _____

Florida's *State Requirements for Educational Facilities* (SREF) incorporates NFPA 101 2018 Life Safety Code 7.9.3.1.1, which, in part, requires monthly testing, with a min. of 3 weeks and a max. of 5 weeks between tests, for not less than 30 seconds.

	Location Bldg.-Room	Type S, L or C	Working?	If not, FAC WO entered?	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

CUSTODIAL INSPECTION FORM FOR PLAYGROUNDS

Playground Surfaces	Yes	No	NA	Comments
Surface materials appropriate?				
Surface thickness correct?				
Other?				
Hardware	Yes	No	NA	Comments
Open "S" hooks?				
Exposed screws, bolts?				
Protruding end bolts?				
Exposed wires, broken fences?				
Any other unsafe condition?				
Grounds	Yes	No	NA	Comments
Any tripping hazards, exposed concrete footing, tree stumps, rocks, etc.?				
Any broken glass, cans, trash, nails, etc.?				
Any animal feces in the area?				
Equipment	Yes	No	NA	Comments
Any splintering on wood?				
Any sharp points or edges on equipment?				
Is equipment in good overall condition?				
Other?				

	Traditional	TEAMS eLearning (Only used during a class or school-wide closure)	Sumter Virtual School (SVS) or Florida Virtual (FLVS)	Home Education
District Level of Support	Full Support	Full Support	Full Support	No SCSD Supports
Part-Time Enrollment	Students cannot be part-time for full return.	Students cannot be part-time for eLearning return.	Students may be part-time SVS.	Students may be part-time Home Education and part-time SVS.
Scheduling	Normal Scheduling	Normal Scheduling	Schedule with online provider.	No schedule required
Voluntary Pre Kindergarten (VPK)	Regular VPK Open.	No eLearning option.	No virtual option.	Private VPK available in the community.
Registration/Emergency Forms	Skyward Online Registration includes Emergency Forms.	Skyward Online Registration includes Emergency Forms.	Skyward Online Registration No other forms are required unless student is taking part-time classes on campus.	Skyward Online Registration No other forms are required unless student is taking part-time classes on campus.
Face-to-Face Attendance Requirement	Attendance is required unless excused by doctor's note or administrative excuse based on recommendation of DOH. Regular class sizes in effect.	No face-to-face requirement, but this is a synchronous program matching the regular school schedule with required attendance and class participation via distance learning	No SCSD requirement for attendance but must complete classes successfully online	No SCSD attendance requirement. See home-ed statute.
Attendance Requirement	Students will follow district attendance policy.	Online attendance will be required daily for each class period at the scheduled time.	Virtual/Online attendance required according to current rules of online provider.	No SCSD attendance requirement. See Home Ed statute.

Classroom Content	Provided by teacher face-to-face and through TEAMS & other resources	Provided by teacher through TEAMS only. Limited course offerings.	Facilitated by virtual teacher	No classroom content provided; supplied by parent.
Instructional Materials	Provided by Classroom Teacher/School	Provided by Classroom Teacher/School	Provided through online provider.	Not provided by SCSD
Media Center Services	Students will have access to school-based media center, MyON Reader and Axis 360.	Students will have access to MyON Reader and Axis 360.	Students will have access to the public library.	Students will have access to the public library.
School Supplies	Basic supplies are provided by parents; additional specialty supplies provided by school.	Basic supplies are provided by parents; additional specialty supplies provided by school.	Parents provide all supplies.	Parents provide all supplies.
Digital Curriculum	Provided by teachers through TEAMS.	Provided by teachers through TEAMS.	Provided by online provider.	No curriculum provided, supplied by parent.
Credits/Transcripts	Schools record earned credits on student transcripts.	Schools record earned credits on student transcripts.	Schools/parents provide recording of earned credits on student transcripts.	Parent supplies documentation to school district for recording/transfer of student credits.
Grading	The classroom teacher assigns student grades.	The classroom teacher assigns student grades.	The online teacher assigns student grades.	Parents assign student grades.
Teacher Certification	Certified/Qualified Teachers; some teachers may be classified as Out of Field.	Certified/Qualified Teachers; some teachers may be classified as Out of Field.	Certified/Qualified Teachers are required.	No SCSD teacher. Parent as teacher.

Progress Monitoring	K-10 ELA PM (state) K-8 Math PM (state) K-5 Reading and Math – <i>i-Ready</i> Algebra I, Geometry, 8 th grade science and Biology – District created	K-10 ELA PM (state) K-8 Math PM (state) K-5 Reading and Math – <i>i-Ready</i> Algebra I, Geometry, 8 th grade science and Biology – District created	No progress monitoring provided.	No progress monitoring provided, supplied by parent.
Assessment Requirements	State Assessments Required	State Assessments Required	State Assessments Recommended	State Assessments or Annual Evaluation Documentation
Kindergarten Readiness FL K Readiness Screener (FLKRS)	FLKRS administered in the first 30 days on campus.	FLKRS administered in the first 30 days on campus.	Students will be given the option to participate in FLKRS on campus.	Students will be given the option to participate in FLKRS on campus.
Reading Intervention	Reading Interventions will be scheduled according to the District K-12 Reading Plan.	Reading Interventions will be scheduled according to the District K-12 Reading Plan.	The parents will provide reading interventions.	The parents will provide reading interventions.
MTSS/RtI-Multi-tiered Systems of Supports/Response to Intervention	Students will receive services based on Tier 2 and/or Tier 3 interventions.	Students will receive services based on Tier 2 and/or Tier 3 interventions. Students will need to log into TEAMS at the assigned times to receive direct interventions.	Parents are responsible for interventions.	Parents are responsible for interventions.
Guidance Counselor Services	School counselors available for full array of services and supports.	School counselors available for full array of services and supports.	Limited course guidance provided.	No services will be provided by the school district.

Mental Health Services	Provided – school based preferred. Telehealth or contracted Mental Health provider	Provided – telehealth or contracted Mental Health provider	No services will be provided by the school district.	No services will be provided by the school district.
Exceptional Student Education Instructional Services	Students will receive face-to-face instruction as identified in the IEP.	Students will receive IEP services through TEAMSumer. Students will need to participate in live lessons each period on TEAMS. Support will be provided through TEAMS.	No services will be provided by the school district.	No services will be provided by the school district.
Evaluation and Re-evaluation for Exceptional Student Education	Evaluations and re-evaluations will completed face-to-face be at the student’s assigned school.	Evaluations and re-evaluations will completed face to face be at the student’s assigned school.	Parents may contact the district office to request an evaluation.	Parents may contact the district office to request an evaluation.
Speech Therapy, Language Therapy, Occupational Therapy or Physical Therapy	Students will receive face-to-face instruction as identified in the IEP.	Students will receive services through a virtual platform. Students must log in at the scheduled time during the school day.	No services will be provided by the school district.	No services will be provided by the school district.
Services for students who are Visually Impaired and/or Deaf Hard of Hearing	Students and/or teachers will receive face-to-face instruction or consultation as identified in the IEP.	Students will receive services through a virtual platform. Students must log in at the scheduled time during the school day. Teachers will consult with the TEAMSumer teacher as per the IEP.	No services will be provided by the school district.	No services will be provided by the school district.

Gifted	Students will receive services as identified in the students EP or IEP.	Students will receive services as identified in the students EP or IEP through TEAMSunter for grades K-8. Consultation services may be done through TEAMS or by phone for students in grades 9-12.	No services will be provided by the school district.	No services will be provided by the school district.
English for Speakers of Other Languages for English Language Learners	Students will receive face-to-face services and strategies.	Students will receive strategies from teachers. Students identified as LY will be able to receive support form an ESOL Paraprofessional at scheduled times during the week through TEAMS.	No services will be provided by the school district.	No services will be provided by the school district.
Homeless Services	School guidance department coordinates services supported by District Student Services.	School guidance department coordinates services supported by District Student Services	No services will be provided by the school district.	No services will be provided by the school district.
Campus Access	Face coverings, social distancing are encouraged. Students can access campus through one of the available entry points. Parents may enter through main entrance reception area and must check in with the RAPTOR system.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours. Masks recommended & social distancing required.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours.

Participation in Campus Activities/Clubs	Full Participation Permitted with approval of School Principal	Full Participation Permitted with approval of School Principal	Selected participation with approval by school principal.	Selected participation with approval by school principal.
School Sports	Students must follow all FHSAA criteria for participation in sports.	Students must follow all FHSAA criteria for participation in sports.	Students must follow all FHSAA criteria for participation in sports at zoned school.	Students must follow all FHSAA criteria for participation in sports at zoned school.
Student Driving/Parking	Student driving and parking will follow previously established school guidelines.	Visitor Status	Visitor Status	Visitor Status
Technology	Personal Windows device provided.	Personal Windows device provided.	No devices provided.	No devices provided.
Internet Access	Free Wi-Fi for all students on school campuses.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.
Technology Support	Full support from District IT coordinated by school.	Full support from District IT coordinated by school.	No District IT support will be provided.	No District IT support will be provided.
Transportation	Face coverings required. Transportation provided if student is within transportation zone.	Parents provide transportation to school appointments.	No transportation will be provided.	No transportation will be provided.
Food Service	Breakfast and Lunch will be provided on campus.	Breakfast and Lunch will be provided on campus for parent pick-up at zoned school. Masks Recommended.	No meals will be provided.	No meals will be provided.

School Clinic	RN/LPN/CNA available on campus - students may visit with pass from teacher.	Nurses not available.	Nurses not available.	Nurses not available.
Clinic - Medications	Trained school nurse and/or staff with appropriate paperwork can provide medications.	Treated as visitor - no medication requirements/services.	Treated as visitor - no medication requirements/services.	Treated as visitor - no medication requirements/services.
Face Coverings	Face coverings are encouraged on campus and all school events. Parents will provide face coverings or school will assist.	N/A	N/A	N/A
Code of Conduct	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.
Change Educational Models	Recommend changes at the end of grading periods or end of semester.	Only available during a classroom or school closure.	Students can begin at any time; however, the best time is at the beginning of a semester. Grades cannot transfer mid-semester. SVS is a semester commitment.	Students may enroll or un-enroll in home education at any time.

