BACK TO SCHOOL GUIDANCE PLAN

2021-2022

(Updated June 21, 2021)

www.florencek12.org
Florence City Schools
2021 Back to School Guidance Plan

The leadership of Florence City Schools (FCS) takes pride in always keeping the well-being of our students, faculty, and staff a top priority in the school system. This Back to School Guidance Plan has been designed to give our stakeholders insight into the opening of campuses in August of 2021.

Decisions made within this plan used the most up-to-date information available through the Alabama Department of Public Health (ADPH), the Alabama State Department of Education (ALSDE), the Alabama High School Athletic Association (AHSAA), and other federal and state guidelines.

FCS would like to thank our students, parents, faculty, and staff for their patience and understanding during the current COVID-19 pandemic. Through your support and assistance, the Falcon Family remains strong.

Communications

As we all have learned since March, 2020 when COVID-19 entered into our community, adjustments to normal life may be needed from time to time. The FCS Back to School Guidance Plan must also remain open for future changes.

To stay up-to-date on any possible modifications to the FCS Back to School Guidance Plan, we urge everyone to follow our social media accounts (Facebook, Twitter, Instagram) and visit www.florencek12.org. FCS may update this guide as new guidance is issued. FCS will also communicate future changes through email, school newsletters, local media, community partners, and phone calls. Stakeholders may submit plan feedback to cjreed@florencek12.org.
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Published June, 2021
Guidance Plan Calendar

Dates to Remember

In January, 2021, the Florence City Schools Board of Education approved the 2021-2022 Student Calendar. The school board set the start date of school for students to August 19th, while also creating six (6) E-Learning Days for on-campus students.

FCS students will receive assignments for the E-Learning Days which will be completed while at home.

Faculty and staff will report to campus to use the E-Learning Days for professional development and planning.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of school for students</td>
<td>August 19, 2021</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 6, 2021</td>
</tr>
<tr>
<td>No school for students (E-Learning Day)</td>
<td>September 7, 2021</td>
</tr>
<tr>
<td>End of first 9 weeks</td>
<td>October 15, 2021</td>
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<tr>
<td>No school for students (Parent/Teacher Conferences; E-Learning Day)</td>
<td>October 21, 2021</td>
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<tr>
<td>No school for students (E-Learning Day)</td>
<td>October 22, 2021</td>
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<tr>
<td>Fall Break</td>
<td>October 25, 2021</td>
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<tr>
<td>Veterans Day Holiday</td>
<td>November 11, 2021</td>
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<tr>
<td>Thanksgiving Break</td>
<td>November 22-26, 2021</td>
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<tr>
<td>End of first semester; Early dismissal for all</td>
<td>December 17, 2021</td>
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<tr>
<td>Winter Break</td>
<td>Dec. 20-Jan. 5, 2022</td>
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<tr>
<td>Students Return</td>
<td>January 6, 2022</td>
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<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>January 17, 2022</td>
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<tr>
<td>No school for students (E-Learning Day)</td>
<td>February 18, 2022</td>
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<tr>
<td>Presidents’ Day Holiday</td>
<td>February 21, 2022</td>
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<tr>
<td>End of third 9 weeks</td>
<td>March 11, 2022</td>
</tr>
<tr>
<td>No school for students (E-Learning Day)</td>
<td>March 25, 2022</td>
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<tr>
<td>Spring Break</td>
<td>March 28-Apr. 1, 2022</td>
</tr>
<tr>
<td>No school for students (E-Learning Day)</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>End of second semester; Last day for students</td>
<td>May 26, 2022</td>
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<tr>
<td>Graduation</td>
<td>May 27, 2022</td>
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</tbody>
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Approved by the Florence City Board of Education 3/12/2021

Mission
Empower students to explore, create, challenge, innovate and lead.
FCS Orientation Dates

Each campus has planned orientations for parents and students. Please monitor campus newsletters and campus social media sites for specific dates and times.

- W.C. Handy ECDC / TBA
- Forest Hills Elem. / TBA
- Harlan Elem. / TBA
- Weeden Elem. / TBA
- Hibbett Int. / TBA
- Middle School / TBA
- Freshman Center / TBA
- High School / TBA

Class Schedules and Supply Lists

Pre-K through Elementary

Class Lists / August, 2021
Supply Lists / July, 2021

Intermediate and Middle School

Class Schedules / August, 2021
Supply Lists / July, 2021

Freshman Center and High School

Class Schedules / August, 2021
Supply Lists / July, 2021
Health Services

Screening for COVID-19
Under the guidance of the Alabama Department of Public Health (ADPH), Florence City Schools has established the following procedures to maximize efforts to keep our campuses safe from COVID-19 outbreaks. We ask parents/guardians, students, faculty, and staff to assist us by following the provided procedures.

Home Screening
- A student should not report to school for the following reasons:
  - one or more symptoms of COVID-19 (including a 100.4 fever or higher)
  - exposure to someone with COVID-19 within the last 14 days and you have not been fully vaccinated (CDC Exposure Guidance)
  - received a positive diagnosis of COVID-19, even if they are symptom free

- Any COVID-19 symptoms, exposures, or positive COVID-19 tests for students or staff must be reported to the school nurse and principal. In the case of a staff member, the report should be made to their direct supervisor.

School Screening
- While at school, any student who exhibits symptoms such as, but not limited to: congestion, shortness of breath, gastrointestinal symptoms, will be sent to the school nurse and isolated. The school nurse and FCS will follow ADPH guidelines.

- If a student has a temperature or responds in the affirmative to any of the aforementioned statements, the student will be sent home for the parent/guardian to seek further medical attention. If the student does record a fever, the student cannot return until which time the ADPH allows for return to campus after a fever.

- Florence City Schools plans to deploy technology to assist in health screenings for adults and students. This technology could include thermal imaging cameras to detect personal temperatures from a distance.

- Students and visitors who are symptomatic, have had an exposure to someone positive to COVID-19 within the last 14 days, or who have received a COVID-19 positive diagnosis within the last 14 days, will be sent home.

- A clearance note from the ADPH will be required for students and employees with COVID-19 symptoms, exposure, or positive diagnosis to return to school.
Campus Procedures

In addition to the screening procedures, Florence City Schools has compiled a list of best practices for our campuses. These are designed to ensure the health and well-being of our stakeholders when they return to campus. This list may be modified as new ADPH guidelines are released.

- Based on Governor Ivey’s amended State Health Order released on May 3, 2021, face coverings are optional for students and adults while on their campus.
- Social distancing practices to maintain six feet of separation between persons of different households will be implemented, where practical, to the greatest extent possible.
- Space seating/desks at least 3 feet apart when feasible.

- Upon the recommendations of the CDC and ADPH, the FCS custodial staff has developed an increased cleaning and disinfection schedule.
  - Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school and on school buses at least daily or between use as much as possible.
  - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

- FCS will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- FCS will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available following a cough or sneeze, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
Back to School
Campus Doors Open August 19th

To our students and parents, Welcome Back to School! A few changes might be noticed as you return to campus. We want you to know Florence City Schools (FCS) has worked diligently to keep the safety and well-being of our students and staff a top priority.

The following procedures have been established with the most up-to-date information available through the Center for Disease Control and Prevention (CDC), the Alabama Department of Public Health (ADPH), and the Alabama State Department of Education (ALSDE). These procedures are subject to change throughout the 2021-2022 school year.

Absence Learning

- Absentee Learning will be used when students are at home sick for an extended period of time.
- With Absentee Learning, students will be able to stay connected with their class(es) through their school’s Learning Management System.
- Schoology and Canvas are learning management systems. Schoology is utilized by K-6 students and Canvas is utilized by students in grades 7-12.
- Learning materials and assignments will be posted in Schoology or Canvas by the student’s teacher(s). Students may also have face-to-face collaboration with other students and teachers utilizing online services used by FCS.

Campus Visitors

- Access to visitors will be very limited, especially at the beginning of the school year, on all Florence City Schools campuses.
- At this time, there will be NO visitors for students during lunch.
- Visitors are subject to a health screening by school personnel before entry is allowed; visitors must wear a mask before entering a building.
Signage and Wayfinding

• Informational signs that promote everyday screening and protection, while also describing how to stop the spread of germs will be placed in highly visible locations (e.g., school entrances, restrooms).

School Procedures

• Each school campus will have its own morning drop-off procedure. Your school will be providing you with information as to how that will look different this year. This will also include different procedures for breakfast at all locations.

School Issued Lockers

• Each school will release information regarding locker usage and procedures.
Back to School
Campus Doors Open August 19th

Alabama Literacy Act

- Florence City Schools will use I-Ready as our universal screener for students in grades K-3.

Traditional Option to Virtual Option

- Florence City Schools asks parents/guardians to contact their school administration or guidance counselor for assistance before choosing a virtual school option.

Falcon Athletics

- All athletic teams, band, and cheer will follow guidance as applicable during meetings, practices, transportation, competition, and other organized activities provided by the AHSAA, ADPH, ALSDE and Florence City Schools.

- Only Essential Personnel should be directly involved on sidelines or club-based practices, meetings, and competitions.

- AHSAA 2021 Fall Sports Rules Modifications ([July, 2021](#))

- AHSAA Best Practices Return to Play for Fall 2021 ([July, 2021](#))

- FCS Athletics Department ([www.florencek12.org/FCSAthletics](http://www.florencek12.org/FCSAthletics))
Bus Transportation

• Buses will resume routes on August 19th.

• Following the guidance of Governor Ivey’s amended State Health Order released on May 3, 2021, face coverings are optional for any person riding on a school bus.

• ECCO Ride will provide symptom signage for students and parents to aid in home screening before boarding the bus.

• Drivers will receive training from ECCO Ride on signs and symptoms of COVID-19.

• Once boarded, students who show signs of COVID-19 will be moved to a seat by themselves, issued a mask, and the school will be notified.

• Hand sanitizer will be available for both the bus driver and students.

• The bus drivers have the option of wearing face coverings and gloves.

• If a driver tests positive for COVID-19 they will be removed from service, and the bus will be sanitized.

• Between morning and afternoon routes, each bus will be thoroughly cleaned and special attention will be paid to high touch areas such as railings and backs of seats.

• Students will be asked to load back to front, and unload front to back.

• Students will be assigned seats based on loading and unloading.

• Air Conditioners on buses will be utilized to maintain airflow during routes.

• Buses will be ventilated when not in use, and sanitized after completing morning and afternoon routes, paying close attention to high touch areas.
Back to School
Campus Doors Open August 19th

Cafeteria

Florence City Schools is pleased to announce each student in PK-12 will eat at no cost during the 2021-2022 school year. In 2021, our Child Nutrition Program was awarded a National School Lunch Program grant to provide no cost breakfast and lunch for all students.

There will be ala carte items available during the lunch hour for students in K-12 at an extra cost to the students. They can receive additional information from the individual campuses when school opens.
Remote Learning

Florence City Schools has developed guidance plans to assist parents and students in the event a campus or the entire school system has to switch to Remote Learning due to infectious disease or disaster.

• Teachers will be responsible for continuing standards-based, quality instruction for their students through Schoology (K-6) /Canvas (7-12).

• The classroom teacher will provide students and parents a weekly schedule identifying dates and times when whole group instruction, small group instruction, and interactive meetings will occur.

• Students, parents, and classroom teachers will communicate with one another via Schoology/Canvas, email, text messages, and/or telephone relating to instruction and other school related inquires.

• Classroom teachers will provide daily academic support to students during normal school hours.

• K-12 students will be issued daily lessons and assignments in assigned courses.

• Physical education classes will be delivered daily and online using Schoology/Canvas.

• Art, Music, Encore classes, FAFA, counseling, and library lessons will occur virtually via Schoology at designated times according to a teacher communicated schedule.

• Choir and band lessons will occur virtually via Canvas at designated times according to a teacher communicated schedule.

• District assessments and classroom testing will be administered online at designated times throughout the closure.

• Each classroom teacher is expected to follow all IEP, 504, and ELL accommodations for instruction and assignments.
Florence Virtual School

Florence Virtual School is education that uses technology to deliver instruction to students who are separated from the teacher and working remotely.

Florence City Schools (FCS) understands parents’ and students’ concerns and the unknowns the COVID-19 pandemic has created. As the beginning of the fall semester approaches, FCS is in constant communication with the ALSDE and is making plans for students to return to school campuses on August 19, 2021. As we all prepare for the 2021-2022 school year, we want to take the opportunity to remind parents and students of the virtual school programs FCS has available for our students.

In addition to the award-winning traditional classroom opportunities for K-12, we also offer our students the FCS K-12 Virtual School. FCS has utilized a virtual platform for seven years in grades seven to twelve as a pioneer of virtual learning in the state of Alabama. In early summer, FCS announced plans for our K-6 virtual pathways. Under the FCS K-6 Virtual School program, parents have many options tailored for their child’s specific needs. Those options range from a completely independent virtual learning experience to onsite interactive lessons and hands-on opportunities. The FCS 7-12 Virtual School will continue using the same procedures as it has in the past, providing students with opportunities to participate in high-quality instruction on a flexible schedule.
**Florence Virtual School**

1. Tuition Free
   - There is no cost to students to participate in FCS Virtual School.

2. Support
   - FCS Virtual School utilizes our own teaching staff to support students.

3. 1:1 Devices
   - Students in virtual school are provided with a device to assist in their learning experience.

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**FCS K-6 Virtual School**

Students in grades K-6 are provided with four tailored Pathways to meet their specific goals, preferences, and instructional needs via Schoology.

**FCS 7-12 Virtual School**

Students in grades 7-12 are provided with a wide array of course offerings via Canvas allowing everything from full virtual school to only one virtual course.

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Students who participate in Florence Virtual School can only transfer back to on campus learning at the end of a nine-week grading period after consulting with school administration.
Florence Virtual School

About K-6 Virtual School

Florence City Schools has designed four virtual Pathways from which to choose for parents and students of K-6 schools in order to fit their current needs. Once enrolled in Florence Virtual School, parents are allowed to change Pathways if they desire more or less interaction with teaching staff. If you are already a registered FCS student wishing to enroll visit our FCS Virtual School website.

Pathway 1

Pathway 1 is designed for the student seeking an independent virtual learning experience.
- Online lessons
- Online support through teacher messaging
- Available for Grades K–6

Pathway 2

Pathway 2 is designed for the student seeking online lessons with virtual teacher support.
- Online lessons
- Online support through teacher messaging
- Online tutoring
- Asynchronous online lessons available
- Available for Grades K–6

Pathway 3

Pathway 3 is designed for the student seeking online lessons and onsite teacher support.
- Online lessons
- Online support through teacher messaging
- Online tutoring and mini-lessons
- Online live virtual lessons twice-weekly with teacher
- Available for Grades K–6

Pathway 4

Pathway 4 is designed for the student seeking onsite interactive lessons and hands-on opportunities for learning.
- Direct Instruction
- Online lessons
- Online support through teacher messaging
- Available for Grades K–6
- Two-days per week onsite attendance

Virtual Special Education Services -
- Students who choose the virtual option will continue to receive special education and related services as determined appropriate by the student’s IEP team.
- Students with a 504 Plan will continue to receive appropriate accomodations per the student’s 504 plan.
- Students receiving direct gifted services, virtual learning activities will be facilitated by the Gifted Specialist.
About 7-12 Virtual School

The Florence 7-12 Virtual School was created in 2013, with the realization students needed alternative paths to meet the needs within their schedules and for graduation. After studying many virtual platforms, Florence City Schools made the decision to have our teachers design and instruct our courses based on the Alabama Courses of Study. We have Florence teachers teaching Florence students with Florence curriculum.

Florence City Schools wants to meet the needs of our students and our families. In order to meet the needs of a diverse population, we think out of the box. Florence 7-12 Virtual School is a very important piece of that. Not only is it a platform that allows students to be successful within itself, but it also lets them expand upon the other opportunities that we provide them.

With a vast number of course offerings and a broad range of curricular pathways, Florence City Schools encourages students and parents to begin “Charting Your Course” early. Diploma distinctions, Dual Enrollment, Early college, and two-year Associate Degrees are just a few of the many options available to students. Links are available below.

Florence Middle School  Florence Freshman Center  Florence High School

Technology
100% of lessons provided through an online learning management system.

Support
FCS will provide assistance to families of students participating in virtual school.

Pacing
Virtual School students have freedom to work at their own pace with benchmarks.

Classes
In addition to core subjects, students have the opportunity to take part in electives.

Clubs
Students may participate in extra-curricular activities and athletics on-campus.

Participation
Florence Virtual School is strictly voluntary for students.
Faculty and Staff

Operations and Resources

During this unprecedented time in our nation’s history, Florence City Schools remains committed to the well-being and safety of our faculty and staff with necessary resources, to the fullest extent possible. Campus principals will be available to answer further questions concerning each school’s plans.

With guidance from the Alabama Department of Public Health and the Alabama State Department of Education, we are providing a list of guiding principles to help with the transition back to school. If you have any questions or concerns do not hesitate in contacting your immediate supervisor or campus principal.

• Prior to arriving for work, we ask you check your temperature. If you have a fever (100.4 or higher), contact your supervisor immediately and follow instructions before returning to work.

• If you notice an increase of symptoms as described by the ADPH related to COVID-19, contact your principal or supervisor immediately and follow ADPH instructions before returning to work.

• ADPH defines direct exposure to COVID-19 as contact closer than 6 feet, for more than 15 minutes in a 24-hour period, with someone who has tested positive for COVID-19. If you have had direct exposure with someone, contact your immediate supervisor for instructions.

• Through a partnership with ADPH and North Alabama Medical Center, vaccinations have been made available to FCS staff members (February, 2021) and students ages 12 and up (June, 2021).

• Florence City Schools will follow ADPH guidelines if a faculty or staff member is diagnosed with COVID-19.
Operations and Resources

Florence City Schools will make available to our employees applicable leaves provided by Federal law and local school board policies.

Family and Medical Leave Act (FMLA)
• Provides up to 12-weeks of unpaid leave during a 12-month rolling look back period measured backwards, to employees who have at least 12-months of service and have worked a minimum of 1,250-hours during that period.

Americans with Disabilities Act (ADA)
• Provides that employers make reasonable accommodation to the known disability of an employee if the accommodation would not impose an undue hardship on the employer’s business operations.

Sick Leave
• Utilized for absences due to personal illness or attendance upon an ill member of the employee’s immediate family.

Personal Leave
• Granted on a first submitted basis. No more than 10% of a school’s certified or support staff may take personal leave concurrently.

Other Unpaid Leave
• Defined as leave approved by the FCS School Board for substantial hardship or extraordinary circumstances.