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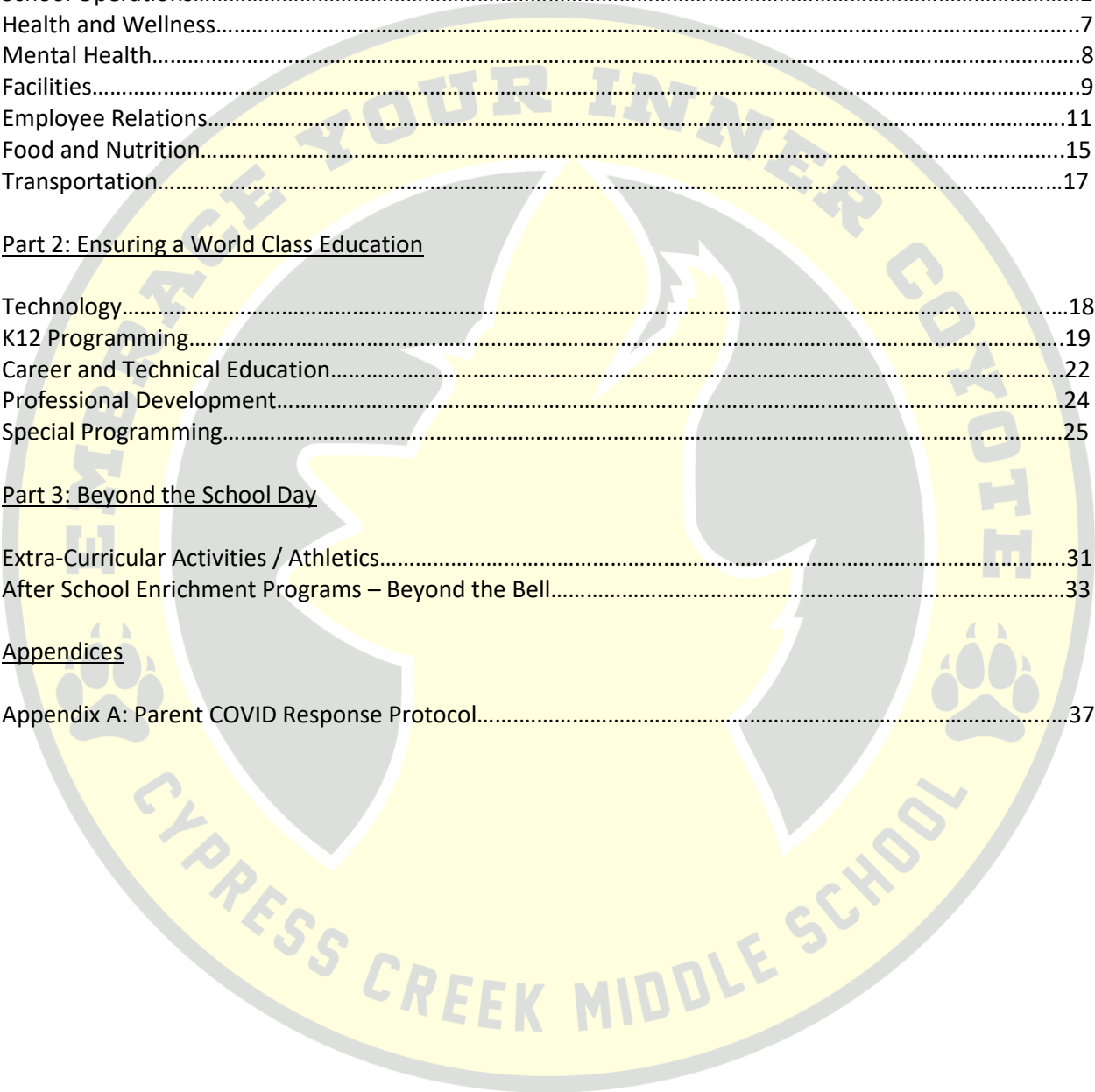
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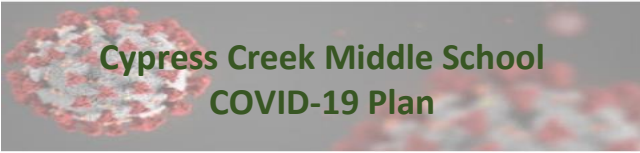
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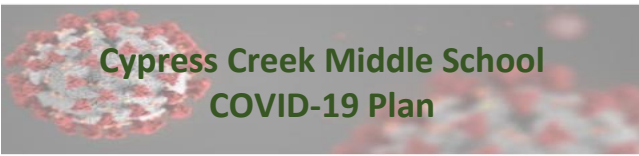
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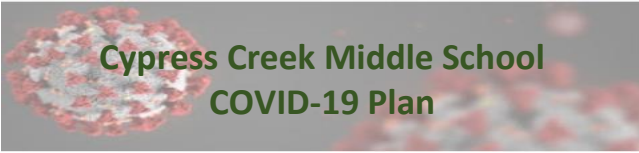
SCHOOL OPERATIONS

Guidance for Districtwide Schools - "Must Dos"	Cypress Creek Middle School COVID-19 Plan
<p><b>Arrival/Dismissal/Passing periods</b></p> <ul style="list-style-type: none"> <li>Schools will provide a recommendation for a flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point</li> <li>Utilize district provided signage to establish one-way flows for arrival, dismissal and hallways</li> <li>Limit congregation in common areas to small groups and send students to classrooms upon arrival</li> <li>Funnel all student arrivals through cafeteria or to FNS carts for breakfast pick up</li> <li>Every adult conducts the self-screener daily</li> <li>Everyone will need to be trained to manage procedures consistently across schools</li> </ul> <p><b>Building/Facility Cleaning Procedures</b></p> <ul style="list-style-type: none"> <li>Before and after all events, custodial staff will clean furniture, door handles, restroom facilities, etc. to reduce health risks</li> </ul> <p><b>Building Guidelines</b></p> <ul style="list-style-type: none"> <li>Furniture will be arranged to support social distancing practices</li> </ul> <p><b>Crisis Drills</b></p> <ul style="list-style-type: none"> <li>Site based administration will conduct required drills</li> <li>The first 4 drills of the year must be physical</li> </ul> <p><b>Field Trips Guidelines</b></p> <ul style="list-style-type: none"> <li>Field Trips will not be considered first semester. Virtual field trips are appropriate</li> </ul>	<p><b>Arrival/Dismissal/Passing periods</b></p> <ul style="list-style-type: none"> <li>Staff entry to campus located by both sets of exterior gates adjacent to Building One</li> <li>Students not allowed off busses until 8:15               <ul style="list-style-type: none"> <li>Students dismissed bus by bus</li> </ul> </li> <li>Students that arrive early will not be allowed in gates until 8:15</li> <li>Busses (arrival) – Students enter the Building 2 hallway and into cafeteria to pick-up breakfast; or continue through the hallway into the exterior commons area walking directly to their first period class</li> <li>Car Drop-Up (arrival) – All students enter onto campus through the East and West side gates and pickup breakfast and walk directly to 1<sup>st</sup> Period</li> <li>First period students check in with 1<sup>st</sup> Period teacher before using restroom (cafeteria bathroom will be locked)</li> <li>Students in fine arts will eat breakfast in outdoor patio or lobby supervised</li> <li>Busses (dismissal) – Students travel through Building 2 hallway towards bus loop and walk directly to their bus</li> <li>Car Pick-Up (dismissal) – All students exit campus through East and West side gates to line up for pick-up</li> <li>Passing – students follow a pattern of traffic based on floor and door signage               <ul style="list-style-type: none"> <li>One-way traffic flow created inside buildings where feasible to improve social distancing of students and staff</li> <li>Teachers monitor students during passing to prevent hallway congregation</li> </ul> </li> <li>Lunch – There are three seating areas: cafeteria, outside café patio, building one breezeway</li> </ul>



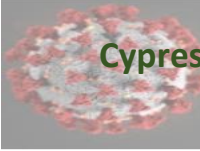
## Cypress Creek Middle School COVID-19 Plan

<ul style="list-style-type: none"> <li>• <u>Required</u> (ie CBI, EMC) field trips will be designed and screened by district personnel</li> </ul> <p><b>Large Group Gathering Guideline Recommendations</b></p> <p>When appropriate and in agreement with the Governor’s directives, large gatherings may be held. When a large event cannot be held and is needed, virtual options may be considered</p> <ul style="list-style-type: none"> <li>• Discourage the congregation of students or parents in parking lots and common areas</li> <li>• Require students and staff to wear face masks/coverings, in accordance with current district procedures</li> <li>• Follow Florida High School Association guidelines for sporting events and practices</li> <li>• Hand sanitizer should be provided at entrances</li> </ul> <p><b>Shared materials</b></p> <ul style="list-style-type: none"> <li>• Elementary students will stay with their cohort, to the extent possible</li> <li>• Students do not share personal materials, no community bins</li> <li>• Clean technology after each use, when devices are shared</li> <li>• Teachers will have to establish a time to clean devices/materials between use</li> <li>• Student using the device is the one responsible for cleaning, before passing to another student</li> <li>• Schools will set procedure for media books, calculators, classroom libraries and class texts to either be cleaned or stored after use</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Visitors need to set appointments in advance via email or telephone. This does not apply to Pasco County employees wearing district badges: maintenance, FNS, Student Services, etc</li> </ul>	<ul style="list-style-type: none"> <li>○ Students assigned a seating area based on team rotation</li> </ul> <ul style="list-style-type: none"> <li>• Cafeteria – doors near the food lines are for exit only, other doors are for entrance into the cafeteria. Students will follow the pattern of traffic based on door and floor signage. No more than three students will sit per table.</li> <li>• Controlled Dismissal at the end of the day by subject:             <ul style="list-style-type: none"> <li>○ ELA/Math</li> <li>○ Science/Social Studies</li> <li>○ CTE/PE</li> <li>○ Fine Arts</li> </ul> </li> </ul> <p><b>Building/Facility Cleaning Procedures</b></p> <ul style="list-style-type: none"> <li>• Before and after all events, custodial staff will clean furniture, door handles, restroom facilities, etc. to reduce health risks</li> <li>• Teachers clean desks with provided germicide twice per day</li> <li>• Students utilize classroom cleaning station supplied with germicide and paper towels to sanitize desks and technology</li> </ul> <p><b>Building Guidelines</b></p> <ul style="list-style-type: none"> <li>• Building 1 (1<sup>st</sup> Floor) – students follow the pattern of traffic based on floor and door signage</li> <li>• Building 1 (2<sup>nd</sup> Floor) – students follow the pattern of traffic based on floor and door signage.</li> <li>• Building 1 (Exterior Stairs) – Students travel up into top of building             <ul style="list-style-type: none"> <li>○ Stairs labeled with signage designating “Up Only”</li> </ul> </li> <li>• Building 1/3 Breezeway – students follow the pattern of traffic based on floor signage</li> <li>• Building 2 – students follow the pattern of traffic based on floor and door signage</li> </ul>
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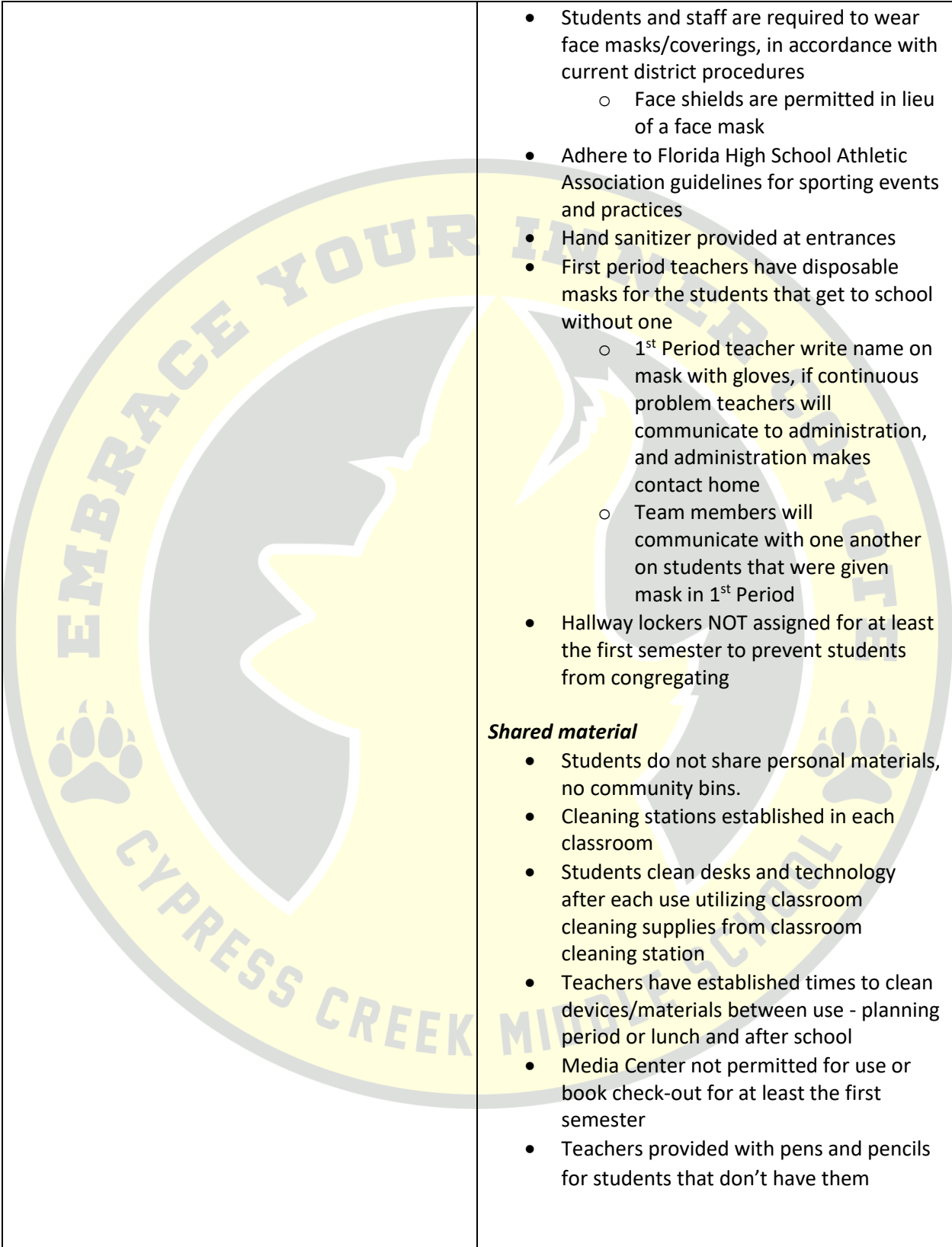


## Cypress Creek Middle School COVID-19 Plan

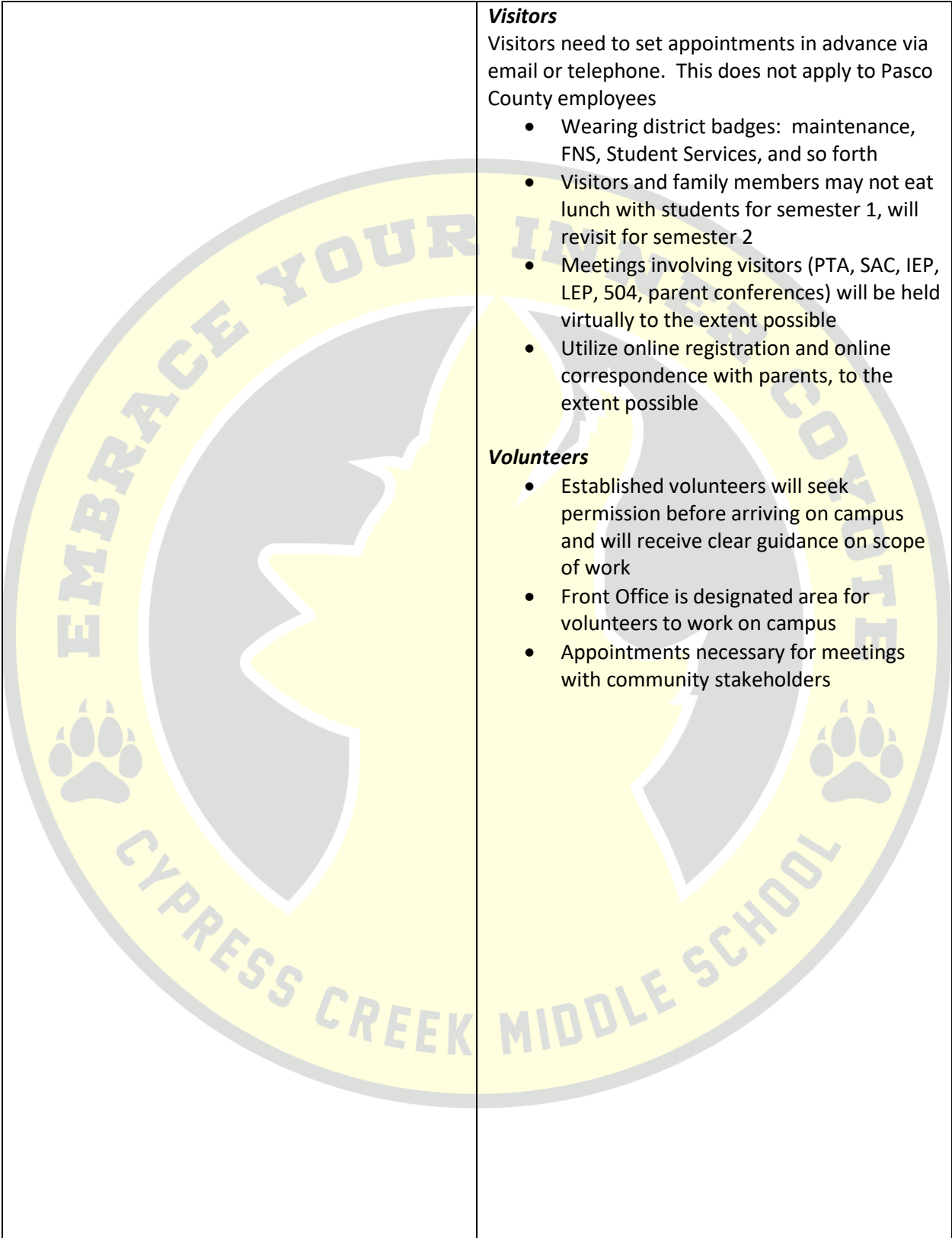
<ul style="list-style-type: none"> <li>• Visitors and family members may not eat lunch with students for semester 1, will revisit for semester 2</li> <li>• Meetings involving visitors (PTA, SAC, IEP, LEP, 504, parent conferences) should follow the current guidelines from the Governor’s office or be held virtually</li> <li>• Utilize online registration and online correspondence with parents, to the extent possible</li> </ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>• Established volunteers will seek permission before arriving on campus and will receive clear guidance on scope of work</li> <li>• Schools can set up a designated area for volunteers to work on campus. This area is for peer volunteers, as well</li> <li>• Reinforce appointment setting with community stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Building 3 – Enter and exit through designated doorways             <ul style="list-style-type: none"> <li>○ East Doors Labeled “Entrance”</li> <li>○ West Doors Labeled “Exit”</li> </ul> </li> <li>• Building 3 (Exterior Stairs) –             <ul style="list-style-type: none"> <li>○ East Stairs Labeled “Up Only”</li> <li>○ West Stairs Labeled “Down Only”</li> </ul> </li> <li>• Building 4 – students follow the pattern of traffic, based on door and floor signage</li> <li>• Building 4 (locker rooms) not used for PE, only for athletic teams</li> <li>• Coaches have a meeting point for PE classes and designated storage for student belongings</li> <li>• IA’s and PE Coach escort InD students to Adaptive PE</li> <li>• Seating charts required in all classes</li> </ul> <p><b>Crisis Drills</b></p> <ul style="list-style-type: none"> <li>• Students will continue to social distance while conducting drills according to crisis and safety guidelines</li> <li>• “Do NOT Enter” signs posted on interior stairway doors that are not permitted for use, but used only for emergencies and drills</li> </ul> <p><b>Field Trips Guidelines</b></p> <ul style="list-style-type: none"> <li>• All field trips will be virtual only during the first semester</li> </ul> <p><b>Large Group Gathering Guideline Recommendations</b></p> <ul style="list-style-type: none"> <li>• Classroom and lunch seating spaced out to the furthest extent possible</li> <li>• Assigned seats and seating charts recorded for every class, including lunch, to enable Contact Tracing in the event of a confirmed case of Corona Virus</li> <li>• Congregation of students or parents in parking lots and common areas is not permitted</li> </ul>
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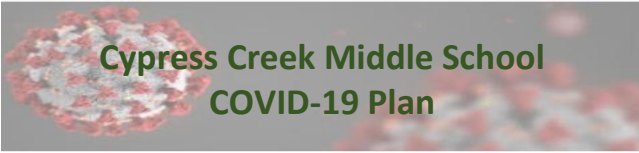
**Cypress Creek Middle School  
COVID-19 Plan**



	<ul style="list-style-type: none"><li>• Students and staff are required to wear face masks/coverings, in accordance with current district procedures<ul style="list-style-type: none"><li>○ Face shields are permitted in lieu of a face mask</li></ul></li><li>• Adhere to Florida High School Athletic Association guidelines for sporting events and practices</li><li>• Hand sanitizer provided at entrances</li><li>• First period teachers have disposable masks for the students that get to school without one<ul style="list-style-type: none"><li>○ 1<sup>st</sup> Period teacher write name on mask with gloves, if continuous problem teachers will communicate to administration, and administration makes contact home</li><li>○ Team members will communicate with one another on students that were given mask in 1<sup>st</sup> Period</li></ul></li><li>• Hallway lockers NOT assigned for at least the first semester to prevent students from congregating</li></ul> <p><b><i>Shared material</i></b></p> <ul style="list-style-type: none"><li>• Students do not share personal materials, no community bins.</li><li>• Cleaning stations established in each classroom</li><li>• Students clean desks and technology after each use utilizing classroom cleaning supplies from classroom cleaning station</li><li>• Teachers have established times to clean devices/materials between use - planning period or lunch and after school</li><li>• Media Center not permitted for use or book check-out for at least the first semester</li><li>• Teachers provided with pens and pencils for students that don't have them</li></ul>
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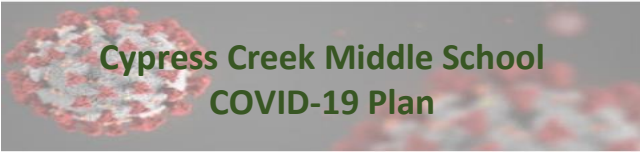
	<p><b>Visitors</b></p> <p>Visitors need to set appointments in advance via email or telephone. This does not apply to Pasco County employees</p> <ul style="list-style-type: none"><li>• Wearing district badges: maintenance, FNS, Student Services, and so forth</li><li>• Visitors and family members may not eat lunch with students for semester 1, will revisit for semester 2</li><li>• Meetings involving visitors (PTA, SAC, IEP, LEP, 504, parent conferences) will be held virtually to the extent possible</li><li>• Utilize online registration and online correspondence with parents, to the extent possible</li></ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"><li>• Established volunteers will seek permission before arriving on campus and will receive clear guidance on scope of work</li><li>• Front Office is designated area for volunteers to work on campus</li><li>• Appointments necessary for meetings with community stakeholders</li></ul>
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**Cypress Creek Middle School  
COVID-19 Plan**

**HEALTH & WELLNESS**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><b>General Health and Wellness</b></p> <ul style="list-style-type: none"> <li>• Plan for COVID-19 training for all school-based employees (include transmission, prevention and use of mask) with opportunity for Q &amp; A</li> <li>• Implement proper use of daily screener and set expectations for notification of illness</li> <li>• Be sure administrators, teachers and subs know steps to take when               <ul style="list-style-type: none"> <li>• student illness occurs</li> <li>• staff illness occurs</li> </ul> </li> <li>• Post district signage describing signs/symptoms, proper handwashing, social distancing, and when to stay home</li> <li>• Routine reminders of current procedures related to COVID-19 – email, virtual staff meetings etc., staff newsletter etc.</li> <li>• Practice and promote daily hygiene and social distancing measures in offices/departments</li> </ul>	<p><b>General Health and Wellness</b></p> <ul style="list-style-type: none"> <li>• Day 1 of Teacher Planning Week (8/17/20) – 8:30 AM Faculty Meeting:               <ul style="list-style-type: none"> <li>○ COVID-19 training for all school-based employees (includes transmission, prevention and use of mask) with opportunity for Q &amp; A</li> </ul> </li> <li>• Implement proper use of daily screener and set expectations for notification of illness</li> <li>• Classroom and lunch seating spaced out to the furthest extent possible</li> <li>• Assigned seats and seating charts recorded for every class, including lunch, to enable Contact Tracing in the event of a confirmed case of Corona Virus</li> <li>• Administrators, teachers, and subs know steps to take when...               <ul style="list-style-type: none"> <li>○ student illness occurs</li> <li>○ staff illness occurs</li> </ul> </li> <li>• District signage posted describing signs/symptoms, proper handwashing, social distancing, and when to stay home.</li> <li>• Implement routine reminders of current procedures related to COVID-19 via weekly staff edition of the Howler Hub</li> <li>• Practice and promote daily hygiene and social distancing measures throughout Cypress Creek Middle School</li> </ul>

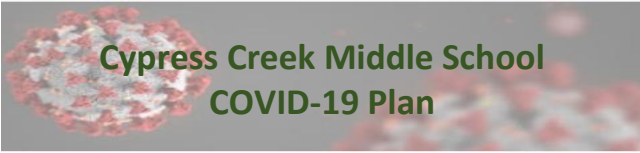


**Cypress Creek Middle School  
COVID-19 Plan**

**MENTAL HEALTH**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>• Check-in with staff regarding emotional wellness prior to returning to work.               <ul style="list-style-type: none"> <li>• Provide EAP flyer if need</li> </ul> </li> <li>• Ensure all staff have completed Kognito Training prior to school starting.               <ul style="list-style-type: none"> <li>• Training builds staff's awareness, knowledge and skills about mental health and suicide preventions and prepares staff to facilitate conversations when students are in distress and connect them with support</li> </ul> </li> <li>• Review student and parent results from the screening questions added to the MyStudent Login               <ul style="list-style-type: none"> <li>• Review results via School Based Intervention Team</li> <li>• Identify students needing support, determine interventions needed and identify staff to provide necessary interventions</li> <li>• Include students that were referred prior to COVID and during to include in their intervention support</li> </ul> </li> <li>• Ensure all staff is aware of the how to refer a student for emotional or mental health services</li> <li>• Share names and extension of all student services staff for students and parents</li> </ul>	<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>• Check-in with staff regarding emotional wellness prior to returning to work               <ul style="list-style-type: none"> <li>○ Provide EAP flyer if needed</li> </ul> </li> <li>• Ensure all staff have completed Kognito Training prior to school starting               <ul style="list-style-type: none"> <li>○ Training builds staff's awareness, knowledge and skills about mental health and suicide preventions and prepares staff to facilitate conversations when students are in distress and connect them with support</li> </ul> </li> <li>• Review student and parent results from the screening questions added to the myStudent Login               <ul style="list-style-type: none"> <li>○ Review results via School Based Intervention Team</li> <li>○ Identify students needing support, determine interventions needed and identify staff to provide necessary interventions</li> <li>○ Include students that were referred prior to COVID and during to include in their intervention support</li> </ul> </li> <li>• Ensure all staff is aware of the how to refer a student for emotional or mental health services</li> <li>• Share names and extension of all student services staff for students and parents</li> </ul>

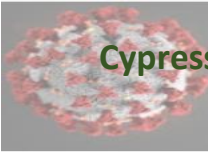




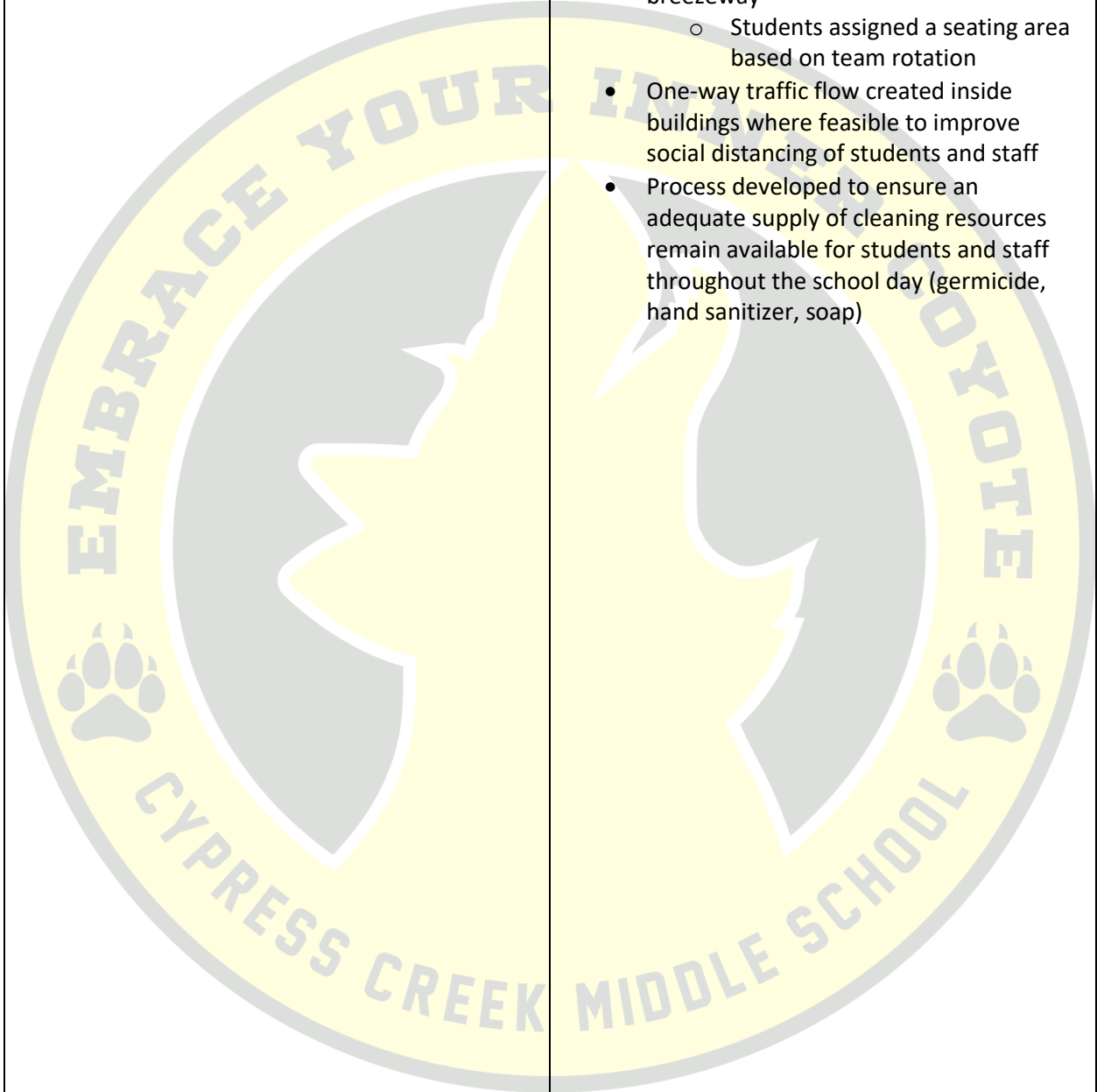
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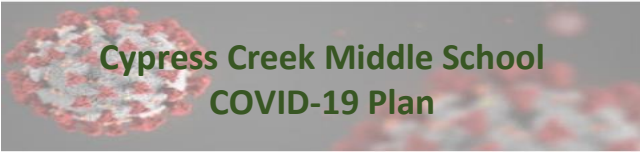
**FACILITIES**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Post district provided signage regarding facility safety</li> <li>• Establish an isolation room and clean as directed by district procedures</li> <li>• Communicate with staff that safety and cleaning is a collective responsibility for everyone</li> <li>• In addition to regular cleaning, these enhanced cleaning activities will be performed:</li> </ul> <p><u>Enhanced Daily Cleaning</u></p> <ul style="list-style-type: none"> <li>• Disinfect touch points around the campus throughout the day</li> <li>• Disinfect all desks and tables</li> <li>• Disinfect walls, doors, cabinets, and furniture</li> <li>• Disinfect and polish sink fixtures</li> <li>• Disinfect and polish drinking fountains</li> <li>• Fully mop all floors in classrooms</li> <li>• Disinfect all light switches</li> </ul> <p><u>Enhanced Weekly Cleaning</u></p> <ul style="list-style-type: none"> <li>• Disinfect walls, cabinets, and furniture 2 times weekly</li> <li>• Auto scrub and burnish floors</li> <li>• Mop floors other than classrooms 2 times weekly</li> <li>• Increase frequency of changing AC filters in accordance with district procedures</li> <li>• Spray bottles of germicide and microfiber cloths will be placed in each classroom. Cloths will be washed daily</li> <li>• Stagger the use of playgrounds to allow for cleaning</li> <li>• Determine seating arrangements for lunch times to encourage social distancing</li> <li>• Create one-way traffic flows inside buildings where feasible to improve social distancing of students and staff</li> </ul> <p>Develop a process to ensure that an adequate supply of cleaning resources remain available for</p>	<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• District-provided signage posted regarding facility safety</li> <li>• <b>Isolation room located in Room #1-122, and clean as directed by district procedures</b></li> <li>• Communicated with staff that safety and cleaning is a collective responsibility for everyone</li> </ul> <p><u>Enhanced Daily Cleaning</u></p> <ul style="list-style-type: none"> <li>• Disinfect touch points around the campus throughout the day</li> <li>• Disinfect all desks and tables</li> <li>• Disinfect walls, doors, cabinets, and furniture</li> <li>• Disinfect and polish sink fixtures</li> <li>• Disinfect and polish drinking fountains</li> <li>• Fully mop all floors in classrooms</li> <li>• Disinfect all light switches</li> </ul> <p><u>Enhanced Weekly Cleaning</u></p> <ul style="list-style-type: none"> <li>• Disinfect walls, cabinets, and furniture 2 times weekly</li> <li>• Auto scrub and burnish floors</li> <li>• Mop floors other than classrooms 2 times weekly</li> <li>• Increase frequency of changing AC filters in accordance with district procedures</li> <li>• Cleaning stations established in each classroom that consists of a case of paper towels, a spray bottle filled with germicide, and a microfiber cloth for the teacher</li> <li>• Spray bottles of germicide and microfiber cloths placed in each classroom</li> <li>• Cloths will be washed daily – Teachers drop dirty clothes in designation station</li> <li>• Germicide refill located in teacher planning <ul style="list-style-type: none"> <li>○ Classroom bottles replaced every 72-hours</li> </ul> </li> </ul>

 Cypress Creek Middle School  
COVID-19 Plan

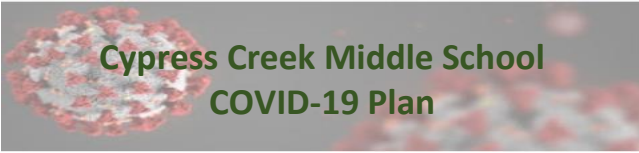
<p>students and staff throughout the school day (germicide, hand sanitizer, soap)</p>	<ul style="list-style-type: none"><li>○ Container located in teacher planning for dumping of old germicide</li><li>● Lunch – There are three seating areas: cafeteria, outside café patio, building one breezeway<ul style="list-style-type: none"><li>○ Students assigned a seating area based on team rotation</li></ul></li><li>● One-way traffic flow created inside buildings where feasible to improve social distancing of students and staff</li><li>● Process developed to ensure an adequate supply of cleaning resources remain available for students and staff throughout the school day (germicide, hand sanitizer, soap)</li></ul>
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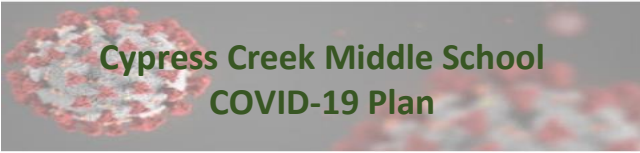
**EMPLOYEE RELATIONS**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><u>Teacher /School Leader Evaluation</u></p> <ul style="list-style-type: none"> <li>• Teacher and leader evaluation will continue on the FEAP or principal standards with the implementation of virtual observations based on the eSchool model for mySchool Online. SPM decisions will not be made until we have guidance from the state.</li> </ul> <p><u>Work Requirements – Traditional and mySchool Online</u></p> <ul style="list-style-type: none"> <li>• Administrators may adjust the teaching assignment (remote; face-to-face) as needed for school/district.</li> <li>• Teacher work hours and responsibilities will remain the same.</li> <li>• Teachers should follow the instructional schedule regardless of teaching method.</li> <li>• Teachers will follow the District’s scope and sequence for course curriculum.</li> <li>• Administrators will ensure that the instruction, curriculum and assessments in mySchool Online align to the brick and mortar curriculum.</li> <li>• PLCs will maintain intentional planning and course materials will be made available to students.</li> <li>• Teachers should plan in two-week blocks to have curriculum materials for students in advance.</li> <li>• Teachers will monitor student academic progress through formative assessment, and follow school procedures for monitoring and reporting behavior and attendance.</li> <li>• Teachers will follow school procedures for communicating with students, parents (email/phone calls), assignment resubmissions, and feedback to students.</li> </ul>	<p><u>Teacher /School Leader Evaluation</u></p> <ul style="list-style-type: none"> <li>• Teacher and leader evaluation will continue on the FEAP or principal standards with the implementation of virtual observations based on the eSchool model for mySchool Online. SPM decisions will not be made until we have guidance from the state</li> </ul> <p><u>Work Requirements – Traditional and mySchool Online</u></p> <ul style="list-style-type: none"> <li>• Administrators may adjust the teaching assignment (remote; face-to-face) as needed for school/district.</li> <li>• Teacher work hours and responsibilities will remain the same.</li> <li>• Teachers should follow the instructional schedule regardless of teaching method.</li> <li>• Teachers will follow the District’s scope and sequence for course curriculum.</li> <li>• Administrators will ensure that the instruction, curriculum and assessments in mySchool Online align to the brick and mortar curriculum.</li> <li>• PLCs will maintain intentional planning and course materials will be made available to students.</li> <li>• Teachers should plan in two-week blocks to have curriculum materials for students in advance.</li> <li>• Teachers will monitor student academic progress through formative assessment, and follow school procedures for monitoring and reporting behavior and attendance.</li> <li>• Teachers will follow school procedures for communicating with students, parents (email/phone calls), assignment resubmissions, and feedback to students.</li> </ul>



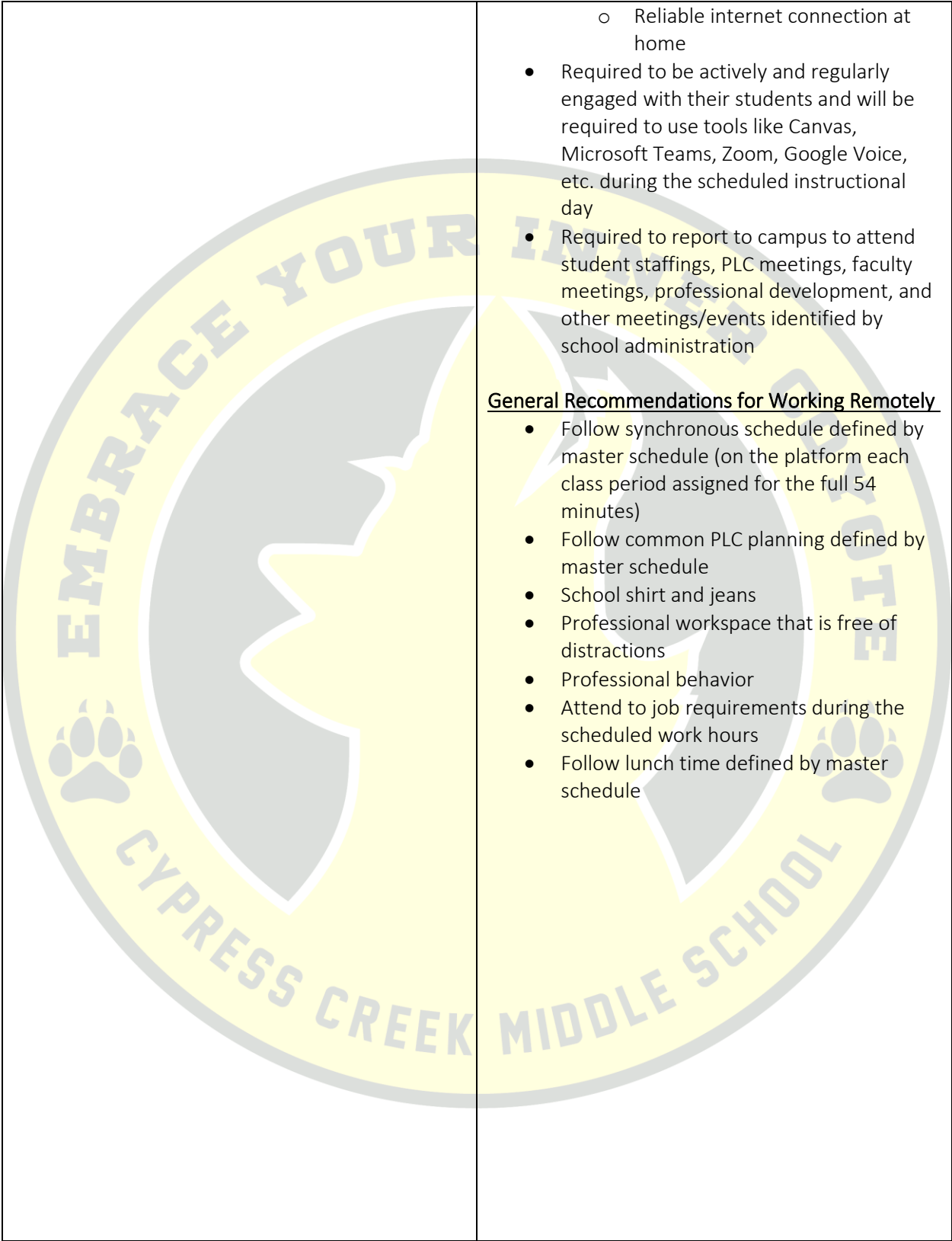
**Cypress Creek Middle School  
COVID-19 Plan**

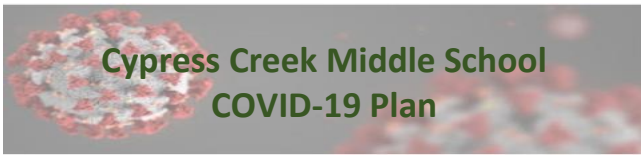
<p><b><u>Leaves (A guide has been developed and will be provided)</u></b></p> <ul style="list-style-type: none"> <li>• Staff taking leave are not working</li> <li>• Staff must communicate to their supervisor the date they will be able to return to work</li> <li>• Expanded FMLA (expires 12/01/2020) may be used for child-care related issues</li> <li>• Traditional FMLA will provide up to 12 weeks of unpaid leave</li> <li>• Extended Personal Leave: Unpaid leave. The job at that site will be held for the year for instructional and for 110 days for non-instructional</li> </ul> <p><b><u>MySchool Online Option</u></b></p> <ul style="list-style-type: none"> <li>• Teachers are required to provide emergency content lessons in Canvas</li> <li>• Enter all teacher absences through SmartFind and all hours in Time Clock Plus</li> <li>• Teachers in this model continue to be mandatory reporters as needed (child abuse, etc.)</li> <li>• Teachers will participate in PLCs, Data Chats, ISS, SBIT, ERD, SEL, PD, Staff Meetings etc</li> <li>• All teachers and students assigned to a school, either in the traditional model or in mySchool Online, must be supported and served as expected by instructional coaches and support staff, in alignment with state and district requirements. This will require some support happening in person, some occurring virtually, and will be scheduled and monitored at the school level</li> <li>• mySchool Online teachers are expected to use a variety of engaging strategies and should provide interventions to their students to meet their needs             <ul style="list-style-type: none"> <li>○ Appropriate documentation of accommodations must be provided to students to support their IEP/504</li> </ul> </li> </ul>	<p><b><u>Leaves (A guide has been developed and will be provided)</u></b></p> <ul style="list-style-type: none"> <li>• Staff taking leave are not working</li> <li>• Staff must communicate to their supervisor the date they will be able to return to work</li> <li>• Expanded FMLA (expires 12/01/2020) may be used for child-care related issues</li> <li>• Traditional FMLA will provide up to 12 weeks of unpaid leave</li> <li>• Extended Personal Leave: Unpaid leave. The job at that site will be held for the year for instructional and for 110 days for non-instructional</li> </ul> <p><b><u>Staff Leaves</u></b></p> <ul style="list-style-type: none"> <li>• Staff with compromised immune systems/over age 65 take medical leave or who have ADA accommodations have the option to take leave</li> <li>• Emergency Paid Sick Leave for COVID-19 related issues is available through 12/30/2020</li> <li>• Keep routines normalized in mySchool Online by mirroring brick and mortar classrooms (morning welcomes, routines, brain breaks) to the extent possible</li> <li>• Teachers should share input with Student Services Team, SSAP, SIT, and other systems in building that monitor student attendance, behavior and achievement</li> <li>• Non-instructional responsibilities may be assigned to SRP to monitor academic or behavioral supports</li> <li>• Flexibility in job assignments and responsibilities should be considered for SRP hours to cover any vacancies</li> </ul> <p><b><u>Other Considerations</u></b></p> <ul style="list-style-type: none"> <li>• Provide training for teaching virtually in a synchronous model to all staff to allow for flexibility in staff assignments</li> </ul>
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## Cypress Creek Middle School COVID-19 Plan

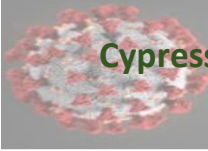
<ul style="list-style-type: none"> <li>• Secondary teachers may be scheduled with both models (traditional and My School Online) during the semester</li> </ul> <p><b><u>mySchool Online Teacher Selection Guidelines</u></b></p> <ul style="list-style-type: none"> <li>• Selection will be a school-based decision, and previous online teaching experience may be considered, as well as these skills:             <ul style="list-style-type: none"> <li>○ Effective and consistent user of Canvas to engage students</li> <li>○ Completed applicable Canvas and digital learning tools training</li> <li>○ Highly organized and self-directed worker</li> <li>○ Reliable internet connection at home</li> </ul> </li> <li>• Required to be actively and regularly engaged with their students and will be required to use tools like Canvas, Microsoft Teams, Zoom, Google Voice, etc. during the scheduled instructional day</li> <li>• Required to report to campus to attend student staffings, PLC meetings, faculty meetings, professional development, and other meetings/events identified by school administration</li> </ul>	<p><b><u>mySchool Online Option</u></b></p> <ul style="list-style-type: none"> <li>• Teachers are required to provide emergency content lessons in Canvas.</li> <li>• Enter all teacher absences through SmartFind and all hours in Time Clock Plus</li> <li>• Teachers in this model continue to be mandatory reporters as needed (child abuse, etc.)</li> <li>• Teachers will participate in PLCs, Data Chats, ISS, SBIT, ERD, SEL, PD, Staff Meetings etc</li> <li>• All teachers and students assigned to a school, either in the traditional model or in mySchool Online, must be supported and served as expected by instructional coaches and support staff, in alignment with state and district requirements. This will require some support happening in person, some occurring virtually, and will be scheduled and monitored at the school level</li> <li>• mySchool Online teachers are expected to use a variety of engaging strategies and should provide interventions to their students to meet their needs             <ul style="list-style-type: none"> <li>○ Appropriate documentation of accommodations must be provided to students to support their IEP/504</li> </ul> </li> <li>• Secondary teachers may be scheduled with both models (traditional and My School Online) during the semester</li> </ul> <p><b><u>mySchool Online Teacher Selection Guidelines</u></b></p> <ul style="list-style-type: none"> <li>• Selection will be a school-based decision, and previous online teaching experience may be considered, as well as these skills:             <ul style="list-style-type: none"> <li>○ Effective and consistent user of Canvas to engage students</li> <li>○ Completed applicable Canvas and digital learning tools training</li> <li>○ Highly organized and self-directed worker</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>○ Reliable internet connection at home</li><li>● Required to be actively and regularly engaged with their students and will be required to use tools like Canvas, Microsoft Teams, Zoom, Google Voice, etc. during the scheduled instructional day</li><li>● Required to report to campus to attend student staffings, PLC meetings, faculty meetings, professional development, and other meetings/events identified by school administration</li></ul> <p><b><u>General Recommendations for Working Remotely</u></b></p> <ul style="list-style-type: none"><li>● Follow synchronous schedule defined by master schedule (on the platform each class period assigned for the full 54 minutes)</li><li>● Follow common PLC planning defined by master schedule</li><li>● School shirt and jeans</li><li>● Professional workspace that is free of distractions</li><li>● Professional behavior</li><li>● Attend to job requirements during the scheduled work hours</li><li>● Follow lunch time defined by master schedule</li></ul>
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**FOOD & NUTRITION**

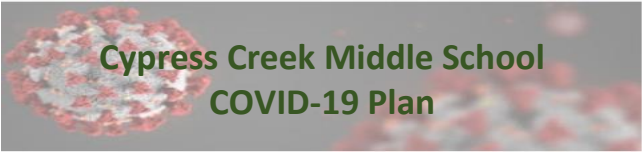
<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><b>Food and Nutrition</b></p> <ul style="list-style-type: none"> <li>• Eliminate the use of share bins</li> <li>• Students will eat breakfast in the classroom</li> <li>• Provision 2 will take from carts and take to the classroom to eat</li> <li>• Non-Provision 2 will go through serving line and take to classroom to eat</li> <li>• Develop a plan to reduce cafeteria capacity such as:</li> <li>• Elementary option – Some grades eat in the cafeteria (e.g. K-3 spread out in cafeteria, 4-5 eat in classroom) or other arrangement (outdoor dining, media center) depending upon number of teachers and staff willing to allow students to eat in classrooms</li> <li>• Adding additional lunch periods</li> <li>• High School Only – Consider flexibility in their schedules if cafeteria capacity is a concern and alternative dining space is not available</li> <li>• Ask, but do not require, teacher/staff volunteers to allow students to eat lunch in the classroom</li> <li>• Implement social distancing strategies such as:</li> <li>• Sit students by cohort in elementary</li> <li>• Sit students every other seat or other spread out arrangement</li> <li>• Establishing an enter/exit flow of the cafeteria</li> <li>• Develop a backup plan for inclement weather if using outdoor alternative dining space (e.g. use gym or eat in the classroom)</li> <li>• Ensure more frequent sanitation on high touch points in the serving line including the keypad; elementary will be sure to sanitize between classes/cohorts</li> <li>• Install social distancing decals/tape on the floor throughout the serving line</li> </ul>	<p><b>Food and Nutrition</b></p> <p><u>Morning Procedures</u></p> <ul style="list-style-type: none"> <li>• Busses (arrival) – Students enter the Building 2 hallway and into cafeteria to pick-up breakfast; or continue through the hallway into the exterior commons area walking directly to their 1<sup>st</sup> Period class</li> <li>• Car Drop-Up (arrival) – All students enter onto campus through the East and West side gates and enter through the labeled cafeteria entry doors and pickup breakfast and walk directly to 1st Period</li> <li>• Students enter the cafeteria and enter the food line for grab and go breakfast (Non-Provision 2) and proceed directly to their 1<sup>st</sup> Period classroom to eat their breakfast</li> <li>• There are three lines (registers) and spaced out more than 6 feet</li> <li>• Direction of flow labeled on the floor and students will be cued through the cafeteria</li> <li>• There are NO share bins</li> <li>• First period students check in with 1<sup>st</sup> period teacher before using restroom (cafeteria bathroom will be locked)</li> <li>• Students in fine arts will eat breakfast in outdoor patio or lobby supervised</li> </ul> <p><u>Lunch Procedures</u></p> <ul style="list-style-type: none"> <li>• There are NO share bins</li> <li>• Teacher Teams escort students to cafeteria utilizing a staggered schedule to prevent congestion in the hallways and cafeteria seating areas</li> <li>• Students sit at a table in their assigned section (determined by team) and wait to be called to the lunch line</li> <li>• Three Sections of Tables:             <ul style="list-style-type: none"> <li>○ Cafeteria</li> <li>○ Cafeteria Patio</li> </ul> </li> </ul>



## Cypress Creek Middle School COVID-19 Plan

<ul style="list-style-type: none"> <li>• Ensure hand sanitizer available after the point of sale in the dining room and by vending machines</li> <li>• Ensure cafeteria tables will be sanitized between lunches (germicide has a 5-minute sit time to fully sanitize)</li> <li>• Ensure more frequent sanitation in the dining room (door handles etc.)</li> </ul>	<ul style="list-style-type: none"> <li>○ Breezeway adjacent to Bldg. 1</li> <li>• Bi-Weekly Rotating schedule established             <ul style="list-style-type: none"> <li>○ Teams rotate lunch seating area:                 <ul style="list-style-type: none"> <li>▪ Cafeteria</li> <li>▪ Cafeteria Patio</li> <li>▪ Breezeway adjacent to Bldg. 1</li> </ul> </li> </ul> </li> <li>• Tables face one direction</li> <li>• Students sit three per table facing same direction</li> <li>• Students assigned a lunch line, per assigned section</li> <li>• Students remain seated at all times and raise their hand to get up</li> <li>• Staff members distribute condiments and utensils to students once a student has been seated</li> <li>• There are three lines (registers) and spaced out more than six feet</li> <li>• Staff direct each table for students to throw their trash away and return to seat</li> <li>• Teacher teams meet students at the end of lunch and dismiss them to their next period</li> <li>• Bell schedule allows for sanitizing of tables</li> <li>• Custodial, FNS, and CCMS staff share in the sanitizing and cleaning between lunches</li> </ul>
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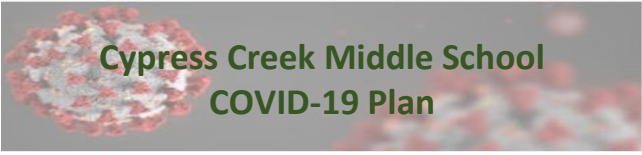




**Cypress Creek Middle School  
COVID-19 Plan**

**TRANSPORTATION**

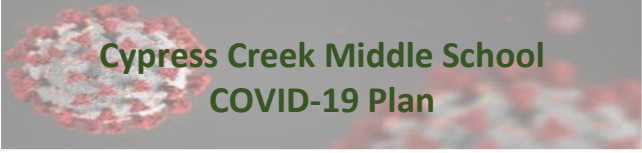
<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<p><i>Transportation</i></p> <ul style="list-style-type: none"> <li>• Eligible students choosing to be transported are expected to wear a face covering while on the bus.</li> <li>• Siblings will be directed to sit together. and students utilize space available on the bus to assist with distancing when possible</li> </ul>	<p><i>Transportation</i></p> <ul style="list-style-type: none"> <li>• Eligible students choosing to be transported must wear a face covering while on the bus</li> <li>• Siblings directed to sit together, and students utilize space available on the bus to assist with distancing when possible</li> <li>• Students not allowed off buses until 8:15               <ul style="list-style-type: none"> <li>○ Students dismissed bus by bus</li> </ul> </li> <li>• Controlled Dismissal at the end of the day by subject:               <ul style="list-style-type: none"> <li>○ ELA/Math</li> <li>○ Science/Social Studies</li> <li>○ CTE/PE</li> <li>○ Fine Arts</li> </ul> </li> </ul>



## Cypress Creek Middle School COVID-19 Plan

**TECHNOLOGY**

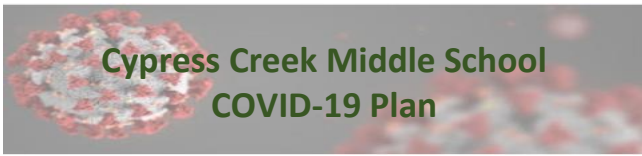
<b>Guidance for Districtwide Schools - “Must Dos”</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<ul style="list-style-type: none"> <li>• Follow the recommended device distribution to avoid issues with students and families               <ul style="list-style-type: none"> <li>○ Do not issue older devices that are outside the OTIS support window (Pink Stickers)</li> <li>○ Reserve Windows machines in schools for Traditional model (except where required for CTE)</li> <li>○ Separate CTE machines and issue them to CTE students</li> <li>○ Distribute Laptops first before considering iPads</li> <li>○ Models that are supported by our curriculum:                   <ul style="list-style-type: none"> <li>▪ MacBook Air (avoid MacBook Pros)</li> <li>▪ iPad 5<sup>th</sup> Generation or newer</li> <li>▪ iPad Air 3<sup>rd</sup> Generation or newer</li> <li>▪ iPad mini 4 or newer</li> </ul> </li> <li>○ Hold New Dell devices for Traditional model</li> </ul> </li> <li>• Require families who have not returned devices from spring to use that device for the fall</li> <li>• Ensure appropriate disinfecting of devices:               <ul style="list-style-type: none"> <li>○ Using the custodial disinfectant sprayed on a microfiber cloth (DO NOT spray directly on the device), wipe all surfaces, especially the keyboard. Allow the disinfectant to dry thoroughly before being used by the next student</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Share the Resource web page with all staff so students, staff and parents are all directed to the same place by everyone to avoid confusion</li> <li>• Separate devices for mySchool Online and for Traditional models</li> <li>• mySchool Online Device Deployment               <ul style="list-style-type: none"> <li>○ August 18</li> <li>○ Schedule Communicated to Families for device check-out</li> <li>○ Require families who have not returned devices from spring to use that device for the fall</li> </ul> </li> <li>• Ensure appropriate disinfecting of devices:               <ul style="list-style-type: none"> <li>○ Using the custodial disinfectant sprayed on a microfiber cloth (DO NOT spray directly on the device), wipe all surfaces, especially the keyboard. Allow the disinfectant to dry thoroughly before being used by the next student</li> </ul> </li> </ul>



**Cypress Creek Middle School  
COVID-19 Plan**

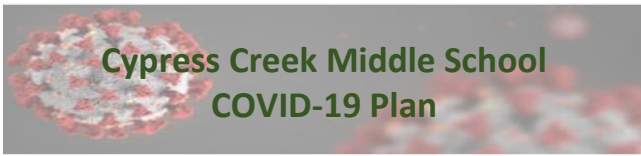
**K12 PROGRAMMING**

<b>Guidance for Districtwide Schools - “Must Dos”</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<ul style="list-style-type: none"> <li>• Schools are expected to use the provided District myLearning courses and resources provided for instruction</li> <li>• The myLearning courses are to be used for both traditional and mySchool Online courses. This allows for potential transition of students, classes and large groups from traditional to mySchool Online based on health and safety conditions</li> <li>• It is expected that all teachers complete Growing with Canvas 2.0 training prior to the end of preplanning work to support them in enhancing their myLearning courses</li> </ul>	<ul style="list-style-type: none"> <li>• Schools are expected to use the provided District myLearning courses and resources provided for instruction</li> <li>• The myLearning courses are to be used for both traditional and mySchool Online courses. This allows for potential transition of students, classes and large groups from traditional to mySchool Online based on health and safety conditions</li> <li>• It is expected that all teachers complete Growing with Canvas 2.0 training prior to the end of preplanning work to support them in enhancing their myLearning courses</li> <li>• Depending on the model of delivery (traditional or mySchool Online), each teacher will have the ability to adapt and adjust the core resources to meet the setting and needs of their students</li> <li>• Any deviation from the use core courses, must be pre-approved by the Assistant Superintendent and the school will be responsible for developing and submitting an addendum to the District Continuity Plan including:               <ul style="list-style-type: none"> <li>○ Identification of core resources used for each content area</li> <li>○ Timeline for course completion (all courses must always have a minimum of 9 weeks of content and student learning activities available)</li> <li>○ Alignment of courses using Pasco mySchool Online Storyboard templates</li> </ul> </li> </ul>



Cypress Creek Middle School Content Courses

Subject Area Courses	District developed myLearning (Canvas)	myLearning courses with Florida Virtual Content
<b>ELA</b>		
M/J LANG ARTS 1 & M/J LANG ARTS 1, ADV		☑
M/J LANG ARTS 2 & M/J LANG ARTS 2, ADV		☑
M/J LANG ARTS 3 & M/J LANG ARTS 3, ADV		☑
M/J INTENS READ (MC)	☑. Acheive 3000	
<b>Math</b>		
M/J GRADE 6 MATH	☑. Illustrative Mathematics	
M/J GRADE 6 MATH ADV	☑. Illustrative Mathematics	
M/J GRADE 7 MATH	☑. Illustrative Mathematics	
M/J GRADE 7 MATH ADV	☑. Illustrative Mathematics	
M/J GRADE 8 PRE-ALG	☑. Illustrative Mathematics	
<b>Science</b>		
M/J COMPRE SCI 1	☑. Pearson	
M/J COMPRE SCI 1 ADV	☑. Pearson	
M/J COMPRE SCI 2	☑. Pearson	
M/J COMPRE SCI 2 ADV	☑. Pearson	
M/J COMPRE SCI 3	☑. Pearson	
M/J COMPRE SCI 3 ADV	☑. Pearson	
M/J COMPSCI1 ACC HON	☑. Pearson	
M/J COMPSCI2 ACC HON	☑. Pearson	
<b>Social Studies</b>		

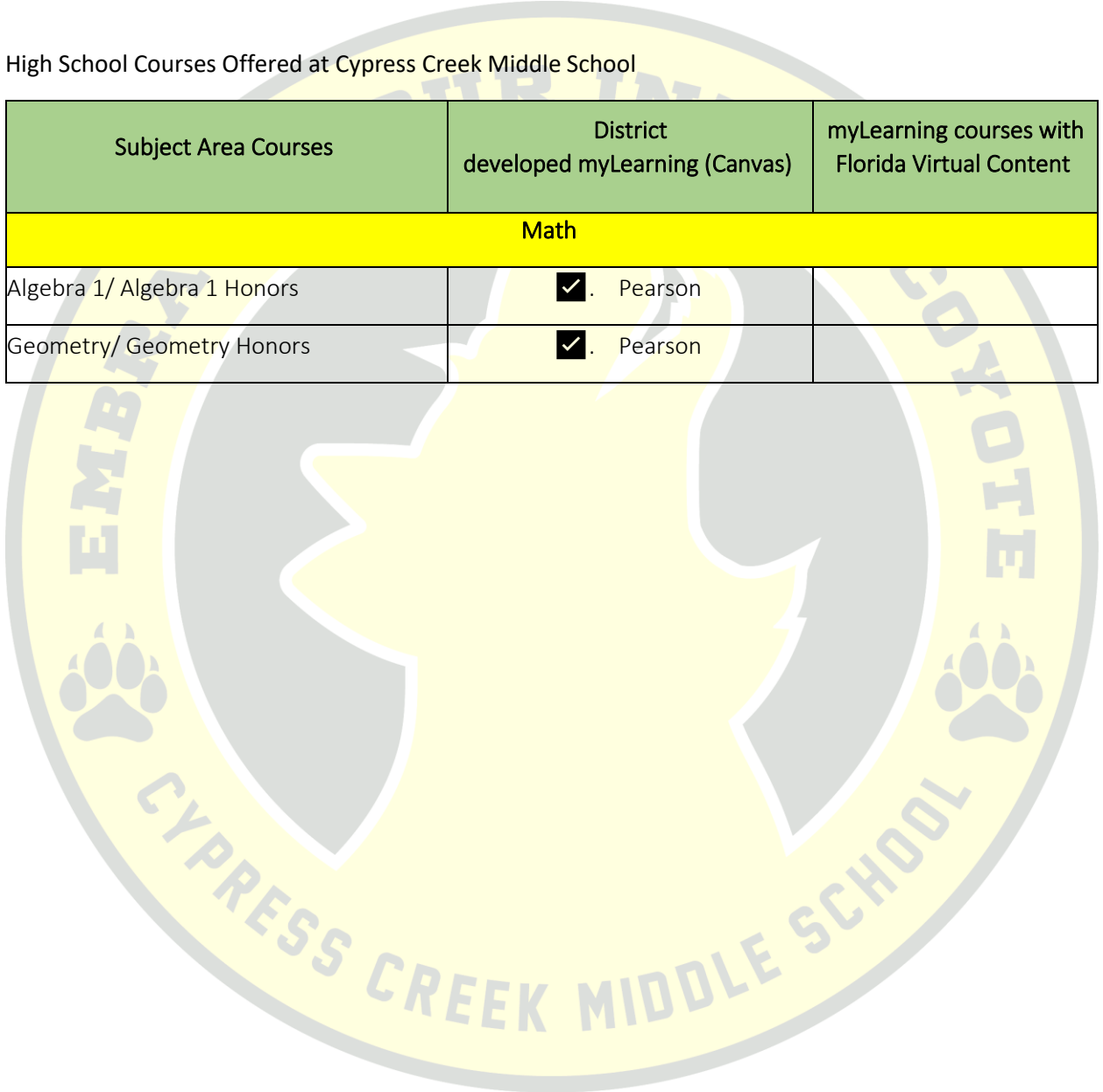


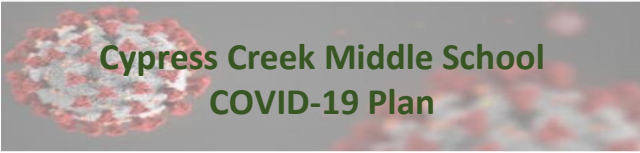
**Cypress Creek Middle School  
COVID-19 Plan**

M/J US HIST & M/J US HIST ADV		<input checked="" type="checkbox"/>
M/J WORLD HIST & M/J WRLD HIST ADV		<input checked="" type="checkbox"/>
M/J CIVICS & M/J CIVICS ADV		<input checked="" type="checkbox"/>

High School Courses Offered at Cypress Creek Middle School

Subject Area Courses	District developed myLearning (Canvas)	myLearning courses with Florida Virtual Content
<b>Math</b>		
Algebra 1/ Algebra 1 Honors	<input checked="" type="checkbox"/> Pearson	
Geometry/ Geometry Honors	<input checked="" type="checkbox"/> Pearson	

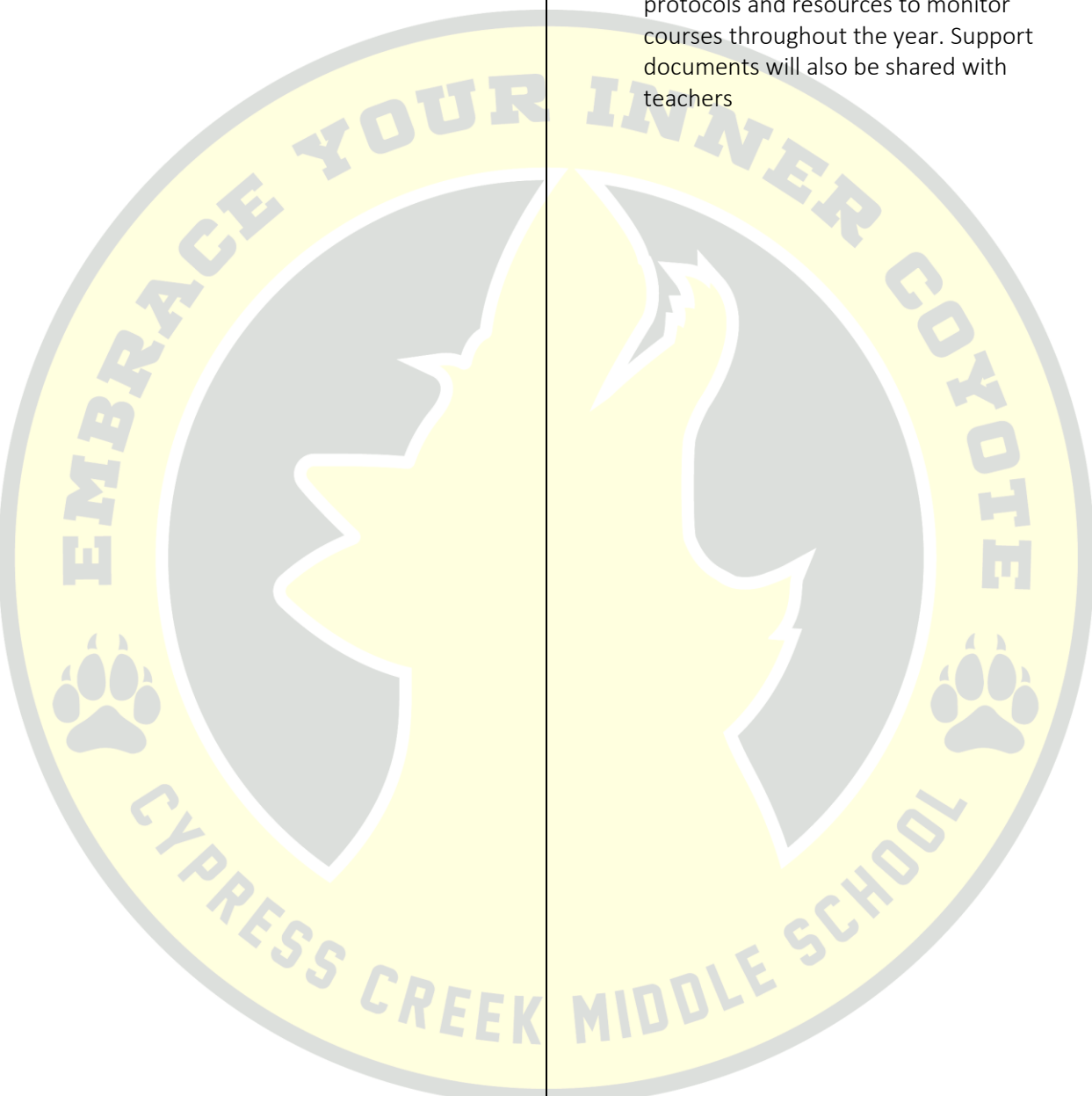


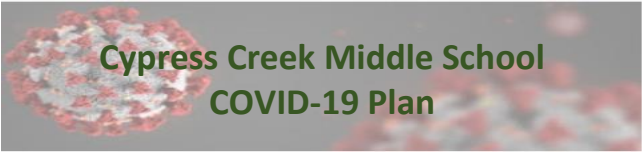


**CAREER & TECHNICAL EDUCATION**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<ul style="list-style-type: none"> <li>• Teachers of Career and Technical Education courses will be required to have a student facing Canvas course available through the traditional setting and mySchoolOnline. This course must have synchronous and asynchronous learning opportunities built in</li> <li>• Courses with low enrollment or that are only available at a few schools will be built by the teacher</li> <li>• Courses built at the school level will be required to have 9 weeks of content available by the first day of school</li> <li>• When the course catalog is shared, teachers should be contacted so they are aware of the expectations for their course in 20-21</li> <li>• When a decision is made to develop a district course and/or use a course developed by another provider, all teachers will utilize this course</li> <li>• Administrators should utilize district provided checklist, timeline, check-in protocols and resources to monitor courses throughout the year. Support documents will also be shared with teachers</li> <li>• DE courses will be available through the Traditional and mySchoolOnline settings as well through PHSC. Our district will follow the procedures outlined by Pasco Hernando State College including the use of a Canvas Course in each DE course. PHSC has determined that courses taken at PHSC will be virtual for semester 1</li> <li>• Courses with required hands-on experiences (i.e., HVAC, Welding, CNA, Electricity) will require face-to-face hands-on time in the school lab. Administration at each school will work with their individual teachers to create a schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations will be made in the course catalog released to schools on the elimination of any CTE course that is not a part of a Program of study (with the exception of middle school courses), but schools have the autonomy to determine if they want to offer the course and build the Canvas course</li> <li>• CTE courses that are district developed will be required for all teachers but teachers at each school have the autonomy to add but not remove content from the course</li> <li>• Administrators working with teachers who do not have a district developed course, and who are interested in working on developing Quarter 1 resources prior to the school year, can reach out to their CTE Program Coordinators. Dependent upon the number of teachers who interested in getting started, we are currently seeking funding to support this head start</li> <li>• Time should be saved during pre-planning week for teachers of elective and specialized area courses to work on Canvas course building</li> <li>• Teachers of Career and Technical Education courses will be required to have a student facing Canvas course available through the traditional setting and mySchoolOnline. This course must have synchronous and asynchronous learning opportunities built in</li> <li>• Courses built at the school level will be required to have 9 weeks of content available by the first day of school</li> <li>• When the course catalog is shared, teachers should be contacted so they are aware of the expectations for their course in 20-21</li> <li>• When a decision is made to develop a district course and/or</li> </ul>

**Cypress Creek Middle School  
COVID-19 Plan**

	<p>use a course developed by another provider, all teachers will utilize this course</p> <ul style="list-style-type: none"><li>• Administrators should utilize district provided checklist, timeline, check-in protocols and resources to monitor courses throughout the year. Support documents will also be shared with teachers</li></ul>
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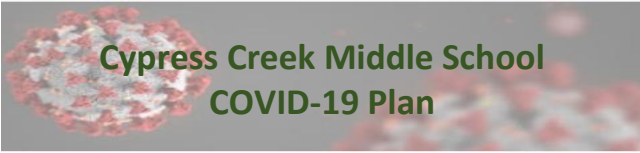


## Cypress Creek Middle School COVID-19 Plan

**PROFESSIONAL DEVELOPMENT**

Guidance for Districtwide Schools - "Must Dos"	Cypress Creek Middle School COVID-19 Plan
<ul style="list-style-type: none"> <li>• Require instructional staff teaching in mySchoolOnline to engage in the Growing with Canvas 2.0</li> <li>• Administrators and staff will utilize PD package to support a focus on SEL to prepare staff and students to reacclimate to the school environment</li> <li>• Administrators should direct staff/new staff to professional development hub to access relevant professional learning around specific topics identified throughout year</li> <li>• Administrators should direct families to the PD page on our website to share resources related to student learning, access to digital tools/platforms, and school/community resources</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Require instructional staff teaching in mySchoolOnline to engage in the Growing with Canvas 2.0</b></li> <li>• Administrators and staff will utilize PD package to support a focus on SEL to prepare staff and students to reacclimate to the school environment</li> <li>• Administrators should direct staff/new staff to professional development hub to access relevant professional learning around specific topics identified throughout year</li> <li>• Administrators should direct families to the PD page on our website to share resources related to student learning, access to digital tools/platforms, and school/community resources</li> <li>• CCMS staff attended virtual sessions during TWL related to their specific work</li> <li>• Administrators may utilize the PD packages provided on MTSS Protocols/Unfinished Learning and Blended Learning to plan for preplanning week with staffs and beyond</li> <li>• <b><i>All PD is to be attended during non-student contact time – No PD during the school day</i></b></li> </ul>

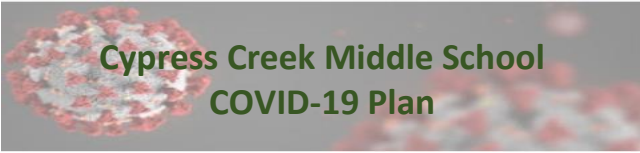




## Cypress Creek Middle School COVID-19 Plan

**SPECIAL PROGRAMMING**

Guidance for Districtwide Schools - "Must Dos"	Cypress Creek Middle School COVID-19 Plan
<ul style="list-style-type: none"> <li>• Most students with disabilities will be able to select between the three options (Traditional, mySchool Online, Pasco eSchool). Pasco eSchool does not have access standards or Head Start/VPK curriculum available and is unable to serve students in these programs for the 2020-2021 school year. Additionally, student's that need for frequent, intense interventions are not able to participate in eSchool</li> <li>• Based on initial data, self-contained students who enroll in mySchool Online will not have the same teacher that they would have in the traditional setting. Additionally, these students may be served by a teacher that is providing services to students in a geographic region. Recommendations will be finalized once the survey data is finalized</li> </ul>	<ul style="list-style-type: none"> <li>• Most students with disabilities will be able to select between the three options (Traditional, mySchool Online, Pasco eSchool). Pasco eSchool does not have access standards or Head Start/VPK curriculum available and is unable to serve students in these programs for the 2020-2021 school year. Additionally, student's that need for frequent, intense interventions are not able to participate in eSchool               <ul style="list-style-type: none"> <li>○ Cypress Creek Middle School ESE students who receive support facilitation services will <b>STILL</b> receive these services if enrolled in either mySchool Online or the Traditional setting</li> </ul> </li> <li>• Based on initial data, self-contained students who enroll in mySchool Online will not have the same teacher that they would have in the traditional setting. Additionally, these students may be served by a teacher that is providing services to students in a geographic region. Recommendations will be finalized once the survey data is finalized</li> <li>• Employee scheduling is going to be driven by student course requests and each school's master schedule. For ESE staff there are many options that can be considered. Due to the small number of ESE staff, they may have to serve students across various delivery models. An example of this for an SLP may include:               <ul style="list-style-type: none"> <li>○ Traditional setting with push in and pull out services</li> <li>○ Clinic setting where students that are enrolled in mySchool Online and Pasco eSchool have scheduled time to come on campus for services</li> </ul> </li> </ul>



**Cypress Creek Middle School  
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	<ul style="list-style-type: none"> <li>○ Telehealth model to service students through a virtual platform</li> </ul>
Link to <a href="#">ESE and ESOL Compliance Procedures</a> - under development	
Discipline Procedures will be clarified for mySchool Online - under development	
Procedures when parents indicate their child can't wear a mask due to medical issues - under development	
Service providers (PIP's, Mental Health Counselors) that are allowed by statute need to schedule with schools and be approved before visiting a campus. This should be scheduled in advance with a school-based administrator so that space is reserved and to minimize as much mixing within a traditional cohort as possible. Location on campus will be determined on a case by case basis	
<ul style="list-style-type: none"> <li>● Students with disabilities that are served in a self-contained environment may have time with nondisabled peers included on their IEP <ul style="list-style-type: none"> <li>○ The cohort model at elementary should not impede necessary IEP services. Every effort should be made to schedule services to occur within the cohort group</li> </ul> </li> <li>● Students in mySchool Online and eSchool may come to school campuses to receive their IEP related services. This should be scheduled in advance so that space is reserved and to minimize as much mixing within a traditional cohort as possible</li> </ul>	<ul style="list-style-type: none"> <li>● Students with disabilities that are served in a self-contained environment may have time with nondisabled peers included on their IEP. Schools will have the flexibility of determining how the services will be provided while trying to minimize as much mixture within a cohort as possible</li> <li>● Students in mySchool Online and eSchool may come to school campuses to receive their IEP related services. This should be scheduled in advance so that space is reserved and to minimize as much mixing within a traditional cohort as possible</li> </ul>

**Additional General Guidelines**

Special Education Services

Pasco County Schools is committed to providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. Collaboration with families has always been an integral part of the special education process and continues to be essential during this time. To address the unique needs of students with disabilities, staff will continue the work with families to collaboratively identify the most essential services



## Cypress Creek Middle School COVID-19 Plan

for each student that can be provided. Individual Education Plan's (IEPs) will be reviewed for the circumstances of the learning environment that the family selects.

### Child Find and Evaluation

Pasco County Schools will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, we will be mindful that students have been displaced from their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in remote learning situations. Some evaluations require in-person contact with students or observations of students in school settings. Pasco County Schools is conducting evaluations remotely and in-person while adhering to public health guidelines for the safety of students and staff.

### Individualized Education Program (IEP) Meetings

Pasco County Schools is committed to providing families an opportunity to have meaningful participation in the special education process. Whether in-person or an alternative format, such as videoconferencing or by phone, IEP teams will partner with families to determine the most practical format to conduct IEP meetings.

### Delivery of Special Education and Related Services

General education/special education educators, related services providers and families will discuss students' individual needs and agree to a prioritized set of services that provide access to curriculum and enable progress toward IEP goals. Services for students with specific health or support needs will be addressed in collaboration with families on an individual basis.

### Progress Monitoring and Reporting

IEP teams will have in place consistent data collection and service log procedures for use across all learning environments. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making any necessary adjustments to instruction. Quarterly reports on the progress the child is making toward meeting the annual goals will continue to be provided.

### Education Plan (IEPs) or 504 Plan accommodations in MySchool Online

All students attending mySchool Online will have access to the many accommodations that naturally occur in the virtual setting. In addition, mySchool Online will provide any accommodations listed on the IEP that are applicable to the online educational environment. Please note that some accommodations may not be possible to implement in the online educational setting. The IEP team, (general education teachers, special education teachers, related services providers, and families), will work collaboratively if it is determined an accommodation is not appropriate or successful in a particular setting.

### Confidentiality and Student Privacy

For families who select mySchool Online, special education and related service providers will use digital platforms approved by the district for secure access. As with services provided in the brick and mortar classroom, educators may set ground rules regarding non-student presence during virtual instruction based on age and developmental level. It is also important to note that at no time will there be any recording of lessons when students are present in the digital environment.



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### Related Services

At the elementary school level, we are creating a cohort isolation model, where students will spend time on campus with the group of students in their class, including in the classroom, the cafeteria, media center, and the playground. Interaction with students from other classes will be limited to the greatest extent possible. The cohort model at elementary schools should not impede necessary IEP services. Every effort should be made to schedule services to occur within the cohort group. Students in mySchool Online and Pasco eSchool may come to school campuses to receive their IEP related services (OT/PT/SLP) or may select to participate in the related services virtually. This should be a set schedule so that space is reserved and to minimize as much mixing within a traditional cohort as possible.

At the secondary level, each school will have a customized plan to discourage large gatherings of students in hallways and common areas, using clear communication and signage to reinforce the message. The number of students allowed in the cafeteria, media center and gymnasiums will be reduced. Extracurricular activities will resume and will adhere to recommendations from CDC and the state. This model should not impede necessary IEP services. Every effort should be made to schedule services to occur within the traditional group. Students in mySchool Online and Pasco eSchool may come to school campuses to receive their IEP related services (OT/PT/SLP) or may select to participate in the related services virtually. This should be a set schedule so that space is reserved and to minimize as much mixing within a traditional group as possible.

### Private Instructional Providers and Community Providers (i.e. Mental Health Providers)

Service providers that are allowed by statute need to schedule with schools and be approved before visiting a campus. This should be scheduled in advance with a school-based administrator so that space is reserved and to minimize as much mixing within a traditional cohort as possible. Location on campus will be determined on a case by case basis.

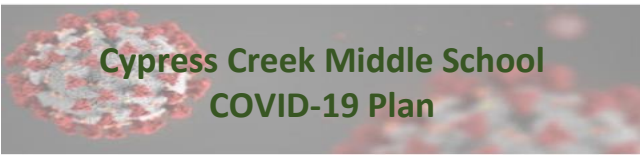
### McKay Scholarship

Participation in Pasco eSchool may affect eligibility status for parents wishing to apply for the McKay Scholarship, a school choice program for students with special needs. Participation in mySchool Online will not affect eligibility status for parents wishing to apply for the McKay Scholarship, a school choice program for students with special needs.

### Students that Need Reading or Math Remediation

Students that score level 2 on the Florida Standards Assessment may be eligible to participate in Pasco eSchool based on placement test results. Generally, these students would be enrolled in appropriate coursework to provide academic interventions matched to their identified needs. Students enrolled in Pasco eSchool would receive progress monitoring to ensure that they are making gains toward meeting grade level standards.

Students whose FSA scores indicate a need for frequent, intense interventions would be required to enroll in mySchool Online or the traditional option to receive the Tier III interventions required by state law and district policy. Students scoring at level 1 on the FSA would fall into this category. Once you have reviewed your list of students, if you have students whose scores indicate a need for frequent, intense interventions and they selected Pasco eSchool, schools will need to contact the parent about selecting an appropriate option for the 20/21 school year.



Students Pursuing Access Standards

For students pursuing access standards, parents have the option of enrolling in traditional schools or mySchool Online. Pasco eSchool only provides services for students on regular standards and is not an option for students on access standards.

Self-Contained ESE Teachers

Based on initial data, self-contained students that enroll in mySchool Online will not have the same teacher that they would have in the traditional setting. Additionally, these students may be served by a teacher that is providing services to students in a geographic region.

PK ESE Students

For PK ESE students (excluding VPK), parents have the option of enrolling in traditional schools or mySchool Online. Pasco eSchool only provides services for K-12 students. MySchool Online can be an option for PK ESE students with disabilities but PK students in VPK must receive those services in the traditional school model in accordance with the State Early Learning Coalition guidelines.

Medically Vulnerable Populations

For medically vulnerable students who come to school, school health staff will develop or review school care plans in consultation with the family and child’s doctor, as appropriate. Pasco County schools will consider accommodations on a case-by-case basis. For families with vulnerable students who do not intend to return to a traditional school setting, staff will work with the family to consider options. These options include but are not limited to mySchool Online, Pasco eSchool and Hospital/Homebound.

Community Based Instruction (CBI), Job Training and Field Trips

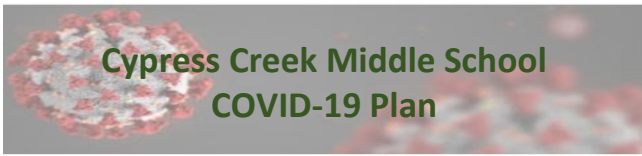
With very minimum exception for unique or required instruction, field trips will NOT be permitted during the first semester. Community Based Instruction (CBI) and Job Training for students with disabilities will be reviewed on a case by case basis. In some circumstances, CBI can be offered on campus rather than going into the community. Additionally, job training sites will be reviewed to ensure all required health and safety guidelines can be implemented. Any activities requiring school bus transportation will follow the strict guidance and procedures developed for the safety of students and staff.

ESE Class sizes

ESE class sizes will be similar to what they have been in the past. Students and staff will be encouraged to practice safe social distancing to the greatest extent possible.

ESOL/ELL

Pasco County is committed to continuing to identify and serve English Language Learners. Whether in-person or an alternative format, ESOL strategies will continue to be implemented by instructional and support staff to address the academic and language needs of ELL students. In addition, ESOL teams will continue to partner with families and schools to provide resources and tools to ensure the academic success of ELL students. Whether the students are in traditional school, mySchool Online or Pasco eSchool we are committed to providing instruction that will allow students to reach their maximum potential.



Teen Parent Program - Cysis Center

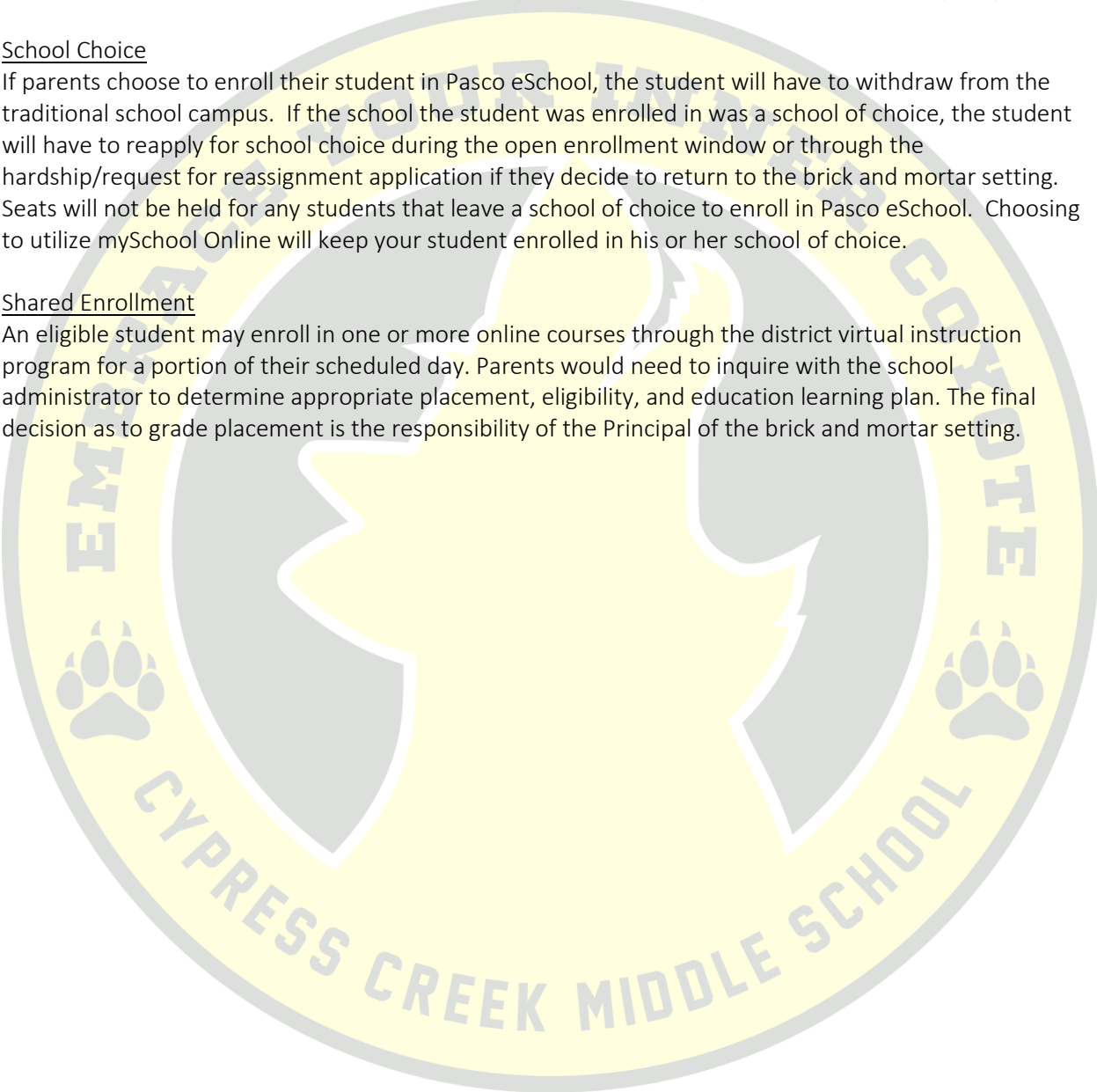
For students interested in enrolling in the Teen Parent Cysis Program at Pasco High School and River Ridge High School, students must be enrolled in the traditional brick and mortar setting. Pasco eSchool and mySchool Online will not be an option. Teen parents can still participate in the Teen Parent Program voluntary educational program and ancillary services through mySchool Online and Pasco eSchool but will not have access to the Cysis Programs at Pasco High School and River Ridge High School.

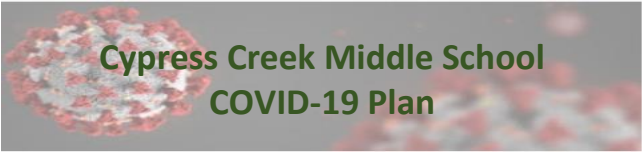
School Choice

If parents choose to enroll their student in Pasco eSchool, the student will have to withdraw from the traditional school campus. If the school the student was enrolled in was a school of choice, the student will have to reapply for school choice during the open enrollment window or through the hardship/request for reassignment application if they decide to return to the brick and mortar setting. Seats will not be held for any students that leave a school of choice to enroll in Pasco eSchool. Choosing to utilize mySchool Online will keep your student enrolled in his or her school of choice.

Shared Enrollment

An eligible student may enroll in one or more online courses through the district virtual instruction program for a portion of their scheduled day. Parents would need to inquire with the school administrator to determine appropriate placement, eligibility, and education learning plan. The final decision as to grade placement is the responsibility of the Principal of the brick and mortar setting.



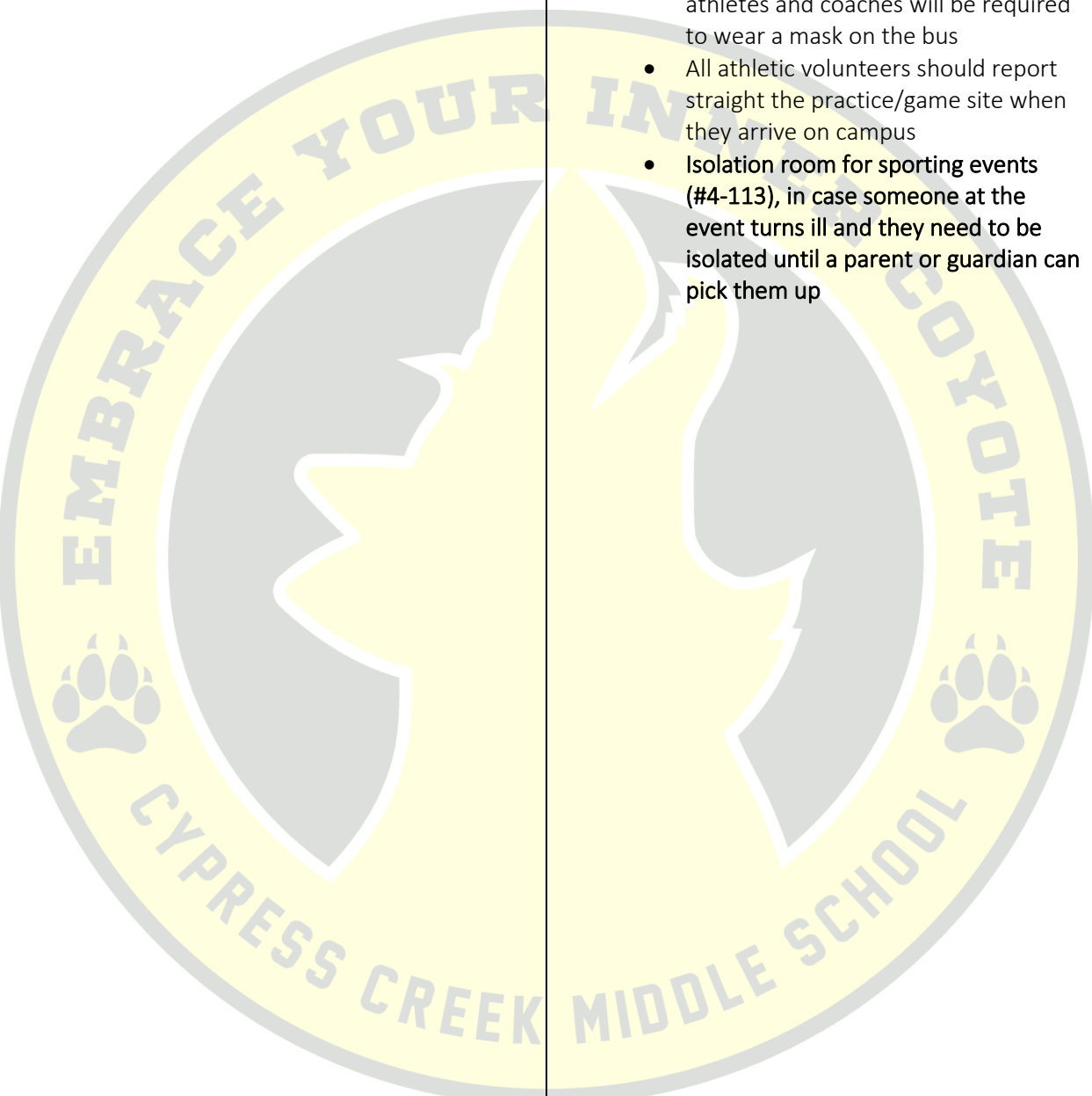


## Cypress Creek Middle School COVID-19 Plan

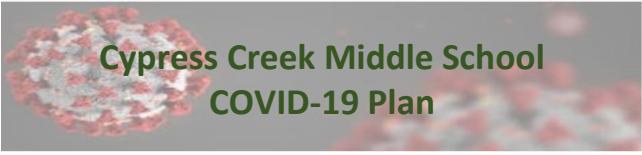
**EXTRA-CURRICULAR ACTIVITIES / ATHLETICS**

<b>Guidance for Districtwide Schools - "Must Dos"</b>	<b>Cypress Creek Middle School COVID-19 Plan</b>
<ul style="list-style-type: none"> <li>• All students participating in extra-curricular activities will need to complete a COVID 19 Waiver for the 2020-21 school year</li> <li>• Follow all District Facilities cleaning guidelines, Operations and Transportation guidelines developed by those workgroups</li> <li>• Before and after team meetings, coaching staff will clean furniture, door handles, and other facilities, etc. to reduce health risks</li> <li>• Hand Sanitizer should be provided at entrances to facilities and events</li> <li>• Concession stand guidelines to include volunteers wearing hairnets, masks and gloves at all times. All prepared food must be completely wrapped or sold in a closed container</li> <li>• Busing for Athletic events will be based on transportation guidelines; therefore, athletes and coaches will be required to wear a mask on the bus</li> <li>• All athletic volunteers should report straight the practice/game site when they arrive on campus</li> <li>• School should determine an isolation area/room for sporting events, in case someone at the event turns ill and they need to be isolated until a parent or guardian can pick them up</li> </ul>	<p><b>Spectator Guidance</b></p> <ul style="list-style-type: none"> <li>• Please practice social distancing and encourage fans to STAY 6 FEET apart</li> <li>• Fans should wear a face covering to all athletic events (indoor and outdoor when social distancing is not feasible), and in restrooms</li> <li>• Fans should wash hands frequently, and use hand sanitizer when available</li> <li>• Fans should not attend our event if they are feeling sick or have been exposed to someone with COVID 19 in the last 14 days</li> <li>• <b>Athletic Director will use approved e-ticket vendors for admittance into extra-curricular events where limited capacity will be enforced</b></li> <li>• For outdoor/indoor events, administration should consider the building/facility location and review social distancing expectations in conjunction with building capacity</li> <li>• All students participating in extra-curricular activities will need to complete a COVID 19 Waiver for the 2020-21 school year</li> <li>• Follow all District Facilities cleaning guidelines, Operations and Transportation guidelines developed by those workgroups</li> <li>• Before and after team meetings, coaching staff will clean furniture, door handles, and other facilities, etc. to reduce health risks</li> <li>• Hand Sanitizer should be provided at entrances to facilities and events</li> <li>• Concession stand guidelines to include volunteers wearing hairnets, masks and gloves at all times. All prepared food must</li> </ul>

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	<p>be completely wrapped or sold in a closed container</p> <ul style="list-style-type: none"><li>• Busing for Athletic events will be based on transportation guidelines; therefore, athletes and coaches will be required to wear a mask on the bus</li><li>• All athletic volunteers should report straight the practice/game site when they arrive on campus</li><li>• Isolation room for sporting events (#4-113), in case someone at the event turns ill and they need to be isolated until a parent or guardian can pick them up</li></ul>
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**AFTER SCHOOL ENRICHMENT PROGRAMS – BEYOND THE BELL**

Guidance for Districtwide Schools - "Must Dos"	Cypress Creek Middle School COVID-19 Plan
<p><b><u>Student Participation</u></b></p> <ul style="list-style-type: none"> <li>• Each day of the week student screening will occur curbside using district approved student screener. If student is cleared for entry to the program, they must wear a cloth or disposable face mask during program participation and transitions.</li> </ul> <p><b><u>ASEP- Site Staff:</u></b></p> <ul style="list-style-type: none"> <li>• All ASEP site staff will attend a mandatory Health and Safety training prior to the new school year that will include information about COVID-19, prevention methods and demonstrations, as outlined through the CDC, review of COVID-19 signs/symptoms, isolation procedures, when to return after an illness and other important topics.</li> <li>• All district employees will review a health self-screener prior to reporting to work each day.</li> <li>• Staff will be required to wear a cloth or disposable face mask while at work.</li> </ul> <p><b><u>Staff to Student Ratio</u></b></p> <ul style="list-style-type: none"> <li>• All ASEP programs will operate on a 1:20 ratio.</li> <li>• Students will be grouped by grades (where possible) and assigned to a staff member.</li> <li>• Students will move together and participate in activities as a group.</li> <li>• Mixing of groups will be limited.</li> </ul> <p><b><u>ASEP- Drop Off/ Pick Up Procedures</u></b></p> <p><b>Drop Off</b></p> <ul style="list-style-type: none"> <li>• Parents will not need to leave their car for drop off. They will follow the signs to the designated drop off/pick up area at the school. An ASEP staff member will meet families at this area and check the students in each day.</li> <li>• On the first day of fall program, staff will provide families with (2) two placards that display the last name of the enrolled student(s). A placard must be displayed</li> </ul>	<p><b>*Beyond the Bell is currently cancelled for the 1<sup>st</sup> Semester at CCMS</b></p>

on the dash when dropping off or picking up the student(s) for quick identification.

**Pick Up**

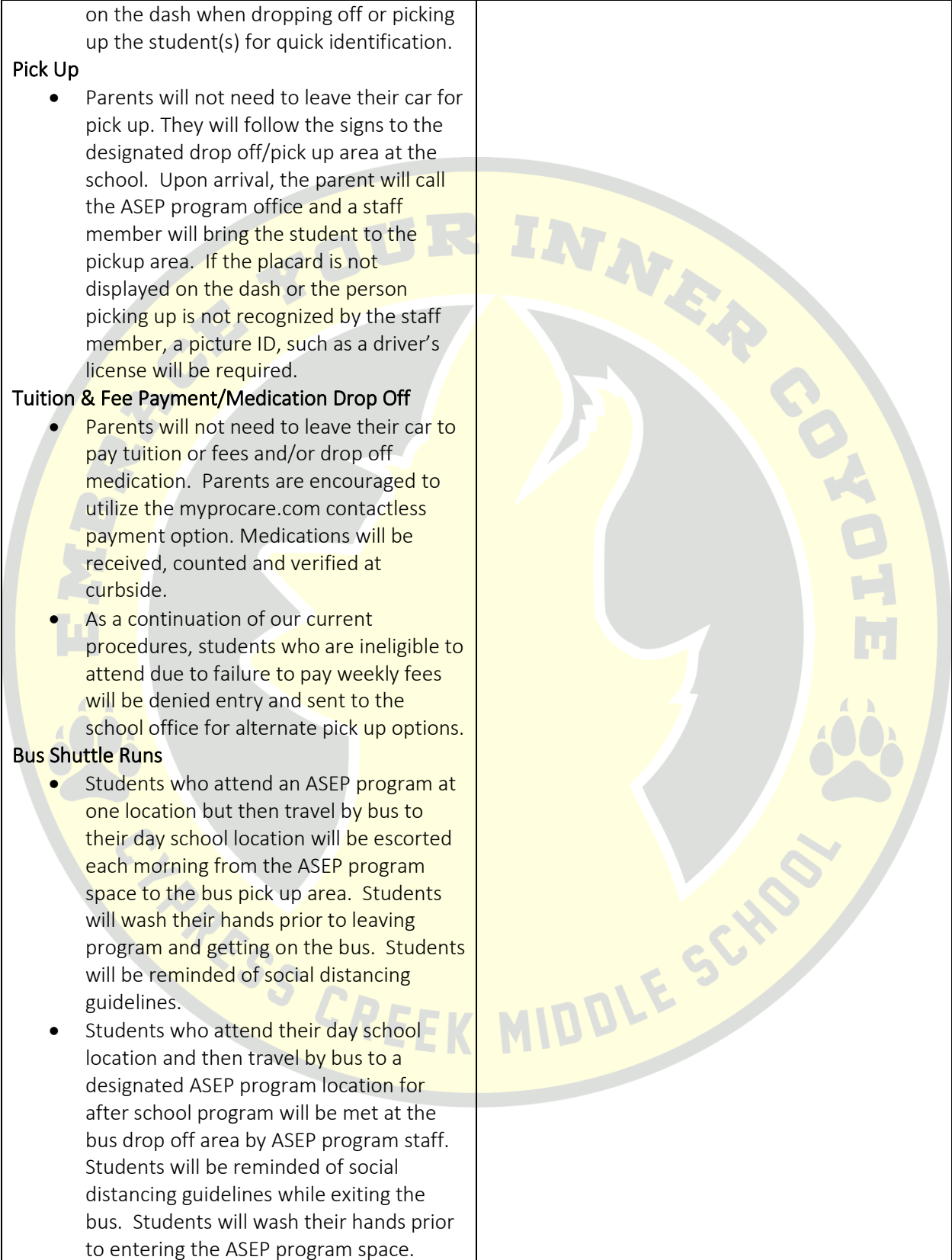
- Parents will not need to leave their car for pick up. They will follow the signs to the designated drop off/pick up area at the school. Upon arrival, the parent will call the ASEP program office and a staff member will bring the student to the pickup area. If the placard is not displayed on the dash or the person picking up is not recognized by the staff member, a picture ID, such as a driver's license will be required.

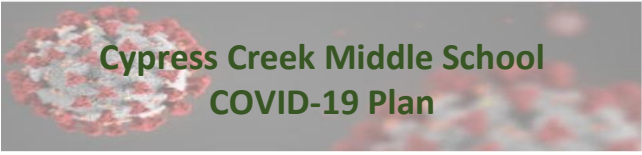
**Tuition & Fee Payment/Medication Drop Off**

- Parents will not need to leave their car to pay tuition or fees and/or drop off medication. Parents are encouraged to utilize the myprocare.com contactless payment option. Medications will be received, counted and verified at curbside.
- As a continuation of our current procedures, students who are ineligible to attend due to failure to pay weekly fees will be denied entry and sent to the school office for alternate pick up options.

**Bus Shuttle Runs**

- Students who attend an ASEP program at one location but then travel by bus to their day school location will be escorted each morning from the ASEP program space to the bus pick up area. Students will wash their hands prior to leaving program and getting on the bus. Students will be reminded of social distancing guidelines.
- Students who attend their day school location and then travel by bus to a designated ASEP program location for after school program will be met at the bus drop off area by ASEP program staff. Students will be reminded of social distancing guidelines while exiting the bus. Students will wash their hands prior to entering the ASEP program space.





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**Meals/Snacks**

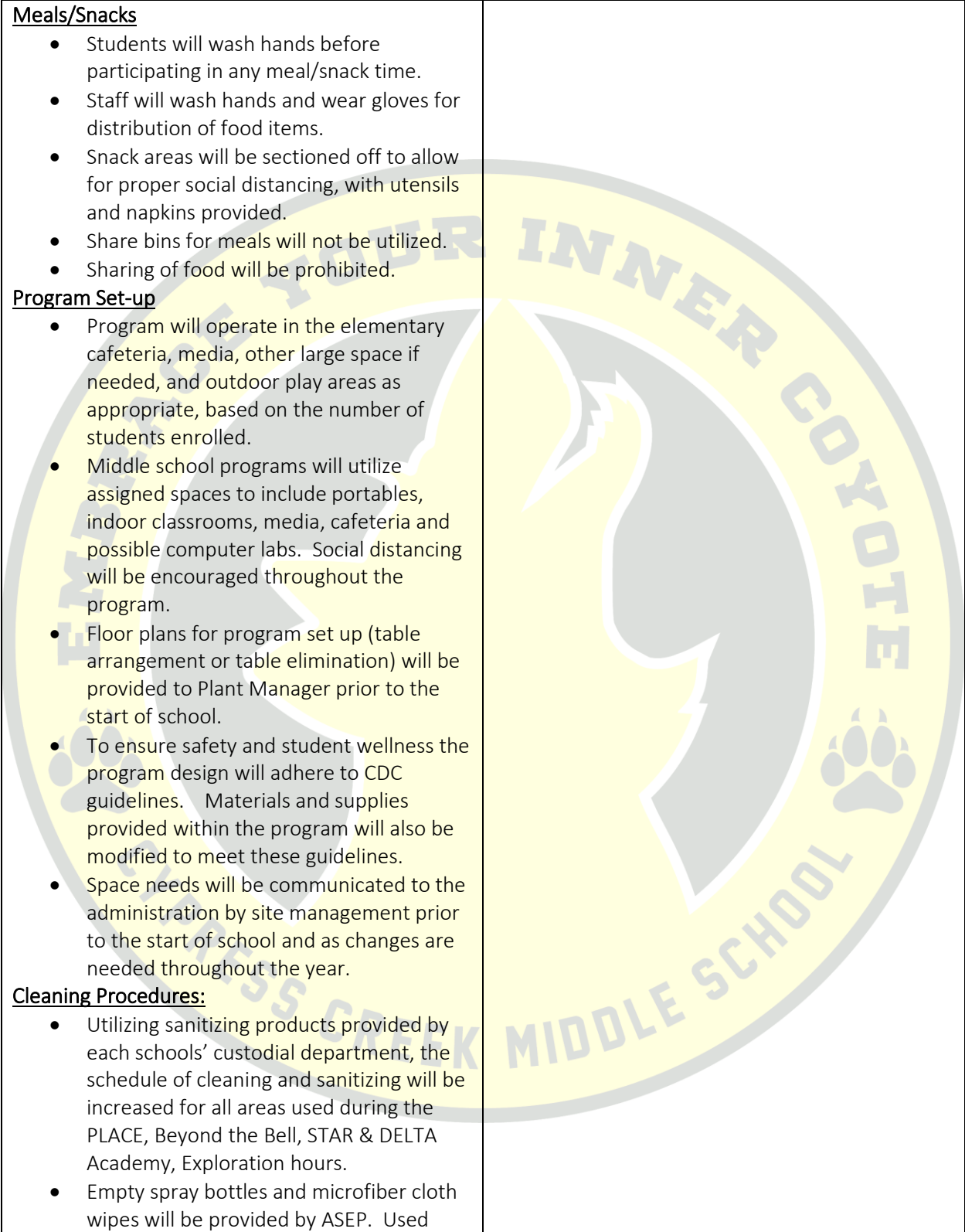
- Students will wash hands before participating in any meal/snack time.
- Staff will wash hands and wear gloves for distribution of food items.
- Snack areas will be sectioned off to allow for proper social distancing, with utensils and napkins provided.
- Share bins for meals will not be utilized.
- Sharing of food will be prohibited.

**Program Set-up**

- Program will operate in the elementary cafeteria, media, other large space if needed, and outdoor play areas as appropriate, based on the number of students enrolled.
- Middle school programs will utilize assigned spaces to include portables, indoor classrooms, media, cafeteria and possible computer labs. Social distancing will be encouraged throughout the program.
- Floor plans for program set up (table arrangement or table elimination) will be provided to Plant Manager prior to the start of school.
- To ensure safety and student wellness the program design will adhere to CDC guidelines. Materials and supplies provided within the program will also be modified to meet these guidelines.
- Space needs will be communicated to the administration by site management prior to the start of school and as changes are needed throughout the year.

**Cleaning Procedures:**

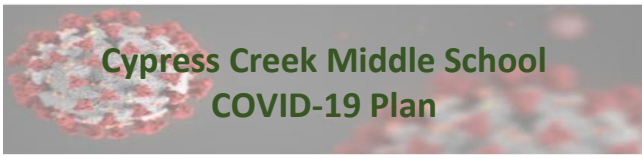
- Utilizing sanitizing products provided by each schools' custodial department, the schedule of cleaning and sanitizing will be increased for all areas used during the PLACE, Beyond the Bell, STAR & DELTA Academy, Exploration hours.
- Empty spray bottles and microfiber cloth wipes will be provided by ASEP. Used



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microfiber cloths will be given to custodial staff for washing and returned to ASEP.	
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APPENDIX A: Parent COVID Response Protoco

[Click on this link](#) to access the Pasco County School Board’s Parent COVID Response Protocol.

