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***SUMTER COUNTY SCHOOL DISTRICT***

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**2020-2021**

**Reopen...Recover...Revitalize**



***School Board Members – Sally Moss, Christine Norris,  
David A. Williams, Jennifer Boyett, Kathie Joiner***

***Richard A. Shirley, Superintendent***

*Board Approved 7/28/2020*

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## *Invited Committee Members*

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

## Parent Choice

The Sumter County School District's priority is to provide a healthy and safe learning environment for all staff members and students. The tentative start date for the 2020-21 school year is August 24, 2020. The district will offer three learning options for the upcoming school year, pending Board approval. A **traditional reopening** as directed by the Governor, **TEAMSumter**, with a structured distance learning format, and **Sumter Virtual School**, which is more flexible, computer-driven, and requires more student self-discipline. These choices will be available for parent/guardian selection for the new school year during this pandemic.

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

The **TEAMSumter eLearning** model is designed for families who would like to maintain their connection to their home school, but do not yet feel comfortable sending their student(s) back to regular school the first semester. After the first semester, students will resume school in the traditional school setting based on state guidelines. Students will sign in and attend school remotely, following a standard school schedule and bell times. In the event schools are closed due to COVID-19, all instruction will transition to this TEAMSumter model, with some course limitations. Upon initial sign-up, this model requires a nine-week commitment and the course offerings may be limited.

With TEAMSumter, parents can rely on teachers to directly facilitate and guide student learning. This choice provides families the flexibility to choose an instructional model to meet their needs and reflects our District's commitment to providing a high-quality instructional experience, no matter the setting. Again, this choice requires a nine-week commitment.

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

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

Please using the following link to declare which option you choose. Please submit one response for each child in your home. If you have not completed the survey by July 23<sup>rd</sup>, your child will be assigned to the traditional model.

**Sumter Student Intent to Return Form**

## *Traditional Reopening Model*

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

### *Curriculum Alignment*

Instruction for all content areas will follow the district's innovative curriculum maps and pacing guides. The curriculum maps prioritize instructional standards to address student learning needs and ensure mastery of the state standards. Lesson plans are developed collaboratively by both traditional and TEAMSumter teachers to ensure an innovative and equitable education for all Sumter students regardless of the instructional method. This allows for a smooth transition between instructional settings. Sumter's K-12 Evidence-Based Reading Plan will be consistently and pervasively implemented. The reading plan will apply to all students, whether participating in traditional, or TEAMSumter.

### *Progress Monitoring*

Progress monitoring assessments will be administered for students in both the traditional school setting and TEAMSumter following the district's testing schedule (Appendix B). Two class periods per subject will be utilized to complete the assessment.

### *i-Ready*

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

### *CommonLit*

CommonLit is a technology organization dedicated to ensuring that all students, especially students in Title I schools, graduate with the reading, writing, communication, and problem-solving skills they need to be successful in college and beyond. CommonLit provides teachers with all the resources they need to set their students up

for success, while also encouraging best practices in the classroom. The CommonLit Literacy Model is built on a foundation of over 2,000 high-quality free reading passages for grades 3-12, complemented by aligned interim assessments, growth-oriented data, and expert-led teacher development.

### *USATestPrep (High School Math and Science)*

*USATestPrep* diagnostic assessment system provides a performance snapshot at the student, class, school, and district level. Teachers can easily create custom assessments for students, pinpoint student strengths and weaknesses using the data grid view, dig deep into data to see grade distribution and item analysis. Teachers can also create and administer an unlimited number of formative and summative assessments with questions that mimic actual state standardized test. *USATestPrep* has developed the industry's leading question database to eliminate repetitive questions and offer the highest quality of educational content. Students receive in-depth explanations for wrong answers that turns test-taking into true learning. Questions range from performance tasks, vocabulary items, free response questions, selected response, and constructed response.

### *Study Island*

Study Island is an instructional program aligned to state standards, with customizable assessments and flexible practice and has real-time progress monitoring to easily track student outcomes. Questions range from performance tasks, vocabulary items, free response questions, selected response, and constructed response. Teachers can also create and administer an unlimited number of formative and summative assessments with questions that mimic actual state standardized test.

### *Instructional Technology Skills*

Instruction using Microsoft Teams, (a distance learning collaboration platform) will begin the first week in all classrooms.

Assignments requiring students to take devices home will be completed periodically to garner information regarding student access to internet, connectivity issues, and general understanding of distance learning practices.

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

- E-mail - accessing, creating, replying, deleting, and proper etiquette
- Microsoft Teams - video conferencing, general navigation, and assignments
- Skyward – the district platform for checking grades, missing assignments, attendance, and messaging
- Classlink – one click single sign on process
- myON/AR – a program to access digital books and articles

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

### *General Guidelines*

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

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

Grading Policy:

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

Parents will be allowed to walk their children to class the first five days of school. Parents may not enter the classrooms and are required to wear face coverings.

To reduce interaction and potential spread of COVID amongst students, elementary students will remain with their cohort group as feasible.

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

### *Media Center Programs*

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

Schools will:

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

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

### *1:1 Devices*

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

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

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

Technology insurance will be offered to students in grades K-12 for \$25. The insurance fee can be paid online in the Skyward parent portal, by check, or cash at each student's school.

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

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

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

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

### *Student Arrival*

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

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

### *Feeding Protocols*

Grab and go breakfast carts will be utilized in multiple locations as necessary to assist with social distancing.

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

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

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

### *Supervision, Class Changes, and Social Distancing*

To maximize social distancing:

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

### *Facilities*

To maximize social distancing:

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

### *Physical Education, Music, and Recess*

Locker rooms will be monitored by physical education staff and the number of students will be limited to allow for social distancing while dressing out.

Physical education equipment will be sanitized by physical education staff between uses.

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

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

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

### *Transportation*

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

Bus drivers will ensure windows are down when it is not raining.

Buses will be cleaned and sanitized at the end of each route.

Using social gathering guideline numbers, students will be routed in such a way as to adhere to those numbers (currently 50). EXECUTIVE ORDER NUMBER 20-139 (Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

Face coverings are required on the bus. If parents refuse for their child to wear a face covering on the bus or a student refuses, then the parent/guardian will transport their child to and from school.

### *Student Dismissal*

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

### *After-School Activities*

After-school activities such as academic programs, credit recovery, sports, clubs, and band will be offered at the discretion of each school and will comply with social distancing guidelines. Academic after-school programs designed to address learning gaps will begin in the fall as grant funding permits and will follow social distancing guidelines to the extent possible. Face coverings will be required in all settings in which 6' social distancing cannot be maintained.

## *TEAMSumter eLearning*

TEAMSumter is a distance learning model that provides students with the opportunity to stay connected to their traditional home school while working remotely. It is understood that TEAMSumter implementation guidelines may change if the logistics of actual implementation require it. In the event schools are closed due to COVID-19, all instruction will transition to the TEAMSumter eLearning model. Internet access is required at home or through a remote site.

For any student/class placed on the TEAMSumter option due to COVID-19, remote attendance will be taken by the teacher and reported for FTE.

### *What to expect from TEAMSumter*

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

While many courses will be available through TEAMSumter, some courses will only be offered through the Traditional option or through Sumter Virtual School. At this time, TEAMSumter is only available for the first semester of the 2020-21 school year.

### *District Expectations*

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

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

### *Curriculum Alignment*

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

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

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

Technology insurance will be offered to students in grades K-12 for \$25. The insurance fee can be paid online in the Skyward parent portal, by check, or cash at each student's school.

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

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

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

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

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

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

## *Elementary Specifications*

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

If school does not start on August 24, students in kindergarten, first, and second grades will be assigned paper packets for the first two weeks of school. Completed packets will be collected as devices are distributed and will remain untouched for at least 72 hours.

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

- 90 minutes of instruction per day in reading and English Language Arts
- 60 minutes of instruction per day in math
- 30 minutes of instruction per day in science for grades 2-5
- 60 minutes of instructional technology programs (iReady, MyOn, Reflex math, etc.)
- 30 minutes of instruction elective subjects such as music and physical education as required
- 30 minutes of daily instruction in content areas
- Social Studies will be blended with the reading/ELA instruction
- 20 minutes of recess
- 60 minutes used for lunch and breaks
- Planning will equal no less than five hours per week

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

## *Media Center Programs*

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

## *Sumter Virtual School*

Sumter Virtual School offers courses for students in K-12, supported by highly qualified teachers who offer flexible office hours, Monday-Friday. Enrollment requires a semester-long or year-long commitment, as well as an adult who can partner with

Sumter Virtual School teachers by serving as the learning guide for the student, especially at the elementary school level.

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

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

### *Modified Schedule if Required*

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

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

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

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

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

## *Special Populations*

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

## *English Language Learners (ELLs)*

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

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

All ELLs will be assessed again in English reading, writing, listening and speaking on the ACCESS for ELLs during the second semester of the 2020-2021 school year.

## *Exceptional Student Education (ESE)*

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

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

- Personal Protective Equipment (PPE) will continue to be provided to staff that assist students with toileting.
- In settings where students are required to wear a mask, the school administration will work with the IEP team and parent to provide the best option for the individual students that have highly specialized needs that may create a barrier to wearing masks.
- If staff members are wearing masks, they will need to ensure that the mask has a clear face shield when communicating with students, staff or parents that are Deaf/Hard of Hearing. (The staff member may choose to wear a face shield in lieu of a mask.) Each school principal will be provided with a list of students that are identified as DHH. It will be the responsibility of staff members and parents to make individual communication needs known to school staff.
- Staff members that work with students with more significant disabilities will be provided the option of wearing face shields in order to allow the students greater visibility of staff faces.
- SLP's will be provided face shields to wear during therapy sessions, evaluations, etc.
- Increased safety and cleaning protocols will be used in therapy rooms, separate classrooms, special transportation, etc. (For example, cleaning of toys in Pre-K classrooms or wiping student stations between therapy sessions.)
- During evaluations and re-evaluations, additional safety measures will be taken. This includes face shields for evaluators and Plexiglas dividers between the student and evaluator. Parents that bring students to campus for evaluation will be expected to follow safety guidelines outlined for all visitors to campus.
- Social stories/visuals will be used to teach students expectations for social distancing and hygiene.
- All students with disabilities will receive instruction in the use of accessibility tools in TEAMS.
- Students will be scheduled to meet the needs of services identified in the IEP while keeping students in cohorts as much as possible.
- Inclusion teachers and SLPs will be added to the course TEAM for courses that they provide direct support to the student per the IEP.

### *Hospital Homebound*

Students that are continuing to receive services through Hospital Homebound from the 2019-2020 school year will have the option of the teacher going to the home to provide face to face instruction if both the parent and teacher are in agreement and PPE is used during sessions. Otherwise, the TEAMS format will be considered. For students who are eligible for Hospital Homebound services due to COVID-19 health risks will be provided services with a virtual platform. Eligibility and instruction method for Hospital Homebound instruction will be determined on an individual basis.

## *Medically Vulnerable Students*

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

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

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

## *Multi-Tiered Systems of Supports (MTSS)*

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

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

## *Non-Violent Crisis Prevention Intervention*

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

## *Student Discipline*

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

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

## *Professional Development*

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

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

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

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

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

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

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

- all kindergarten, PK and ESE teachers on Notebook, etc.
- all teachers on best practices utilizing Microsoft Teams, during preplanning
- all teachers on best practices utilizing Skyward, e-mail, myOn, etc.

- select paraprofessionals on best practices utilizing Microsoft Teams to assist students

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

## *Finance*

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

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

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

- freeze hiring except for core instructional positions and health/custodial
- examine open positions for absolute need prior to posting
- freeze purchases with the same scrutiny as positions
- build fund balance from savings in last quarter of 2019-20 to prepare for 2020-21
- pre-approve all out of district travel by the Senior Directors over that division
- remind all staff of current cost saving measures (i.e. energy savings)
- monitor FTE -schools submit student counts to county office

## *Health & Safety*

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

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

- requiring parents and students to wear face coverings
- staggering times for different grade levels during orientation activities
- hosting meetings in individual classrooms

### *Students*

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

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

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

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

### *Staff*

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

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

need to call Human Resources the day they receive their results and should stay in isolation. Call (352-793-2315 x50251) for further instructions.

Upon signing in to Skyward, employees must verify they are not exhibiting COVID symptoms. For their own safety, and the safety of others, staff are required to wear a face covering when on campus or around others. A face covering is required if you are within six feet of a student as a CDC best practice.

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

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

### *Heightened Personal Hygiene*

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

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

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

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

### *Cleaning*

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

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

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

Signs will be posted about hygiene measures.

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

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

Face coverings will be required for students and staff.

## *Communication*

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

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

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

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

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

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

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

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

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

Visitors entering the office must follow posted protocols.

## *Community Relations*

### *District*

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

Policy and Procedure Changes:

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

### *School*

Schools will limit access points to school campuses.

Parent conferences will be done virtually or in person by appointment only.

### *Staff*

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

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

Staff members will provide health and hygiene materials and information.

## *Volunteers*

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

### **REOPEN** – Phase 1

Please note we are currently in Phase 2 based on the Governor's Guidance. If we were still in Phase 1, no outside visitors other than staff will be allowed on campus! Parents meetings will be conducted by phone, computer or if in person, all will wear a face covering and have temperatures checked.

### **RECOVER** – Phase 2

This is Sumter's current status based on the Governor's most recent Executive Order. Limited essential volunteers will be recruited to start back. Temperature checks will be conducted. Face coverings will be recommended and required on buses and when within six feet of others. Any sign of sickness and you will be asked to leave.

### **REVITALIZE** – Phase 3

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

## *Future Considerations*

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

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

- Assist with classroom set up to limit sharing of materials

- Help keep students' belongings separated from others in individually labeled containers
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (crayons, pencils, pens, erasers, highlighters, paper etc.)
- Ensure social distancing
  - Assist with breakfast and lunch delivery to the classrooms
  - Assist with weekend snack distribution, if applicable
  - Assist with arranging desks/seating to maintain social distancing
- Assist with healthy hygiene practices, disinfection and cleaning
  - Clean and disinfect frequently touched surfaces within the school (for example, playground equipment, door handles, toys, games, art supplies, books, keyboards, mouse)
- Assist with material and supply creation
  - Prepare work packets
  - Prepare learning games
- Assist with developing one week of distance learning lessons.

### *Public*

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

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

## *Athletics and Extracurricular Activities*

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

### *Pre-Workout/Contest Screening*

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

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

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

Vulnerable individuals will not oversee or participate in any workouts.

### *Facilities Cleaning*

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

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

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

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

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

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

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

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

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

### *Physical Activity and Athletic Equipment*

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

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

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

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

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

### *Hydration*

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

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

### *Limitations on Gatherings*

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

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

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

### *Miscellaneous*

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

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

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

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

### *Staff or student tests positive for COVID –19*

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

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

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

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

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

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

## *Appendix*

*Appendix A – Sample Letter to Parents*

*Appendix B – Sumter District Progress Monitoring Assessment Schedule*

*Appendix C - Custodial Standards*

*Appendix D – Sumter County Instructional Plan Summary Chart*

## Appendix A SAMPLE



### SUMTER COUNTY SCHOOL BOARD

2680 W C-476, Bushnell, Florida 33513 – <http://www.sumter.k12.fl.us>

*Preparing the Next Generation Today!*

**Richard A. Shirley**  
Superintendent of Schools

#### BOARD MEMBERS

District 1 **Sally Moss**  
District 2 **Christine S. Norris**  
District 3 **David A. Williams**  
District 4 **Jennifer Boyett**  
District 5 **Kathie L. Joiner**

TELEPHONE (352) 793-2315

**Superintendent**  
Ext. 50206 Fax 793-4180

**Assistant Superintendent**  
Ext. 50247 Fax 793-4180

**Curriculum & Instruction**  
Ext. 50206 Fax 793-4180

**Elementary Education**  
Ext. 50210 Fax 793-4180

**Secondary Education**  
Ext. 50210 Fax 793-4180

**Student Services**  
Ext. 50211 Fax 793-4180

**School Safety**  
Ext. 50232 Fax 793-4180

**Finance**  
Ext. 50233 Fax 793-4963

**Human Resources**  
Ext. 50220 Fax 793-2096

**Employee Benefits**  
Ext. 50229 Fax 793-2096

**Food Service**  
Ext. 52200 Fax 793-4277

**Professional Development**  
Ext. 51201 Fax 748-7639

**MIS/Data Processing**  
Ext. 50241 Fax 793-4963

**Exceptional Education**  
Ext. 50259 Fax 793-1612

**Information Technology**  
Ext. 50263 Fax 793-4377

**Adult Education**  
Ext. 54200 Fax 793-6508

**Facilities**  
Ext. 52202 Fax 793-9298

**Warehouse**  
Ext. 52220 Fax 793-9298

**Transportation**  
Ext. 53200 Fax 793-1083

**The Villages Charter School**  
352-259-2350 Fax 259-3850

Dear Parents and Families,

The new school year starts August 10, 2020 and being safe while providing a good education are top priorities for us. Sumter County Schools are working with our local and state health officials to provide the healthiest and safest learning environment for our students and staff. Parents must help by not sending children to school who are sick and insuring children wear masks. We are taking prescribed actions to keep everyone safe.

- Scheduling hand washing before and after breakfast, lunch, and PE
- Using hand sanitizer
- Requesting that staff and students who are sick stay home
- Practicing social distancing as practical
- Limiting shared supplies
- Wear face coverings within 6 feet of others
- Cleaning and sanitizing of high-use areas frequently
- Encouraging parents to drive their children to school
- Required masks to get on school buses

Our custodians are taking further steps to ensure that all surfaces, especially high-touch areas, are thoroughly and frequently cleaned according to CDC guidelines.

It is important that parents **keep their phone numbers and email addresses updated in Skyward**. Should we need to alert you via Skyward messaging, we can only do so if your contact information is correct and your message delivery permissions allow it.

Please follow the steps below to review, change, or remove items as needed:

1. Sign into Skyward using your ID and password.
2. In Skyward's Family Access, at the top of the screen, select **My Account**.
3. Update your parent/guardian email, primary phone number (this can be a mobile number or landline) and any additional phone numbers you would like to add.
4. Select **Save**, to ensure that changes are made.
5. Email notifications can be updated on this screen to include daily attendance notifications, grade information, and progress report notifications.
6. After updating account information, click on the **SkyAlert** button in the left menu list. Here you can add additional contact information for your student(s) to include email address and text message numbers.

Thank you for helping to create a healthy and safe learning environment!

Sincerely,

Richard A. Shirley  
Superintendent of Schools

## Appendix B

### Sumter District's Progress Monitoring Assessment Schedule

Assessment	Students to Be Tested	District Window	Mode	Testing Time	Results Expected
ELA Common Lit	6, 7, 8, 9, 10	August 12-August 21, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Reading	K	September 7-September 25, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Math	K	September 7-September 25, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Reading	1, 2, 3, 4, 5, 6, 7, 8	August 12- August 21, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Math	1, 2, 3, 4, 5, 6, 7, 8	August 12- August 21, 2020	CBA	30-45 minutes	Upon Completion
Study Island 5 <sup>th</sup> Grade Comprehensive Science	5	August 12- August 21, 2020	CBA	30-45 minutes	Upon Completion
ELA Common Lit	6, 7, 8, 9, 10	December 7 – December 18	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Reading Midyear	K, 1, 2, 3, 4, 5, 6, 7, 8	December 7- December 18, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Math Midyear	K, 1, 2, 3, 4, 5	December 7- December 18, 2020	CBA	30-45 minutes	Upon Completion
<i>Study Island 5th Grade Comprehensive Science</i>	5	December 7- December 18, 2020	CBA	30-45 minutes	Upon Completion
<i>i-Ready</i> Diagnostic Math Midyear	6, 7, 8	January 18-29, 2021	CBA	30-45 minutes	Upon Completion

USATestPrep Algebra 1	HS	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
USATestPrep Geometry	HS	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
USATestPrep Biology	HS	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
MJ Civics District Developed Unify/Performance Matters Midyear	7	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
USATestPrep 8th Grade Comprehensive Science	8	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
US History District Developed Unify/Performance Matters Midyear	HS	January 18-29, 2021	CBA	30-45 minutes	Upon Completion
<i>*i-Ready</i> Reading End of Year	K, 1, 2, 3	April 12- May 30, 2021	CBA	30-45 minutes	Upon Completion
PSAT	8, 9, 11	October 14, 2020	PBT	165 minutes	December 2019
SAT School Day	11	March 3, 2021	PBT	300 minutes	May 2020
PERT	Select Students	November 2020, March 2021, May 2021	CBT	Untimed	November 2020, March 2021, May 2021
<b>Progress Monitoring</b>					
<i>i-Ready</i> Standards Mastery ELA	2-8	Bi-weekly	CBT	30 minutes	August - May
<i>i-Ready</i> Standards Mastery Math	2-8	Bi-weekly	CBT	30 minutes	August - May
<i>Common Lit</i> Interim Assessments	6-10	Quarterly	CBT	Untimed	Quarterly

*Appendix C*



# SUMTER COUNTY SCHOOL BOARD

## Custodial Standards



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

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**SUPERINTENDENT**



**DIRECTOR OF SUPPORT SERVICES**



**ASST CHIEF CUSTODIAN**



**HEAD CUSTODIAN**



**CUSTODIAL STAFF**

## **General Procedures**

### **Work Orders Procedure**

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

### **General Maintenance**

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

### **Universal Precautions**

**Always** wear protective gloves. Do not use gloves that have holes or tears.

Items that have been contaminated by body fluids should be discarded, if possible, by sealing in leak-proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.

Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, ESPECIALLY your own face, with contaminated gloves. Discard gloves after use.

Treat all body fluid spills as if they were contaminated.

# Classrooms

## Floor Coverings

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

## Walls/Wall Coverings

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

## Ceilings

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

## Windows/Window Sills

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

## Furniture

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

## Trash Receptacles

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

## Periodic Cleaning

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

## Fixtures

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

# Restrooms

## Floor Coverings

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

## Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Cobwebs removed daily.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- Broken or nonfunctioning hardware will be replaced within five working days of observation unless this causes a security problem to the facility and then it will be corrected immediately.

## Lavatories

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

## Urinals

- Bowls will be free of soap scum.
- Water swirl holes will be free of deposits to allow proper water circulation.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire urinal will be wiped down daily with germicidal detergent.

## Toiles

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

## Walls/Accessories

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

## **Sanitary Receptacles**

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

## **Ceilings**

- Remove cobwebs daily.
- Replace burned out light bulbs within two working days of report unless this condition is a safety hazard, then correction should be in one day.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers within five working days unless this is a safety hazard and correction should be immediate.
- Remove any litter or debris daily.
- Return vents and discharge vents will be dust free.

## **Trash Receptacles**

- Receptacle will be emptied daily and the liner replaced.
- Receptacle will be sanitized weekly if liner is used, daily if not.
- Broken receptacles shall be removed from service and replaced immediately.

## **Periodic Cleaning**

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

# Gymnasiums

## Walls/Wall Coverings and Doors

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

## Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Cobwebs removed daily.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- All broken or nonfunctioning hardware will be replaced within five working days unless there is a security concern in which it will be taken care of immediately.

## Bleachers

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

## Floor Coverings

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

## Trash Receptacles

- Emptied daily and replace liner when torn or full.
- Sanitize receptacle weekly if liner is used, daily if not.

## Periodic Cleaning

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

## Furniture

- All flat surfaces will be dusted daily and free of graffiti and cleaned with a germicidal detergent.

## Restrooms

### Lavatories

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

### Urinals

- Bowl will be free of water deposits.
- Water swirl holes will be free of deposits to allow proper water circulation.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire urinal will be wiped down daily with germicidal detergent.

## Toilets

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

## Walls/Accessories

- Walls will be free of fingerprints, smudges, graffiti, and stains.
- Soap dispensers will be functional, filled, and deposit free.
- Paper towel holders will be full and free of graffiti (stainless steel fixtures will be cleaned and polished).
- Toilet paper holders will be full and maintained in a usable manner.
- Mirrors will be fingerprint and smudge free.
- Walls and partitions will be washed daily and free of graffiti.

## Sanitary Receptacles

- Will be emptied and liners changed daily.
- Receptacle will be sanitized daily.
- Sanitary napkin dispensers will be emptied and refilled daily.

## Ceilings

- Remove cobwebs daily.
- Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction should be in one day.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers immediately when discovered.
- Remove any litter or debris daily.

## Floor Coverings

- Will be swept daily.
- Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
- Floors will be scrubbed with an auto scrubber or a low speed scrubber as needed.
- Ceramic tile and LVT will be swept daily and cleaned.
- Floors will be free of mold and mildew in tile grout.

## Trash Receptacles

- Receptacle will be emptied daily and the liner replaced.
- Receptacle will be sanitized three times weekly if liner is used, daily if not.

## Periodic Cleaning

- Light covers will be cleaned when debris and dirt do not allow sufficient illumination.
- Floors will be scrubbed as needed.
- Floors will be refinished as finish wears allowing damage to the floor covering.
- Toilet/urinal bowls will be cleaned daily using bowl cleaner and disinfectant.
- Walls will be washed daily in their entirety.
- Exterior windows will be washed as needed.

## Locker Area

### Lockers

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

### Benches

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

### Floor Coverings

- Will be swept daily.
- Floors will be mopped as needed with a germicidal bacteriostatic cleaner.
- Floors will be scrubbed with an auto scrubber or a low speed scrubber as needed.
- Ceramic tile will be swept daily.
- Floors will be free of mold and mildew in tile grout.

### Ceilings

- Remove cobwebs weekly.
- Replace burned out light bulbs as needed, if ballast is not working notify maintenance through School dude work order system.
- Replace damaged light covers immediately when discovered.

- Remove any litter or debris daily.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Clean all light covers/globes when covers or globes reduce the amount of light needed for the area due to debris or dirt.
- Return vents and discharge vents will be dust free. Damaged or rusty vents report to maintenance through School Dude maintenance work order system.

## **Shower Areas**

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

## **Periodic Cleaning**

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

# Administrative Offices/Libraries

## Floor Coverings

- The floor will be free of all debris including corners.
- Carpeted floors will be vacuumed daily.
- Vinyl, and LVT floors will be dust mopped daily with a dust inhibitor treated dust mop.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Vinyl, ceramic and terrazzo floors will be mopped daily.

## Walls/Wall Covering

- Dust and remove all smudges and fingerprints daily.
- Wall coverings will be dust free.
- Graffiti will be removed daily unless it is obscenity or gang related. It will then be removed as discovered.

## Ceilings

- Remove cobwebs daily.
- Replace burned out light bulbs as needed, if ballast is not working then report to maintenance through School Dude work order system.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers immediately when discovered.
- Clean all light covers/globes when dirt or debris reduce the amount of light necessary for the area.
- Return vents and discharge vents will be dust free. Damaged or rusty vents report to maintenance for replacement through School Dude work order system.

## Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Cobwebs removed daily.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- Broken or nonfunctioning hardware will be replaced within five working unless this causes a security problem. The repair will be made in one working day in this situation.

## Furniture

- All flat surfaces will be dusted daily.
- Bookshelves/counter tops will be wiped down daily with germicidal disinfectant cleaner.
- ¼ of book shelving will be dusted daily.

## Trash Receptacles

- Emptied daily and replaces the liner when torn or dirty.
- Sanitize receptacle three times weekly if liner is used, daily if no liner is used.

## Telephones

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

## Periodic Cleaning

- Vinyl finishes will be maintained, as finish wears allowing damage to floor covering.
- Light fixtures will be cleaned when dirt and debris cause the fixtures to not allow sufficient lighting.
- Gum removed from under furniture daily.
- Exterior windows will be cleaned as needed or when dirt and debris does not allow sufficient outside lighting.
- Computers will be cleaned and disinfected daily according to Tech department instructions.

# Clinic Rooms

## Floor Coverings

- The floor will be free of all debris including corners.
- Vinyl, ceramic, terrazzo, and LVT floors will be dust mopped daily with a germicidal disinfectant detergent.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Ceramic tile will be swept daily.

## Walls/Wall Covering

- Dust and remove all smudges and fingerprints daily.
- Graffiti will be removed daily unless it is obscene, profane or gang related in which it will then be removed when discovered.
- Walls will be cleaned daily with a germicidal cleaner.

## Ceilings

- Remove cobwebs daily.
- Replace burned out light bulbs as needed, if ballast is not working then report to maintenance department through School Dude Work order System.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers as discovered.
- Clean all light covers/globes when dirt or debris reduce the amount of light necessary for the area.
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be reported to maintenance department for repair or replacement through School Dude work order system.

## Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Cobwebs removed daily.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- All broken or nonfunctioning hardware will be replaced within five working days unless there is a security problem. Repairs then will be in one working day.

## Furniture

- All flat surfaces will be dusted daily.
- All furniture in contact with students will be wiped down daily with germicidal disinfectant after each use by clinic worker and at the end of the day by custodial staff.

## Trash Receptacles

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

## Lavatories

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

## Periodic Cleaning

- Carpet will be extracted semi-annually unless there are environmental concerns.
- Vinyl/terrazzo finishes will be maintained as finish wears allowing damage to floor covering.
- Light fixtures will be cleaned when dirt and debris restricts the amount of light necessary in the area.
- Gum removed from the furniture daily.
- Exterior windows will be cleaned when dirt and debris restricts sufficient light necessary in the area.
- Floors will be scrubbed daily in treatment rooms using germicidal detergent.

## Corridors

### Floor Covering

- The floor will be free of all debris including corners.
- Carpeted floors will be vacuumed as needed.
- Vinyl, ceramic, terrazzo, and LVT floors will be dust mopped daily.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Sweep/vacuum interior stairways daily.
- Vinyl floors will be mopped as needed.
- Ceramic tile will be swept as needed.

## **Walls/Wall Coverings/Trophy Cases/Fixtures**

- Dust and remove all fingerprints and smudges.
- Wall coverings and lockers will be dust free.
- Trophy case glass free of smudges, streaks, and dust.
- The interior of locked trophy cases will be cleaned as needed. It shall be the custodian's responsibility to obtain a key for this purpose.
- Graffiti will be removed daily. Profanity, obscenity and gang related material shall be removed upon discovery.

## **Furniture**

- All flat surfaces will be dusted daily.

## **Drinking Fountains**

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

## **Ceilings**

- Remove cobwebs daily.
- Replace burned out light bulbs within a timely manner unless this creates a safety hazard in which they will be replaced in one working day.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers as discovered.
- Clean all light covers/globes when dirt or debris reduce the amount of light necessary for the area.
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be reported to maintenance department for repair or to be replaced.

## **Periodic Cleaning**

- Vinyl finishes will be maintained as needed.
- Carpet will be extracted in its entirety, as needed unless there are environmental concerns.
- Light fixtures will be cleaned semi-annually or when dirt and debris restrict the amount of light needed for the area.
- Gum will be removed from under furniture weekly.
- Exterior windows will be cleaned as needed.

## **Entrances**

### **Floor Covering**

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

### **Ceilings**

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

### **Doors**

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

### **Periodic Cleaning**

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

# Cafeteria

## Floor Coverings

- The floor will be free of all debris including corners.
- Spots, stains, and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Vinyl, ceramic and terrazzo floors will be mopped daily with a germicidal cleaner.
- Vinyl, terrazzo, and LVT floors will be scrubbed as needed.
- Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed immediately from service when tattered or torn, causing trip or other type hazards.

## Walls/Wall Covering

- Dust and remove all smudges and fingerprints and other foreign debris.
- Wall coverings will be dust free.
- 3. Graffiti will be removed daily except for profanity, obscenity or gang related material, which will be removed upon discovery.

## Drinking Fountains

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

## Ceilings

- Remove cobwebs daily.
- Replace burned out light bulbs unless the ballast is not working, report issue to maintenance department for repair or replacement.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
- Replace damaged light covers immediately as discovered.
- Clean all light covers/globes when dirt or debris reduce the amount of light necessary for the area.
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be reported to maintenance department through School Dude work order.

## Furniture

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

## Trash Receptacles

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

## Lavatories

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

## Periodic Cleaning

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

## Exterior

### Facilities

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

## Grounds

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

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

## Scheduled Maintenance of Athletic Fields

### March/April

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

### May

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

### June/July

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

### August /September

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

### October

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

### November/December

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

### January/February

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

# Playgrounds

Playgrounds will be inspected daily to assure safety and operation.

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

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

## PLAYGROUND SAFETY CHECKLIST

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

# Sports Complexes

## Restrooms

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

## **Trash Receptacles**

- Trash receptacles will be emptied and liners will be replaced.
- Entire grounds will be “Policed” for trash and debris after sports events or student usage.

## **Maintenance/Storage Rooms**

### **Boiler Rooms/Mechanical Rooms**

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

### **Maintenance Rooms**

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

### **Custodial Storage Area**

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

# EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS

## EXIT LIGHTS

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

## EMERGENCY LIGHTS

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



# Monthly Emergency Light Inspection

Center: \_\_\_\_\_ Month/Year: \_\_\_\_\_ Inspected by: \_\_\_\_\_

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

	Location Bldg.-Room	Type S, L or C	Working?	If not, FAC WO entered?	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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**MONTHLY CUSTODIAL PREVENTATIVE  
MAINTENANCE SHEET**

Date \_\_\_\_\_ School \_\_\_\_\_

Month \_\_\_\_\_

**ADEQUATE**

**DEFICIENT**

- |   |       |       |
|---|-------|-------|
| 1. All air conditioning filters inspected and replaced within defined time          | _____ | _____ |
| 2. All emergency lighting inspected and operational                                 | _____ | _____ |
| 3. All exit lighting inspected and operational                                      | _____ | _____ |
| 4. All playground equipment inspected and operational                               | _____ | _____ |
| 5. All sidewalks inspected and free of cracks and/or damage                         | _____ | _____ |
| 6. All fence lines and trees inspected, free of hanging branches or hazards         | _____ | _____ |
| 7. All lawn equipment inspected and properly maintained and serviced                | _____ | _____ |
| 8. All driveways inspected and free of pot holes or damage                          | _____ | _____ |
| 9. All door closures inspected and in proper working order                          | _____ | _____ |
| 10. All door stops inspected and catch devices in proper working order              | _____ | _____ |
| 11. All panic hardware, hinges and door knobs inspected and in proper working order | _____ | _____ |
| 12. All room numbers and emergency evacuation charts present                        | _____ | _____ |
| 13. All lighting in proper working order  | _____ | _____ |
| 14. All ceiling tiles and t-bars in place and free of evidence of water damage      | _____ | _____ |
| 15. All time clocks with proper time settings                                       | _____ | _____ |
| 16. Roof free of debris and damage  | _____ | _____ |
| 17. All roof drains inspected and free of clogs and debris                          | _____ | _____ |
| 18. All flooring inspected and properly maintained                                  | _____ | _____ |
| 19. All restroom fixtures inspected and in working order                            | _____ | _____ |
| 20. All tools and equipment inspected for proper storage and working order          | _____ | _____ |
| 21. Floor drains and traps inspected and filled with water                          | _____ | _____ |
| 22. Floor tile, ceramic tile, Lvt and wall tile inspected and free of breakage      | _____ | _____ |
| 23. Electrical outlets inspected for loose receptacles and plates                   | _____ | _____ |

**PROVIDE COMMENTS FOR EACH DEFICIENT ITEM WITH SPECIFIC LOCATION  
AND EXPECTED CORRECTION DATE**

SIGNATURE \_\_\_\_\_





## CUSTODIAL INSPECTION FORM FOR PLAYGROUNDS

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

Appendix D

Sumter County Instructional Plan Summary Chart

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

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

<b>Progress Monitoring</b>	K-8 Reading and Math – <i>i-Ready</i> 9-10 – CommonLit Interim Assessments Algebra I, Geometry, 8 <sup>th</sup> grade science and Biology – USA Test Prep	K-8 Reading and Math – <i>i-Ready</i> 9-10 – CommonLit Interim Assessments Algebra I, Geometry, 8 <sup>th</sup> grade science and Biology – USA Test Prep	No progress monitoring provided.	No progress monitoring provided, supplied by parent.
<b>Assessment Requirements</b>	State Assessments Required	State Assessments Required	State Assessments Recommended	State Assessments Optional Annual Evaluation Documentation required.
<b>Kindergarten Readiness FL K Readiness Screener (FLKRS)</b>	FLKRS administered in the first 30 days on campus.	FLKRS administered in the first 30 days on campus.	Students will be given the option to participate in FLKRS on campus.	Students will be given the option to participate in FLKRS on campus.
<b>Reading Intervention</b>	Reading Interventions will be scheduled according to the District K-12 Reading Plan.	Reading Interventions will be scheduled according to the District K-12 Reading Plan.	The parents will provide reading interventions.	The parents will provide reading interventions.
<b>MTSS/RtI-Multi-tiered Systems of Supports/Response to Intervention</b>	Students will receive services based on Tier 2 and/or Tier 3 interventions.	Students will receive services based on Tier 2 and/or Tier 3 interventions. Students will need to log into TEAMS at the assigned times to receive direct interventions.	Parents are responsible for interventions.	Parents are responsible for interventions.
<b>Guidance Counselor Services</b>	School counselors available for full array of services and supports.	School counselors available for full array of services and supports.	Limited course guidance provided.	No services will be provided by the school district.

<b>Mental Health Services</b>	Provided – school based preferred. Telehealth or Mental Health provider office an option, if necessary.	Provided – telehealth or in Mental Health provider offices.	No services will be provided by the school district.	No services will be provided by the school district.
<b>Exceptional Student Education Instructional Services</b>	Students will receive face-to-face instruction as identified in the IEP.	Students will receive IEP services through TEAMSumer. Students will need to participate in live lessons each period on TEAMS. Support from ESE teachers and paraprofessional will be provided through TEAMS.	No services will be provided by the school district.	No services will be provided by the school district.
<b>Evaluation and Re-evaluation for Exceptional Student Education</b>	Evaluations and re-evaluations will completed face-to-face be at the student’s assigned school.	Evaluations and re-evaluations will completed face to face be at the student’s assigned school.	Parents may contact the district office to request an evaluation.	Parents may contact the district office to request an evaluation.
<b>Speech Therapy, Language Therapy, Occupational Therapy or Physical Therapy</b>	Students will receive face-to-face instruction as identified in the IEP.	Students will receive services through a virtual platform. Students must log in at the scheduled time during the school day.	No services will be provided by the school district.	No services will be provided by the school district.

<b>Services for students who are Visually Impaired and/or Deaf Hard of Hearing</b>	Students and/or teachers will receive face-to-face instruction or consultation as identified in the IEP.	Students will receive services through a virtual platform. Students must log in at the scheduled time during the school day. Teachers will consult with the TEAMSumer teacher as per the IEP.	No services will be provided by the school district.	No services will be provided by the school district.
<b>Gifted</b>	Students will receive services as identified in the students EP or IEP.	Students will receive services as identified in the students EP or IEP through TEAMSumer for grades KG-8. Consultation services may be done through TEAMS or by phone for students in grades 9-12.	No services will be provided by the school district.	No services will be provided by the school district.
<b>English for Speakers of Other Languages for English Language Learners</b>	Students will receive face-to-face services and strategies.	Students will receive strategies from teachers. Students identified as LY will be able to receive support from an ESOL Paraprofessional at scheduled times during the week through TEAMS.	No services will be provided by the school district.	No services will be provided by the school district.
<b>Homeless Services</b>	School guidance department coordinates services supported by District Student Services.	School guidance department coordinates services supported by District Student Services	No services will be provided by the school district.	No services will be provided by the school district.

<b>Campus Access</b>	Face coverings, social distancing required. Students can access campus through one of the available entry points. Parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours. Masks, social distancing required.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours.	Students and parents may enter through main entrance reception area and must check in with the RAPTOR system during normal operating hours.
<b>Participation in Campus Activities/Clubs</b>	Full Participation Permitted with approval of School Principal	Full Participation Permitted with approval of School Principal	Selected participation with approval by school principal.	Selected participation with approval by school principal.
<b>School Sports</b>	Students must follow all FHSAA criteria for participation in sports.	Students must follow all FHSAA criteria for participation in sports.	Students must follow all FHSAA criteria for participation in sports at zoned school.	Students must follow all FHSAA criteria for participation in sports at zoned school.
<b>Student Driving/Parking</b>	Student driving and parking will follow previously established school guidelines.	Visitor Status	Visitor Status	Visitor Status
<b>Technology</b>	Personal Windows device provided.	Personal Windows device provided.	No devices provided.	No devices provided.
<b>Internet Access</b>	Free Wi-Fi for all students on school campuses.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.	SCSD provides Free Wi-Fi from public access locations - school parking lots, etc.
<b>Technology Support</b>	Full support from District IT coordinated by school.	Full support from District IT coordinated by school.	No District IT support will be provided.	No District IT support will be provided.

<b>Transportation</b>	Face coverings required. Transportation provided if student is within transportation zone.	Parents provide transportation to school appointments.	No transportation will be provided.	No transportation will be provided.
<b>Food Service</b>	Breakfast and Lunch will be provided on campus.	Breakfast and Lunch will be provided on campus for parent pick-up at zoned school. Masks required.	No meals will be provided.	No meals will be provided.
<b>School Clinic</b>	RN/LPN/CNA available on campus - students may visit with pass from teacher.	Nurses not available.	Nurses not available.	Nurses not available.
<b>Clinic - Medications</b>	Trained school nurse and/or staff with appropriate paperwork can provide medications.	Treated as visitor - no medication requirements/services.	Treated as visitor - no medication requirements/services.	Treated as visitor - no medication requirements/services.
<b>Face Coverings</b>	Face coverings are required on campus and all school events. Parents will provide face coverings or school will assist.	N/A	N/A	N/A
<b>Code of Conduct</b>	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.	Required compliance with Code of Conduct and SCSD Policies when on school campuses or attending school events.
<b>Change Educational Models</b>	This parent choice requires a 9-week commitment.	This parent choice requires a 9-week commitment. There will be limited opportunities	Students can begin at any time; however, the best time is at the beginning of a semester. Grades	Students may enroll or un-enroll in home education at any time.

		to switch back earlier if space is available.	cannot transfer mid-semester. SVS is a semester commitment.	
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