

2021-2022

Liberty County School District

Back to School Plan

Due to uncertainty caused by the Coronavirus (COVID-19) global pandemic, the school district of Liberty County has created this document to inform you of the preparations and plans for the 2021-2022 School Year.

The district leadership continues to work in conjunction with the Department of Health and Department of Education to make decisions regarding the impact of COVID-19 and how they will respond.

This plan may be modified to fit current circumstances (circumstances surrounding the Coronavirus (COVID-19) are rapidly changing). Given the size and scope of our current challenge, we must make tough choices. We may make mistakes but will adapt quickly as variables change.

Mitigation Efforts Will Continue

Parents and staff please be assured that regardless of the plan, the School District of Liberty County is committed to practicing, teaching and monitoring serious mitigation strategies as prescribed by local, state and national health officials, such as: Appropriate social distancing, when possible, masks encouraged but not mandatory and easy access to sanitizer dispensers. Other mitigation measures are routine handwashing for students and staff, routine cleaning and disinfecting, structured movement in hallways, reduction of large gatherings and limited visitors, etc.

Temperature checks may be done upon entry to school or the school bus during periods of high community spread at the discretion of the Superintendent.

Current Department of Health guidelines for quarantine time for asymptomatic close contacts to COVID positive individuals:

What is exposure?

Per CDC guidelines an exposure is defined as individual who has been **within six feet** of an infected individual for a **cumulative period of 15 minutes or more over a 24-hour period**, regardless of mask usage.

Options for Asymptomatic Close Contacts for Adults (updated 8-5-21 by DOH memo):

- **Option 1 for Adults:** If an asymptomatic close contact gets tested by polymerase chain reaction (PCR) test on Day 6 or later and receives a negative result, then they may end quarantine after completion of Day 7.
- **Option 2 for Adults:** Without testing, an asymptomatic close contact may end quarantine after completion of Day 10.
- **Option 3 for Adults:** Under special circumstances, students should quarantine for 14 days. This would apply to someone who will be exposed to medically vulnerable students.

Options for Asymptomatic Close Contacts for Students (updated 8-9-21)

- **Option 1 for Students:** If an asymptomatic close contact gets tested by polymerase chain reaction (PCR) test after day four and receives a negative result, then they may end quarantine after completion of day 4.
- **Option 2 for Students:** Without testing an asymptomatic close contact may end quarantine after completion of Day 7.

Additional Quarantine Considerations:

- Individuals who have tested **positive for COVID-19 within the last 3 months** and recovered do **NOT** have to **quarantine** or get tested again as long as they do not develop symptoms of COVID-19.
- **Vaccinated** persons with an exposure to a confirmed or probable case of COVID-19 are **NOT** required to **quarantine** if they are fully vaccinated (i.e., >2 weeks following receipt of the second dose in a 2-dose series, or > weeks following receipt of one dose of a single-dose vaccine) and remain asymptomatic.

Note: The day quarantine begins is day “0” in the above examples.

COVID-19 District Response Matrix

Plan for increased mitigation measures will be based on a review of school level, district level, and community spread. The superintendent and the department of health will consult to determine when it is appropriate to move between plan levels specified below.

<u>Level of Spread</u> In consultation with state and local officials.	<u>Plan A:</u> Minimal Spread <ul style="list-style-type: none">• Class• Grade level• Building• School• District		<u>Plan B:</u> Moderate Spread <ul style="list-style-type: none">• Class• Grade level• Building• School• District		<u>Plan C:</u> Substantial Spread <ul style="list-style-type: none">• Class• Grade level• Building• School• district	
<u>Instructional Model</u> In consultation with state and local officials.	<u>Option 1:</u> Traditional Brick & Mortar	<u>Option 2:</u> PAEC Liberty Virtual franchise	<u>Option 1:</u> Traditional Brick & Mortar	<u>Option 2:</u> PAEC Liberty Virtual franchise	<u>Option 1:</u> PAEC Liberty Virtual franchise	<u>Option 2:</u> Virtual instruction via Canvas by the assigned classroom teacher.
<u>Response</u> In consultation with state and local officials.	<u>School Campus Open</u> <ul style="list-style-type: none">• social distancing• face coverings encouraged• face coverings (mask or face shields) will be encouraged on the school bus and during transitions.• Classroom safety dividers optional• Regular hand washing• Staying home when sick• Extracurricular activities permitted.• Playgrounds open with safety protocols in place		<u>School Campus Open</u> <ul style="list-style-type: none">• Social distancing• Face coverings are strongly encouraged.• Classroom safety dividers required• Regular hand washing increased• Staying at home when sick• Extracurricular activities may or may not be permitted (monitor more closely positivity rate within activity groups)• Increased social distancing in the lunchroom.• Playground/PE will be limited to small groups. No cross-class groups allowed.		<u>School Campus Closed</u> <ul style="list-style-type: none">• Extracurricular activities suspended• Staff may or may not report to campus	
Considerations to determine increased mitigation measures and/or closures: Daily review of symptomatic students/staff, students/staff tested positive, and students/staff with positive exposure by classroom, grade level, building level, school, and district. <ul style="list-style-type: none">• The numerator is the number of students/staff that were sent to school nurse with COVID-19 like symptoms and as a result were sent home + number of students/staff who were kept home due to symptoms + any positive reported cases• The denominator is the total number of students/staff for each of the areas listed above Daily review of community positivity rate for COVID-19 with special consideration for number of school age students testing positive. Data source will be the Florida Department of Health in Liberty County (DOH Liberty)						
School administrators will be responsible for tracking how many students/staff are out as a result of positive test results as well as the number of students/staff placed on quarantine due to exposure. This data will be reviewed daily to determine minimal, moderate, or substantial spread by the District Safety Officer. Data will be reported to the superintendent who will consult with the Department of Health to determine course of action needed.						

COVID-19 School Checklist

Our top priority is the safety of students and staff while delivering quality instruction.

TEAM approach: Together Everyone Achieves More

The following list contains guidelines for review before opening the schools for the 2021-2022 school year:

- Continue to **maintain communication** with your assigned Department of Health contact.
- Everyone is **encouraged to self-report symptoms of illness, if they are awaiting test results and positive test results.**
- Ensure social distancing is maintained to the greatest extent possible.
- If anyone exhibits one or more of the symptoms listed on the DOH Daily Screener or has a temperature of 100.4 degrees or higher will be assessed to determine appropriate next steps. The staff/student may be referred to the PanCare clinic at the school site, with parent permission, for further evaluation.
- **If the symptomatic student has siblings at the school, he/she will also be checked for symptoms. Only symptomatic students will be sent home. The affected student/s will be sent home to quarantine for required number of days outlined by the Department of Health. Documentation of a negative PCR COVID-19 test or documentation of a confirmed "other illness" (ex: strep, ear infection) that caused the symptoms will be used for student/staff to return to school prior to the required quarantine days.**
- Continue to **have mask available at entrances and in classrooms** if needed by staff and/or students. Personal mask/shields worn by students and staff must be compliant with the Student Code of Conduct/Dress Code. Plastic face shields and/or gloves may also be worn by anyone if they choose.
- Continue to **monitor campus visitors**. Visitors will be encouraged to wear a mask and asked to social distance while on campus. Limitations may be placed on visitor access to the school based on positivity rate.
- **Essential vendors** (All vendors/contractors will be required to sign in once they are allowed entry. This is necessary for contact tracing purposes. Mask will be strongly encouraged, and social distancing practiced to the greatest extent possible.

COVID-19 School/Classroom Protocols

- Continue **procedures for hallway movement**, implemented last year, in all areas. Ensure that appropriate **signage** is still posted.
- Remind **teachers/staff to review** handwashing procedures, appropriate mask usage, social distancing protocols, etc. with their students.
- Continue to monitor size of gatherings by students and staff - Refer to response matrix
- Remind teachers to **maintain classroom seating charts and to social distance students** at desk/tables as much as possible.
- Continue to **monitor lunchroom schedules and seating capacity** to ensure capacity is not exceeded as outlined in the response matrix. **Students/Staff not eating will be encouraged to wear mask if they are unable to socially distance.** Mask are encouraged in transition to and from, while in the lunchroom serving line, at tables when not eating.
- Any meals transported outside of the lunchroom will be served in closed food containers.
- **Alternate method to record student lunch numbers** instead of using keypads will be used as deemed necessary.
- Everyone will be required to sanitize hands before entering the food serving line.
- Remind ALL staff to **disinfect their own personal workspace** (desk, phone, etc.) regularly and to assist in the disinfecting of their offices, classrooms, etc. as much as possible. Teachers are to assist with **disinfecting frequently touched areas in between classes.** Teachers will teach students how to disinfect their work areas, laptops, etc.
- Continue to have limited visitation by students/staff to other classrooms outside of their team or grade level.
- PE teachers/staff will wipe down and/or spray all PE equipment after each class using designated disinfecting solution.
- Temperature checks will be conducted upon entry to the school as deemed necessary by Superintendent.

Extra-Curricular Activities:

- Coaches/activity leaders will **clearly communicate expectations** for participating students.
- Staff and students will **continue to clean and disinfect frequently** touched surfaces.
- **Social distancing** will continue to be maintained during activities as much as possible.
- Continue to follow FHSA Guidelines regarding athletics.
- Students need to continue to **provide their own water bottles and towels.** Continue to monitor that items are not shared, and protocols are followed.
- Continue **monitoring of symptoms before each practice, game or team meeting.**

School Building and Maintenance:

- Continue to have **clearly defined work schedules and checklist outlining cleaning protocols** communicated and followed by maintenance and custodial staff.
- **Completed checklist will be submitted** to the principal at the end of each workday. (keep for documentation records)

Confirmed COVID-19 Case in a School or on a Bus

In the event of a confirmed Covid-19 case in a school or on a school bus the following procedure will be implemented.

- **Once learning of a COVID-19 case in someone who has been in the school, immediately notify your DOH contact.** They will assist with contact tracing and notification letters. In the case of a county or community-wide cases, the local Department of Health will notify the Superintendent or his designee. Local Department of Health officials will help administrators determine a course of action for their programs or school.
- Dismiss students and staff for the number of days determined by local or state officials.
- Communicate with staff, parents, and students to communicate dismissal decisions and the possible COVID-19 exposure.

Any school in the district might need to implement short-term closure procedures regardless of community spread. Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis, in conjunction with the Superintendent.

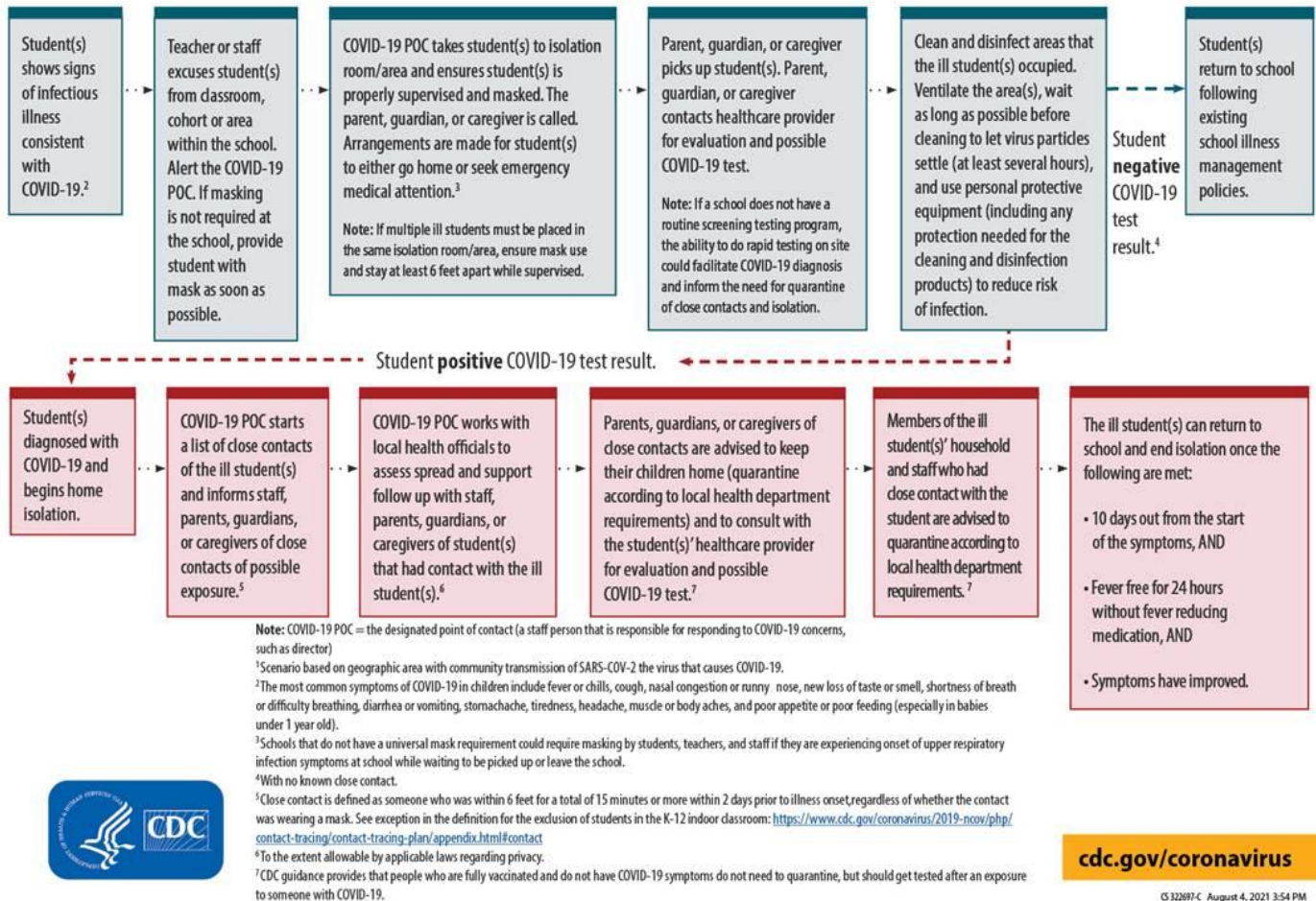
During school dismissals, all extracurricular group activities, school-based afterschool programs, and large events will be cancelled. Staff, students, and their families will be discouraged from gathering.

Confidentiality of the student or staff member are required by the American with Disabilities Act and the Family Education Rights and Privacy Act will be maintained.

Return to School Criteria for Staff/Students who have confirmed exposure to COVID-19: Refer to Florida Department of Health Flowchart and Decision Tree for Symptomatic People in Schools on the following page.

Updated 8-6-21

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



- Student(s) shows signs of infectious illness consistent with COVID-19.²
- Teacher or staff excuses student(s) from classroom, cohort or area within the school. Alert the COVID-19 POC. If masking is not required at the school, provide student with mask as soon as possible.
- COVID-19 POC takes student(s) to isolation room/area and ensures student(s) is properly supervised and masked. The parent, guardian, or caregiver is called. Arrangements are made for student(s) to either go home or seek emergency medical attention³. Note: If multiple ill students must be placed in the same isolation room/area, ensure mask use and stay at least 6 feet apart while supervised.

- Parent, guardian, or caregiver picks up student(s). Parent, guardian, or caregiver contacts healthcare provider for evaluation and possible COVID-19 test. **Note:** If a school does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.
- Clean and disinfect areas that the ill student(s) occupied. Ventilate the area(s), wait as long as possible before cleaning to let virus particles settle (at least several hours), and use personal protective equipment (including any protection needed for the cleaning and disinfection products) to reduce risk of infection.

Student **negative** COVID-19 test result.⁴

- Student(s) return to school following existing school illness management policies.

Student **positive** COVID-19 test result.

- Student(s) found to have COVID-19 and begins home isolation.
- COVID-19 POC starts a list of close contacts of the ill student(s) and informs staff, parents, guardians, or caregivers of close contacts of possible exposure⁵.
- COVID-19 POC works with local health officials to assess spread and support follow up with staff, parents, guardians, or caregivers of student(s) that had contact with the ill student(s).⁶
- Parents, guardians, or caregivers of close contacts are advised to keep their children home (quarantine according to local health department requirements) and to consult with the student(s)' healthcare provider for evaluation and possible COVID-19 test⁷.
- Members of the ill student(s)' household and staff who had close contact with the student are advised to quarantine according to local health department requirements⁷.
- **The ill student(s) can return to school and end isolation once the following are met:**
 - **10 days out from the start of the symptoms, AND**
 - **Fever free for 24 hours without fever reducing medication, AND**
 - **Symptoms have improved.**

Footnotes

Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

¹ Scenario based on geographic area with community transmission of SARS-COV-2, the virus that causes COVID-19.

² The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

³ Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

⁴ With no known close contact.

⁵ Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom:

Exception (excerpt from <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>): In the **K-12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

- This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
- **Public Health Recommendations:**
- Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, **the following people with recent exposure may NOT need to quarantine:**
- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months
- **Additional Information:**
- A number of factors can influence a person's risk of exposure to COVID-19, including the type, proximity, and duration of their exposure, environmental factors (such as crowding and ventilation), vaccination status, prior COVID-19 infection, and mask use.
- Correct and consistent mask use is a critical step that people can take to protect themselves and others from COVID-19. However, the type of masks used and whether they are used consistently and correctly varies throughout the general population. Except in K-12 indoor classroom settings as described above, mask use is not considered when defining a close contact during case investigation and contact tracing, regardless of whether the person diagnosed with COVID-19 or the person exposed to SARS-CoV-2 was wearing a mask.

⁶ To the extent allowable by applicable laws regarding privacy.

⁷ CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine but should get tested after an exposure to someone with COVID-19.

COVID-19 School Bus Checklist

COVID-19 School Bus Protocols:

- We continue to strongly encourage parents/guardians to check their child's temperature and **assess their health at home each day before sending them to the bus stop**. If they have a temperature or exhibiting symptoms, they are to be kept at home.
- Bus monitors will take student's temperature upon entry to the bus during periods of time deemed necessary by the Superintendent.
- Students will be **encouraged to wear a mask while on the bus**.
- Daily ridership will continue to be traced using **daily attendance rosters**.
- **Student seating charts will continue to be maintained** (these are used for contact tracing). Siblings will share seats to the greatest extent possible.

REMINDERS:

- Employees are **not to report to work if they are exhibiting symptoms** of COVID-19, if they have had symptoms and **awaiting results of COVID PCR test**, or they have been **quarantined by the Department of Health**. Review leave form procedures with them.
- Staff are required to take personal sick leave when quarantined or positive for covid-19 due to expiration of Families First Coronavirus Response Act (FFCRA) unless they meet requirements to work remotely as outlined in this plan. Appropriate leave forms must be completed.
- **Staff are encouraged to wear mask when they are traveling throughout the campus and in classrooms when they cannot maintain social distance** (example: working side by side with a student).
- All staff should practice social distancing to greatest extent possible in classrooms, hallways, and lunchroom.
- When collaborating teachers should utilize social distancing or use virtual options.
- Staff should follow **disinfecting procedures and expectations**. Ensure that classrooms have supplies.
- **Ensure all extracurricular activity staff understand and abide by the procedures/protocols.**

COVID Leave Information for Employees

The U.S. Department of Labor introduced the Families First Coronavirus Response Act (FFCRA) that required certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The requirement that employers provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA), and the U.S. Department of Labor, **expired on Dec. 31, 2020.**

Please see [Families First Coronavirus Response Act: Questions and Answers](#) for questions specific to the application of the FFCRA mandate.

If an LCSB staff member is out with COVID-19 or are caring for ill family members, check with the Department of Labor (DOL) for information on whether such leave is covered under the **Family and Medical Leave Act (FMLA)**. Under the FMLA, covered employers must provide employees job-protected, unpaid leave for specified family and medical reasons.

Leave Due to COVID for LCSB Staff:

Instructional Staff:

LCSB instructional staff that have tested positive for COVID or must be quarantined due to exposure:

- Can choose to work remotely, if able, and agree to meet LCSB expectations for remote instruction. If this is chosen verification of positive test, or quarantine, from DOH must be provided. Completion of a “Temporary Duty” form is required.
 - If needed, LCSB can provide instructional staff an alternate location and needed resources to work remotely.
- Can use their sick leave if they are unable to work remotely due to a positive COVID test or must be quarantined due to exposure. The number of quarantine days is determined by CDC guidance. Completion of a “Sick leave” form is required.

Non-Instructional Staff:

Non-Instructional Staff

LCSB non-instructional staff that have tested positive for COVID or must be quarantined due to exposure:

- If non-instructional staff is quarantined by the Department of Health (must be verified) due to exposure at an LCSB site, and their duties do not allow remote work as a viable option, the staff member will be granted paid leave. However, the condition listed below must be met:
 - The exposed staff member, agrees to, and receives, a COVID test on day 6 or 7 after exposure. A negative test will allow the staff member to return to work on day 8.
- If non-instructional staff member is quarantined due to exposure outside of an LCSB site, and their duties will not allow remote work as a viable option, the staff member must use their personal sick leave. The number of leave days is determined by CDC guidance and completion of a leave form is required.
- If a non-instructional staff member tests positive for COVID, remote work is not a viable option, or not able to work because of illness, they must use their personal sick leave. The number of leave days is determined by CDC guidance and completion of a leave form is required.

Due to the nature of their duties and responsibilities, remote work is a viable option and available to instructional staff. Due to academic gaps created by the pandemic, our student's progress is paramount and requires as much instruction as possible. With the threat of quarantines due to the virus, the option to remote work for instructional staff ensures that breaks on certified teaching personnel is kept to a minimum.

Minimum Expectations/Criteria for Teachers Working Remotely Due to COVID:

1. Teacher must provide, at minimum, 15-20 minutes of direct instruction (per subject/period) each day utilizing a virtual platform.
2. Teacher must provide feedback on completed work in a timely manner.
3. Completed work must be graded and put into FOCUS in a timely manner.
4. Communicate with parents, and students, on their child's academic progress.
5. Teacher must be available during contract hours to confer with student or sub on assignments, as well as parent/guardian that may have questions.

Instructional Options for Students

Traditional Brick & Mortar School	PAEC Liberty Virtual (This is NOT FLVS)
Traditional classes with CDC guidelines implemented to the best extent feasible. Students will follow the approved district calendar and pacing guides.	Parents complete "Home Education Program" registration form. Return form to school guidance counselors who will forward to PAEC.
Teachers will utilize the technology platform (Canvas or Clever Teacher Page) with students regularly to provide seamless transition in event of individual student quarantine and class, or school shutdowns.	PAEC works with parent to determine provide and student is registered for classes.
District teachers utilize text based and online curriculum for face-to-face instruction.	Uses PAEC franchise teachers who provide on-going support to students/parents. Adheres to curriculum developed by the Florida Virtual School System.
ESE/ELL/504 Plan and other services remain in place. If changes are needed to better meet the needs of the student, then alternate learning plans/amendments to the plan are required.	ESE/ELL/504 plan services are provided through the PAEC franchise teachers and Liberty County teachers. The district is required to maintain and update these plans. If changes are needed to better meet the needs of the student, then alternate learning plans/amendments to the plan are required.
FTE: District receives all funding from this option	The district receives partial funding from PAEC Liberty Virtual. Student who are enrolled in FLVS or homeschool receive no funding) NOTE: if student was not previously successful in this platform, they will not be allowed to re-enroll in this program.
Technology: Teachers and students will practice use of internet platforms during classroom instruction. Based on availability, a laptop may be assigned for home use in the event of a quarantine or class/school shutdown.	Technology: Students have the option to be assigned a laptop for home use to complete PAEC Liberty virtual coursework. Internet stipend will be provided to the extent possible based on prioritized student need.
Student is eligible to participate in all district extracurricular programs.	Student is eligible to participate in all district extracurricular programs.

Liberty Virtual Information

Process for Liberty Virtual for Guidance Counselors/School Administrators

1. Prior to parent meeting:

- a. List student name(s) on the 2021-22 SY Liberty Virtual Enrollment Roster.
- b. Print the appropriate registration instruction sheet for the student's grade level.

2. During the parent meeting:

- a. Have parent/guardian print, sign, and date the roster to confirm their election to enroll their child(ren) in Liberty Virtual.
- b. Explain that the student's enrollment status will be changed to home education.
- c. Advise that student transcripts will be forwarded to Brenda Crouch, Director, My Virtual Classroom at PAEC, who will assist with enrollment and registration.

3. After parent meeting:

- a. Data entry person will change student status in FOCUS.
- b. Student transcripts will be pulled and forwarded to Brenda Crouch at Brenda.crouch@paec.org.
- c. Keep/file the roster form in a secure location as this is the official district record of this action.

Please contact the district office if you need assistance or have questions.

Liberty County School District

2021-2022 SY Home Education Program Registration Form

***Please return the completed form to appropriate Liberty County School Board Personnel.*

To comply with Section 1002.41(1), Florida Statutes, this form serves as the written notice of intent to home educate

Date of Submission: _____

Parent/Guardian Name(s): _____

Physical Address: _____

Mailing Address (if different): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Parent/Guardian email: _____

Name of Home School Curriculum: _____

Names(s) of Student(s)	Date of Birth	Current School	Grade Level
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_____	_____	_____	_____
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_____	_____	_____	_____
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Signature of Parent/Guardian

Date

Signature indicates that all information is correct and submitted by the legal parent/guardian.

Liberty County School District

Notice of Termination of Home Education Program

This letter serves as notice that I do not plan to operate a home education program during the _____ school year. Below are the names of children who are no longer enrolled in home education.

Signature of Parent/Guardian

Date

Return within 30 days of termination date to:

Gay Lewis
11051 NW SR 20
Bristol, Florida 32321

2021-2022 School Year
Liberty Virtual Enrollment Roster

Student(s)	Parent/Guardian	Signature	Date

Kg-5th Registration Directions for Liberty Virtual

GRADES K-5 STUDENT REGISTRATION

My Virtual Classroom

FLVS Franchise @ PAEC, your County Virtual School Provider

CREATING A NEW ACCOUNT

- ☐ Using Chrome, go to <https://franchisek5.flvs.net/?id=51>
- ☐ **Click New Student.**
- ☐ Follow the prompts to enter your County, School, Grade, and Preferred Start Date.
- ☐ Scroll down to select your classes and choose a segment. You may choose Segment 1, Segment 2, or All Segments. Each segment represents a ½ credit (semester). **Click Add Courses.**
- ☐ Read Parent Statements, **Click I Agree, Click Save and Continue.**
- ☐ Verify or Add Additional Courses, then **Click Continue Registration.**
- ☐ Follow the prompts to enter your personal information, **Click Save and Continue.** Parents of children, who have an IEP or 504 Plan, are required to indicate it during the enrollment and registration process.
- ☐ Confirm and/or edit the information entered. **Click Confirm and Continue.**
- ☐ **Click Submit Registration.** Your Guidance Counselor will then approve the course request(s) and the student will be placed in courses on or near your preferred start date.
- ☐ If you are registered as a Home Education Student, you (the parent/guardian) are considered the Guidance Counselor and will approve the courses as the parent and again as the counselor.
- ☐ When selecting future courses **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.

Kg-5th Registration information continued:

LOGGING IN TO YOUR EXISTING ACCOUNT/ REQUESTING NEW COURSES

- ☐ Using Chrome, go to www.flvs.net
- ☐ **Click Login, Click County Virtual School** from the dropdown options.
- ☐ Enter your username and password and **click Login**. If you do not remember your password, click **Forgot Password?** An email will be sent to the email used to create your account with password reset information.
- ☐ To enter your course from your Student Dashboard, **click Course** in the box of **YOU'RE IN!** courses.
- ☐ To request a new course, **click the "hamburger" menu (3 lines)** on the top left, **click Request New Courses**.
- ☐ Select course, **click Select**.
- ☐ Choose course segment(s), start date and choose the virtual school, **FLVS Franchise @ PAEC** and **click Continue**.
- ☐ Add more courses or **click Submit Registration**. Your Guidance Counselor will then approve the course request(s) and the student will be placed in courses on or near your preferred start date.
- ☐ When selecting future courses **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.

ASSISTANCE

For registration assistance, please contact the FLVS Franchise @ PAEC Program Assistant, Cindi Davis cindi.davis@paec.org or 850-638-6131 ext. 2319.

GRADES 6-12 STUDENT REGISTRATION

My Virtual Classroom

FLVS Franchise @ PAEC, your County Virtual School Provider

CREATING A NEW ACCOUNT

- ☐ Using Chrome, go to www.flvs.net
- ☐ Go to the top of the page and click **Enroll**.
- ☐ Select **County Virtual School** and click on Grades 6-12
- ☐ On the next screen, review the steps and then, scroll down and click the **Enroll** button again.
- ☐ Click **New Students Start Here**.
- ☐ Follow the prompts to create your new account, **Click Save and Continue**.
- ☐ Choose a course, course segment, and start date. You may choose Segment 1, Segment 2, or All Segments. Choose the virtual school, **FLVS Franchise @ PAEC** and **Click Continue**
- ☐ Add more courses or **Click Continue**.
- ☐ Select **Create My Account** and follow the prompts. Parents of children, who have an IEP or 504 Plan, are required to indicate it during the enrollment and registration process.
- ☐ Your parent/guardian is required to check their email and verify your enrollment. Your counselor will then approve the course request(s) and **you will be placed in courses on or near your preferred start date**. If you are registered as a Home Education Student, you (the parent/guardian) are considered the Guidance Counselor and will approve the courses as the parent **AND AGAIN** as the counselor.
- ☐ When selecting future courses **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.

Florida Virtual School

Online learning options to meet a wide range of student needs.

FLVS Flex

Course options with flexible start dates, available year-round.

GRADES K-12

FLVS Full Time

A full-time public school following the traditional school year. Enrollment is open for the 2020-21 school year.

GRADES K-12

FLVS Global School

Tuition-based courses for students outside of Florida.

GRADES 6-12

GRADES K-5

County Virtual School

FLVS courses available through your school district. For K-5 check with your county for availability.

GRADES 6-12

GRADES K-5

6th-12th Registration for Liberty Virtual Continued:

LOGGING IN TO YOUR EXISTING ACCOUNT/ REQUESTING NEW COURSES

- ☐ Using Chrome, go to www.flvs.net
- ☐ **Click Login, Click County Virtual School** from the dropdown options.
- ☐ Enter your username and password and **click Login**. If you do not remember your password, click **Forgot Password?** An email will be sent to the email used to create your account with password reset information.
- ☐ To enter your course from your Student Dashboard, **click Course** in the box of YOU'RE IN! courses.
- ☐ To request a new course, **click the "hamburger" menu (3 lines)** on the top left, then, **click Request New Courses**.
- ☐ Select course, **click Select**.
- ☐ Choose course segment(s), start date and choose the virtual school **FLVS Franchise @ PAEC** and **click Continue**.
- ☐ Add more courses or **click Submit Registration**. Your Guidance Counselor will then approve the course request(s) and you will be placed in courses on or near your preferred start date.
- ☐ When selecting future courses, **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.

ASSISTANCE

For registration assistance, please contact the FLVS Franchise @ PAEC Program Assistant, Cindi Davis cindi.davis@paec.org or 850-638-6131 ext. 2319.

Instruction for Students in Quarantine

Instructional Responsibilities/Procedures for Quarantined Students
Platform for Quarantined Students

Platform to be utilized to provide quarantined students access to instruction and materials:

- **Kdg-8th Grade:** Teachers that provide instruction to students in these grade levels can choose between utilizing their Clever Teacher Page or Canvas. *However, grade levels that are departmentalized may want to be mindful and consistent to better accommodate the student and their parent (ex. A student in 6th grade having multiple subject that use different platforms)
- **9th-12th Grade:** Teachers that provide instruction to students in these grade levels will utilize Canvas to accommodate quarantined students.

Administrator Responsibilities:

Ensure teachers complete all pre-requisite responsibilities to implement virtual instruction for quarantined students.

Administrator Quarantine Checklist:

Applies to any student who will be out no matter the length of time.

- ☐ Work in conjunction with health department to conduct contact tracing.
 - Classrooms, lunchroom, buses, sports teams, band, etc. need to be included.
 - Collect and save all seating charts, interview notes, etc.
- ☐ Provide parent/guardian with Department of Health letter applicable to their situation.
- ☐ **Notify the Superintendent, or designee, of situation.** Ex: text-LCHS has 2 positive cases and currently conducting contact tracing to determine number of other affected students/staff. After completion of contact tracing, I will update you with final numbers.
- ☐ Send appropriate parent square notifications (see samples in Return to School Plan document)
- ☐ Provide parent with handouts that outline teacher, student, and parent responsibilities during quarantine period.
- ☐ Provide parent/guardian with letter regarding student quarantine requirements.
- ☐ Add student names to appropriate spreadsheets/documentation.
- ☐ **Notify all teachers/staff that work directly with the student:** Remind teacher/s they are to communicate with student/parent to provide uninterrupted instruction during the quarantine period. Remind staff of confidentiality requirements.
- ☐ Contact technology department to check availability of a home use laptop if one is needed.
- ☐ Add the student exit and expected return date to your documentation calendar and file copies of documents for future reference.
- ☐ **Notify data entry or designated staff to mark all quarantined students in FOCUS with the Code QE, Quarantined Excused.** This will serve as notice to the teacher that the student is quarantined and for the number of days.
- ☐ Update daily COVID report to identify quarantined, positive, symptomatic, and absent students. Submit report to School Safety Specialist.

Pre-Requisite Teacher Responsibilities: Pre-requisite task to prepare in event of quarantined student/class/grade level/school.

- Take attendance **daily** to be informed when students have moved to quarantined status.
- Use Clever Teacher Page and/or Canvas **daily in classes** to ensure seamless transition for students in event they are quarantined.
- Develop a **daily classroom schedule handout** for quarantined students. This will help students who are able to work online throughout the day while quarantined to keep a regular routine. Remember not all quarantined students will be able to follow this format.
- **Develop handouts** that will assist the student and parent with steps for logging in, submitting assignments, contacting you for assistance, etc. These handouts can be given to the student/parent when they receive their quarantine instructions.
- **Review procedure with all students regularly** so they are clear on expectations for continuing their instruction in event they are quarantined.
- Survey each class to **determine student's ability to receive online instruction** in the event of a quarantine to include computer and internet accessibility.
- If student needs a **laptop for home use send a tech request** so that process can be started now instead of waiting until quarantined or possible closure. Laptops will be assigned based on availability.
- Provide alternative means of instruction if the student does not have internet access.

Teacher Responsibilities:

- Establish **clear goals and expectations** with students.
- Leave assignments open to allow for **flexibility in completion** especially for students who cannot follow a class-by-class schedule due to home situations.
- **Contact student/parent within 24-48 hours** of quarantine to review expectations for instruction and to begin instruction. (Parent Square message, etc.)
- **Provide quality instruction on virtual platform to quarantined student.** Provide alternate means of instruction ONLY if necessary due to student not having access to internet. This is for quarantine period only.
- **Post assignments daily**
- **Answer student/parent communication** within 24 hours
- **Update grades** in Focus weekly
- Exercise **flexibility** when dealing with student problems.
- Show grace and compassion. **Parents/students did not choose this instructional option.**
- Ensure proper attendance codes are followed.
- If the student does not complete all assignments while in quarantine work with the student to establish a plan to complete assignments within the timeframe outlined in the Student Progression Plan, (number of days absent, plus one).

Note: The goal is for students to return to school with all assignments completed. Keep in mind that some students may be sick during the quarantine period, may need additional instruction to complete assignments or may be experiencing other circumstances that prevent the completion of assignments.

Student Responsibilities during Quarantine Period:

- Log into Canvas or Clever Teacher Page and **complete assignments daily**.
- Notify your teacher **immediately** if unable to log in/complete assignments.
- Interact with content, discussion boards, and other course materials daily.
- If unable to log in to the system, make direct contact with your instructor.
- Be aware of assignments and due dates and **complete in a timely manner**.
- Acknowledge receiving communication from your teacher via canvas inbox or reply to announcements.
- Participate in all class activities as directed by the teacher (zoom mtgs, etc.)
- Check email daily.
- Communicate with your teacher about content, assignments, or directions that need further explanation via email, Parent Square, Canvas or Zoom Conference.
- Maintain academic integrity and honesty.

Parent Responsibilities:

- Maintain contact with teachers and staff through Parent Square, email, phone contact and provide timely updates to phone numbers and email addresses.
- Support students with lessons and use of technology when necessary.
- Monitor your student's grades/attendance through parent account weekly (ParentSquare, FOCUS, Canvas, etc.)
- Provide a quiet learning environment for student to complete their assignments as well as support your student with organization and time management.
- Monitor and maintain academic integrity.

The Exceptional Student Education (ESE) Department is committed to providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. To address the unique needs of students with disabilities, exceptional student education teachers and service providers will continue to work collaboratively with families to identify the **most essential services for each student that can be provided both directly and indirectly in remote and in-person learning environments.**

Child Find and Evaluation:

Liberty County School District will continue to identify, locate, and evaluate students suspected of having a disability and in need of specialized instruction and related services. Some evaluation procedures can be completed in remote learning situations, while other evaluations require in-person contact with students or observations of students in school setting. Liberty County School District will conduct evaluations remotely and in-person as feasible, while adhering to public health guidelines for the safety of students and staff.

Individual Educational Plan (IEP) Meetings:

Liberty County School District is committed to providing families an opportunity to have meaningful participation in the IEP development process. Whether in-person or an alternative format, such as phone, ZOOM virtual meetings, etc, IEP teams will partner with families to determine the most practical and safe format to conduct IEP meetings.

Delivery of Special Education and Related Services:

General education teachers, exceptional student education teachers, related services providers and families will discuss students' individual needs and agree to a prioritized set of services that provide access to curriculum and enable progress toward IEP goals. In a hybrid setting, families and staff will discuss and agree to a set of prioritized services to be delivered in-person, when possible. Other services will continue remotely as specified in Liberty County's distance learning plan and student's temporary distance learning plan. Services for students with specific health or support needs will be addressed in collaboration with families on an individual basis.

Progress Monitoring and Reporting:

Exceptional Student Education teachers and related service providers will have in place consistent data collection and service log procedures for use across school based and remote learning environments. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, monitoring student performance on IEP goals/objectives, and assisting IEP teams in making any necessary adjustments to instruction. Periodic reports on the progress the child is making toward meeting annual goals will be provided.

Accommodations and Modifications:

Accommodations and modifications are provided regardless of the educational setting. General education and ESE teachers will continue to collaborate to determine to provide accommodations and/or modifications, as outlined in the IEP and as appropriate considering the circumstances. The IEP team, (general education teachers, exceptional student education teachers, related service providers, and families), will work collaboratively to identify alternative solutions if it is determined an accommodation or modification is not appropriate or successful in a particular setting.

Confidentiality and Student Privacy:

Student Confidentiality and privacy laws are maintained in order to protect the privacy of education records. These regulations describe the obligations of the school district with regard to collection, processing, maintenance, quality, and disclosure of these records. All education records are protected, regardless of media format (e.g., written, electronic). Exceptional Student Education teachers and related service providers use digital platforms approved by the district for secure access and confidential sharing of student information. In the event that services are being provided through distance learning, service providers will contact parents to discuss virtual options to determine parent preferences for the provision of services. As with an in-person observation in a classroom. Educators may set ground rules regarding non-student presence during virtual instruction.

Student Services

Student Service professionals include School Social Workers, school-based Nurses, School Guidance Counselors, and Community Based Mental Health partners. The Student Service staff work together to provide support and services for all students.

One priority of these professionals is to provide comprehensive school-based mental health services and supports which address barriers to learning that impede student engagement, achievement, and optimal social-emotional functioning. In either a school-based or remote environment, Student Service professionals will continue to provide schools with the protocols and training necessary to support the mental health needs of students. The Student Service staff will provide ongoing support and resources to students, teachers and families.

Social Emotional Learning:

Student Services has developed a comprehensive Mental Health plan for providing in-person and remote social and emotional learning support. The Liberty County School Mental Health Plan is comprised of tiered interventions for students, including individual and group counseling and crisis prevention and intervention protocols.

As schools reopen, Student Service staff will provide support in meeting the social/emotional needs of students, addressing health needs, assisting parents, and communicating with outside agencies, etc.

- Mental health professionals will work with their teams and administrators to determine when their services will be provided in-person or remotely.
- Mental health professionals will provide or coordinate Individual and group counseling to any student in need.
- Mental health professionals will teach or co-teach social emotional learning strategies to help students adjust to the changes in their environment.
- Mental health professionals will use the referral process to secure help for students and families as needed.

Sample Letters to be copied on school or district letterhead and signed by appropriate person.

1. Employee who is quarantined and/or positive COVID-19 test who may work from home letter.
2. Employee who is quarantined and/or positive COVID-19 test who may NOT work from home letter.
3. Student with exposure to positive COVID-19 person/quarantine letter
4. Letter to Parent: Student Dismissal from Liberty Virtual
5. Sample ParentSquare Notifications
6. Letter to Parent: Student's progress in Liberty Virtual PAEC Franchise

***Note that letters need to be cc'd to the Superintendent & Assistant Superintendent: they can be cc'd in the form of an email instead of sending a hard copy of the letter.**

Sample Letter #1 (Quarantined and/or Positive and CAN work from home)

Date: _____

Re: Quarantined and/or Positive COVID 19 Case

Mr./Ms. _____,

We are saddened to hear that you have been quarantined and/or tested positive for COVID-19. As part of our district family, we are here to provide guidance for you as you move forward. What does this mean for you as a district employee?

- You are required to self-quarantine for the period of time outlined by the DOH.

After reviewing your job responsibilities, it has been determined that you can work from home during this ten-day period.

- You must complete a leave form for temporary duty and submit to me with a copy of this letter attached.
- You must be able to complete requirements outlined for working remotely.

To return to work, you must satisfy the following requirements:

- You have quarantined for time period outlined by DOH AND
- It has been at least 24 hours with no fever without fever reducing medication AND
- Your symptoms have improved.

Your anticipated return date is _____

If the conditions above are not met by this date, please contact me for additional guidance.

We hope and pray that you will have a full recovery and look forward to having you back at work soon. If you have questions, please feel free to contact me.

Sincerely,

Principal

School Name typed here

Liberty County School District

Cc: Mr. Peddie, Superintendent
Mr. Sewell, Assistant Superintendent

Sample Letter #2: (Quarantined and/or Positive and can NOT work from home)

Date: _____

Re: Quarantined and/or Positive COVID 19 Case

Mr./Ms. _____,

We are saddened to hear that you have been quarantined and/or tested positive for COVID-19. As part of our district family, we are here to provide guidance for you as you move forward. What does this mean for you as a district employee?

- You are required to self-quarantine for period of time outlined by DOH.

After reviewing your job responsibilities, it has been determined that you CANNOT work from home during this ten-day period.

- You must complete a leave form noting the days you are out on quarantine and submit to me with a copy of this letter attached.

To return to work, you must satisfy the following requirements:

- You have quarantined for number of days outlined by DOH AND
- It has been at least 24 hours with no fever without fever reducing medication AND
- Your symptoms have improved.

Your anticipated return date is _____

If the conditions above are not met by this date, please contact me for additional guidance.

We hope and pray that you will have a full recovery and look forward to having you back at work soon. If you have questions, please feel free to contact me.

Sincerely,

Principal

School Name typed here

Liberty County School District

Cc: Mr. Peddie, Superintendent
Mr. Sewell, Assistant Superintendent

Sample Letter #3: (Student Exposure to positive case and required quarantine)

Date: _____

Re: Student Quarantine Requirements/Information

Dear Parent,

This letter is to inform you that your student _____ has been exposed to someone who tested positive for COVID-19.

What does this mean for your student?

- They will need to follow the directions provided by the Department of Health regarding this quarantine period. It will outline expectations for your student during this quarantine period and the expected return date.
- Our goal is to provide uninterrupted instruction during this quarantine period therefore your student is **required to continue to participate in course work via an online/virtual format during this quarantine period**. Their classroom teacher will provide you with information regarding requirements for participating **daily** to stay current with instruction and assignments. Their daily attendance will be marked based on their participation in online lessons and the returning of assignments. If they do not participate it will be considered an unexcused absence and missed assignments will be reflected as a “zero” grade.
- IF your student does not have a computer at home to be able to participate in virtual learning during this quarantine period one will be provided to them (based on availability) by the district. Contact school administration if you need to request a laptop.
- IF you do NOT have internet access you will need to communicate with your student’s teacher to develop a plan for getting instruction and assignments in an alternative method during the quarantine period.
- IF your student becomes sick due to this exposure and is unable to participate in virtual learning you will need to communicate that with your student’s classroom teacher. Procedures regarding excused absences found in the Student Code of Conduct will apply to any make up work/assignments.

We look forward to having your student back at school. If you have any questions or need further assistance please contact your student’s teacher, school guidance counselor, or school administration.

Sincerely,

Principal Signature

School Name typed here

Liberty County School District

Cc: Mr. Peddie, Superintendent
Mr. Sewell, Assistant Superintendent

Sample Letter #6 (Withdrawal from PAEC Liberty Virtual)

Date: _____

Re: Notice of Academic Progress for Students in Liberty Virtual

Dear Parent/Guardian,

This letter is to inform you that the Liberty County School District has been notified that your student, _____, is not making adequate progress in the Liberty Virtual PAEC Franchise.

Explanation/Summary of Student Progress based on current grades and progress monitoring data.

ELA: _____

Math: _____

Science/Social Studies: _____

You have been previous contacted by Liberty Virtual Teachers/Administrators to develop a student action plan. To date, the requirements of this plan have not been met.

Based on non-compliance with the Liberty Virtual guidelines and student action plan, it has been deemed that this mode of instruction has not been effective. Missing a substantial amount of school, neglecting to complete schoolwork, or not making adequate academic progress puts students at risk of falling behind. Every Student Succeeds Act or ESSA charges schools with ensuring that all students learn and achieve. Schools cannot effectively educate students who are not engaged academically for one reason or another.

Based on these factors, your child will be withdrawn from Liberty Virtual on _____ and is to return to traditional schooling effective immediately. **If you do not choose for your child to return to the traditional school setting you must provide written acknowledgment, within 5 business days, verifying the receipt of this letter and your school choice option. This acknowledgment will serve as verification that you fully understand the consequences of this choice.**

If this written acknowledgment is not received within the five (5) days or your child has not returned to school by the date listed below, they will be considered truant and further legal action will be taken.

Please contact the school upon receipt of this letter to indicate the school choice option that you would like to pursue. If you do not select another school option, your child will automatically be transferred to traditional brick and mortar school. **The effective return to school date will be _____.**

If you would like to discuss your child's situation, please contact me. We look forward to seeing your child back at school so there will not be further delays in their education.

Sincerely,

Principal

Cc: Mr. Peddie, Superintendent

Mr. Sewell, Assistant Superintendent

Sample ParentSquare Notifications #7:

Exposure to positive case with closure/quarantine notice:

It has been determined that one or more of our employees or students have tested positive for COVID-19. Contact tracing has revealed that the individual has been in contact with a group of students/staff requiring a partial/full temporary school closure. In an abundance of caution, the 100 building will be closed at W.R. Tolar from _____ to _____. During this closure students will move to virtual instruction provided by their currently assigned teacher/s.

Possible exposure-No Quarantine-Courtesy notice:

It has been determined that one of our students/staff has tested positive for COVID-19. Contact tracing has revealed that the individual has been in contact with a group of students/staff. However, this contact was prior to the 48-hour onset of symptoms. Based on consultation with the Department of Health it has been determined that your child does NOT need to be quarantined at this time. We are providing this information to you out of an abundance of caution and to keep you fully informed. If your child does experience any of the common symptoms of COVID-19 you are to contact your health care provider.

Exposure to positive COVID-19 case school wide/classroom notice:

Parents, it has been determined that one of our students has tested positive for COVID-19. The Department of Health assisted in contact tracing, and it was determined that the individual was in close contact with a group of students/staff requiring them to be quarantined. Further communication will be provided to students/staff who are affected by this exposure.

Parents, it has been determined that one of our students has tested positive for COVID-19. The Department of Health assisted in contact tracing, and it was determined that the individual was in close contact with a group of students/staff requiring them to be quarantined. These students have already been notified.

Communication for Moving to Plan B:

This communication is to inform you that your child's class/grade level/ school will move to or continue in Plan B. This simply means that additional mitigation measures will be taken to prevent the spread of COVID-19 like symptoms. In addition to current precautions, additional measures will include, wearing mask during class (grades K-3 are exempt), safety dividers are required, extracurricular activities may be limited or cancelled, the lunchroom will move to 50% capacity, and playground/PE will be limited to small groups. No cross-class groups allowed.

Sample Letter #8: Student Progress in Liberty Virtual PAEC Franchise Parent Letter

Re: Liberty Virtual Progress Update

Dear Parent/Guardian,

This letter is to inform you of your child's progress in the Liberty Virtual PAEC Franchise.

Current Progress:

Course	Percent Completed	Grade
ELA/Reading		
Math		
Science		
Social Studies		
Other		

Currently your child is on track to complete all courses. ____ Yes ____ No

Your student must complete all courses by May 27th, 2022, the last day of the 2021-2022 school year.

If your child is not on pace to complete courses by May 27th, please contact me to discuss your child's progress. We stand ready to help you implement a plan to successfully complete courses and progress to the next grade level.

Sincerely,

Internet Use Policy/Procedure/Notifications

Liberty County School District Student Home Laptop Checkout Form

All home laptops owned by Liberty County School District (LCSD) are district property provided to students for a period of time as deemed appropriate by the LCSD administration. It is the parent's responsibility to monitor student's use of the laptop at home. The district will not be liable for any inappropriate or illegal activity of students on laptops at home.

1. I understand that all laptops and chargers provided to the student are the property of LCSD.
2. I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior consultation with LCSD Technology Team.
3. I agree to return the equipment assigned to me to the District in the same condition in which it was provided (excluding normal wear).
4. I understand that I am personally and monetarily responsible for any damage to or loss of any laptop or related accessories assigned to the student due to intentional vandalism or negligence.
5. I understand that home laptops are on loan from LCSD for educational purposes only.

STUDENT AGREEMENT

I agree that I have read and understand. I agree to follow the rules contained in this policy. I understand that if I violate this Home Laptop Use Policy or the Technology Acceptable Use Policy, my access privileges may be revoked, and I may face other disciplinary measures.

Grade: _____ Homeroom Teacher: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

As parent or guardian of the student signing above, I have read and understand the LCSD Home Laptop Policy. I hereby grant permission for my student to have access to the technology resources and privileges provided by the district. I recognize that even though the District has installed an internet filtering service on all district computers accessing the internet, it is impossible for the District to eliminate or otherwise disallow access to all controversial materials on the internet. I will not hold the district responsible for materials acquired by the student on the internet. I understand that individuals and families may be held responsible for consequences of violations of the Technology Acceptable Use Policy. I understand that we may be held responsible to reimburse the district for damage, repairs or replacement of a laptop due to intentional damage or negligence on our part.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Checked out Equipment Items: (to be completed by LCSD Staff)

Number: _____ Staff Signature: _____

Return Date: _____ Returned in satisfactory condition? Y / N - If N list any issues below:

Staff Signature: _____

Liberty County School District Home Laptop Use Guide

These procedures apply to the use of all home laptops owned by Liberty County School District (LCSD) used off school property. Students are expected to follow these procedures when using any device owned by LCSD.

District home laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with the Technology Acceptable Use Policy when using the District's computers. Students must comply with and agree to the following conditions prior to being issued a home laptop:

- Prior to being issued one of the District's home laptops, students sign the **LCSD Student Home Laptop Checkout Form and agree to all outlined procedures.**
- Students must **NOT** attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student member without prior consultation with LCSD Technology.
- Students are expected to prevent damage and theft to all District electronic equipment assigned to them.
- Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Students must provide access to any equipment and/or accessories they have been assigned upon the District's request.

Suggested Precautions for Home Laptop Use

- Do not place drinks or food in close proximity to your device.
- Extreme temperatures or sudden changes in temperature can damage a laptop. Do not leave your laptop in a vehicle.
- When using your laptop, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using a laptop directly on a bed can cause damage due to overheating.

Suggestions on How to Avoid Computer Theft

The portability of Chromebook computers and many electronic devices make them especially vulnerable to theft. Below are some tips on protecting a Chromebook and other electronic equipment from being stolen:

- Do not leave a laptop or any electronic equipment in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your laptop/electronic equipment with you when you leave a public space or room. Do not leave it unattended.
- Store laptop in a secure location.
- If a theft does occur, immediately notify the school.

The District reserves the right to update and/or modify these procedures at any time.

If you need laptop/technology support, contact your teacher or someone at the school and they will find the appropriate person to help.

Student Signature: _____

Student Name (Printed): _____

Procedure for Violation Internet Acceptable Use Policy for Home Use Devices

- Technology Department will send school Principal notifications of students who have violated the Internet Acceptable Use Policy.
- Upon notification refer to the Internet Acceptable Use Policy to determine the infraction and the resulting consequences based on the student's grade level.
- Complete parent communication (found in the Return to School Plan) detailing the infraction and consequence.
- Enter infraction and consequence into FOCUS
- Send communication to parent and follow up with a call to address the issue and resulting consequences. It may be necessary to arrange for the device to be returned to the school.
- Deliver the device to the school tech to ensure that it is properly inventoried.

If the violation involves mental health or school safety issues, please contact the Treat Assessment Team or the School Counselor to take appropriate actions.