

- Distance learning will include tools such as instructional videos, online access to education programs, virtual live sessions, parent consultation, and additional resources provided through Google Classroom. Paper based materials or lessons may also be used, as needed.
- Scheduling face to face instruction/therapy as necessary will be conducted (when possible).

All mental health staff members will establish weekly virtual office hours. Virtual office hours will provide specified times for students/parents/schools to access support. Mental health counselors will coordinate wellness checks through an online platform or via telephone for students currently on the facilitator caseload. They will provide individual virtual sessions or face to face sessions (when possible) as necessary. Mental health counselors will consult with teachers, parents and students as needed, and will respond to any new concerns or referrals.

School Health Services are provided by the county Health Department. LEA administration will communicate with the Health Department in the event of health needs during school closure.

COMMUNICATIONS

Component 10: Emergency and Ongoing Communications

The language in the ICP should: Identify stakeholder groups within the school community along with the appropriate communication channels for each group; Clarify roles and responsibilities of school personnel assigned to communicate with stakeholder groups; Define the scope of communications to be sent to stakeholders along with a schedule for such communications to ensure coordination; Publish guidance for stakeholders and ICPs on the charter school or LEA website leading up to and throughout the duration of extended school closures.

School closures should be communicated by the district (Superintendent Steve Lanier, Security Manager Anthony Croom and Public Relations Coordinator Morgan Martin) with as much advance notice as possible. During a school closure the district should communicate at least every other week. Ideally, updates will be sent out around the same time period. However, updates will be sent as new information becomes available (situation dependent).

Changes to school access should be communicated by Superintendent Steve Lanier (Security Manager Anthony Croom and Public Relations Coordinator Morgan Martin) with as much advance notice as possible and every other week until returned to normal.

Stakeholders might include:

Parents - FOCUS, Facebook, Website, Blackboard mass messaging via text, phone or email, Remind App, email, marquee (reminders)

Students - FOCUS, Facebook, Website, Blackboard mass messaging via text, phone or email, Remind App, email, Google Classrooms where applicable, marquee (reminders)

Staff - Email, FOCUS, Facebook, Website, Blackboard mass messaging via text, phone or email, Remind App,

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marquee (reminders)

Community (volunteers, businesses) - Facebook, Website, Radio Ads, Letters, Newspaper, town hall meetings, Media outlets as found below

Local and State agencies - email and phone

"Adlerstein, David" Dadlerstein@nevespublishing.com
money.eddie@gmail.com
Michael Allen - manager@oysterradio.com ,
Michelle Roberts - Michelle.roberts@wctv.tv
afreeland@fadss.org
Will.Kendrick@mail.house.gov
jason.shoaf@myfloridahouse.gov
Preston.Wilson@myfloridahouse.gov
WMBB NEWS 13 - tcole@wmbb.com
WJHG NEWS 7 - news@wjhg.com

The roles and responsibilities of key personnel in communicating with stakeholder groups will follow these guidelines:

- **Parents and students should receive communication from the district (Morgan Martin/Allison Chipman) when it pertains to the overall educational program ie. closures, changes to campus access, meal availability, etc**
 - **FOCUS, Blackboard mass messaging (via text, phone or email), Remind App, email**
 - **Facebook, Website and media outlets should be utilized to capture any parents/students missed through traditional means.**
- **Parents and students should receive communication from the school (teacher) when it pertains to a specific course.**
 - **Teachers should utilize phones, Remind app, Google Classroom and FOCUS**

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- When students are unable to be present in brick and mortar the teacher should communicate frequently to ensure classwork is understood and being completed. Minimum of one contact per week.
- Staff should receive communication from the district (Superintendent Steve Lanier, Security Manager Anthony Croom and Public Relations Coordinator Morgan Martin) when it pertains to the overall function of the district and from the school (Principals) when it pertains to their specific school.
- Email and phone trees will be the best mode of communication.
- Facebook, Website, and media outlets should be utilized to capture any staff missed through traditional means.

The scope of communication to be sent to stakeholders, along with a schedule for such communications to ensure coordination and carry-through for routine information updates will follow the following chain of contact.

Chain of Contact

Superintendent- Steve Lanier will contact School Board members (for public inquiry), Morgan Martin- PR Specialist (for public information broadcast), and Anthony Croom- Safety and Security Manager (for dissemination of information to all staff)

Safety/Security Manager- Anthony Croom will contact Directors, Managers, and the Principal

- Directors will contact their staff, as follows:
 - Jill Rudd- Special Services, will contact ESE Staffing Specialist, all Counselors/Therapists and contracted services, all FLC staff
 - Jennifer Leach- Curriculum and Instruction, will contact all Academic Coaches, Adult Ed Secretary, CTE Coordinator
 - Shannon Venable- Finance, will contact all Finance Staff
 - Karen Peddie- HR, will contact all HR staff
 - Richie Herrington- IT/MIS/Assessment. will contact all IT Staff/Eagle Tree
 - Shelley Ingram- School Food Service- will contact all Food Service workers
- Managers will contact/mobilize their staff, as follows:
 - Teresa Segree- Transportation- will contact all bus drivers
 - Josh Gilbert- Maintenance/Facilities- will contact all custodians, maintenance workers and custodial contracted workers
- Principal- Laurence Pender will contact
 - Asst Principals- Elem-Karen Ward, Sec-Jaime Copley, and School Secretary- Allison Chipman
 - APs- contact all grade level chairs who will contact peer teachers
 - School Secretary- will contact all office staff, paraprofessionals, and student body

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