



# **ALLEN PARISH SCHOOL BOARD**

## **2020-2021**

### **RETURN TO SCHOOL PLAN**

Our vision is that every student in Allen Parish is taught by excellent teachers and supported by effective leaders. We are committed to creating productive members of society who will compete in the global marketplace by laying a strong foundation through high-quality education.

## PLANNING FOR FALL 2020

As we prepare for the start of the 2020-21 school year, we must make some important decisions and consider a variety of scenarios. The Allen Parish School Board Supervisory Staff is using the following core set of principles to reflect our highest priorities:

1. **The health and safety of students and staff.**
2. **The need to continue to address and close the gap in learning that occurred as a result of our interrupted school year.**
3. **The social and emotional needs of our students and staff.**
4. **Equitable access and opportunity for all students and the need to be flexible during these uncertain times.**

### ALLEN PARISH SCHOOL BOARD PHASE OPERATION

Phase	Requirements
Phase 1	<ul style="list-style-type: none"> <li>• School system will implement the at-home learning option with some groups attending face-to-face.</li> <li>• Students will be divided into two groups attending face-to-face two days per week following all CDC, LDH, and LDE guidelines.</li> <li>• An at-home learning option will be available to families preferring their student not attend face-to-face.</li> <li>• All students will be issued Chromebooks.</li> <li>• Multiple bus routes may operate to ensure a 25% capacity.</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• Students will attend five days per week with no more than 24 students in a class following all CDC, LDH, and LDE guidelines.</li> <li>• An at-home learning option will be available to families preferring their student not attend face-to-face.</li> <li>• All students will be issued Chromebooks.</li> <li>• Multiple bus routes may operate to ensure a 50% capacity.</li> </ul>
Phase 3	<ul style="list-style-type: none"> <li>• Students will attend five days per week with adjustments made to class sizes following all CDC, LDH, and LDE guidelines.</li> <li>• An at-home learning option will be available to families preferring their student not attend face-to-face.</li> <li>• All students will be issued Chromebooks.</li> <li>• Multiple bus routes may operate to ensure a 75% capacity.</li> </ul>

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## TRANSPORTATION GUIDELINES

- Because social distancing on buses will be a challenge, parents are encouraged to provide transportation to school.
- All students must wear a face covering unless there are medical restrictions.
- All bus drivers must wear a face covering.
- Each bus will be sanitized between routes.
- A seating chart will be developed to maintain social distance.
- Families will sit together.
- Pick up and drop off times will be different from years past due to multiple routes being run to adhere to capacity guidelines based upon the state mandated phases.

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## FOOD SERVICE GUIDELINES

- **At-School Learning Option**

All students on campus will be offered breakfast upon entering school. Students will be allowed to eat in the cafeteria, classrooms, or in other areas of the school as determined by the principal. In all circumstances, students will maintain the recommended social distancing protocols.

For lunch, the principal will establish a schedule for each class to enter the cafeteria serving line. Students will enter the cafeteria in groups no larger than 25. Students in static groups will pick up meals and may be seated within their static classroom group in the cafeteria dining area in every other seat with 6 feet of distance between groups or take their meals to other designated areas on campus. Students in non-static groups will pick up meals and may be seated in the cafeteria dining area within 6 feet of distance to the maximum extent possible or take their meals to other designated areas on campus. In all circumstances, students will maintain the recommended social distancing protocols.

The cafeteria staff will properly clean and sanitize tables and seating surfaces between feeding groups in the dining hall. Breakfast will be either a hot meal or a breakfast to-go bag and offerings may differ by school. During lunch, only one meal option may be offered, a hot meal or a lunch to-go bag, and offerings may differ by school. Students will pass the point of service, where cafeteria workers will account for the meal by students scanning their sanitized finger. Cafeteria workers will wear proper personal protective equipment. Food waste will be discarded in various garbage receptacles

located throughout the campus, and custodians will assist with bringing the trash to the dumpsters.

- **Group sizes are as follows: Phase 1 – 10 individuals, Phase 2 – 25 individuals, Phase 3, 50 individuals;**

Important information pertaining to all meal phases:

- All regulations and guidelines (from the CDC, USDA, LDE, CNP, and LDH) will continue to be followed in all processes of meal service, including delivery, storage, and preparation, serving, cleaning and disinfecting.
  - Students will wash their hands upon entering school, before meals, after meals, and before dismissal. Students should wash their hands and/or use hand sanitizer every two hours.
  - In Phase 1, 2, or 3, all meals taken outside of the cafeteria dining areas will be served in disposable containers and all meals, whether eaten inside or outside of the cafeteria, will be eaten with disposable utensils. All meals will be packed or plated and served by cafeteria staff.
  - Students/employees will not be allowed to share food or beverages.
  - All parents are encouraged to utilize the online payment options to minimize physical contact, understanding there is a fee to utilize the My School Bucks service. If this is not possible, parents can still send checks or cash in an envelope as pre-payment.
- **Free & Reduced Price Meal Benefits**
    - CEP schools in which all students eat free without having to complete a meal application – Oakdale Elementary, Oakdale Middle, Oakdale High, Oberlin Elementary, Oberlin High, Reeves High
    - Meal application schools – Elizabeth High, Fairview High, Kinder Elementary, Kinder Middle, Kinder High
    - Meal applications & general eligibility requirements will be given to all students at non-CEP schools. Online meal applications will be available on the My School Apps website or through a link on the APSB website at [https://www.myschoolapps.com/Home/DistrictRedirect/ALLENPARISH\\_LA?langid=1](https://www.myschoolapps.com/Home/DistrictRedirect/ALLENPARISH_LA?langid=1)
    - Contact either the school's cafeteria manager or the school food service office at 337-639-2816 with any questions.
    - Families can submit a new meal application at any time during the school year.

- **At-Home Learning Option**

For students participating in the at-home learning option, breakfast and lunch will be available to be picked up once daily at the student's assigned school site at a time determined by the school principal. Breakfast will be a to-go bag and lunch will be either a hot plate or a to-go bag. Parents or guardians will be required to complete a **School Food Service Meal Pick-Up Form** weekly before meals are picked up at the school. This Meal Pick-Up Form will be available on the Allen Parish School Board website under Cafeteria.

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## FACE COVERINGS

- All adults and students in grades 3 through 12 must wear face coverings to the greatest extent possible while inside the school facility.
- Students in grades prekindergarten through 2 may wear face coverings while inside the school facility.
- Each student will be provided with a face covering from the Allen Parish School Board.
- Face coverings should have no graphics or wording that will cause a distraction in school and preferably a solid color.

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## HEALTH AND HYGIENE

- Students will be taught and reminded about proper handwashing and cough covering.
- Field trips will not be allowed until further notice.
- In-person guest speakers will not be allowed until further notice.
- Only essential visitors will be allowed on campus after health screening is conducted.
- Shared materials (such as computers) will be cleaned after each use.
- Rooms visited by multiple groups of students throughout the day will be sanitized between each group of students.

- Students are encouraged to bring their own water bottles from home. Refillable bottle stations will be placed at each school.
- Screening protocols will be conducted each morning after students arrive. For any student exhibiting symptoms of, cough, fever, shortness of breath, body aches, nausea, etc., guardians will be contacted and asked to take the student home.
- An isolation area will be designated for students exhibiting symptoms while they wait on a guardian to arrive.
- School nurses may conduct temperature checks and well-being checks as deemed necessary throughout the school day.
- Mental health support will be available for students on each campus.
- All employees will have a temperature check each day.

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## BASIC PROCEDURES FOR COVID-19

*The following guidelines will be followed by the Allen Parish School Board. These guidelines have been established after guidance from the COVID-19 task force from the Allen Parish Hospital and our Regional Medical Director Dr. Lacey Cavanaugh. \*\*\*Please keep in mind these guidelines are subject to change as we continue to receive updated information.*

### **1. Employees/Students who contract the COVID-19 virus.**

- Employees/students who are sick are always asked to stay home or will be sent home if already at school. If at any time employees/students exhibit any of the following symptoms (coughing, fever, shortness of breath, body aches, nausea, etc.) they will be sent home and asked to see a physician for possible testing.
- Employees/students who go home with COVID-19 symptoms must stay home for 10 days and be symptom free for the last 3 days (72 hours) in order to return to school.
- Employees/students do not need a doctor excuse or negative test result in order to return to school as long as they are symptom free the last 3 days (72 hours) of the 10-day isolation period.

### **2. Employees who have been “In-Close Contact” to someone who has the COVID-19 virus.**

- The definition of **Close Contact**- Being within 6 feet of someone who has the COVID-19 for at least a 15-minute time period.
- **Close Contacts** are required to isolate themselves and monitor for symptoms for 14 calendar days. No doctor/physician visit is required during this 14-day time period,

unless you start to show signs or symptoms of the virus. Once the symptoms occur, please see a physician for possible testing.

- Employee/student may return to work at the end of the 14-day period if they are symptom free for the last 3 days (72 hours).

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## ACADEMIC GUIDELINES

- We are preparing for a safe face-to-face return of students to school beginning August 20, 2020.
- We are prepared to offer a Home Learning Option for all grade levels. This option will be 100% online instruction powered by our newest investment in technology and our very own qualified teachers to allow for a seamless transition for students to return to school with no interruption to learning or grading requirements.

<b>At-School Learning Option</b>	<b>At-Home Learning Option</b>
<ul style="list-style-type: none"> <li>• School starts in a traditional manner on August 20, 2020.</li> <li>• All courses/classes taken at regularly assigned school site.</li> <li>• In-person instruction within the academic school day with multiple health and safety measures implemented at each site.</li> <li>• All students issued Chromebooks and enrolled in Google Classroom.</li> <li>• Increased use of technology will allow us to be flexible and have the ability to adapt should state officials adjust our learning options.</li> </ul>	<ul style="list-style-type: none"> <li>• School starts in hybrid manner on August 20, 2020.</li> <li>• Parents must enroll students by contacting their student’s school no later than August 5, 2020.</li> <li>• All courses/classes taken at home with meals provided by assigned school site.</li> <li>• Hybrid instruction within the academic school day with multiple opportunities to engage virtually via Google Classroom with teacher and peers.</li> <li>• All students issued Chromebooks and enrolled in Google Classroom with their peers to ensure there is no variance in education.</li> <li>• Learning will continue to take place at home and attendance will continue to be counted.</li> <li>• Hot Spots will be provided at each school.</li> </ul>

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## ATTENDANCE

- Students enrolled in the At-School Learning Option will follow Louisiana Department of Education guidelines.
- Attendance for students enrolled in the At-Home Learning Option will be based upon weekly completion of course requirements. Students are required to log in each day to complete course assignments.

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## INTERNET

- Wi-Fi extenders have been installed at all schools for any student without home internet or limited internet access. Devices issued to students will automatically connect at any site.
- Students without home internet will need to visit a site at least once per week but preferably daily to access new materials downloaded to the Google Classroom learning management systems.

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## TRAVEL RESTRICTIONS

- Allen Parish School Board will discontinue travel to conferences and workshops until further notice, unless preapproved by the Allen Parish School Board and Superintendent Kent Reed.

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## VISITORS ON CAMPUS

- Visitors requesting to enter a school must call and set up an appointment time prior to entering the school. Upon entering, a temperature check will be conducted, must use hand sanitizer, and a face covering must be worn. We appreciate your cooperation in order to protect visitors, students, and staff in the building.



# Allen Parish School Board At Home Learning Option

Complete one form for each student.

Does the student have Internet access daily? Yes or No

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Does the student have an IEP \_\_\_\_\_ IAP (504) \_\_\_\_\_ BIP \_\_\_\_\_ or NA \_\_\_\_\_

**DURATION:** Indicate your thoughts of the anticipated length of the At Home Learning Option. Anyone choosing the At Home Learning option after September 11, will be required to remain in that status for the 9-week marking period.

\_\_\_\_\_ Until September 11 \_\_\_\_\_ 1st, 9 weeks \_\_\_\_\_ 1 semester

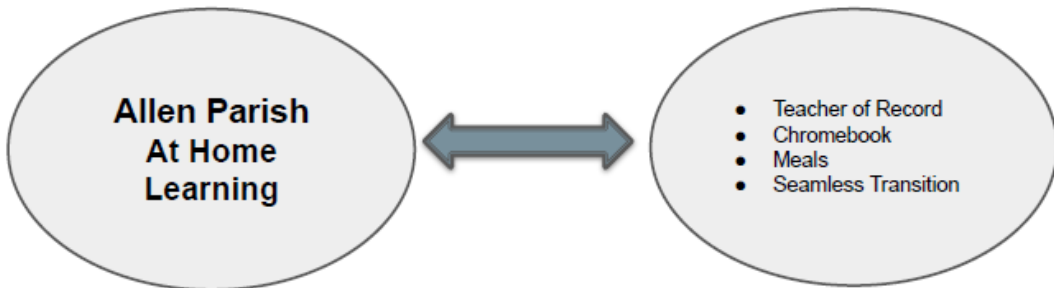
If other, please explain: \_\_\_\_\_  
\_\_\_\_\_

**Disclaimer:** By agreeing to use the **At Home Learning Option**, I agree to contact and notify the school of my decision to choose *At Home Learning* for my child. I agree to provide the school with up-to-date contact information to include phone number, physical address, and email.

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_  
\_\_\_\_\_

Parent Signature

Principal



## THREE KEY PRINCIPLES



**1** Wash Hands Often



**2** Wear a Face Covering



**3** Practice Social Distancing

## WHAT ARE THE STEPS WHEN A STUDENT IN SCHOOL TESTS POSITIVE FOR COVID-19?

**1**

If a school becomes aware of a presumptive positive or positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor.

**2**

Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps.

**3**

If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.

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## ALLEN PARISH BACK TO SCHOOL GUIDANCE ADDITIONAL INFORMATION

- **Extra-Curricular Activities** – Students enrolled in the Allen Parish School System will be allowed to participate in extra-curricular activities. These activities will take place before 8 am and after 3 pm each school day.
- **At-home Learning** – Students have the option to face-to-face instruction or at-home learning. A student who is enrolled in At-home Learning and wishes to re-enter the school setting must give the school a one week notice before returning to face-to-face instruction.
- **Attendance** – No changes have been made to our standard attendance policies. Attendance for At-home Learning will be weekly performance based attendance. This will be based on a percentage of work completed the previous week.
- **Face Coverings** - are required for all students on school buses and all students 3rd grade and above. Medical excuses for face coverings are strongly discouraged and special situations will be reviewed by the Superintendent.

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## COMMUNICATION

Parents, employees and community members can access the most up to date information regarding our re-opening processes through:

- Allen Parish School Board website
- Allen Parish Facebook
- Individual School Website
- Individual Parent Contact