

# **Beauregard Parish School Board**



## **Return to School Plan**

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## **Table of Contents**

<b>Introduction</b>	<b>3</b>
<b>Beauregard Parish School District Operations</b>	<b>3</b>
<b>Phase 1</b>	<b>3</b>
<b>Phase 2</b>	<b>4</b>
<b>Phase 3</b>	<b>4</b>
<b>K-12 Parent Instructional Options</b>	<b>4</b>
<b>Student Attendance</b>	<b>5</b>
<b>Transportation and Bus Protocols</b>	<b>6</b>
<b>Employee and Student Safety</b>	<b>6</b>
<b>Student Protocols and Screening Overview</b>	<b>7</b>
<b>Employee Screening and Exposure Protocols</b>	<b>7</b>
<b>Employee Health Protocol</b>	<b>8</b>
<b>Student Exposure</b>	<b>9</b>
<b>Personal Protective Equipment (PPE) for Employees and Students</b>	<b>9</b>
<b>Travel Restrictions</b>	<b>9</b>
<b>CAFETERIA PROTOCOLS</b>	<b>9</b>
<b>COMMUNICATION</b>	<b>10</b>
<b>OTHER SCHOOL CONSIDERATIONS</b>	<b>11</b>
<b>Restroom Usage during the School Day</b>	<b>11</b>
<b>Locker Rooms</b>	<b>11</b>
<b>Visitors on Campus</b>	<b>11</b>

## INTRODUCTION

The Beauregard Parish School District has created this documented plan to aid in the returning of our students and staff members to our schools. We want our families to feel secure that their student is safe upon returning and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and the Louisiana Department of Health (LDH). Regular updates will be made to this plan based on information provided to us by these agencies.

### Beauregard Parish School District Operations

Before implementation, information on the opening of school and appropriate phases will be sent to all employees, students, and parents. Additionally, the individual needs and circumstances of students with disabilities will be addressed. Please see below for a summary of each phase.

Phase	Operations
Phase 1	<ul style="list-style-type: none"><li>• School operations are limited to virtual learning only</li><li>• Facilities are closed to the public</li><li>• All Beauregard Parish School District employees are classified as essential and may be required to report to their assigned locations</li></ul>
Phase 2	<ul style="list-style-type: none"><li>• Schools may offer limited on-site activities</li><li>• School operations may implement a combination of face-to-face (PreK-6) an A/B Schedule (7-12)</li></ul>
Phase 3	<ul style="list-style-type: none"><li>• Schools may open for all students Monday through Friday based on recommendations and data from LDOE, CDC, LDH, Governor's office, and applicable local and state agencies</li><li>• School operations may resume with restrictions or guidelines</li></ul>

### Phase 1

In the event that the governor's office declares that we must return to Phase 1, the school system will provide virtual learning opportunities for all students. This will be done using Google Classroom and Beauregard Parish curriculum. We have implemented Google Classroom for two years and used it during our 2020 Summer Program, which gives us confidence that it will meet our needs for any phase this fall. Students would continue to have access to high quality instruction and would be required to log-in regularly, submit assignments, and complete tests.

## **Phase 2**

Using the Phase 2 LDOE guidelines, PreK - 6th grade would attend school daily, maintaining the social distancing guidelines, as well as remaining in static groups throughout the school day. For grades 7-12, the school system would only be able to physically accommodate half of our students on campuses on any given day. In this phase, we will implement an A/B model to provide in-person instruction to half of our students on alternating days. Group A will attend school on Mondays and Wednesdays. Group B will attend on Tuesdays and Thursdays. Each of our schools' protocols will include daily temperature checks, amended cafeteria operations, and additional enhanced safety protocols.

Family groups and students sharing a household will all attend school on the same days. On days that students are not physically on campus, teachers will provide assignments to be completed online using the Google Classroom platform.

In the event that parish and school administration determine that a facility can safely accommodate the current number of enrolled students within the guidelines in the space available, that school may return to in-person, everyday scheduling. Notification will be given in advance of any such changes.

## **Phase 3**

The school district may provide all students the opportunity to be in school every day. To accomplish this, each of our schools will be modifying our practices to include daily temperature checks, amended cafeteria operations, and additional enhanced safety protocols.

## **K-12 PARENT INSTRUCTIONAL OPTIONS**

In Phases 1, 2, and 3, all K-12 families will have the option to learn exclusively from home via Google Classroom with Beauregard Parish curriculum. In the event that the governor's office declares that we must enter Phase 1, the school system will provide virtual learning opportunities for all students. This will be done using Google Classroom. We have been using Google Classroom for two years and have expanded training for teachers this summer in order to meet the needs of a fully virtual environment. Students would continue to have access to high quality instruction and would be required to log-in regularly, submit assignments, and complete tests. Each student will have access to a Chromebook to facilitate virtual learning as well as in-class instruction. Additionally, all K-12 families will be afforded the opportunity to access internet connectivity through mobile wireless devices that will be placed in communities throughout the parish.

### **Parent Selection of Instructional Options**

- Parents may select the virtual option by contacting their school administrator
- Students must be committed to the selected option for a nine week period
- Parent requests to change from in-person to virtual learning before the end of the marking period will only be considered in extenuating circumstances as approved by their school administrator

## **STUDENT ATTENDANCE**

To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher.

### **Phase 1**

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to complete daily course assignments

### **Phase 2**

School-based Attendance:

- All attendance regulations are enforced
- Teachers take attendance
- Teachers are required to document completion of the minimum number of instructional days and instructional minutes per year
- Students must be in attendance and meet state required minutes
- Students not attending school regularly will be referred to the Office of Child Welfare and Attendance for further review

Virtual Attendance:

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to complete daily course assignments to be counted as in attendance

### **Phase 3**

- Attendance regulations are the same as outlined in Phase 2

## **TRANSPORTATION AND BUS PROTOCOLS**

Beauregard Parish will continue to provide transportation for its students. Due to the limitations of bus occupants put in place by LDOE guidelines, parents are asked to provide their student's transportation to and from school, if at all possible.

### **Phase 1**

Beauregard Parish School District will not provide school bus transportation for students to and from school. In Phase 1, the school system will provide virtual learning opportunities for all students.

### **Phase 2**

Beauregard Parish School District's school buses will operate at 50 percent capacity to maintain appropriate spacing. Students will sanitize their hands upon loading the bus. Bus operators/students will be required to wear a face covering while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

### **Phase 3**

Beauregard Parish School District's school buses will operate at 75 percent capacity to maintain appropriate spacing. Students will sanitize their hands upon loading the bus. Bus operators/students will be required to wear a face covering while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

## **EMPLOYEE AND STUDENT SAFETY**

### **Student Protocols and Screening Overview**

- Parents are encouraged to complete a student health screening at home before sending students to school (see below for symptoms)
- All employees and students will have their temperatures taken upon arrival at school. Students with a temperature reading of 100.4 or above will be required to report to a designated location for reevaluation
- All employees and students will sanitize their hands upon entering the school building
- For our younger students, classroom groups will remain static, understanding individual students may come into close contact with one another during the school day
- To practice social distancing, we will, to the maximum extent possible, maintain a physical distance of six feet
- Students in grades 3 through 12 must wear a face covering, as able and to the maximum extent possible
- Students may consume meals in school cafeterias and additional areas to maintain social distancing
- Buses will be required to have the windows open while students are

- on-board weather permitting
- Schools will be amending procedures in order to comply with the recommended safety guidelines

**When completing a student self-screening, parents should look for the following symptoms. If students present any of these symptoms, the student should remain at home. If the student presents one or more of the following symptoms at school, school personnel will follow established protocols and contact parents.**

Symptoms that may require a student to stay home and/or leave school:

Any **one** of the symptoms below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home. It will be the responsibility of the parent/guardian to promptly pick up the student from school. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal of the student's health status.

## **Employee Screening and Exposure Protocols**

The following guidelines are **mandatory** for BPSB employees.

- All employees must follow established return-to-work guidelines. **If any of the following symptoms exists, the employee should remain home and contact their immediate supervisor and/or school administrator.** Symptoms that require an absence, or exclusion, from work include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell

Sore throat  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea

- Employees will be required to complete a Safe Schools Online Training to include:
  1. Coronavirus Awareness
  2. Coronavirus: Cleaning and Disinfecting Your Workplace
  3. Coronavirus: Managing Stress and Anxiety
- BPSB employees will practice social distancing at all times.
- BPSB employees must wear a face covering when having face-to-face interaction with students and the public on school board property, to the maximum extent possible.

## Employee Health Protocol

- If an employee becomes ill at work, or if another person is exhibiting symptoms of COVID-19 at work, he or she may be asked to go home
- Employees returning to work from an approved medical leave should contact HR. Before returning to work, employees may be asked to submit a healthcare provider's note. In the event that a doctor's note cannot be obtained, the school nurse must give clearance of employee being symptom free before returning to work
- If an employee has been diagnosed with COVID-19, he or she may return to work when **all** 4 criteria have been met:
  1. A minimum of 10 days isolation have passed since first presenting symptoms
  2. At least 24 hours without symptoms (no fever without the use of fever-reducing medications)
  3. Improved respiratory symptoms (cough, shortness of breath, etc.)
  4. Clearance from a medical provider or school nurse clearance

## Student Exposure

The BPSB will be in close contact with the Louisiana Department of Health. The regional administrator's office will give guidance for all incidents related to student exposure to COVID-19 and/or COVID-19 related symptoms. While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If a student, or someone he or she has been in contact with, has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure.

**Student exposure protocols may include the following:**



1. Self-quarantine may be required
2. Parents should monitor students for symptoms and consider contacting a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal.

## **Personal Protective Equipment (PPE) For Employees and Students**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Face Coverings:** Face coverings are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, face coverings are required for all BPSB students in grades 3 through 12 and **ALL** BPSB employees while inside the school facility
- **Gloves:** Wearing gloves does not diminish the need for regular handwashing, and whether gloved or not, the touching of faces, noses, and eyes is a significant risk to the spread of infection

**\*\*Please note that social distancing should be practiced even with the use of PPEs\*\***

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds every two hours
- If soap and water are not available, use hand sanitizer with at least 60% alcohol
- Avoid touching eyes, nose, and mouth
- Cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing

## **Travel Restrictions**

- **Employees**

BPSB will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the office of the Superintendent.

- **Students**

Only during Phase 3, school related travel may be allowed with approval from the Superintendent.

## **CAFETERIA PROTOCOLS**

### **Phase 1 – Virtual Plan** Virtual learning from home for all students, (PreK-12)

The Child Nutrition Department will offer students lunch, and possibly breakfast, as “grab-n-go” meals, which will be available each Monday at all schools.

## **Phase 2 – Hybrid Plan**

All students on campus will be offered breakfast upon entering school. Students will be allowed to eat in the dining hall, or in other areas of the school as determined by the principal. In all circumstances, students will maintain recommended social distancing. Students will receive meals to take home on the days they are not at school. For example: Students on the “A” schedule and will attend school Monday and Wednesday. They will be fed Monday at school and will take their “Tuesday” meal home with them. They will be fed Wednesday at school and will take 2 meals home for Thursday and Friday. Students on the “B” schedule and will attend school on Tuesday and Thursday. They will be fed Tuesday and will take their Wednesday meal home. They will be fed Thursday at school and will take their Friday and Monday meal home with them.

## **Phase 3 – Traditional Plan** (All students allowed on campus)

The Child Nutrition Department will provide meals utilizing the same Phase 2 guidelines, increasing the size of student groups from 25 to 50.

### **Important Information pertaining to all meal phases:**

- All regulations and guidelines (from the CDC, USDA, LDOE, CNP, and LDHH) will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.
- 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 2 hours.
- In Phase 1, 2, or 3, all meals will be served in disposable containers.
- All meals will be packed and served by the cafeteria staff.
- Students and faculty members will not be allowed to share food tables, food, or beverages.

## **COMMUNICATION**

Parents and employees are strongly encouraged to access the most up-to-date information about the re-opening of school and school operations through:

1. Teacher, student, or parent email
2. Our district website
3. Your school’s social media platform(s)

## **OTHER SCHOOL CONSIDERATIONS**

### **Restroom Usage during the School Day**

Schools will establish the maximum capacity for the facility that allows for social distancing and will post the maximum capacity sign on the door. Also, supplies for employees to clean up after themselves in staff only restrooms will be provided.

### **Locker Rooms**

Locker rooms will be closed for PE until further notice.

### **Visitors on Campus**

The safety of our staff and students remains the district's primary concern. Therefore, visitors are encouraged to make an appointment to visit BPSB schools and offices. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors should be prepared to wear a face covering, use hand sanitizer, and have their temperature taken. Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building.