



STRONG
2020
START



ST. CHARLES PARISH PUBLIC SCHOOLS

Family Reopening Guide

July 2020

Table of Contents



A Message from the Superintendent	4
Overview	6
Guiding Principles	6
School Schedules by Phases	7
Virtual Learning for Phase 1.....	7
Elementary/Middle School Schedule for Phases 2 and 3	8
High School Hybrid Schedule for Phases 2 and 3	8
eLearning Program Option	11
School Operations	13
Take-In and Dismissal Times	13
Early Dismissals	14
Attendance.....	14
School District Calendar	15
Health and Safety	17
Face Coverings	17
Temperature Checks	18
Cleaning and Disinfecting.....	18
Distancing Measures.....	19

Student Safety Protocols	20
Before Sending Your Child to School	20
COVID-19 Scenario Responses.....	21
Supporting Services	23
Transportation and Bus Protocols	23
School Meals.....	24
Before and After Care	24
Technology.....	24
Social/Emotional Wellness.....	26
Students with Disabilities.....	26
Other School Considerations	27
Volunteers and Visitors.....	27
School Events/Activities.....	27
Electives/Enrichment	27
Recess/Physical Education.....	28
Athletics	28

A Message from the Superintendent



As we enter into what I know will be a **Strong Start** to the 2020-2021 school year, there are many unanswered questions and thoughtful concerns that our students, families, employees, and community have relative to returning to our physical buildings in August. I share these concerns with you, but I also know the tireless work school system leaders and stakeholders have invested in developing guidance that will safely position us to provide high-quality educational opportunities for our students, which they so rightfully deserve. **Thank you** for your commitment to our students, our community, and this school system and for the grace you have shown our team as we have worked with the Louisiana Department of Health (LDH), Louisiana Department of Education (LDOE), St. Charles Parish Emergency Operations Center, representatives from the governor's office, and other educational stakeholders to create a plan that is safe and well thought-out.

First and foremost, our plan is based upon recommendations from the Louisiana Department of Health. The plan provides a regulatory framework for school systems to operate which includes expectations for hygiene, physical distancing, cleaning, and other public health considerations. LDOE complements these recommendations with guidelines developed by a number of its own committees. I was fortunate to be a member of an LDOE planning committee which reported directly to the governor's *Resilient Louisiana Taskforce*. Finally, the school system's plan has been developed by the St. Charles Parish Public Schools Strong Start 2020 Taskforce which is comprised of a number of subcommittees and more than 120 stakeholders. We **listened** to and **learned** from school system educators, leaders, parents, government and health officials, and staff in their respective fields. As such, our plan is based upon two premises:

1. Mitigate potential COVID-19 spread to the maximum extent possible by:
 - Restricting Movement and Proximity
 - Minimizing Group Size
 - Maximizing Space
 - Limiting Respiratory Output/Congestion
 - Monitoring Symptoms
 - Enhancing Cleaning Protocols
 - Improving Student and Employee Hygiene
2. Ensure students receive the most optimal classroom instruction as operationally feasible aligned to current health guidance.

Our guidance is structured on the three phases of reopening. We must prepare for **potential phase changes which may occur** during the school year depending upon the prevalence of the virus in our community and/or state.

At this time, current laws and policies relative to compulsory attendance, instructional minutes, and state assessments will remain in place. We continue to monitor the COVID-19 pandemic and will address any necessary regulatory flexibilities, if possible, at the appropriate time.

Like many school systems and states across the country, we have created a plan with the **most recent and relevant information** available. Our **priority** remains the **health and safety of our students and employees**. We continue to overcome any challenges presented with compassion and resolute determination, and we remain steadfast in our commitment that every student matters and every moment counts. With your support, understanding, and commitment, we will successfully open the school year under these adverse but opportunistic circumstances.


Sincerely,



Dr. Ken Oertling
Superintendent
St. Charles Parish Public Schools



Overview



Despite the uncertainty that lies with the COVID-19 pandemic, we are committed to implementing a **safe, efficient, and equitable return** to school in accordance with guidance from the Louisiana Department of Health (LDH), the Louisiana Department of Education (LDOE), and the CDC.

- Issued guidance from the LDOE can be found at <https://tinyurl.com/yacs4pf2>.
- Issued guidance from the CDC can be found at <https://tinyurl.com/uczhkm7>.

As we plan to reopen schools, the health and safety of our students and employees remain our top priorities. This Family Reopening Guide, while **not all encompassing**, provides stakeholders with accurate, timely, and concise information as we navigate through reopening and operating schools amidst the COVID-19 pandemic.

Our plans are made knowing that at any time the situation may change and adjustments may be needed. Contained in this guide is information we know as of now.

This guide will be a living document, continually updated as we prepare to reopen schools in August of 2020.

Please note that this guide is subject to change, and plans are flexible as new health data and guidance are received. We will continue to keep you updated, and any **questions** related to school reopening **may be submitted to** strongstart@stcharles.k12.la.us.

We embrace this opportunity to reimagine services, increase levels of support, and prepare our students for success in an ever-changing world. Despite the uncertainty surrounding the COVID-19 pandemic, we are certain that our core business of teaching and learning will continue in whatever situation we may face.

GUIDING PRINCIPLES

- Every student matters and should be healthy, safe, engaged, supported, and challenged.
- We are committed to looking at all practices, initiatives, and resources through an equity lens.
- We are embracing the unknown and challenges presented before us as a way to reimagine services, support, and education.
- We pledge to keep it simple when possible.
- Our focus is clear, consistent, and confident messaging to keep our stakeholders informed.

School Schedules by Phases

In the event of an emergency school closure, St. Charles Parish Public Schools will make every effort to ensure that our students' educational opportunities continue while at home. Through both traditional and virtual formats, our goal is for ALL students to have access to instructional content in the event that a disruption of the school year occurs.

Schools will operate at any given time based upon the current phase of reopening set forth by the state and/or as determined by the Superintendent due to the prevalence of COVID-19 in our community. We will prepare students for a seamless transition to shift between the phases as determined/issued by the state.

Plans for all phases have been developed to implement health and safety measures to the maximum extent possible for students and employees while optimizing in-person classroom instruction.

Phase 1	Phase 2	Phase 3
All students engage in required virtual learning (at home) unless notified otherwise.	Pre-K, elementary, and middle school students will follow a traditional school schedule and are physically present in school buildings five (5) days per week. High school students will follow a hybrid schedule consisting of both on-campus learning and home learning . Students will be split into two groups and will physically attend school on alternating days. When not physically on campus, students will engage in required home learning.	

VIRTUAL LEARNING (AT HOME) FOR PHASE 1

- Students and teachers will follow the regular school day **schedule**.
- Within each class, a portion of the class period will be **synchronous** (happens in real time with the teacher and students interacting through a specific medium at the same time). For the remaining portion of each class period, teachers will provide a **combination of synchronous** (real-time) **and asynchronous** (self-paced) instruction.

- Students are **required** to engage in all home learning lessons and complete all home learning assignments. **Grades will be determined by assignments completed through home learning.** Teachers will include due dates for all assignments in Google Classroom.
- **Daily attendance** will be taken during synchronous (real-time) learning time.
- Teachers will be available to provide support and/or answer questions during the entire class period.
- All lessons will be accessible through **Google Classroom.**

ELEMENTARY/MIDDLE SCHOOL SCHEDULE FOR PHASES 2 & 3

Pre-K, elementary, and middle school students will follow a **traditional school schedule** and are physically present in school buildings five (5) days per week.

HIGH SCHOOL HYBRID SCHEDULE FOR PHASES 2 & 3

Whether in Phase 2 or 3, high school students will follow a hybrid schedule. Students will be **split into two groups** (garnet or gray for Destrehan students and purple or gold for Hahnville students) and will **physically attend school on alternating days**. When not physically present in the school building, students will participate in **required home learning**.

- All in-person and home lessons will be accessible through **Google Classroom.**
- Teachers will review home learning lesson expectations with students during in-person days.
- Students are required to engage in all home learning lessons and complete all home learning assignments. **Grades will be determined by a combination of on-campus and home learning assignments.**
- Home learning lessons will include a daily Google Form “check-in” that will serve as **evidence of student attendance** for the day.
- Home learning lessons will be **asynchronous** (self-paced) and will take most students 60-90 minutes to complete per course.
- Students are encouraged to **contact their teacher** through Google Classroom/email if they have questions/concerns. *(Students and families should be aware that teachers may not be able to respond until the end of the school day/the next day.)*

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 DHS SCHOOL CALENDAR

AUGUST						
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SEPTEMBER						
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FEBRUARY						
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- Early Dismissal
- Garnet Group on Campus
- Gray Group on Campus
- Student & Teacher Holiday (Schools Closed)
- Student Holiday (Professional Learning/Teacher Prep)

Fall Semester

- July 31 First Day for Teachers
- July 31-Aug. 5 Professional Learning/Teacher Prep
- Aug. 6 First Day for Students
- Aug. 26 Early Dismissal
- Sept. 4 End of Grading Period
- Sept. 7 Labor Day Holiday**
- Sept. 16 Conferences/Early Dismissal
- Sept. 23 Early Dismissal
- Oct. 7 End of Grading Period
- Oct. 12 Fall Break Holiday**
- Oct. 21 Early Dismissal
- Nov. 2 Fall Break Holiday**
- Nov. 3 Election Day Holiday**
- Nov. 11 End of Grading Period
Early Dismissal
- Nov. 23-27 Thanksgiving Holiday**
- Dec. 2 Early Dismissal
- Dec. 18 End of Grading Period
Early Dismissal
- Dec. 21-Jan. 1 Christmas/New Year Holidays**

Spring Semester

- Jan. 4 Student Holiday (Professional Learning)**
- Jan. 5 Classes Resume
- Jan. 18 Dr. Martin Luther King, Jr. Holiday**
- Jan. 20 Early Dismissal
- Jan. 27 Early Dismissal
- Feb. 4 End of Grading Period
- Feb. 10 Early Dismissal
- Feb. 15-19 Mardi Gras Holiday**
- Feb. 24 Conferences/Early Dismissal
- Mar. 3 Early Dismissal
- Mar. 15 End of Grading Period
- Mar. 24 Early Dismissal
- April 2-9 Easter Holiday (Spring Break)**
- April 21 Early Dismissal
- April 23 End of Grading Period (High Schools)
- May 25 Last Day for Students
End of Grading Period
Early Dismissal
- May 26 Last Day for Teachers
Teacher Prep



***The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.*

ST. CHARLES PARISH PUBLIC SCHOOLS 2020-2021 HHS SCHOOL CALENDAR



-  Early Dismissal
-  Purple Group on Campus
-  Gold Group on Campus
-  Student & Teacher Holiday (Schools Closed)
-  Student Holiday (Professional Learning/Teacher Prep)

Fall Semester

- July 31 First Day for Teachers
- July 31-Aug. 5 Professional Learning/Teacher Prep
- Aug. 6 First Day for Students
- Aug. 26 Early Dismissal
- Sept. 4 End of Grading Period
- Sept. 7 Labor Day Holiday**
- Sept. 16 Conferences/Early Dismissal
- Sept. 23 Early Dismissal
- Oct. 7 End of Grading Period
- Oct. 12 Fall Break Holiday**
- Oct. 21 Early Dismissal
- Nov. 2 Fall Break Holiday**
- Nov. 3 Election Day Holiday**
- Nov. 11 End of Grading Period
- Nov. 11 Early Dismissal
- Nov. 23-27 Thanksgiving Holiday**
- Dec. 2 Early Dismissal
- Dec. 18 End of Grading Period
- Dec. 18 Early Dismissal
- Dec. 21-Jan. 1 Christmas/New Year Holidays**

Spring Semester

- Jan. 4 Student Holiday (Professional Learning)**
- Jan. 5 Classes Resume
- Jan. 18 Dr. Martin Luther King, Jr. Holiday**
- Jan. 20 Early Dismissal
- Jan. 27 Early Dismissal
- Feb. 4 End of Grading Period
- Feb. 10 Early Dismissal
- Feb. 15-19 Mardi Gras Holiday**
- Feb. 24 Conferences/Early Dismissal
- Mar. 3 Early Dismissal
- Mar. 15 End of Grading Period
- Mar. 24 Early Dismissal
- April 2-9 Easter Holiday (Spring Break)**
- April 21 Early Dismissal
- April 23 End of Grading Period (High Schools)
- May 25 Last Day for Students
- May 25 End of Grading Period
- May 25 Early Dismissal
- May 26 Last Day for Teachers
- May 26 Teacher Prep



***The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.*

eLearning Program Option



We recognize there are varying levels of concern with sending children to school and not everyone may be comfortable having their child physically on campus. Therefore, we are excited to offer **an option for continuous online learning (the eLearning Program Option) regardless of phases** for those who are unable or do not wish to physically attend school. Students participating in this program will not physically attend school on our campuses but will participate instead in online classes from home.

- Head Start, elementary, and middle school students will be provided eLearning in core academic content areas (English/Language Arts, Math, Science, and Social Studies) using distance learning platforms and/or teacher guided instruction. Enrichment course opportunities are being explored.
- High school students will be provided eLearning in limited core content areas and limited electives using various methods including distance learning platforms and/or teacher guided instruction.
- Students must have access to a **reliable** wireless Internet connection.
- To register for the eLearning Program, students **must commit** to the program for the duration of the fall term or the school year.
- Students will be enrolled and on the roster of the school they would otherwise physically attend.
- Students will be **allowed to participate** in extracurricular, co-curricular, and all other activities including athletics. *(Following LHSAA eligibility guidelines is required when applicable.)* Transportation for activities will be provided for high school students only. Due to operational constraints, transportation from home to school is not able to be provided for elementary and middle school students.
- **Attendance** will be taken daily.
- There will be an **identified SCPPS teacher** for each class.

- Elementary and middle school students will follow a **specific daily schedule** through SCPPS teacher-led Google Classroom lessons. There will be some developmentally appropriate self-paced opportunities for all students to complete independently. Pre-K through 8th grade courses will all be taught through Google Classroom.
- High school students will be more **self-paced with teacher facilitation**. Students will be able to engage with SCPPS teachers daily during scheduled times. Core courses will be facilitated through Edgenuity. Other courses, such as electives (if available), will be taught by certified teachers through the Louisiana Department of Education Supplemental Course Academy. Google Classroom will be utilized by teachers to engage with students.

Additional information on the eLearning Program is included in the eLearning Program Handbook.

Questions may be submitted to elearning@stcharles.k12.la.us.

School Operations

TAKE-IN AND DISMISSAL TIMES

Take-in/dismissal times have been adjusted to account for bus capacity restrictions, temperature checks, and staggered/multiple entries. Departure from campuses will also be staggered to minimize congregation of students.

Tier 1 Destrehan High and Hahnville High	
Take-In 7:00-7:15 AM	Dismissal 2:15-2:25 PM

Tier 2 Cammon Middle, Hurst Middle, R.K. Smith Middle, J.B. Martin Middle, Schoeffner Elementary, and Luling Elementary	
Take-In 8:00-8:15 AM	Dismissal 3:10-3:20 PM

Tier 3 Allemands Elementary, Lakewood Elementary, Mimosa Park Elementary, New Sarpy Elementary, Norco Elementary, R.J. Vial Elementary, St. Rose Elementary, Carver Head Start, and Eastbank Head Start	
Take-In 9:00-9:15 AM	Dismissal 4:10-4:20 PM

EARLY DISMISSALS

To accommodate transportation needs, **high school late take-in days will be replaced by early dismissal days** as indicated on the schedules found on pages 9-10. Early dismissal days for elementary and middle schools will occur as documented on the SCPPS 2020-2021 School Year Calendar on page 16 unless otherwise notified.

Early Dismissal Times*		
Tier 1	Tier 2	Tier 3
11:55 AM	11:30 AM	12:30 PM
<i>*Early dismissal days on December 18, 2020, and May 25, 2021, will not follow the times indicated above and will be determined at a later date.</i>		

ATTENDANCE

At this time, current Louisiana laws and policies relative to compulsory attendance, instructional minutes, and state assessments remain in place. Attendance restrictions are set by **the state of Louisiana**. Attendance will be **recorded daily** for all students. This applies to students who will be on campus, at home, or in the eLearning Program. For specifics on how attendance will be taken, see the *School Schedules by Phases* section beginning on page 7.

Attendance will be monitored whether students are on campus or at home as prescribed by the Louisiana Department of Education during the 2020-21 school year. Although official medical excuses are **preferred**, parent notes will be accepted for all COVID-19 related absences up to day 14. Once a student's COVID-19 related absences exceed 14 days, parents will be required to submit a written request for extenuating circumstance consideration.

All requests for COVID-19 extenuating circumstance consideration should be referred to the Director of Child Welfare and Attendance on an Extenuating Circumstance Form within five days of absence. Questions should be directed to Child Welfare & Attendance at 985-785-3120.

All other attendance guidelines can be found in the 2020-21 ***Student Code of Conduct: District Handbook*** on pages 5-7.

SCHOOL DISTRICT CALENDAR

Staggered Start for Students

In order to allow the necessary time to review and implement routine and procedure adjustments needed for COVID-19, SCPPS will begin the first two days of school on a staggered schedule for students in 1st-8th grade. High school students are already following a staggered start due to the hybrid schedule and will physically report to campus on their assigned days.

- Grades 1-8
 - Students with a last name beginning with **A-K** attend on Thursday, **August 6**.
 - Students with a last name beginning with **L-Z** attend on Friday, **August 7**.
 - **All** 1st-8th grade students attend school **daily** beginning Monday, **August 10**.
- Kindergarten
 - Students with a last name beginning with **A-K** attend on Thursday, **August 13**.
 - Students with a last name beginning with **L-Z** attend on Friday, **August 14**.
 - **All** kindergarten students attend school **daily** beginning Monday, **August 17**.
- Pre-Kindergarten
 - Students with a last name beginning with **A-K** attend on Friday, **August 14**.
 - Students with a last name beginning with **L-Z** attend on Monday, **August 17**.
 - **All** pre-kindergarten students attend school **daily** beginning Tuesday, **August 18**.

eLearning Program Start Dates

To allow for material distribution and professional development, **all eLearning students** will start on Wednesday, **August 12**, 2020.

The SCPPS District Calendar can be found below and on the website at <https://www.stcharles.k12.la.us/20-21Calendar>.

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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July 31	First Day for Teachers
July 31-Aug. 5	Professional Learning/Teacher Prep
Aug. 6-7	First Days for Students (Grades 1-12)
Aug. 13-14	First Days for Kindergarten Students
Aug. 14 & 17	First Days for Pre-Kindergarten Students
Aug. 26	Early Dismissal (High Schools)
Sept. 4	Early Dismissal (Elementary/Middle Schools)
	End of Grading Period (High Schools)
Sept. 7	Labor Day Holiday
Sept. 23	Early Dismissal (High Schools)
Sept. 25	Early Dismissal (Elementary/Middle Schools)
Oct. 7	End of Grading Period (All Schools)
Oct. 9	Early Dismissal (Elementary/Middle Schools)
Oct. 12	Fall Break Holiday
Oct. 21	Early Dismissal (High Schools)
Nov. 2	Fall Break Holiday
Nov. 3	Election Day Holiday
Nov. 11	End of Grading Period (High Schools)
	Early Dismissal (High Schools)
Nov. 13	Early Dismissal (Elementary/Middle Schools)
Nov. 23-27	Thanksgiving Holiday
Dec. 2	Early Dismissal (High Schools)
Dec. 18	End of Grading Period (All Schools)
	Early Dismissal (All Schools)
Dec. 21-Jan. 1	Christmas/New Year Holidays
Jan. 4	Student Holiday (Professional Learning)
Jan. 5	Classes Resume
Jan. 15	Early Dismissal (Elementary/Middle Schools)
Jan. 18	Dr. Martin Luther King, Jr. Holiday
Jan. 20	Early Dismissal (High Schools)
Jan. 27	Early Dismissal (High Schools)
Feb. 4	End of Grading Period (High Schools)
Feb. 5	Early Dismissal (Elementary/Middle Schools)
Feb. 10	Early Dismissal (High Schools)
Feb. 15-19	Mardi Gras Holiday
Mar. 3	Early Dismissal (High Schools)
Mar. 15	End of Grading Period (All Schools)
Mar. 19	Early Dismissal (Elementary/Middle Schools)
Mar. 24	Early Dismissal (High Schools)
April 2-9	Easter Holiday (Spring Break)
April 21	Early Dismissal (High Schools)
April 23	End of Grading Period (High Schools)
May 20	Last Day for Pre-Kindergarten Students
May 25	Last Day for Students (Gr. K-12)
	End of Grading Period (All Schools)
	Early Dismissal (All Schools)
May 26	Last Day for Teachers/Teacher Prep

Early Dismissal (High Schools)	Early Dismissal (Elementary & Middle Schools)	Early Dismissal (All Schools)
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	First/Last Day for Students
	First Day for Kindergarten Students
	First/Last Day for Pre-Kindergarten Students
	Student & Teacher Holiday (Schools Closed)
	Student Holiday (Professional Learning/Teacher Prep)



**The calendar is subject to change. Student make-up days for emergencies will be taken from existing holidays.

Revised July 16, 2020

Health and Safety



FACE COVERINGS

Wearing a face covering protects students and employees and is an important measure in minimizing COVID-19 transmission. **We recognize that some students/employees may not be able to wear face coverings due to special and/or medical needs.** Accommodations for these individuals may be made on a case-by-case basis. While this has the potential to change due to mandates, the decisions regarding face coverings were made while taking into consideration the guidance issued from the CDC, Louisiana Department of Health, the Louisiana Department of Education, and survey feedback received from our stakeholders.

What is required?

- **Third through 12th grade students** are **required** to wear face coverings. This includes on busses, during transition periods, and in classrooms.
- Students in pre-kindergarten through 2nd grade are **strongly recommended** to wear face coverings.
- Employees are **required** to wear face coverings.

Need to Know:

- Students will be allowed to make adjustments to face coverings throughout the school day.
- Face coverings permitted include masks, scarves, bandannas, and neck gaiters of any color or pattern.
- Face **shields are not permitted** for students. School personnel will contact families of students with disabilities to discuss accommodations.
- Face coverings should be fitted so that they cover the nose and mouth.
- Face coverings which contain profanity, vulgar, or offensive language/symbols are **prohibited**. These include but are not limited to: slogans or advertising of alcohol, tobacco, or drugs; satanic cult or gang-related symbols or paraphernalia; profane, obscene, or sexually-oriented language.

CDC information on How to Safely Wear and Take Off a Face Covering can be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.

TEMPERATURE CHECKS

- Temperature checks for employees and students will be conducted daily upon arrival to school utilizing a **touchless thermometer**.
 - Students who ride the bus will have their temperature taken before exiting the school bus.
 - Car riders will have their temperature taken upon arrival to school.
- Students with a temperature of **100.4 or greater** will be directed to a supervised isolation space to have his/her **temperature re-checked** in approximately 10 minutes.
- If the temperature remains 100.4 or greater the student **must be** picked-up from school. It is the parent's/guardian's responsibility to **promptly** pick-up the child.

CLEANING AND DISINFECTING

The school system has contracted with Disinfx, Inc. to provide **professional disinfecting** services at all schools and sites to include:

- Initial testing and application prior to the start of school
- Baseline testing
- Random testing, monitoring, and reporting
- Quarterly application of disinfectant via misting machines
- Re-application to areas as warranted/determined by testing

In addition to this contracted service, **enhanced cleaning protocols** will be conducted on a daily basis.

- Custodial staff will clean/disinfect high touch points in high traffic areas outside of the classroom, including restrooms, every 2 hours.
- Custodial staff will disinfect high touch points in high traffic areas inside the classroom (desk tops, chair tops, light switches, door knobs, keyboards and mice in labs), hallways, stairwells, offices, restrooms, and other areas utilized by staff and/or students at the end of each school/work day.
- Teachers and/or staff in charge of classrooms will clean high touch points within the classroom (desk tops, chair tops, light switches, door knobs, keyboards and mice in labs) between each transition of students.
- Playground equipment will be cleaned after each use.
- Custodial will disinfect all weight rooms/athletic facilities at the end of each school/work day.
- Physical Education teachers and/or coaches will clean any equipment utilized intermittently and between each transition of students.
- Child Nutrition staff will clean and disinfect all kitchen and serving areas after use, between meal service, and after meal service in accordance with the SCPPS Child Nutrition Program Standard Operating Procedures for cleaning and disinfecting.

- Bus operators will clean all seats and high-touch points as required **after** each run.
- Transportation Department service employees will disinfect every bus **daily** once the bus has completed all routes for the day.
- Students must wash or sanitize hands upon arrival at school, at least every two hours throughout the day, before and after eating, before and after using outdoor play equipment, and before exiting the school facility. Washing of hands with soap and water is required before eating lunch.
- Students are allowed to bring their own **pocket-sized** hand sanitizer (preferably unscented) to school.
- Staff will be **trained** regarding cleaning/disinfecting protocols.
- Staff members will use hand sanitizer when having to transition into a different classroom.
- Accountability **checklists** will be utilized to monitor custodial staff cleaning/disinfecting protocols.

DISTANCING MEASURES

Students and employees will be socially distanced to the maximum extent possible.

- **Signage** will be placed throughout buildings as social distancing reminders.
- Protective **shields** have been installed in front office areas.
- Desks and tables will be separated to maximize physical distancing between students where possible. Desks will be arranged facing the **same direction** where possible. Unused furniture and items in classrooms shall be removed to allow for extra space.
- Students will report directly to classrooms when they arrive at school.
- Cohorts of students will **stay together** to the maximum extent possible throughout the day, including breakfast, lunch, recess, and dismissal.
- Movement will be minimized as much as possible. Schools will plan for scheduled transitions during take-in, lunch, between class periods (as necessary), and dismissal. Schools will **limit the number** of students in the hallway at one time, and students will move in the same direction when possible.
- Common area use including water fountains will be **unavailable**. Students should bring a water bottle to school daily.
- Playground use will be **scheduled**.
- Student belongings will be **separated** from others.
- The sharing of electronic devices, toys, books, and other games or learning aids shall be **avoided** when possible and cleaned/disinfected between users.
- Students should not engage in **physical contact** with each other throughout the school day.

CDC recommendations regarding social distancing can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

Student Safety Protocols



BEFORE SENDING YOUR CHILD TO SCHOOL...

Take Temperature:

- Families are asked to take temperatures of students daily before going to school. If your child has a fever of 100.4 or higher, they should stay home.
- Families are encouraged to monitor students for symptoms which may include but are not limited to fever, cough, congestion, shortness of breath, chills, muscle pain, sore throat, new loss of taste/smell, fatigue, headache, nausea/vomiting, and/or diarrhea and seek medical guidance if child has any symptoms. Students experiencing symptoms should not attend school.

Wash Hands:

- Have your child wash his/her hands with soap and water for at least 20 seconds prior to boarding the bus or arriving at school. If unable to use soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Pack a Face Covering:

- Be sure your child has a face covering prior to sending him/her to school. Face coverings are required for 3rd through 12th grade students. Students in pre-kindergarten through 2nd grade are strongly recommended to wear face coverings.

Pack a Water Bottle:

- Water fountains at schools will be unavailable, but water bottle filling stations will remain operational. Students are allowed to bring a water bottle to refill throughout the school day.

COVID-19 SCENARIO RESPONSES

Parents **will be notified** if/when their student has been in **close contact** (defined as being less than 6 feet apart for 15 minutes or longer) with an individual who is diagnosed presumptive **positive** by medical personnel or test. This notification process is based upon guidance from the Louisiana Department of Health.

EXHIBITING COVID-19 SYMPTOMS	
<i>Student or employee exhibits symptoms but has not yet sought medical advice or testing.</i>	
<ul style="list-style-type: none"> • School nurse will assess individual. <u>If contacted, parents are required to pick up the student immediately.</u> • <u>Individual should remain home when awaiting test results and/or medical diagnosis.</u> • School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) in case individual is diagnosed as positive. • Individual may return to school after <ul style="list-style-type: none"> ○ 10 days from the day the symptoms first appeared <u>IF</u> symptoms have improved <u>AND</u> no fever for at least 72 hours without using fever reducing medication <li style="text-align: center;">OR ○ A negative test result or documented rule-out for COVID-19 <u>IF</u> symptoms have improved <u>AND</u> no fever for at least 72 hours without using fever-reducing medication. 	<p>Requested Documents</p> <p>Negative test result or documented rule-out for COVID-19 is required if returning before the mandatory 10-day isolation period.</p>

POSITIVE FOR COVID-19

Student or employee is diagnosed presumptive positive by medical personnel or test.

- Positive employee or parent of positive student notifies the school immediately of the diagnosis.
- School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) and **WILL contact the parents** of these students only.
- If symptoms are present: Individual may return to school after 10 days from the day the symptoms first appeared **IF** symptoms have improved **AND** no fever for at least 72 hours without using fever reducing medication.
- If not experiencing symptoms: Individual must remain home for 14 days after exposure.

Requested Documents

Documentation of medical diagnosis/positive testing should be shared upon return to school.

CLOSE CONTACT WITH COVID-19 POSITIVE STUDENT OR EMPLOYEE

Student has been in close contact with an individual who is diagnosed presumptive positive by medical personnel or test.

- **Close contact is defined as being less than 6 feet apart for 15 minutes or longer.**
- The individual who was in close contact to someone who received a positive diagnosis should not come to school. If the individual who was in close contact is already at school when notified of the diagnosis, the individual in close contact will be sent home. **Parents are required to pick up the student in close contact immediately.**
- If symptoms are present: Individual may return to school after
 - 10 days from the day the symptoms first appeared **IF** symptoms have improved **AND** no fever for at least 72 hours without using fever reducing medication
 - OR**
 - A negative test result or documented rule-out for COVID-19 **IF** symptoms have improved **AND** no fever for at least 72 hours without using fever-reducing medication.
- If not experiencing symptoms: Individual must remain home for 14 days after close contact with diagnosed person **UNLESS** a negative test result or documented rule-out for COVID-19 is received.

Requested Documents

Negative test result or documented rule-out for COVID-19 is required if returning **before** the mandatory 10-day or 14-day isolation period.

Supporting Services

TRANSPORTATION AND BUS PROTOCOLS

Maximum School Bus Capacity Including Adults		
Phase 1	Phase 2	Phase 3
25%	50%	75%

Due to issued guidelines regarding bus capacity and to minimize mixed groups of students to the maximum extent possible, students will need to ride the same bus to and from school each day. Therefore, the **only bus changes allowed** will be to honor **custody judgments**. Please plan accordingly.

- Bus operators are required to wear a face covering while students are onboard.
- Students will have **assigned seats** on the bus, and student seating charts will be established and maintained.
- Windows should be open on busses as permitted by weather to allow for air flow.
- Bus operators will clean all seats and high-touch points as required **after** each run.
- Transportation Department service employees will disinfect every bus **daily** once the bus has completed all routes for the day.
- Due to limited bus capacity, there may be an increase in the amount of time on routes or waiting at bus stops. We ask for your **patience** as we work through these challenges.

Hand sanitizer will be available on busses.

Transportation questions may be submitted to transportation@stcharles.k12.la.us.

SCHOOL MEALS

Students will be served breakfast and lunch according to nutrition guidelines. Meal service operations may vary from school-to-school. All regulations and guidelines will continue to be followed in regards to school meals including preparation, serving, storage, and cleaning.

- Meals will be served in **individual**, disposable containers.
- Meals will be packed and served by cafeteria staff as self-service stations will not be available.
- **On-the-Go Breakfast** will be provided daily and will be eaten in the classroom.
- Students may eat lunch in **classrooms or outside**.
- **Cafeterias** may be used at the high schools at the discretion of the principal. If used, the dining space will be separated into 2-3 rooms by dividers to accommodate as many students as possible while meeting social distancing guidelines.
- **Take-home** meals will be available for purchase for high school students who are not physically on campus due to the alternating hybrid schedule. Free/reduced meal prices will apply for approved students.
- Meals will continue to be offered for students if we transition to **Phase 1 Virtual Learning** at home.

BEFORE AND AFTER CARE

The Before and After School Child Care Program will service families with students in grades **PK4 - 6th** during the 2020-2021 school year in accordance with school calendar days. Extra precautions will be taken according to CDC recommendations in relation to COVID-19 by revising our policies and procedures and practicing social distancing.

All families wanting to use the program were required to submit an application by July 15, 2020. **You will be notified of your application status on/or the week of July 29.** Please contact Child Welfare and Attendance at (985) 785-3149 or strongstart@stcharles.k12.la.us with any questions.

TECHNOLOGY

The school system is pleased to be able to loan a **technology device to ALL students** (grades PK-12), including those students participating in the eLearning Program. A \$20 technology usage fee per child will be assessed with a maximum of \$40 per family.

- Families will sign the SCPPS Device Loaner Agreement prior to receiving the device.
- Schools will coordinate the issuance of devices to students.
- Students will be able to take-home the device as determined by each school.

SCPPS has purchased the necessary equipment and resources to supply **free Wi-Fi** in our school parking lots. Students and staff members will be able to access free Internet by connecting to our network in **ALL 15** school parking lots, Carver Early Learning Center, Landry Alternative Center, the Professional Learning Center, and the Satellite Center.

PowerSchool Parent Portal

St. Charles Parish Public Schools utilizes PowerSchool Parent Portal to keep parents informed of real-time grades and attendance.

What if I need information to set-up my Parent Portal account?

Please contact your child's school or the SCPPS Technology Helpdesk at (985) 785-3126 between the hours of 8 AM - 4 PM.

SchoolStatus

St. Charles Parish Public Schools is excited to introduce a new communication tool called *SchoolStatus*. This tool will enhance communication efforts between school staff members and parents which is especially important during times of remote learning and engagement. *SchoolStatus* gives teachers and administrators the opportunity to remotely text and call parents from a phone number that is **YOUR direct line** to the educator contacting you. Each time you receive a phone call from a St. Charles Parish Public Schools teacher or staff member through *SchoolStatus*, you will hear **"Powered by SchoolStatus, calls are recorded"** at the start of the call. *SchoolStatus* is an official, approved communication platform of the district.

Technology Assistance

St. Charles Parish Public Schools has created its own **SCPPS Technology Connection** website, <http://bit.ly/SCPPS-HLO>, that contains documents and videos to assist parents and students with accessing and using school technology at home. Videos and documents on how to log into Google Chrome and how to navigate Google Classroom, among others, can be found on the **SCPPS Technology Connection** website. Instructions regarding utilizing Google Classroom apps will also be included in the 2020-2021 InBox.

Families who need assistance with the Chromebook device or other technology needs may contact the SCPPS Technology Helpdesk Monday-Friday from 8 AM - 4 PM at (985) 785-3126 or helpdesk@stcharles.k12.la.us.

SOCIAL/EMOTIONAL WELLNESS

St. Charles Parish Public Schools is working diligently to create safe and supportive learning environments that optimize academic outcomes for all students upon returning to school after COVID-19 closures. **Each school** will establish a **Social-Emotional Wellness (SEW) Team**, including school counselors and mental health professionals, to support the behavioral health needs of students by identifying and responding to student needs with interventions and services.

The most effective way to identify these needs is through a **universal screening** utilizing a data-based approach. SCPPS is working to develop a universal screening process for students 8 years old and above which will include administering a brief, repeatable measure of social-emotional wellness and behavioral health functioning in children. The universal screening will be administered in phases throughout the fall semester. Parents will have the ability to opt-out of the universal screening process if they do not want their child to participate. Parents will be able to opt-out their student when completing back-to-school forms.

Louisiana State University Health Sciences Center (LSUHSC) and Reclaiming Futures will assist with developing the universal screeners, pre-screening administration education for the SEW school teams, post-screening data collection and analysis, and development of individualized behavioral plans to support students as needed. In addition, several of our community partners (including LSUHSC, the St. Charles CARE Center, and Access Health) will provide **in-person** and **virtual behavioral health support and services** for our students.

In addition to the universal screening, school counselors and mental health professionals will be highly visible during transitions and in classrooms to further support the identification of students who need additional supports. Teachers will also receive professional development to support them in identifying students through a supportive lens.

STUDENTS WITH DISABILITIES

Every student with a disability is entitled to a **Free Appropriate Public Education** (FAPE) and is entitled to special education services based upon their individualized education program (IEP). Teachers of students with disabilities **will contact parents** to discuss parent concerns regarding their student's return to school.

Having every student wear face coverings may be impractical and unrealistic for some students with disabilities. Some students with disabilities cannot wear face coverings due to health, sensory, or communication reasons. On a case-by-case basis, special considerations will be made when making adjustments and accommodations for students with disabilities.

Other School Considerations



VOLUNTEERS & VISITORS

- **Essential visitors** are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who conduct official school or LDOE business.
- Non-essential visitors/volunteers will be restricted. Visitors are not allowed in school buildings unless under extenuating circumstances.
- All essential visitors are required to wear face coverings and undergo temperature checks.
- Individuals with a temperature of **100.4 or greater** will not be able to enter.
- Parent appointments must be made through the office in **advance**.
- Lunch guests will not be allowed.
- SBLC meetings/parent conferences should be held **virtually** when possible.
- Playgroups in Family Center or ESL Friends and Families in-person will be suspended.

SCHOOL EVENTS/ACTIVITIES

- Off-site field trips are discontinued until further notice.
- Large events (such as Meet-and-Greets) may take place **virtually** or may be scheduled throughout a period of time to limit the size of the gathering. Social distancing requirements must be met.
- Schools will communicate beginning of the year information to families.
- All attendees must wear a face covering.

ELECTIVES/ENRICHMENT

- Students will continue to engage in enrichment classes in accordance with guidelines issued by the LDOE and other national educational organization such as the National Federation of State High School Associations and the National Association for Music Education.
- Enrichment time and processes will vary from school-to-school.

RECESS/PHYSICAL EDUCATION

- Schools will assign locations for **static groups** to participate in outdoor recess.
- Playground equipment will be cleaned after each use.
- Elementary and middle school students **will participate** in P.E. activities while wearing school uniforms.
- High school students will dress out in P.E. uniforms **when possible**. Social distancing will be maintained and locker rooms will be cleaned after each class period.

ATHLETICS

The COVID-19 pandemic presents athletics with a number of challenges. The Louisiana High School Athletic Association (LHSAA) and National Federation of High School Sports Medicine Advisory Committee (NFHS SMAC) has offered guidance on many components of “opening up” athletics in Louisiana.

SCPPS middle and high school athletics will be conducted in accordance with guidance released by LHSAA, the National Federation of High Schools, the CDC, and LDH.