

2020-2021 SCHOOL YEAR PLANNING GUIDE MOVING FORWARD TOGETHER





For the most updated version of the 2020-2021 School Year Plan, visit www.stpsb.org/coronavirus.

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INTRODUCTION

As we begin the 2020-2021 school year, our district is prepared to focus on instruction while at the same time addressing the physical, mental and social well-being of our students and needs of our community. Health and safety protocols will be in place to keep students, families and employees safe and healthy.

Since the COVID-19 situation began in March, we have been in frequent communication with representatives from a variety of health and government organizations who provided guidelines and recommendations to ensure we have the proper safety protocols and procedures in place for the beginning of the school year. We received input from parents/caregivers and employees through surveys, and our district leadership team has held video conferences with school administrators to discuss tentative plans and determine the unique needs of all 56 of our schools. We evaluated survey results, needs of schools and guidance and policies to develop this plan for beginning the school year safely for students, families and employees.

This plan outlines instructional and operational protocols that will be in place at the beginning of the 2020-2021 school year. While it is not all encompassing of all protocols and procedures, it provides stakeholders a concise overview. The plan and protocols will be evaluated and adjusted as the situation evolves and we receive new guidance from health and government officials.

This is an unprecedented situation and we appreciate the patience of our STPPS family. From the beginning, we have been in this together, we will begin school together, and we will remain together as we navigate this school year. Together, We Are STPPS.

OUR COMMITMENTS

As STPPS navigates the COVID-19 pandemic, we are committed to:

- 1. Providing STPPS students with engaging continuous learning experiences, social-emotional support, and balanced nutrition
- 2. Providing for the safety and well-being of all district employees and students
- 3. Preventing and responding to the spread of COVID-19 in our school communities

The safety of our students and staff is our top priority. As we plan for the 2020-2021 school year, our school-based plans will be adaptable and routinely adjusted as needed.



WHAT FAMILIES CAN EXPECT WHEN SCHOOLS REOPEN











LEARNING OPTIONS FOR FAMILIES IN STPPS

OPTION 1: Students remain enrolled in a traditional brick-and-mortar school.







PHASE 2 TRADITIONAL (Grades PK-5) HYBRID (Grades 6-12)

*Determined by the phase the state is in at a given time

OPTION 2: Students can enroll in the STPPS Virtual School. Students choosing to enroll in the virtual school should remain enrolled for a minimum of one semester.









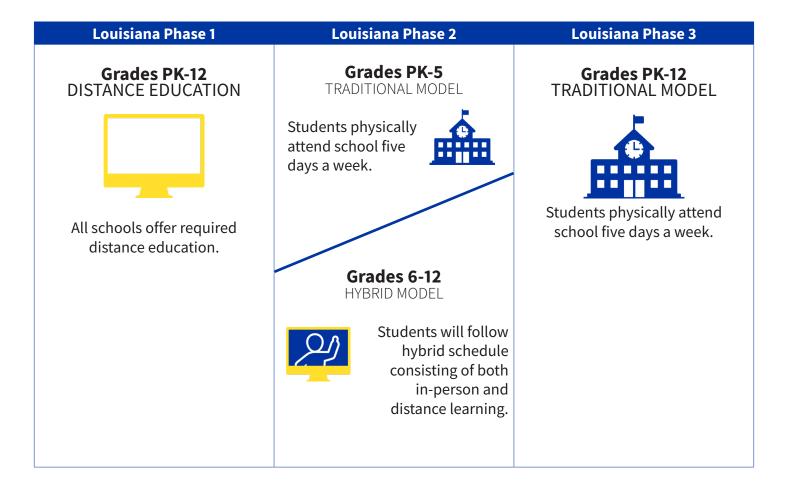
HEALTHY AND SAFE CAMPUSES

- Face mask or covering will be required to the greatest extent possible for adults and students in grades 3-12. This is optional for students in grades Pre K-2.
- Schools will follow cleaning and disinfection guidelines.
- Students and employees will be encouraged to practice good hygiene and wash/clean their hands regularly.
- Social distancing protocols will be implemented including limited bus capacity based on Louisiana's COVID-19 phase.
- STPPS campuses will conduct daily temperature checks for students, employees and essential visitors.
- Students and employees who are sick may not attend school or work.

LEARNING MODELS BY PHASE

STPPS is committed to providing all students with continuous engaging learning experiences. The learning model schools will follow will be determined by the phase the state is in at a given time or as determined by the superintendent in response to the COVID-19 situation in our community. The progression through learning models will be dependent upon the movement through Louisiana state Phases 1, 2, and 3 and the latest COVID-19 health data.

These are the learning plans for students participating in the traditional brick-and-mortar schools. Attendance, grading, and other policies will be in effect through all phases.



ENGAGING LEARNING EXPERIENCES

There is a possibility of schools alternating between the traditional, hybrid and distance learning models as the situation evolves. STPPS will determine the learning model based on safety guidelines and protocols. This is for students enrolled in a traditional brick-and-mortar school.

TRADITIONAL LEARNING



- Students in grades PK-5 will follow the traditional school setting for Phases 2 and 3. Students are physically present in school buildings five (5) days per week.
- Students attend school on campus following the school's normal schedule.
 Safety protocols including frequent cleaning, face coverings and social distancing on campus are in place. Younger students who are unable to maintain a physical distance from other students or adults will be assigned static groups.
- Employees will work five days a week in person unless otherwise notified.

HYBRID LEARNING



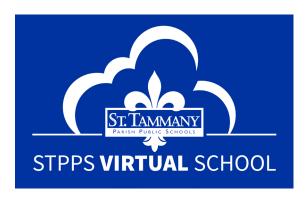
- Students in grades 6-12 will follow a hybrid schedule for Phase 2. Students will be split into two groups and physically attend school on alternating days. Students with the first letter in their last name beginning with A-K will physically attend school on Mondays and Wednesdays. Students with the first letter in their last name with L-Z will physically attend school on Tuesdays and Thursdays. Groups will alternate attending in person on Fridays.
- When not physically present in the school building, students will participate in required distance learning and attendance will be taken daily.
 - Siblings will attend school in person on the same days.
 - Students' needs will be assessed to identify any student who may require more in-person instruction than scheduled, including special education students, 504 students, English Learners, and Pre K students.
- Employees will work five days a week in person unless otherwise notified.

DISTANCE LEARNING



- Students receive daily distance instruction and support services online at home with a combination of real-time instruction with their teacher via Google Meet or Zoom and independent work via Google Classroom.
- Students do not attend school in person. Students will be required to engage in lessons and complete assignments, and attendance will be taken daily.
- Teachers will be available to provide support or answer questions.

STPPS VIRTUAL SCHOOL



Our new STPPS Virtual School is an option for parents who would prefer their child to learn virtually instead of attending school in person at a traditional brick-and-mortar school. This is not the same as distance learning, remote learning or hybrid learning that will be a possible learning model implemented for students enrolled in STPPS traditional brick-and-mortar schools.

The STPPS Virtual School is a full time virtual school for students in grades K-12 who live in St. Tammany Parish. Virtual instruction will begin at the start of the school year and operation will not be dependent on state phases or learning model the rest of the district is using at a given time.

- Instruction is provided through an online learning platform.
- Louisiana certified teachers, counselors and administrators provide online and in-person support.
- Curriculum aligned to Louisiana state standards
- Learning Lab provides in-person tutoring and support
- Students enrolled will be required to take statemandated assessments.
- Students will be expected to follow attendance requirements and work a minimum number of hours each day/week.
- Students will be expected to remain enrolled in the STPPS Virtual School for a minimum of one semester.
- Limited extracurricular activities and clubs may be offered
- Sports will not be offered
- Students must withdraw from their currently enrolled school to enroll in the virtual school.
- Technology requirements include a computer or tablet and reliable internet access
- Chromebooks will be provided when they are available.

More information and online registration are available at www.stpsb.org/virtual.





A SAFE START TO SCHOOL

Students will begin their school year in a staggered approach in small groups to provide a safe and productive re-entry to school. August 11-14 will be "Safe Start Days" where one-fourth of students will report to school each day. This will be based on the first letter of their last name. On August 17, students will begin their regular school schedule, whether it is distance learning, hybrid, or traditional in-person at that time. STPPS Virtual School students will receive their orientation during the Safe Start Days amd will begin their regular schedule August 17.

All employees will report to work on their regular scheduled date. Teachers will return to school in person August 3-7 for professional development; Teachers Day is August 10.



Teacher Safe Start Days will allow time for:

- Training on safety protocols and distance learning
- Prepare classrooms based on phased guidance
- Prepare for implementation of new classroom/school procedures

Student Safe Start Days will allow time for:

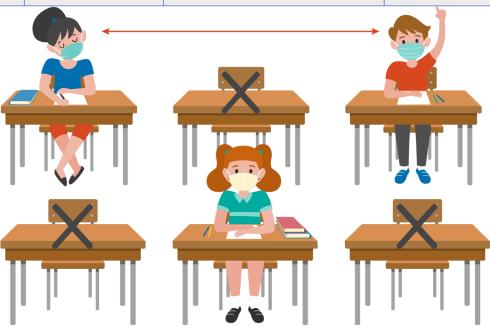
- Learning new in-person or distance learning routines and procedures
- Administration of diagnostic tests and other assessments to determine unfinished learning
- Daily bus counts to determine transportation needs



SAFETY PROTOCOLS AND OPERATIONAL STANDARDS

STPPS will adhere to national, state and local guidance and requirements for safety protocols and operational standards to help keep our schools safe and our students, families and employees healthy. School administrators will use these standards to implement protocols at the school level. The situation will be monitored and adjustments will be made as needed.

	Phase 1	Phase 2	Phase 3
Maximum Group Size (including adults)	10	25	50
Maximum School Bus Capacity (including adults)	25%	50%	75%
Student Grouping Options	Distance-learning only.	The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time is 25 individuals during Phase 2, including adults. The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible. Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups.	Class sizes and number of people in a group will be limited to 50 individuals, including adults. The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible. Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups.





Personal Hygiene

- Students will wash their hands or use hand sanitizer upon arrival, every two hours, before and after eating, before and after using outdoor play equipment, before and after events, after changing classes, and before exiting to leave school.
- Teachers will wash or sanitize their hands upon arrival, every two hours, and every time a new group of students enters their room.
- All employees will receive a Safe Start Kit including cleaning and disinfecting supplies and PPE.
- Schools will be supplied with hygienic supplies.
- All employees and students will participate in health and safety training.
- Shared supplies, including electronic devices, toys, books, manipulatives, lab materials, art supplies, etc. will be eliminated to the greatest extent possible.

Cleaning

- Deep cleaning of schools will occur prior to students/employees returning.
- Custodial staff will receive training on appropriate sanitation measures.
- Custodial staff will clean frequently touched surfaces multiple times throughout the day following a checklist provided by the district.
- Playground equipment will be cleaned after each group's use.
- Student desks will be cleaned before and after each student's use.

Face Masks and Coverings

- Adults and students (3rd grade and up) must wear face coverings, as able, to the maximum extent possible. Face coverings should be worn in all areas of the school during arrival, dismissal, and other transitions.
- For individuals with health issues or other concerns that make wearing a mask difficult, exceptions will be considered on a case-by-case basis.
- Students in Pre K-2 may wear a face covering while inside the school facility.
- Face coverings may be brought from home or disposable masks will be provided by the school. Student face masks and coverings can be patterned, have the school or STPPS logo, or can be monogrammed as long as they comply with the dress and personal grooming policy stated in the *District Handbook for Students and Parents*.
- The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Face shields may be used when sustained close contact with other people is expected.



	Phase 1	Phase 2	Phase 3
Maximum Bus Capacity (including adults)	25%	50%	75%
	Passengers must ride one per seat with every other seat empty.	Passengers will be spaced to t	the maximum extent possible.
Seating	Members of the same household may sit in the same seat, with an empty seat between household groups.		

- Bus drivers and aides will be screened for symptoms of illness.
- Social distancing should be maintained at bus stops to avoid congregation of children from different households.
- All individuals will use hand sanitizer upon entering the bus.
- Frequently touched surfaces such as seats and handrails will be cleaned and disinfected after each group's use.
- Adults and students (3rd grade and up) must wear face coverings/masks at all times, as able, to the maximum extent possible.
- Windows will be lowered to facilitate air flow as weather conditions permit.





Safety protocols and operational standards will be in place on school campuses when students and employees report to school in person. This includes the traditional model and days students report to campus under the hybrid model.

Signage

• Signage with COVID-19 information that promotes everyday protective measures and describes how to stop the spread of germs will be posted in highly visible locations.

Entering and Exiting Buildings

- Floor markers will be placed at the entrance to buildings to designate entrance and exit flow paths to ensure social distancing.
- Crowding will be limited at entry and exit points to maintain maximum group sizes and physical distance recommendations to the greatest extent possible.
- All individuals entering the school building will wash their hands with soap and water or apply hand sanitizer.

Employee and Adult Screening

• Employees and essential visitors will have their temperature taken and asked health screener questions as defined by the CDC upon entering the building. If they have symptoms or fever, the established screening protocol will be followed.

Student Screening

- Students will be assessed for symptoms of COVID-19 as defined by the CDC upon arrival in homeroom or first period classroom:
 - Temperature will be taken and health screener questions may be asked.
 - Have you had a recent fever?
 - Do you have shortness of breath?
 - Do you have a cough?
 - Students will be visually inspected for signs of illness, particularly shortness of breath or cough.
 - If temperature registers 100.4°F or higher, the student will be sent to the sick room and sent home. The established protocol for students displaying symptoms will be followed.

Sick Room and Well-Visit Rooms

- Two separate areas will be designated to isolate sick individuals or individuals who exhibit COVID-19 symptoms from those who are well and require medical assistance for routine needs.
- The Well-Visit room will be used for medical assistance for routine needs.
- The Sick Room will be used to isolate students and adults who exhibit one or more of the symptoms of COVID-19.



Visitors and Volunteers

- Non-essential visitors and volunteers will not be allowed on campus except for extenuating circumstances.
- Essential visitors are individuals who must enter schools to conduct visits in accordance with Louisiana law or policy. Essential visitors are defined as individuals who conduct CLASS® observations, observe teacher candidates as part of the teacher preparation quality rating system, and provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.
- Essential visitors will be screened following the same staff/student process; must be wearing a face covering/mask to the extent possible; and must wash hands with soap or application of hand sanitizer.

Facility Safety Measures

- Shared water fountains will be closed but bottled water will be provided and filling of water bottles will be available.
- It will be ensured that ventilation systems operate properly and circulation of outdoor air will be increased as much as possible, as long as this does not pose a safety or health risk to students or employees.

Social Distancing in Classrooms

- Excess furniture will be removed from classrooms to maximize physical distance (to the extent practicable).
- Desks and chairs will be spaced as far apart as possible and will face one direction or back-to-back. If tables are used, only one side of the table will be used and dividers may be used to seat more students.
- Distance will be established between the teacher's desk/board and students' desks.
- Teachers will teach from one location in the classroom to the greatest extent possible.
- Physical interaction through partner or group work will adhere to social distance practices.
- Large spaces (i.e. gymnasiums, auditoriums, outside spaces as weather permits) will be used for social distancing with appropriate partitions.

Transitions During the School Day

- For class changes and other transitions throughout the school day, areas of the hallways (i.e. lanes) will be designated as flow paths to keep students separated to minimize congregation of students, visual cues such as floor markers and signs will indicate directional flow, and additional time for transitions will be provided if needed.
- Classes may be staggered to decrease number of students in hallways at one time.
- Teachers may move from class to class.
- Participation in recess may occur outdoors with proper social distancing practices and static groups maintained to the greatest extent possible.
- Schools can break static groups to use the restroom. Students will remain six feet apart in line and markings will demonstrate where students should stand in line to maintain appropriate social distancing to the greatest extent possible.



SCHOOL BUILDINGS AND CAMPUSES

Class Sizes and Groups

- Phase 1: Abide by the maximum number of people allowed to congregate
- Phase 2: The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time is 25 individuals during phase 2, including adults.
- Phase 3: Class sizes and number of people in a group will be limited to 50 individuals, including adults.
- Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults will be assigned static groups. This will include, at a minimum, students in grade 2 or lower. The static group composition will be maintained for as long as possible over the course of the school year.
- The composition of a group may change if students are able to maintain a social distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.
- If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as gymnasiums, auditoriums, cafeterias, or libraries, which may include more than one group if each group is separated by a wall or partition.
- If groups convene outdoors, a physical barrier is not required, but each group must be separated.
- Assemblies must abide by the maximum group sizes allowed to congregate and with appropriate social distancing in place. For younger students unable to maintain physical distance, static groups will be maintained. All attendees should wear face coverings/masks.
- The congregation of students in parking lots and common areas will be discouraged.

Before and Afterschool Programs

• Before and Afterschool programs may continue but must adhere to maximum group sizes and physical distance protocols. For younger students unable to maintain physical distance, static groups will be maintained.

Athletics

• Athletics will follow the recommendations put forth in the Louisiana High School Athletic Association's Guidance for Opening Up High School Athletics and Activities.



Students will be served breakfast and lunch according to nutrition guidelines. Meal service operations will vary from school to school.

Safety Protocols and Cleaning

- Handwashing will occur before and after every meal by students, teachers, and cafeteria staff.
- Disposable plates, utensils, etc. will be used for breakfast and lunch.
- Cafeterias and high-touch surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts and trays will be cleaned throughout the school day.
- Students will not be allowed to share food.

Social Distancing

- Meal times will be staggered for each group, adhere to maximum group size, ensure social distancing to the greatest extent possible, and/or utilize partitions in maintaining static groups.
- Floor markers and signage will be provided to ensure social distancing in the cafeteria or while picking up grab and go meals.

Meals in Traditional Learning Model

- Breakfast and lunch will be served Grab-and-Go style for traditional, hybrid, and virtual learning settings.
- In the traditional school setting, meals will be consumed in classrooms, outdoors or in other noncongregate settings, or in the cafeteria with appropriate partitions to maintain static groups and social distancing to the greatest extent possible.
- Students are allowed to bring food from home.

Meals in Hybrid Learning Model

- On days students are on campus in person, the protocols will follow those for the traditional learning model.
- On days students are not at school in person and are doing distance learning, breakfast and lunch will be served Grab-and-Go style through a drive-thru pick up.

Meals in Distance Learning Model

• For students learning in a distance setting, a Grab-and-Go option for breakfast and lunch will be provided through a drive-thru pick up.

Meals for STPPS Virtual School Students

• Students attending the STPPS Virtual School will be provided a Grab-and-Go option for breakfast and lunch at an assigned school through drive-thru pick up.

Meal Payments

- Parents/caregivers are encouraged to use MyPayments Plus to minimize physical contact.
- Free and reduced meal information and online application are available at www.stpsb.org.



Teachers and staff report to campus daily or as allowed by state health guidelines to provide distance instruction and support services.

- In Phase 1, the distance learning model will be implemented for students enrolled in brick-and-mortar schools in grades Pre K-12. Students enrolled in the STPPS Virtual School will continue their regular schedule with virtual learning. See *Engaging Learning Experiences* for more details.
- In Phase 2, a combination of the traditional and hybrid learning model will be implemented for students in Pre K-12 who are enrolled in traditional brick-and-mortar schools. Students enrolled in the STPPS Virtual School will continue their regular schedule with virtual learning. See *Engaging Learning Experiences* for more details.
- In Phase 3, the traditional learning model will be implemented for students in Pre K-12 who are enrolled in traditional brick-and-mortar schools. Students enrolled in the STPPS Virtual School will

continue their regular schedule with virtual learning. See *Engaging Learning Experiences* for more details.

Attendance

- Students' attendance will be reported daily in all phases and learning models.
- At this time, Louisiana laws and policies relative to compulsory attendance, instructional minutes, and state assessments remain in place. See the *District Handbook for Students and Parents* to view the attendance policy.

Band, Music, and Choir

- In phases 1 and 2, there will be no indoor activity that involves playing wind instruments (to include all woodwind & brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument) and no vocal singing indoors is allowed. Outdoor activities will have appropriate social distancing measures taken.
- In phase 3, activity that involves playing wind instruments (to include all woodwind & brass instruments as well as recorders or any other instrument where the sound is produced by blowing into the instrument) may occur indoors/outdoors with appropriate physical distancing measures taken. Vocal singing activities may occur indoors/outdoors only with appropriate social distancing measures taken.





Physical Education

- Physical education locker rooms will be closed until further notice except for usage of bathroom facilities.
- Activities that do not require physical contact or close proximity will be used.
- Physical education uniforms will not be required for middle and junior high students until further notice.

Students with Disabilities

- Students with disabilities will continue to receive special education and related services in the least restrictive environment.
- Special Education consultants will be working with parents to ensure an appropriate learning model.

Assessing Learning Needs and Intervention Strategies

- An academic baseline will be established by administering diagnostic assessments on the safe start days at the beginning of the school year.
- Additional instructional support and targeted interventions will be provided as needed to students at-risk of not graduating on time, students with disabilities, early grades, English Learners, and other students identified as being behind academically by teachers and parents.

Wellness and Mental Health

- Individual needs will be addressed by providing support and services to enhance social and emotional well-being of employees and students.
- Access to Mental Health Providers (MHPs) will continue to be provided.
- Healthy eating, exercising, getting sleep, and finding time to unwind will be promoted.
- Employees and students will be encouraged to talk with people they trust about their concerns and how they are feeling.
- Purposeful relationships within the classrooms and family will be addressed and prioritized.
- Communication will be developmentally appropriate and accessible for all students, including those with disabilities.

Technology

• Chromebooks will be provided when they are available.

Parent/Caregiver Communication

- Each school will communicate beginning of the year information to parents/caregivers.
- Virtual meet-and-greets or in-person meetings following group size limitations may be scheduled.
- Teachers will be available via email for assistance in all learning models.
- District updates will be provided through the District website, social media channels, robocalls, and app notifications.
- Teacher webpages and the Student Progress Center will be updated frequently.



The guidelines set forth below are in accordance with current Louisiana Department of Public Health (LDH) and Louisiana State Board of Education (BESE) recommendations and are subject to change based on future guidance.

- Given the levels of COVID-19 in our communities, we expect some students and employees will get COVID-19 throughout the school year.
- Students and adults should stay home if they are sick, positive for COVID-19, or were in direct contact with someone who is presumptive positive or tested positive for COVID-19.
- Rolling closures of individual classes and/or school closures may be necessary based on clusters of positive COVID-19 cases.
- STPPS will communicate with employees and parents of students who were in close contact with the affected COVID-19 individual.
- Parents should conduct a screening of their student(s) before sending them to school. Per LDH-BESE guidelines, all students and adults will undergo symptom and temperature screening upon arrival. If an individual arrives at school with the following symptoms, they will be sent home until the return to school criteria is met. The following list is subject to change based on additional guidance: Temperature greater than 100.4 F, Cough, Shortness of breath or difficulty breathing, and/or Active vomiting or diarrhea.
- A symptomatic student will be isolated and supervised. Parents will be required to sign an assurance statement stipulating that in the event that a student experiences symptoms of respiratory illness or is determined to have a fever of 100.4 or higher, the student will be picked up from school immediately.

Notification

- Parents should notify the school principal if their child is presumptive positive or positive for COVID-19.
- Upon notification of a presumptive positive or positive case of COVID-19, the school principal will notify the District Health and Safety Coordinator or designated supervisor immediately.
- The District Health and Safety Coordinator will contact the Office of Public Health to report potential exposure.
- The School will follow the directions shared by the Office of Public Health.
- If it is determined that a school was the focus of a COVID-19 infection, 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.



Return to School/Work

- Individuals with symptoms, that have not had a COVID-19 test may return to school when the following criteria have been met:
 - No fever for at least 72 hours (three full days with no fever without the use of medications that reduce fever, AND
 - Improvement in respiratory symptoms, AND
 - At least 10 days have passed since the since the onset of symptoms, AND
 - Written documentation of clearance to return to school from a licensed medical provider
- Individuals who have tested positive for COVID-19 may return to school when the following criteria have been met:
 - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever), AND
 - Improvement in respiratory symptoms, AND
 - At least 10 days have passed since the since the first positive COVID-19 test, AND
 - Written documentation of clearance to return to school from a licensed medical provider
- Individuals who have been exposed to someone with COVID-19 (live with, provided care without appropriate PPE, or had close contact for a prolonged period of time, i.e., less than six feet apart for greater than 15 minutes) may return to school/work when the following criteria have been met:
 - 14 full days of quarantine at home after the last day of exposure with no subsequent symptoms during that time

ADDITIONAL GUIDANCE AND RESOURCES

American Health Care Association
Centers for Disease Control and Prevention
Louisiana Department of Public Health
Ochsner Health

Louisiana Department of Education

LDOE Strong Start 2020 Reopening Guidelines and Best Practices

Louisiana High School Athletic Association (LHSAA)

Guidance for Opening Up High School Athletics and Activities







For the latest information on planning for the 2020-2021 school year, visit **stpsb.org/coronavirus**.



Educating Every Child, Every Day for a Successful Tomorrow