

RETURN-TO-SCHOOL PLAN

2020-21

IN RESPONSE TO COVID-19



East Carroll Parish School District

EAST CARROLL PARISH SCHOOLS RETURN TO SCHOOL PLAN

INTRODUCTION

We have created this plan to aid in navigating the reopening of our schools where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the recommendations of the Louisiana Department of Education (LDOE), Louisiana Department of Health (LDH) and Centers for Disease Control and Prevention (CDC). This plan is a “Living Document” and regular updates will be made based on information provided by the LDOE, LDH, CDC, and applicable federal, state, and local agencies.

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see the table below for a summary of the phases and timelines.

<p style="text-align: center;">PHASE I Registration started July 21, 2020</p> 	<p style="text-align: center;">PHASE II</p> 	<p style="text-align: center;">PHASE III (Option I) January 2021 (Statewide Designation PHASE III-If local parameters allow and COVID-19 data shows stable trends)</p> 	<p style="text-align: center;">PHASE III (Option II) January 2021 (Statewide Designation PHASE III-If local parameters allow and COVID-19 data shows stable trends)</p> 
<ul style="list-style-type: none"> • All students will receive virtual online instruction for the first six weeks grading period. (Aug 25-Oct 9) • Parents may opt to attend The Carroll Academy the entire 20 -21 SY • Staff report to school's daily • Students do not report to school and receive instruction 100% virtually • District will ensure families meet their technology needs 	<ul style="list-style-type: none"> • All students will receive virtual online instruction for the first six weeks grading period. (Aug 25-Oct 9) Hybrid Model Two- Day Rotation begins Oct. 14 . Prek-1st and students with specific needs begin Sept. 14. (If local parameters allow and COVID-19 data shows stable trends) • Staff provide support and teacher-led instruction via district-approved education platforms. • Students attend school 2 days of the week for face to face instruction; receive live and/or recorded virtual instruction the other days of the week • District will ensure families meet their technology needs • Staff report to school daily and provide in-person and virtual instruction support 	<ul style="list-style-type: none"> • Modified Face- to- Face Model 2nd Semester Option - January 2021 (If local parameters allow and COVID-19 data shows stable trends) • Virtual - The Carroll Academy Parents who selected the Virtual Option for the year shall continue • Students attend school four days a week using additional safety precautions (Modified Face to Face Model) • Staff report to school daily 	<ul style="list-style-type: none"> • Hybrid Model Two- Day Rotation • Virtual - The Carroll Academy Parents who selected the Virtual Option for the year shall continue • Students attend school 2 days of the week for face to face instruction; receive live and/or recorded virtual instruction the other days of the week (Two- Day Rotation Model)

Hybrid Model Two- Day Rotation

All schools will open October 14th in the hybrid model. **Prek-1st, special populations, and students with specific needs approved by administration begin Sept. 14. (If local parameters allow and COVID-19 data shows stable trends)** The maximum class sizes for this model will be 12 for 3rd -12th and 10 for Pre-K -2 (static groups). Students will attend school in person on an “A” or “B” Day as assigned by their school in order as follows:

- Monday and Thursday – “A” Day
- Tuesday and Friday- “B” Day
- Wednesday - 100% Virtual for all students, Deep Cleaning Day

The virtual day of instruction provides schools the flexibility for small group instruction and specific individual instruction. This also provides an opportunity for teachers to build lessons using the district's learning management system, Google Classroom

Carroll Academy Virtual Option

The Carroll Academy virtual option will open to all families of students in grades prekindergarten through 12th grade at their home school registration began July 21st. Families choosing the virtual option will sign up for a minimum of one six weeks. In this option, students will be able to participate in virtual learning at their school made possible by instruction from a teacher at the campus providing Tier I-aligned curriculum, lessons, and supports. The district help families meet all technology needs. Students will be able to participate in all extracurricular activities and athletics. Students will receive a grade for all assignments in accordance with local Pupil Progression Policy.

Modified Face-to-Face

2nd Semester Option - **January 2021**- This model will only be used in a Statewide Designation PHASE III and **only if local parameters allow and COVID-19 data shows stable trends.** The modified face to face option will provide students with daily face-to-face instruction for four days a week. Social distancing will be implemented to the maximum extent possible and an emphasis placed on literacy and mathematics with built-in remediation to meet students' individual needs.

FOUNDATIONAL GRADES PK- 1st:

Prekindergarten – 1st grade are foundational grade levels. We are developing a plan that will allow them to get some invaluable in-person instruction. Explicit instruction of foundational skills is critical in early elementary school. By the end of third grade, far too many students are at risk for not being proficient readers and not on grade level. This is an emerging plan and each parent will be contacted for their input. Student's whose parent choose this option are expected to begin a Hybrid Two- Day Rotation on September 14, 2020. **(If local parameters allow and COVID-19 data shows stable trends)**

SPECIAL POPULATION & STUDENTS WITH SPECIFIC NEEDS:

School systems should continue to provide needed services to students in special populations to the extent possible as identified by their IEP's. Additionally, the district will accommodate students with specific needs or internet issues. We understand the significant impact of lost face to face instructional time and services. To assist these student's parents may choose the Hybrid Two- Day Rotation on September 14, 2020. **(If local parameters allow and COVID-19 data shows stable trends)**

EMPLOYEE AND STUDENT SAFETY

Before entering any school facility, each adult and student must be assessed for symptoms of COVID-19, as defined by the CDC. This includes an initial temperature check, as well as checks after no more than 5 hours on school property. Staff and students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

Face masks will be considered an official part of the uniform. Although the district is preparing to provide masks for students, we encourage parents to get your children face coverings. All staff and students will be required to wear a mask. Face coverings should be school-appropriate, and you will receive additional information from your schools on face coverings. We recommend that you have your elementary students practice using face coverings prior to the beginning of school. Exceptions to face mask/coverings must be made for those for whom it is not possible to wear a mask due to medical conditions, behavioral issues, disabilities, or other health or safety issues. (A doctor's note must be provided) Additional Guidance will be provided to support implementation for grades Prekindergarten – 2nd, given the developmental stage of students, which may require additional flexibility, along with the use of face shields.

VISITOR RESTRICTIONS

East Carroll Parish Schools will only allow visitation by appointments or scheduled events to our campuses. Only staff, solicited vendors, contractors, medical personnel, law enforcement, or state officials are allowed without an appointment. The safety of our staff and students remains the district's primary concern.

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 mask or shield, use hand sanitizer, and have their temperature taken. All visitors must report to the Visitor's Reception Area. If additional access is needed to be granted beyond the Visitors Center, then we will conduct a simple screening questionnaire the COVID-19 **Visitor's Screening Form**. Participation is important to help us take precautionary measures to protect you and everyone in the building.

TRAVEL RESTRICTIONS

- Employees of ECPSB will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Office of the Superintendent.
- Students of ECPSB During Phase 3, school-related travel may be allowed with approval from the Superintendent.

STUDENTS/STAFF SAFETY AND HYGIENIC PRACTICES:

- Wash hands often with soap and water for 20 seconds
- Use hand sanitizer, at least 60% alcohol if soap and water are not available, rubbing in for 30 seconds
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear face coverings at all times or to the maximum extent possible, students with diagnosed severe breathing difficulties should provide a doctor's note for further guidance.
- Increase frequency of cleaning; strictly follow ECPSB's COVID-19 disinfection protocols
- If sick, stay home
- Physical distancing and personal hygiene regulations apply
- ECPSB will strictly adhere to CDC and LDH guidelines for confirmed or suspected cases/contacts

COVID SYMPTOMS FOR SCREENING (Self and Pre -screening)

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Loss of taste or smell
- Fever of 100.4 degrees Fahrenheit
- Bluish Lips, face or toes

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- Repeated shaking with chills
- Muscle Pain (not soreness)
- Headache
- Active vomiting or diarrhea
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Unexplained rash

Please Note: Close contact of a case is a person who was less than six feet away from an individual for more than 15 minutes, determined by the LDH contact tracing process.

STUDENT PROTOCOL AND SCREENING OVERVIEW

- Parents are encouraged to complete a student health screening at home before sending students to school. (See below for symptoms.)
- All students will have their temperatures taken upon arrival at school. Students with a temperature reading of 100.4 or above will be required to return home.
- During Modified Face to Face younger students, classroom groups will remain static or fixed with the understanding that individual students may come into close contact with one another during the school day.
- To practice social distancing, all individuals will maintain a physical distance of six feet to the maximum extent possible.
- All students will be required to wear a mask or shield, as able and to the maximum extent possible. If your child has been diagnosed with severe breathing difficulties, please make the school's principal aware. Students with diagnosed severe breathing difficulties should provide a doctor's note for further guidance.
- Students will consume meals in classrooms or designated areas other than the school cafeteria to maintain social distancing.
- Buses will be required to have the windows open while students are on board when weather permits.
- Schools will be authorized to amend any necessary procedures in order to comply with recommended State safety guidelines.

When completing a student self-screening, parents should look for the following symptoms. If students exhibit any of these symptoms, the parent should take the student to their family medical physician, and 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/guardians.

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Emergency Warning Signs should seek medical attention as soon as possible:

- Shortness of breath or difficulty breathing
- Persistent pain or pressure in the chest
- Bluish Lips, face or toes
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

Or, at least two of these symptoms

- Muscle Pain (not soreness)
- Headache
- Sore throat
- Chills
- Repeated shaking with chills
- Loss of taste or smell
- New confusion or inability to awaken
- Unexplained rash
- Active vomiting or diarrhea

Please Note: If a student falls ill or develops a fever during the school day, the student is to be sent to the isolation room and **MUST** be picked up by a parent or guardian. That student is to quarantine for 14 days or return after five days with a negative test result. For the safety of staff and other students, parents will be required to sign an assurance form agreeing to compliance when students are ill at school.

EMPLOYEE SCREENING AND PROTOCOLS

In consultation with the Louisiana Department of Health and the Louisiana Department of Education, East Carroll Parish Public Schools will adhere to the following standards set forth outlining expectations to mitigate the risks associated with COVID-19 with in-person programs and minimize the significant consequences of keeping students out of school. These standards are subject to change by any entity as more information is learned about the virus. As well as, the best practices that should be implemented to promote the health and safety of our students, teachers, staff, and school communities during the crisis.

The following guidelines are mandatory for ECPSB employees. All employees must follow established return-to-work guidelines. All employees will be required to notify their immediate supervisor if there is a change in their health status. The affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.

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1. Any employee experiencing the following Emergency Warning Signs should seek medical attention as soon as possible:

- a. Trouble breathing
- b. Persistent pain or pressure in the chest
- c. New confusion or inability to arouse
- d. Bluish lips, face, or toes

2. Symptoms that require an absence, or exclusion, from work, include: (If any of the following symptoms exist you should visit your family medical physician and remain home using the appropriate leave.)

- a. Fever of 100.4F or greater
- b. Persistent cough
- c. Shortness of breath or difficulty breathing
- d. Active vomiting or diarrhea

3. Any employee having at least two of the following symptoms (If you are experiencing two or more of these symptoms you should visit your family medical physician and remain home using the appropriate leave.)

- a. Fever (100.4F)
- b. Chills
- c. Repeated shaking with chills
- d. Muscle pain
- e. Headache
- f. Sore throat
- g. New loss of taste or smell
- h. Unexplained rash

4. ECPSB employees will practice social distancing at all times.

5. ECPSB employees will wear a mask or shield when having face-to-face interaction with the public on school board property. School-based employees will be required to wear a mask or shield when interacting with students, the public, and all other employees to the maximum extent possible

6. Employees will be required to complete online training to include: Coronavirus Awareness, Safety, Cleaning, and Managing Stress

*All screening information will be kept confidential

HEALTH PROTOCOL

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- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact your immediate supervisor before returning to work. You may be asked to submit a healthcare provider's note before returning to work or a Return-to-Work Self-Certification for COVID-19

If you have been diagnosed with COVID19, you may return to work when all 4 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 10 days have passed since symptoms first occurred
 4. Written clearance from a medical provider to return to work or an approved Return-to-Work Self-Certification for COVID-19 if you are not able to obtain a negative test result due to testing backlog (you must provide verification)
- Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days** have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
 - If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the 4 criteria listed above have been met.

Employee or Student Exposure

In the event of a Coronavirus confirmed positive case of a student or employee, the school's administration will first contact Superintendent Brown to report. The Principal, School Nurse and Superintendent will then contact the Regional Medical Director to report. A Contact Tracer from the Louisiana Department of Health may make contact with parents and/or employees to identify those potentially infected. A letter will be sent to parents making them aware of any positive cases reported for within the child's static grouping or class. It is important to note that a confirmed positive case is not an automatic trigger to close the school. The ECPSB will be in close contact with the Louisiana Department of Health. The regional administrator's office will give guidance for all incidents related to employee and 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 ECPSB employee or student, or someone he or she has been in contact with, has been

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directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation, health care providers should have the most up-to-date information from the CDC.

Employee exposure protocols may include the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Your principal or immediate supervisor
3. Your principal or supervisor will work with the central office administration to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

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 required to notify and update the school principal.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. ECPS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines or decals on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Congregate Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE) & HYGENIC SUPPLIES

School employees and students will be provided access to hygienic supplies

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures.

PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please

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remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. *Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available (The CDC has found rubbing in hand sanitizer for exactly 30 seconds kills COVID-19)
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or the “Catch Method” using the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

ECPS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team, class, or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. ECPS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The ECPS Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. They will adhere to all state capacity guidelines. Workspace usage is as follows:

Capacity– ECPS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Library/Media/Conference Rooms– These rooms will be closed or in limited use until further notice. Signage indicating closure/capacity limits will be placed on these doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

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Breakrooms or Teacher Lounge/Multipurpose Room—These spaces will adhere to limited capacity and social distancing of 6 feet is required while in these workspaces. Only the necessary use of shared appliances such as coffee machines, refrigerators, and microwaves will be allowed.

Copy Room – There will be limited access to the copy room.

**Signage indicating restrictions will be posted as each phase will be implemented.*

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon complete reopening, our schools will be professionally cleaned and disinfected. We will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

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High Touch Surfaces	Light Switches, Doors and fixtures, Benches, Railings, and Bathroom Fixtures.	At least 4 times a day
Restrooms	All Restrooms	See guidance: RESTROOM USAGE DURING THE WORK DAY

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning will be done weekly and when an active employee or student is identified as positive for COVID 19 based on testing.

PREVENTIVE MATERIAL INVENTORY (Maintenance Department)

Curriculum and Instructional Support Supervisor, Ms. Kristel Webb will be responsible for distributing supplies or equipment, developing and overseeing cleaning and personal hygiene protocols. School administrators and custodial staff will be responsible for oversight at the building level.

Note: Each Head Custodian must work with the school administration and confirm the school's weekly needs.

ISOLATION PROCESS

If an employee or student becomes ill on-campus/district, he/she will immediately report to the district **nurse's isolation room** and a case form will be completed.

Once the employee or student arrives at the isolation room, they will be immediately provided with a mask and face shield. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and/ or LDH Regional MD's Office to seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person should also wear protective gear, masks, and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

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- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- The Nurse and Superintendent must contact LDH for further assistance. The Nurse will advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and sanitized, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

There will be an established maximum capacity for the facility that allows for social distancing. The maximum capacity sign should be posted on the door. In student restrooms, custodial staff will need to clean after every scheduled use for elementary and middle school sites. On the high school campus, restrooms will be cleaned every two hours. Supplies will be provided for employees to clean up after themselves in staff only restrooms. Custodial staff will clean all restrooms at the end of each day.

WATER FOUNTAIN USAGE

Water Fountains are considered high touch surfaces and they will be disabled. Touchless bottle dispensers and bottled water will be made available for staff and students. Parents may provide bottled water and water bottles for students.

LOCKER ROOMS

Locker rooms are closed during Phase I and II. Athletic competitions will be allowed only during Phase 3. While in locker rooms, students are to stay 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick.

CHILD NUTRITION PROGRAM

For East Carroll Parish students, nutritious meals at school are not simply conveniences, they are critical safety nets to support physical, mental, social, and emotional health and well-being. All students should have access to school meals and adequate time to consume them. District and school officials are encouraged to collaborate with the school nutrition supervisor and staff to

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determine which meal options best meet the nutritional needs of students in an environment that promotes optimal social distancing and personal hygiene practices as a means of supporting optimal academic success.

Phase 1: Emergency Feeding Curbside Pickup at a centrally located school:

- Southside Elementary School

Two curbside pickup days from 11:00 AM-3:00 PM

- Monday – give out 2 breakfasts/lunches
- Wednesday – give out 3 breakfasts/lunches

Phase 2: Grab and Go – pick up meals or delivery and students will eat in classrooms

- Breakfast – students will either pick up meal upon entrance or delivered to the classroom.
- Lunch – students' meals will be delivered to the classroom.
- Trash Bins will be placed in the hall and Custodial staff will pick up.
- Students on “remote days” will be provided meals for the days that they are not “in-person”, either curbside pick or delivery.

Phase 3: Same as Phase 2

COMMUNICATION PLAN

Contacts: Mrs. Ruthie Auston, Child Welfare & Attendance Supervisor/ Secondary Supervisor
Mrs. Joann Jones, HR Director/Elementary Supervisor

Phone Number: 318-559-2221 ex. 2006 or ext. 2005

To stay updated on the most up-to-date information:

1. Contact our hotline by emailing: parenthotline@ecarrollschools.org
2. Teachers, students, and parents need to check their email often.
3. Parents should maintain up-to-date contact information on file at the child's school site to receive ALERT NOW calls and texts.
4. Visit our district website: ecarrollschools.org
5. Follow our social media platforms: Facebook Page- East Carroll Parish School District
6. Google Classroom Grades PK-12

VIRTUAL LEARNING OPTION- THE CARROLL ACADEMY

The Carroll Academy is the East Carroll Parish School Board's 100% virtual learning option. In Phases 1, 2, and 3, all families will have the option to learn exclusively from home through enrollment in The Carroll Academy. The academy will be offered as an option to the hybrid-two-day rotation or modified face-to-face option during the 2020-2021 school year. Google Meet and Google Classroom are our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

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Virtual courses will be offered for students enrolled in the academy through the Google Classroom and Edgenuity platforms (for some high school student). Each student will be assigned a Chromebook to facilitate virtual learning as well as in-class instruction. Additionally, ECPSB will provide students enrolled in the academy access to internet connectivity through a mobile wireless hotspot device from Verizon.

- Parents can register online through the ORS (Online Registration System) for new students or the SPC (Student Progress Center) for returning students
 - Families who do not choose TCA are choosing the in-person two-day rotation attendance option. (Beginning Oct. 14, 2020)
 - Students must be committed to the selected option for at least a six-week grading period.
 - Students who opt-out of the academy are subject to review before re-enrollment into the academy during the 2020-2021 school year.
 - Parent requests to change from in-person to virtual learning before the end of the six-weeks marking period will only be considered in extenuating circumstances that are confirmed by a doctor's medical excuse and approved by the school principal and the Assigned Supervisor.
- Students enrolled in the Academy will be eligible to participate in school-related extracurricular activities at their assigned school site such as sports, clubs, and graduation ceremonies.

Student Attendance

School attendance aligned to the Compulsory School Attendance Law (R.S. 17:221) and the 63,720 minimum instructional minutes requirement of Bulletin 741 will be mandatory for this school year. For students who attend in-person, attendance will be recorded using JCampus. For students in a virtual setting, attendance will be recorded through student online participation and/or JCampus. To receive credit and attendance for courses, students are expected to complete student work assigned by the teacher.

All Phases: Hybrid Two- Day Rotation Model or Virtual Attendance

- Attendance regulations are enforced.
- Teachers take attendance. For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements.
- Students must be in attendance a minimum of 63,720 minutes either in-person or virtually
- Students not attending school regularly will be referred to Child Welfare and Attendance Supervisor Mrs. Ruthie Auston for further review.
- Students are required to log-in to Google Classroom and Edgenuity platforms to complete daily course assignments.

BUS DRIVERS SAFETY PROTOCOLS

Bus drivers must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must adhere to the same Health Protocol as all other employees. Bus drivers should not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

TRANSPORTATION/BUS PROTOCOLS

Phase 1

In Phase 1, the school system will provide distance learning opportunities for all students. East Carroll Parish School Board will not provide school bus transportation for students to and from school. The exceptions to transportation during Phase 1 will be for students living in areas with low-speed internet access or no connectivity as well as certain sectors of the students with disabilities population. These populations will be transported at 25% bus capacity and constitute the 10 individuals in a classroom allowed under LDOE guidelines. Bus operators and students will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows, open to facilitate airflow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Phase 2

In Phase 2, East Carroll Parish School Board buses will operate at 50% capacity to maintain appropriate spacing. Bus operators and students will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows open to facilitate airflow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Phase 3

In Phase 3, East Carroll Parish School Board buses will operate at 75% capacity and maintain appropriate spacing. Bus operators and students will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows, open to facilitate airflow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

Additional Transportation Procedures

- Load from back to front...Unload front to back
- Seating charts: Mandatory; backed up by video for contact tracing purposes
- Deep clean bus after each use
- Windows should be open at all times to facilitate airflow (as permitted by weather)
- Stagger unloading of buses