

**CALCASIEU PARISH  
SCHOOL BOARD**

**2020-2021**

**RETURN TO  
SCHOOL PLAN**

IN RESPONSE TO COVID-19



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## MESSAGE FROM SUPERINTENDENT KARL BRUCHHAUS

To our families, employees, and all other stakeholders,

When school closings were announced on March 13, 2020, I honestly thought we would be out for a couple of weeks and return to finish the year. Obviously, my prediction skills were not accurate. Here we are in July trying to plan as things change by the hour for a safe, practical, and productive 2020-2021 school year beginning in August. Our team has brainstormed traditional, hybrid, and virtual options from every aspect imaginable. We have examined CDC educational guidelines, how they have been interpreted by the Louisiana Department of Education, and how they might work in Calcasieu Parish.

The attached document is our accumulation of those best efforts to provide quality education in the COVID world for 2020-2021, while keeping our employees and our students safe. Two options are available for students:

- Primary Option: Return to school according to our approved calendar with established face-to-face guidelines on masks, social distancing, sanitation, and transportation, which are outlined. There are no more additional registration documents required for this option other than those required by policy in a regular school year.
- Secondary Option: 100% Virtual (online) Program with device provided by CPSB, specific teacher assigned, and grades/attendance monitored. A separate registration is required for this option and a link is in the document for Calcasieu Parish School Board Connected Classrooms.

While these plans are the result of thoughts, prayers, and many hours of work, we are positive that they aren't perfect. COVID-19 has been one of the most unique events that our entire society has dealt with. Our education environment must be flexible enough to change as situations evolve related to the virus from hour to hour. We appreciate your efforts to help us all make the opening of the 2020-2021 school year a positive experience for Calcasieu Parish.

Sincerely,



Karl Bruchhaus  
Superintendent

## INTRODUCTION

The staff members of the Calcasieu Parish School Board have worked together to create this phase dependent reopening plan to offer support and guidance to our families as we navigate this COVID-19 Pandemic together. As always, it is our goal to provide a safe and healthy school environment for our students and employees, especially during this time.

The guidelines reference in this plan are based on guidance from the Louisiana Department of Education, Center for Disease Control and Prevention, and World Health Organization. **This plan is developed based on current guidelines and recommendations and is subject to change based on additional information from these organizations and/or BESE.**

## CALCASIEU PARISH SCHOOL BOARD OPERATIONS

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

Phase	Operations
Phase 1	<ul style="list-style-type: none"> <li>• School operations are limited to virtual learning only</li> <li>• Facilities are closed to the public</li> <li>• All Calcasieu Parish School Board employees are classified as essential and may be required to report to their assigned locations</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• Schools will open for all students Monday through Friday implementing recommendations and using data from LDOE, CDC, the Governor's office, and applicable local and state agencies to the maximum extent possible</li> <li>• School operations will resume with restrictions and/or guidelines</li> <li>• A virtual option will be available to families who do not wish for their student(s) to attend school face-to-face</li> </ul>
Phase 3	<ul style="list-style-type: none"> <li>• Schools will continue to be open for all students Monday through Friday implementing recommendations and using data from LDOE, CDC, the Governor's Office, and applicable local and state agencies to the maximum extent possible</li> <li>• School operations will continue with restrictions and/or guidelines</li> <li>• A virtual option will continue to be available to families who do not wish for their student(s) to attend school face-to-face</li> </ul>

## PHASE 1



If the governor's office declares that we must enter Phase 1, the school system will provide virtual learning opportunities for all students. This will be done using Blackboard, Odysseyware, and/or virtual learning environments. Students would continue to have access to high quality instruction and would be required to login regularly, submit graded assignments, and complete tests.

For qualifying students, devices will be available. Outdoor WiFi access is available at [these CPSB locations](#), with all remaining campuses to be added by August 14. Students without internet access at home should contact their school to find out what other WiFi options are available. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

## PHASE 2



Using the Phase 2 LDOE guidelines, schools will reopen for all students Monday through Friday. In this phase, class sizes will be limited to static groups in elementary schools and about 21 students (to the maximum extent possible) in middle schools and high schools. All students/employees will be socially distanced to the maximum extent possible with an ideal of six feet. Face coverings will also be required during arrival, transitions, dismissal and while on a school bus. Face coverings are recommended at all other times.

Each of our schools will be modifying our practices to include daily temperature checks, masks for all students in grades 3 and above, amended cafeteria operations, and additional enhanced safety protocol.

A virtual option will be available to families who do not wish for their student(s) to attend school face-to-face. For qualifying students, devices will be available. Outdoor WiFi access is available at [these CPSB locations](#), with all remaining campuses to be added by August 14. Students without internet access at home should contact their school to find out what other WiFi options are available. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

## PHASE 3



Phase 3 will be handled in the same manner as Phase 2.

## CPSB CONNECTED CLASSROOMS – VIRTUAL PROGRAM OPTION



In Phases 1, 2, and 3, all families will have the option to learn exclusively from home via CPSB Connected Classrooms.

### CPSB Connected Classrooms

For qualifying students, devices will be available. Outdoor WiFi access is available at [these CPSB locations](#), with all remaining campuses to be added by August 14. Students without internet access at home should contact their school to find out what other WiFi options are available. Internet may also be available via CPSB Smart Buses at announced locations, pending availability.

## PARENT/GUARDIAN SELECTION OF INSTRUCTIONAL OPTIONS

- Parents will select a virtual or in-person attendance option.
- Select the appropriate link below to register for CPSB Connected Classrooms.
  - [Returning Student](#)
  - [New Student](#)
- Families who do not register for the virtual option are confirming the in-person attendance option.
- Following the two-week grace period ending on August 28, students must be committed to the selected option for a full semester.

## STUDENT ATTENDANCE

To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher. The grading is being modified to include a minimum of seven grades per marking period for both face-to-face and virtual instruction.

### **Phase 1**

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to login to Blackboard, Oddyseyware, and/or virtual learning environments to complete daily course assignments

### **Phase 2**

#### **• FACE-TO-FACE ATTENDANCE**

- Attendance regulations are enforced
- Teachers take attendance
- Teachers are required to document completion of the minimum number of instructional days and instructional minutes per year
- Students must be in attendance a minimum of 60,120 minutes
- Students not attending school regularly will be referred to the Office of Child Welfare and Attendance for further review and consideration for truancy court

#### **• VIRTUAL ATTENDANCE**

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements
- Students are required to login to Blackboard, Oddyseyware, and/or virtual learning environments to complete daily course assignments

### **Phase 3**

Attendance regulations are the same as outlined in Phase 2.

## TRANSPORTATION AND BUS PROTOCOLS



### ***Phase 1***

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

### ***Phase 2***

The Calcasieu Parish School Board's school buses will operate at 50% capacity to maintain appropriate social distancing. Bus operators will be required to wear a face covering while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route. While on the bus, all students will be required to wear a face covering. Due to social distancing, please expect an increase in the amount of time that routes may take to complete. CPSB strongly encourages families to drop off their student(s) and pick them up from school to the maximum extent possible. Student seating charts should be established and maintained.

### ***Phase 3***

The Calcasieu Parish School Board's school buses will operate at 75% capacity to maintain appropriate social distancing. Bus operators will be required to wear a face mask/face shield while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route. While on the bus, all students will be required to wear a face covering. Due to social distancing, please expect an increase in the amount of time that routes may take to complete. CPSB strongly encourages families to drop off their student(s) and pick them up from school to the maximum extent possible. Student seating charts should be established and maintained.

## CAFETERIA PROTOCOLS



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

The School Nutrition Program will offer students breakfast and lunch as “grab-n-go” meals, which are available for drive-by pick-up Monday through Friday at sites to be determined. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver stating the meal is for the student.

### ***Phase 2 – Face-to-Face Plan with Virtual Option***

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

For lunch, the principal will establish a schedule for each class to enter the cafeteria serving line. Students will enter the cafeteria in groups no larger than 25. Students will pick-up meals and be seated within their fixed classroom group, maintaining six feet of social distance and facing in one direction. Teachers may take student groups to eat in other designated areas of the campus as determined by the principal.

The cafeteria staff will properly clean and sanitize tables and seating surfaces between feeding groups in the dining hall. Only one meal option will be offered, and all lines will offer the same meal choice. Students will pass the point-of-service, where cafeteria workers will account for the meal. Cafeteria workers will wear proper PPE. Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians will assist with bringing the trash to the dumpsters.

For students participating in virtual learning, breakfast and lunch will be offered as “grab-n-go” meals, which are available for drive-by pick-up. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent must sign a waiver, stating the meal is for the student.

### ***Phase 3 – Traditional Plan***

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

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

- All regulations and guidelines (from the CDC, USDA, LDOE, CNP, and LDHH) will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.

- Students will wash their hands upon entering school, before meals, after meals, and before dismissal. Students should wash their hands and/or use hand sanitizer every two hours.
- In Phase 1, 2, or 3, all meals will be served in disposable containers.
- Self-service options will not be available. All meals will be packed and served by the cafeteria staff.
- Students/employees won't be allowed to share food, tables, or beverages.
- All parents are encouraged to utilize on-line payment options to minimize physical contact, understanding there is a fee to utilize the service. If this is not possible, parents can still send checks or cash in an envelope as pre-payment. Payments will not be accepted while students are in the serving line to reduce physical contact.

## COMMUNICATION

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

- CPSB [website](#)
- CPSB social media platforms – [Facebook](#), [Instagram](#) and [Twitter](#)
- Individual school websites
- Student email

## OTHER SCHOOL CONSIDERATIONS



### Locker Rooms

P.E. locker rooms will be closed until further notice. Athletic locker rooms (only during Phase 3): While in locker rooms, students are to stay socially distanced to the maximum extent possible from others as normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by other to the extent feasible. Avoid anyone coughing, sneezing, or appears to be sick.

### P.E. Uniform

P.E. uniforms will not be required for middle and high school students for the 2020-2021 school year.

## ENHANCED SAFETY MEASURES



### SOCIAL DISTANCING

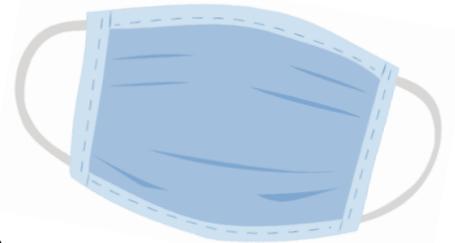


Social distancing is an effective way to prevent potential infection. CPSB will employ social distancing strategies to increase space between individuals, adjusted seating arrangements for school buses and classrooms and posted signs to remind staff and students of 6-foot social distancing to the maximum extent possible. Staff will maintain small groups by having students eat meals in classrooms or other approved areas whenever possible and limiting volunteers and visitors in the building. Specific practices will be customized for each school and may include designating building entrances by grade level, mapping traffic patterns through the school, and scheduling student and staff groupings to be as static as possible.

### FACE COVERINGS

Face Coverings are an important part of our protection against the spread of COVID-19. As such, face coverings are mandated for all CPSB employees, when interacting with staff, students, or the public. Students will be required to wear a face covering during arrival, transitions, dismissal, and on buses.

Students in grades 3-12 may be required to wear a face covering during instructional time at directed school and district protocols. It is recommended they be worn as able and to the maximum extent possible. Middle and high school face coverings should be solid in color or and can feature the school or district logo. Elementary face coverings do not have to be designated colors but must be school appropriate and not a distraction as approved by school administration.



## CLEANING AND DISINFECTION MEASURES

Intensified cleaning and disinfection measures will ensure the physical spaces, equipment, and materials staff and students come into contact with remain safe. High-touch surfaces such as doorknobs, handles, fixtures, etc. will be cleaned multiple times throughout the day. Restrooms will be monitored and cleaned more frequently throughout the day. While water fountains will be sanitized hourly, students will be encouraged to bring water to school with bottled water provided in emergency situations.

## HANDWASHING

Handwashing or use of hand sanitizer that contains at least 60% alcohol will occur at arrival, at least every 2 hours, before and after eating, and at the exit. Good hygiene practices will be encouraged and discussed in the classroom.



## PLEXIGLASS

Plexiglass barriers are being installed in various locations throughout the campuses, such as front office counters and designated teacher workspaces.

## EMPLOYEE AND STUDENT SAFETY



### STUDENT PROTOCOLS AND SCREENING OVERVIEW

Parents are encouraged to complete a health screening process at home before sending the student to school (see below for symptoms). The student should stay home if he/she is symptomatic, sick or has been in **direct** contact with someone who has tested positive for COVID-19.

All students will have their temperature taken upon arrival at school in their first classroom setting of the day. Each classroom will have a thermal digital thermometer. The student will be required to return home if the reading is 99.8 or above.

Symptoms that may require a student to stay home:

- Any one of the symptoms below:
  - Fever of listed temperature or greater:
    - Oral: 100.4 F
    - Forehead/Temporal (Infrared): 99.8 F
  - Cough
  - Shortness of breath or difficulty breathing
  - Active vomiting or diarrhea
- Emergency warning signs requiring medical attention immediately:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face
- At least two of these symptoms:
  - Fever (100.4 F orally or 99.8 F thermal in the past 24 hours)
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

Symptomatic students will be isolated and supervised until the student is picked up. It will be the responsibility of the parent/guardian to promptly pick up the student from school.

Students may be required to present a doctor's release to return to school.

Parents are strongly encouraged to notify the school principal if a student or someone they have been in **direct** contact with tests positive for COVID-19. Principals will work closely with Risk Management to determine the next steps.

## EMPLOYEE PROTOCOLS AND SCREENING OVERVIEW

Employees will be advised to stay home if they are sick or have been in direct contact with someone who has tested positive for COVID-19.

Employees will be required to complete a daily health screening process and a temperature check upon arrival to work. The employee will be required to return home if the reading is 99.8 or above on the thermal digital thermometer.

Symptoms that may require an employee to stay home:

- Any one of the symptoms below:
  - Fever of listed temperature or greater:
    - Oral: 100.4 F
    - Forehead/Temporal (Infrared): 99.8 F
  - Cough
  - Shortness of breath or difficulty breathing
  - Active vomiting or diarrhea
- Emergency warning signs requiring medical attention immediately:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face
- At least two of these symptoms:
  - Fever (100.4 F orally or 99.8 F thermal in the past 24 hours)
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

Employees may be required to present a doctor's release to return to work.

Employees will need to contact their supervisor if they are experiencing symptoms of COVID-19, test positive for COVID-19 or are directly exposed to someone who tests positive for COVID-19. Supervisors will work closely with Risk Management to determine the next steps.

## EMPLOYEE OR STUDENT EXPOSURE

CPSB will be in close contact with the Louisiana Department of Health. The regional director's office will give guidance for employee and student exposure to COVID-19. In the event a CPSB employee or student has been directly exposed to the virus, the first concern is for the health and safety of those who may be at risk for additional exposure. CPSB will notify parents if there is a positive case in their child's class and contact any potential direct contacts.

## TRAVEL RESTRICTIONS



### ***Students***

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

### ***Employees***

CPSB will discontinue staff travel to conferences and workshops until further notice, unless preapproved by the Risk Management Department and the office of the Superintendent.

## ***VISITORS ON CAMPUS***

The safety of our staff and students remains the district's primary concern. Therefore, visitors are encouraged to make an appointment to visit CPSB schools and offices. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors may be subjected to simple screening questions and/or temperature checks before entering the building. Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

## ***ADDITIONAL DETAILS***

Additional information and specific details will be covered in our Q&A Session with Superintendent Karl Bruchhaus which will be released Monday, July 13.