

2020-2021 Return-to-School Plan

REVISED AUGUST 21, 2020

Frequently Asked Questions

Updates in Yellow

Face-to-Face Option

Q: What does the face-to-face option look like for elementary?

A: In our elementary environment, Pre-K through 5th grade, our key to success is students staying in static groups. That terminology comes from the state. Those students, when they arrive at school, they are put together with their class, their static group, no matter what age group that is, and that is where they remain for the entire day. They have their learning environment that way. They go to lunch that way. They go to recess that way. They go to enrichment classes that way. The key is the static group. If a student is unfortunate enough to test positive or encounter someone who is positive, that static group is held intact.

Q: What does the face-to-face option look like for middle/high?

A: Since we know we cannot have static groups, we have to lower the class size a bit so we can spread those students out in the classroom. With the blue/gold day schedule in place, class sizes will be approximately half the size as before, and the state has allowed to socially distant to the maximum extent possible. Classrooms will be reorganized and desks will be moved to put them as far apart as possible, with an optimum of six feet, but we'll do it to the maximum extent possible depending on classroom size. Students will not be able to linger in the hallways between classes. Duty teachers and administrators will keep students moving to their next class so that there is not a lot of congregation. We will have flow arrows to direct traffic on the floors. We will have social distancing stickers throughout campuses. At the entry way of every school will be the lists of symptoms that everyone should evaluate upon entering the school. We are going to ask everyone to do that at home, but we are also going to take temperatures when students and employees arrive at school.

Q: When does my student attend school on campus?

A: Students in pre-kindergarten through 6th grade will receive face-to-face instruction Monday-Friday.

Students in 7th-12th grade will be placed on an alternating day (blue/gold) schedule and only report in a face-to-face setting two days a week. Students will receive schoolwork to complete on days they do not report to campus. Students with last names beginning with letters A-K will attend Mondays and Wednesdays (Blue Days).

Students with last names beginning with letters L-Z will attend on Tuesdays and Thursdays (Gold Days).

Q: What does recess look like?

A: Students will go out for recess. Certainly, it will be a challenge to keep them apart, but they will need to stay in their static groups as they go out for recess.

Q: How will I know if my SPED student needs to attend more than the two designated days?

A: Only those students with the most significant disabilities in grades 7th-12th will be assigned four days a week, Monday-Thursday. Those students, according to their most recent IEP, are receiving services in a self-contained setting and require constant supervision to include feeding, restroom support, hand-over-hand instruction, and other self-help instruction to meet their unique special education needs.

Q: What if students in my household have different last names, placing them on different schedules?

A: Beginning on Monday, August 10, a form will be available in the front office of all schools to request a change to a student's blue/gold schedule. The forms will need to be turned in at the school level. This request is only for blended families who have students with different last names living at the same address. Addresses will be verified before schedule switches are completed. If you have students at different schools, you can submit the form at any campus. At this time, blue/gold schedule changes will not be completed for any other reason.

Q: What will P.E. be like for all grade levels?

A: We will still have physical education classes. The students will be socially distanced. There will not be contact games and activities. There will be more isolated exercises from the position the student is in on the floor or upright but socially distanced. The students need to move around a bit, and we understand that.

Q: How will breakfast and lunch be served?

A: We cannot put all our students in the cafeteria like we always have. Students who eat breakfast in the morning will still grab their breakfast on the way in. Lunch may look a little different. We may need to bring classes individually to the classroom. We will have opportunities for classes to eat in their rooms with grab-n-go lunches. We will have opportunities for our older students to eat outside as long as they are socially distanced.

Q: Can students bring their own lunches still?

A: Yes, students can bring their own lunch like they always have.

Q: Will all normal classes still be happening such as art and music?

A: Enrichment classrooms will be set up like a normal classroom with desks or chairs put as far apart as possible to socially distance students to the maximum extent possible.

Those environments should be as expected in the past, but students will be spaced out.

Q: What about our younger students? For instance, Pre-K. Will they be able to move about the room like to a rug or to a center?

A: Our hope is that we are still able to do that. They are just going to have to be careful in that they're going to have to be socially distanced. That is going to be a challenge for our teachers and our paras, but we're going to do our best in that environment.

Q: What will be happening on Fridays under the Blue/Gold schedule?

A: Teachers and staff will report to campus every day. Fridays will serve as Teacher Strategic Days. Testing will take place in-person and on Blackboard Collaborate. Teachers will be monitoring/grading virtual learning. Tasks will also include developing lessons, IEP/IAP development, parental contact, meetings, remediation, and more. Other items that will be handled on Fridays may include but are not limited to the following:

- Professional Development
- Tech Support
- Remediation
- Parental Virtual Training
- Student Discipline Day – Attendance in ISI
- District Support
- School Cleaning

Q: What do I need to do to register my student for the face-to-face learning environment?

A: You will need to complete registration at the school level. Registration dates and times will differ by campus, so continue to check individual school websites for details.

Q: Will uniforms be required for face-to-face students?

A: At this time, there are no plans to alter the existing uniform policy.

Q: Will students need a device to complete work on the days they do not report to campus?

A: Work sent home by teachers for the days students are not on campus won't necessarily be virtual work. If the need arises where virtual work will be required, the need for devices and/or internet will be addressed.

Q: What happens to the blue/gold schedule for 7th-12th grade students when a holiday occurs?

A: For the fall semester, there will be no changes to the blue/gold schedule when a holiday occurs. If a holiday occurs on a Monday, students on the blue schedule will only attend face-to-face instruction on Wednesday. If a holiday falls on a Tuesday, gold students will only attend face-to-face instruction on Thursday.

Transportation

Q: What does Transportation look like for students?

A: The State has phased transportation, just like we have Phase 1, 2, and 3 for the virus as a whole. Right now, in Phase 2, we can only carry 50% of a bus capacity on any given route. That is a challenge for us. Bus seats will have to be sanitized between routes, which is a challenge for our bus drivers. We are going to have to make more routes. Students will have to be dropped off at school earlier than normal, and students will be arriving at school up until the bell. In Phase 3, buses can carry 75% of the normal capacity.

Q: Will school start times have to be adjusted due to social distance protocols?

A: As of right now, we have not adjusted the starting and ending times of school.

Extended Day

Q: Will extended day programs still be offered?

A: Yes. View all of the details [here](#).

Gifted/Talented

Q: Will gifted/talented classes still be offered? What about the busing between campuses?

A: Our Gifted Program, a lot of times, is a pull-out program. In our schools, we are going to try to maintain static groups, which presents challenges for these programs. We will have to put students together to be able to pull them out effectively. Moving students around from campus to campus will have to be adjusted. We may have to provide some Gifted services virtually from one campus to another, and we are going to be equipped to do that. That plan is being drawn up now. With IEPs in place, we will still honor all Gifted services.

Other SPED Services

Q: How will Speech services and other special services be handled?

A: No matter what form education might be offered, we fully intend to honor a student's IEP/IAP and what is outlined in those plans for the student to be successful. Our SPED services may be modified a bit to group students together from a safety standpoint. We will provide SPED services, just as we always have, it just may look a little bit different. Parents will be involved in those decisions, through the IEP process, as they always have been.

Face Coverings

Q: What are our protocols for face coverings?

A: The face covering protocols are state-level decisions. State guidelines right now require that students in third through twelfth grade have face coverings.

Q: What can they look like?

A: Face coverings can be in the form of a mask. Per the Louisiana Department of Education, "CDC does not recommend use of neck gaiters as a substitute for cloth face coverings. Neck gaiters should only be used until an appropriate face covering can be secured." Face coverings for all students do not have to be designated colors, but they should not be derogatory, offensive, political in nature, or distracting to the school environment as determined by school administration.

Q: Will we supply them?

A: We are, as a district, going to provide two washable face coverings. We have ordered two black masks for all students and employees.

Q: When will face-to-face student receive CPSB issued masks?

A: Masks provided by CPSB will be distributed to students on the first day of school. They will need to have their own masks to wear on the bus and during arrival on the first day.

Q: How will face coverings be handled for students/employees who cannot wear them due to health issues?

A: We will require a form with a physician's signature letting us know that an employee and/or student cannot wear a face covering. Those forms can be obtained from school offices now. We are setting up protocol that will discreetly indicate that a student has provided that note to the school.

Q: If parents want their younger students to wear face coverings, is this allowed?

A: Yes, students younger than third grade can wear a face covering during the day.

Q: Can staff and students wear face shield instead of a cloth mask?

A: No. The guidance received from LDOE states that the CDC does not recommend a face shield, so a face shield should not be a substitute for a mask.

Q: Can face coverings be removed for speech therapy/other educational instruction?

A: Yes, students and staff may remove facial coverings if necessary to carry out educational instruction, however they should practice social distancing measures of staying six feet apart and wash hands before and after activities.

Refunds

Q: If P.E. uniforms were already purchased through the school, can parents receive refunds?

A: If our schools sold a P.E. uniform to a family already this summer, refunds will be issued. You will need to contact the school directly to begin this process.

COVID-19 Testing

Q: Can CPSB require anyone to be COVID tested? Students or employee?

A: At this time, we do not have any intentions of requiring a COVID-19 test be conducted as a condition to come to school. There is not anything, currently, that allows us to require that from a student and/or employee.

Q: What are educational plans in the case that a student tests positive?

A: If a student must miss school due to a COVID-19 related matter, as long as they feel up to getting an education, we're going to provide one. Even if they are not in school, we will shift to a format where their teacher will continue to provide them educational materials or virtual instruction to keep them up to date with their other classmates.

Virtual Option

Q: What does the virtual option look like for Pre-K – 8th grade students?

A: These students will work through an assigned teacher who will be teaching only virtual. Their primary delivery method will be Blackboard. They will continue to learn the same curriculum in social studies, science, math and English as they would in a face-to-face environment. There will be times of live interaction with teachers.

Q: What does the virtual option look like for high?

A: Students will use Odysseyware. It mimics the Carnegie unit credentials. We will have some 8th grade students who take some Carnegie unit classes, and these students will use a hybrid between Blackboard and Odysseyware.

Q: What classes are available for high school students in Odysseyware?

A: A full course list can be found [here](#).

Q: Will there be a set schedule for the virtual setting?

A: CPSB Connected Classrooms is designed to be a regular school day but taught online. We put out a sample schedule of what a day might look like. There may be an opportunity to go back and review a lesson from that day, but our every intention is that the student would be with us throughout the day partaking in whatever that teacher is offering during the normal school day. It is not designed to be flexible. It is designed to be rigorous. It is designed to be an education in an online format.

Q: How does grading work?

A: Students in both the face-to-face and virtual setting will be required to have a minimum of seven grades per marking period.

Q: What does a family need at home to get set up for Virtual learning?

A: Families will need a device and internet. In 3rd-12th grade, CPSB will provide a Dell laptop for students. In Pre-K through 2nd grade, students will receive iPads. We also will ask questions about your internet at home. In some cases, we will be able to help families obtain internet. We will ask families who have devices at home to utilize those. There will be a \$20 device fee if you plan to utilize one provided by CPSB.

Q: How will devices be obtained by families indicating a need on applications?

A: Devices for CPSB Connected Classrooms can be obtained at the virtual student's home school. Each school's process will be a little different. Please check individual school websites later this week for specific instructions. Students needing a device in Pre-K through 2nd grade will receive an iPad, while all other students needing devices will receive a laptop. To obtain a device, your device fee must be paid, and you must have the student username/password, parent identification, student ID number for returning students, and proof of registration for new students.

Q: How will the \$20.00 device fee for virtual education be paid to the schools for 2020/2021 school year?

A: All \$20 laptop fees will be paid utilizing the [online payment management system](#) (OSMS). Select your school, then select **Laptop Fee** from the available fee options. All CPSB schools can now accept the online payments for **Laptop Fees**. Each school will distribute the laptops based on a list of the parents who paid utilizing the online payment management system, however, if the parent provides their emailed receipt, the checkout process will be expedited.

If a parent does not have access to the online payment system at home, contact the school for assistance.

Q: If a family decides not to participate in the virtual option after a laptop payment has been made, will they be reimbursed?

A: Yes. The parent will need to provide proof of the prior payment to the school and the bookkeeper will reimburse the \$20 fee via a school check.

Q: Will the same classes be offered virtually as they would be face-to-face? For instance, T&I classes, AP classes, Immersion, etc.

A: Because of staffing, we can't provide specialty programs virtually. In K-8, our focus will be on the core subjects. All the extra things that students have come to expect in a face-to-face environment may not be available right now in the virtual setting. Students taking T&I classes involving hands-on learning are encouraged to enroll in our face-to-face option.

Q: Is Tech Support available for virtual students?

A: Tech Support will be available during the day and after hours for families. There will be a student help desk available for all virtual students outside of the regular school day hours. That assistance will be available from 4-6 p.m. daily. If a question is submitted after 6 p.m., it will be answered the following day.

Q: How will SPED accommodations be met for virtual students? Can they still attend Speech services in person?

A: For all SPED students, we will honor the IEP/IAP. It will depend on each scenario on how that looks. If a virtual student requires Speech, those services may have to be offered in a homebound setting. Whatever work we need to do to get those situations ironed out, we are committed to doing.

Q: If new students move into our district after September 4, can they still enroll in CPSB Connected Classrooms?

A: Yes, families who are new to the district after September 4 can choose whichever option works best for their student.

Q: Cooley, CIA Stem Academy, Immersion, etc. – Why are these specific programs not offered virtually? Also, with the slots being test-in, what happens to a student's spot if they opt to attend CPSB Connected Classrooms?

A: If your child tested into a program or gone through protocols to be accepted into a program, opting to learn virtually will not cause you to lose your spot in those programs. Because of staffing, we cannot provide specialty programs virtually at this time.

Q: If enrolled in CPSB Connected Classrooms, will parents still have to pay school/student fees?

A: Yes, the online learning registration fee is \$25 for K-12. For Pre-K students, it is \$10. You can pay this fee online via the same website other school fees are paid. Find that link [here](#).



Karl Bruchhaus, Superintendent

Q: If a senior would have only been taking 2-3 classes in a face-to-face setting, what does that schedule look like virtually?

A: The unique nature of Odysseyware provides a great opportunity for a senior who may only need to take 2-3 classes to graduate. They can take those classes in the morning like they would have in a face-to-face format.

Q: What is the difference between CPSB Connected Classrooms and a homeschool program?

A: Homeschool is where a parent fills out a form to submit to the State to provide an education for their student completely outside the school system. If the student eventually chooses to come into the Calcasieu Parish School Board district, they must take a placement test to determine what grade level they will be placed in. On a short-term basis, choosing a homeschool option may not keep them on pace on what we are doing in our virtual option. One thing we can do in our virtual program is keep a student on pace with a face-to-face classroom. When and if they do decide to return to a face-to-face environment, they will not be behind their regular classroom.

Q: Can virtual students participate in school-related activities?

A: Yes, virtual students can participate in school-related activities. However, if that activity occurs during the school day (bell-to-bell), the principal will decide whether to allow a virtual student to participate.

Q: Can a student enrolled at an alternative site select the virtual educational option?

A: Students assigned to any of CPSB's Alternative Sites will have the choice of attending classes in person or virtually. If virtual is chosen, the student will be instructed by the same alternative staff as if they were attending the site face-to-face, not through the staff CPSB's Connected Classroom option. At the completion of the student's time at our alternative site and a release letter is earned, that student will register with their home school with a permit from CWA and continue on the same instructional pathway (face-to-face or virtual) for the remainder of the semester.

Q: How will dual enrollment classes be handled virtually?

A: Full time online students will not be allowed to go on their home campus to take a dual enrollment course. However, these students can take dual enrollment courses through McNeese or Sowela form an instructor at these sites. Students that choose to take dual enrollment courses from Sowela of McNeese will need to meet with their high school counselor to initiate the proper dual enrollment procedures.

Q: Will high school courses be available for 8th grade students wanting to earn high school credits?

A: Yes. Eighth grade students taking high school courses will be enrolled with the high school students in Odysseyware, which is the high school virtual learning platform. High school credit courses will not be available through the middle school virtual learning platform, Blackboard.

Q: I've completed the virtual application for my student. What happens next?

A: Virtual students will be contacted by their teachers beginning August 10 to share information for student orientation. During orientation, students and parents will be guided through the online learning platform and receive an overview of the program's policies and procedures to include a schedule for daily synchronous learning. Communication will come through email using the contact information available in our student system and the email address provided on the virtual application.

Enhanced Safety Measures

Q: What is social distancing going to look like in the classroom setting?

A: Principals have been told to "flip" every classroom. Classrooms are being measured and desks/tables are being spread out to the maximum extent possible. Some desks/furniture may need to be removed and placed in provided storage areas.

Q: What sort of cleaning and sanitizing will be taking place on campuses?

A: We have installed foam hand sanitizer stations in each classroom. We will also have bottles of hand sanitizer. We have purchased sanitation devices to use in the schools that put out a mist. They will not be used when students are there, but they will be used to sanitize our restrooms, frequently touched surfaces, and all our classrooms each afternoon. We have ordered 10,000 containers of sanitizing wipes. Those will be used in between classes to sanitize surfaces. All frequently touched surfaces will be sanitized throughout the day. Bathrooms will be sanitized every hour.

Q: Will temperature checks be conducted on every employee and every student?

A: Every student will have their temperature checked every day. We have purchased thermometers that test temperature on the forehead, and every teacher will have one of those. Every employee will have their temperature checked daily as well.

Q: What about plexiglass being installed?

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

Q: Will water fountains be available?

A: There is not a mandate currently to close water fountains, just to sanitize them frequently. We are opting to close many of our water fountains and allowing students to bring water bottles to school with them. We will have bottled water available in emergency situations. As we move into the future, we are looking at replacing our water fountains with water filling stations.

Q: How will we handle handwashing?

A: We have the standard hand washing stations in cafeterias and bathrooms. There will be signage providing reminders to wash hands. Foam hand sanitizing stations will be available in every classroom. When students enter and exit classes, they will be asked to utilize these.

Employee Relations

Q: What leave options are in place for our employees?

A: There are four ways an employee can qualify for up to 80 hours of COVID-19 related leave (EPSL) if they are unable to work or telework due to:

- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (100% pay)
- The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis from a health care provider (100% pay)
- The employee is caring for an individual who is subject to a quarantine or isolation order or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (2/3 pay)
- The employee is caring for his or her son or daughter whose school or place of care has been closed for a period of time, whether by order of a State or local official or authority or at the decision of the individual school or place of care, or the child care provider of such son or daughter is unavailable, for reasons related to COVID-19 (2/3 pay)

Q: Will teacher observations still occur?

A: The state of Louisiana has not provided additional guidance on this yet.

Q: How are we dealing with the potential shortage of substitute teachers?

A: We will be hiring a full-time substitute teacher for each campus through October 9. We will also be recruiting additional subs in the meantime.

Miscellaneous Topics

Q: Should parents go ahead and purchase school supplies that are listed on our website?

A: Yes, if students will enroll in the face-to-face option. Supply lists can be found [here](#).

Q: How are we handling positive tests?

A: We will have assigned seating charts throughout the district, in classes and on school buses. If we do have a positive test, we are going to make our best effort to not close more than what is necessary. We will provide notification to other classmates that someone in the class has tested positive. We will not be able to provide details as to who it is, but we will provide notification. Every situation will be unique. We will have flow charts available for our schools to use to navigate these situations.

Q: Are any school calendar changes anticipated?

A: We will begin school for students on August 24 instead of August 14. A revised calendar was adopted that moves most teacher inservice days to the beginning of the year. Teachers and staff will still report to school on August 7.

Q: When do students start school?

A: School starts August 24. All virtual and pre-K students start August 24, as well as face-to-face students in 7th-12th grade with last names beginning with A-K. Students in 7th-12th grade with last names beginning with L-Z will begin on Tuesday, August 25.

Q: What are the changes in grading?

A: All students are required to have a minimum of seven grades per marking period.

Q: Will attendance be checked in both educational options?

A: Attendance is required. Currently, there is no state waiver for attendance minutes.

Q: Do we have information regarding state testing?

A: The state of Louisiana has not provided additional guidance on this yet.

Q: What if the Phase we are in statewide changes during the year?

A: If we get moved back to Phase 1, we will have to switch all students to the virtual setting. If we move ahead to Phase 3, we will not see much of a change except in the number of students we can transport at a time on a bus.

Q: Can students switch back and forth between face-to-face and virtual?

A: If a student starts in one option and decides to opt for the other option, there will be two weeks at the beginning of school for changes. This grace period ends on September 4. Once that decision is made, they are set for the rest of the semester. For the spring semester, families can change options.

Q: How do families switch their educational option?

A: Change forms for students to enroll or withdraw from either educational option are available at schools. Those forms must be filled out and turned in at the school by September 4. Those students will be enrolled in the new option as soon as CPSB staff can make the transition. We will notify each family of when the student can begin the new educational option. Students will not be counted absent during this time. If a student is switching to the face-to-face, we cannot guarantee school bus transportation until after Labor Day, due to school bus capacity limitations in Phase 2 and as route details will have to be adjusted.

Q: What is the fee payment expectation when families switch educational options during the two-week grace period?

A: Families will not be responsible for both virtual fees and normal school registration fees. If a student switches educational options during the grace period, the fee already paid will be applied to the new educational option. If a student was initially enrolled virtually, the \$25 fee will be applied to the normal school registration fee. Depending on the site, the family may owe additional money for normal school registration fee. If a student is switching to virtual, the family may be owed a reimbursement if normal registration fees were already paid. This also applies to the \$20 device fee.

Q: Will meals be provided for virtual students and for face-to-face students on the days they are not on campus? If so, how?

A: Students in Pre-K-6th grade will be fed as normal on campus with cooked meals that are portable. Virtual students can pick up five days' worth of pre-packaged meals each Friday at designated locations. When teachers begin contacting virtual students on August 10, families will receive details on where their assigned meal pick-up location will be. Students on the blue/gold schedule can pick up three days' worth of pre-packaged



Karl Bruchhaus, Superintendent

meals each Friday at the school they attend. Due to state and national regulations, if a student is not in the vehicle at the time meals are picked up, the parent/guardian will have to sign a waiver acknowledging receipt of the meals for the student. We will provide meals on the Friday prior to school beginning, August 21, so that students have meals for the following week. Meals can be picked up from 11-12:30 each Friday.