



Jefferson Davis Parish Schools

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

July 2020



Message from Superintendent Credeur	3
Introduction	3
Jefferson Davis Parish School District Operations	4
Phase 1	5
Phase 2	5
Phase 3	5
Parent Instructional Options	6
JDPSB Return to School Attendance Plan	6
Transportation and Bus Protocols	7
EMPLOYEE AND STUDENT SAFETY	8
Student Protocols and Screening Overview	8
Employee Screening and Protocols	9
Employee Health Protocol	11
Employee or Student Exposure	11
Personal Protective Equipment (PPE) for Employees and Students	12
Travel Restrictions	12
Enhanced Safety Measures	13
Cafeteria Protocols	13
Communication	14
Other School Considerations:	15
Visitors on Campus	15
FREQUENTLY ASKED QUESTIONS	15



Message from Superintendent Credeur

When the governor of the state of Louisiana by Executive Order closed all public schools on March 13, 2020, no one in the educational field anticipated what the future would hold. We feverishly prepared for the successful return of our students before the end of the school year only to watch each of those plans slip away. As we prepare to open school for the 2020-21 school year we are bombarded with a variety of suggestions and directive, sometimes opposing, that have made return to school plans difficult to finalize.

Although it is my desire to return all students as quickly as possible to a normal schedule, the undeniable factors that guide any decision toward moving forward are 1. Student Safety, 2. Strict limitations regarding the number of transporting students, 3. Limitations on the number of students allowed in a classroom, and 4. The ability to reasonably follow all directives from the appropriate medical communities. Our staffing formulas at the lower grade levels fit nicely with the state maximum numbers of students but our larger numbers with the upper grades pose significant restrictions.

After much vigorous discussion, we have developed a plan that we believe we can obey all health directives and maximize student attendance. Our new plan will include the following:

1. Students in Pre K through 5th grades will come to school 5 days a week where we will maintain them in static groups to the maximum extent possible.
2. Students in grades 6th through 12th students would adhere to an ABAB schedule with Fridays designated as distance learning days. The reduced number of students in attendance at the upper levels allow us to adhere to the state Phase II number mandates.
3. Students that can't return to school because of documented health problems will be provided homebound services.
4. Parents who are concerned about their children returning to school will be allowed to register their children in the Jeff Davis Parish Virtual Program.

Any parent whose child is enrolled in the virtual program where Carnegie units are provided will have to complete the semester before they will be allowed to return to the regular campus. Non Carnegie unit course enrollees can return to the regular campus at the end of a grading period. Students in the virtual program will not participate in any co or extra-curricular activities on



school campus. The enforcement of this rule will occur no matter which Phase the district toggles to.

The final version of this plan will not be complete until BESE releases its guidance on August 14th and we reconcile their guidance with our plans. This plan is the culmination of hours of phone calls and webinars with the Department of Health and the Department of Education and is by no means perfect but this pandemic has provided global uncertainty to levels that many of us have never experienced. Thanks you for being patient and understanding and helping us to create as positive a learning environment as we can given the current constraints.

Please stay safe, wash your hands, wear a mask, and practice social distancing.

Sincerely,

Kirk Credeur

Introduction

The Jefferson Davis Parish School District has created this phase dependent plan to aid in navigating the reestablishment of our schools where employees, students, and families feel safe upon returning and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided to us by the LDOE, CDC, WHO, and applicable federal, state, and local agencies.

Jefferson Davis Parish School District Operations

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



Phase 1

- School operations are limited to virtual learning only
- Facilities are closed to the public
- All Jefferson Davis Parish School District employees are classified as essential and may be required to report to their assigned locations.
- All employees will be required to utilize face protection to the maximum degree possible.
- Strict cleanliness guidelines will also be followed.

Phase 2

- Schools may offer limited on-site activities following strict hygiene protocols.
- Students in grades Pre-K through 5th will attend school 5 days a week and be contained in static groups to the maximum extent possible.
- Students in grades 6th through 12 will attend school on an A.B.A.B rotation, and Fridays will be dedicated to distance learning, and until we are 100 percent able to go online, this will include some physical transference of student work.
- Both employees and students will wear masks to the maximum degree possible.
- Maintaining a six foot distance will be enforced to the maximum extent possible.
- Strict cleanliness guidelines will also be followed.

Phase 3

- Schools will open for all students Monday through Friday based on recommendations and data from LDOE, CDC, Governor's office, and applicable local and state agencies.
- School operations will resume with restrictions or guidelines.
- Distancing, cleanliness and masking recommendations will be followed.

Phase 1

In the event that the governor's office declares that we must toggle back to Phase 1, the school system will provide distance learning opportunities for all students. This will be done using the Google Classroom platform. Low-tech options will be provided to students who have no devices or adequate internet access. Students would continue to have access to high quality instruction and would be required to log-in regularly, submit graded assignments, and complete tests.



Phase 2

Using the Phase 2 LDOE guidelines, the physical school facilities will have a reduced capacity of students based on state guidelines. Bus capacity is limited to 50 percent, which is a significant challenge for school systems. In this phase, students in Pre-K through Grade 5 will attend school (face-to-face instruction) five days each week. We will implement for 6th through 12th grades an A/B/A/B, Distance Learning Friday model to provide in-person instruction to half of our students on alternating days. Group (A) will attend school on Mondays, Wednesdays, and Group (B) will attend on Tuesdays, Thursdays, and every Friday will be dedicated to distance learning facilitated by the teacher. Family groups and students sharing a household will all attend school on the same days. On days that students are not physically on campus, teachers will provide assignments to be completed online using the Google Classroom platform or paper-based instruction. On all of our school campuses, we will check temperatures daily, enforce the wearing of masks to the maximum extent possible, and will continue to maintain recommended social distancing and hygiene/cleanliness guidelines.

Phase 3

The school district will provide all students the opportunity to be in school every day. Bus capacity will be 75% in Phase 3. We will continue our practice of checking temperatures daily, enforcing the wearing of masks to the maximum extent possible, and will continue maintaining recommended social distancing and hygiene/cleanliness guidelines.

Disclaimer: In Phase 2 or Phase 3, at any given time, individual classrooms, grades, or schools may be shut down under the direction of the Department of Health in the event of severe outbreaks.



Parent Instructional Options



Jeff Davis Parish Virtual Academy Powered by Edmentum

In Phases 1, 2, and 3, all families will have the option to learn exclusively from home by enrolling in the Jefferson Davis Parish Virtual Program powered by Edmentum. Students enrolled exclusively in the virtual program will receive high-quality instruction provided by Edmentum certified instructors. Opportunities through Edmentum will allow for instructor contact via email, live face-to-face Zoom meetings, and live face-to-face Zoom tutoring sessions. The commitment for Carnegie seeking students is a minimum of one semester and non-Carnegie seeking students will be allowed to transfer back to the regular campus after the completion of a nine weeks period. Households must have computer and internet access to participate. Students enrolled in the virtual program will not participate in any school (co-curricular) or extra-curricular activities. This includes any on-campus activity, except for graduation. Complete details of the Jeff Davis Parish Virtual Academy can be found at <https://sites.google.com/jdpsbk12.org/jeffdavisvirtualacademy>



JDPSB Return to School Attendance Plan

Phase 1

- Teachers will maintain attendance records to determine satisfactory completion of course requirements. Any student (either on school campuses or on the virtual program) not meeting satisfactory course requirements will be referred to the Child Welfare and Attendance Officer.
- Students are required to log-in to Google Classroom to complete daily course assignments. For those unable to log in an alternative means of transferring work assignments will be developed at each school site.

Phase 2

- Attendance regulations are enforced.
- Teachers take attendance.
- Students not attending school regularly or not accessing their virtual program regularly will be referred to the Office of Child Welfare and Attendance for further review and possible consideration for truancy court.

Phase 3

- Attendance regulations are the same as outlined in Phase 2



Transportation and Bus Protocols

Phase 1 Jefferson Davis Parish School District will not provide school bus transportation for students to and from school. In Phase 1, the school system will provide a hybrid of distance learning opportunities and transference of physical work for students.

Phase 2 Jefferson Davis Parish School District's school buses will operate at 50 percent capacity to maintain appropriate spacing. Parents are encouraged, when possible, to transport their child(ren) to and from school. Multiple students living in the same household will be expected to share a seat. Students not living in the same household will not be allowed to share bus seats. All students using bus transportation will be required to wear masks during transport. Bus operators will be required to wear a face mask or 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 (not exceeding 80 percent alcohol). School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. The buses will be sanitized after each individual route.

Phase 3 Jefferson Davis Parish School District's school buses will operate at 75 percent capacity to maintain appropriate spacing. Parents are encouraged, when possible, to transport their child(ren) to and from school. Bus operators will be required to wear a face mask or face shield while on duty. All students using bus transportation will be required to wear masks during transport. Upon entering the school bus, every



student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer (not exceeding 80 percent alcohol). School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. The buses will be sanitized after each individual route.

Disclaimer: Bus transportation guidelines may change at any time based on recommendations from the state education and health agencies.

Employee and Student Safety

Student Protocols and Screening Overview

- Parents are encouraged to complete a JDP 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.
- For students in Pre-K through Grade 5, classroom groups will remain in static groups, understanding individual students may come into close contact with one another during the school day.
- To practice social distancing, we will, to the maximum extent possible, maintain a physical distance of six feet.
- Students in grades 3 and above will be required to wear a mask, as able and to the maximum extent possible.
- Students may consume meals in areas other than the school cafeteria to maintain social distancing.
- Schools will be amending all procedures in order to comply with recommended safety guidelines.



When completing a student self-screening, parents should look for the following symptoms. If students present with any of these symptoms, 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.

1. Symptoms that may require a student to stay home and/or leave school:

a. Any **one** of the symptoms below:

- Fever of 100.4F or greater
- Shortness of breath or difficulty breathing
- Active vomiting or diarrhea

b. Emergency warning signs get medical attention immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

c. Or, at least **two** of these symptoms

- Fever (100.4F in the past 24 hours)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Unexplained rash



2. All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home.
3. It will be the responsibility of the parent/guardian to promptly pick up the student from school.
4. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal of the student's health status.

Employee Screening and Protocols

The following guidelines are **mandatory** for JDPSB employees.

1. All employees must follow established return-to-work guidelines. Symptoms that require an absence, or exclusion, from work include: **(If any of the following symptoms exists, employees should remain home.)**
 - a. Fever of 100.4F or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Active vomiting or diarrhea
2. All employees will be required to notify their immediate supervisor if there is a change in their health status.
3. JDPSB employees will practice social distancing at all times.
4. JDPSB employees will wear a mask when having face-to-face interaction with the public on school board property. School based employees will be required to wear a mask when interacting with students, the public, and all other employees to the maximum extent possible.



Employee or Student Exposure

The JDPSB 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 JDPSB employee or student, or someone he or she has been in contact with, has been 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 and student protocols addressing contact, exposure, and active diagnosis will be forthcoming.

Personal Protective Equipment (PPE) for Employees and Students

In addition to using PPE as mentioned throughout this document, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol
- Avoid touching eyes, nose, and mouth
- Cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing

Travel Restrictions

Employees and Students:

- JDPSB will discontinue non-urgent staff and student travel to conferences and workshops until further notice, unless pre-approved by the Human



Resource department and the office of the Superintendent. To effectively maintain static groups on our school campuses, any outside groups or agencies who normally visit school campuses will be prohibited from entering our campuses until further notice.

Cafeteria Protocols

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

The Child Nutrition Department will offer students lunch, and possibly breakfast, as “grab-n-go” meals, which are available for drive-by pick-up Monday through Friday. Weekly emergency meals may be offered as an alternative to daily meals, and these would also be 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 will have to sign a waiver, stating the meal is for the student.

Phase 2 – Hybrid Plan (Reduced capacity of students on campus, Pre-K-12)

All students on campus will be offered breakfast in a manner determined by the principal. This may include the dining hall, classroom, or in other areas of the school. In all circumstances, students will maintain all social distancing protocols.

For lunch, the principal will establish a time schedule for each class to enter the cafeteria serving line. Students will enter into the cafeteria in groups no larger than 25. Students will pick-up their meals and be seated within their fixed classroom group, maintaining 6 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 (mask &



shield). Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians will assist with bringing the trash to the dumpsters.

Because we are participating in the A.B.A.B. schedule for grades 6th through 12, at the end of each day students will be given the opportunity to receive a grab and go breakfast and lunch for the days they are not going to be at school.

For students participating in virtual learning, breakfast and lunch will be offered as “grab-n-go” meals, which will be available for drive-by pickup on designated days and times. If a student is not in the vehicle, the parent must sign a waiver stating the meal(s) is/are for the student.

Phase 3 – Traditional Plan (All students allowed on campus.) The Child Nutrition Department 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 2 hours.
- In Phase 1, 2, or 3, meals may be served in disposable containers.
- Students and faculty members will not be allowed to share tables or share food or beverages between or among one another.
- 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 prepayment. Payments will not be accepted while students are in the serving line in an effort to



reduce physical contact.

Communication

Parents and employees are strongly encouraged to access the most up-to-date information about the reopening of school and school operations through

1. Teacher, student, or parent email
2. District/School Websites
3. District/School Facebook Pages

Other School Considerations:

Visitors on Campus

The safety of our staff and students remains the district's primary concern. All visitors to the school office area will be expected to wear masks and maintain social distancing guidelines. We are asking visitors who exhibit the following to refrain from visiting our school campuses:

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

Participation is important to help us take precautionary measures to protect our visitors, students, and staff in the building. **Exceptions:** Outside programs or agencies who normally visit our schools are prohibited from doing so until further



notice. Outside visitors will not be allowed to visit classrooms or other common areas on our campuses. Until further notice, no outside deliveries (e.g. cupcakes, cookies, cakes, flowers, etc.) will be delivered to classrooms or students.

Frequently Asked Questions

What will virtual learning consist of in Jeff Davis Parish? Virtual learning in Jeff Davis Parish will be powered by Edmentum. Parents/students must provide a device (i-Pad, tablet, laptop, Chromebook, or Desktop computer) and adequate internet service. More information on the Jeff Davis Virtual Academy can be found at <https://sites.google.com/jdpsbk12.org/jeffdavisvirtualacademy>

What will hybrid learning (Phase II) consist of in Jeff Davis Parish? On the days that students attend school, they should expect a mostly traditional school day. On the days they remain at home, students are expected to complete either paper-based assignments or virtual assignments assigned through Google Classroom.

What required precautions will be in place for students who attend school in-person?

- All employees of Jeff Davis Parish School Board, as well as students in grades 3-12, will be required to wear a mask.
- Students' temperatures will be taken upon their arrival. Any student with a temperature at or above 100.4 will be isolated, and parents will be contacted to arrange for transportation home.
- Students will be required to wash their hands frequently, including upon arrival, before and after lunch, and at dismissal.
- Enhanced cleaning procedures will be in place.
- Social distancing practices will be implemented to the greatest possible extent.

Does a mask have to be a certain type of mask (uniform style)?

- No, any mask that is comfortable for the child and has school-appropriate



design without causing undue distraction will be allowed.

Will student attendance be mandatory? All students will be required to be enrolled in and actively participating in an educational program, either in-school or virtual program. Attendance will be recorded on a regular basis for either option.

How will transportation be provided? In order to reduce the number of students on the bus, parents are encouraged to transport their children to and from school, when possible. In Phase II, bus capacity is limited to 50%. During this phase, a reduced number of students will be attending school in-person per day. Students in Pre-K through Grade 5 will attend school every day. Students in Grades 6-12 will be pre-identified either on an A or B schedule, and this information will be shared with parents prior to school starting. In Phase III, bus capacity is limited to 75%. Our transportation department is currently adjusting bus routes to accommodate this mandate. Due to these limitations, parents should review bus route times when published, while also understanding that there may be changes.

Will athletics be allowed to resume? Athletic competitions will not resume in Phase 2 at all. In Phase 3, athletic competitions, with a recommendation put forth by the Louisiana High School Athletic Association and approval by the School Board, may occur.

How will the school district communicate with parents? Parents should continue to monitor our district and the school websites and Facebook pages and read the official school journal, which is identified as the Jennings Daily News.