



ST. MARTIN PARISH SCHOOLS

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Distance Learning Protocol

# Guidelines for School Re-entry 2020-2021



ST. MARTIN PARISH SCHOOL SYSTEM

# Operational Guidelines for School Re-entry

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# Table of Contents

Section 1	
Introduction .....	2
Superintendent’s Message.....	3
Vision, Mission, & Philosophy .....	4
Section 2	
Operations.....	5
Safety and Sanitation .....	6
Daily Routines .....	7
Parent Responsibilities.....	8
Transportation.....	8
Facilities.....	9
Food Services .....	9
Section 3	
Curriculum, Instruction and Assessments.....	10
Academics: Instruction and Assessments.....	11
Group Sizes and Social Distancing.....	11
Instructional Models.....	12
Lesson Protocol .....	13
K-5 Instructional Protocol.....	13
Middle and High School Instructional Protocol .....	15
Student Attendance .....	16
Appendix .....	17
Medical Protocol.....	18

## Introduction

### *Reopening Guidance for Public Schools – Guidance from the LDH and LDOE*

The State of Louisiana is following the guidance of public health experts when making decisions regarding the resumption of instruction in public schools.

Louisiana’s plan for reopening statewide outlines phases that are initiated once public health criteria are met. Throughout the phases, restrictions will be gradually relaxed as the public health situation improves, allowing greater flexibility, including the potential of resuming school building-based instruction.

In Phases 1, 2, and 3, school facilities may open to students for in-person instruction with certain restrictions in place. These restrictions are mandated by the Louisiana Department of Health (LDH).

*NOTE: Guidance may change in accordance with the updates from the Centers for Disease Control (CDC) and Louisiana’s Office of Public Health. Guidance is based on current medical knowledge of how COVID-19 is transmitted, primarily through close physical contact, vocal and musical activities during which aerosol particles might be emitted, and touching shared surfaces or objects.*

For information regarding coronavirus 2019/COVID 19, please visit the LDH website and CDC website: <https://www.ldh.la.gov/coronavirus> and <https://cdc.gov/coronavirus/2019-ncov/index.htm>.

## **Superintendent's Message**

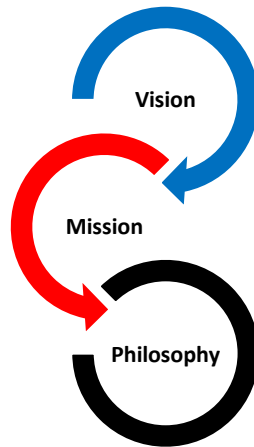


Dear Parents, Students and Employees,

On March 13, 2020, when Governor John Bell Edwards announced the closure of schools, everyone anticipated returning to school after the Easter Holidays. However, as the days went by and the number of COVID 19 cases continued to rise, it became evident that we would not reopen during the spring of 2020. Our staff came to work as necessary to keep facilities in shape ensuring that air conditioners, sewer treatment equipment and other essential equipment was working and keeping the grass cut. Later in May, teachers returned to work to complete the school's virtual teaching plan and began to receive training in the Google Suite.

Now, as we near the opening of schools for the 2020-2021 school term, we are again faced with numerous challenges. As employees of an educational institution, we are considered essential employees because of the service we provide to the community. As stated by our president and governor, the economy and the community cannot function without schools. Schools educate students for the world they will face in the future and provide a safe place for students, while their parents go to work each day. Some people do not consider us public servants, but that is exactly what we are. It is our duty and responsibility to serve our community and we will do that to the best of our abilities, while always keeping employee and student safety first.

Staff members and principals have put together plans for the reopening of school that follow the recommended guidelines provided by the Louisiana Department of Education and the Office of Public Health. Please read through the re-opening handbook and follow these guidelines for safety. By following the rules, you can help us to provide the best education and safest environment for our staff and students during these difficult times.



### **VISION STATEMENT**

To improve education through sound educational practices that enhance teaching and learning and to provide educational opportunities for all stakeholders in an effort to make the St. Martin Parish School District second to none in the region, state, and nation.

### **MISSION STATEMENT**

The St. Martin Parish School District will provide quality educational experiences while utilizing a TEAM approach with all stakeholders focused on SUCCESS.

### **PHILOSOPHY**

It is the philosophy of the St. Martin Parish School District that a focus on attendance, attitude, application, and acclamations while addressing high academic standards will provide a quality education for all students. Its goal is to establish a strong, comprehensive education foundation for all of its students so they may become competent, productive members of society. It operates on the premise that education is a lifelong commitment, and TOGETHER, we will make our communities a better place in which to live.




# *Operations & Safety*




## Operations

## Safety and Sanitation

### OPERATIONS

 Safety and Sanitation

 Transportation

 Facilities

 Food Services

The 2020-2021 school year will begin with a new set of guidelines for operating a safe school environment. Regulations for safety and sanitation are among the most important priorities for the safety of the students and staff.

The Louisiana, the Department of Health and Hospitals (DHH), the Office of Public Health (OPH) and the Louisiana Department of Education (LDOE) have provided safety guidelines for the reopening of school. All guidelines and regulations are aligned to data-driven medical guidance provided by the Center for Disease Control (CDC) as well as other medical and scientific personnel. For the safety of our students and staff members, St. Martin Parish will adhere to the guidance provided by the organizations listed above.

**All personnel in public school offices will adhere to the following guidelines while on school property:**

- Wash your hands regularly and use hand sanitizer
- Wear a face covering at all times in public spaces or in meetings, you may take it off when alone in your office
- Stay in your area unless your job requires you to visit other areas of the office or school
- Kitchens or lounge areas are off-limits except for the storage or heating of food. You may eat in your office
- Stay home and consult your doctor if you do not feel well or run a fever above 100.4. Students who arrive at school with a fever will be sent to the sick bay and assessed following the protocol in Appendix A

**At the start of the 2020-2021 school year, all personnel and students on school grounds must adhere to the following:**

- Wash your hands regularly (preferably every 2 hours) and use hand sanitizer. Guidance for using hand sanitizer will be further explained under transportation, facilities and food services
- Principals may implement additional times for handwashing and the use of hand sanitizer based on the needs on their school campus
- Teachers and students in grades 3-12 must wear a face covering at all times unless a medical condition prohibits the use of face coverings. This includes classrooms, playground areas, and all other areas of the campus. Face coverings can only be removed when eating or drinking, when taking medications in the office, or if social distancing outdoors at least six (6) feet apart
- Face coverings are a part of the school uniform and must be of a solid color or may contain the following print: paisley, bandanas, camouflage, plaid, school spirit colors, emblems, and

or words, and cartoon characters for the younger students. Neck wraps may also be used as face coverings. However, face coverings must not include pictures, printed words, political messages, religious messages, or symbols of any type.

- To reduce exposure, students will remain in static groups in one classroom. Students in grades 3 to 5 will remain in the classroom, while teachers of different subjects will rotate for a change in instruction at the appropriate time. The number of rotations should be limited to keep exposure to a minimum
- Teachers and students who arrive at the campus with a fever of 100.4 and are experiencing other symptoms of COVID 19 or any other serious illness, must be isolated in a sick bay immediately. The school must follow the medical protocol for all students with a fever of 100.4 or above and those exhibiting symptoms of COVID 19 or any other serious illness
- The sick bay must be sanitized after use by a student or adult with fever or symptoms of COVID 19 or any other serious illness



### **Daily Routines**

- All staff members, cafeteria workers, custodians and administrators will have their temperatures scanned upon arrival on the school campus
- Students will be issued hand sanitizer upon boarding the bus
- Each student will have their temperature checked upon arrival at school
- In grades PreK-2 students will remain in static (the same) groups throughout the day. In grades 3-5, students will remain in static (the same) group to the maximum extent possible
- Students will report to a general area to join their static group and will then be escorted the cafeteria to wash their hands before picking up their breakfast. Students will follow the social distance protocol to the greatest extent possible as they walk to the cafeteria or any area of the campus
- Breakfast will be served as a “grab and go” meal and students will eat in their classrooms. Teachers will administer hand sanitizer to students after breakfast. **All water fountains will be closed for safety reasons, therefore, students may bring bottles of water to school for drinking purposes**
- Students seating will be arranged to meet the social distancing requirements of six (6) feet apart to the maximum extent possible
- When it is time for lunch, students will follow the social distancing protocol as they are escorted to the cafeteria to wash their hands and pick up a “grab and go” lunch

- Students will return to the classroom or a specified location on the campus to eat lunch
- Hand sanitizer will be administered after lunch before instruction resumes
- Any recess breaks for students in grades PreK-5 will take place in the classroom or in a designated area of the campus. Students will remain with their groups and will not be allowed to mix with other students during the break. Students will then be escorted to the restroom to wash their hands or be provided hand sanitizer upon their return to the classroom
- At the end of the day, students will be escorted to the bus area for loading through a process assigned by the principal requiring social distancing prior to loading the bus



### **Parent Responsibilities**

- Parents are responsible for daily monitoring of their child/children for symptoms of COVID 19 or other illnesses. Children with a fever should not be sent to school
- Parents should encourage their child/children to follow all instructions at school for their safety and the safety of others
- Parents are asked to support and assist their child/children in completing all assignments, both in class and those assigned as homework

## **Transportation**



The St. Martin Parish Department of Operation and Transportation will take extra precautionary measures during the COVID 19 pandemic by providing the following safety measures:

<b>Phase of Pandemic</b>	<b>Safety Guidelines for Buses</b>
<b>Phase 1</b>	Students will be seated one (1) per seat in every other seat unless they are from the same household
<b>Phase 2</b>	Buses will be filled to 50% of their seating capacity
<b>Phase 3</b>	Buses will be filled to 75% of their seating capacity

- Sanitize all buses using cloth towels and disinfectant before the school year begins. Wipe the hand rails, seat tops, seat backs, and seat cushions with disinfectant

- On a daily basis, wipe door handles, seat tops and commonly touched surfaces at the end of each route. This can be done while checking to make that no one is sleeping on the bus after the route.
- Once per week, wipe the hand rails, entire seat and commonly touched surfaces.

## Facilities



All office and school facilities will be sanitized weekly and daily using the guidelines provided by the Louisiana, the Department of Health and Hospitals (DHH), the Office of Public Health (OPH), the Center for Disease Control (CDC) and the Louisiana Department of Education (LDOE). The list of guidelines below will be followed to ensure the safety of all students, teachers, administrators and support staff members assigned to each site:

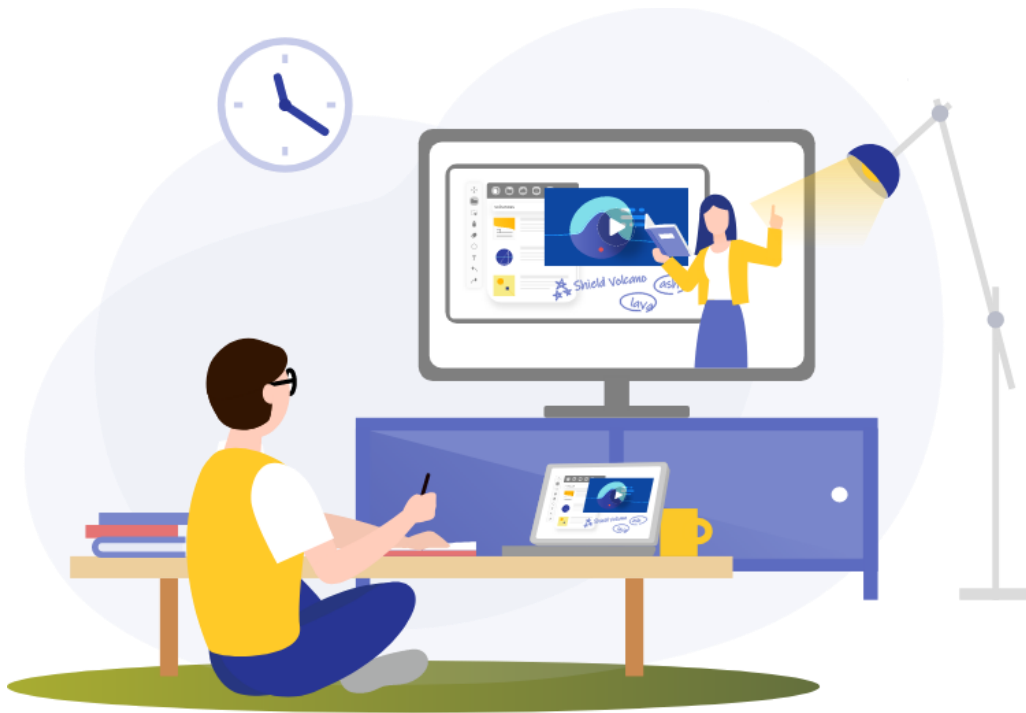
- Sanitize restrooms every hour and checked after each class exchange. Keep soap dispensers full and hand towels available
- Classrooms will be wiped down once per day. This means wiping all commonly touched surfaces including pencil sharpeners, door frames and door handles/knobs, desk tops and seat backs, phones, keyboards and computer carts
- Main entry doors will be wiped several times per day.
- Outdoor areas, like playgrounds, high touched surfaces made of plastic or metal, such as grab bars and railings will undergo normal routine cleaning

## Food Services



Breakfast and lunch will be provided to students on the school campus free of charge during each phase of the COVID 19 pandemic. Due to the pandemic and mandated social distancing, the following protocol will take place for feeding:

Phase of Pandemic	Feeding Method
Phase 1	Students will participate in non-congregate feeding by exercising social distancing
Phase 2	Students will participate in non-congregate feeding by exercising social distancing
Phase 3	Congregate feeding may be allowed on a small scale. The size of the groups would following the social distancing protocol and will be determined by the principal






# *Curriculum, Instruction and Assessments*

## Curriculum, Instruction and Assessments

The 2020-2021 school session beginning August 10, 2020, for teachers, and August 12, 2020, for students, may begin with a different look and feel. The COVID-19 pandemic has caused school systems to seek different instructional avenues to provide instruction and assessment practices for teaching and student learning. The sections below are meant to inform teachers, students, and parents/guardians of the processes and guidelines to be used by St. Martin Parish educators in providing instruction to students during any form of school closure.

### Academics

INSTRUCTION	
	Instruction & Assessment
	Instructional Models
	Lesson Protocol
<input checked="" type="checkbox"/>	Student Attendance

### Instruction and Assessments

As we enter the 2020-2021 school year, instructional and assessment practices will require a different approach. All students will be issued an electronic device for all learning, including but not limited to the following: whole and small group classroom discussions, assignments, quizzes, tests, projects, discussion boards, etc.

The type of instructional practices used at the beginning of the school year, as well as throughout the school year, is dependent upon the status of the COVID 19 pandemic. If students are able to report to the campus, teachers will provide face-to-face instruction, including technology embedded lessons. If students are unable to report to the school campus, teachers will provide instruction through distance learning using the Google Suite of tools (Google Classroom, Google Meet, Google Hangout, etc.)

### Group Sizes and Social Distancing

Distance learning will require a rotating schedule in which some students return to the campus on certain days while others remain at home. For group sizes meeting the criteria to return to school at each phase, please see the chart below. The next day, students who stayed at home on designated days will return to school while those who attended school on the school campus will remain at home. The hybrid schedule is flexible, meaning the number of students returning to school on any given day and those remaining at home will depend on the status of the pandemic. Parents, students, and school staff members should continue to be on the lookout for changes the Governor’s plan for reopening the state.

	Phase 1	Phase 2	Phase 3
<b>Maximum Group Size</b>	10, including adult	25, including adults	50, including adults
<b>Elementary</b>	Maintain static groups, understanding that individuals may come into close contact		
<b>Secondary</b>	The group’s composition may change, but maintain physical distance of six feet in classroom/indoor settings to the maximum extent possible		
<b>Physical Standards</b>	-Groups convene indoors in rooms enclosed by walls or partitions -High-touch surfaces (e.g., desks, doorknobs) are cleaned before and after each group’s use -Groups are separated outdoors but do not require a physical barrier		

	-Limit crowding at entry and exit points: maintain maximum group sizes and physical distance recommendations to the maximum extent possible
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## Instructional Models

### Full Face-to-Face Instruction (All students return to the campus)



In this model, students would report to the school campus but will adhere to the restrictions put in place by the governor of Louisiana, the Department of Health and the Louisiana Department of Education.

- Teachers will provide instruction using the approved Tier 1 curriculum for each grade-level and/or content area through face-to-face whole group instruction, cooperative and collaborative learning groups, small group interventions, individualized activities and assignments and through online instruction using Google Classroom and the Google Suite of tools, i.e., Google Meet, Google Hangout, etc. All classroom grouping will following the protocol for group sizes and social distancing
- Teachers of all grade levels will assign students a minimum of one technology embedded/online lesson per week

### Hybrid, Blended, and Flipped Instructional Models of Distance Learning



The **hybrid model** of instruction uses face-to-face instruction combined with instruction using technology to enhance learning. Hybrid teaching combines the best of both face-to-face teaching and online instruction to help students get the most out of instruction. The three major forms of hybrid teaching are as follows:

#### Station Rotation

In station rotation, students on the school campus are in classrooms, computer labs, gymnasium or the library, each with divided workstations. Teachers could also implement station rotation with students using distance learning methods, e.g., breakout rooms in Google Meet or Google Classroom. Each station has online instruction that will enhance the lesson. The task in one station should not depend on completion of the task in other stations. Station rotation allows students to work at their own pace to develop an understanding of the content.

#### Individual Rotation

This type of rotation allows students to think through their own difficulties and needs. Each individual student has a list of activities specific to their needs and only rotates to stations specific to their schedule developed by the teacher.

### **Rotational Laboratory**

The rotational laboratory is set up so that students alternate between technology based laboratory to enhance what will be learned in another setting, i.e., a science lab, the classroom, or any space outside of the classroom.

**Blended learning** is sometimes referred to as hybrid instruction but differs from the hybrid model in that blended learning does not replace face-to-face instruction, but instead includes an online component meant to reinforce the content being taught. This includes, but is not limited to, articles, videos, projects, discussion boards, collaborative documents, chat boxes, screencast recordings, breakout rooms, etc.

The **Flipped classroom** also combines face-to-face instruction and online instruction. The difference between the flipped classroom and the hybrid or blended classroom is that the flipped classroom requires students to complete the online instruction to obtain foundational knowledge prior to the actual face-to-face lesson. The flipped classroom can be both hybrid or blended, however, the hybrid and blended classrooms are not always flipped.

Upon reentry into school, St. Martin Parish teachers will use a model or combination of models for online instruction that best fits the needs of the students in their classrooms. The planning of face-to-face and online components of lessons from the Tier 1 curriculum for each content area must be data-driven and take place during

**Professional Learning Communities (PLCs)** for each grade level and/or content area. PLCs may be hosted virtually or in-person, as long as the group(s) adhere(s) to the criteria for hosting groups identified for each phase.

**State testing will take place during the 2020-2021 school year, regardless of the instructional model in place.**

## **Lesson Protocol**

All instruction will be delivered through the Google Suite of tools. Teachers will post their individual expectations and directives for each course.

### **Primary/Elementary**

#### **K-5- Instructional Model**

##### **Face-to-Face**

In order to comply with state COVID-19 guidelines regulating group sizes in a public space, St. Martin Parish will implement face-to-face education for students in grades K-5. All students will report to their respective classrooms daily while maintaining the 24 to 1 ratio. Students will remain with this static (same) group of students throughout the day. In grades 3-5, students will remain in their static groups while teachers change classes to educate them in different subjects/content areas.



**Guidelines:**

1. Students remain in static groups daily.
2. Teacher will implement instruction in person, using the necessary classroom tools; following all state guidelines.
3. Students will be graded on assignments, tests, projects, etc. as was done in the past.
4. Students will participate in a minimum of one online assignment weekly in Google Classroom weekly.
5. All 504 and 1508 accommodations/modifications will be followed.
6. RTI will continue as it did in the past.

**SMPSB K-5 Virtual Program**

For parents of students in grades K-5 who have chosen for their children to attend the St. Martin Parish School Board's virtual program, the following guidelines will be followed:

**Guidelines:**

1. Students participating in this program will receive a SMPSB issued Chromebook.
2. The student will complete 100% of their lessons online using the Accelerate program.
3. The student will have access to a teacher online as well as a teacher from their home-based school.
4. If the student needs extra assistance, they can report to their home-based school to meet with the virtual teacher based at their home school.
5. Students can contact the St. Martin Parish Virtual Learning Center for additional assistance between the hours of 3:30 p.m. and 7:00 p.m. from Monday through Thursday of each week.
6. Parents are able to check their child's daily progress.
7. Students will be graded on assignments and tests.
8. The students will also receive a report card at the end of each nine week reporting period.
9. An IEP committee will decide if a 1508 student will attend the virtual program.
10. Accommodations and modifications for 504 students will be provided.

**Middle/High School – Grades 6-12**

**A – B Model**

In order to comply with state COVID-19 guidelines regulating group sizes in a public space, St. Martin Parish will implement an A-B Model for instruction wherein schools will service 50% of their students on alternating days. Students in grades 6-12 will be placed in either an A or B group; the group placement determines which days they are to report to campus physically and which days students will be instructed virtually.

**Guidelines of A-B Model:**

- 1) The weekly instruction schedule will be arranged as follows:  
**Monday:** Group A Students  
**Tuesday:** Group B Students  
**Wednesday:** Planning & Prep Day, RTI Day  
**Thursday:** Group A Students  
**Friday:** Group B Students
- 2) Students with IEPs or IAPs which require daily implementation of accommodations and/or modifications will report to the school every day of the week, including Wednesdays.
- 3) Students from the same household will be scheduled in the same group—even if one student attends a junior high and another a high school.
- 4) Teachers will not repeat content instruction for two days; rather, students will be responsible for accessing and completing lessons virtually when not physically present. In a scope and sequence, students should move forward 3 or 4 lessons a week, not two.
- 5) Teachers will plan both the physical as well as the virtual components of the lesson. This is the fundamental reason students do not report on Wednesday. On Wednesdays, teachers will collaborate within their school as well as with teachers of the same grade level/content across the district via Zoom in formulating plans to ensure effective instruction takes place both when a student is physically present and when they are virtual.
- 6) Knowing what access students have when home will be a critical piece of information for all teachers. See sample lesson below for guidance.
- 7) For example: On a Group A day, the teacher works with 16 students in Group A in class on lesson. Lesson B students work on the same lesson on their Chromebooks at home. The lesson is not “live streamed” because the district cannot guarantee adequate bandwidth nor can 100% of students access Internet while at home. Rather, students will access material prepared by teacher on Google classroom which, ideally, has a video of the instructional content as well as assignments students will submit for a possible grade. Student Chromebooks can be configured to work offline; meaning, necessary material such as video

or documents will be downloaded to the Chromebook on the day students are in class to be accessed at any time when not in class.

- 8) In the St. Martin school district, **Stephensville Elementary** will not participate in A-B schedule. **Parks Middle 5<sup>th</sup> grade** will participate in A-B schedule to avoid conflict with the 6-8 schedule.
  
- 9) For middle and high school students enrolled in the full virtual program at the **St. Martin Parish Virtual Learning Center**, students can contact the center for additional assistance between the hours of 3:30 p.m. and 7:00 p.m. from Monday through Thursday of each week. Student will have access to a teacher online as well as a teacher from their home-based school.

## **Student Attendance**

To receive academic credit, all students are expected to attend school daily and complete all assignments as would be done during a normal school year. Students are expected to adhere to the policies and procedures for discipline in the St. Martin Parish Student/Parent Discipline Handbook for 2020-2021, regardless of the instructional method (face-to-face, distance/virtual learning, or both). The handbook can be located on the district's website located at <https://www.saintmartinschools.org/>.

For students participating in **face-to-face instruction**, teachers will take daily attendance in the physical classroom.

For students participating in **distance/virtual learning**, attendance will be taken daily through Google Classroom or Edgenuity. Students will be expected to log-in to Google Classroom or Edgenuity every day of school for attendance, as well as instruction and completion of assignments.

If students participate in the **hybrid model** and attend school on a modified schedule of face-to-face and distance/virtual learning, teachers will take daily attendance when students are in the physical classroom and during distance/virtual learning through Google Classroom or Edgenuity.

**Instructional minutes** will be adhered to for students attending school on the school campus. For students attending school via distance/virtual learning, the BESE approved policy on instructional minutes will be adhered to to the maximum extent possible.

**All students, with the exception of Gifted and Talented and Speech Only students, who receive daily minutes, accommodations, and/or modifications as identified by their IEP under Bulletin 1508 or IAP under Section 504, shall report to school each day.**

**APPENDIX**

## **Medical Protocol**

Guidance will be forthcoming from the Office of Public Health.