



TECHE ELEMENTARY

Vers l'avant

(Forward)



2020-2021

In an effort to address the concerns regarding how school will open, St. Martin Parish School District as well as Teche Elementary has consulted with state and local health agencies. We will reopen with particular guidelines in place to ensure the safety of our students, families, and staff members for the 2020-2021 academic school year on September 8, 2020. SMPSD is giving parents and/or guardians a choice of face-to-face or virtual instruction. Please continue to read below as to how each scenario will be addressed to ensure state and local health guidelines will be followed.

As we plan for the upcoming school year, Teche Elementary will follow the guidelines and commitments noted:

1. Our students, staff, and families' health and safety are our top priority.
2. The latest guidance and information from local, state, and federal authorities will be considered in making operational decisions.
3. Regardless of circumstances, Teche Elementary will provide the highest quality instruction.
4. Teche Elementary will support the well-being of each student in every program.

Morning Arrival Protocols:

- **Faculty and Staff Duty:** All staff will be required to pull duty multiple times during the week at different times during the day.
 - Students(car and bus riders) can arrive on campus at 7:00 a.m.
 - Students will be assisted in the staggered offload of buses in the morning to keep students separate from each other with offloading. Teachers will assist with handing out hand sanitizer as students leave the bus.
 - Teachers will assist with the offload of car riders in the morning and handing out hand sanitizer as the students enter campus.
 - Both car riders and bus riders will enter campus and enter campus in the same areas as before, but they will transition in 2 different paths in an effort to keep students entering campus at the same time socially distanced at all times.
- **Breakfast and Morning Supervision by Teachers and Administration**
 - Students will be monitored by teachers or administrative staff at all transition areas in the circle to enter school. All walking traffic will flow in one direction socially distanced 6 ft. apart.
 - Students who choose to eat breakfast will enter the open cafeteria door, scan their ID's and pick up a grab-n-go breakfast off the tables. Students will be required to stand 6 ft. apart in line waiting to scan ID's and grab their breakfasts. Students will then exit the cafeteria through an open cafeteria exit door and report to class to eat.



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- Students will report directly to class whether they get a grab-n-go breakfast or not. A modified duty schedule will be implemented to ensure we have coverage for students in each classroom and bathroom area for monitoring and proper sanitization.
- Temperatures will be checked beginning at 8:10 by the following faculty and staff members to minimize false readings due to the temperature of the bus or the car a student gets out of. Teams will go into the classrooms with thermometers and a checklist for documentation. Teachers will be checked at that time as well. Safety protocols will be followed for any students with a temperature as outlined by the CDC and Strong Start Plan.
- Records will be maintained by the team members taking the temperature.
- If a student is detected to have a temperature greater than or equal to 100.4 degrees, they will be immediately removed and escorted to the Isolation Room, which will be located near the teacher parking lot where parents can go directly to the area versus the Front Office. This will be identified from the road. A designee will be there daily to take temperatures, monitor children, and maintain records of all children who are brought here. The student's parents will be contacted following district protocol. While the student is in the sick room, their temperature will be taken twice within 30 minutes 10 minutes apart. **If a parent cannot be reached within 30 minutes, we will contact others on their emergency contact list. The student will not be permitted to return to the classroom or any other population with other students until someone arrives to pick up the student. If a student has a temperature 100.4 or higher, they must be picked up immediately. A COVID test must be taken. If positive test, students cannot return to school for 10 days (from first day of symptoms) WITH 24 hours of fever free without use of fever-reducing medication and improvement of COVID related symptoms. If negative test, students cannot return until they are at least 24 hours fever free without the use of fever-reducing medication.**
- Secondary checks will occur in the afternoon during their lunch/break period mid-day after they have returned to class for at least 30 minutes by the same team members noted for that particular grade level that took temperatures in the morning. The same aforementioned protocol for students with a temperature greater than 100.4 will be implemented.



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Classroom Protocol:

- Classroom spacing
 - Classroom Spacing will adhere to the directives set forth by the state guidelines. Desks will be spaced 3-6 feet apart on all sides.
 - There will be up to 24 students in a classroom. NO additional students will be split to any classrooms, as students will be kept in static groups all day. **(Static Group = Student homeroom group that they will remain in throughout the day.)** Partner teachers will transition to students in their homeroom teacher's classroom, so the students can remain in one classroom daily. Chromebooks will become one to one. Until we receive the chromebooks from the district, any carts shared will be properly sanitized before the cart is brought to another classroom. They will only transition for bathroom breaks, to grab lunch, and pull-outs for instructional purposes or time outs due to behavior as needed. Proper sanitization will be implemented in the classroom throughout the day and in settings where students are pulled out for required interventions.
- Bathroom Breaks, Lunch, and Outdoor time for Students
 - Students will go to the restroom with the teachers during allocated time twice daily, once in the morning and once in the afternoon. Students will have a designated bathroom time, and students will stand or sit with 6ft. spacing while waiting for the bathroom. Students will also have an opportunity to go to the bathroom during lunch/break by class with their teachers at designated bathrooms. Hand washing will be done at that time as well. Hand sanitizer will be available in every classroom where students can sanitize in between washings. Custodians will sanitize bathrooms every hour and in between classroom bathroom break times.
 - Outside recess will not be held as it had been in the past to keep groups static. They will take a 10-15 minute break after grabbing and eating lunch with their teacher. When they sit outside, students will sit with their class socially distanced 6 ft. apart. At this time, they will not be permitted to play or mix with other students in their grade level. Once we move to Phase 3, PE time may be utilized as students will be ONLY with their class in a static group to play outside and not mix with any other students.
 - Lunch will be staggered with children washing hands upon entering the cafeteria to grab lunch. Classes will be kept staggered and have no more than 2 classes in the cafeteria at a time on opposite ends of the cafeteria spaced 6 ft. apart at all times to wash hands and grab their lunches. They will enter through an open door, grab a bagged lunch, exit through an open door, and walk to an assigned area outside (good weather) or go back to the classroom (inclement weather). The school has created a detailed schedule for each



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grade level and class with staggered times to wash hands (at designated location) and enter the cafeteria through a designated door, grab lunch, exit the cafeteria, designated seating area outside, utilize the bathroom on a staggered schedule at a designated bathroom, and return to class. Classes will also have a map for their route to and from the cafeteria to have classes transitioning at separate times on different sidewalks to have no classes crossing each other. Temperatures will be checked again after the students have returned to class for 30 minutes.

- Students can have clear, plastic water bottles 16 oz. or smaller (**NO tinted colored bottles, swell bottles, or any other non-clear plastic bottles will be allowed**) because they will not be able to utilize the water fountains on campus for safety reasons. These can only be consumed during bathroom breaks when students would normally have access to the water fountain. This cannot be consumed at any other time. It can only be water in the bottles. No other drinks. If the policy is not followed consequences will be issued.
- Hand sanitizer will be available in every classroom where students can sanitize in between washings.
- Masks and Virtual Students
 - Students, faculty, and staff members will be REQUIRED to wear masks to school every day.
 - Virtual students will be monitored by their assigned virtual teachers with assistance from our school. The students' assigned teacher will be placed in charge of monitoring grades and offer guidance where needed once our numbers are confirmed. These teachers will contact you regarding grades, assignments, and tutoring assistance your child may need. These assigned teachers will be in weekly contact with you about your child's progress. Grades will not be entered in WEBPams weekly as they were in a traditional classroom setting in the past. Their grades will be placed in the system at the end of the 9 week grading period. It is important that you monitor your child's assignment, quiz, and exam due dates directly on their Edgenuity account, as grades will not be entered weekly on WEBPams.

Employees:

- Division of Labor
 - Teachers will assist in wiping down the desks, chromebooks, and high touch surfaces at least once in the morning and once in the afternoon after bathroom breaks. The school board will provide chemicals and towels to continuously disinfect. Hand sanitizer will be distributed in the morning upon arrival of students to school, again in the morning, in the afternoon, and in between bathroom breaks. Students will physically wash their hands



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before lunch and after each bathroom visit in the morning and afternoon. A log of this will be provided to teachers, faculty, and staff for times and a list of students' names not in compliance to be documented, initialed, and picked up weekly by a member of the school leadership team. Documentation that the procedures required will be implemented using these logs. They will be monitored and reviewed by administration daily.

- Custodians will sanitize bathrooms hourly. They will collect cleaning tools from teachers daily to wash in the cafeteria. Rooms will be disinfected at the end of the day (wiping down high touch surfaces and mopped) as well as fumigated. Cleaning and sanitizing public spaces such as the office, teacher bathrooms, and the teacher work room will be done hourly as well. A log of these sanitation duties will be provided to custodians weekly to document compliance. They must document time and initial as duties are completed. They will be monitored and reviewed by administration daily. If there is any type of exposure of COVID-19 in a classroom with a student or teacher and a classroom deep sanitization is required, there will be additional classrooms available on campus for those classes to utilize during the days of the deep sanitization of the classroom setting the student or teacher was in.

Dismissal:

- **All non-homeroom employees will be required for bus or car rider duty daily in their designated areas. During dismissal in addition to monitoring student behaviors, faculty and staff will remind students to maintain 6 ft. distance during transition and to keep their masks on when transitioning to the bus/car rider area.**
 - Bus Loading
 - In an effort to keep students in static groups as long as we can in the afternoon, students will be called from classrooms to load buses in the afternoon. Teachers will actively monitor bus announcements to transition students as quickly as we can to the front of school. Teachers will also monitor at their doors as students transition out of the room to ensure proper distancing. **Teachers and administrative staff will be on campus longer in the afternoon to effectively transition students for dismissal at the end of the day.**
 - Car Riders
 - Children will stand separately with a 6 ft. distance in front of the school (behind a fenced area) and wait for their name to be called to be loaded into the parent/guardian vehicle in the front of school in the 3rd grade area.



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