



2021-2022
Ready to
Achieve Plan

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SUPERINTENDENT**

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ST. MARTIN PARISH SCHOOL SYSTEM

Operational Guidelines for School Re-entry

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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>.

SMPSB will require face masks that properly cover the wearer’s mouth and nose to be worn indoors at all times, under the Governor’s statewide mask mandate. The order requires face coverings for everyone of age to be enrolled in kindergarten and older except for the following:

- **Anyone who has a medical condition that prevents the wearing of a face covering**
- **Anyone who is consuming a drink or food**
- **Anyone who is trying to communicate with a person who is hearing impaired**
- **Anyone who is giving a speech for broadcast or to an audience**
- **Anyone temporarily removing his or her face covering for identification purposes**

In addition, out of an abundance of caution, the St. Martin Parish School System has been following the fourteen (14) day quarantine guidelines from the Louisiana Department of Health. After careful consideration, and after communication with officials, we will begin using the shortened quarantine guidelines from the Louisiana Department of Health. If a student is currently quarantined and has a negative Covid test on or after day five (5), they may return to school on day eight (8); or if they are symptom free up to day ten (10), they may return to school on day eleven (11). Athletes may return to school based on the aforementioned guidelines but may not participate in sports until after fourteen (14) days from the day of exposure.

Superintendent's Message

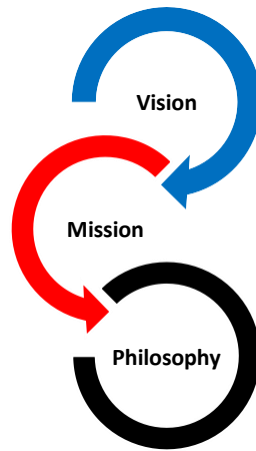


Dear Parents, Students and Employees,

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 2021-2022 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.

Medical Protocol

Updated September 2021

ST. MARTIN PARISH SCHOOL BOARD COVID-19 PROTOCOL

General Information:

***Close/Direct contact is defined as any person within 6 feet of positive case for a cumulative 15 minutes, regardless of mask wearing (see exception to this rule below), or having direct contact(touching, hugging, kissing, sharing drinking/eating utensils, blocking, defending, tackling); or if an infected person sneezed, coughed, or somehow got respiratory droplets on another person. Please note: use of face coverings and plastic dividers are not considered in determining close contacts. Contacts of contacts do not need to quarantine.**

**** Indoor Classroom and spaces/Bus Exception: If BOTH the case and the contact were engaged in consistent and correct use of a well-fitting face mask AND were ≥ 3 feet from each other, then those students are not considered close contacts. ♣ This exception only applies to students and should not be used for teachers, staff, or other adults in the indoor classroom setting.**

*The Office of Public Health/LDH Reporting will be done by Adrienne Huval when a positive COVID test of a student is reported. Mr. Anthony Polotzola will handle all staff COVID cases.

*Health Center will keep track of students who fit COVID criteria. Schools may report this to Adrienne Huval at adrienne_huval@saintmartinschools.org.

PROTOCOLS FOR STUDENTS/STAFF ON CAMPUS:

- For COVID cases, identification of close contacts(school and bus contacts) will need to be done by schools.
- Each Principal will designate 2 individuals on campus to handle cases/contact tracing. This will include contacting transportation/bus driver for chart. Once bus contacts have been identified, these individuals must inform schools with students who need to quarantine.
- Adrienne Huval will be copied on all emails regarding students. Anthony Polotzola will be copied on all emails regarding staff.

1. Steps to identify COVID-19 infections/Suspect Cases and report to A. Huval or A. Polotzola:

- Identify a person with COVID-19 infection. A person with COVID-19 infection that would require reporting to LDH and conducting contact tracing is defined as:
 - Laboratory-Confirmed Case: someone who receives a positive COVID-19 viral test result, including molecular/PCR or antigen tests. Antibody tests indicate past exposure and should not be used to diagnose current infection or to initiate contact tracing. OR
 - Suspect Case: someone who is experiencing any COVID-like symptoms including: Fever or chills, rigors, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. AND
 - No alternative more likely diagnosis
 - If a suspect case subsequently tests negative by molecular/PCR test, they can return to school when they are symptom-free for 24 hours and any close contacts that have

been quarantined may return to school.

Isolate and send the person home immediately. They should not return to school until the following “end of self-isolation criteria” are met:

- For a person with ANY symptom(s):
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since the resolution of fever without the use of fever reducing medications AND
 - Other symptoms (e.g., cough, shortness of breath) have improved.
- For a person who remained asymptomatic (i.e., never had any symptoms):
 - At least 10 days have passed since positive test collection date.

2. **Steps to identify and notify close contacts of persons identified as having COVID-19 infection. This is still necessary in order to notify parents that their child has been exposed.**

****Mandatory quarantines for students defined as a “close contact” are no longer required. In lieu of mandatory quarantine, the parent shall be notified of the exposure and given the option to quarantine their child or allow their child to remain in school. The parent shall also be given the opportunity for a no-cost COVID screening for their child (LDH testing program). Should the student test positive or develop symptoms of the virus, the student should isolate until they have recovered and are determined to no longer be infectious (see guidance above). This will apply to sports as well.**

Determine who has been in close contact with suspect and confirmed COVID-19 cases in school during their infectious period.

- Close contact is defined as
 - being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hr period OR
 - having direct contact with an infected person, including touching, hugging, kissing, or sharing eating or drinking utensils; or if an infected person sneezed, coughed, or somehow got respiratory droplets on another person
 - Indoor Classroom and spaces/Bus Exception: If BOTH the case and the contact were engaged in consistent and correct use of a well-fitting face mask AND were ≥ 3 feet from each other, then those students are not considered close contacts. * This exception only applies to students and should not be used for teachers, staff, or other adults in the indoor classroom setting.

****Regarding siblings/household contacts: If the parent confirms that the household COVID case is isolated and has no contact with the student while in isolation, the student may utilize the no quarantine option. If they report that isolation is not possible, you must quarantine the student from the last date of exposure to the case.**

*****PRESUMED POSITIVES(note that this is different from suspect cases because they have been exposed to a COVID/suspect case). If a close contact who develops symptoms during the 14 days following exposure, they become a case as of the day their symptoms began and would need to follow “end of isolation criteria” to return to school. If these students test negative by molecular/PCR ONLY they may return to school once they have been 24 hours symptom free and not using fever reducing medications.**

Bus Contact Tracing-When contact tracing a bus, please use templates provided. **Bus charts can be obtained by calling the transportation office at 909-2990 or emailing Tina Pierre, Wanda Johnson, and Denise Angelle.**

□ For students who choose to quarantine

- Notify all close contacts of suspect and confirmed cases that they have been identified as having been exposed to someone who is or may be ill with COVID-19.
- Options to shorten the duration of quarantine if contacts remain asymptomatic include:
 - If no symptoms develop during quarantine AND they have a negative antigen or PCR/molecular test collected no earlier than day 5 after their last exposure: they may quarantine for 7 days, returning day 8, from last contact with a COVID-19 case OR
 - If no symptoms develop during quarantine and no testing is done: they may quarantine for 10 days, returning day 11, from last contact with a COVID-19 case.

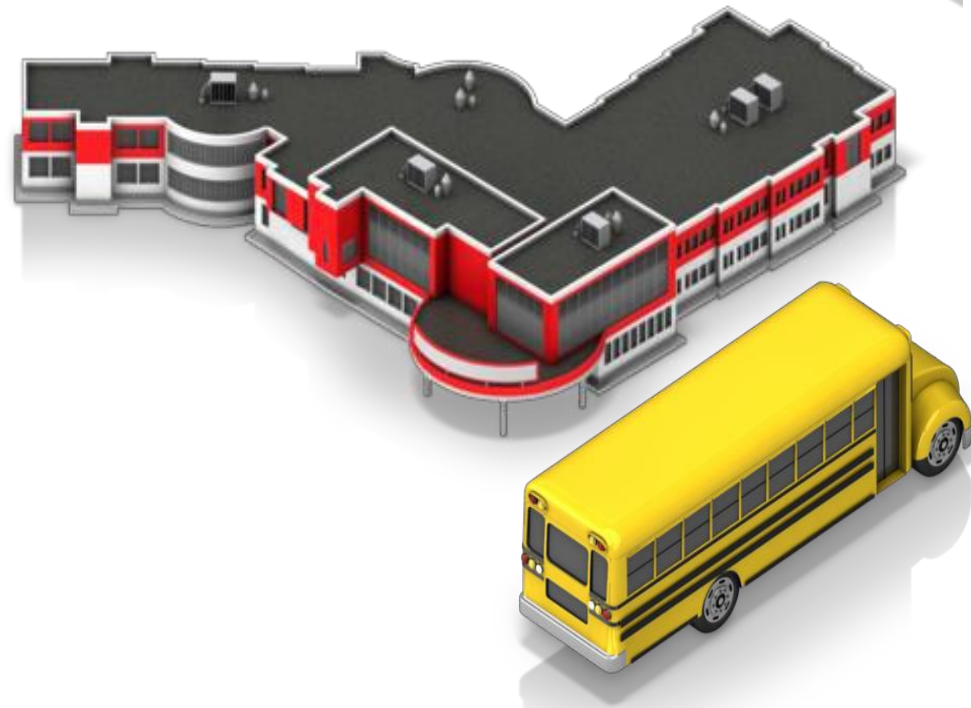
The day after exposure is always day 1 of quarantine.

3. Steps to conduct cleaning and disinfection according to CDC guidance

- Close off areas used by the persons with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
 - Open outside doors and windows to increase air circulation in the area.
 - Wear a mask and gloves while cleaning and disinfecting.
- Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the person(s) with COVID-19, focusing especially on frequently touched surfaces
 - Surfaces should be cleaned using soap (or a detergent) and water prior to disinfection.
 - For disinfection, most common EPA-registered household disinfectants should be effective against the virus that causes COVID-19. Check EPA's list of disinfection products.
 - See full CDC guidance: Cleaning and Disinfecting Your Facility

JPAMS Codes


- If a student is quarantined for a positive Covid-19 case, the siblings must quarantine and they should be coded as medical quarantine.
 - 66 - medical quarantine, then 3079 – Other (for close contact or sibling of positive student)
 - 66 – medical quarantine, then U071 – for positive Covid – 19 case
- The siblings of a close contact should not be coded as medical quarantine.
- If the parent chooses to keep them at home, they should be coded as parent request (code 33 U Received contact from parent)





Operations & Safety


Operations

OPERATIONS

 Safety and Sanitation

 Transportation

 Facilities

 Food Services

Safety and Sanitation

The 2021-2022 school year will begin with continued adherence to the 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 2021-2022 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 preK-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. 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

- Students will be issued hand sanitizer upon boarding the bus
- 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

OPERATIONAL GUIDELINES

- 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:

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

OPERATIONAL GUIDELINES

- 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:

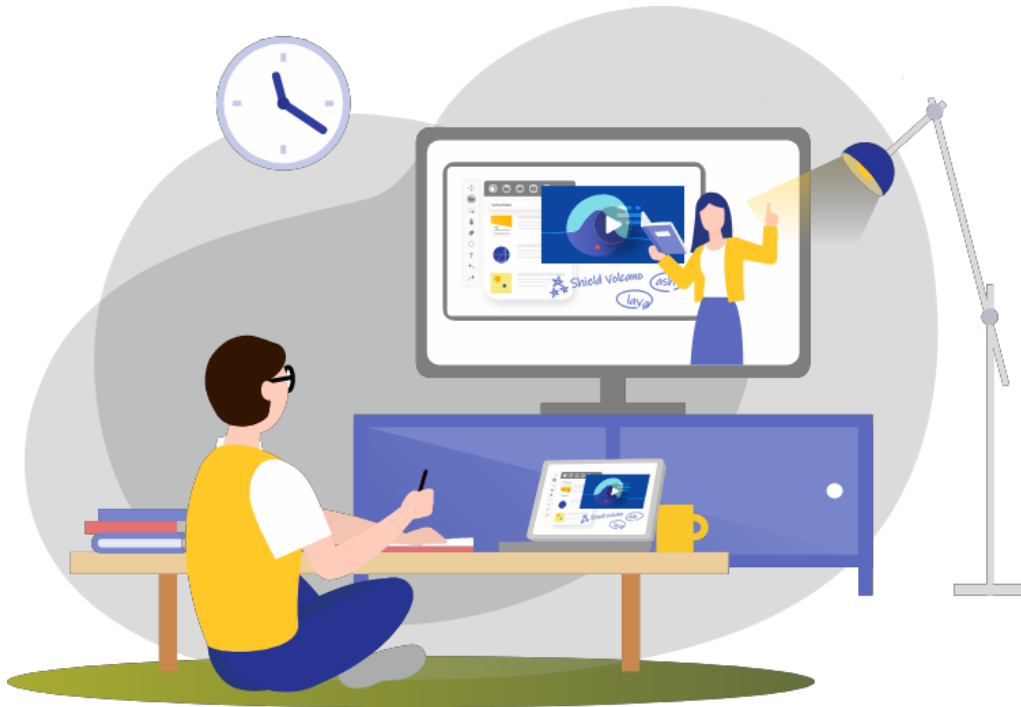
- Sanitize restrooms every hour and checked after each class exchange. Keep soap dispensers full and hand towels available
- Classrooms will be wiped down once per day. This means wiping all commonly touched surfaces including pencil sharpeners, door frames and door handles/knobs, desk tops and seat 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 follow the social distancing protocol and will be determined by the principal






Curriculum, Instruction and Assessments

Curriculum, Instruction and Assessments

The 2021-2022 school session beginning August 11, 2021, for teachers, and August 16, 2021, 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 type="checkbox"/>	Student Attendance

Instruction and Assessments

As we enter the 2021-2022 school year, instructional and assessment practices will continue to 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, will continue to depend 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

Should distance learning become a requirement at the beginning of the year, the protocol used during the 2020-2021 school year will be reimplemented. For group sizes meeting the criteria to return to school at each phase, please see the chart below. Distance learning could require a rotating schedule in which some students return to the campus on certain days while others remain at home. 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
Maximum Group Size	10, including adult	25, including adults	50, including adults
Elementary	Maintain static groups, understanding that individuals may come into close contact		
Secondary	The group’s composition may change, but maintain physical distance of six feet in classroom/indoor settings to the maximum extent possible		
Physical Standards	-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, the 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 2021-2022 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.

OPERATIONAL GUIDELINES

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-2 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 in K-5 participating in this program will receive a SMPSB issued Chromebook.
 2. Students in K-2 will complete 100% of their lessons online using the Accelerate program.
 3. Students in 3-5 will complete 100% of their lessons online using Courseware 3-5 program.
 4. Students in K-2 will have access to a teacher online provided through Edgenuity.
 5. If the student needs extra assistance, they can report to the Virtual Center to meet with a virtual facilitator.
 6. 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.
 7. Parents are able to check their child's daily progress.
 8. Students will be graded on assignments and tests.
 9. The students will also receive a report card at the end of each nine week reporting period.
 10. An IEP committee will decide if a 1508 student will attend the virtual program.
 11. Accommodations and modifications for 504 students will be provided.
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Middle/High School – Grades 6-12

A – B Model

Beginning with the **2021-2022** school year, all students in St. Martin Parish will attend school on the **face-to-face model**. Should returning to the hybrid model become necessary, the following protocol will be implemented.

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

OPERATIONAL GUIDELINES

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 5th 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 2021-2022, 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 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.

Unfinished Learning and Learning Loss (ESSER Interventions)

Moving forward into the 2021-2022 school year, St. Martin Parish will provide multiple learning opportunities for students who may have experienced learning loss due or unfinished learning at the beginning of the pandemic, as well as those who have not been able to keep up with grade-level instruction during the 2020-2021 school year. Students will be provided opportunities to participate in the **St. Martin Parish Summer Learning Program** in 2021 and 2022. The summer learning program will target priority students in PreK—5 who are exhibiting deficiencies in reading and math, while also targeting priority students in grades 6-12 who are struggling to meet mastery of grade-level standards in ELA/English, math, science, and social studies. In addition, high school students will be offered opportunities to strengthen their skills in preparation for the ACT and/or WorkKeys exam(s).

The summer learning program will offer students tutoring through the Accelerate tutoring process in the core content areas. Teachers rated *Highly Effective* and *Effective Proficient* will be selected to work with struggling students. A learning plan will be created for each student to progress through his/her targeted plan of action to reach mastery of grade-level standards. Having dealt with the challenges of a world-wide pandemic, students will also be provided opportunities to develop their social-emotional well-being through enrichment classes/activities such as, art, music, theatre, physical education and outdoor activities, games, field trips, STEM (St. Martinville area only), etc.

St. Martin Parish will continue to offer the **Academic Summer School** program for students not meeting promotion requirements in a course. Students in grades K-2 will be offered on-site summer school for recovery of academic deficiencies, while students in grades 3-12 will participate in the **St. Martin Parish Virtual Learning Program** to recovery academic deficiencies. Any student who did not meet the promotion guidelines by failing one course for the 2020-2021 school year, may attend Academic Summer School to recover the academic deficiency, and if successful, promote to the next grade level. Students failing two or more academic courses listed in the mandated requirements for their grade level, would not qualify to attend academic summer school for promotion to the next grade level (See the St. Martin Parish Pupil Progression Plan on the St. Martin Parish Website under the Policies heading for promotion and retention guidelines).

As reading is the center of one's education, beginning with the 2021-2022 school year, St. Martin Parish will focus on providing students access to a Tier 1 foundational reading curriculum. The K-2 schools will be provided funds to train a teacher as a literacy coach to ensure successful implementation of the structured, phonics-based literacy curriculum, with a focus on knowledge building and vocabulary development. The goal is to have all students reading by the time they enter third grade.

OPERATIONAL GUIDELINES

An assessment program will be implemented at each high school to assess student progress in the four core content areas. This will provide teachers with explicit data that will identify areas in need of strengthening for each student. Teachers can plan their lessons around the supports or scaffolds required for each student to successfully access grade-level texts and master the grade-level standards. Data from the assessments will also be used to structure intervention periods at each high school. The Accelerate tutoring process will be used to target student deficits just before or simultaneously as the skills are taught in the grade level curriculum. A major focus of high school instruction will also address preparation for the ACT.

St. Martin Parish has ensured that all students have access to a device in the event that a shift to distance learning is required. Teachers will continue to receive professional development to provide effective instruction through distance learning. Classrooms will be equipped with interactive white boards and cameras to provide synchronous and asynchronous instruction. Online Tier 1 curriculum digital resources will be provided to supplement the Tier 1 curriculum in each content areas. This will enhance instruction through distance learning. Classroom teachers will continue to use technology resources with students during face-to-face instruction.

The District Curriculum Team will continue to focus on improving leadership skills for administrators and teacher collaboration in an effort to improve student performance through coaching and support. The District Instructional Action Plan will continue to evolve through a data-driven process.
