

Athlos
Academy
of Jefferson
Parish
COVID-19
Family Back
to Learning
Handbook



Athlos Academy
JEFFERSON PARISH

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OUR COMMITMENTS

Why don't our plans mirror other districts' approaches? Every district is unique. While some options may work well for other districts based on their unique needs, the approaches chosen for Athlos Academy are best aligned to serving our students, families, and community.

SAFETY - The health and safety of our students and staff is a top priority. Plans will reflect guidance from the CDC, Louisiana Department of Health, and Louisiana Department of Education.

FLEXIBILITY - We want to get back to doing what we do best – teaching and learning with students in person. However, plans will be developed to allow for a fluid response when moving between in-person and distance learning scenarios is necessary.

RESPONSIBILITY - Plans will consider what is fiscally responsible to our community considering the financial resources of Athlos Academy.

EQUITY - Our commitment to equity means programs and services will be in place at school – regardless of the scenario – to ensure that race, gender, class, and disability will not predict students' success.

OUR GOAL

Considering the extraordinary circumstances related to COVID-19, one of Athlos Academy's primary goals for the 2020-21 school year will be safely reopening school. As directed by the state, planning has focused on three scenarios:

- A continuation of distance learning for all students
 - Recorded lessons on course content

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- Live office hours
- Exit ticket to assess student knowledge and track student attendance
- A partial return of students with a blended approach that includes distance learning and in-person learning
- A full return of student for in-person learning

OUR PARTNERSHIP

At Athlos Academy of Jefferson Parish, families are partners in the education and growth of their children. As Athlos holds students and staff to high standards, we also see the essential role of the child's family in their success in school.

This summer, families were asked to identify the method of instruction they wanted their children to attend: Distance Learning or On-Campus.



55%

chose the
On-Campus model



45%

chose the Distance
Learning model

Starting after Labor Day and as long as conditions allow, we plan to offer families a choice between the two models and best accommodate their families' needs.

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FACE COVERINGS

While inside the school facility, all adults and students in grades 3 through 12, must wear a face covering to the greatest extent possible and practical within the local community context. While inside the school facility, students in grades Kindergarten through 2, may wear a face covering.

TRANSPORTATION

For students opting to return on-campus, the following busing Louisiana Department of Education guidelines will be adhered to in accordance with the State of Louisiana COVID reopening phases:

- Phase 1:** No transportation will be provided during this phase, as no students will be on campus while in Phase 1.
- Phase 2:** Bus service will be provided at 50 percent of bus capacity. All CDC and state guidelines for protective measures will be followed, including passengers being spaced to the greatest extent possible.
- Phase 3:** Bus service will be provided at 75 percent of bus capacity. All CDC and state guidelines for protective measures will be followed, including passengers being spaced to the greatest extent possible.

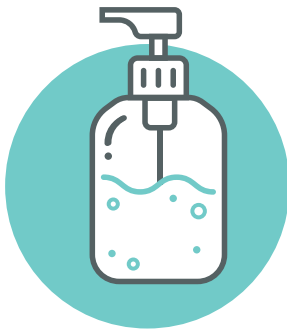


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CLEANING AND HYGIENE



Disinfecting, sanitation, and cleanliness continue to be a high priority. All classrooms (including chairs, desks, and other surfaces) will be disinfected daily. All staff will ensure, desks are routinely cleansed with sanitizer and wipes throughout the day. Common touchpoints such as: door handle and knobs, railings, restroom door latches, etc., will be disinfected every 2 hours. Additionally, every classroom will have a bottle of hand sanitizer that students and staff members use throughout the day.



Upon entering the building, all students will be required to wash and sanitize their hands. Classes will take scheduled bathroom breaks in order to minimize close contact with students from other static groups. We will limit the number of persons in a multiuser restroom. All restrooms will be cleaned nightly and high-risk touch points (faucet knobs, flush handles, partition locks, ADA railings) will be disinfected at least three times during the day. Weekly, our Athlos Turf will be thoroughly sanitized by our maintenance and facilities team.



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HEALTH SCREENING

- Staff temperature checks will be done daily upon entry to the building. If their temperature is higher than 100.4 degrees Fahrenheit after a second check, the staff member will be asked to leave campus to be tested and to return with evidence of a negative test result.
- Students arriving to campus in a parent or guardian's vehicle will have their temperatures taken before they leave their vehicle. If their temperature is higher than 100.4 degrees Fahrenheit after re-check, the student will be sent home.
- Students riding the bus will have their temperatures taken upon arrival. If their temperature is higher than 100.4 degrees Fahrenheit after re-check, the student will be placed in an isolation room to wait for a parent to pick them up.
- Any confirmed COVID case will be reported to the public health department and handled and communicated according to their guidelines.



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FRONT OFFICE VISITOR PROCEDURES

- Visitors will be required to wear a face covering in the front office
- Visitor entry will be controlled to allow a maximum of 6 persons in the front office at one time
- All visitors will be required to have their temperature taken prior to entering the building. If the visitor has a temperature of 100.4 or higher, they will not be permitted to enter
- If a parent/guardian needs to deliver items to a child such as; lunch, work, missing backpack etc.. this will need to be left in the foyer, at check-in table, with a front office staff member.

SOCIAL DISTANCING IN THE CLASSROOM



- Students will utilize the sink or sanitizer to clean their hands when entering and exiting the classroom. In addition to before and after breakfast/lunch.
- Student desk arrangements will allow for social distancing—no more than 3 students to a workspace
- The desk space will adhere to the state guidelines, of “the greatest extent possible”
- Movement in hallways will be limited and scheduled and all social distance protocols will be followed
- If the athletic movement class is happening indoors, the gym curtains will be lowered to separate classes and activities will follow distancing guidance

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FOOD SERVICE

- For safety, all on-campus students will eat breakfast and lunch in their classroom
- All meals are prepackaged using the CDC food safety guidelines
- Students are permitted to bring their own lunch, which will be stored in their backpacks until the lunch block occurs
- Breakfast and lunch will be available to pick-up for students who will be distance learning this school year. Meals are distributed at the school twice per week, on Mondays and Wednesdays from 9 a.m. to noon. The meals are frozen, served with milk. Meals are distributed in the back of the school by the gym and the cafeteria. Families will need to enter the Driveline route at the school and proceed around the building with their driveline number. Staff will bring meals to your car, please do not exit your vehicle. We will have a contactless service.
 - On Monday we will serve both breakfast and lunch for Monday and Tuesday
 - On Wednesday we will serve both breakfast and lunch for Wednesday, Thursday, and Friday

COMMUNICATION

- PowerSchool and our learning management system will be the communication tools used to send communications to parents and track staff-to-student interactions during modified school operations
- Staff will be connecting with students at least 1-2 times per week during school building closures or if they are engaged in 100 percent virtual learning
- Instructors will provide feedback 1-4 times per week to distance learning students via the learning management system, video conferences, phone calls, as well as email

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DISTANCE LEARNING COMMITMENTS FROM ATHLOS ACADEMY

Athlos Academy is committed to providing the following services for our students and families during distance learning. It is our goal to ensure that teaching and learning continues virtually, and teacher-to-student interactions are consistent and meaningful. We are committed to:

ACADEMIC INSTRUCTION

- Teachers provide a hybrid of synchronous (live) and asynchronous (virtual) learning opportunities
- Formal and informal feedback given weekly on work and assignments
- Teachers will assess student progress and performance using work samples, observations, live participation, and evaluation of projects and assignments
- Diagnostic testing and literacy screeners such as; iStep, ANet and iStep, will be conducted remotely
- Athletic Movement/enrichment opportunities will be offered to all students

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STUDENT SUPPORT

- There will be daily huddle time for students to check in with their class and teachers, build relationships, socialize and review expectations and schedules
- Weekly support times for core content academic assistance
- Weekly opportunities for emotional wellness and social emotional participation
- Continuation of Gifted, Talented, Special Education, ELL, Intervention and 504 programs and supports

COMMUNICATION

- Teachers will have daily huddle sessions with scholars
- Teachers will have scheduled weekly office hours for parents/guardians
- All meetings/communication will be conducted virtually
- Weekly school updates shared via email with families each Friday containing school-wide information and updates
- Assignments will be posted weekly
- Quarterly benchmark progress reports and quarterly report cards will be issued
- Weekly school updates shared via email with families each Friday containing school-wide information and updates and a survey for support



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DISTANCE LEARNING

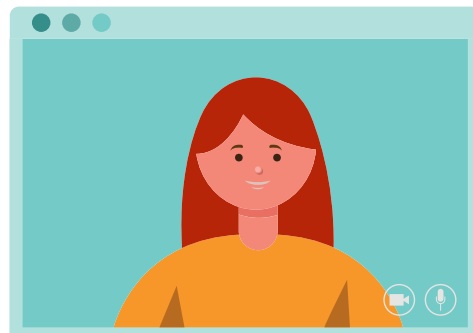
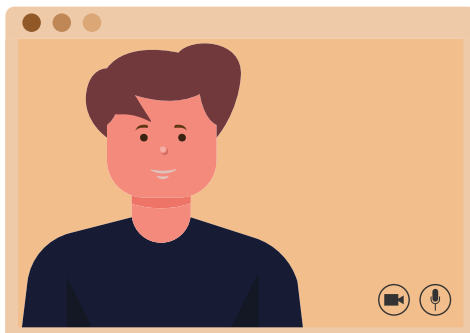
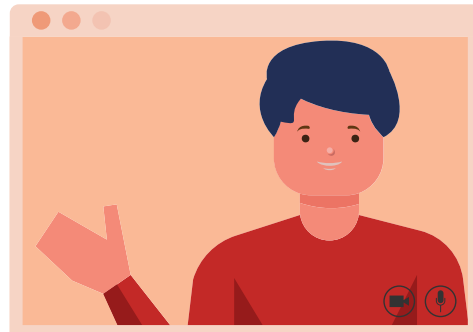
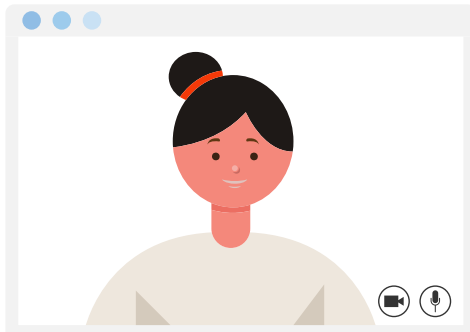
STUDENT ATTENDANCE AND PARTICIPATION

Students who are attending school virtually will have their attendance tracked by the completion of daily assignments/exit tickets which are due by midnight that school day.

We use our existing SIS vendor, PowerSchool, to log and store attendance records.

Should you have any technical difficulties, you will need to alert your child/ children's homeroom teachers, immediately.

- Teachers provide a hybrid of synchronous (live) and asynchronous (virtual) learning opportunities
- Teachers will assess student progress and performance using work samples, observations, live participation, and evaluation of projects and assignments
- Diagnostic testing, such as: iSteep, ANet and iSteep, will be conducted remotely
- Athletic Movement/enrichment opportunities will be offered to all students



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DISTANCE LEARNING EXPECTATIONS FOR OUR SCHOLARS

At Athlos Academy, we expect the following from our students during distance learning:

ATTENDANCE AND PARTICIPATION

- Participation is expected for all recorded and live sessions. Similar to an absence from in-person school, a student is responsible for making up work missed during live sessions under direction from their teacher. Attendance will be assessed via participation in live sessions in tandem with exit ticket completion and check in times.
- Live sessions, like in-person classes, require students to come prepared to learn. This means being on time, with the appropriate materials, and having completed any necessary pre-work.
- Students will be expected to follow all specific class rules and expectations set forth by their teacher.
- Student conduct in live sessions hosted through Athlos Academy accounts/ platforms will adhere to our Code of Conduct for students
- Student use of any Athlos Academy issued devices will adhere to our Acceptable Use Policy

ENGAGEMENT AND INTERACTION

LOWER/UPPER SCHOOL

- All students should be on time for the live session (log-in several minutes early to resolve any technical issues) to maximize instructional time and minimize disruptions
- Students should come to the online class fully prepared. Please follow your teachers' recommendations for class preparation
- All students should be ready to participate and learn, therefore, they should:
 1. be dressed appropriately
 2. be fully awake, not in bed or lying down
 3. refrain from eating during the live session (snack time and other breaks are detailed on the schedule)
 4. not play with toys, electronic devices, siblings, or games during class

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- All students should interact in a positive manner with their teacher and classmates, both directly and in the chat box
- All students should mute their microphone unless otherwise requested by the teacher
- Parents should not participate in the online session, with the exception of providing technical assistance (especially for younger students). Please do not interrupt the teacher or answering the questions that are asked to students. These sessions are meant for teacher-to-student, student-to-teacher, and student-to-student interactions. You may email the teacher questions about an assignment or a lesson or utilize the teacher's office hours for discussions specific to your child's learning.
- Disrespectful interactions or not complying with these expectations may result in consequences as determined by a dean or administrator

TECHNOLOGY AND VIRTUAL INSTRUCTION PLATFORMS

STUDENT TECHNOLOGY FOR DISTANCE LEARNING

It is recommended that each student has a device, preferably a laptop, to be used specifically for distance learning. As a school, we have been bolstering our technology resources to accommodate distance learning for all students. Students in need of technology for distance learning will be issued a school device. If your student needs a device email techhelp@athlosjp.org.

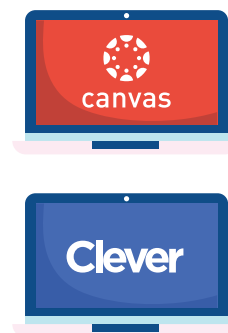
PRIMARY INSTRUCTION PLATFORM: ZOOM, CLEVER, CANVAS

Zoom is the main platform for instruction and Clever and Canvas are the learning management systems that are used to supplement strong instructional virtual practices.

PLATFORM FOR INSTRUCTION



LEARNING MANAGEMENT SYSTEMS



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VIRTUAL INSTRUCTION EXPECTATIONS

- Every week, assignments and materials will be posted. Each teacher will communicate their expectations for assignment completion/submission and will provide feedback to students on their work. Depending on individual student need, as well as grade and course, assignments and work assessment may look differently.
- New skills and lessons will be housed in the single-click log in, Clever and posted on Canvas (asynchronous learning) or taught during live sessions (synchronous learning) on Zoom. Students will have to attend these real-time sessions, following their schedule.
- Lessons will be adjusted to meet the needs of our students
- Our enrichment classes (Athletic Movement, Artistry, Music) will also use Zoom and Canvas. Those teachers will post lessons and activities that students will be expected to complete. Social-emotional activities and support will also be provided through Zoom.

STUDENT SUPPORT SERVICES

MEETINGS AND DOCUMENTATION

All students with a 504 or a stated mandated IEP, will continue to receive their accommodations that has been designated and outlined in their specialized learning plan.

All parent meetings, including meetings regarding student support services, will be held virtually. Documents will be signed electronically and will be sent electronically to families.

Specialized service providers such as; Speech, OT, PT, Gifted/Talented will still receive their service hours virtually.

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