



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



**Athlos Academy**  
JEFFERSON PARISH

## 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.

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**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.

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

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**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.

## Learning Options

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. We will be safely reopening the school based on state and CDC guidelines. To fulfill the promise of honoring choice in education, we will offer a choice for families to choose on campus or distance learning.



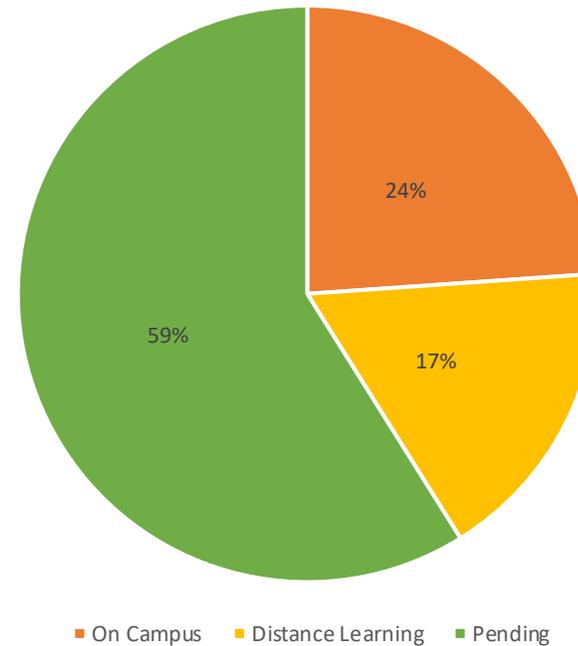
## OUR PARTNERSHIP

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.

On August 20, 2020 we sent a survey to families asking their preference.

Student Reopening Commitments (After Labor Day)



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.

## HEALTH SCREENING



- **Any positive cases will be communicated in alignment with CDC guidelines**
- 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.



## FRONT OFFICE VISITOR PROCEDURES

- No visitor entry will be allowed to ensure the health of all students and staff.
- Drop off box will be located in the vestibule for items to be dropped off for students. Items will be labeled with student's name and grade level. The students will come pick up item after being called.

# Front Office Visitor Procedure

## Parent Meetings

- Parent meetings will be conducted via zoom or phone.
- No visitor will be allowed into the school area.
- Conference room will be cleaned according to schedule set on Calendar and recorded on log posted in the conference room.

## Student Pickup

- Front doors will remain locked. Signage with school phone number will be displayed at front entrance. Front office personnel will answer phone, contact student who will come to front office, and then document in PowerSchool time and guardian name.
- No visitor will be allowed into the school area.
- Drop off box will be located in the vestibule for items to be dropped off for students. Items will be labeled with student's name and grade level. The students will come pick up item after being called.

# Transportation

## Social Distancing

- There will be staggered bus drop off. The students will be dropped off 3-5 minutes apart.
- Staff members on duty will monitor students' entrance at the door to ensure social distancing
- There will be color cards for each grade level to report to.
- There will be tape placement on the ground in staggered arrangements for the student to stand on to ensure social distancing.



## 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

**Phase 2:** Bus service will be provided at 50 percent of bus capacity. All CDC and state guidelines for protective measures will be followed

**Phase 3:** Bus service will be provided at 75 percent of bus capacity. All CDC and state guidelines for protective measures will be followed

# Face Covering Protocol

## Face Coverings

- All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- Face Coverings that are allowed:
  - Paper or disposable mask
  - Cloth face Mask
  - (No bandanas or scarf, no writings on the face covering)
- Grades 3-8 are required to wear face coverings. Grades K-2 are optional.
- If a medical condition that warrants an individual to forgo wearing a face covering, a doctor's note will need to be provided.
- If a staff or student cannot wear a face covering due to a medical condition, a face shield will need to be worn.
- Parents are to supply their child with a face shield if the student is unable to wear a face covering.
- Staff/Students that are unable to wear a face covering due to medical condition will be given a sticker to be placed on their IDs. This will make known to administration/teachers that the individual is not required to wear a face covering and will not be reprimanded.

# Face Covering Protocol

## Bus

- Bus drivers must make sure all student riders have a face covering.
- Parents will be informed that students are required to have a face covering to ride the bus. (K-2 grades are optional, 3-8 grades is required).
- Students will be seated with family to prevent unnecessary exposure.

## Drive line

- As students are getting their temperatures checked, staff will ensure that each student is wearing a face covering.
- If the student does not have access to a face covering, one will be provided for the day. Student's guardian will be notified that student must wear a face covering to school.

## Front Office

Staff will wear face coverings if there is not a barrier installed. If barriers are installed, face coverings are not required.

## Hallways

- Teachers and staff will monitor to ensure face coverings are worn in the hallways.
- Teachers and staff are also required to wear face coverings while on school premises.
- If face covering is not worn, accountability processes are in place.

# Face Covering Protocol

## Classroom

Students and staff wear face coverings or face shields. If partitions are being used and are separating student faces, face coverings may be removed while they are seated.

## Athletic Movement

Face coverings can be removed for physical activity as long as they recognize 6 feet of distance.

## Music Room

Face coverings can be removed for singing. However, they must maintain 12 feet apart. Face coverings should be replaced when activity is done.

## Free Play/outside

When staff or students are outside and are socially distanced, face coverings can be removed.

# Face Covering Protocol

## Face Covering Removal

- Free play, after school sports, exercising in the gym, classes or activities held outdoors. However, everyone should maintain 6 feet of distance.
- Eating or drinking while maintaining as much space as possible.
- People entering the building may take off face coverings for checking identification purposes only.
- Staff working alone in their offices, classrooms, or other job locations who do not have person-to-person interaction.
- Staff/students working in communal spaces that have barriers such as a Plexiglass or cubicle walls between employees that are above face level.
- When communicating with a person who is deaf, hard of hearing, has a disability, medical condition, or mental health condition that makes communication with a face covering difficult if social distancing is maintained to the extent possible.
- Students/staff with qualifying health conditions who do not need to wear a face covering. A confidential list of those students will be housed with a school nurse and will be shared with those that will need to know.

# Face Covering Protocol

## Face Covering Non-compliance

### Steps (Students)

- 1. Teacher redirection
- 2. Phone call home by teacher
- 3. Behavior team/admin
- 4. Parent comes to school
- 5. Students that continue to not comply with face covering expectations will be rostered to distance learning room to ensure safety and welfare of the other students. They may return to on-campus model when they can comply with the safety of our health expectations.

### Steps (Teachers)

- 1. Staff redirection
- 2. Verbal warning
- 3. Written warning
- 4. Virtual meetings will be scheduled with the direct supervisor/HR specialist.
- 5. Staff members will be sent home for the day for non-compliance.



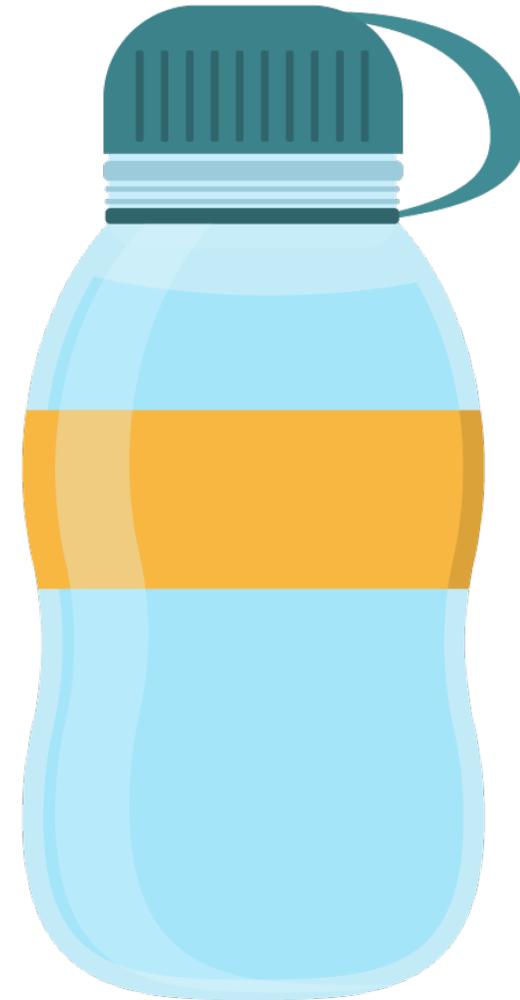
## CLEANING AND HYGIENE

- 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.
  - 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.

# Cleaning and Hygiene

## Water Bottles

- Water fountains/faucets will be shut off.
- Students will bring a clear water bottle or reusable water bottle to school and will fill it with water from the classroom faucet. If the water bottle is not clear, the water bottle will be confiscated.
- Parents will be responsible for putting student's name on the water bottle.
- Clear water bottles/or reusable water bottles will be added to supply lists.



# Hygiene and Cleaning

## Hallways

- Signage will be displayed in each grade level as visual reminders.
- Floor markers will be ordered and adhered to the floors demonstrating 6 feet distance (staggered placement on the floors). Hallway procedure will follow the PBIS matrix.

## Athletic Movement

- If AtM is indoors, class will be in the gym with low intensity activities following social distancing.
- Curtains will be lowered during class.

## Art/Music

- Art/Music will take place in the grade level classrooms or outdoors when possible.
- Handling procedures of musical and art supplies will be created by specialists by September 3

# Hygiene and Cleaning

## Free Play

- Free play supervisors will pick up students (15-minute recess) from the classrooms.
- Students perform hand hygiene (use hand sanitizer) as they exit the classroom.
- Students will exit and enter through the door in the wing.
- Students will play in the playground area. The teacher will observe social distancing guidelines.
- Upon reentering the school building, students will perform hand hygiene (use hand sanitizer)
- Students may remove face covering once outdoors but must wear them when in the school.
- This time will be the teacher's 15-minute duty free time.

# Hygiene and Cleaning

## Dismissal

- All students will stay in their classrooms for dismissal.
- Driveline will take place in all rooms.
- All bus students will receive a colored tag that will be placed on their backpack. (a different color for each bus).
- Bus students will be dismissed by grade level and will exit the building through the door at the rear of the upper/lower hallway doors.
- Driveline students will be dismissed as their number pops up on the screen and will exit the main office middle doors.
- Dismissal team will be positioned to monitor flow of traffic one at rear lower school entrance, one at rear upper school entrance, outside 7<sup>th</sup> grade wing, and outside 4<sup>th</sup> grade wing.



## 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



## FOOD SERVICE

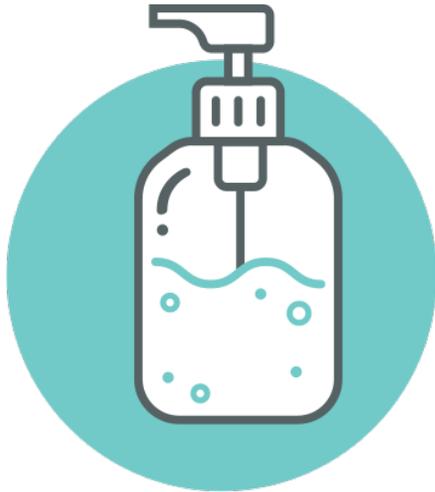
- For safety, all on-campus students will eat breakfast and lunch in their classroom
  - All meals are prepackaged using the CDC food safety guidelines
  - Students are permitted to bring their own lunch, which will be stored in their backpacks until the lunch block occurs
- Breakfast and lunch will 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.
    - 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



# Food Service

## Breakfast Procedures

- Breakfast will be placed on speed racks and delivered to each classroom after student's temperature checks by the teacher.

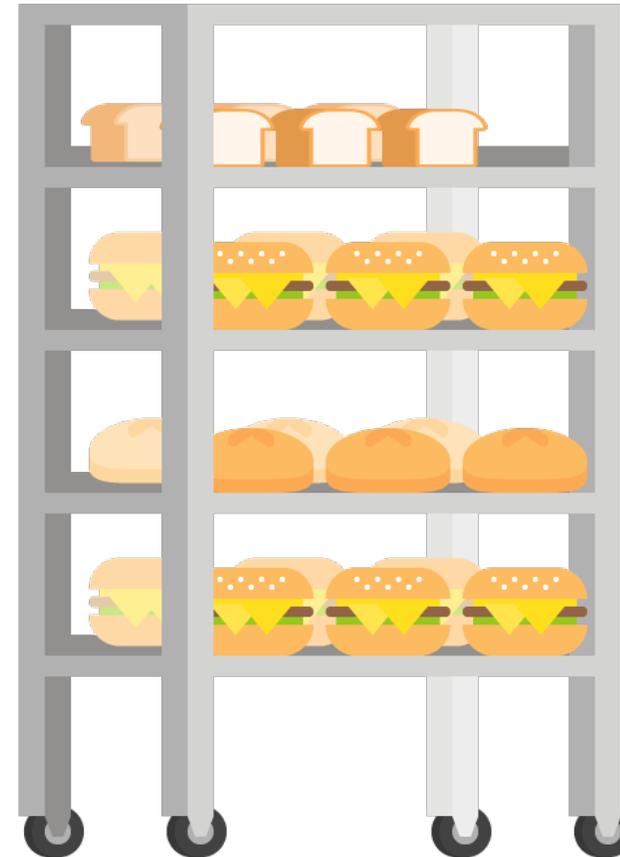


- Students will perform hand hygiene (hand sanitizer) prior to grabbing their breakfast.
- Students will eat breakfast in their classrooms.
- Students may remove their face coverings to eat/drink while maintaining 6 feet distance.
- When breakfast time is over, teachers will use disinfectant wipes to clean desks and classroom areas.
- Teachers will throw trash in the garbage bags (teachers are provided 5 bags a week) and placed at the classroom door for maintenance pickup

# Food Service

## Lunch Procedures

- Lunch will be placed on speed racks and delivered to each classroom.
- Students will perform hand hygiene (hand sanitizer) prior to eating lunch.
- Students will eat lunch in their classrooms.
- Students may remove their face coverings to eat/drink while maintaining 6 feet distance.
- When lunchtime is over, teachers will use disinfectant wipes to clean desks and classroom areas.
- Teachers will throw trash in the garbage bags (teachers are provided 5 bags a week) and placed at the classroom door for maintenance pickup.



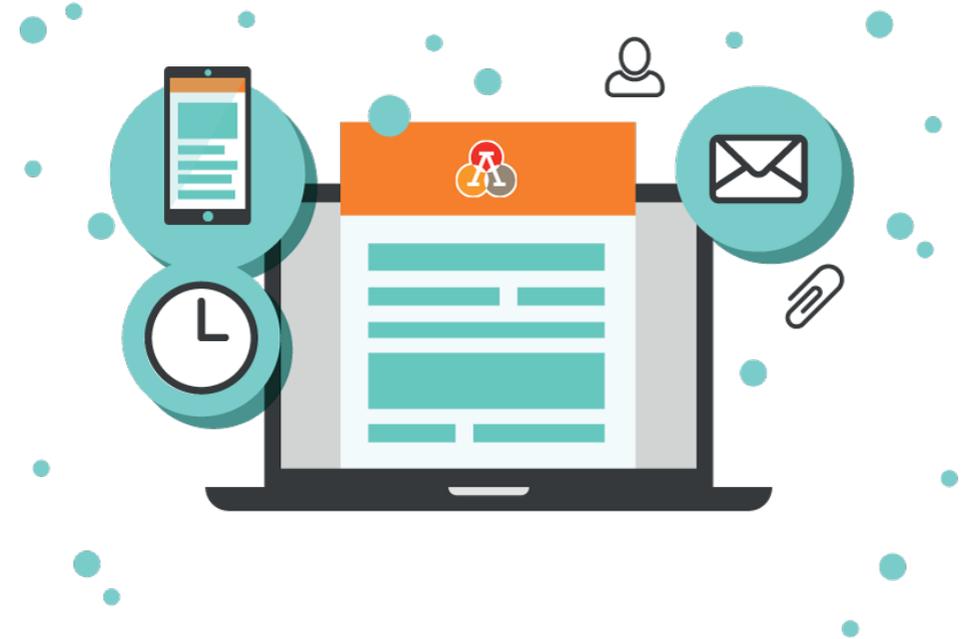
# Quarantine Room

## Procedures

- The Quarantine room will be the stage area.
- The quarantine room will have 16 spaces separated by a partition that will consist of a desk/cot and laptop for students when they are admitted to the Quarantine room.
- The nurse will contact parent/guardian/ emergency contact to pick up sick children and siblings. If the nurse is unavailable at the time, the front office will contact the parent/guardian/emergency contact to pick up student.
- A staff member will be designated to supervise the quarantine room until all students are picked up.
- A grade level packet will be produced by the homeroom teacher in partnership with the team lead. The grade level packet will be housed in the Quarantine room in grade level bins for the students to receive when students get placed in the Quarantine room.
- Thermometers, masks, gloves, hand sanitizers, gowns and PPE shields were ordered
- Nurse will verify the temperature of any student sent to the sick room (100.4 F or greater).

## Communication

- **Student families**
- **Exposure**
- Parents and staff will be communicated of the Reopening Plan through email, the school website, school social media accounts, and virtual meetings.
- Parents/guardians/emergency contacts of sick children and their siblings will be contacted by either the front office staff or the nurse to be picked up.
- Any confirmed COVID case (staff or student) will be handled and communicated according to LDH and CDC guidelines. The Public Health Department will be notified.



## 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



LEARNING MANAGEMENT SYSTEMS ▼





Please fill out  
our feedback  
survey!

**THANK YOU**