

## C.T. Janet Start Strong Plan

### Start Strong Priorities:

1. Ensure a safe teaching and learning environment for our students and employees.
2. Provide all students a high-quality education five days a week.
3. Prioritize safe, in-person learning environments with a focus on our PK-5 students.
4. Be prepared to transition to 100% virtual instruction if needed.
5. Give families a choice about the best school instructional model for their children.
6. Provide our families and employees with the necessary training and support.

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**Health and Safety: *How are we keeping students and employees safe?***

The safety of our students and employees is our top responsibility. The State of Louisiana is following guidance from public health experts when making decisions regarding reopening schools, which includes phases that are initiated once certain public health criteria are met. Should the public health situation improve, restrictions may gradually loosen, allowing for more flexibility and more opportunities for in-person teaching and learning. Should the public health situation worsen, restrictions may gradually tighten, allowing for less flexibility and fewer opportunities for in-person teaching and learning. Based on the [LDOE's guidance](#), we will follow all required minimum safety and health standards for reopening schools. In addition to the minimum guidance, we may take extra precautions to increase the safety of our students, employees, and community. We're implementing the following additional safety protocols next year:

Category	School Start Strong Plan
<b>Conduct Daily Temperature Checks for Everyone</b>	<ul style="list-style-type: none"><li>• All employees, students, and visitors must have a daily initial temperature check upon arrival.</li><li>• Schools will use a form to record all students/employees' temperature of 100.4 F (99.4 F) or greater.</li><li>• 100.4 is a core temperature (CDC). The infrared non-contact thermometers we use are a degree lower than core. So, 100.4 is equal to 99.4 on our thermometers.</li><li>• If a student has a 99.4 fever, his/her siblings do not need to be sent to the isolation room UNLESS s/he is symptomatic</li><li>• All employees will complete the Covid-19 risk assessment survey every Monday through Google Docs.</li><li>• Anyone sent to the sick room will be assessed using the illness screening form and the abnormal temperature log will be completed.</li><li>• Staff temperature will be checked by office staff or an administrator.</li><li>• Carpool students' temperature will be checked before getting out of their vehicles and then given a "Temp Ticket"</li><li>• Bus students and walkers' temperature will be checked at their assigned entrance.</li><li>• Additional thermometers were purchased to have them in various areas of the school. (4 at each entrance, 1-nurse, 2-office, 1-child care, 1-cafeteria)</li></ul>
<b>Require Face Coverings for Everyone</b>	<ul style="list-style-type: none"><li>• All employees, students in grades PK through 5, and visitors must wear a face covering.</li><li>• Face coverings should be worn in all areas of the school, including buses, arrival, classrooms, hallways, common areas, restrooms, dismissal, and any other transitions within the school building.</li><li>• For individuals with health or other concerns that make wearing a face covering difficult, exceptions will be considered on an individual basis. Students and employees can use <a href="#">this district-provided exemption form</a>.</li><li>• Based on the LDOE's definition, a face covering is a piece of material used to cover both the nose and mouth for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed, or exhaled when talking. Face coverings are meant to protect both the wearer of the face covering and surrounding individuals. Face shields are not an acceptable replacement for face masks/coverings.</li><li>• In response to the COVID-19 pandemic and following guidance from the Centers for Disease Control and Prevention (CDC), students are required to wear a mask or face covering while on the bus, in classrooms, and common areas. Coverings must be worn over the nose and mouth and secured under the chin. Bandana scarfs or ski masks may not be worn as a mask or face covering. Neck gaiter/buff wraps are acceptable. Face shields are not an acceptable replacement for face masks/coverings. Mask may be any color.</li><li>• Face covering may be any pattern or color and may have child-friendly graphics appropriate for school. Face covering may NOT have words or slogans. The face coverings should be labeled with the child's name. A monogram of the child's name is allowed.</li></ul>

	<ul style="list-style-type: none"> <li>● Staff members are expected to remind students of the requirement. If a student refuses to comply, they will refer the student to the administration so parents can be contacted.</li> <li>● PPE has been purchased for Health and Related staff persons, including those who diaper students, which includes masks, gloves, and goggles. The district has also purchased one set of reusable cloth masks for every student and an initial supply of hand sanitizer, soap, disinfectant. Schools will be responsible for purchasing their own PPE outside of this initial supply.</li> <li>● Teachers will ask parents to send students with an extra mask in their book bags to switch out if the mask is soiled during the school day.</li> <li>● Teachers will provide reminders to parents to wash masks on a daily basis. Clean masks should be used each day.</li> <li>● Masks purchased by the district should be used when a student does not have a mask or used as replacements when soiled.</li> <li>● A child will not be penalized for taking off their mask, but will be redirected to put it back on. Employees will have positive incentives for students who are wearing their mask properly.</li> <li>● Faculty and staff will teach students about the importance of masks including these most important points: how to properly put on and remove masks, touch the mask only by the ear straps not the nose/mouth portion, how to store the mask correctly when needed, and the importance of washing the mask each night.</li> <li>● Everyone will speak about the masks in a positive and encouraging manner. If parents and staff present the masks as a burden, that's how the children will respond.</li> </ul>
<p><b>Maintain Social Distancing and Static Grouping</b></p>	<ul style="list-style-type: none"> <li>● Schools will maintain static groups and physical distance to the maximum extent possible.</li> <li>● Students should maintain static groupings to the extent possible. Teachers will move classrooms not students.</li> <li>● The static group composition will be maintained for as long as possible over the course of the school year.</li> <li>● The composition of a group may change if students are able to maintain a physical distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.</li> <li>● Students should not be face to face with another student.</li> <li>● No grouping of desks.</li> <li>● If round tables are utilized, approved dividers must be used as a barrier between students.</li> <li>● Static groups will remain the same for P.E., lunch, and recess.</li> <li>● Students will remain in classrooms during bus duty.</li> <li>● Carpool and child care students will be grouped by grade level.</li> <li>● Stickers on the floor around the school will remind everyone where to stand to maintain social distancing.</li> <li>● Students in classrooms will have extremely limited movement and should primarily remain in their desks. However, teachers will take more frequent breaks during instruction to allow students the movement they need.</li> <li>● Students should utilize restrooms on their assigned floors only. Restroom breaks will be structured but frequent. Please alert the office immediately if your child has a medical concern that requires more restroom breaks than the average peer of that age. Please talk to your child daily about actually going to the restroom during the breaks the teacher provides.</li> </ul>
<p><b>Clean Hands Frequently</b></p>	<ul style="list-style-type: none"> <li>● Students will wash or sanitize hands upon arrival at school and at dismissal. Students should wash their hands every 2 hours using soap and water for 20 seconds. Also, hands should be washed before and after eating and before and after using outdoor play equipment.</li> <li>● Hand sanitizer may be used in place of handwashing in some instances.</li> <li>● Hand sanitizer is on supply lists for students.</li> <li>● If hand sanitizer or soap is depleted in classrooms, restrooms, or other areas in the school building, request refills from the school maintenance staff. (Deanna, Terry, Pat, Earl, or David)</li> </ul>

- All classrooms will have a working sink, soap dispenser, and paper towel dispenser.

**Clean and Disinfect More**

- Schools will have increased cleaning and disinfecting.
- High-touch surfaces will be cleaned multiple times per day using commercially available cleaning solutions, including EPA-approved disinfectants
- Staff will be provided adequate access to hygienic supplies.
- Hygienic supplies include soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels, and tissues. The quantity of hygienic supplies will be appropriately provided to employees, according to the role and the number and age of students or adults served by that employee.
- Students are encouraged to minimize sharing of materials.
- Playground equipment (Will not be used at this time) and athletic equipment will be cleaned daily or as necessary, depending on frequency of use.
- Students and staff are encouraged to limit personal items taken to and from school. (Library books, textbooks, etc.)
- Commercially available cleaning solutions, including EPA-approved disinfectants, will be used if a room is used by more than one group in a single day, high-touch surfaces contained in that room will be cleaned before and after use by each group.
- Based on the LDOE's definition, a high-touch surface is touched frequently, including but not limited to door handles, bathroom fixtures, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.
- Plant Managers and their assistants were trained in March in the disinfecting protocol developed by our environmental consultant. Additional training for plant staff is being planned.
- Staff will be responsible for sanitizing desks, tables, and chairs in their classrooms at the end of each day. Supplies will be provided.
- Floors will be mopped weekly.
- Students are not allowed to handle cleaning supplies.
- When items are returned to school, if possible, put them in a basket and let them sit for 24 hours prior to handling.
- If centers are utilized, all materials in each center must be sanitized daily.
- No carpets or cloth seating in classrooms.

**Max Group Sizes**

- School spaces will be limited to maximum group sizes, using the LDOE's guidelines:
- | Phase 1              | Phase 2              | Phase 3              |
|----------------------|----------------------|----------------------|
| 10, including adults | 25, including adults | 50, including adults |
- If a group convenes indoors, it will convene in a room enclosed by a wall or partition. This includes large rooms, such as a gymnasium or auditorium, which may include more than one group if each group is separated by a wall or partition.
  - If groups convene outdoors, a physical barrier is not required, but each group will remain separated.

	<ul style="list-style-type: none"> <li>● Within the first two weeks of school, fire drills will need to be conducted virtually.</li> <li>● As we enter different phases, the group size will vary.</li> <li>● 25 people per classroom. (24 students and 1 teacher)</li> </ul>
<p><b>Monitor for COVID-19 Symptoms</b></p>	<ul style="list-style-type: none"> <li>● Students and employees who are sick should stay home.</li> <li>● Upon arriving at school, every student, employee, and visitor will have a daily initial temperature check. Students will be checked in the carpool line and at each entrance of the building. Staff will be checked in the office by the office staff or administration. Risk Assessment Survey completed every Monday by staff. All visitors will be checked by the office staff and the Risk Assessment Survey will be completed.</li> <li>● Students may be located to an isolation area if they have a fever of 99.4°F or above or exhibit other signs of illness. <ul style="list-style-type: none"> <li>○ Fever of 99.4 F or greater</li> <li>○ Persistent cough not related to a known underlying condition</li> <li>○ Shortness of breath</li> <li>○ New loss of taste or smell</li> <li>○ Persistent vomiting or diarrhea</li> <li>○ Two or more of the following symptoms: <ul style="list-style-type: none"> <li>■ Chills or shaking</li> <li>■ Muscle pain</li> <li>■ Headache</li> <li>■ Sore throat</li> <li>■ Facial flushing</li> <li>■ Generalized rash</li> </ul> </li> </ul> </li> <li>● Isolation area is located in the office and monitored by the office staff or the nurse. Monitors must be masked and maintain 6 feet distancing. KN95 masks will be provided to the isolation area monitor by the district. Isolation area monitors will receive training from the district.</li> <li>● Parents will be responsible for picking their child up from school if determined to have any signs of illness. Sick students will not be permitted to ride the bus or walk home.</li> <li>● If the parent refuses to pick their child up from school, they will be notified that Child Protective Services will be called for Medical Neglect. If the parent still does not show up or CPS does not show up by the end of the school day, the police will be notified. If the school nurse determines the student is experiencing a medical emergency and the parent is unwilling to pick the child up, 911 will be called and a school staff member needs to ride with the student in the ambulance.</li> <li>● If a child has a symptom from the list requiring medical attention, but the parent says they cannot afford a doctor's appointment, then a referral can be made by the school nurse to receive services from a medical clinic that provides services to students who are not insured.</li> <li>● Exclusion from school will continue until readmission criteria for diagnosed condition(s) are met.</li> <li>● Students in the isolation area waiting to be picked up will be monitored at all times.</li> <li>● Surfaces in the isolation area will be cleaned and disinfected regularly.</li> <li>● The isolation area will be cleaned and disinfected after it is occupied. Monitors will notify maintenance staff after a student/staff leaves the area.</li> </ul>

<p><b>Restrict Visitors</b></p>	<ul style="list-style-type: none"> <li>● School campuses will be restricted for non-essential visitors, volunteers, and other groups.</li> <li>● Essential visitors will be allowed to access a school campus in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who: <ul style="list-style-type: none"> <li>○ conduct CLASS® observations</li> <li>○ observe teacher candidates as part of the teacher preparation quality rating system</li> <li>○ provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation</li> </ul> </li> <li>● All visitors must wear a face covering, complete a COVID-19 Risk Assessment Survey, sanitize their hands, and have a temperature check upon arrival.</li> <li>● When a visitor rings the bell, the office staff will ask the need of the visitor. It is possible that the office staff will decide not to admit the visitor into the office if staff determines that the business can be conducted in another manner or is not urgent. Visitors will be informed how to handle business either by phone or virtually.</li> <li>● A drop box will be outside of the building if parents need to drop off pertinent papers.</li> <li>● Parents are required to make an appointment if it is necessary for them to come to school. As it pertains to registration documents, appointments should only be made if the parent cannot upload the documents, if they are new registrants, or if they are unable to email the documents to the secretary or registrar.</li> <li>● Visitors/parents will not be allowed on campus without an appointment, but the office staff will schedule a phone conference for the next available appointment time.</li> <li>● Parents or designated persons will be allowed to check-out a child in the front office. Parents or designated persons must call the office prior to arrival to let the school know the estimated time of arrival at the school. The visitor must have a mask on and have their temperature checked.</li> <li>● <b>A parent may NOT drop off any forgotten items including lunch or class materials in the front office. All students receive lunch from the cafeteria, so no child will ever go without lunch.</b></li> </ul>
<p><b>Have a Plan for Confirmed COVID-19 Cases</b></p>	<ul style="list-style-type: none"> <li>● Students, families, and employees should notify the school or their immediate supervisor if they test positive for COVID-19.</li> <li>● Students or employees who have COVID-19 should stay home and remain isolated until they have recovered and are determined to no longer be infectious by their doctor.</li> <li>● Using district-provided templates, schools will communicate with employees and parents of students who were in close contact with the affected COVID-19 individual.</li> <li>● In order to protect the confidentiality of the infected individuals, names will not be shared. Limit the sharing of that information to only those with a need to know (Principal/AP, immediate supervisor, COVID-19 tracker, school nurse, LDH).</li> <li>● Unless close contacts were wearing a KN95 mask, the 14 days quarantine requirement must be enforced per the definition of "close contacts" (less than 6 feet apart for greater than 15 minutes) regardless of whether cloth masks were worn.</li> <li>● Not every student/employee in a school will need to stay home for 14 days, just those who are identified as close contacts.</li> <li>● We will close off areas used by the student or employee who tested positive for COVID-19. Areas will be cleaned and disinfected.</li> <li>● Schools will ensure continuity of education for students who are quarantined through virtual learning.</li> <li>● Employees and parents of students that test positive for COVID-19 will be reported to the Louisiana Department of Health (LDH) per state regulations. Employees and families may then be contacted by LDH.</li> <li>● Rolling closures of individual classes and/or school closures may be necessary based on clusters of positive COVID-19 cases. Should a school be determined to be a source of an ongoing COVID-19 spread, we will work with local health officials to decide whether or not to close the school for a short period of time. The decision to close schools is an individual, case-by-case process. That decision will ultimately be made by district leadership, with guidance and expertise from their Regional Medical Director. Factors that will be considered in closing a school or classroom will be the level of community transmission, number of</li> </ul>

	<p>students/faculty affected and risk of spread at the school.</p> <ul style="list-style-type: none"> <li>● If students or employees have exhibited symptoms of COVID-19, have been exposed to COVID-19, or have been tested positive for COVID-19 in the past 14 days by a physician or lab test, there are guidelines for them to return to school/work. <ul style="list-style-type: none"> <li>○ Individuals who have exhibited symptoms of COVID-19 may return to school/work when the following criteria have been met: <ul style="list-style-type: none"> <li>■ No fever for at least 72 hours (three full days with no fever without the use of medications that reduce fever, AND</li> <li>■ Improvement in respiratory symptoms, AND</li> <li>■ At least ten days have passed since the onset of symptoms</li> </ul> </li> <li>○ Individuals who have tested positive for COVID-19 in the past 14 days by a physician or lab test may return to school/work when the following criteria have been met: <ul style="list-style-type: none"> <li>■ No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fever), AND</li> <li>■ Improvement in respiratory symptoms, AND</li> <li>■ At least ten days have passed since the first positive COVID-19 test, AND</li> <li>■ Written documentation of clearance to return to school or work from a licensed medical provider</li> </ul> </li> </ul> </li> <li>● Parents and employees should maintain communication with the school or their immediate supervisor during absence to ensure a safe and appropriate return to school/work.</li> <li>● We will use a district-developed COVID Tracking Dashboard to track positive cases.</li> <li>● Nurses will maintain a list of healthcare agencies that provide rapid testing which will be shared with the principals in the event they are not on campus.</li> <li>● Questions about students coming in from out of the country should be emailed to Gretchen Williams. There will be a quarantine period of 14 days.</li> </ul>
<p><b>Ensure Other Safety Measures</b></p>	<ul style="list-style-type: none"> <li>● Schools will display COVID-19 informational signs in highly visible locations.</li> <li>● Schools will assure ventilation systems operate properly.</li> <li>● Schools will ensure all water systems and features are safe to use. Students will be permitted to bring their own labelled water bottles to school. Students and staff may only use the water fountains to refill a bottle or cup. Do not touch the mouth of the bottle or cup on the nozzle.</li> <li>● Students should not be permitted to drink directly from the water fountain. A water fountain spout may be installed on the water fountains to fill water bottles or alternate sources of drinking water must be arranged.</li> <li>● Staff will be responsible for sanitizing their individual classrooms at the end of each day. (Wipe off desks, chairs, tables, and centers) Staff should wear gloves when cleaning.</li> <li>● Students are not allowed to handle cleaning supplies.</li> <li>● No carpets or cloth seating in classrooms.</li> <li>● Floors will be mopped weekly.</li> <li>● All employees will be required to participate in health and safety training throughout the school year.</li> </ul>

**Teaching and Learning: *How are students going back to school?***

Student learning is our top priority. We are prioritizing safe, in-person learning when we can, particularly for our prekindergarten through fifth grade students. However, we know some families may not feel comfortable sending their children to school in-person. All families will have the choice for their children to receive virtual at-home teaching and learning using *Virtual Jefferson*.

Phase 1	Phase 2			Phase 3
PK-12	PK	K-5	6-12	PK-12
<b>VIRTUAL</b>	<b>TRADITIONAL</b>	<b>TRADITIONAL OR VIRTUAL</b>	<b>HYBRID OR VIRTUAL</b>	<b>TRADITIONAL, HYBRID, AND VIRTUAL</b>
All students learn virtually at home five days a week <i>(Virtual Jefferson)</i>	All students learn in-person on campus five days a week	Students learn in-person on campus five days a week  <b>OR</b>  Students learn virtually at home five days a week <i>(Virtual Jefferson)</i>	Students learn in-person on campus two days a week (using an A/B schedule of M&W or T&Th) and learn virtually at home three days a week  <b>OR</b>  Students learn virtually at home five days a week <i>(Virtual Jefferson)</i>	As many students as possible learn daily in-person on-campus  <b>OR</b>  Students learn virtually at home five days a week <i>(Virtual Jefferson)</i>
<ul style="list-style-type: none"> <li>Based on the public health situation, schools may shift to a 100% virtual school instructional model, either on a school-by-school basis or district-wide.</li> </ul>				

Category	School Start Strong Plan
<b>Virtual Jefferson</b>	<ul style="list-style-type: none"> <li>● Families have the choice to enroll their children in <i>Virtual Jefferson</i>, our at-home virtual learning option, that will support K-5th grade students throughout the 2020-2021 school year.</li> <li>● Enrollment will be in nine-week increments.</li> <li>● Any student who participates will remain a student at C.T. Janet.</li> <li>● Based on the number of families who register, we will determine staffing, support, and additional logistics.</li> <li>● Students who receive accommodations and additional services will continue to receive those services.</li> <li>● There will be no extracurricular activities at this time.</li> <li>● Attendance is mandatory for enrollment in Virtual Jefferson.</li> <li>● Students must wear uniforms when attending Virtual Jefferson.</li> <li>● Schools will call families signed up for virtual learning to verify their choice.</li> <li>● Classes will be taught by the school's teachers.</li> <li>● Students are expected to complete all daily assignments in addition to local and state assessments.</li> <li>● The School Instructional Model Change Request process will be shared. Parents must commit to nine week increments for <i>Virtual Jefferson</i> and will not be allowed to send their child to in-person instruction until after the nine weeks is up and following the Change Request process.</li> <li>● Questions should be sent to <a href="mailto:virtualjefferson@jpschools.org">virtualjefferson@jpschools.org</a>.</li>   <li>● 275 students have registered at C.T. Janet</li>   <li>● Service logs will be kept.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Drive thru Meet &amp; Greet and Supply Drop Off will be August 7, 2020. Virtual Meet &amp; Greet and pick up materials will be Aug. 10.</li> <li>● Educators will make contact with students daily, regardless of school instructional model or reopening phase. <ul style="list-style-type: none"> <li>○ If students are in school, educators will engage students in daily learning.</li> <li>○ If students are at home, educators will engage students in daily virtual learning, email, phone call, etc.</li> </ul> </li> <li>● Teachers will communicate with parents on a weekly/daily basis through one or more of the following: Class Dojo, daily behavior calendar, weekly communication folder, student agenda, phone calls, email, school webpage, and school Facebook page. Each time a teacher makes contact with a parent they will log the date, time, topic, contact person, and means contacted.</li> <li>● Educators will provide feedback on student work at least once a week.</li> <li>● A virtual Back to School Night will be held August 24, 2020.</li> <li>● Follow district social media policy. Violations may require disciplinary action.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>● The school will support families to meet their technology needs.</li> <li>● Virtual learning access will be provided to all face to face learning students in the event virtual learning is required for all students in the future.</li> <li>● The district has ordered computers in order to achieve 1:1 device capacity for K-12 grades.</li> <li>● The school will purchase 100 additional Chromebooks.</li> </ul>

	<ul style="list-style-type: none"> <li>● Schools will distribute Chromebooks using the Technology Tracking System.</li> <li>● We partnered with Cox Communications so qualified families can easily access discounted, low-cost home internet. More information is available at <a href="http://jpschools.org/internet">jpschools.org/internet</a> offer.</li> <li>● Students/parents/guardians must follow the technology agreement in the school student handbook and district handbook. Acknowledgement forms must be signed and returned to school by August 28, 2020.</li> <li>● Google Meet, Google Classroom, and Zoom will be utilized for virtual learning.</li> <li>● Pre-Kindergarten thru second grade will utilize iPads and Chromebooks within the classroom.</li> </ul>
<p><b>Students with Exceptionalities</b></p>	<ul style="list-style-type: none"> <li>● Students with exceptionalities will continue to receive special education and related services in the least restrictive environment.</li> <li>● Schools will factor in any additional service providers who may need to enter the classroom, students who receive services outside the classroom (e.g., resource, APE, speech therapy), and/or students who receive services through alternate instructional methods.</li> <li>● Student placement determinations will be made in consultation with the parent or caregiver and take into consideration a student's unique academic, social, emotional, familial, and medical needs.</li> <li>● By law behavioral health agencies are allowed access to our students on our campuses to provide behavioral health services. JPS policies will be followed.</li> </ul>
<p><b>Students with Limited English Proficiency</b></p>	<ul style="list-style-type: none"> <li>● Students with Limited English Proficiency will continue to receive related services.</li> </ul>
<p><b>Mental Health Supports</b></p>	<ul style="list-style-type: none"> <li>● Schools will screen students to determine if there are any social and/or emotional supports needed for the student. Parents will be notified and offered support if their child is in need of social and/or emotional support. Schools will ensure that students receive appropriate support and services.</li> <li>● We will continue to provide families and employees access to the Emotional Support Line, staffed by experienced mental health professionals.</li> <li>● Schools will prioritize positive, intentional relationships to develop sustaining, strong relationships within the classroom and school.</li> <li>● School staff will utilize Growth MindSet, PBIS, and Conscious Discipline strategies to build positive relationships with students and create a positive school culture.</li> <li>● Self-care ideas, mental health support, and additional resources are available on the school's website.</li> </ul>
<p><b>Planning</b></p>	<ol style="list-style-type: none"> <li>1. Staffing is based on a school's enrollment number.</li> <li>2. Teacher and staff duty: <ol style="list-style-type: none"> <li>a. First week of school everyone will be on duty at AM and PM.</li> <li>b. Staff will be surveyed for morning or afternoon duty.</li> <li>c. Staff will remain for the duration of duty.</li> <li>d. Duty will be fair and equitable and not excessive</li> <li>e. Solicit volunteers (rotating basis) in the case of emergencies, (i.e. late busses). Staff has been surveyed as a preference of morning or afternoon duty and who would be available for extra duties.</li> </ol> </li> </ol>

	<p>f. Staff will have a duty buddy to help cover their duty when absent.</p> <p>3. During their non-planning time, teachers will be engaging with their students via Google Classroom and in person.</p>
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>● Attendance will be taken for traditional, virtual, and hybrid students.</li> <li>● Attendance is required on specified days and times for virtual learning.</li> <li>● If schools are on a hybrid schedule using A/B schedule, schools will contact the parent/guardian to pick-up the child if the child is sent on the incorrect day.</li> <li>● For any parents coming to pick up their students, their temperature should be checked and masks will be required.</li> <li>● Any student entering the U.S. from another country will have to wait to attend in person for a quarantine period of 14 days after the date entered the U.S. Virtual learning may be available at this time.</li> </ul>
<b>Staff Attendance</b>	<ul style="list-style-type: none"> <li>● Should a teacher or para need to be quarantined, the employee may work virtually.</li> <li>● If an employee receives a doctor's note preventing them from coming to work for immune health issues, the employee will need to submit medical documentation to the leave department and will be placed on approved leave until cleared to return to work.</li> <li>● While the district is taking recommended precautions to provide a safe environment for all returning students and staff, we are aware that some individuals, who are at higher risk for serious illness due to COVID, may require additional workplace accommodations in order to safely perform their duties.</li> <li>● The district is working with Kelly Services for substitute teacher support.</li> <li>● Substitutes will also be available for secretarial, custodial, and cafeteria support.</li> <li>● As of today (7/8/20), the CDC recommends a 14 days quarantine for persons returning to the US from international travel.</li> <li>● If staff are required to be quarantined, they should inform their supervisor and H.R. Those who are unable to continue working from home will be placed on leave as deemed appropriate under the circumstances.</li> <li>● The district dress code is still in place for teachers and employees. Employees are not allowed to wear scrubs unless they are cafeteria workers or nurses. Appropriate professional dress required.</li> </ul>
<b>Scheduling</b>	<ul style="list-style-type: none"> <li>● School hours are 7:45 AM – 2:35 PM. Carpool/drop off- 7:15AM – 7:45AM. Carpool/pick up- 2:35PM – 3:05PM. Pick up may end earlier depending on the flow of the carpool line.</li> <li>● Parents/Guardians must be in the carpool line for pick up by 2:45PM.</li> <li>● All students may attend face to face or virtually five days a week.</li> <li>● Information will be communicated through notices, phone calls, Class Dojo, school webpage, school Facebook page, newsletters, and communication folder.</li> <li>● We currently have 275 students doing virtual out of 580 students. Sped students are included in the numbers.</li> </ul>
<b>Curriculum and Instruction</b>	<ul style="list-style-type: none"> <li>● Scopes and sequences, along with curricular maps, are being modified to address hybrid &amp; virtual instruction.</li> <li>● Tier I instructional materials are the expectation. Much of the materials are accessible online. We also have some materials (consumables) that were still ordered. Math examples: Zearn Math (fully aligned to K-5), Khan Academy. ELA examples: Stay within the realm of supports offered by LDOE; guidance for supplemental materials can be found in Scopes. Any other supplemental resources will need to be approved by Teaching &amp; Learning.</li> <li>● Regardless of the instructional setting, i.e., traditional, hybrid, or face-to-face, teachers are expected to follow the scope and sequence documents which detail what standards are to be taught during the specific timeframe.</li> <li>● For the virtual setting, instruction may be teacher-led or student driven. Teacher driven lessons will be delivered via Google Meets. Students will engage in the lesson with the teacher and the class. Google Classroom will be the platform teachers</li> </ul>

	<p>use to post material and assignments. Google Classroom will be the platform used to facilitate student driven learning. Materials and Chromebooks will be distributed on Aug. 10, 2020. (workbooks, student handbook, district handbook, emergency cards)</p> <ul style="list-style-type: none"> <li>• Schedules will be provided to meet required minutes for all subject areas.</li> </ul>
<b>Grading</b>	<ul style="list-style-type: none"> <li>• The school will follow the district grading policy.</li> <li>• LDOE guidelines state that educators will provide feedback on student work at least once a week.</li> <li>• Teachers will provide feedback daily through classwork, homework, and/or exit tickets.</li> <li>• Teachers will provide feedback weekly on assessments.</li> </ul>

<b>Category</b>	<b>School Start Strong Plan</b>
<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>• Our new school hours are 7:45-2:35. Students will be allowed on campus starting at 7:15. ARRIVAL.</li> <li>• Dismissal time is 2:35pm. Any parent who wishes to pick up his/her child earlier than this time must call the office in advance to make an appointment to arrange for pick up before 2:15. Only adults listed on the emergency card may sign a student out of school. Identification must be shown.</li> <li>• Students CANNOT be signed out between 2:15 and 2:35pm. The office will be closed.</li> <li>• Any changes in a student's dismissal must be sent to school the morning of in a written note. No verbal requests will be acknowledged. No bus transfers. You may also email requests to <a href="mailto:angela.diamond@jpschools.org">angela.diamond@jpschools.org</a> or <a href="mailto:sharona.comer@jpschools.org">sharona.comer@jpschools.org</a>.</li> <li>• Students must be in class when the bell rings at 7:45am. After the bell rings students are tardy to class. Walkers and car riders will not be allowed on campus prior to 7:15am.</li> <li>• Teachers will contact parents prior to the start of school to determine mode of transportation for arrival and dismissal of students.</li> <li>• Employees and students must use designated point(s) of entry/exit to enter campus.</li> <li>• Entering first week of school: Pre-K/Kinder/Gassery/Arabie classes enter through the kindergarten hall 1st/2nd grades and Miller and Wright classes enter through the center doors 4<sup>th</sup>/5<sup>th</sup> grades and Guidry, Frisella, and Drennan's classes enter through the front stairwell doors</li> <li>• Walkers will exit from assigned doors after the buses have been loaded. All parents/guardians waiting for walkers will not be allowed to wait on campus. They must be outside the gates.</li> <li>• Carpool students for arrival will have their temperature checked in their vehicle and issued a "Temp Ticket", and then they enter through their assigned doors. Carpool students will be housed in the cafeteria, multi -purpose room, and outside while maintaining the proper social distancing during dismissal. As vehicles arrive, students are called by name over the radio to load their vehicle. Four cars can be loaded at a time. Cone positions are labeled 1 to 4.</li> <li>• Bus students will enter the building through their assigned doors for temperature checks.</li> <li>• Rainy Day Arrival: Carpool will go through the cafeteria and all other students through the center doors. Temperature will be checked for 1<sup>st</sup> floor in the kindergarten hall, 2<sup>nd</sup> floor at the top of the library stairs, and 3<sup>rd</sup> floor at the top of the main stairwell.</li> <li>• Rainy Day Dismissal: Students will be dismissed by floors through the center doors.</li> </ul>

	<ul style="list-style-type: none"> <li>● Upon arrival, every employee and student will have an initial temperature check. They will enter through the office.</li> <li>● Employees and students must have a face covering in place upon arrival and must remain in place while on campus.</li> <li>● Schools will incorporate handwashing or use of hand sanitizer upon arrival/dismissal at school.</li> <li>● Breakfast carts will be on each floor for students to grab &amp; go and eat in their classrooms.</li> <li>● Buses will be loaded prior to walkers, carpool and child care are dismissed.</li> <li>● Bus drivers will be contacting you prior to the beginning of the school year.</li> </ul>
<b>Social Distancing and Static Grouping</b>	<ul style="list-style-type: none"> <li>● Schools will maintain static groups and physical distance to the maximum extent possible.</li> <li>● Teachers will maintain social distancing guidelines and teach from one location in the classroom if possible.</li> <li>● Schools will remind students to wash their hands or use hand sanitizer after any classroom transition and before and after meals.</li> <li>● Students will be discouraged from sharing electronic devices, toys, books, and other games or learning aids.</li> <li>● Unused desks and furniture will be removed to maximize space in the classrooms.</li> <li>● Students' desks will face the same direction.</li> <li>● Desks will be distanced to the maximum extent possible.</li> <li>● Every effort will be made to minimize the congregation of students in the hallways by assigning specific entrances, exits and stairwells to be utilized.</li> <li>● Teachers will change classes, not students. (Special education students/teachers will transition as scheduled)</li> <li>● Grab &amp; Go breakfast will be provided at each entrance and the students will eat in the classrooms.</li> <li>● Only 2 classes will be allowed in the cafeteria for lunch. One class in each serving line, which are located on opposite sides of the cafeteria, maintaining social distancing. Once they receive their lunch they report back to their classroom to eat.</li> <li>● Only 6 people are allowed in the teachers' lounge at one time and they must maintain social distancing.</li> <li>● Students in grades 4-5 will utilize the same technology daily. Sanitize weekly. Grades Pre-K-3 will sanitize technology devices between student use.</li> <li>● Student restroom capacity will be limited to 50%. (Depending on the number of stalls 2-3 students allowed.)</li> <li>● Only faculty and students are allowed on campus. Additional workers, visitors, essential workers may be allowed as necessary and/or by appointment only.</li> <li>● Stickers on the floor around the building will remind students, employees, and visitors of where to stand to maintain social distance.</li> <li>● Students in classrooms will have limited movement and should primarily remain in desks. However, teachers will take more frequent breaks during instruction to allow students the movement they need.</li> <li>● Students should utilize restrooms on their assigned floors only. Restroom breaks will be structured but frequent. Please alert the office immediately if your child has a medical concern that requires more restroom breaks than the average peer of that age. Please talk to your child daily about actually going to the restroom during the breaks the teacher provides.</li> </ul>
<b>Cleaning and Disinfecting</b>	<ul style="list-style-type: none"> <li>● High-touch surfaces will be cleaned multiple times per day with a commercially available cleaning solution, including EPA-approved disinfectants. Based on the LDOE's definition, a high-touch surface is touched frequently, including but not limited to light switches, door handles, benches, bannisters, desks, bathroom fixtures, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.</li> <li>● Teachers' lounge refrigerator will not be utilized.</li> <li>● Microwaves may be used. However, each person will be responsible for sanitizing the handle and timer pad after each use.</li> <li>● All staff and students must wash or sanitize their hands every 2 hours. Use hand sanitizer at arrival and dismissal. Wash hands with soap and water throughout the day. (Before and after eating, after using the restroom, every 2 hours)</li> <li>● Students are encouraged to minimize sharing of materials.</li> <li>● Playground equipment (Not being utilized at this time) and athletic equipment will be cleaned daily or as necessary, depending on</li> </ul>

	<p>frequency of use.</p> <ul style="list-style-type: none"> <li>● To protect their skin, cleaning staff should wear gloves when performing cleaning activities.</li> <li>● Students and staff are encouraged to limit personal items taken to and from school.</li> <li>● Our current Custodian/Plant manager Guide calls for hard surface floors to be dry-swept daily and wet-mopped weekly.</li> <li>● All area rugs and porous materials that are difficult to clean and disinfect must be removed from all areas in the school building.</li> </ul>
<b>Before and After-Care</b>	<ul style="list-style-type: none"> <li>● Upon arriving at before care, every employee and student will have an initial temperature check.</li> <li>● Schools will adhere to maximum group sizes and physical distance protocols during before and after school programs.</li> <li>● We will maintain static groups for younger students unable to maintain physical distance.</li> <li>● Child care workers will assist maintenance staff and sanitize tables, desks, and chairs prior to leaving.</li> <li>● Child care workers will all be from C.T. Janet. No outside employees.</li> <li>● Child care prices will remain the same. Child care hours are 6:45am to 7:15am and 2:45-6:00pm.</li> <li>● The child care registration form is available at <a href="https://www.jpschools.org/Page/1678">https://www.jpschools.org/Page/1678</a></li> <li>● Students in grades 1-5 will have a required one hour, homework time Monday-Thursday.</li> </ul>

**Transportation: How will we safely transport our students?**

We encourage our families to transport their children if possible. However, we know that many of our students will require bus transportation to get to and from school. We will provide additional safety measures to ensure a safe transport for our students.

<b>Category</b>	<b>School Start Strong Plan</b>																	
<b>Bus Capacity</b>	<p>School buses must not exceed the following maximum capacity requirements:</p> <table border="1" data-bbox="405 946 1094 1484"> <thead> <tr> <th colspan="3" data-bbox="405 946 1094 992">Maximum Bus Capacity</th> </tr> <tr> <th data-bbox="405 992 617 1037">Phase 1</th> <th data-bbox="617 992 829 1037">Phase 2</th> <th data-bbox="829 992 1094 1037">Phase 3</th> </tr> </thead> <tbody> <tr> <td data-bbox="405 1037 617 1154">25 percent, including adults, of the school bus manufacturer capacity</td> <td data-bbox="617 1037 829 1154">50 percent, including adults, of the school bus manufacturer capacity</td> <td data-bbox="829 1037 1094 1154">75 percent, including adults, of the school bus manufacturer capacity</td> </tr> <tr> <td colspan="3" data-bbox="405 1154 1094 1224">Passengers on a school bus must be spaced to the greatest extent possible as follows</td> </tr> <tr> <td data-bbox="405 1224 617 1484"> <ul style="list-style-type: none"> <li>● Passengers must ride one per seat.</li> <li>● Every other seat must remain empty.</li> <li>● Members of the same household</li> </ul> </td> <td colspan="2" data-bbox="617 1224 1094 1484"> <ul style="list-style-type: none"> <li>● Passengers must be dispersed throughout the bus to the greatest extent possible.</li> </ul> </td> </tr> </tbody> </table>			Maximum Bus Capacity			Phase 1	Phase 2	Phase 3	25 percent, including adults, of the school bus manufacturer capacity	50 percent, including adults, of the school bus manufacturer capacity	75 percent, including adults, of the school bus manufacturer capacity	Passengers on a school bus must be spaced to the greatest extent possible as follows			<ul style="list-style-type: none"> <li>● Passengers must ride one per seat.</li> <li>● Every other seat must remain empty.</li> <li>● Members of the same household</li> </ul>	<ul style="list-style-type: none"> <li>● Passengers must be dispersed throughout the bus to the greatest extent possible.</li> </ul>	
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<b>Safety Measures for Students</b>	<ul style="list-style-type: none"><li>● Parents are responsible for ensuring that their children report to the bus stop without fever and COVID-19 symptoms.</li><li>● Student temperatures will be taken at school, not upon boarding the bus. Upon arrival, students will enter through assigned entrances and have their temperature checked. Carpool will be checked in their vehicles.</li><li>● Students will sanitize hands at boarding time and wear face coverings at all times when on board the bus.</li><li>● Students will maintain social distancing on the school bus. Children from the same household will be able to sit together.</li><li>● Weather permitting, windows will be lowered to increase ventilation on the bus.</li><li>● Buses will be loaded prior to walkers, carpool, and child care students are dismissed.</li></ul>
<b>Safety Measures for Bus Personnel</b>	<ul style="list-style-type: none"><li>● Bus personnel will wear face coverings when transporting students.</li><li>● Buses will be cleaned and disinfected.</li><li>● Bus personnel are responsible for self-checking body temperature before morning and afternoon routes.</li></ul>
<b>Transportation</b>	<ul style="list-style-type: none"><li>● There will be limited capacity on the bus, which may require multiple trips and fewer stops for each bus route.</li><li>● Multiple trips may be required to pick up assigned students for a school bus route.</li><li>● Pick-up and drop-off times may be adjusted to increase instructional time and reduce wait time on campus.</li><li>● Buses will be loaded from the back seat to the front seat and unload from the front seat to the back seat while maintaining distance between the students entering or exiting in the aisles except PK/K students without a sibling. PK/K students are required to sit near the front.</li><li>● All buses, including lift buses, will adhere to the capacity standards listed above.</li><li>● Buses will be loaded prior to walkers, carpool, and child care students are dismissed.</li><li>● Student temperature will not be taken on the bus. They will enter through their assigned entrance and have their temperature checked there.</li><li>● All bus drivers will contact their riders by Aug. 7th.</li></ul>

**Meals: How will we provide nutritious meals for our students?**

Regardless of what phase we're in or what school instructional model we're using, we will continue to provide nutritious meals for our students. Food will be served with additional safety and sanitation procedures in place.

School Instructional Model	Phase 1	Phase 2	Phase 3
Traditional		Breakfast and Lunch	Breakfast and Lunch
Hybrid		Breakfast and Lunch / Grab and Go Meals	Breakfast and Lunch / Grab and Go Meals
Virtual	Grab and Go Meals	Grab and Go Meals	Grab and Go Meals
For in-person on-campus meals, students will pick-up meals in the school cafeteria or designated location. Students will eat in their classrooms or outside when weather permits			

Category	School Start Strong Plan
<b>Paying for Meals</b>	<ul style="list-style-type: none"> <li>Students may obtain a Grab &amp; Go breakfast on each floor and then go to their classroom to eat.</li> <li>C.T. Janet participates in the USDA Community Eligibility Provision Program. Families do not need to apply for meal benefits. All students are eligible for free lunch and breakfast.</li> </ul>
<b>Delivery of Meals</b>	<ul style="list-style-type: none"> <li>Students will need to physically go through the cafeteria serving line at lunch and give their name and/or lunch number to receive their meal. If they can enter the cafeteria by homeroom, this expedites this process as the Cafeteria has the ability to pull up the class roster in the computer system and record students quickly. At breakfast, cafeteria staff will have rosters to use at breakfast distribution locations on campus. We recommend separating the locations by grade and/or mode of transportation to school.</li> <li>Breakfast: Grab &amp; Go stations set up on each floor for students (3 stations)</li> <li>Lunch: Two classes will be allowed in the cafeteria at a time. One class per serving line, on opposite sides of the cafeteria, while maintaining social distancing. The students will go through the line and then return to their classes to eat. Child Nutrition workers will sanitize the serving lines between each class. One class will enter through the hallway doors and the other will enter through the side door leading to the backyard. Divider will be in the center of the cafeteria.</li> <li>Virtual students may pick up lunches and breakfast each week on Tuesday and Thursday at 1:30. Drive thru the carpool lane to pick up orders.</li> </ul>

<b>Employee Meal</b>	<ul style="list-style-type: none"> <li>• If an employee wants breakfast or lunch, they will pay for their own meal through the cafeteria.</li> </ul>
<b>Tracking</b>	<ul style="list-style-type: none"> <li>• The cafeteria manager will need a list of students that will pick up meals for virtual learning in the hybrid or Virtual Jefferson setting.</li> </ul>
<b>Safety Measures</b>	<ul style="list-style-type: none"> <li>• The cafeteria manager will take temperature checks for all child nutrition workers on campus. Risk Assessment Surveys will be completed every Monday. If temperature check is irregular the employee is sent to the isolation area and proper procedures will be followed.</li> <li>• The cafeteria serving line will be cleaned and disinfected between each group. The cafeteria staff will minimize the surfaces touched by students.</li> </ul>
<b>Teacher Lunch Duty</b>	<ul style="list-style-type: none"> <li>• Monitors and paras will be utilized to monitor students during lunch periods</li> </ul>

**Extra-Curriculars:** *What activities will be available for students outside of the classroom? No clubs at this time.*

<b>Category</b>	<b>School Start Strong Plan</b>
<b>Assemblies and Field Trips</b>	<ul style="list-style-type: none"> <li>• Assemblies are limited to maximum group sizes and with appropriate physical distancing in place. (25)</li> <li>• There will be no field trips at this time.</li> </ul>
<b>Athletics and Physical Education</b>	<ul style="list-style-type: none"> <li>• Physical education teachers will adhere to all health and safety precautions and guidelines.</li> <li>• Playground equipment and athletic equipment will be cleaned daily or as necessary.</li> <li>• Refrain from contact and high-risk sports in Phase 1 and Phase 2.</li> <li>• Allow contact and high-risk sports within defined groups in Phase 3.</li> <li>• Groups will be separated outdoors during Physical Education class and do not require a physical barrier.</li> </ul>
<b>Band and Music</b>	N/A

**C.T. Janet Start Strong Plan  
Acknowledgement Form**

**Student's Name** \_\_\_\_\_

**Teacher's Name** \_\_\_\_\_

**We hereby acknowledge that we will be held accountable for implementing the  
C.T. Janet Start Strong Plan.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**Please return this form by: Friday, October 2, 2020.**