



CHS 2020-2021 SCHOOL REOPENING PLAN

Dear Capitol Families,

When the 2019-2020 academic year began, no school district could have predicted the difficult decisions and challenges in providing ongoing education that we currently face. While we are excited to resume teaching and learning on our campus, a top priority is the health and safety of all our students and staff, and how we are preparing our building for strong reopening.

The Louisiana Department of Education (LDOE) released the 2020 Strong Start School Reopening Guidelines. We have reviewed this guidance, as well as the input received through stakeholder survey data. Working within these guidelines, we have established multiple options for families that will allow us to balance their needs, academics, and most importantly, the safety of our entire school community.

Additionally, this summer we have been hard at work to ensure our facility and staff are prepared to accept children. The following steps have either been completed or are underway:

- Deep cleanings of the school building and grounds to ensure every classroom, hallway, restroom, office, and all other spaces are regularly sanitized.
- Vent cleaning across all campuses.
- Staff training on the most effective safety protocols and operating procedures in alignment with Department of Health and CDC guidance.
- Procurement of supplies of including hand sanitizer, sanitizer stations, tissues, disinfectants, masks, face shields and more that we will need for in-person operations.
- Laying out new plans to reposition desks, switch out furniture, reorganize classrooms and modify workspaces to maximize social distancing and reduce contamination.

We will continue to monitor the ebb and flow of the pandemic while adhering to national, state and local guidance. We will also continue to share clear and frequent communications regarding our school's reopening and ongoing safety preparedness.

Sincerely,

Capitol High School

Phases I – III

Phase 1

During Phase I, the Capitol High School (CHS) will accommodate all students online. The school building will be closed to students.

Phase 2

During Phase II, CHS will utilize both the Hybrid Learning Model and Virtual Learning Model. All parents will have the option of virtual learning for their students.

Phase 3

During Phase III, all students will gradually return to in-person learning. All parents will continue to have the option of virtual learning for their students.

Please know that the information outlined in this document are subject to revision based on new information and guidance.

Overview: Return to School

To maintain the health and safety of our students and staff, we ask you to:

- Keep your children home if they come in contact with any known case of COVID infection or show any possible [symptoms](#) of COVID-19:
 - o If exposure or infection is suspected, students will need to be assessed by their primary care provider.
 - o Students who are sick should stay home (regardless of illness).
 - o Students who have COVID-19 are to stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor. If a diagnosis of COVID-19 is identified, students will need a letter of medical clearance before returning to school. COVID-19 related absences will not impact their attendance record.
- Individuals who are in close contact with a student or staff member may be identified, contacted, and asked to stay home and monitor symptoms for 14 days.
 - o Not every student/faculty member in the school will need to stay home for 14 days, just those who are identified as close contacts to a case.
- **Do not send students to school if they have a temperature of 100.4 or above.**

Capitol High School Guiding Academic Principles:

- Assess students' academic needs using high-quality screeners for students;
- Utilize aligned curricular materials during periods of modified operations;
- Provide continuous instruction in non-core subjects, including CTE courses, during periods of a facility closure or modified operations;
- Ensure students continue their paths to graduation and successful post- secondary transition;
- Ensure that English Learners have access to curriculum and services delivery, including language support services during periods of modified operations;
- Ensure all students with disabilities receive instructional and related services and have access to devices that meet their unique needs regardless of modified operations;
- Conduct compensatory education reviews of all students with disabilities and provide compensatory services accordingly;
- Ensure students have access to technology and connectivity

Instructional Models

Below you will find general information about models available to students be utilized during this academic year:

Virtual Learning Model

In this model, students attend school 100% online. Teachers will meet with students utilizing web conferencing tools. Students will be required to log-in and submit graded assignments and assessments. Teachers will maintain attendance records in determining satisfactory completion of course requirements. Students are required to complete daily course assignment.

Hybrid Model

This model is combination of virtual and face to face learning with students attending school two days per week, M-TH. Fridays will be virtual for all students. The school will operate at 50% capacity with students divided into A/B groups. All public health guidelines for social distancing, sanitation, etc. will be strictly adhered to by all students and staff while on campus.

On Campus Rotation

Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Group B	Group A	Group B	All Virtual

Technology

Student Devices

Chromebook distribution will take place during the first week of school. All students will be issued a Chromebook.

A drive-through pick up day for students opting into virtual learning will be scheduled and held during the first week.

Connectivity

CHS will work with AT&T, Cox, and Verizon to provide internet services for every CHS students.

School Closures

Decisions will ultimately be made by school leadership, with guidance and expertise from the Louisiana Department of Health.

- All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) will be made by the school.

Social and Emotional Health

CHS is committed to focusing on social and emotional learning, relationships, and supporting transitions.

- There will be more frequent monitoring of students occurring in the fall to ensure those who may need additional emotional or mental health support, receive that support.
- Resources are available to assist students with mental health needs. This can range from direct support from our school counselors, social workers, and school nurses, as well as linking your child with community resources if needed.

Student and Support Services

The Special Education Department will contact all parents of students with disabilities who have an IEP to discuss the provision of services.

Prevention and Preparations:
Protecting Yourself and Others

<p>Prevention: Education</p>	<ul style="list-style-type: none"> • Frequent promotion of daily hygiene and social distancing measures throughout the school building; • Information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs, and symptoms; • Ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas; and • Provide all staff with COVID-19 training (include transmission, prevention and use of masks)
<p>Prevention: Cloth Face Coverings</p>	<ul style="list-style-type: none"> • Masks are required for all students and staff. Exceptions will be made for those with medical conditions, disabilities, or other health or safety issues. • Staff and students will be provided with two reusable face masks.
<p>Prevention: Hand Hygiene and Respiratory Etiquette</p>	<ul style="list-style-type: none"> • Teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used (for staff and older children who can safely use hand sanitizer). • Encourage staff and students to cover coughs and sneezes appropriately. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol can be used.
<p>Adequate Supplies</p>	<ul style="list-style-type: none"> • Supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, will be made available to students and staff.
<p>Monitoring</p>	<ul style="list-style-type: none"> • Parents should complete a student health screening at home before sending students to school. • Staff and students will be assessed on arrival and throughout the day, including conducting an initial temperature. • Anyone with 100.4+ fever may not remain at school and must be picked up immediately. • The school will have designated spaces that will be used to isolate sick students and staff.

<p>Cleaning and Disinfection</p>	<p><u>CHS has increased routine cleaning and disinfection.</u></p> <ul style="list-style-type: none"> • CHS has increased their custodial staff from 3 to 5 . • Staff will clean and disinfect frequently touched surfaces within the school. • Cleaning high touch surfaces multiple times throughout the day, including bathrooms • CHS custodial staff will utilize electrostatic sprayers for sanitation of large areas. • When students change classrooms, shared surface spaces will be sanitized. <p><u>Personal Cleaning</u></p> <ul style="list-style-type: none"> • All employees will clean their personal area. <ul style="list-style-type: none"> o Personal Area Cleaning: desks, computer keyboards/mouse, phones and copiers, chair arms, cabinet, and file drawer handles <p><u>Emergency Cleaning</u></p> <ul style="list-style-type: none"> • Performed by contracted services on an emergency basis
<p>Shared Objects</p>	<ul style="list-style-type: none"> • Discourage the sharing of items that are difficult to clean or disinfect • Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas • Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses
<p>Ventilation</p>	<ul style="list-style-type: none"> • Ensure ventilation systems operate correctly and increase the circulation of outdoor air as much as possible, for example, by opening windows on buses • Change HVAC Filters monthly
<p>Water</p>	<ul style="list-style-type: none"> • Water fountains are being retrofitted with bottle fillers. • Students and staff are encouraged to bring water bottles.
<p>Facility Use</p>	<p>External use of facilities has been suspended until further notice.</p> <ul style="list-style-type: none"> • Remove furniture in classrooms to maximize physical distance and minimize objects that must be cleaned • Establish distance between the teacher's desk/board and students' desks • Identify and utilize large spaces (e.g., gymnasiums, auditoriums, outside spaces) to enable physical distancing in Phases 2 and 3 • Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g., guides for creating "one-way routes" in hallways)

<p>School Transition</p>	<p>To the extent possible, the school will minimize the transition of students by rotating teachers to groups of students where possible. When transitions occur, the following guidelines will be followed:</p> <ul style="list-style-type: none"> • Provide additional time for transitions • Identify the flow paths • Plan staggered class changes (e.g., by hall, odd/even room numbers, grade/discipline) to decrease the number of students in hallways at one time. • Provide guidance to students in prevention methods
<p>Drop-off and Pickup Processes to limit contact</p>	<ul style="list-style-type: none"> • All schools will adjust processes to enable physical distancing and allow the flow of students to move in single directions.
<p>Large Gatherings and Extracurricular Activities</p>	<ul style="list-style-type: none"> • CHS is encouraging the use of virtual group events, gatherings, or meetings, if possible, and the promotion of social distancing of at least 6 feet between people if events are held. • Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings, etc. • CHS is limiting any nonessential visitors, volunteers, and activities involving external groups or organizations.

Breakfast & Lunch

CHS will continue to follow all guidelines:

- Proper cleaning and sanitizing
- Cafeteria workers will wear proper PPE (mask & shield)

Phase I	Breakfast & Lunch will be delivered to bus stops
Phases II & II	<p>Hybrid Students (In-Person Days)</p> <p><i>Breakfast: GRAB & GO Style</i></p> <ul style="list-style-type: none"> • Stations will be set up to hand out meals to students on their way to homeroom • Disposable utensils will be used. <p><i>Lunch: Hot Meal Pick-up</i></p> <ul style="list-style-type: none"> • Stations will be set up in designated areas for students to pick-up meals. • Students will have the salad option available daily • Disposable utensils will be used <p>Hybrid Students (Virtual Days)</p> <ul style="list-style-type: none"> • Students will take home next day meals. • Meals will be delivered to students at their bus stops on Friday. <p>Virtual Only Students</p> <ul style="list-style-type: none"> • Drive-thru pickup on Monday's and Wednesdays <ul style="list-style-type: none"> ○ Meals for 2-3 days will be provided, both Breakfast and Lunch ○ Student Presence w/ School ID Required • Meals will be delivered to students at their bus stops on Friday.

Communications

CHS will utilize multiple means of communicating with families, employees, and community stakeholders, including:

- Automated text, voice, and email messaging to families and employees
- Social media posts
- School Website
- School App

Transportation

	Phase I	Phase II	Phase III
Max Capacity (Percentage)		50%	75%
Max Capacity (Occupants)		25	37
Bus Safety	<ul style="list-style-type: none">• Clean high touch areas between runs• Ensure hand sanitizer is available on each bus• Disinfect each bus thoroughly at the end of each day		