

False River Academy



Ready to Achieve!

School Operations Guidelines

2021-2022

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INTRODUCTION

- **False River Academy’s number one concern is to have a safe and healthy learning environment where students can receive quality instruction.**
- **Opening school is important because the American Association of Pediatrics (AAP) strongly advocates that all policy consideration for the coming school year should start with students physically present in school. The importance of in-person learning is well-documented, and there is evidence of the negative impacts on children because of school closures in the spring of 2020.**
- **FRA is fortunate to have small class sizes, which affords us the opportunity to offer a traditional 5-day, face-to-face learning opportunity. We will have school with the intention of having all healthy students physically present daily. That goal includes having our school perform as close to “normal” as possible.**
- **Our plan understands parents need to keep their students at home for various health reasons, therefore FRA will offer a virtual option that will include computer-based instruction for grades K – 12. Students’ course needs will be met with Edgenuity (6 – 12) and Edmentum-Calvert Learning (K-5). An FRA teacher will be assigned to each student to give support and academic help as needed. The teacher will be available by phone, text, or email to the student and his/her parents. A time during the day and afterschool will be scheduled for student personal contact. The teacher’s office hours will depend on the teacher’s regular daily schedule. Attendance will be taken daily by reviewing the student’s progress for the day.**
- **Our Ready to Achieve School Operational Guidelines were developed based on guidance from the Louisiana Department of Education, Board of Elementary and Secondary Education, Louisiana Department of Health, and the Center of Disease Control and Prevention. The Governor’s Roadmap to Restarting Louisiana Schools was used to issue guidance to Louisiana public and non-public schools.**
- **Our plan could potentially change based on additional guidance from any of these departments. We are waiting for the Governor’s final decision regarding the phase that will be assigned and regarding the wearing of masks.**

PHASE SUMMARY

In each phase, students have the option to participate in our virtual program, which is 100% online with an assigned teacher for support. Parents should contact the school if they are interested in a virtual school program for their child or children.

PHASE	OPERATIONS
<p>PHASE 1</p>	<ul style="list-style-type: none"> • All students will receive virtual instruction off campus. • Students enrolled to attend school on campus will receive instruction through our Distance Learning Platforms: FaceTime Live, Class Dojo, Remind, Google Classroom and Google Meet. Students enrolled in our virtual program will continue instruction using their assigned tools. • Students with special needs may be on campus to best accommodate them. • Teachers and staff will report to our school campus to provide instruction to their students through online platforms.
<p>PHASE 2</p> <p>The Phase 2 directions listed will be adjusted according to the Governor's orders due to the upsurge in COVID 19 cases and the Delta Variant.</p>	<ul style="list-style-type: none"> • PreK – 12 students will attend school in person 5 days a week. Students in grades PreK – 6th grade will remain in static groups to the maximum extent possible. • Students will have the option to participate in the virtual program if they are not comfortable returning to campus. Students participating in FRA's virtual program must be registered and tuition must be up to date. • Students in grades 3-12 will wear a face covering to the maximum extent possible. A face mask will be given to each student on the first day of school if they do not have a face covering. • Our school will implement the guidelines set forth by the CDC and the LDOE (daily temperature checks, scheduled hand washing, masks for grades 3 – 12, amended cafeteria protocols and additional enhanced safety guidelines). • Note: The maximum number of people allowed in a class is 25, including the teacher. • Carpool directions have been modified for student safety and will be shared with you in another part of this document. • Buses will transport at 50% capacity. • Sports will follow LHSAA guidelines. • Physical education will be modified.
<p>PHASE 3</p>	<ul style="list-style-type: none"> • Same as Phase 2 • Buses will transport at 75% capacity rather than 50%.

**Static Group is defined as a group whose composition of students does not change.

EARLY CHILDHOOD EDUCATION

Phase 1: Virtual Learning

- In the event, that daycare centers continue to be open, our PreK program will continue face-to-face abiding by all guidance and precautions for the health and safety of our youngest students.
- PreK students will receive a device with specific educational programs to work on at home.
- A teacher will be designated to check in with these students on a regular basis.

Phase 2 & 3: FACE-TO-FACE & VIRTUAL

- In the traditional model, students will receive face-to-face instruction in static groups and materials will be cleaned after every use.
- Students will be spaced 6 feet apart when possible. When 6 feet spacing is not possible and when students are not within the static classroom, masks will be worn. (Ex. arriving and departing campus, moving through hallways, restrooms, when not actively eating in the cafeteria, etc.)
- The playground will be cleaned thoroughly after each use.
- PreK students who choose to participate in the off-campus program will receive packets to work on at home as well as instructional videos and links to activities.
- PreK students who choose to participate in the off-campus program will receive a device with specific educational programs to work on at home.
- A teacher will be designated to check in with the off-campus students on a regular basis.
- In Phase 2, the bus will transport students at 50% capacity.
- In Phase 3, the bus will transport students at 75% capacity.

INSTRUCTION

Our goal is to provide quality instruction to our students regardless of the mode of learning. Teachers will maintain high expectations, and students will be held accountable for learning.

Phase 1:

- Teachers will deliver their regular curriculum via online learning platforms such as Face Time Live, ZOOM, Class Dojo, Google Classroom and Google Meets.
- Students will be expected to login regularly, “attend” class, submit assignments, and complete assessments.
- All students in grades 3-12 will receive a laptop/Chromebook. Students in PK to 2 will be assigned an iPad when they are received. Parents are responsible for all damages to their child’s loaned device. Parents will be required to purchase insurance on these devices.

- If students need internet, we will have Wi-Fi devices available to assist the families. See application for assistance for families to receive Internet services at their homes at reduced costs.

Phase 2 and 3 (FACE-TO-FACE):

- Pre-K-6 students will attend class 5 days a week.
 - o Students will remain in static groups.
 - o Students will have P.E., recess, and ancillary classes as planned.
- 7-12 students will attend class 5 days.
 - o Classes are limited to 25 people, including the teacher, which will allow spacing as close to 3-6 feet apart as possible.
 - o Additional lunch shifts will be scheduled. Some classes may eat lunch in the classroom.

Phase 2 and 3 (VIRTUAL):

- Students will receive instruction using the Edmentum / Calvert Learning for grades K-5 and the Edgenuity curriculum in grades 6 – 12. These curriculums are specifically designed for each student at his/her grade level and meet Louisiana Standards. An FRA teacher will be assigned to each student to give support and academic help as needed.

*The aftercare program will be offered as usual under the direction of Mrs. Patti Cochran.

Students with Disabilities: Students will receive their supports as outlined in their Individual Academic Plans (IAP). If any changes are needed to the IAP, parents may contact the school to schedule a meeting for adjustments to the IAP outside of their annual reviews.

TECHNOLOGY

To reduce the amount of sharing and prepare for any necessary virtual learning or school closure, students in grades 3 – 12 will be assigned a school-issued computer/Chromebook. Our school will be a 1:1 model in these grades. Grades PK – 2 will be issued devices (tablets) as Cares Act and other grant funding allows.

- Students will have access to Class Dojo, Google Classroom and Meeting, emails, IXL, and various other platforms. Training will be provided on these platforms the first weeks of school.
- If students need internet service, we will have Wi-Fi devices available to assist the families. See application for assistance for families to receive Internet services at their homes at reduced costs.
- Students participating in the virtual program will be offered orientation and a supply/device distribution day where they will receive any materials needed for instruction. (Username and password for the issued device, IXL, Edgenuity and more)
- Parents are responsible for all damages to their child's loaned device. Parents will be required to purchase insurance on these devices

STUDENT ATTENDANCE

Regardless of the learning model, student attendance will be recorded and monitored.

Phase 1 (All Virtual):

- The assigned virtual teacher will maintain attendance records on Google Sheets based on students “attending” classroom sessions, completing assignments, and engagement with the platforms.
- Students in the virtual program will be expected to “attend” the required class meetings.
- Attendance rules and regulations are enforced.
- Students not meeting the attendance requirements will not be considered as successfully completing a course and for passing.

Phase 2 & 3 (FACE-TO-FACE & VIRTUAL):

- Attendance rules and regulations are enforced.
- Teachers will maintain attendance records in J Campus
- Students in the virtual program will be expected to “attend” the required class meetings and complete the required amount of daily work. An email from the student or parent to the supervising teacher is required daily.
- Students not meeting the attendance requirements will not be considered as successfully completing a course and for passing or promotion.

TRANSPORTATION PROTOCOLS

Phase 1:

- All students are learning virtually. Buses will be used on an as-needed basis for small groups to attend campus for extenuating circumstances (students with disabilities who need services, CTE skills assessments, etc.). If buses are needed in this phase, they will run at 25% capacity, one student per seat, and only use every other seat.

Phase 2:

- Buses will operate 50% capacity and students will be spaced out to the extent possible.
- Employees and students in grades 3-12 will be required to wear a face mask on the bus.
- Students will sanitize their hands upon loading and exiting the bus.
- Windows will be open to the extent possible.
- All buses will have a seating chart.
- Buses will be cleaned thoroughly before and after each load.

Phase 3:

- Buses will operate at 75% capacity and students will be spaced out to the extent possible.
- All protocols in Phase 2 will be followed.

CARPOOL DIRECTIONS

Students morning arrival begins at 7:15 a.m.

- **Students will be screened as they exit their cars or the buses and then will go to their classrooms where their teachers are waiting for them.**

Carpool – Morning:

- **Please line up in lines 1, 2, 3, and 4 according to map below. Each line is full when the back of the last vehicle is in line with the orange cones.** We must keep the back-carpool gate open and not create a traffic jam onto Major Parkway.
- Students assigned to the Elementary building Grades PreK – 6 will exit their cars, after being screened, under the awning and go directly to their classrooms. Teachers will be in their classrooms to meet the students.
- Students in grades 7 – 12 will exit their cars in front of the middle and high school building. Students will be screened and report to their homeroom class. Teachers will be in their classrooms to meet the students.

Bus Directions

- Students who ride the bus will be screened as they exit the bus and directed to their perspective buildings. They will go to their assigned class or homeroom where their teacher will be waiting for them.

Students Who Drive to School or Ride with a Fellow Student

- Students who drive to school will enter the 7th – 12th building through the door nearest the gym where they will be screened and then report to their homeroom class.

Students will **NOT** be allowed to congregate in the quad area, on sidewalks, in the halls, or in the gym before school begins.

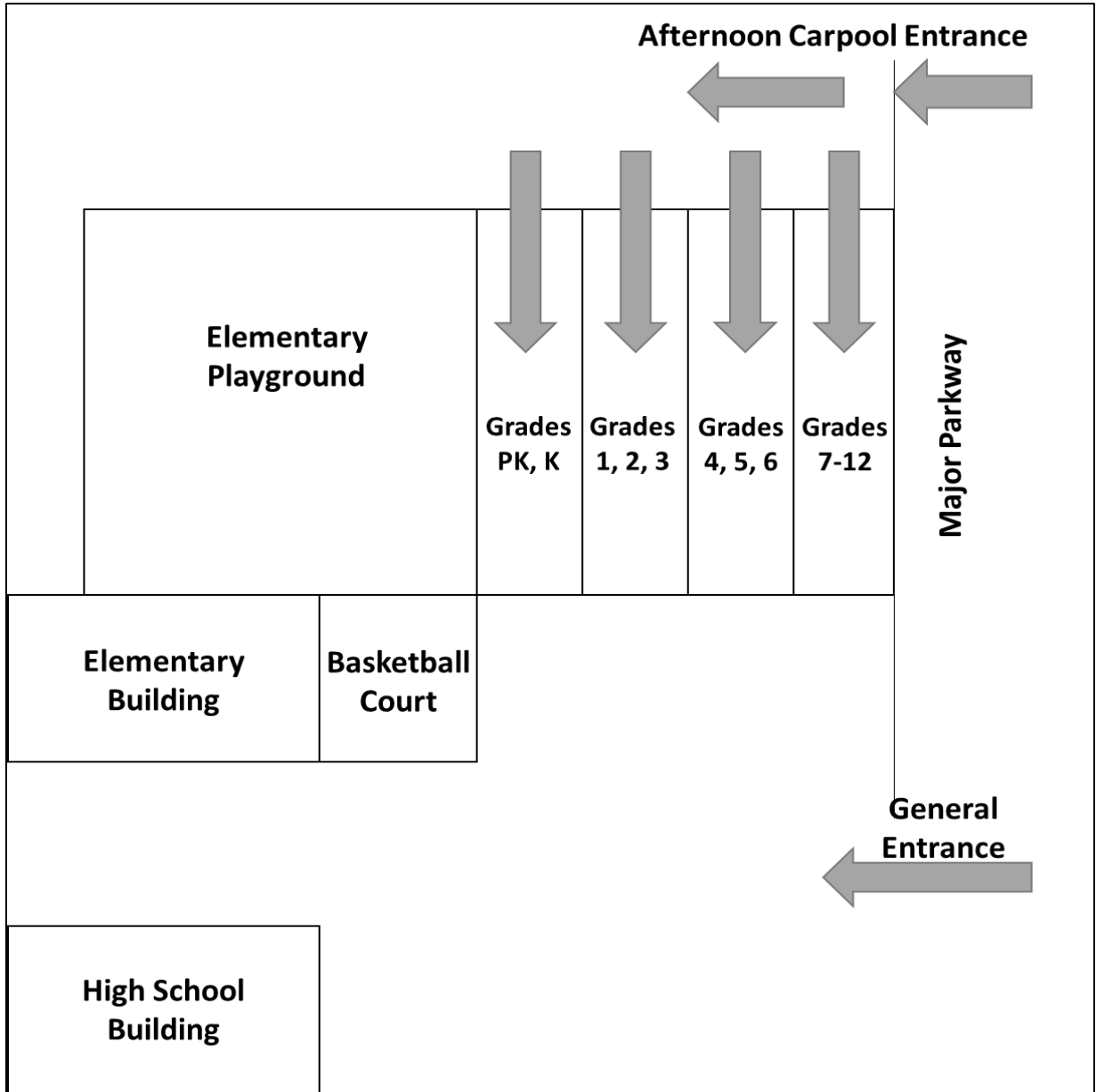
Afternoon Carpool Instructions for All Grades

Procedure for Afternoon Carpool:

There will be 4 lanes of cars on the gravel area. Lane 1 located at the fence line next to the playground will be for Pre-K and kindergarten only. Lane 2 will be for 1st, 2nd, and 3rd grade parents only. Lane 3 will be for 4th, 5th, and 6th grade parents only. Lane 4 will be for 7th-12th grade parents only.

Cars will enter the school grounds at the entrance at the far end of the elementary playground, closest to the Pangburn building. Cars must get in their assigned lines. If a carpool student has an older sibling, the older child will come out with the younger sibling and stand together. If a parent is picking up other children, they will all stand with the youngest student. We will be loading our Lane 1 grades immediately after the buses pull out. Out of courtesy, those arriving late should be polite and get in their assigned lane. If that lane has already been loaded, you will wait until all students have been loaded to pick up your child. **See Map Page 9**

Carpool – Afternoon Map



CAFETERIA PROTOCOLS

All cafeteria workers will have appropriate PPE including masks, gloves, and shields.

Phase 1

- (All students learning virtually) Cafeteria Closed – Student meals will be at home.

Phase 2 & 3 (Face-to-Face): Information below for phase II is likely to change if FRA gets approval to return to the USDA school food service program. We should know before students return to school.

Breakfast:

Breakfast will not be served on campus. Please be sure your child has breakfast before arriving on campus in the morning.

Lunch:

- Lunches will be plated according to student/parent pre-ordered choice.
- Lunches will be pre-ordered one week in advance according to student and parent preference.
- Students may bring their lunch from home.
- Lunch costs are: \$3.25 Elementary and \$3.50 for high school.
 - The cafeteria will be thoroughly cleaned between each lunch shift.
 - Parents are encouraged to use our online payment system to reduce physical contact. Parents can go to www.MySchoolBucks.com or download the My School Bucks App to create an account and add money to their child's account.

Phase 2 & 3 (Virtual):

- Student meals will be at home.

COMMUNICATION

Keeping our families up to date on the latest plans and changes is a top priority for False River Academy. We will continue to encourage our parents to update their information and check our various modes of communication frequently.

- Parents are strongly encouraged to ensure their contact information is correct in JCampus, and to update the information if anything changes throughout the year.

o Parents will receive login information to JCampus parent command center at the beginning of the year and will be asked to login and check email, phone numbers, addresses, etc.

- False River Academy will continue to communicate via:

- o Email
- o Text Message
- o FRA Website

- o Robocalls
- o FRA Social Media Platforms (Facebook)

SAFETY MEASURES

Face Coverings: (Waiting new directives)

• Face masks/coverings have proven to drastically reduce the chance of spreading and/or contracting COVID-19. **To protect our employees and students, all employees, and students in grades 3-12 are required to wear face coverings to the maximum extent possible.** The face covering must cover the mouth and nose. The school will provide all employees and students in grades 3-12 a minimum of one mask.

o Gaiters are allowed.

o Preferred mask colors are solid maroon, black, white, gray, or disposable blue. However, students in all grades may wear school appropriate patterns. **NO CAMOUFLAGE.**

o Pictures on masks/gaiters (unicorns, Batman, llamas, etc.) are allowed.

o In grades 7-12, Any writing or letters on masks/gaiters are NOT permitted with exception of Gators, FR, FRA, or a school logo.

Cleaning and Disinfecting:

• High-touch surfaces such as doorknobs, faucets, desks, etc. will be cleaned frequently. An additional custodian will be added to the staff to clean and sanitize throughout the day.

• Restrooms will be cleaned frequently throughout the day.

• Every classroom will have hand sanitizer, and students will use it before entering and before leaving the room.

• Hand sanitizer will also be at all entrances, exits, hallways, lobbies, and offices.

• Air filtration and sneeze guards will be in all administrative office areas.

• Teachers will be provided with cleaning and disinfectant supplies to clean desks throughout the day.

• Deep cleaning and antimicrobial cleaning will be conducted by our professional cleaning team.

• Water fountains that require touch will be closed. **Water bottle-filling stations will be available in each building and in the gym, so students are encouraged to bring refillable bottles.**

• **THE ENTIRE SCHOOL WILL BE SAMITIZED DAILY USING AN ELECTROSTATIC SPRAYER AND APPROPRIATE SANITIZING MATERIAL.**

STUDENT SCREENING

Student and employee health are our top priority; student screening is detailed below.

- Students should stay home if they are ill, symptomatic, or have been in direct, close contact (less than 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19. The length of time to stay home will be 14 calendar days or the length of time indicated by current recommendations of the CDC.
- All students will have their temperatures taken prior to first hour. If a student registers a temperature of 100.4 or shows signs of illness such as cough, shortness of breath, or vomiting, they will be required to return home.
- Symptomatic students will be isolated and supervised until a parent arrives. Students may be required to present a doctor's release to return to school.
- If a student tests positive for COVID-19, the parent is strongly encouraged to notify the school administration as soon as possible. The student will be required to stay home for 14 calendar days or the length of time indicated by current recommendations of the CDC.
- If the school confirms a positive case, the administration will contact the Louisiana Department of Health's Regional Medical Director to determine additional steps that we may need to take. In addition, an email/text message will be sent to individuals who were members of the static group or were in close contact with the person who tested positive. Students who were in close contact (less than 6 feet for more than 15 minutes) should remain home for 14 days and monitor symptoms.
- We will continue to follow protocols from health officials and will adjust procedures, as necessary.

EMPLOYEE PROTOCOL

To keep our employees and students safe, we will also train and screen our staff. Employees will be trained on prevention of the spread of COVID-19 and recognition of symptoms.

- Employees should stay home if they are ill, symptomatic, or showing any signs of illness such as cough, shortness of breath, or vomiting.
- All employees will have their temperatures taken upon arrival to work. If an employee registers a temperature of 100.4 or shows signs of illness, they will be required to return home.
- Employees will need to contact the principal or a designee if they are experiencing symptoms of COVID-19, test positive for COVID-19, or have direct, close contact with someone who tests positive for COVID-19. If an employee tests positive for COVID-19, they will be required to stay home for 14 calendar days or the length of time indicated by current recommendations of the CDC.
- If the school confirms a positive case, an email/text message will be sent to individuals who were members of the static group or were in close contact with the person who tested positive.
- False River Academy will continue to work with the Louisiana Department of Health to provide guidance for positive cases.

TRAVEL AND VISITORS

As a school, our goal is to reduce the number of individuals our students encounter daily. Because of this, we will limit their exposure to “outsiders” until further guidance is provided by LDOE and LDH.

- To prevent exposure to COVID-19, field trips and school-related travel will be limited and must be approved by the principal.
- To protect our employees and students, only essential visitors will be allowed on campus until further notice. If a visitor must go on campus, he/she will be required to wear a mask and have a temperature check. All visitors must report to the main office in the high school building.

BEGINNING OF SCHOOL

Students will begin school August 9th. Due to the changes and additional protocols, the first day of school will focus on meeting with students to review procedures, safety measures, and required proposals.

Below is the schedule for the first week of school

August 9th, Monday

Grades 1 – 12 School Begins - 7:45 a.m. School Ends – 2:45 p.m.

PreK and Kindergarten students will have a staggered start:

- **Group A** Monday and Tuesday, August 9th and 10th – Full days of school.
- **Group B** Wednesday and Thursday, August 11th – 12th – Full days of school.

All PreK and Kindergarten students will attend on Friday, August 13th.

- PreK and Kindergarten carpool students will dismiss at 2:30 p.m.