

RETURN TO SCHOOL PLAN

2020



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*Return to School Plan  
In Response to COVID-19*

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## **INTRODUCTION**

The Friends of King School District will implement the following plan to aid in the re-opening of our schools that aligns with our mission to foster a safe environment for employees and students. We will adjust these plans as needed to reduce the impact of spreading COVID-19.

The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO) and New Orleans Public Schools. Regular updates will be made to this plan based on information provided to us by the LDOE, CDC, WHO, and applicable federal, state, and local agencies.

## **KEY PROTOCOL AND INFORMATION**

- Everyone entering FOKS buildings must wear a mask and have their temperatures taken. This includes staff, students, and visitors.
- New signage has been put up around the school to remind staff and students of the safety and social behavior that is expected.
- Social Distancing will remain in effect for all building occupants and learning spaces. Student desks will be spaced apart for all school activities and students will be assigned seats and instructional materials.
- Students and staff are encouraged to keep a personal size bottle of hand sanitizer on their person while inside the school building always.
- Classrooms will be disinfected at the end of each day. Teachers and staff will receive supplies and will disinfect their respective workplace before and after each use daily.
- Students will receive daily in-person instruction in static groups as often as possible. Transitions will be monitored and follow social distancing and health and safety guidelines.
- If necessary, students will be given a reusable mask. Students will not be allowed to exchange masks or use other student's masks.
- Students will only be allowed to board the school bus with a face mask.
- Students may provide their own mask and/or a face shield.
- Student masks must be appropriate and cannot have any writing or symbols. Bandanna type masks or gang-related masks are prohibited.
- Students or staff members who become sick must notify the school immediately and quarantine at home for 14 days. Students and staff members will only be allowed to return to school with a doctor's note stating that the individual is cleared to return.

PHASE	OPERATION
Phase I	<ul style="list-style-type: none"> <li>• School operations are limited to virtual learning only.</li> <li>• Facilities are closed to the public.</li> <li>• Key Staff will report to the school building</li> </ul>
Phase II	<ul style="list-style-type: none"> <li>• School operations will implement a Hybrid or Virtual schedule.</li> <li>• Key Staff will report to the school building.</li> </ul>
Phase III	<ul style="list-style-type: none"> <li>• Schools will open for all students Monday through Friday based on recommendations and data from LDOE, CDC, NOLA, and the Governor’s office, and applicable local and state agencies.</li> <li>• School operations will resume with restrictions or guidelines.</li> <li>• All staff will report to the school building.</li> </ul>

In Phases 1, 2, and 3, all families will have the option to learn exclusively from home via Google Classroom and Zoom. We will use the information from our “Return to School Survey Form” to assist every family and offer additional guidance.

### **Option to Participate in Distance Learning Only**

Regardless of whether the city is in phase 1, 2, or 3; a parent or guardian may opt to have his or her child participate in distance learning only, rather than attend school in-person. Once a parent chooses distance learning, the child is enrolled in the distance learning option through the end of the quarter. A parent may then adjust the child’s enrollment to an in-person option to begin the following quarter. All assignments will be graded and recorded in JCAMPUS and count towards the student’s final grade.

The teaching staff has been involved in many professional development activities to sharpen their skills using the Google Classroom platform. We are planning a professional development activity for parents on Google Classroom. The date for this will be sent later. We also have Google Classroom tutorials embedded on our district website. This will assist some parents who want to get a start prior to the professional development activity.

### **Attendance**

Friends of King School has adopted a flexible calendar and school schedule that maximize learning opportunities throughout the year. To receive credit and attendance for courses during the 2020-2021 school year, students are expected to attend class every day, log in to the virtual program and complete assignments. FOKS Attendance and Grading Policy can be found on our website. In addition, FOKS will offer Saturday School focusing on ELA and MATH using high-quality curriculum (distance learning and in-person instruction). We will have extra tutoring in reading and math daily for students with the greatest need.

## **Safety Procedures**

- The water fountains will not be used. Each student is asked to bring a personal bottle of water to school daily.
- School supplies cannot be shared. Make certain that your child has daily supplies (paper, pencils, etc.).
- Students will be organized into static groups, with limited transitions throughout the day. They will remain with the same students all day. Teachers will move.
- Students and employees will have their temperature checked upon arriving to the campus daily. If the temperature is elevated, the student will be isolated, and the parent will be notified to come and get the student immediately. Medical clearance will be necessary before the child can return.
- Students will wash and/or sanitize their hands multiple times per day.

## **CAFETERIA PROTOCOL**

**Phase 1:** The Child Nutrition Department will offer students breakfast and lunch as “grab-n-go” meals weekly. Students are required to be in the vehicle to pick up meals. If a student is not in the vehicle, the parent will have to sign a waiver, stating the meal is for the student.

**Phase 2:** Hybrid Plan- Breakfast and lunch will take place in the classrooms with the static groups. All students on campus will be offered breakfast upon entering school. Students will be allowed to eat in their first period classes, or in other areas of the school as determined by the principal. In all circumstances, students in static groups will maintain recommended social distancing. Students will enter the cafeteria in groups no larger than 25. Students will pick up their meals and be seated within their fixed classroom group, maintaining 6 feet of social distance from other groups. Staff members will follow a fixed schedule for eating locations as determined by the principal. The cafeteria staff will properly clean and sanitize tables and seating surfaces between feeding groups in the dining hall.

**Phase 2:** Virtual Plan- Students enrolled in FOKS Virtual Classes will be offered “Grab and Go” meals being distributed on Mondays and Wednesdays between 9:00 a.m. and 12 noon. The student or a parent may pick-up the two-day supply of food on Mondays and Wednesday.

**Phase 3** –The Child Nutrition Department will provide meals utilizing the Phase 2 guidelines, increasing the size of student groups from 25 to 50.

## **Temperature Checks**

All students and staff who enter any FOKS campuses will be required to receive a temperature check, completed by FOKS staff. These temperature checks will be completed upon each student or staff member’s arrival each day. Staff and students who arrive at school with a temperature at or above 100.4 F, or who display COVID-19 or flu-like symptoms will be asked to return home.

If a student becomes sick at school, he/she will be isolated in a designated area of the school building, away from the rest of the school's population. We are asking that parents pick up their child within an hour of being notified that the child is ill. We also ask that the child not return to school until the child is fever and symptom free for 24 hours and a doctor's note is provided, following school policy.

### **Exposure to COVID-19**

In order to reduce the risk of community spread of COVID-19, employees will be required to immediately report to human resources and/or their direct supervisor that they have tested positive for the virus, or have been in direct contact with someone who has tested positive for Covid-19. Employees who test positive for COVID-19 may return to work with a doctor's note stating that the employee is no longer testing positive. Employees who meet a person who has tested positive for COVID-19 will need to self-quarantine for 14 days.

Parents are also required to inform the school if their children have tested positive for COVID-19, or if they have been in contact with a person who has tested positive for the virus. They will then follow the same procedure as outlined for staff members.

### **Transportation**

<b>Phase 1:</b> No bus transportation will be available.
<b>Phase 2:</b> School buses will operate at 50 percent capacity to maintain appropriate spacing. Everyone onboard will be required to wear a mask. Students will have a seat assignment. Buses will be sanitized after every route.
<b>Phase 3:</b> School buses will operate at 75 percent capacity to maintain appropriate spacing. Everyone onboard will be required to wear a mask. Students will have a seat assignment. Buses will be sanitized after every route.

- Bus students will have their temperatures checked before they board the bus. If the temperature is elevated, the parent must take the student home. Medical clearance will be necessary before the child can return.
- Parents must remain with the child until the bus monitor gets to the site. **NO EXCEPTIONS!**
- Parents must pick students up on time. The monitors are unable to "babysit" students when parents fail to pick students up on time.
- Students will have **strict** assigned bus seating to maintain social distancing. Students from the same household will be allowed to sit on the same seat. Students will not be allowed to change seats.

### **Communication**

- The FOKS District will continue to utilize JCAMPUS Student Information System to build strong relationships between school and home through data focused two-way

conversation. The following methods will be used to communicate with our parents and employees:

- Robo – calls, text messages and emails.
- District website and social media
- Parental Portal
- Teacher Website and Google Classroom Portal
- Students will hear from educators daily and weekly feedback will be provided.

### **Visitors and Volunteers**

- As we reopen the school year, unfortunately visitors and volunteers, including parents, will be restricted from entering the schools. Our parents are an integral part of the Friends of King Schools, and our partnership is essential to the success of our students. However, an important element of our overall planning is to reduce the number of people each student meets, this will help ensure the safety of our students and faculty.
- If there is an emergency during school hours, and you must check your child out from school, you must call the school before 2:30 p.m. (504) 940-2243 explaining the emergency. We will release your child from the Caffin Avenue doors, after presenting necessary identification.
- Building community remains important and we will be sharing creative ways to engage with you during this unique time.

### **Cleanliness**

Cleaning and disinfecting are parts of a broad approach to preventing infectious diseases. The school is being thoroughly disinfected and sanitized daily. Other CDC guidance on cleanliness will be followed.

### **Social Distancing**

Social distancing is an effective way to prevent potential infections. FOKS employees, students, parents, and visitors should practice maintaining a 6 feet distance and eliminating physical contact with others.

Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office and hallways to maintain the social distancing requirement of 6 feet.

Ad-hoc Interactions or Gatherings – Non-essential or informal meetups and visiting should be avoided.

### **Tech Help Desk/ELL Help Desk**

There will be two after-hour phone lines for parents who need additional technology help and another line for ELL families. Tech# 504 308-3374/504 308-3369.

## **Frequently Asked Questions**

### **When does school start?**

The 2020-21 school year for all Friends of King Schools start Monday, August 17, 2020 promptly at 8:00 a.m. All classes will be virtual.

### **Is it too late to enroll my child in FOKS District?**

No. Limited seats are available. PreK-12 families who are new to the city, new to public schools, or wish to transfer to a new school for the 2020-21 school year can apply via Late Enrollment through EnrollNOLA.

### **How will my child access the virtual class?**

All students were issued an email and password to access their class(es). The classroom username and passwords are setup the same.

First name.last name@mlknola.org

Do not space, use hyphens or apostrophes.

THE PASSWORD IS: Mlknola2020

Go to classroom.google.com and click Go to Classroom. Enter the email address. Next: Enter your password and click Next. If there is a welcome message, review it and click Accept. You will see an invitation from your child's teacher to join the class.

### **Will attendance be taken during virtual classes?**

Yes. Attendance will be taken daily.

### **Are students required to wear uniforms during virtual classes?**

Yes. Students are required to wear a uniform top.

### **How can I borrow a laptop and/or wifi device?**

Please contact the school.

### **Who do I contact if I have technical issues?**

Help Line: 504-308-3381                      3:30 pm - 6:30 pm    Monday-Thursday

ELL Help Line: 504-308-3369                3:30 pm -7:30 pm     Monday- Thursday

### **How will students with an IEP and/ or specialized instructions be accommodated?**

Students will continue to receive accommodations and specialized instruction, as per their IEP. Your child's teacher will contact you with more detailed information. If you have specific questions, please send an email to [dctton@mlknola.org](mailto:dctton@mlknola.org).

**Will standardized test be waived this school year?**

At this time, all assessments and standardized test for the 2020-2021 year are still scheduled to take place.

**When will students be returning to in-person instruction?**

While we are planning for some in-person instruction to begin after Labor Day, FOKS will follow the guidance of NOLA Public Schools. When we move to in-person instruction, parents will still have the choice of continuing 100% distance learning for their children.

**Will FOKS provide breakfast and lunch during virtual classes?**

Yes. Beginning August 17, 2020. Students enrolled can pick up grab-and-go meals containing breakfast, lunch, and a snack on Mondays and Wednesdays from 9 a.m. to 12 p.m. Every Monday, meals will be provided for two days. Every Wednesday, meals will be provided for three days. Please note, these meals are for FOKS students only.

You may also reach out to your school's social worker for additional assistance and resources.

M. L. K. Elementary School    [sseals@mlknola.org](mailto:sseals@mlknola.org)

M. L. K. High School            [fbrightman@mlknola.org](mailto:fbrightman@mlknola.org)

**I am not getting communications from the school.**

Please send an email to:

M. L. King Elementary School    [kevery@mlknola.org](mailto:kevery@mlknola.org)

M. L. King High School            [djackson@mlknola.org](mailto:djackson@mlknola.org)

Please include your child(ren) name, contact phone number, and address.

If you have a general information question, please call 504-940-2243 or email [info@mlknola.org](mailto:info@mlknola.org).

