



V. B. GLENCOE CHARTER  
SCHOOL  
STRONG START 2020-2021

**Reopening Plan for the  
2020-2021 School Year**

## **A Message from the Director**

Last March 13, 2020, school buildings across our nation were closed due the COVID 19 Pandemic, forcing us into uncharted territory for our students, families, and the education community. During the time of school closure, our teachers stepped up to the challenge before us and made the best of the situation providing continuous learning activities for our students.

Now we are charged with opening schools in a manner that not only ensures a strong academic start, but also ensures the safety and well-being for each student. In that effort, V. B. Glencoe is committed to following the guidance and mandates from the Louisiana Department of Education, the Board of Elementary and secondary Education, and the CDC. As we follow these guidelines, we must be flexible as we monitor the effects of the pandemic and any new regulatory mandates.

We appreciate the opportunity to provide your children with a high-quality education in the coming 2020-2021 school year. It will be a learning experience for ALL of us.

Our parent/school partnership will be more important than ever before if we are to be successful in keeping our students, families, and faculty and staff safe and healthy while making sure our students stay on track for academic success.

In accordance with guidance from the Louisiana State Department of Education (LDOE), the Boards of Elementary and Secondary Education (BESE), and the Louisiana Department of Health, V. B. Glencoe Charter School has developed a reopening plan for the 2020-2021 school year that will ensure the health and safety of our students during the COVID 19 Pandemic while providing high quality learning opportunities. Input from administration, teachers, staff, and parents were used in the development of this document. All minimum guidelines from the LDOE and BESE will be enforced.

Minimum guidelines for Louisiana Department of Education and BESE Strong Start Reopening Guidelines were followed in developing the V. B. Glencoe Reopening Plan, including:

- Minimum health and safety standards for reopening schools are outlined by phases ordered by Louisiana Governor, John Bel Edwards.
- Minimum requirements for group sizes and composition,
- Physical standards for the use of school facilities,
- Monitoring for symptoms of COVID 19,
- Environmental cleaning and personal hygiene,
- Availability of hygienic supplies,
- Transportation guidelines,
- Student programming determination, and
- Allowances for essential visitors on campus

For the complete guidance document, please see visit

<https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf>

For information regarding Coronavirus Disease 2019/COVID-19, please visit the LDH website and CDC website: <https://www.ldh.la.gov/coronavirus> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

I want to assure you that health and safety has been at the forefront of all of our plans, and it will continue to be our goal above all.

Wishing everyone a strong and successful school year,

*Loren M. Decuir*

## 2020-2021 Calendar Revisions:

- Revisions to the 2020-2021 Calendar reflect a later start date for students.
- Orientation will be held in small groups in-person and online on Monday August 10 through Wednesday, August 12.
- First through tenth grade students will begin school on August 13th and 14th.
- Half of students will begin on Thursday, August 13, while the remainder will start on Friday, August 14.
- Pre K and Kindergarten students will begin on August 20 and 21.

The complete revised calendar can be found on our website at [www.vbglencoecharter.org](http://www.vbglencoecharter.org)

## Virgil Browne Glencoe Charter School 2020-2021 Calendar

JULY					AUGUST					SEPTEMBER					IMPORTANT DATES	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Date	Event
		1	2	3	3	4	5	6	7	7	8	9	10	11	<b>Jul 03</b>	Independence Day Holiday; Offices Closed
6	7	8	9	10	10	11	12	13	14	14	15	16	17	18	<b>Aug 04-07</b>	Staff Training and Planning
13	14	15	16	17	17	18	19	20	21	21	22	23	24	25	<b>Aug 10-12</b>	Orientation for students and parents on a rolling small group schedule
20	21	22	23	24	24	25	26	27	28	28	29	30			<b>Aug 13</b>	First Day for Students (Group 1)
27	28	29	30	31	31										<b>Aug 14</b>	First Day for Students (Group 2)
															<b>Aug 20</b>	First Day for Pre K / K (Group 1)
															<b>Aug 21</b>	First Day for Pre K / K (Group 2)
			1	2	2	3	4	5	6	7	8	9	10	11	<b>Sept 07</b>	Labor Day
5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	<b>Oct 09-12</b>	Fall Break
12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	<b>Oct 14</b>	Parent Teacher Conferences
19	20	21	22	23	23	24	25	26	27	28	29	30	31		<b>Nov 03</b>	Election Day
26	27	28	29	30	30										<b>Nov 23-27</b>	Thanksgiving Holidays

# 1 to 1 Technology Plan:

**V. B. Glencoe Charter School will provide 1:1 technology for all students in K through 10th grade. This applies to all models and options.**

- Students in Kindergarten through 10th grade will be provided a school issued Chromebook, laptop, or tablet and participate in daily lessons, assignments, and check-ins.
- Students are required to pay a \$20 Technology Insurance Fee and a \$5 Technology Resource Fee. (\$40 Family maximum)
- Technology and device use contract must be signed by both parent and student.
- Device insurance will cover accidental damage to the device. Parents are responsible for replacement fees for loss or theft.
- Wi-Fi access will be available in the V. B Glencoe parking lot, St. Mary Parish Schools parking lots, and designated community locations throughout the area.

## Back to School Options

**In the event that Louisiana is in a Phase 1 Order, all students will participate in a Full Virtual Model. A Description of a Full Virtual Model is given in the description for Phase 2 Option: Full Virtual.**

### **PARENTAL OPTIONS during Phase 2 are as follows:**

- **FULL VIRTUAL** - Students will attend school virtually from home under the supervision of a parent or caregivers Monday through Friday. Daily active support by parents will be necessary for student success.
- **HYBRID** - Students attend school 4 DAYS IN PERSON and 1 day VIRTUALLY. Students have access to face-to-face instruction by teachers.

### **Phase 2: Full Virtual Option**

Parents of students in Pre K 4 through 10<sup>th</sup> grade can opt for a full virtual learning model in which students would be fully virtual and work from home. This model is best for students who work well independently and are self-motivated and/or have the availability of strong leaning support at home. This model is also best for students who have family members who are, or they themselves are, health compromised and must take extra precautions for health safety.

However, V. B. Glencoe Charter highly recommends that students in Pre-K through 2nd grade attend in person, if at all possible. The foundation skills required for reading are extremely important during these formative years and could be more difficult to acquire virtually. We are

happy to have conversations with you regarding this issue to help you to make a decision for what is best for your child.

### **General Guidelines for the Full Virtual Option:**

- Students may only transfer from the Full Virtual Program to face-to-face instruction at the end of a nine-week grading period. A survey will be administered at seven weeks to request a change in program.
- Daily lessons may be a combination of synchronous (live) or asynchronous (recorded).
- Classes will be monitored by teachers and/or a virtual classroom facilitator who will monitor attendance, grades, assignments, and help to answer questions.
- Participation is mandatory. All academic work will be graded and will determine promotion to the next grade or passing/failing particular coursework (high school students).
- All attendance requirements will be followed and attendance will be taken daily using participation and completion of work as a measure. Truancy guidelines will be enforced.
- Students are provided a school issued Chromebook, laptop, or tablet and participate in daily lessons, assignments, and check-ins. Students are required to pay a \$20 Technology Insurance Fee and a \$5 Technology Resource Fee.
- Reliable Internet provided by parent or guardian is required.
- Most classes will include live interactive lessons from teachers during the school day. This will depend on the grade level and subject area. Students should be available to participate in these lessons.
- It is important to note that Virtual Learning is different than helping with homework for 2 or 3 hours per night.
- It is expected that Pre K through 6th grade students will be engaged in learning an average of 4- 5 hours per day, while Middle and High School students will be engaged for 6- 7 hours per day in order to participate fully and be successful.
- Supervision of a parent, caregiver, or coach is necessary for successful progress in the full virtual program. While parents are not expected to deliver curriculum to their child, they are expected to commit to ensuring that their child is covering all daily, required activities assigned by their teacher. Parents should establish a daily schedule for learning and ensure that their student follows it.
- Children in Pre K through 5th grade must have an adult physically present to guide them through their daily learning process. Parents are considered to be their child's learning coach.
- A learning coach is someone who takes an active part in learning; a learning coach redirects students in learning activities, practices and models math problems, participates

in discussions to monitor comprehension and thinking skills, uploads documents into Google Classroom, reviews and/or purchases materials needed for lessons.

- Parents, guardians, or coaches must be actively involved in the learning process on a daily basis to help students be successful.
- Parents must have a valid email that is checked daily. Parents must answer/return phone calls from online facilitators and teachers.
- Breakfast and lunch meals will be provided weekly and will be available for pick up at school.

## **Phase 2: Hybrid Model**

Parents of students in Pre K 4 through 10<sup>th</sup> grade have the option of a hybrid model. This model is best for students who thrive with routine and lots of social interaction. It is also recommended for students who prefer more engagement and hands on learning.

### **General Guidelines for the Hybrid Option:**

- In our hybrid model, students will attend school in-person four days a week (M., T., Th., F) and virtually one day (Wednesday).
- Class sizes have been reduced to accommodate 6 feet social distancing in grades 1 - 10. Extra furniture has been removed from each classroom to accommodate social distancing.
- Students will attend in-person lessons for face-to-face instruction with teachers four days a week.
- Wednesdays will be used for virtual learning with teacher check-ins, required assignments, online small group remediation, and teacher planning. School issued Chromebooks, laptops, or tablets will be issued to each student. Attendance will be taken on the virtual day and assignments are mandatory. Students are required to pay a \$20 Technology Insurance Fee and a \$5 Technology Resource Fee.
- Students will bring home assigned device on Tuesday to complete Wednesday home assignments.
- Virtual assignments on Wednesday must be completed by 10 pm in order for attendance to count.
- Interactive video class meetings/check-ins on Wednesday may be held at teacher discretion.
- Students will stay in static groups (groups that remain the same and in the same classroom) through 7th grade. MS and HS students will be able to switch groups with classroom cleaning between groups.
- In most cases, teachers will switch classrooms instead of students.

- Teachers will hold Office Hours for answering questions, individual or small group remediation, and parent conferences.
- Teachers will incorporate digital resources and Google Classroom as much as possible in their in-person lessons so that students and parents are familiar with the platform if we move back to Phase 1.
- Learning activities for Virtual and in-person students will correlate as much as possible so that both groups of students stay on track for mastery of grade level standards.
- Unfinished Learning will be addressed throughout the year as concepts requiring those prerequisite skills are introduced. Small group remediation will be utilized to the greatest extent possible.
- Although PE and ART time will be used for learning acceleration to address unfinished learning, the following will apply:
  - PE classes will be held to the greatest extent possible in grades 5- 8 (2 days per week)
  - Ninth and tenth grade students will take PE/Health graduation requirement.
  - Art and PE classes will be held to the greatest extent possible in grades K - 4.(at least one day a week, provided by paras)
- Uniforms are required.
- Lunch will be served in classrooms for grades 1 - 10. Pre K 4 and K will have lunch in the cafeteria. Students may bring their own lunch and/or snack.
- There will be no sharing of food or snacks, including birthday cupcakes.
- Students will have recess in grade level groups. Class groups must stay in designated areas.
- Playground equipment may not be used unless it can be adequately cleaned between each static group.
- Students must follow procedures for lining up in hallways, transitioning from area to area, utilizing restrooms. Procedures will be taught and practiced.
- Students are encouraged to bring their own water bottle.
- Water fountains on elementary campus will be retrofitted for bottle fillers.
- Continue use of Kentwood water coolers in Middle School/High School buildings.
- Additional handwashing stations are being added to the Middle School Buildings.
- Social distance markers will be placed in hallways and major walkway areas.
- Classrooms will be provided extra hand sanitizer with at least 60 % alcohol content. Hand sanitizer was also included on supply list as a general practice. Students may bring their own hand sanitizer as long as it has the appropriate amount of alcohol content.

# Symptom Monitoring

Protocols for monitoring of symptoms and personal hygiene will be followed:

- Temperature and symptom check upon arrival (for both students and staff); individuals with a temperature of 100.4 or above will not be admitted into the building
- It is very important that children who are sick are kept home; Do not give your child fever reducing medication and send them to school
- Parent will be required to sign assurances letter to pick up child immediately if child presents symptoms or is sick
- Students will wait in an isolation room for parent arrival
- A COVID 19 Process Flow Chart provided by the CDC will be utilized to determine attendance status of a students exposed to COVID 19 or who has a presumptive positive or positive diagnosis.
- The Director will work in partnership with the Regional Medical Director and the local Department of Health to make determinations for quarantine status of a student, a group of students, a class, or the school.
- A positive diagnosis of one child may not require a whole class to quarantine.

# Environmental Cleaning Measures and Personal Hygiene

Utilizing best practices in cleaning and hygiene is our best defense in protecting each other from COVID 19. The following practices will be followed daily:

## Enhanced Cleaning Measures

- High-touch surfaces, such as door handles and light fixtures, will be disinfected multiple times throughout the day.
- Office spaces, common areas, and work areas will have limited access and will be cleaned throughout the day.
- A schedule will be used for monitoring and cleaning restrooms throughout the day.
- Classrooms will be disinfected after each group's use and thoroughly cleaned daily
- Handwashing will take place at arrival, before eating, after eating, before and after outdoor play, and throughout the day.
- Water bottle filling stations will be cleaned multiple times per day.

## **Social Distancing**

- All class rosters have been modified to accommodate social distancing in classroom.
- Class sizes have been reduced to accommodate 6 feet social distancing in grades 1 - 10. Extra furniture has been removed from each classroom to accommodate social distancing.
- Social Distancing markers will be placed in hallways and high traffic areas.
- Teachers will monitor students to maintain social distancing in the classroom, in hallways, school building, and outdoor spaces to the greatest extent possible.
- Buses and cars will drop off and pick up students at designated entrance points by grade level to direct traffic flow and minimize interactions between cohorts.

## **Personal Hygiene**

- Hand sanitizing with sanitizers containing a minimum of 60% alcohol and hand washing with soap and water will occur upon arrival, at least every two hours, before and after eating, before and after PE or recess activity, and at dismissal.
- Most classrooms have sinks. Extra handwashing stations are being added to strategic locations on outside of classrooms without sinks and for convenience when entering and exiting the classrooms for lunch, recess, or PE activities.
- Students may bring hand sanitizer from home with the appropriate alcohol content.
- Proper hand washing for 20 seconds with soap and water will be explained to students and practiced with younger students.
- Teachers will be provided with hand sanitizer and soap as needed.
- Traffic patterns will be mapped to ensure staggering transitions, to adhere to social distancing guidelines. Markers will be utilized in hallways and major traffic areas to denote 6 feet social distancing.

## **Face Coverings**

Face coverings are a critical guideline to reduce the potential for COVID-19 spread.

- Face coverings will be required throughout the day for all 3rd-12th grade students and employees. This includes school buses.
- Students in grades PreK-2 may wear face coverings, but it is not mandatory.
- Make sure your cloth face covering:

- fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- Masks/coverings or neck gaiters must **not** contain wording, emblems and/or insignias that promote profanity, obscenity, political messages, drug/alcohol/tobacco use, or gang/hate-related slogans. Also, masks/coverings cannot contain images of faces. Neck Gaiters will be allowed.
- Bandannas **will not** be allowed.
- Individuals with documented health conditions and unable to wear face masks must notify the principal immediately at the beginning of the school term or upon diagnosis by a licensed physician. Proof of such condition/diagnosis must be presented to the principal.
- The principal/administrator has the discretionary power to determine the appropriateness of face masks/coverings to ensure the safety of the school learning environment.
- During outdoor breaks when students are 6 ft. apart, masks may be removed temporarily.

## Meal Options and Cafeteria Protocols

V. B. Glencoe will offer the following Meal options for Full Virtual Students:

- Phase 1- Weekly meal boxes will be provided for pick up at the school site on Wednesdays.
- Phase 2 and 3 - Full virtual students will be offered weekly meal boxes that can be picked up on Wednesdays.

Breakfast and Lunch for Hybrid students for both Phase 2 and 3:

- Hybrid students will be provided a grab and go breakfast to eat in classrooms upon arrival.
- Lunches will be delivered to classrooms.
- Limited seating in the cafeteria will be available for Pre K and K students. Other classes may be allowed cafeteria seating on a rotational basis.
- All students will be offered a take home breakfast and lunch for Wednesday meals upon dismissal on Tuesdays. Wednesday is our virtual day for hybrid students

# Transportation and Bus Protocols

School buses used to transport students must not exceed the following maximum capacity requirements:

- **Phase 1:** 25% (one per seat with every other seat empty; Members of the same household may sit in the same seat or adjacent seats, with an empty seat between household groups;
- **Phase 2:** 50% capacity (one per seat, Members of the same household may sit in the same seat or adjacent seats).
- **Phase 3:** 75% capacity (Members of the same household may sit in the same seat or adjacent seats).

Passengers on school buses will be spaced to the greatest extent possible while maintaining 50% capacity during Phase 1 and 75% capacity during Phase 3.

Seating charts will be established and maintained.

## Transportation Options

To accommodate decreased capacity of buses, VBGCS strongly encourages families to drop off their children and to pick them up from school when possible. Parents were asked to indicate preference on Option Declaration Form so that bus routes and assignments can be finalized.

- Parents and school staff should expect an increase in the amount of time that routes and car drop off and pick up may take to complete.
- Additional bus routes may be established as needed to accommodate pending bus riders.
- Once new bus routes and lists are made, families will receive notification of bus stops and times.
- Only students assigned to a particular bus can ride that bus. (No change of transportation allowed for riding buses.)

## Personal Hygiene and Environmental Cleaning on Buses

- Bus operators, and any VBGCS employees, will be required to wear face covering while on duty on a bus or in the school building.
- Students (3rd grade and older) are required to wear facial coverings at all times while being transported. Additionally, K-2 students should be encouraged to wear facial coverings when possible on school transportation.
- Buses will be equipped with hand sanitizer stations upon entering the bus. Upon entering the bus, all passengers will be required to sanitize their hands.
- A weather permits, windows on buses will be kept down to the greatest extent possible to maintain maximum air flow.
- Temps will be taken as students enter school, not on the bus.

- Bus drivers will clean high-touch surfaces, including seats and handrails, after each group's use. At the end of the day, the bus will be extensively cleaned.

## **Entering and Exiting the Bus**

- Students should remain in cars while waiting for the bus at designated bus stops.
- Parents and students should maintain social distance at bus stops and avoid congregating in groups while waiting for the bus.
- When entering the bus students should remain in a single file line, maintaining social distancing, with masks on.
- Buses will drop off and pick up students at designated building entrance points by grade level. Six feet distance must be maintained while entering and exiting the school buildings.

## **Arrival and Dismissal Procedures**

- Buses and cars will drop off and pick up students at designated entrance points by grade level to direct traffic flow and minimize interactions between cohorts.
  - Elementary cafeteria gate;
  - Elementary front door
  - Middle School Side gate
  - Middle School front door
  - Middle school side door (close to cafeteria)
- Dismissal Protocols for Car riders:
  - Parents/guardians will be asked to use car sign to indicate students and grade level to be picked up
  - Students will stay in their classroom until called
  - Parents will use the same entrance points for dismissal
- Dismissal time may be adjusted to accommodate traffic flow. We are consulting with St. Mary Sheriff Department for traffic protocols.

**We are Glencoe Strong!**

Full details of modifications to general school procedures will be outlined at Parent Orientation events scheduled the week of August 3, 2020. Specific details for orientation schedules will be published at a later date.

We are looking forward to a new start in a new and challenging school year. Working together, we can ensure the health safety and continued academic growth of all of our students.

Please reach out with any questions or concerns. [vbglencoecharter@vbglencoecharter.org](mailto:vbglencoecharter@vbglencoecharter.org)