



St. Joseph Elementary and High School
3406 Hwy 107 South
Plaucheville, La. 71362
(318) 922-3401
www.sjsplaucheville.org

Plan of Action for 2020-2021 Academic Year

This plan of action is to inform all stakeholders of upcoming expected health/safety and educational policies and procedures for the upcoming start of the 2020-2021 school year. **All policies and procedures are subject to change due to government or Diocesan guidelines and regulations.** St. Joseph will continue ongoing communication with the Diocese of Alexandria Superintendent of Schools to maintain a safe and healthy educational environment for all. (See appendix A for contact list.)

This action plan includes:

1. Safety/Health Plan of Action
 - Protocols for absence and returning students/staff
 - Sanitation and Prevention
 - Bus Sanitation and Prevention
 - Reopening After Closure
 - Deep Cleaning Procedures
 - Communication
2. Educational/Instructional Plans of Action
 - Phase 1 Virtual/Distance Learning
 - Phase 2 Regular/Hybrid Instruction
 - Phase 3 Regular Return
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 - A: Emergency Contact Information
 - B: One-To-One Family Technology Agreement
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Safety/Health Plan of Action

This safety/health plan of action is put forth to promote and prevent the spread of illness. With the collaborative effort of all stakeholders, St. Joseph School can continue to provide a safe and healthy environment for all learners/educators. **All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.** Through continued communication with all, St. Joseph School will maintain updated procedures and policies. (See appendix A for contact list.)

Protocols for absences and returning students/staff

Due to the COVID19 pandemic, parents of students and staff will be required to give a specific reason for said absence. The purpose is to maintain a safe and healthy environment for all. If students/staff exhibit any symptoms, they will be sent home immediately. St. Joseph will follow public health guidelines on how to proceed. These guidelines include, but are not limited to continued communication with all stakeholders, implementation of expanded sanitation procedures, student/staff mandated quarantine, and implementation of distance learning procedures due to school closure.

Upon returning, students/staff must present a completed Return to School Certification for COVID-19 (attachment E) and will participate in a temperature check. Our regulations define fever as a temperature of 100.4. Therefore, they must be fever free without taking fever reducing medications in the last 24 hours. There should not be any sign of shortness of breath, sore throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

Sanitation and Prevention

To sanitize is to be free from dirt, germs, etc., as by cleaning or sterilizing. This will become a constant focus of St. Joseph. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Sanitation procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.** St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

The following sanitation practices are required:

- Staff will engage in healthy habit multiple daily sanitation of areas before the arrival of a new group of students (*This includes but is not limited to classrooms, bathrooms, cafeteria etc.*)
- Staff will engage in healthy habit multiple daily sanitation of materials before the arrival of a new group of students (*This includes but is not limited to technological devices, writing materials, instructional materials etc.*)
- Staff will engage in healthy habit multiple daily sanitation of frequently touched surfaces before the arrival of a new group of students (*This includes but is not limited to desk/table tops, doorknobs, light switches etc.*)
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.

- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit multiple sanitation to prevent the spread of illness through transference of fluids(*cough or sneezing*).

To prevent is the action of stopping something from happening or arising. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Prevention procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.** St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

The following preventable measures will be implemented:

- Arrival and departure points will be mandatory to continue the practice of social distancing. (*Students will only be allowed to be dropped off and picked up by the First Grade classroom upon daily arrival and dismissal. Arrival time is 7:15AM. Departure time is 2:45PM. If late arrival or earlier pickup is required, it MUST be done in the office. Driving students will be required to enter and exit at the designated area. This is to limit the walking traffic on campus for the safety/health of all students.*)
- Upon Arrival and before the parent/guardian leaves, a temperature check will be required. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately.
- The Student Handbook requires all students who are ill to stay home until they are fever free for twenty-four hours without the aid of fever reducing medication. (*Upon returning, students/staff will participate in a temperature check. They must also be fever free without taking fever reducing medications in the last 24 hours. Our regulations define fever as a temperature of 100.4. There should not be any sign of shortness of breath, sore throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.*)
- Per safety and health guidelines (May 2020), staff/students will have twice daily temperature checks. (*Temperature check will be upon arrival and before students attend lunch. If presented with fever, students/staff will be sent home immediately. Sanitation methods will increase if needed.*)
- Communal water fountains will be closed. (*Students will need to bring a water bottle daily. Administration is exploring the option of a refillable water station.*)
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.
- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit sanitation to prevent the spread of illness through transference of fluids(*cough or sneezing*).

The following preventable measures may be implemented if necessary:

- Grade level containment measures. (*Students will only come in contact with their immediate classmates. This would be implemented in areas of but not limited to classroom, playground, cafeteria etc. Lunch may also be served in the classroom if mandated by the local/state/federal government or Diocese of Alexandria.*)
- Social Distancing measures. (*This would be implemented in areas of but not limited to classroom, playground, cafeteria etc. CDC regulations and guidelines define social distancing as maintaining a distance of six feet apart from non family members. However, due to the size of our classroom vs the*

number of students/staff/faculty, recommendations for wearing a mask will be encouraged and suggested.)

Bus Sanitation and Prevention

St. Joseph Elementary and High School transportation will practice sanitation and prevention regulations to insure the safety of students/driver. Temperature checks will be required before entering the bus. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately. Administration will provide hand sanitizer (60% alcohol) for students/driver to practice healthy habits before entering and exiting the bus. ***All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.***

Reopening After Closure

St. Joseph will provide a Plan of Action in the event of an emergency closure. A deep sanitation and prevention campaign will be implemented. All materials sent home for the continuation of education will be returned prior to reopening for a deep cleaning and sanitation by St. Joseph School. Sanitation and prevention methods previously stated will be increased to decrease the outbreak of recurring illness. Through continued communication with all stakeholders, St. Joseph School will update procedures and policies as needed. (See appendix A for contact list.)

Deep Cleaning Procedures

Deep cleaning regulations and procedures will be implemented through the following of the recommendations of local/state/federal agencies and the Diocese of Alexandria.

This will include but is not limited to:

- Staff will engage in deep cleaning sanitation of areas (*This includes but is not limited to classrooms, bathrooms, cafeteria etc.*)
- Staff will engage in deep cleaning sanitation of materials (*This includes but is not limited to technological devices, writing materials, instructional materials etc.*)
- Staff will engage in deep cleaning sanitation of frequently touched surfaces (*This includes but is not limited to desk/table tops, doorknobs, light switches etc.*)
- Staff will engage in the distribution of a wide spread deep cleaning sanitation cleanser to disinfect all unreachable areas.

Communication

St. Joseph School is committed to providing a safe and healthy environment for all. Therefore, all stakeholders will continue to remain in contact throughout the school year. In the event of an emergency, administration will contact parents/guardians through the designated school messenger. (See appendix A for contact list.)

All parents/guardians must provide the following communication information:

- Home number
- Work number
- Cell number
- Alternative selected number
- Mailing address
- Physical address
- Working email

Educational/Instructional Plans of Action

These educational/instructional plans of action are put forth to inform and instruct all on the upcoming 2020-2021 school year. It is broken down depending on what phase Louisiana is in. With the implementation of an action plan, St. Joseph School can continue to provide quality instruction to all learners. **All policies and procedures are subject to change due to St. Joseph, Diocesan, or government guidelines and regulations.** Through continued communication with all, St. Joseph School will inform stakeholders of any changes. (*See appendix A for contact list.*) Parents will be required to provide updated communication information.

Phase 1 (Virtual/Distance Learning)

Phase 1 group sizes are ten individuals. This would include the instructor. Therefore, phase 1 implementation consists of virtual/distance learning. Students would engage in virtual instruction through G Suite for Education. All assignments will be given on Google Classroom. Face to face instruction is not applicable, but through Google Meet instruction can be done daily. Assignments will be used as attendance. Lessons and assignments will be mandatory, and graded. Teachers will be available during normal school hours to answer questions by email. Communication by all parties will be imperative for the success of the student. Updated policies and procedures will be in effect, but are subject to change. Athletics and extracurricular activities will conclude as directed by local/state/federal and Diocese of Alexandria guidelines.

- Teachers will report to school on Tuesday, August 4, 2020.
- Students will report virtually to school Friday, August 7, 2020.
- Students in grades 7-12 will convert to a block schedule, allowing them to attempt 4 classes in the 1st semester of the academic calendar and 4 classes in the 2nd semester of the academic calendar.
- All school holidays and grading terms will remain as listed on the attached modified school calendar.
- Students will be in session for 174 school days.
- Technological Devices will be made available to each family to accommodate with distance learning issues. (*See Appendix D: One-to-one Family Technology Agreement.*)
- High School athletics will resume practice and playing time according to the regulations set forth by Louisiana High School Athletics Association and in accordance with the recommendations from the Center for Disease Control.

Phase 2 (Regular/Hybrid Instruction)

Phase 2 implementation consists of face to face instruction with some hybrid classes (A group and B group). Hybrid Classes are those that exceed the Phase 2 group size of twenty-five individuals to a classroom. These groups will be on a two week recurring schedule. Group A will attend Monday/Wednesday and every other Friday. Group B will attend Tuesday/Thursday and every other Friday. Updated policies and procedures will be in effect, but are subject to change. Athletics and extracurricular activities will conclude as directed by local/state/federal and Diocese of Alexandria guidelines.

- Following all protocols listed above and as recommended by the Center for Disease Control and State of Louisiana at the time of resuming classes, the academic calendar will coincide with that of the Diocese of Alexandria.
- Teachers will report to school on Tuesday, August 4, 2020 through Friday, May 21, 2021.
- Students will report to school Friday, August 7, 2020 through Wednesday, May 19, 2021.
- Students in grades 7-12 will convert to a block schedule, allowing them to attempt 4 classes in the 1st semester of the academic calendar and 4 classes in the 2nd semester of the academic calendar.
- **Grades that exceed twenty five individuals will be hybrid classes (A group and B group) until the opening of Phase 3. Group A will attend Monday/Wednesday and every other Friday. Group B will attend Tuesday/Thursday and every other Friday. Students will be required to participate in virtual learning on days that are not face to face instruction.**
- All school holidays and grading terms will remain as listed on the attached school calendar.
- Students will be in session for 174 school days.
- High School athletics will resume practice and playing time according to the regulations set forth by Louisiana High School Athletics Association and in accordance with the recommendations from the Center for Disease Control.

Hybrid Grades Week 1 Face to Face Instruction				
Mon.	Tues.	Wed.	Thurs.	Fri.
Group A	Group B	Group A	Group B	Group A
Hybrid Grades Week 2 Face to Face Instruction				
Mon.	Tues.	Wed.	Thurs.	Fri.
Group B	Group A	Group B	Group A	Group B

Phase 3 (Regular Return)

Phase 3 implementation consists of a regular year for allowable attendance of fifty individuals in a classroom. This plan will include a regularly previously scheduled school year. Safety and health guidelines/regulations will still be expected. Updated policies and procedures will be in effect, but are subject to change. Athletics and extracurricular activities will conclude as directed by local/state/federal and Diocese of Alexandria guidelines.

- Following all protocols listed above and as recommended by the Center for Disease Control and State of Louisiana at the time of resuming classes, the academic calendar provided by the Diocese of Alexandria will be extended in order to allow for a planned or unplanned closure during the winter months.
- Teachers will report to school on Tuesday, August 4, 2020.
- Students will report to school Friday, August 7, 2020.
- Students in grades 7-12 will convert to a block schedule, allowing them to attempt 4 classes in the 1st semester of the academic calendar and 4 classes in the 2nd semester of the academic calendar.
- All school holidays and grading terms will remain as listed on the attached modified school calendar.
- Students will be in session for 174 school days.
- High School athletics will resume practice and playing time according to the regulations set forth by Louisiana High School Athletics Association and in accordance with the recommendations from the Center for Disease Control.

Appendix

A: Emergency Contact Information

Mater Dolorosa Contacts

Father Martin Laird

Parish Priest

318-229-9238

Email: martinlaird@gmail.com

Elizabeth Darce

Parish Manager

318-922-3131

Email: materdolorosa@suddenlink.net

St. Joseph Elementary and High School Contacts

Billy Albritton

Principal

318-922-3401

Email: albritton.billy@yahoo.com

Rhiannon Moreau

Teacher/Federal Funds

318-359-6630

Email: rmoreau@sjsplaucheville.org

Ashley DeSoto

Financial Secretary

318-264-1551

Email: adesoto@sjsplaucheville.org

Christie Leonards

Secretary

337-692-2557

Email: cleonards@sjsplaucheville.org

Diocese Of Alexandria Contacts

Thomas Roque

DOA Superintendent

318-445-6424 ext. 224

Email: troque@diocesealex.org

Sylvia Davis

DOA Superintendent Secretary

318-445-6424 ext. 227

Email: sylviadavis@diocesealex.org

Plaucheville Contacts

Terry St. Romain

Mayor of Plaucheville

318-922-3111

Eddie St. Romain

Chief of Police, Plaucheville

318-305-4765

Darrell Rabalais

Fire Chief, Plaucheville

318-922-3548

Avoyelles Parish and Other Important Contacts

Don Milligan

Director, 911 Call Center

318-253-9739

Joey Frank

Avoyelles Parish Office of Homeland Security

318-240-9160

Avoyelles Parish Sheriff Office

318-253-8085

David Holcombe, Office Public Health Region 6

Office# 318-487-5262 Cell# 318-542-9790

B: One-To-One Technology Agreement

**St. Joseph Elementary and High School
One-To-One Family Technology Student/Parent Responsibilities**

*The school provided a Chromebook/Tablet for the student is an important learning tool to be used for educational purposes. In order to use the device, **the student must be willing to accept the following responsibilities:***

- I will sign and return the Chromebook/Tablet User Agreement.
- I understand that if technology equipment is damaged in any way upon return, a replacement fee will be charged to my parent/guardian's FACTS account.
- I will be responsible for ALL damage or loss of the device due to NEGLECT OR ABUSE. (*Monetary compensation amounts for damaged property will be added to FACTS accounts.*)
- I will treat my device with care by not dropping it, not letting it get wet, not leaving it in extreme weather conditions, and not using it with food or drink nearby.
- I will notify the school principal and my parents of any damages to the device as soon as possible.
- I understand that St. Joseph Elementary and High School have the right and ability to monitor my use of the device AT ALL TIMES IN AND OUT OF SCHOOL and that communications, files, internet search activities and any other actions using the device are not considered to be private.
- I will charge the Chromebook/Tablet battery each night.
- I understand that the device assigned to me is on loan from St. Joseph School. Therefore, all accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my device to anyone. **Note: I could be held responsible for any inappropriate content on the St. Joseph issued device.**
- I agree not to search for, display, post, or distribute any vulgar, offensive material or images.
- I agree to abide by all school rules that address electronic devices procedures when I am not in an academic environment.
- I will return the device when requested, at the end of school year or upon my withdrawal from ST. Joseph School.

*The school provided a Chromebook/Tablet for the student is an important learning tool to be used for educational purposes. In order to use the device, **the parent must be willing to accept the following responsibilities:***

- My child and I will sign and return the Chromebook/Tablet User Agreement.
- I will review material provided by the school to ensure that I understand the school's responsibilities, the student's responsibilities, and my responsibilities. We will discuss at home the acceptable and unacceptable uses of the device according to St. Joseph's policies.

- I understand that St. Joseph officials have the right and ability to monitor my child's use of the device AT ALL TIMES IN AND OUT OF SCHOOL and that communications, files, internet search activities and any other actions using the device are not considered to be private or privileged.
- I understand that St. Joseph has made reasonable attempts to provide a safe computing environment for students within the school's network at school or accessing the school's network from home. I also understand that it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or parents/guardians may find inappropriate, offensive, objectionable or controversial.
- I will supervise the use of the device at home to make sure that it is used and stored appropriately.
- I will be responsible for ALL damage or loss of the device due to NEGLIGENCE OR ABUSE. *(Monetary compensation amounts for damaged property will be added to FACTS accounts.)*
- I will monitor that the battery is being recharged each night.
- I agree to make sure the device, when requested, is returned to St. Joseph.



**St. Joseph Elementary and High School
One-To-One Family Technology Student/Parent Agreement**

By signing this document, my child and I agree to the following:

- We agree to participate in the One-To-One Family Technology Program.
- I agree to adhere to the responsibilities outlined in the St. Joseph Elementary and High School One-To-One Family Technology Student/Parent Responsibilities.
- I understand that one technology device(Chromebook/Tablet) and one power charger/adaptor are being lent to the student and are in excellent working condition. It is the student’s responsibility to care for the equipment and ensure that it is retained in a safe environment.
- I understand that the equipment is, and at all times remains, the property of St. Joseph Elementary and High School and is herewith lent to the student for educational purposes only for the rest of this academic school year.
- I agree to not deface or destroy this property in any way. Inappropriate use of the property may result in the termination of the rights to use the property. The equipment will be returned when requested by St. Joseph School, or sooner, if the student withdraws from St. Joseph prior to the end of the school year.
- I understand that I will be responsible for ALL damage or loss of the device due to NEGLIGENCE OR ABUSE. (Monetary compensation amounts for damaged property will be added to FACTS accounts.)

_____/_____
Student Printed Name / *Student Signature (if applicable)*

_____/_____
Parent/Guardian Printed Name / *Parent/Guardian Signature*

Date: _____ *Chromebook/Tablet ID#:* _____

C: Return to School Certification for COVID-19

St. Joseph School
3406 Hwy. 107 South
P.O. Box 59
Plaucheville, La 71362
(318)922-3401



Father Martin Laird, Pastor
Mr. Billy Albritton, Principal

Return to School Certification for COVID-19

Employees and students of St. Joseph School who have been positively diagnosed with COVID-19 should use the following updated symptom-based guidance to return to normal activity following a confirmed case of COVID-19. Continue isolation at home until:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.

If the employee/student is sick with non-COVID-19 symptoms, or if the employee has tested negative for COVID-19, the employee/student must be symptom free for 72 hours before returning to school. If working or learning from home, the employee/student does not have to wait the 72 hours before resuming work/student duties.

Employee/Student Certification – To be filled out by medical professional only

Patient first & last name: _____

Test Result (circle one): Positive Negative Not Tested

Date of Symptom Onset: ____/____/20__

Date of Recovery (as defined above): ____/____/20__

By signing this document, I verify that the Employee/Student listed above has been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, the Employee/Student can be released from isolation and may resume work/school-related activities.

Signature of doctor/nurse practitioner

_____/_____/20__
Date of signature

*Form adapted from Louisiana Department of Health, Office of Public Health form entitled *Return-to-Work Certification for COVID-19* dated April 15, 2020.