

# FIRSTLINE SCHOOLS

FAMILY HANDBOOK ADDENDUM

BACK-TO-SCHOOL PHASED PLANS 2020 -21



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## Back-To-School Phased Plans 2020-21

### Vision

To provide rigorous and engaging classes and opportunities for social / emotional learning for all FirstLine students whether we are physically present in school buildings or learning from home. COVID-19 has changed the way we deliver education, but FirstLine's commitment to developing students in mind, body, and spirit remains the same.

Our work remains grounded in our Community Commitments (**Learning, Collaboration, Service, Results, Safekeeping, and Fun**), especially these three:

- We commit to keeping ourselves safe in mind, body and spirit as we navigate life during a pandemic;
- We commit to listening and understanding as the needs of our students and their families change during this uncertain time; and
- We commit to holding ourselves and others accountable as we teach, assess students' learning, and do what is necessary to provide an equitable education to all students.

Our city may cycle back and forth among Phases 1, 2, and 3 with various safety restrictions mandated based on public health criteria. Beginning on page two (2), you will find FirstLine's plans for each phase. Here, however, is what we know so far:

- We plan to follow all state and local guidance for schools. Everything in this Handbook Addendum refers to how we will implement the NOLA-PS Roadmap to Reopening which can be found at <https://nolapublicschools.com/roadmap>.
- We will offer a **distance learning option** for families during all phases of re-opening. We will ask families to **opt-in or opt-out on a quarterly basis**. Distance learning will begin on Monday, August 17th for all FirstLine students. If we are allowed to return to school buildings in September or later, we will ask families to opt-in or opt-out of distance learning at that time.

- We will distribute educational materials and devices to families starting the week of August 3rd. Families will receive instructions via email, text, and robocall about dates and times to pick up materials. You may also call your school's front office to confirm dates and times.
- Loaned computers and wifi hotspots remain property of FirstLine Schools. Devices will be tagged with your student's name to reduce risk of COVID infection through surface contact. Please take good care of the devices, which will need to be returned at a later date.
- FirstLine **Pre-K-3rd grade students will come for in-person academic assessments from August 4th - 13th** on staggered schedules. Your child's teacher will contact you about the date and time for this in-person visit to school.
- Whether our city is in Phase 1 or Phase 2, **if we are having increasing cases of COVID-19, we will only offer distance learning**. This will be **determined by state and city leadership, NOT FirstLine leadership**.
- In Phase 2 with **decreasing cases of COVID-19, as determined by NOLA-PS leadership, we will offer in-person instruction for Pre-K-4th grade students and hybrid learning for 5-8th grade students (who come one or two days per week in person and participate in distance learning the rest of the week)**.
- In Phase 3, we will offer in-person instruction for all students. We will also continue a distance learning option for families.

## Goals

1. Safety
2. Rigorous academic instruction and social-emotional learning that meets students' needs
3. Transparent communication and engaging families as partners

## Core Beliefs

**We believe that great classrooms (regardless of in-person or virtual) are places where students:**

- Are engaged in their work from start to finish
- Are active members of a joyful and supportive community
- Are working on aligned, grade-level content
- Are demonstrating that they have learned the content taught that day
- Are responsible for doing the majority of the thinking, writing, and discussing in the class.

# **Phase One and / or Distance Learning Only in Any Phase**

**(now mandated for start of 20-21 school year through Labor Day)**

## **Group Size, Type of Instruction, and Safety Protocols in Phase One and/or Distance Learning Only in Any Phase**

- 10, including adults
- Distance Learning only
- Students may come for in-person testing at start of school and to pick up materials

## **Symptom Monitoring in Phase One and/or Distance Learning Only in Any Phase**

If staff or students are asked to enter buildings for testing, orientation, etc., we will implement full safety protocols (temperature checks, masks, social distancing). See details under Phase Two.

Environmental Cleaning and Personal Hygiene Phase One and/or Distance Learning Only in Any Phase:

FirstLine Schools will be following all NOLA-PS guidance, which includes regular cleaning with proper disinfectant while buildings are in use during Phase 1 and/or mandated distance learning. This cleaning will be done by our custodial company, Goodwill Industries, and will be managed by our school operations staff.

## **Expectations and Operations in Phase One and/or Distance Learning Only in Any Phase**

- **Attendance:** Students are expected to attend every day by logging into their classes Monday through Friday. Attendance and absences will be recorded and tracked.
- **Uniforms and Learning Space:** Although uniforms are not required for distance learning, we urge families and students to log into class dressed appropriately and ready for school. Students should access distance learning tools from devices while sitting at a table or desk if possible.
- FirstLine Schools will be reviewing their uniform policies in the coming months to ease the burden on families during the pandemic and beyond. Stay tuned for details.

- **Breakfast and Lunch:** FirstLine Schools will begin providing breakfast and lunch for all FirstLine students on Monday August 10th during this period of all-virtual learning. Any FirstLine student (or an adult who can provide a student's name and the school that student attends) may pick up breakfast and lunch every Monday (2 days of meals), Wednesday (2 days of meals), and Friday (1 day of meals) from 12:00 p.m. - 3:00 p.m. at the following locations:
  - **Samuel J. Green Charter School:** 2319 Valence Street
  - **Arthur Ashe Charter School:** 1456 Gardena Drive
  - **Phillis Wheatley Community School:** 2300 Dumaine Street
  - **The Net's New Orleans Accelerated High School:** 3649 Laurel Street.
- FirstLine will offer synchronous (live instruction, delivered online) and asynchronous, such as independent reading of paper texts (allowing for a break from screens), and also blended learning time, like ST Math, aided by technology that allows teachers to offer students feedback (Pear Deck).
- FirstLine will also offer social / emotional learning through dedicated homeroom time where teachers connect with students daily and families once per week, augmented by rituals and traditions that allow students to experience joy, including instant recess and celebrations.
- Every student has a “dream team” that includes a teacher and a parent / guardian at minimum.
- Teachers will serve as your first point of contact and can alert Student Support Team members for students who need special services.
- School personnel will provide instruction on how to access distance learning tools at orientation sessions. Students will log into distance learning at the appointed time each day using their student email/username and password.

**FirstLine Student Expectations**  
**- DISTANCE LEARNING -**

**We Keep Learning**

I will

- be ready to learn by logging on everyday and on time
- work in a space that is good for learning

**We Work Together**

I will

- follow the virtual space expectations given by my teacher
- ask questions and contribute to discussions

**We are Helpful**

I will

- limit distracting behaviors

**We are Safekeepers of our Community**

I will

- report out to a trusted adult if I feel unsafe or uncomfortable
- be kind by thinking before I speak or type

**We Share Joy**

I will

- be all in during team builders
- celebrate myself and others when we reach our goals

**We Show Results**

I will

- complete my assignments on time
- strive to reach my weekly goals

- Students should log into their assigned class at the appointed time every day. Our distance learning school day will begin at 8:00 a.m. and end at 3:30 p.m. every Monday, Tuesday, Wednesday, and Friday. The distance learning school day will end slightly earlier at 1:30 p.m. every Thursday.
- If there are any issues logging into distance learning, please go online and fill out a helpdesk ticket at: <https://helpdesk.firstlineschools.org>. There is also a

step-by-step guide to filling out a helpdesk ticket on the FirstLine website, under the Family Center tab, Resources, then Resources and Policies section:  
<https://firstlineschools.org/wp-content/uploads/2020/07/How-to-Create-a-Support-Ticket.pdf>. You may also call your child's teacher, who can inform an IT support staff member if immediate assistance is required.

- There will be a protocol in place to ensure that students participating in distance learning are fully engaged.
- **Afterschool:** All afterschool programming will adhere to state 21st Century guidelines and will be provided virtually, at least through October 2020. This plan will change as state guidelines change.



# **Phase Two: In-Person and Distance Learning (Hybrid)**

## **Group Size, Type of Instruction, and Safety Protocols in Phase Two (Hybrid)**

- 25, including adults
- Hybrid plan, combination of in-person learning and distance learning
- Students may come for in-person testing at start of school and to pick up materials
- Lower School students (Pre-K - 4th grade) attend in-person Monday through Friday with a choice to opt-in to virtual learning at the start of each quarter.
- Middle School students attend on alternate days and participate in distance learning on the other days. Middle School students attend on the following schedule:
  - 5th grade: Thursdays and Fridays
  - 6th grade: Wednesdays
  - 7th grade: Tuesdays
  - 8th grade: Mondays
- “Static” groups convene indoors in rooms enclosed by walls or partitions.
- Students remain in homeroom static groups with teachers rotating in for instruction.

## **Student Transportation Procedures during Phase 2 (Hybrid)**

During Phase 2 (Hybrid) we will be continuing to provide yellow school bus transportation to students. For families who choose to bring their children to school and not utilize the bus, we will ask you to commit to opting out of bus transportation on a quarterly basis and will send information on how to do this once we know when in-person school will resume. Families will be offered this choice approximately 3-4 weeks before each quarter ends.

For students who are provided van services, those services will continue. If any families prefer to bring students in themselves, please contact the front office of your school to confirm.

For students riding the bus, please see the below table for how we will be meeting the guidance provided by NOLA Public Schools.

Topic	Detailed Information
<b>Capacity and Seating</b>	<ul style="list-style-type: none"> <li>During Phase 2 buses are limited to 50% capacity (36 people including driver).</li> <li>Students will have their own seat and / or share seats with siblings or children who live in their same household.</li> </ul>
<b>Air Flow on Buses</b>	<ul style="list-style-type: none"> <li>For buses without A/C: all windows need to be open at all times, weather permitting, to ensure proper airflow.</li> <li>For buses with A/C: the first window on each side and the last window on each side are open to create an air tunnel.</li> </ul>
<b>Masks</b>	<ul style="list-style-type: none"> <li>All children and adults on the bus (including the driver) must always wear a proper face covering.</li> </ul>
<b>Boarding the Bus (AM)</b>	<ul style="list-style-type: none"> <li>Students will have a mask or other face covering to board the bus.</li> <li>Drivers or other FirstLine staff will take temperatures of students as the student boards and will note temperature on the daily roster. <ul style="list-style-type: none"> <li>If a student has a temperature above 100.4, the driver will take temperature a second time after three minutes.</li> <li>If a student's temperature remains over 100.4, the driver will ask the guardian to take the student home, as the student cannot attend school that day.</li> </ul> </li> <li>Students will utilize hand sanitizer upon entering the bus (driver will administer into the student's hand).</li> </ul>
<b>Student Seating (AM &amp; PM)</b>	<ul style="list-style-type: none"> <li>Depending upon the route, and how many students in each grade are riding the bus, Pre-K &amp; K will sit in the first 5-6 rows of the bus.</li> <li>Seats will be labeled with student names, ensuring members of the same household sit together and other students have a seat to themselves.</li> </ul>
<b>Exiting the Bus (AM)</b>	<ul style="list-style-type: none"> <li>The bus will wait to be dismissed by school-based staff before off-loading.</li> <li>Students will exit the bus from front to rear, maintaining 6' of social distance at all times.</li> </ul>
<b>Sanitization</b>	<ul style="list-style-type: none"> <li>The driver will sanitize the bus (spray) at the end of the route before starting the next route.</li> </ul>
<b>Boarding the</b>	<ul style="list-style-type: none"> <li>Students must maintain 6' of social distancing throughout</li> </ul>

<b>Bus (PM)</b>	<p>dismissal and loading buses.</p> <ul style="list-style-type: none"> <li>Students will utilize hand sanitizer upon entering the bus (driver will administer into the student's hand).</li> </ul>
<b>Exiting the Bus (PM)</b>	<ul style="list-style-type: none"> <li>Students keep face coverings on until fully off the bus.</li> <li>Students stay in their seats until it is their stop.</li> <li>Drivers will call names / verbally prompt at each stop to ensure students exit appropriately.</li> <li>Students must maintain 6' social distance while exiting the bus.</li> </ul>

All above guidance is in line with NOLA-PS requirements, as listed in their Roadmap to Reopening document, which may be found at  
<https://nolapublicschools.com/roadmap>.

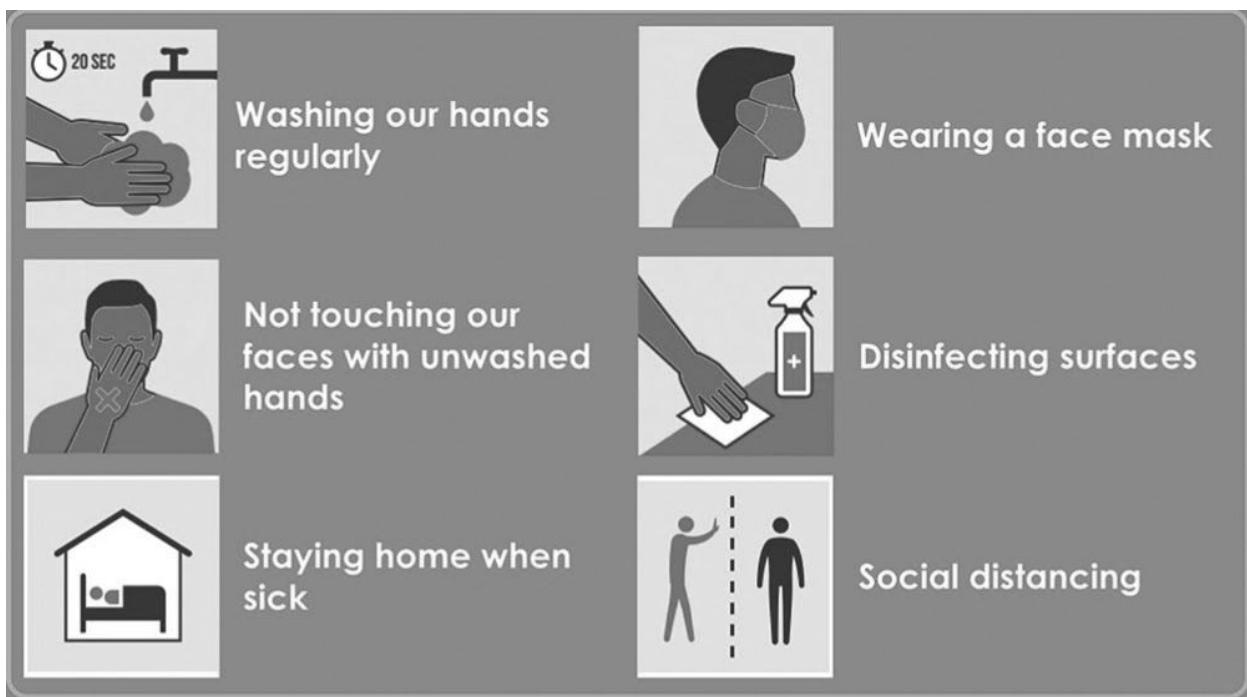
### **Symptom Monitoring in Phase Two (Hybrid)**

- An initial temperature check will take place before the student boards the bus or exits the car in the morning. Families may want to take temperatures at home prior to heading out the door.
  - Any student with a temperature of 100.4 degrees or higher will not be allowed to board the bus.
  - Students who arrive at school by car or on foot will have a temperature check before entering the building. Students with a temperature of 100.4 or higher will return home with their parent / guardian.
  - After temperature checks, students enter the building and report to their homerooms.
- An isolation area for sick children has been designated in each school building.
- This room will be cleaned and disinfected after the sick student has gone home.

### **Environmental Cleaning and Personal Hygiene in Phase 2 (Hybrid)**

- Per NOLA-PS guidelines, buildings are regularly cleaned with proper disinfectant. This includes high-touch surfaces being cleaned at least once every two hours (doorknobs, bathroom faucets, flush handles in bathrooms, etc).
  - The entire building is fully cleaned each night.
  - Additionally, each classroom is equipped with a spray bottle of disinfectant, in case immediate cleaning is necessary.
- Students will wash or sanitize hands upon arrival, at least every two hours, before and after eating, before and after using outdoor equipment, and before exiting the building for the day.

- Adults and students will wear face coverings to the maximum extent possible, most importantly at entry and exit, and during transitions within the school building.
  - Individuals with severe breathing difficulties should not wear face coverings. A doctor's note will be required for any students who cannot wear masks due to health issues.
  - Students are expected to bring their own masks daily and should bring an extra mask in a plastic bag each day.
- HVAC systems are being monitored for proper air flow and adjustments are being made to HVAC filters as needed.
- Families, please remind your student that we stay safe by:



## Expectations and Operations in Phase 2 (Hybrid)

- **Attendance:** Students who have not opted in for distance learning are expected to attend in person every day that their grade level is assigned. Attendance and absences will be recorded and tracked both for in-person and distance learning.
  - Pre-K-4th Grade: Monday through Friday
  - 5th-8th Grade: Please see the schedule outlined above. Middle school students must log into their classes on all non-in-person days for distance learning.
- **Uniforms:** FirstLine schools will be reviewing their uniform policies in the coming months to ease the burden on families during the pandemic and beyond. Families will receive specific instructions on any changes to the uniform policy from their child's school, well in advance of a return to school buildings.
- **Masks:** Families must provide their children with at least two clean masks each day. These can be disposable or cloth, but bandanas will not be allowed as they are not effective face coverings. Face shields will be acceptable as long as they are properly maintained and worn properly. This is required of all schools in New Orleans.
- **Bus Riders:** Bus riders **MUST** wear a mask at all times on the bus. If a child does not have a mask, that child will not be able to ride the bus. Please call the school with any questions or issues. This is in accordance with NOLA-PS guidelines.
- **Visitors:** Per NOLA-PS guidelines, no visitors will be permitted to enter school buildings. Parents / guardians may call or buzz the office and someone will come out to assist them. Virtual meetings and phone calls will be conducted on a regular basis in place of in-person meetings.
- **Before Care:** Before Care services will be offered as outlined in your school's family handbook. You may access it at [www.firstlineschools.org](http://www.firstlineschools.org) under your school's tab. Students will wear masks, practice 6' social distancing, and not exceed more than 25 people in a room at any one time.
- **Arrival:** School begins at the usual time - see [www.firstlineschools.org](http://www.firstlineschools.org) for your school's handbook. Students will report directly to their homeroom class. They will sanitize their hands at the classroom door.

- **Breakfast procedure:** For students attending school in-person, breakfast will be served in the classroom for the majority of grades. A few grades may get breakfast from a cart or table on their way into the building. All students will eat breakfast in the classroom first thing in the morning.
- **Water:** Students will be asked to bring their own water bottle. Water fountains will not be accessible. Some schools may have water coolers and cups in classrooms for student use.
- **Lunch procedure:** Students attending school in-person will eat lunch in their classrooms. Students may go through the cafeteria line with their class and return to their classroom to eat and/or food may be delivered to the classroom. Classes will not mingle with other groups during any part of the day including lunch.
- **Breakfast and Lunch for Distance Learning Students:** These meals will be available for students who opt-in to virtual learning while the school is offering in-person instruction. Details on specific days and locations for food pick-up will be shared for families who opt-in. Middle school students will bring home food for the next week on their one (or two) days in the building each week.
- **Enrichment procedure:** Enrichment teachers will come to the classroom or hold class outside so that students remain in their static groups. There will be a 90-minute enrichment block for students in buildings.
- **Recess:** Only students in the same class will attend recess together.
- **Dismissal:** Students will wear masks and maintain six feet of distance for boarding buses, waiting for car pick-up, etc.
- **After Care:** After Care services will be offered as outlined in your school's family handbook. You may access it at [www.firstlineschools.org](http://www.firstlineschools.org), under your school's tab. Students will wear masks, practice 6' social distancing, and not exceed more than 25 people in a room at any one time.

- **Afterschool Programming:** All afterschool programming will adhere to state 21st Century guidelines and will be provided virtually at least through October 2020. This plan will change as state guidelines change.
- **Outdoor Activities:** Groups are separated outdoors but do not require a physical barrier. No contact sports are allowed during Phase Two return to school buildings.

## Daily Routine and Learning in Phase Two (Hybrid)

- Each day begins with...
  - Logging in to classes (for students who are virtual)
  - Taking attendance
  - Emotional check-in with each student
  - Set the goals for the day.
- Students will remain in static (unchanging) groups or classes. Some teachers will rotate into 3rd-8th grade classrooms.
- Individual classes will use outside space when possible using distancing protocols.
- Teachers will utilize all current curriculum materials, resources, and online platforms. Google Classroom will be the learning management system.
- Academic screeners will be administered at the beginning, middle and end of the school year. Individual learning plans will be created as needed.
- All SPED students will continue learning per their Individual Education Plan.
- Teachers will regularly monitor and discuss student data during team meetings.
- There will be a protocol in place to ensure that students participating in distance learning are fully engaged.
- Teachers will serve as your first point of contact and can alert Student Support Team members for students who need special services.

# **Phase Three**

## **Group Size, Type of Instruction, and Safety Protocols in Phase Three**

- Up to 50 people can be in one room at a time, including adults
- Hybrid plan, combination of in-person learning with restrictions and distance learning
- Pre-K - 8th grade students attend Monday - Friday with a choice to opt-in to virtual learning at the start of each quarter.
- “Static” groups convene indoors in rooms enclosed by walls or partitions.
- Students remain in homeroom static groups with teachers rotating in for instruction.
- Only change to student transportation is more students on school buses and vans (up to 75% of capacity or 54 on a bus). Masks and assigned seats required as in Phase 2.

## **Symptom Monitoring in Phase Three**

- Same as Phase 2 (see above)

## **Environmental Cleaning and Personal Hygiene in Phase Three**

- Same as Phase 2 (see above)

## **Expectations and Operations in Phase Three**

- Same as Phase 2 (see above) except that **50 people are allowed in a room** and contact sports are allowable within defined groups.
- The cafeteria may be utilized by some classes for lunch in Phase Three, but will never exceed 50 people in the cafeteria at one time.

## **Daily Routine and Learning**

- Same as Phase 2 (see above) except that full enrichment schedule resumes.