



Reopening Plan

2020 - 2021 School Year



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Dear Kenilworth Families,

Thank you for choosing Kenilworth Science and Technology School to teach your child(ren) during these uncertain and difficult times. At Kenilworth, our top priorities are the health and safety of our students and staff, as well as the academic, emotional, and social developmental growth of our students.

Students at Kenilworth will start the academic year on Monday, August 10 in an online-only setting. Classes will continue online-only until at least Tuesday, September 8. Around mid-August, you will receive a survey asking your family to choose the option of either continuing classes online-only, or returning to campus for in-person learning in a hybrid model after Labor Day, if possible.

Accelerating your child's education – even when learning from home – is one of our core missions. That's why we've spent the summer completely revamping our online learning system to create a more interactive learning environment that's easier to use for families, better connect students to their teachers and classmates, and most importantly promote academic growth even while our campus is closed.

With our new Schoology learning management system, students attending classes online will experience a robust academic experience with more one-to-one engagement with teachers through live classroom sessions, regular online office hours, as well as academic tutorial sessions, and intervention services for students who need them.

Parents will have full access to instructional materials, assignments, grading, calendars, student progress updates and parent messaging in one simple platform.

Best of all, when it's time for your student to return to campus, the Schoology system will follow them seamlessly back to campus, making the transition easier for both your student and your family.

Through our Social Emotional Learning (SEL), Positive Behavior Management System (PBIS), and Advisory group programs, our students and families will gain strategies to help maintain a healthy social and emotional state of mind, mentorship, and more. We recognize that this may have been one of the hardest decisions to make however, we are grateful, appreciative, and thankful to each of you for trusting us with your child(ren) education. We want you to assure you that once a child attends Kenilworth, they are forever a part of the Kenilworth Science and Technology family.

Hasan Suzuk, M.Ed.
Executive Director

Overview

The safety of our students and employees is our top responsibility. Kenilworth Science and Technology School (KST) is committed to providing a safe learning environment for staff and students. This plan is developed in accordance with the guidance from LDOE ¹(Louisiana Department of Education), LDH² (Louisiana Department of Health), and CDC³ (Center for Disease Control and Prevention). The plan will be adoptive and be updated as conditions change.

Kenilworth Science and Technology School will offer hybrid and/or virtual learning models for phases 2 and 3. As the 2020-2021 school year begins, KST will reopen through an all-virtual model. We will follow guidance from local authorities including EBRPSS (East Baton Rouge Public School System) on when to start in class, face-to-face instruction in the coming school year. Current guidance given by EBRPSS plans for a face-to-face, hybrid start after Labor Day, September 8th, 2020. In the event we return to Phase 1, the school building will be closed, and only online distance learning will be offered.

Teaching and Learning

KST is committed to having a rigorous academic plan that includes high-quality curriculum, instruction, assessment, and teacher professional development across grade levels and content areas. When planning for this upcoming school year, we considered three possible school instructional models:

1. Traditional (students learn in-person and on-campus every day)
2. Hybrid (a combination of in-person learning, on-campus, and virtual learning at home)
3. Virtual (students learn virtually at home every day)

This upcoming school year, Kenilworth will offer a combination of hybrid and virtual teaching and learning, following guidelines from Louisiana's reopening phases. We know some families may not feel comfortable sending their children to school in-person. All families will have a choice for their children to receive virtual at-home learning. Both models will include daily attendance requirements for students and staff.

Families will be allowed to switch between at-home learning and on-campus learning as the local COVID-19 conditions or as family situations change. It may take some time to honor change requests. We ask that our parents work with the school during this time. If Louisiana goes back to Phase I or schools are ordered to be closed by a government agency, all students will be switched to full virtual learning.

Schoology, a Learning Management System designed for K12 schools, will be used as the main platform for instruction. All students will be provided with a Google account. Kenilworth Success Portal will be utilized to coordinate all instructional platforms and systems. In all models, a Tier 1 curriculum will be used. Students will be able to access the same quality materials, and instruction in any model they are chosen to participate in. Grading will be based on mastery performance, **not only** completion of work.

¹ <https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf>

² <https://www.ldh.la.gov/coronavirus>

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Hybrid Model

In order to meet the safety guidelines set by state and federal agencies, in this model, students will be divided into two groups and attend school two days a week. The below table shows a sample weekly schedule. **We will do our best to accommodate individual families' needs if a schedule conflict arises due to siblings, work conditions, and more.**

Sample Weekly Schedule for Hybrid Model

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	On-Campus	At-Home	On-Campus	At-Home	At-Home
Group B	At-Home	On-Campus	At-Home	On-Campus	At-Home

- **On-Campus courses:**
 - DEAR/SEL
 - English Language Arts
 - Math
 - Science
 - Social Studies
 - PE
- **At-home courses:**
 - Ancillary (Foreign Language, Art, Coding, Computer 7 Business Applications)
 - ELA, Math, Science, Social Studies assignments
 - ELA-Lab (Intervention or Enrichment)
 - Math-Lab (Intervention or Enrichment)
 - Small group or one-to-one tutoring sessions

In this model, students will stay in one classroom all day except PE and lunch; and teachers will rotate between classrooms. There will be no more than 10-12 students in each classroom. Students will sit at least 6 feet away from each other. See the 'Safety and Health Protocols on Campus' section of this plan for more details of mitigation protocols.

Attendance Requirements:

- Attend on-campus instruction two days a week
- Attend live sessions for at-home courses
- Complete all work assigned to do at home

Students will carry their personal Chromebook with them at all times and take it home with them. Its students' responsibility to take care of their Chromebook and make sure it is charged.

Virtual Model

In this model, students will not report to campus at all - students will work from home at all times. Students will be required to attend daily live sessions at scheduled times.

Attendance Requirements:

- Attend mandatory live teaching sessions (3-4 sessions a day)
- Complete all work assigned at home

Communication

It is crucial to communicate with parents and students when we do not see them every day. As part of virtual learning, you can expect the following:

- Weekly communication from teachers with the objectives, resources, and information about the week ahead
- Weekly office hours where parents/students can drop in with any questions they have
- At least one small group check-in each week for your student with one of their teachers
- Quick response (24-48 business hours) on all emails sent to teachers

Educators will make contact with students daily, regardless of the school instructional model or reopening phase. If students are at home, educators will engage students in daily virtual learning, email, phone call, etc. Educators will provide feedback on student work at least once a week.

Technology

Kenilworth will support families to meet their technology needs.

- Every Kenilworth student without a device will be able to check out a Chromebook from the school
- Families will be supported to get a reliable internet connection
- Kenilworth has a tech support phone line to support parents with technical difficulties

Exceptional Student Services

- The Exceptional Student population at Kenilworth (SPED, 504, ESL) will continue to receive special education and related services in the least restrictive environment.
- Student placement determinations will be made in consultation with the parent or caregiver and take into consideration a student's unique academic, social, emotional, familial, and medical needs.
- Goals and objectives will continue to be addressed, and progress monitoring will be documented according to the IEP.
- Once school begins, assessments will be conducted to determine the need for compensatory services.
- SPED: Inclusion and resource teachers will continue to support students.
- English Language Learners: Virtual and/or face to face supports will be in place to assist students as needed. These supports will be provided by the ELL teachers.
- 504: Accommodations/modifications noted in the student's IAP will continue to be followed as needed.

Family Support & Ensuring Student Success

- **Family on-boarding classes** (virtual) within grade levels will be held before school starts. Parents and students will get to know their teachers, make sure they are ready for the first day of class.
- **Kenilworth Success Portal**, all-in-one stop for students and parents to engage with the school will be utilized. Success Portal provides us with the ability to communicate with parents their individualized information such as schedules, teachers' contact information, credentials for alien platforms, etc...
- **One-on-one tutoring**: Kenilworth partners with City Year to provide one-on-one tutoring to interested parents and students
- **Advisory**: Kenilworth will have an advisory system where every family is assigned an educator as their family advisor. Families will be able to connect with their advisor
- **Social-Emotional Learning**: We are committed to focusing on social and emotional learning, relationships, and supporting transitions. There will be more frequent monitoring of students occurring in the fall to ensure those who may need additional emotional or mental health support, receive that support.

Resources are available to assist students with mental health needs. This can range from direct support from our school counselors, social workers, psychologists, and school nurses, as well as linking your child with community resources if needed.

- **Counseling:** Counseling services will continue to be given throughout virtual and hybrid learning. Our school counselor will utilize virtual resources to ensure that students have access to request sessions and meetings with our school counselor.
- **Positive Behavior Intervention System:** To ensure that students are continuously being recognized for the positive choices they make both online and in the hybrid model, Kenilworth will be implementing a new 'PBIS at KST' website that can be accessed from the Kenilworth Success Portal. Through this website, students will be recognized for high DeansList points, high ALEKS and IXL scores, birthdays, student shout outs, school events, and more.

Safety and Health Protocols on Campus

Based on the LDOE's guidance, we will follow all required minimum safety and health standards for reopening schools. In addition to the minimum guidance, we may take extra precautions to increase the safety of our students, employees, and community. We're implementing the following additional safety protocols next year:

General Guidelines

Main rules for safety:

- Keep social distancing at all times
- Wear a face mask
- Wash hands often, sanitize before/after you touch common surfaces
- Minimum material exchange
- Frequent cleaning of high touch surfaces

Kenilworth will provide PPE equipment for students and staff including:

- KN95 Masks
- Cloth face masks
- Hand Sanitizers
- Face Shields
- Disinfecting Wipes
- Disinfecting Sprays

Arrival and Dismissal

- Employees and students must use the designated point(s) of entry/exit.
- Students will be dismissed by the bus number at the end of the day. Dismissal may take longer as students will also grab their take-home food.
- Kenilworth will limit crowding at entry/exit points by maintaining maximum group sizes and physical distancing recommendations to the maximum extent possible.

Face Covering, Clean and Disinfect More

- All employees, students, and visitors must wear a face covering.
- Face coverings should be worn in all areas of the school, including buses, arrival, classrooms, hallways, common areas, restrooms, dismissal, and any other transitions within the school building.
- For individuals with health or other concerns that make wearing a face-covering difficult, exceptions will be considered on an individual basis.
- Students will wash or sanitize hands upon arrival at school, and every time they are out/in of a classroom
- Hand sanitizer may be used in place of handwashing in some instances.

Facility Organization

- Kenilworth will maintain static groups and physical distance to the maximum extent possible. Students will stay in the same classroom except for lunch and PE. Teachers will rotate, instead.
- Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures
- Water fountains will be closed. Students will be allowed to bring a water bottle. Touchless water dispensers will be installed where students can fill out their bottles.
- Hand Hygiene stations will be established in every classroom and hallways. Each station will have the necessary PPE equipment.
- All parent meetings will be conducted virtually to the maximum extent possible. If it is necessary, they will be scheduled at times when there are no students in the building and have social distancing measures during meetings.

Monitor for COVID-19 Symptoms

- Students and employees who are sick should stay home.
- Upon arriving at school, every student, employee, and visitor will have a daily initial temperature check.
- Kenilworth will establish a room (the meeting room) to be used to isolate anyone showing signs of illness.
- Students may be located in an isolation area if they have a fever of 100.4°F or above or exhibit other signs of illness.
- Parents will be responsible for picking their child up from school if determined to have any signs of illness.
- Students in the isolation area will be monitored by our school nurse
- The isolation area will be cleaned and disinfected after it is occupied.

Visitors

- The campus will be restricted for non-essential visitors, volunteers, and other groups.
- Essential visitors will be allowed to access a school campus in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:
 - Observe teacher candidates as part of the teacher preparation quality rating system
 - Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation
- All visitors must wear a face covering, complete a COVID-19 Risk Assessment Survey, and sanitize their hands upon arrival.

Intensified Cleaning & Disinfecting

- Frequently touched surfaces should undergo cleaning with a commercially available cleaning solution, including EPA-approved disinfectants or a dilute bleach solution, multiple times throughout the day. This includes:
 - Light switches, doors, benches, banisters, and bathroom fixtures
 - Student desks, which should be cleaned before and after each student's use
- Kenilworth will have increased cleaning and disinfecting.
- Students and staff are encouraged to limit personal items taken to and from school.
- Students are encouraged to minimize the sharing of materials.
- Students will keep all their belongings including Chromebooks within their assigned desks

Having a COVID case on CAMPUS

- Students, families, and employees should notify the school or their immediate supervisor if they test positive for COVID-19.
- We will communicate with employees and parents of students who were in close contact with the affected COVID-19 individual.
- Kenilworth will ensure continuity of education for students who are quarantined.
- Rolling closures of individual classes and/or school closures may be necessary based on clusters of positive COVID-19 cases.
- Keep your children home if they come in contact with any known case of COVID infection or show any possible symptoms of COVID-19:
 - If exposure or infection is suspected, students will need to be assessed by their primary care provider.
 - Students who are sick should stay home (regardless of illness).
 - Students who have COVID-19 are to stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor. If a diagnosis of COVID-19 is identified, students will need a letter of medical clearance before returning to school. COVID-19 related absences will not impact their attendance record.
- Individuals who are in close contact with a student or staff member may be identified, contacted, and asked to stay home and monitor symptoms for 14 days.
 - Not every student/faculty member in a school will need to stay home for 14 days, just those who are identified as close contacts to a case.
- Do not send students to school if they have a temperature of 100.4 or above.

Ensure Other Safety Measures

- Kenilworth will assure ventilation systems operate properly.
- Kenilworth will ensure all water systems and features are safe to use.
- All employees will be required to participate in health and safety training throughout the school year.

Transportation

We encourage our families to transport their children if possible. However, we know that many of our students will require bus transportation to get to and from school. We will provide additional safety measures to ensure a means of safe transport for our students.

- Maximum one student will be allowed per seat
- Members of the same household may sit in the same seat or adjacent seats.
- Face covering will be required for all passengers in accordance with BESE guidelines
- Passengers on a school bus will be spaced to the greatest extent possible as follows
- We will ensure that hand sanitizer is available on each bus
- Buses will be disinfected after each use (at least twice a day)
- Weather permitting, windows will be lowered to increase ventilation on the bus.

School Meals

Regardless of what phase we're in or what school instructional model we're using, we will continue to provide nutritious meals for our students. Food will be served with additional safety and sanitation procedures in place.

For in-person on-campus meals, students will pick-up meals in the school cafeteria or designated location.

- Students will eat their breakfasts in classrooms.
- Lunch will be served hot lunch in the cafeteria with safety, cleaning and social distancing measures
- Cafeteria workers will wear proper PPE (mask & shield)
- Students will take their food with them to home for the other three days that they will be doing distance learning from home

For distance learning students, based on guidance from the State, either parent will pick up food from school on designated days or we will ship weekly food supplies if allowed.

Communications

Kenilworth Science and Technology will utilize multiple means of communicating with families, employees, and community stakeholders, including:

- Automated text, voice, and email messaging to families and employees
- Dedicated webpage on the district website
- Telephone support lines
- School use of Constant Contact and OneCallNow
- School use of Schoology Learning Management Platform
- School social media platforms

It is very important that we have correct contact information for our parents. Parents must inform the school office as soon as they change their phone, email, or home address.

Extra-Curricular Activities

- Online clubs and esports will be offered.
- Assemblies will be held on a virtual platform. Hybrid and online students will be able to participate at the same time.
- Kenilworth will discontinue field trips at this time.
- Sports will not be offered at this time.
- Physical education teachers will adhere to all health and safety precautions and guidelines. PE classes will be held outside as much as possible. Physical distance rules are still in effect during PE classes.

Important & Useful Information

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

CDC Guidance for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC Considerations for K-12 Schools: Readiness and Planning Tool:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

Louisiana Department of Health Website:
<http://ldh.la.gov/Coronavirus/>

LDOE FAQ:
https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-faq.pdf?sfvrsn=8007981f_10

Frequently Asked Questions

Is my child required to participate in virtual learning?

Student participation is required for all students. Attendance and instructional minute requirements have not been waived at the state level for the 2020-2021 school year. Attendance will be taken online daily and reported as it is in the traditional school year. Teachers and school leaders will support families to overcome challenges preventing students from participating virtually, including devices and connectivity needs.

Will I be allowed to change my child's learning option before the first semester ends?

The expectation will be that students who enroll in the Virtual Learning Program at the beginning of the school year will be expected to continue in the program at least through the first quarter. However, we know there will be extenuating circumstances for families and we will do our best to adjust within our staffing and class size guidance. Making a change may take some time to implement due to the complexity of logistics.

What will a typical day look like in the Virtual Program?

This program is not what students experienced in the spring. This is a fully virtual program that meets the State's instructional requirements. Students will experience a daily schedule that will include live sessions, recorded sessions, and independent practice/activities. Students will be required to attend live sessions as an attendance requirement.

What are the time expectations for students to be in front of a computer or device?

The amount of time a student will spend in front of a device will depend on the courses they are taking. On average, there will be 3-4 live sessions every day, and each live session will be about 1 hour long. Live sessions and teacher office hours will be scheduled during the regular school hours. There will be time during the day for independent learning activities, breaking including lunch, PE, and other activities built into the schedule.

How is the virtual school going to work? Will the kids be glued to a screen via zoom for X number of hours, or will it be lessons to complete?

The virtual program is not the same as the spring continuous learning resources that were provided. The program is "school". Students will have synchronous (in real-time) and asynchronous lessons (different times), including live interactive classes with students and teachers participating in real-time.

Are face masks required?

Yes. Kenilworth Science and Technology School will follow the minimum safety standard set by BESE for the reopening of public schools that include face masks or covering requirements for all students in grades 3-12 and all employees.