

**TANGIPAHOA PARISH SCHOOL SYSTEM**

**RETURN TO SCHOOL PLAN\***

**2020-2021 SCHOOL YEAR**

**\*REVISED MARCH 3, 2021**

**REVISION: PHASE 3 PORTION OF SCHOOL OPERATIONAL PLANS BY PHASE FOR STUDENTS CHART (PAGE 7)**



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**TANGIPAHOA PARISH SCHOOL SYSTEM**  
**59656 Puleston Road**  
**Amite, Louisiana 70422**

*Melissa M. Stillee, Superintendent*

3/3/2021

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## **MESSAGE FROM THE SUPERINTENDENT**

*Thank you for your patience during these trying times. I do not have to tell you that we are entering uncharted territory. During the last two school years, we have been making preparations for threats to our school environment. Our first year, we prepared for outside intrusions on our campuses. Last year, we focused our energy on internal threats with the cyber attack. This year's threat is nature, and while this threat is still being studied, we know a lot more now than when we had to close our schools in March. We are taking every recommended precaution to ensure the safety and well-being of our staff and students.*

*This Tangipahoa Parish School System Return to School Plan for the 2020-2021 School Year has been prepared based on current data and guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO) and focuses on the safety and well-being of our staff and students. It is a multi-faceted plan, complete with contingencies based on re-opening our schools in response to the COVID-19 pandemic. Our overall goal is to welcome all our students back into our physical buildings. However, the restrictions on bus capacity is a major barrier to overcome in order to make this goal possible.*

*Please keep in mind that this document is “fluid” and subject to change as new information and guidelines become available from the Louisiana Department of Education and the Louisiana Department of Health and Hospitals. Updates to this plan, based on information provided to us by the organizations mentioned above and applicable federal, state, and local agencies, will be made as necessary.*

*This Plan will be posted on the Tangipahoa Parish School System website ([www.tangischools.org](http://www.tangischools.org)) and Facebook page and will be updated as needed. Our reopening “Frequently Asked Questions” are posted on the website. If you have specific questions, please email us at [questions@tangischools.org](mailto:questions@tangischools.org). We will do our best to provide you with the information you need.*

*Since Louisiana’s school facilities first closed in March 2020 in response to the COVID 19 pandemic, our school system has worked to ensure the safety of our students and staff was of the utmost priority. BESE and our local school board adopted minimum health and safety standards for reopening of schools. If you would like to register a specific school and a safety concern you feel is not in alignment with one or more of these minimum standards, please email [covidconcerns@tangischools.org](mailto:covidconcerns@tangischools.org)*

*Although our plans for each phase are based on the state restrictions and guidelines, our commitment to educate our children will never change. From our youngest student to our most senior staff member, everyone matters in our Tangipahoa Parish School community, and moving forward, we will be relying on these safety practices, coupled with our core values of being respectful of our community’s needs, compassionate to those who are anxious during these trying times, and doing all we can to make the 2020-21 school year GREAT for every single person we reach in our district.*

*Melissa M. Stilley, Superintendent*

## TANGIPAHOA PARISH SCHOOL SYSTEM POINTS OF CONTACT

- Superintendent
  - Melissa M. Stilley [melissa.stilley@tangischools.org](mailto:melissa.stilley@tangischools.org)
- Local Education Agency Systems
  - Melissa M. Stilley, Superintendent [melissa.stilley@tangischools.org](mailto:melissa.stilley@tangischools.org)
- Department of Health & Hospitals
  - Ronald Genco, Assistant Superintendent [ronald.genco@tangischools.org](mailto:ronald.genco@tangischools.org)
- Transportation
  - Byron Hurst, Assistant Superintendent [byron.hurst@tangischools.org](mailto:byron.hurst@tangischools.org)
- Student Services
  - Gary Porter, Director [gary.porter@tangischools.org](mailto:gary.porter@tangischools.org)
- Human Resources
  - Gavin Vitter, Director [gavin.vitter@tangischools.org](mailto:gavin.vitter@tangischools.org)
- Personal Protective Equipment (PPE) and Governor's Office of Homeland Security and Emergency Management (GOHSEP)
  - Bret Schnadelbach, Chief Financial Officer [bret.schnadelbach@tangischools.org](mailto:bret.schnadelbach@tangischools.org)
- Core Academics
  - Lisa Fussell, Director of Academics [lisa.fussell@tangischools.org](mailto:lisa.fussell@tangischools.org)
- Child Nutrition
  - Kendra Reed, Director [kendra.reed@tangischools.org](mailto:kendra.reed@tangischools.org)
- Students with Disabilities
  - Rachel DiBenedetto, Coordinator [rachel.dibenedetto@tangischools.org](mailto:rachel.dibenedetto@tangischools.org)
- Technology
  - Michael Diaz, Director [michael.diaz@tangischools.org](mailto:michael.diaz@tangischools.org)
- Facilities and Cleaning Schedules
  - Bret Schnadelbach, Chief Financial Officer [bret.schnadelbach@tangischools.org](mailto:bret.schnadelbach@tangischools.org)

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**NOTE:** Parents/guardians and employees are strongly encouraged to access the most current information regarding the reopening of school and school operations through the following:

- Teacher, student, and/or parent email
- TPSS district website ([www.tangischools.org](http://www.tangischools.org))
- Social media platforms (<https://www.facebook.com/tangischools>)
- Social media platforms for individual TPSS schools
- TPSS electronic parent newsletter
- Google/OnCourse classroom for grades Pre-K-12

## COMMUNICATION PLAN: SCHOOL INTERRUPTION AND CLOSURE

**Consistent Key Message to Stakeholders:** Provide consistent information and utilize automated messaging, texting, and/or local media to share updates and resources on your website and on social media, providing information including but not limited to:

1. Continuous learning for ALL students
2. Access to technology
3. Canceled and/or postponed events
4. Meal services for children
5. Employee expectations during interruption
6. Families' role in supporting their child's continuous learning
7. Guidance from local, state, and national authorities and experts
8. How the district is working to combat discrimination and bias during school interruption

**Streamline Communication to Stakeholders:** Our TPSS Tech Team members will immediately create a *Landing Page* on our website that is easy to find and navigate for stakeholders.

1. Provide a prominent web banner or pop-up message with a link to a designated landing page.
2. Send emails to employees and the community with information about our landing page and response plan.
3. Use social media platforms to share links to our landing page, response plan, and other timely, important information.
4. Ensure key information is widely accessible. Translate documents into various languages.
5. Provide closed captioning on videos and enable read-aloud functions on webpages.
6. Provide links to information and resources such as the following: school interruption updates, including messages from the superintendent, press releases, waivers, memos, guidance, and contact information.
7. News releases: Reference newsrooms from LDOE and the Office of the Governor for the most up-to-date news releases.
8. Responses to Frequently Asked Questions (FAQs): Create a TPSS Frequently Asked Questions Document to place on our website and utilize LDOE's Frequently Asked Questions Document as a link on our landing page.

### **SCHOOL & TEACHER COMMUNICATION WITH STUDENTS FOR CONTINUOUS LEARNING**

AUDIENCE	METHOD OF COMMUNICATION	PURPOSE	FREQUENCY
Students	Teacher calls and/or emails, posts announcements on teacher page, Zoom conferencing, utilizes apps to communicate with whole class.	Connect with students to access wellness, needs, and academic, social, and/or emotional challenges to support the student in receiving appropriate resources.	Weekly
Students	Teacher conducts check-in calls or Zoom meetings with every student.	To provide feedback on students' work and conduct synchronous lessons at scheduled times or asynchronous lessons.	Weekly
Families	School/teachers communicate through calls, emails, school messenger, and newsletters.	To help families understand their role in supporting their child's continuous learning.	Weekly
Parents	Teacher conducts a phone conference or Zoom call with the parent and student.	To discuss their child's progress with continuous learning activities. Challenges and successes are discussed with specific next steps to ensure success.	Every three weeks

## EXTERNAL COMMUNICATION WITH FAMILIES & COMMUNITY

INTENDED AUDIENCE	METHOD OF COMMUNICATION	PURPOSE	FREQUENCY
Families & Community	TPSS Website ( <a href="http://www.tangischools.org">www.tangischools.org</a> ) and Facebook posts/Schools share on their Facebook page.	Initial Information regarding school interruption. Remind families to check TPSB website and/o Facebook page daily for updates, information, and resources.	Initially, after a decision is made and then, daily
Families	School Messenger call and text messages to every family	Notify parents of school interruption and next steps.	Initially after a decision is made.
Families & Community	Electronic Newsletter	To provide Information about school interruptions, resources, and support	Bi-monthly
Families & Community	Media press release to newspaper, television, and Action News	To communicate school interruptions and plans moving forward.	Initially, then weekly
Families & Community	Local radio	To communicate updates and resources for families and students.	Initially, then weekly
Families, Community, & Employees	Utilize INBOX for questions, comments, & suggestions ( <a href="mailto:questions@tangischools.org">questions@tangischools.org</a> )	To allow a way for stakeholders to ask questions and receive answers.	Ongoing during school interruption
Families, Community & Employees	Tweeting and retweeting	To provide facts and information from state and local authorities to assist families with staying informed and connected	Daily






## INTERNAL COMMUNICATION WITH EMPLOYEES

GROUP	METHOD OF COMMUNICATION	PURPOSE	FREQUENCY
Executive Team & Public Information Officer	Face-to-face or conference call	Initial Decision Meeting with high level plans for potential school interruptions.	Daily
Board Members	Text message from Superintendent	Update of possible interruption, plans, and updates	Daily, then weekly
School & District Leadership	Zoom meeting	Bring the leadership in the loop regarding potential closures and plans moving forward. See what questions they have and also what they see as problem areas.	Daily, then Bi-Weekly
All employees	Email and text message from the school district followed by contact from his/her immediate supervisor	Notify employees of the situation and direction as to what they should do moving forward, and also, include a wellness check from the supervisor.	Daily, then weekly
Specific employees by school or department	Face-to-face, email, text, calls from immediate supervisor following district communication from the Superintendent	Communicate expectations for school specific/department for employees and wellness checks. Follow up for questions, comments, and/or feedback from employees.	Daily, then weekly

## STATE REQUIREMENTS FOR REOPENING SCHOOLS

	Phase 1	Phase 2	Phase 3
<b>Max group size</b>	10 (includes adult)	25 (includes adult)	50 (includes adult)
<p><i>*Young students maintain static groups</i>  <i>*Older students maintain 6 ft. distance during any transition</i></p>			
<b>Physical Standards</b>	<p><i>*Groups are separated outdoors but do not require a physical barrier</i>  <i>*Limit crowding at entry and exit points:</i></p>		
<b>Symptom Monitoring</b>	<p><i>*Assess students on arrival and throughout the day, including conducting an initial temperature check</i>  <i>*Establish an area that can be used to isolate sick students</i>  <i>*Clean and disinfect surfaces in the isolation area after the sick student has gone home</i></p>		
<b>Environmental Cleaning</b>	<p><i>*High-touch surfaces are cleaned multiple times throughout the day, including bathrooms</i>  <i>*Handwashing at arrival, at least every two hours, before and after eating, before and after using outdoor play equipment and at exit</i>  <i>*Adults and students (3rd grade and up) should wear face coverings, as able, to the maximum extent possible</i></p>		
<b>Transportation</b>	25%	50%	75%

## SCHOOL OPERATIONAL PLANS BY PHASE FOR STUDENTS

Phase 1	Phase 2		Phase 3	
PreK - 12	PreK - 6	7-12	PreK- 8	9-12
Full Virtual 	Traditional Model 	Full Virtual 	Traditional Model 	Traditional Model 
All schools will offer distance learning.	Students will attend school 5 days a week in-person.	Students will login virtually for all classes. Schools will have office hours for assistance. We will reevaluate 7-12 model after Labor Day.	Schools will return to normal operations with safety precautions continuing. Parents can still choose an alternate model.	Schools will return to normal operations with safety precautions continuing. Parents can still choose an alternate model.

Regardless of phase, TPSS offers a virtual option to support families in making the best decision for their child. In all phases, work is graded and not optional.

## TPSS OPERATIONS FOR THE 2020-2021 SCHOOL YEAR

Before implementation, information on the opening of school and appropriate Phases will be shared with all employees, students, and parents. Teachers will report on August 6, 2020. Teachers will report to the school building in all phases and all support employees will report at normal operating times, unless otherwise notified by their supervisor. The school day may be extended to some degree during the pandemic in Phases 2 and 3. Employees' immediate supervisor will communicate the time to report to work as we get closer to August 6. The school year will begin on August 12, 2020 for all students. August 12-21, 2020 will be a "Soft Start" to the school year. All students are required to wear school uniforms. This time will be used to: 1) teach students appropriate procedures and protocols that will keep them safe during the pandemic and 2) issue ChromeBooks and provide orientation and direct instruction on how to access and effectively utilize the virtual classroom. Also, teachers will communicate with their students regarding the schedule for full virtual class meetings and small group instruction, etc. This investment of time on the front end will help to ensure a better start to the school year, regardless if the student is full virtual or attending school in our buildings. This "soft start" plan will ensure all students have four consecutive days with their teachers before the "hard start" to school on August 24. "Soft Start" Schedule for August 12-21, 2020 is as follows:

<b>Pre-K &amp; Kindergarten</b>	<p>Pre-K and Kindergarten teachers will call parents by August 7 to schedule an in-person, individual Parent Orientation during the week of August 10-14.</p> <p>Pre-K and Kindergarten students will begin their "soft start" August 17. Teachers will provide an individual student attendance schedule during parent orientation.</p>
<b>Grades 1-8</b>	<p>Last name A-K: Attend school August 12, 13, 14, &amp; 17 Last name L-Z: Attend school August 18, 19, 20, &amp; 21</p>
<b>High School</b>	<p>Seniors attend on August 12 • Juniors attend on August 13 Junior/Senior Make-up Day: August 14 Sophomores attend on August 17 &amp; 18 • Freshmen attend on August 19 &amp; 20 Freshmen/Sophomore Make-up Day: August 21</p>

Beginning August 24, 2020 (during Phase 2), students in grades Pre-K-6 will be transported to our schools. Students in grades 7-12 will be full virtual with scheduled face-to-face opportunities with the teachers as needed. Students with significant disabilities and who take the alternate assessment will attend school in the buildings in grades 7-12. Through federal funding, the district was able to purchase a laptop device (Chromebook) for every student. These devices will be issued to students at the beginning of the school year. Parents must sign the Chromebook agreement before the device is issued to the student. There will be an application process for internet access, with priority given to students who do not have any access to internet services where they live. We continue to work with our local and state officials to address the areas in our parish with no internet access or poor cell coverage. In order to address this issue to the best of our ability, we are taking the following actions: 1) expanding the wifi access at all schools to cover the parking areas; 2) purchasing hotspots that will be available upon request for those families in areas with cell service; and 3) working on low-tech options to use in combination with technology in areas that have poor cell coverage. We will offer office hours for 7-12 students who are full virtual.



## PHASES FOR STUDENTS

The individual needs and circumstances of students with disabilities will be addressed in all three phases. Special needs students with significant disabilities who are alternatively assessed will attend school every single day in Phases 2 and 3.

**PHASE 1:** In the event the governor declares tighter restrictions on group size and school bus capacity that requires the district to operate in Phase I mode, TPSS will provide distance learning opportunities for all students. This will be done using an online learning platform as was used to end the 2019-2020 school year and through our summer extended learning program. Students will continue to have access to high quality instruction and will be required to log in regularly, submit graded assignments, and complete tests. Teachers will be in daily/weekly contact with their students. Individual students will be scheduled by the classroom teacher to come into the school for redirection and reteaching as needed.

**PHASE 2:** Using the Phase 2 LDOE guidelines, during Phase II, students in Pre-K-grade 6 will attend classes in person five days per week, and students in grades 7-12 will operate on a fully virtual instructional plan, although the district is committed to providing those students with times when they can come on campus to ask for help with their classes or simply check-in with their teachers. Those “office hours” will be available at each school by appointment. Transportation is the biggest challenge we face with welcoming all of our students back into the buildings. Therefore, the District is committed to surveying parents on transportation needs and conducting physical student counts on our buses during the first two weeks of school so that we can bring more of our 7-12 students back into the buildings. As we gain transportation capacity, we may be able to offer in-person instruction for our older students. On days that students are not physically on campus, teachers will provide assignments to be completed on an online learning platform. The state entered Phase 2 on September 11, 2020. Students in grades Pre-K-8 can now attend school 5 days per week, unless their families have chosen a full virtual model for their child. Students in grades 9-12 will follow a hybrid instructional model, attending school two days a week on a staggered A/B schedule. Students whose last names begin with A-K (Group “A”) will attend classes on campus Mondays and Tuesdays. Students whose last names begin with L-Z (Group “B”) will attend classes on campus on Thursdays and Fridays. On Wednesdays, all students in grades 9-12 will work virtually from home with lessons taught by their regular classroom teachers. Numerous videos are embedded in the content of the lessons. Some teachers may conduct Zoom meetings with students to teach a lesson or for “office hours” to answer questions and/or provide technical assistance.

**PHASE 3:** See chart on page 7 of this document.

**STUDENT ATTENDANCE:** To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher. The grading policy is located on the TPSS website at [www.tangischools.org](http://www.tangischools.org).

**PHASE 1:** For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements. Students are required to login to the online learning platform to complete daily course assignments.

**PHASE 2: REGULAR ATTENDANCE (in the school building):** Attendance regulations are enforced. Teachers take attendance. Teachers are required to document completion of the minimum number of instructional days and instructional minutes per year. Students must attend a minimum of 60,120 minutes. Students not attending school regularly will be referred to the Student Services Office for further review and consideration for truancy court. Parents/guardians must communicate with the school if their child is sick and submit a written note following their return to school. **VIRTUAL ATTENDANCE:** For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements. Students will be required to log in to the online learning platform to complete daily course assignments.

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## **A FULL VIRTUAL OPTION FOR FAMILIES**

***NOTE: Parents who are interested in this model should contact their school principal.***

Regardless of the “phase” we are in during the pandemic and even afterwards, the full virtual model is an option for any TPSS student who is self-motivated and able to work independently. Full virtual students will work at home under the guidance of a teacher and are only required to visit the school for special circumstances such as testing or credentials for graduation. There will be opportunities for high school students to work towards earning additional Carnegie credit by completing available electives to be an early graduate. There will be opportunities for connecting with peers and instructors through online platforms to ensure the rigor and standard fulfillment for speaking and listening and provide opportunities for student-to-student interaction. This will be helpful for students who cannot physically attend school due to health or social/emotional reasons. Schools will monitor student progress and convene a parent meeting if the student is not showing adequate growth in this model. Students in the full virtual learning model will be able to participate in extracurricular activities at the school they are enrolled in for the school year.

Full virtual students working at home will still follow the TPSS pacing guides and progress along with their peers through the curriculum. In order to maintain attendance requirements, full virtual students will have assignment deadlines to meet in order to count for their daily/weekly attendance. Students will be required to log in to participate in daily blended and remote instruction (Zoom calls, Google Meet, online assignments, etc.) School staff will track students’ online activities.

Students who repeatedly fail to participate in daily instruction will be considered truant and will be subject to the normal procedures outlined in the TPSS 2020-2021 Student and Parent Handbook included on the TPSS website ([www.tangischools.org](http://www.tangischools.org).) If an unexpected situation should arise and the student is not able to participate in the coursework for a day or more, the teacher should be notified. Excuses for these “absences” (illness, court, funeral, etc.) from virtual learning should be submitted to the school. Parents/guardians should contact the school to find out the best way to submit the excuse.

All TPSS disciplinary rules will remain in effect during online learning and will be subject to disciplinary action as provided by the District Code of Conduct.

Although virtual learning will take place at home, there will be occasions when students will be visible to the teachers and perhaps others during live or videoed online instructions through Zoom, Google Meet, etc. Therefore, proper dress and grooming must be taken into consideration. On these occasions, it is recommended that students wear their TPSS school uniform. However, if a school uniform is not available, students may wear other clothing excluding the following: any item which displays information regarding alcohol, drugs, profanity, violence; items with sexually suggestive pictures, see-through garments, mini-skirts/dresses, halters, backless dresses, tube tops, tank tops, tops with spaghetti straps, and/or bare midriff outfits (without over shirts), and shirts tied at the midriff. Students who do not meet these minimum standards of dress will be dismissed from the online session and will be marked absent for that day.

**K-8 FULL VIRTUAL INFORMATION:**

- The FULL VIRTUAL option requires students to work independently, however, teachers will be monitoring, providing feedback, and offering individual or small group assistance as needed.
- Zoom meetings are not a daily requirement for virtual learning. Teachers in grades K-8 will use Zoom primarily for “office hours” to answer students’ questions and offer additional support or small group instruction.
- Teaching videos are included in every Math lesson included in the Oncourse classroom.
- Teaching videos are included in every ELA lesson for grades K-2 students.
- Teaching videos are embedded in many of the ELA lessons for students in grades 3-8.
- In Science and Social Studies, students are expected to read the content in the Oncourse classroom; therefore, there are fewer teaching videos. Students have access to an additional website with resources and videos for Science and Social Studies.

**GRADES 9-12 FULL VIRTUAL INFORMATION:** Once we can allow our high school students to attend classes on campus everyday, high school students who choose FULL VIRTUAL will receive their instruction from OnCourse Classroom or Edgenuity platforms. This full virtual option requires students to work independently, however, teachers will be monitoring, providing feedback, and offering individual or small group assistance as needed. Zoom meetings are not a daily requirement for virtual learning. Teachers in grades K-8 will use Zoom primarily for “office hours” to answer students’ questions and offer additional support or small group instruction.

**PLAN FOR ADDRESSING UNFINISHED LEARNING**

Each school will use a screener and/or diagnostic to use in the development of a learning plan for each student. Teachers will analyze the results and communicate each child’s readiness with his/her parents. Learning plans will be created using the Individual Academic Improvement Plan for grades K-8 and the Individual Graduation Plan for high school students. Learning gaps will be addressed with the curriculum specific guidance.

DIAGNOSTIC ASSESSMENTS		
Grade Level	ELA	Math
K	DRDP - K	DRDP - K
1 - 2	CKLA Mclass	EduLastic
3 - 8	Leap 360	3-6 Leap 360 7 & 8 Equip
High School	Leap 360 (English I & II)	Equip (Algebra I & Geometry)

Be Respectful, Be Compassionate, Be Great

## INSTRUCTIONAL RESOURCES TO ADDRESS UNFINISHED LEARNING

Grade Level	English Language Arts	Math
Grades K-2	<ul style="list-style-type: none"> <li>• Boost video lessons will be provided starting with the skills and knowledge demands presented in the curriculum after March 13.</li> <li>• Teachers will work with small groups on targeted priority skills using CKLA Mclass.</li> </ul>	Zearn to assist in skill development and enhancement
<b>Grades 3-12</b>	<ul style="list-style-type: none"> <li>• Use formative assessments from their high-quality curriculum to regularly diagnose students' needs.</li> </ul>	(3-6) Zearn (7-HS) Equip

Be Respectful, Be Compassionate, Be Great

### PROCEDURES TO REDUCE THE SPREAD OF COVID-19 AT TPSS SCHOOLS

Procedures will be in place to reduce the spread of COVID-19 at TPSS schools. Our overall goal is to have every student in our school buildings every day and to keep our staff members and students safe. To accomplish this, each of our schools will be modifying our practices to include daily temperature checks, masks for all students (grades 3-12), amended cafeteria and transportation operations, as well as additional enhanced safety protocols. Schools will amend all procedures as needed to comply with recommended safety guidelines.

**HYGIENE:** All students, staff and visitors shall promptly wash (for at least 20 seconds using soap and water) or disinfect their hands (using hand sanitizer with at least 60% alcohol) upon arrival at the school campus. Any person remaining on a school campus shall repeat such washing or disinfecting not less than every two hours. Additionally, students shall repeat such washing or disinfecting whenever they enter a building on campus after using outdoor play equipment and within thirty minutes of departing the school campus at the end of the school day. Students, staff, and visitors should be reminded not to touch their face (especially eyes, nose and/or mouth) and to cover their mouth and nose with a tissue or use the inside of their elbow when coughing and/or sneezing. Wearing gloves does not diminish the need for washing hands. Whether wearing gloves or not, touching your face, nose, and/or eyes is a significant risk to the spread of infection. Each teacher shall be responsible for ensuring adherence to this hygiene requirement within his/her classroom. The principal or his/her designee shall be responsible for ensuring adherence to the hygiene requirement within all other rooms on the school campus.

**FACE COVERINGS/MASKS:** Except for those individuals who obtain a medical or disability impact exception as set forth herein, all adults and students in grades 3-12, while inside the school facility, must wear a face covering to the greatest extent possible and practical. While inside the school facility, students in grades Pre-K-2 may wear a face covering. While inside the school facility, the face covering requirement does not apply for children under two years of age and individuals with respiratory issues or other disabilities that prevent mask wearing. Medical or disability impact exceptions will be addressed on an individual basis by the TPSS in accordance with local policy

(see page 20.) Absent a medical or disability exception, a face “shield” shall not substitute for a face covering/mask. Students and staff shall be required to wear masks as a requirement of their respective dress codes, and a violation of this requirement will be addressed in conformity with the manner of enforcement for dress code violations as stated in the Student Code of Conduct and Personnel Policy Manual, respectively. Face coverings/masks must be of any color with or without a school logo or the student’s name/initials, and must be made of solid material, not mesh. In order to wear a face covering with an “air vent”, a doctor’s note must be provided to the principal or his/her designee.

**SOCIAL DISTANCING:** Social distancing is an effective way to prevent potential infection. Students, staff and other persons on the school campus shall practice social distancing of 6 feet from one another, to the greatest extent possible. In an effort to maintain social distance, all students, faculty, and staff shall avoid crowding at entry and exit points of the school buildings, classrooms, and restrooms, and shall, to the extent possible, maintain appropriate physical distance from one another. The TPSS will employ social distancing strategies to increase space between individuals including adjusted seating arrangements for school buses and classrooms, and posted signs to remind staff and students of 6-foot social distancing to the maximum extent possible, including maintaining static groups of 25 or less, limiting large group contact (minimal transition), promoting parent pick-up and drop-off to assist in limiting bus loads, separating groups (without physical barriers) when outdoors, and limiting crowding at entry/exit points. This shall mean that there is sufficient physical space within the room or outdoor area to maintain such distancing, in which case the physical distancing should be the most available under the physical circumstances, or in circumstances where there is no other significant barrier or impediment to such distancing, such as:

- when there is a need to be in closer proximity to provide a required assistance or service to a student or adult;
- when exiting or entering a room;
- when the distancing will create a circumstance that is otherwise unsafe for a student; or
- when such distancing will significantly impair the ability to supervise a student.

Group size limitations, including both students and adults, are as follows: Phase 1: 1-10 individuals; Phase 2: 25 individuals; and Phase 3: 75 individuals. Classroom groups of younger students will remain in static groups with the understanding that individual students may come into close contact with each other during the school day. Plans will be in place for water and restroom breaks. All teachers and students will be asked not to visit other classrooms or areas outside of their teams or grade levels.

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## **ENHANCED SAFETY PROTOCOLS**

**HEALTH ASSESSMENT FOR ALL STUDENTS AND ADULTS ON CAMPUS:** All students and adults arriving at a school campus shall be subjected to an initial health assessment for signs of sickness, including but not limited to a persistent cough, an expression by an individual that he/she is suffering from some other significant breathing difficulty, and whether the individual’s temperature is 100.4F or above. Any student or adult who evidences a persistent cough, expresses suffering from some other significant breathing difficulty, or who has a temperature of 100.4F or above shall not be allowed to remain on the school campus. In the event the only negative indicator is temperature, the process outlined for isolation shall be followed.

Visitors to a school campus will promptly report to the main office of the school for an initial health assessment by the principal or designee. Any visitor who is determined to show signs of sickness shall immediately leave the

campus. If the sole evidence of sickness is a temperature of 100.4F or above and there is a reasonable belief that the cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the departure of the visitor may be postponed for not longer than fifteen minutes, at which time additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4F the visitor may remain on the school campus provided that he/she is otherwise authorized to be present.

**STUDENTS' HEALTH ASSESSMENT AT HOME:** Parents/guardians should conduct a health assessment of their student(s) before sending them to school. If the student presents with any of the following symptoms, he/she should remain at home: fever (100.4F in the past 24 hours), chills and shaking, muscle pain, headache, sore throat, loss of taste or smell, and/or unexplained rash.

**MANDATORY STUDENT HEALTH ASSESSMENT ON CAMPUS:** Students' initial health assessment will be done upon entering the first classroom in which the student's attendance is recorded. The assessment shall be conducted by the students' teacher or a designee. Any student who has signs of illness (fever, cough, shortness of breath, and/or sore throat) shall be subjected to isolation until the student's parent, guardian, or other emergency contact can be reached and the student is picked up from the school. (*Parents and/or guardians should ensure that the school has up-to-date contact information.*) However, if a determination is made that a student is displaying signs of sickness prior to the parent or guardian departing the school campus, the parent or guardian shall be required to take the student from the school campus at that time. A student who arrives by private automobile operated by the student may be allowed to leave campus alone, but only upon the concurrence via telephone or text message by the student's parent or guardian.

**MANDATORY EMPLOYEE HEALTH ASSESSMENT ON CAMPUS:** Upon arrival on the school campus, staff members will promptly report to the main office of the school for an initial health assessment by the principal or his/her designee. Any staff member who shows signs of sickness as described above shall immediately leave the campus. If the sole evidence of sickness is a temperature of 100.4F or above and there is a reasonable belief that the cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the departure of the staff member may be postponed for not longer than fifteen minutes, at which time additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4F, the staff member may remain on the school campus. All employees are required to notify their immediate supervisor if there is a change in their health status. The affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.

**ISOLATION ROOMS:** Each school principal shall designate a room on the school campus to serve as an isolation room which shall be the location where any student or adult who shows signs of being sick including, but not limited to, persistent coughing, significant breathing difficulties, and/or a recorded temperature of 100.4F or above, shall be isolated from the general student and adult population of the school campus. Persons so isolated should leave the school campus as soon as practicable.

If the sole basis for the isolation is a temperature of 100.4F or above and there is a reasonable belief that the cause of the temperature may be related to the ambient outdoor temperature rather than sickness, the isolation may be postponed for not longer than fifteen minutes, when additional temperature reading(s) may be obtained. If a subsequent temperature reading is less than 100.4F, isolation shall not be required.

**WATER FOUNTAINS:** Although water fountains will not be operational, multiple water fountains will be retrofitted with water bottle fillers. Students should bring a water bottle with their name on it to school every day.

**“STAFF ONLY” RESTROOM FACILITY USAGE DURING THE SCHOOL DAY:** Maximum capacity will be established for the facility (allowing for social distancing) and a sign will be posted on the door of the facility indicating the maximum capacity. Supplies will be available for staff to clean the facility after personal use.

**LOCKER ROOMS AND ATHLETIC ACTIVITIES:** Locker rooms will be closed for physical education classes until further notice. Athletic activities, including support groups (cheer/dance) will follow the recommendations included in the Louisiana High School Athletic Association’s Guidance for Opening Up High School Athletics and Activities. During athletic activities (only during Phase 3), as a normal practice, while in locker rooms, students should stay 6 feet from others, eliminate physical contact (handshakes, etc.) with others, and avoid touching surfaces touched by others to the extent feasible, and avoid anyone who is coughing, sneezing, or appears to be sick.

**RESTRICTED TRAVEL FOR EMPLOYEES AND STUDENTS:** Employee travel to conferences and workshops will be discontinued until further notice, unless pre-approved by the Superintendent’s office, and all field trips will be discontinued until further notice.

**MAINTAINING SAFETY STANDARDS:** Upon reopening, our facilities will have been cleaned and disinfected and we will continue to adhere to all necessary safety precautions throughout the school year. We will require employees to maintain safety standards by continuously cleaning and disinfecting based on the guidelines provided by health and safety officials.

TPSS staff will use signage to indicate rooms requiring sanitizing and disinfecting. There will be limited access to certain workspaces (copy rooms, etc.) to reduce exposure and ensure employee safety. Appropriate signs indicating these restrictions will be placed throughout schools and offices. Specific conference rooms, break rooms, teacher lounges, and multi-purpose rooms will be closed for general use with limited access to the microwave, refrigerator, etc, in all Phases except Phase 3. TPSS will monitor the number of employees in offices and common areas while the risk of infection exists. Each principal shall develop and implement a schedule for classes to utilize common areas, both outdoors and indoors.

Employees will be expected to disinfect their own personal workspace (desk, phone, computer, keyboard, mouse, etc.) and any shared workspace throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers will be available throughout the workplace and in common areas. Cleaning sprays and wipes will be available to clean and disinfect frequently touched objects and surfaces.

Additionally, the custodial team will clean all workspaces at their regularly designated daily cleaning times. Proper products and equipment (approved disinfectant and PPE) should be used when cleaning individual workspaces.

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### **EMPLOYEE OR STUDENT EXPOSURE TO COVID-19**

The Tangipahoa Parish School System will be in close contact with the Louisiana Department of Health. The Regional Administrator’s Office will provide guidance for all incidents related to employee and student exposure to COVID-19 and/or COVID-19 related symptoms. In this rapidly changing situation, health care providers should have the most up-to-date information from the CDC. While we all hope to avoid exposure to illness from COVID-19, we must be prepared for that possibility. If a TPSS employee, student, or someone he or she has been in contact with has been directly exposed to the virus (within 6 feet of an infected person for at least 15 minutes during their infectious period, which includes the 48 hour period before the day the person became sick), our first

concern is for the health and safety of those who may be at risk for additional exposure. Therefore, parents and employees should be notified of possible exposure to individuals at the school who test positive for COVID-19.

Student exposure protocols may include the following: self-quarantining away from others, being monitored by parents/guardians for symptoms and for contacting a healthcare provider, and if the student tests positive for COVID-19, notifying the school principal. The student should remain home and not return to school until three criteria have been met: 1) at least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications); 2) improved respiratory symptoms (cough, shortness of breath, etc.); and 3) a minimum of 10 days have passed since the onset of symptoms.

Employee exposure protocols may include the following: self-quarantining in a specific room away from others, notifying the following of potential exposure to COVID-19 and following their instructions: 1) the employees' personal healthcare provider; 2) TPSS Director of Human Resources Gavin Vitter via telephone (985-748-2503) or email ([gavin.vitter@tangischools.org](mailto:gavin.vitter@tangischools.org)); and 3) the employee's supervisor. The supervisor will work with Human Resources to determine appropriate next steps. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided instructions. All employees must follow established return-to-work guidelines and should not return to work until three criteria have been met: 1) at least 3 days (72 hours) without symptoms (no fever without the use of fever-reducing medications); 2) improved respiratory symptoms (cough, shortness of breath, etc.); and 3) a minimum of 10 days have passed since the onset of symptoms.

## **TRANSPORTATION PROTOCOLS**



Due to restrictions of bus capacity in all three phases, transportation will only be provided to students' physical addresses as documented in our Student Information System. **Special Transportation Requests will not be allowed until further notice.** School buses used to transport students must not exceed the following maximum capacity requirements:

- **Phase 1 - 25%**, including adults, of the school bus manufacturer capacity: Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same or adjacent seats. During Phase 1, TPSS will not provide school bus transportation for students to and from school. Distance learning opportunities will be provided for all students.
- **Phase 2 - 50%**, including adults, of the school bus manufacturer capacity: Passengers must be dispersed throughout the bus to the greatest extent possible. Bus operators will be required to wear a face covering while on duty. School buses will be required to travel with the windows open (weather permitting) to facilitate airflow. School bus operators will be required to sanitize their school bus after each individual route.
- **Phase 3 - 75%**, including adults, of the school bus manufacturer's capacity: Passengers must be dispersed throughout the bus to the greatest extent possible. Bus operators will be required to wear a face covering while on duty. School buses will be required to travel with the windows open (weather permitting) to



facilitate airflow. School bus operators will be required to sanitize their school bus after each individual route.

The Superintendent shall advise parents/community members of the school district, in a means determined by the Superintendent, of the limitations on bus occupancy. Parents who wish to waive the right to receive transportation of their children may do so, but the Superintendent shall request such parents to notify the school district in writing, including but not limited to email, so that the School District may document the waiver.

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## **CAFETERIA PROTOCOLS**

### **PHASE 1: VIRTUAL MODEL PLAN FROM HOME FOR ALL PRE-K-12 STUDENTS**

The Child Nutrition Department will offer students breakfast and lunch as “Curbside Grab and Go Meals”. Students are encouraged to be in the vehicle to pick up meals. The parent will have to sign a consent form daily, confirming the meal is for the student. Designated schools have been assigned for “Virtual Curbside Feeding”. Please see the TPSS website for most updated school listings. Prepackaged meals will be distributed at specific school locations on Tuesdays and Thursdays. Please see the TPSS website for most updated school listings. The meals distributed on Tuesdays will include two prepackaged breakfasts and lunches. The meals distributed on Thursdays will include three prepackaged breakfasts and lunches.

### **PHASE 2:**

#### **ONLY PRE-K-6 STUDENTS ON CAMPUS-TRADITIONAL MODEL** **GRADES 7-12 - FULL VIRTUAL MODEL**

There will be no general congregate eating, meaning the collection of more than a single classroom of students in the cafeteria or other room during the 2020-2021 school year, so long as the State is in Phase 2. Upon a designation that the state is in Phase 3, there may be congregate eating, with adherence to the maximum occupancy limits established by Bulletin 741. During Phase 2, meals will be bagged or boxed by the cafeteria staff, under the direction of the Cafeteria Manager. The Cafeteria Manager in conjunction with school administration shall be responsible to see that meals are distributed to all such students in such a manner as to limit contact between the cafeteria staff and students.

Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. In all circumstances, students will maintain recommended social distancing of 6 feet. All students on campus will be offered free breakfast upon entering school. For lunch, the principal will establish a time schedule for each class to enter the cafeteria serving line. Students will enter the cafeteria in groups no larger than 25. Students will pick up their meals and be directed to their assigned location, maintaining 6 feet of social distance and facing in one direction. The cafeteria staff will properly clean and sanitize the cafeteria. Only one meal option will be offered, and all lines will offer the same meal choice. Students will pass the point-of-service, where cafeteria workers will

account for the meal. Cafeteria workers will wear proper PPE (Personal Protective Equipment). Food waste will be discarded in various garbage receptacles located throughout the campus, and custodians (with permission from principal) will assist with bringing the trash to the dumpsters.

For students participating in virtual learning, lunch meals will be offered as “grab-n-go” meals, which are available for drive-by pick up. Students are encouraged to be in the vehicle to pick up meals. The parent will have to sign a consent form daily, stating the meal is for the student enrolled in the district. Designated schools have been assigned for “Virtual Curbside Feeding”. Please see the TPSS website for updated school listings.

**PHASE 3: GRADES PRE-K-8: TRADITIONAL MODEL • GRADES 9-12: BLENDED MODEL (A/B SCHEDULE)**

The Child Nutrition Department will provide meals utilizing the same Phase 2 guidelines listed above, increasing the size of student groups from 25 to 50.

**IMPORTANT INFORMATION PERTAINING TO ALL MEAL PHASES:** All regulations and guidelines from the CDC, USDA, LDOE, CNP, and LDHH, will continue to be followed in all processes of meal service, including delivery, storage, preparation, serving, and cleaning.

1. Students will wash their hands before and after meals.
2. In Phases 1, 2, and/or 3, all meals will be served in disposable containers.
3. All meals will be prepared and offered to the students by the cafeteria staff.
4. Students and faculty members will not be allowed to share food tables, food, or beverages.
5. All parents are encouraged to utilize on-line payment options (Myschoolbucks) to minimize physical contact, understanding there is a fee to utilize the service.
6. Payments will not be accepted while students are in the serving line in an effort to reduce physical contact.
7. At this time, the TPSS Child Nutrition Department will only offer milk, juice, and water for extra sales.
8. Adults will still have the option to purchase meals.

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## GENERAL CLEANING AND DISINFECTING PROTOCOL

**HOW COVID-19 SPREADS:** The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into airways or mucous membranes of the eyes, nose, or mouth causing infection. The virus can also be spread if someone touches a contaminated surface and then touches his or her eyes, nose, or mouth, although this is not the primary way the virus spreads. High touch surfaces shall be disinfected between uses by individual students. The teacher shall be responsible for ensuring such disinfecting takes place within the classroom. For common areas outside of the classroom, the principal or designee shall be responsible for ensuring that “high-touch” surfaces are disinfected not less than every two hours during the school day.

**GUIDANCE FOR ROUTINE CLEANING AND DISINFECTING:** Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Bioesque Botanical Disinfectant Solution will be used for this process. Depending on the type of chemical, disinfecting kills most germs if the product is used as directed. Employees will wear disposable gloves and a face covering/mask when cleaning and disinfecting, removing and properly disposing of these items when finished. Employees will wash their hands immediately after cleaning or disinfecting any area. Employees are reminded not to touch their face with the gloves.

Custodial staff will clean and disinfect frequently touched surfaces and objects including door knobs and handles on equipment (athletic, etc.), classroom desks, tables, chairs, countertops, light switches, push buttons on vending machines and elevators, shared items such as toys, remote controls, telephones, desktops, computer keyboards and mice, bus seats and handrails, all bathroom fixtures, etc. daily or more often depending on use patterns:

It is not necessary for disinfectants to be applied routinely to surfaces that are not high-touch or high-risk such as floors, bookcases, tops of filing cabinets, etc. Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

**CLEANING AND DISINFECTING IN THE EVENT OF A SUSPECTED CASE OF COVID-19:** When a student or staff member of a school develops any symptoms of illness consistent with COVID-19 (new onset or worsening cough, shortness of breath, or at least two of the following symptoms: temperature of 100.4F, chills, muscle aches, headache, sore throat, loss of taste or smell) staff will follow the established protocols: Immediately isolate the person in a sick/isolation room until he or she is able to go home or to a healthcare facility, ensuring that hygiene supplies such as cloth masks, facial tissues, and alcohol-based hand sanitizer are available in the sick/isolation room. Remind the person(s) monitoring the person with symptoms to practice social distancing. After the person with symptoms has left the school, close off the sick/isolation room for at least 24 hours. If 24 hours is not feasible, wait as long as possible before cleaning and disinfecting. While cleaning, open outside doors and windows to increase ventilation and if possible, temporarily turn off room fans and the central HVAC system that services the sick/isolation room, to eliminate the circulation of particles that may escape while vacuuming.

**GENERAL PRECAUTIONS FOR CLEANING STAFF IN THE EVENT OF A SUSPECTED CASE OF COVID-19:** Although the risk of getting COVID-19 from cleaning is low, listed below are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Custodial staff should be 1) trained to use disinfectants safely and effectively; 2) made aware of the hazards of the cleaning chemical used in the workplace; and 3) reminded to maintain safety precautions when cleaning potentially infectious materials and bodily fluids (blood, vomit, feces, and/or urine).
- Cleaning staff should not touch their faces while cleaning.
- Cleaning staff should wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash.
- After cleaning, the clothing worn while cleaning should be placed in a plastic bag and laundered at home as soon as possible.
- After removing the work clothes and gloves, hands should be thoroughly washed with soap and water for at least 20 seconds.
- For further information, please use this link as a resource.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

**CLEANING AND DISINFECTING PRODUCTS:** TPSS custodial staff will be trained on the effective use of Bioesque Disinfectant, an EPA-registered household disinfectant, and will use this product and an electrostatic sprayer to clean and disinfect items. Custodial staff will follow the manufacturer's instructions on the product label to ensure safe and effective use of the product, including keeping the surface wet for a period of time if so indicated in the instructions. Custodial staff will wear gloves while cleaning, and will ensure good ventilation during use of the disinfectant. Preventative material inventory should consist of the following items: adequate supply of soap, hand sanitizer, paper towels, tissues, and disinfectant (custodial staff); adequate supply of gloves and other protective gear (custodial and nursing staff); and touchless thermometers for student and employee screening (nursing staff).

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### **THINGS PARENTS CAN DO TO PREPARE FOR THE START OF SCHOOL**

1. *Secure a face covering/mask for your child (grades 3-12).*
  2. *Purchase school uniforms.*
  3. *Purchase school supplies. Supply lists are included on each school's website.*
  4. *Complete the Transportation Survey on the TPSS website ([www.tangischools.org](http://www.tangischools.org)) as soon as possible.*
  5. *Prepare to send a water bottle with your child's name on it to school each day with your child.*
  6. *Contact your child's school to make sure you have provided them with your correct contact information- both phone numbers and address. A list of schools, principals, and contact information is included below.*
  7. *Reach out to your school's administrator anytime with any questions and/or concerns.*
  8. *Talk to your child about the following: 1) why we have restrictions in place due to COVID-19 and how these restrictions can help slow the spread of the disease; and 2) the importance of handwashing throughout the day.*
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## LIST OF SCHOOLS FOR 2020-2021 SCHOOL YEAR

SCHOOL NAME	GRADE S	PRINCIPAL	PHONE (985)	PHYSICAL ADDRESS
Amite Elementary Magnet	Pre-K-4	Dana Topps	748-6953	310 Vernon Avenue, Amite 70422
Amite High Magnet	9-12	Travis Ford	748-9301	403 South Laurel Street, Amite 70422
Amite Westside Middle Magnet	5-8	Reagan English	748-9073	410 West Oak Street, Amite 70422
Champ Cooper Elementary	Pre-K-8	Anthony Sciortino	542-6182	42530 Highway 445, Ponchatoula 70454
Chesbrough Elementary	Pre-K-5	Roslyn Varnado	229-6377	68495 Highway 1054, Kentwood 70444
D.C. Reeves Elementary	3-4	Tamara Whittington	386-6433	18026 Sisters Road, Ponchatoula 70454
Greenville Park Leadership Academy	4-8	Bobby Matthews	345-2654	111 J.W. Davis Drive, Hammond 70403
Hammond Eastside Magnet	Pre-K-3 4-8	DeShea Johnson Michael Kyles	345-8481	45050 River Road, Hammond 70401
Hammond High Magnet	9-12	Shelly Gaydos	345-7235	45168 River Road, Hammond 70401
Hammond Westside Montessori	Pre-K-3 4-8	Hugh Wallace Jason Oller	345-6857	2500 Westpark Avenue, Hammond 70403
Independence High Magnet	9-12	Chasity Collier	878-9436	270 Tiger Avenue, Independence 70443
Independence Leadership Academy	Pre-K-4	Lisa Raiford	878-4946	221 Tiger Avenue, Independence 70443
Independence Magnet	5-8	Donnis Casanave	878-4376	300 W. Second Street, Independence 70443
Jewel M. Sumner High	9-12	Shuanessy Matthews	229-8805	15841 Highway 440, Kentwood 70444
Jewel M. Sumner Middle	6-8	Ashley Walker	310-2152	15649 Highway 440, Kentwood 70444
Kentwood High Magnet	7-12	Rochell Bates	229-2881	603 9 <sup>th</sup> Street, Kentwood 70444
Loranger Elementary	Pre-K-4	Jamie Mills-Jackson	878-4538	54101 Martin Street, Loranger 70446
Loranger High	9-12	Gary Perkins	878-6271	19404 Hiatt Street, Loranger 70446
Loranger Middle	5-8	Heloise LaFrance	878-9455	54123 Allman Street, Loranger 70446
Lucille Nesom Memorial	Pre-K-8	Samantha Austin	345-2166	14417 Highway 442 West, Tickfaw 70466
Martha Vinyard Elementary	5-6	Melissa Ryan	386-6364	40105 Dunson Road, Ponchatoula 70454
Midway Elementary	Pre-K-3	Tangee Daugereaux	345-2376	48405 Highway 51, Natalbany 70451
Natalbany Middle	4-8	Darlene Hammer	345-0854	47370 N. Morrison Blvd., Natalbany 70451
O. W. Dillon Leadership Academy	Pre-K-6	Henrietta Vernon	229-8225	1459 Service Road, Kentwood 70444
Perrin Early Learning Center	Pre-K-K	Lorinda Elzy	386-9734	350 West Ash Street, Ponchatoula 70454
Ponchatoula High	9-12	Anna Faye Caminita	386-3514	19452 Highway 22 East, Ponchatoula 70454
Ponchatoula Junior High	7-8	Mary Beth Crovetto	370-5322	315 East Oak Street, Ponchatoula 70454
Roseland Montessori	Pre-K-8	Rhonda Vaccaro	748-9307	12516 Times Avenue, Roseland 70456
Spring Creek Elementary	Pre-K-5	Evelyn Showers	229-8363	72961 Highway 1061, Kentwood 70444
Tangipahoa Alternative Solutions Program	7-12	Terran Perry	542-5634	411 Crystal Street, Hammond 70401
Tucker Elementary	1-2	Amber Gardner	386-6449	310 South Third Street, Ponchatoula 70454
Woodland Park Magnet	Pre-K-3	Reginald Elzy	542-6373	1000 Range Road, Hammond 70403

### TPSS POLICY: MEDICAL OR DISABILITY IMPACT EXCEPTIONS

As provided in Bulletin 741, §401(E) and §403(I) the Tangipahoa Parish School Board recognizes that there will be circumstances in which individual students and/or staff will be entitled to an exception from one or more provisions in Chapter 4 of Bulletin 741, including the face coverings requirement and the adherence to static groups for students in Grades 2 and below, based upon a medical or disability issue specific to the individual student or staff member. In order for a staff member to be granted an exception based upon a medical or disability issue:

- The staff member shall submit a written application via letter, memorandum, or email to his/her immediate supervisor;
- The application shall identify the specific provision of Chapter 4 to which the exception is applicable;
- The application shall identify the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception;

- If the immediate supervisor is not the Superintendent, the application shall be promptly forwarded to the Superintendent or his/her designee for review and consideration, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application;
- If the Superintendent is the immediate supervisor, the Superintendent or his/her designee shall make a decision within three (3) working days; and
- The written decision of the Superintendent or his/her designee shall be provided via letter, memorandum, or email, promptly provided to the applicant, and the decision of the Superintendent or his/her designee shall be final.

In order for a student to be granted an exception based upon a medical or disability issue:

- The parent or legal guardian of the student shall submit a written application by letter, memorandum, or email, to the Principal of the school in which the student is or will be enrolled;
- The application shall identify the specific provision of Chapter 4 to which the exception is applicable;
- The application shall identify the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception;
- The application shall also include a reference to whether the exception is related to a service or accommodation afforded in an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan;
- The Principal shall promptly forward the application to the Superintendent or his/her designee for review and consideration, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application;
- However, if the application references an existing 504 Plan, Individualized Education Plan, or Individualized Health Plan, the Principal shall, before forwarding to the Superintendent or his/her designee, call a School Building Level Meeting (SBLM) to review the application and the existing 504 Plan, Individualized Education Plan, or Individualized Health Plan to determine if the exception is needed to avoid a conflict therewith, and whether the 504 Plan, Individualized Education Plan, or Individualized Health Plan should be modified to alleviate the need for the exception. The recommendation of the SBLM should be forwarded with the application to the Superintendent or his/her designee, and the Superintendent or his/her designee shall make a decision within three (3) working days of receipt of the application;
- The written decision of the Superintendent or his/her designee shall promptly be provided by letter, memorandum, or email to the applicant, and the decision of the Superintendent or his/her designee shall be final.
- All documentation related to the application shall be incorporated into the student's school record and, if applicable, made a part of the student's 504 Plan, Individualized Education Plan, or Individualized Health Plan.