



Simsboro School

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Dear Simsboro School Parents/Guardians:

As we continue to get closer to the start of a new school year, I want to share some important information with you. I know that SHS parents and students have many questions and concerns about what school will look like this year. I believe that SHS is prepared to begin the school year. As always, the faculty and staff of SHS will continue to provide comfort and safety for all students as well as a quality education so that we can continue to be an "A" school. I am excited to get the year started, to welcome your children back, and to provide them with some sense of normalcy. Whether you chose the face-face instruction option or the virtual learning option, the staff at SHS intends to make this a great school year, regardless of the circumstances.

- **Phase 2 Schedule:** In Phase 2, students in grades PK-6 will attend school every day and students in grades 7-12 will attend school on an A/B or alternating schedule. We have decided to separate the students by grade level.
 - **A DAY STUDENTS: 7th, 9th, 11th grades (1st day is August 19th)**
 - **B DAY STUDENTS: 8th, 10th, 12th grades (1st day is August 20th)**
 - This format gives not only our face-to-face students but also our virtual students the best opportunity for quality instruction each and every day. The first day of school for students is August 19th, and that will be an "A" day. For your convenience, a calendar will be available on the website of "A" days and "B" days soon. Please remember this alternating schedule is only for Phase 2. As soon as we move into Phase 3, all students (except virtual only) will report to campus every day.
- **Safety Protocols:** The safety of all students, faculty, and staff at SHS is our number one priority. We have several protocols in place to help ensure that our campus will remain a safe place for our Tigers. Masks will be **REQUIRED** for students in grades 3-12 and must be worn correctly at all times. Masks may be any solid color. Solid colored gaiters will be allowed. Disposable masks will also be provided on an as needed basis. Temperatures will be taken every morning during 1st period. Every classroom will be supplied with hand sanitizer and cleaning supplies. Students will be required to sanitize their hands as they enter the classroom. Desks and high contact surfaces will be disinfected before every class. Students will be encouraged to wash their hands frequently. Students will be separated by 6 feet, to the greatest extent possible, in every classroom, and will face the same direction. Students will also be required to practice social distancing in the hallways.
- **Morning Procedures:** Buses will begin unloading students at 7:35 am. **No students will be allowed into the building before 7:35 am.** Breakfast will be a grab-and-go style, will be delivered and eaten in 1st period classrooms from 7:35 am – 7:55 am. Instruction begins at 8:00 am. The tardy bell will ring at 8:00 am.
- **Lunch Procedures:** Lunch will be delivered to the classroom. We are working on a plan that allows students to eat outside during Phase 2 for 6-12. Students are still free to bring their own lunch. Students are allowed to bring water bottles to class. However, opportunities to fill water bottles will be limited as public drinking fountains will be turned off. We will not have concessions until a later date.
- **Lockers:** Lockers will not be assigned to students until a later date. Students are allowed to carry backpacks throughout the day until Covid restrictions change. Backpacks must not contain inappropriate language, slogans, logos, etc.

Rusty Farrar, Principal / Angela Hoffman, K-5 Administrative Director
Jerald Kennedy, Assistant Principal
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- **Dismissal Procedures:** We will have staggered dismissal times at the end of the day based on bus riders, car line riders, and drivers in order to meet the social distancing requirements. The last bell of the day rings at 3:23 pm, and we are still working out details to best meet the requirements for dismissing students.
 - **Elementary Car Line:** 3:00 pm – 3:20 pm
 - **Elementary Bus:** 3:10 pm – 3:20 pm
 - **6th – 8th Car Line:** 3:20 pm
 - **6th – 8th Bus:** 3:20 pm
 - **9th – 12th Car Line:** 3:23 pm
 - **9th – 12th Bus:** 3:23 pm
- **Visitors on Campus:** In an effort to limit the number of people on our campus, **NO ONE** other than students, faculty, and staff will be allowed to enter Simsboro School. Conferences will need to be conducted over the phone until Covid restrictions ease. During this time, our check-in/check-out procedures will be handled differently. If your student is late to school, you will not escort him/her into the building. Bring student to the front door, buzz, and send him/her inside. If you are checking your student out, you will not be required to come into the building. There will be a sign out sheet on a table outside of the office. Buzz the office to let us know which student(s) you will be checking out, sign student(s) out on the forms. Be prepared to show your ID.
- **Virtual Learning:** Students are required to “log in” **DAILY**. Because virtual instruction will be delivered through pre-recorded videos, there may not be a specific time daily to “log in” to Google Classroom for students to begin their classes; however, we do recommend that families establish a functional schedule that allows students to devote an appropriate amount of time to their work on a daily basis. Students in the program can work at their own pace *within a given school day*. Students will have a classroom teacher who will schedule lessons, activities, and assignments. Although students can choose the time of day in which to complete these assignments, they will have to meet deadlines set by the teacher. There will be some cases in which virtual students will need to join a video conference with their class and/or teacher. Attendance will be counted via assignment submissions. Nonparticipation in required assignments will be treated as being absent from class, and students who fail to participate will be reported to truancy. Teachers will maintain “office hours” for virtual students in order to answer questions and interact with students. These hours will be set by the teacher and communicated to the students. We understand the importance of students having access to their teachers for help.
- **Prep Days:** Prep days will be held August 13th, 14th, 17th, and 18th.
 - Thursday, August 13th
 - 7:30-11:30 & 1:00-3:00
 - Virtual Students PreK-12
 - Friday, August 14th
 - 7:30-11:30 & 1:00-3:00
 - Virtual Students PreK-12
 - Monday, August 17th
 - 7:30-11:30 & 2:00-6:00
 - In-Person Students PreK-12
 - Tuesday, August 18th
 - 7:30-11:30 & 1:00-3:00
 - In-Person Students PreK-12
- **Positive Test Procedures:** You will be notified by the Louisiana Department of Health if your student is considered to have been in close contact with a Covid infected student. Close contact is defined by the CDC and Louisiana Department of Health as being closer than 6 feet for 15 minutes. If your student is considered close contact, the CDC and LDH recommend your student quarantine at home for 14 days. We will follow the recommended guidelines on a case by case basis. If a child tests positive, the CDC and LDH requires the student to isolate for at least 10 days. A student may return to school once they are asymptomatic and have not run a fever for at least 24 hours without a fever reducer. Student and staff health information is confidential. That information will only be shared with essential personnel and the Louisiana Department of Health.

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Simsboro School and Lincoln Parish Schools are working every day to ensure that we are meeting all of the requirements from the CDC, LDOE, and LDH to effectively begin school. These are just some of the adjustments we are making to start the school year. We understand that we do not have all of the answers but we are working to keep your children as safe as possible. Please continue to be patient with us, as information and guidelines change often. If you have questions, feel free to contact me at Simsboro School or via email at rusty.farrar@lincolnschools.org. Thank you for your support of SHS. I look forward to a great year. Go Tigers!!

Rusty Farrar

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