

# Keeping Lafayette Safe

**Lafayette**



**Lancers**

## Student Handbook

2020 - 2021

#connectedlancer

#LANCERstrong

[Rockwood @school](#)

[Rockwood@home](#)

# **LHS Important Quick Reference & Phone Numbers**

**Main Number: 636-733-4100**

**17050 Clayton Road**

**Wildwood, MO 63011**

**Building Hours Open 8:00-4:00**

**School Hours: 8:28-3:17**

<b>Principal</b>	Room 217	636-733-4113
<b>Associate Principal</b>	Room 217	636-733-4114
<b>Activities Director</b>	Room 115	636-733-4137
<b>SSD Administrator</b>	Room 89	636-733-4100
<b>Class of 2021 Principal</b>	Room 161	636-733-4110
<b>Class of 2022 Principal</b>	Room 117	636-733-4109
<b>Class of 2023 Principal</b>	Room 215	636-733-4112
<b>Class of 2024 Principal</b>	Room 261	636-733-4111
<b>Guidance/Counseling</b>	Room 123	636-733-4125
<b>Registrar</b>	Room 121	636-733-4135
<b>Activity Hotline</b>	24 Hours	636-733-4148
<b>Attendance Hotline</b>	24 Hours	636-733-4115

## Important Dates for Semester 2

*(Parent/Teacher Conferences will be scheduled in March- date is TBD)*

Jan 18th	No School - Martin Luther King Day
Jan 19th	2nd Semester Begins
Jan 28th	Virtual Curriculum Night for 2021-2022
Jan 29th	Virtual Schedule - All Students Virtual
Feb 1st	Portal Opens for Course Enrollment 2021-2022
Feb 5th	Virtual Schedule - All Students Virtual
Feb 8th	Portal Closes for Course Enrollment 2021-2022
Feb 12th	No School - Professional Dev Day for Staff
Feb 15th	No School - Presidents Day
Feb 26th	Virtual Schedule - All Students Virtual
March 1st	Spring Sports Begin
March 5th	Virtual Schedule - All Students Virtual
March 12th	Virtual Schedule - All Student Virtual
March 22nd - 26th	No School - Spring Break
April 2nd	No School
April 5th	No School - Professional Dev Day for Staff
May 31st	No School - Memorial Day
June 2nd	Graduation
June 3rd	Last Day for Students - Early Release Schedule

# Health and Safety

## Community Effort

Our staff and student's health and safety remain a top priority as we prepare to welcome our students back on campus. This guide includes a variety of information to help you prepare. We are lucky to be a part of such a strong community. Our response and actions during this time will be important to "Keep Lafayette Safe". The collective effort from all of us will help ensure safety, consistency, and reliability in our classrooms and school. Thank you for all your efforts during this time.

## Ways To Stay Safe At School

- All students and staff members will be required to wear masks at all times in the building
- Practice hand hygiene frequently throughout the day
- Practice Social Distancing
  - When in line, allow 6 feet distance between yourself and others
  - Do not congregate or cluster with friends in classrooms or hallways
  - During the passing period, move from one class to another without stopping to visit with friends.
- Monitor health symptoms and stay home when necessary

## Monitoring Symptoms - At Home Health Screener

It is important for us to continue to monitor our own symptoms daily to prevent transmission through our classrooms and schools. Families should monitor their child's health symptoms each morning prior to school. If your child is displaying symptoms please, please keep them home.

### High-Risk Symptoms

An employee or student should stay home from school if they have one or more of these high-risk symptoms:

- A new persistent cough
- Shortness of breath or difficulty breathing
- A new loss of sense of taste or smell

### Low-Risk Symptoms

An employee or student should stay home from school if they are experiencing one or more of these low-risk symptoms that are not usual for them (*e.g. seasonal allergies can cause congestion or a sore throat*). If they have two or more of these symptoms, they should contact their MD:

- Nausea, vomiting or diarrhea
- Fever (100 degrees or greater)
- Headache
- Chills
- Fatigue

- Body aches
- Runny nose or congestion
- Sore throat

Additionally, close contact with a confirmed positive case of COVID-19 means a person should stay home.

If a student [exhibits COVID-19 symptoms](#) or becomes ill while on campus during the school day, they will:

- Immediately be separated from others, cared for by a staff member wearing PPE.
  - Students will be sent home immediately.
  - [Deep cleaning will occur as soon as possible](#) after the person leaves the building.
- Notification will be made as necessary to those identified as a close contact.
- General information will be provided as necessary to all people in the affected building.

### **COVID Scenarios - What to do...**

#### **Scenario 1: Student is confirmed positive**

##### **What to do? - IMMEDIATELY ISOLATE**

Stay home for a minimum of 10 calendar days after symptom onset or positive test collection, whichever is later. Return to school with written release from the St. Louis County Health Department

#### **Scenario 2: A family member in the student's home is confirmed positive or quarantined.**

##### **What to do? -**

##### **If a family member is confirmed positive, then IMMEDIATELY QUARANTINE.**

Stay home and quarantine for 14 days after last exposure, starting AFTER the positive household case has completed 10 days of isolation.

##### **If a family member is quarantined, then COME TO SCHOOL.**

If a family member in the student's home is quarantined because they were in close contact with an infected person but the family member has not tested positive, the student should continue coming to school.

#### **Scenario 3: A classmate is confirmed positive.**

##### **What to do? -**

##### **If classmate was a "close contact", then IMMEDIATELY QUARANTINE.**

A "close contact" is any individual who was within 6 feet of an infected person for at least 15 minutes, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Close contacts must stay home and quarantine for 14 calendar days after last exposure.

##### **If a classmate was a "potential contact", then COME TO SCHOOL.**

"Potential contact" means a student was in the same room or general vicinity as an infected person but not within 6 feet for more than 15 minutes. Continue coming to school. Self-monitor for symptoms and continue safe hygiene and PPE practices.

**Scenario 4: Student has close contact with someone who is symptomatic.**

**What to do? - COME TO SCHOOL**

Self-monitor for symptoms and continue safe hygiene and PPE practices. If the original symptomatic person receives a positive result, follow quarantine procedures outlined in Scenario 2.

**Scenario 5: Student develops symptoms of COVID-19**

**What to do? - STAY HOME/ GO HOME**

If a symptom develops while at home, stay home until symptom-free for 24 hours without medication. If a symptom develops at school, students will be isolated and be sent home until symptom-free for 24 hours without medication. With multiple low-risk or a singular high-risk symptom, students need to seek MD evaluation and guidance before returning to work. If they later test positive for COVID-19, follow the quarantine procedures in Scenario 1.

**Contact Tracing and Notification**

Please remember the following:

- The identity of a person who tests positive should be kept confidential and will only be shared with others who specifically have a role in addressing needs.
- Public health officials and our school nurses are responsible for instructing those who test positive about their next steps, as well as identifying the individual's close contacts.
- The behavior of Rockwood families and employees is vital to the health and well-being of the school district. We thank them for their careful adherence to safety practices proven to prevent the spread of the virus.
- Public health experts, contact tracers, and Rockwood school nurses are working together to manage the virus on our campus as they follow the most up-to-date information. A team of experts will address each positive case.

**What is Close Contact?**

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within a 24-hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you

**Cases of COVID-19 Exposure**

Students, teachers, and staff identified as close contacts to a COVID-19 case should not come to school and take the following steps:

- Stay home for 14 days after the last contact with a person who has COVID-19
- Watch for fever (100 °F), cough, shortness of breath or other symptoms of COVID-19

- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Students, teachers and staff who have previously tested positive for COVID-19 and have met the criteria to be released from isolation do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

### **Communication of Positive Case**

Individuals who are determined to be in close contact with a positive case on campus will be contacted by an administrator or our school nurse. Those students will be given instructions for quarantining. General building communication will be sent to parents alerting of a positive case on campus on a specific day. Student privacy will be maintained through all communications.

### **Returning to School After a Positive Test**

Students who are diagnosed with COVID-19, either by a laboratory test or based on their symptoms, return to school is generally permissible when the student:

- is at least 10 days from symptom onset or date of positive test specimen collection;
- has had no fever for 24 hours without the use of fever-reducing medications;
- and has improving symptoms.

Return to school for students with an alternate diagnosis or extended illness is at the discretion of their healthcare provider in consultation with the school nurse and/or human resources department. Return to school/work for students, teachers, and staff who are diagnosed with COVID-19 will be coordinated by county health officials.

## **Student Attendance**

Although student attendance is always important for academic success, we know during these times our families will be extra cautious sending their child to school when they are exhibiting symptoms that could be contagious. We appreciate your efforts to screen your child daily for symptoms and keep them home if there are any concerns. Please continue to call in any absence and provide information that would be important to the overall health of our school. If your child will be staying home due to illness, please do the following:

- **Call the Attendance Line to report your child's absence 636-733-4115**
- If your child has a POSITIVE COVID test result, please contact your child's grade-level administrator immediately.
- If your child has to QUARANTINE due to a close contact with a positive case outside of school, please contact your child's grade-level administrator.
- If your child is absent for any reason but feels well enough to join their classes virtually, he/she should attend class via Zoom at the beginning of each class period to receive

instruction from their teacher for that day. Students should refer to the teacher's Canvas page for Zoom links.

- If your child is not feeling well enough to attend class virtually, he/she should contact the teacher for missed work and instruction.

## **Student Expectations**

### **Items to Bring to School:**

- Chromebook fully charged everyday
- Extra masks
- Water bottle
- Hand Sanitizer
- Necessary class materials for the day

### **Lockers**

Academic Lockers - Students will not be assigned academic lockers this school year to help improve the flow of traffic in the halls during the passing period and prevent congregation. Students should be prepared to carry all necessary items with an appropriate bag or backpack. Water bottle filling stations will be available but water fountain spouts will not be accessible for use.

PE Lockers - Students enrolled in physical education classes should come to school dressed to actively participate in class. All students will be required to wear a mask during PE. Lockers rooms will not be available for students to change before or after PE class.

Athletic/Team Locker Rooms - Athletes should arrive to practice or games dressed in appropriate uniform or gear. Athletes who are unable to go home prior to practice or games will be given access to locker rooms for changing purposes only based on a staggered schedule for social distancing purposes, supervised by their coaches.

### **Chromebooks**

Students will be expected to bring their Chromebooks to class every day, fully charged. At Home students will be expected to log in to each class via Zoom at the beginning of each hour.

If students have an issue with their Chromebooks they should do the following:

- Performance Issues - Fill out a helpdesk ticket online at [www.rsdmo.incidentiq.com](http://www.rsdmo.incidentiq.com) or call the Help Desk at 636-733-1111
- Hardware Issues - take the device to the school library to be dropped off and fill out a help desk ticket. Loaners will be provided to students whose devices cannot be immediately repaired. At Home students will also need to bring the device to school to be turned in and a loaner will be given if necessary.

## Nurse Updates and Medications

- **Nurses:**
  - Kristen Emms: 636-733-4107
  - Kaylin Zimmer: 636-733-4108
- [Medication administration by nurse at school](#)

## Bell Schedules

### **Bell Schedules - New Schedule for Semester 2**

#### [Monday thru Friday - B/C Day Schedule](#)

1st Hour/2nd Hour: 8:28 - 10:02

3rd Hour/4th Hour: 10:07 - 12:17

5th Hour/6th Hour: 12:23 - 2:07

7th Hour: 2:12 - 3:17

**Virtual Day Schedule** - students will report virtually to class via Zoom from home. Class schedule will depend on B or C day schedule.

Virtual days: Jan 29, Feb 5, Feb 26, March 5, March 12

12:00 - 12:30 1st/2nd Hour Zoom

12:45 - 1:15 3rd/4th Hour Zoom

1:30 - 2:00 5th/6th Hour Zoom

2:15 - 2:45 7th Hour Zoom

### **Virtual Inclement Weather Schedule - staff will work from home**

12:00 - 12:30 2nd/1st Hour Zoom

12:45 - 1:15 4th/3rd Hour Zoom

1:30 - 2:00 6th/5th Hour Zoom

2:15 - 2:45 7th Hour Zoom

## Arrival Procedures

**Unless a student is enrolled in a Zero Hour class they will not be able to have access to school until 8:00 am.** Students should not plan to arrive or be dropped off prior to 8:00 am.

Upon arrival, students will report directly to their first class of the day (2nd hour). Students will need to remain in their class until the start of the day. Students will not be able to congregate in the halls or commons prior to school.

## Passing Period

Students will be expected to continue to move from class to class during passing period and avoid congregating with friends during this time. It is important that students do not cluster in halls to allow for maximum space for students to safely and comfortably travel. Restrooms will be open during passing periods. Students should practice social distancing in the restroom and hand hygiene. Hand sanitizer will be available outside all restrooms

## **Dismissal Procedures**

Students will be dismissed through a staggered dismissal schedule to prevent congestion at common exits in the building. Students will be expected to remain seated in their classroom until the appropriate dismissal time. Students who are carpooling and are dismissed at separate times should make a plan to meet at the driver's car if necessary.

## **Dismissal Schedule**

- Staggered Dismissal (may be subject to change)
  - 3:07 - Seniors/Juniors
  - 3:12 - 2nd floor
  - 3:17 - 1st floor
  - 3::25 - buses loaded and leave

## **Transportation: On the School Bus**

Continuing safety measures on our school buses will be important to keeping our students healthy during this time. All bus drivers will be required to wear masks and have minimal contact with students. The interior of the bus will be disinfected twice each day with special attention to high touch surfaces. The following will be implemented on buses to ensure proper health safety to reduce the likelihood of spreading disease:

- Students will be required to wear face masks at bus stops and while on the bus at all times.
- When waiting at bus stops, students should maintain at least six feet of social distancing when possible.
- To minimize the spread of germs, buses will be loaded starting at the back of the bus, then moving to the front.
- Guest riders will not be allowed for the 2020-2021 school year, in order to ensure proper distancing and the reduction of student contacts throughout the day.
- Same-family households will be expected to sit together in a seat.
- Assigning students to sit in the same seat going to and returning from the school, unless the Transportation Office has granted prior approval.
- Students should remain in their assigned seats while on the school bus.

## **Breakfast/Lunch Procedures**

- Breakfast will be available for students before school. Students will be able to purchase drinks and snack items during this time.
- For the 2nd Semester, lunch will be available as a Grab N Go sack lunch and eaten in the commons at an assigned table. No additional purchases will be available in the cafeteria during this time.
- Food will not be allowed in the classroom. Students can snack on small items as they travel during the passing period. Masks should continue to be worn to the extent possible.
- Drinks will be allowed in the classroom. Students are encouraged to bring their own water bottles each day.

## **Lunch Procedures - New Procedures for Semester 2**

To provide more space during lunch we have scheduled four lunch shifts during the 3rd/4th hour period. **A standard student lunch, Grab N Go style, will continue to be free of charge through the remainder of the school year.** **Students will be assigned a seat based on the class they are in 3rd/4th hour and will be asked to sit in the same seat each day to provide consistency for contact tracing purposes.** Seats will be checked by administrators to ensure students are sitting in the correct seat.

## **Library Procedures**

Utilizing the Library and the services availed is valued in our learning community. To ensure continued health and safety of our students while still providing services for students in the library the following guidelines have been established:

- Before School - upon arrival, students may visit the library before school to check out or return a book.
- **Our library will be open after school Monday through Thursday, 8:00 a.m.- 4:10 p.m. and on Friday from 8:00 a.m. - 3:30 p.m. Students will need to remain in the library after school until their transportation arrives.**
- Procedures while visiting the library:
  - Masks must be worn at all times.
  - Students should sanitize their hands when entering and leaving the Library. Hand sanitizer will be available at the front desk.
  - Students must sign in and out at the Guardian laptop. Students sanitize their hands before and after using the laptop.
  - Students should practice social distancing while waiting to sign in or out, browsing the shelves, or sitting for independent study.
  - If students are using the Library for independent study they will need a pass from their teacher. Seating will be spaced out in the Library and students will not be able to sit and study with groups of friends.
  - Library seating may vary any given hour due to full class usage.
  - Students will be able to access the Library to print. Students should sanitize their hands before and after this station.
  - No food or drink will be allowed in the Library.
- At home students have access to the Library services. Students may request books via the Destiny catalog; books will be available for curbside pickup or delivery when arranged. Students may contact Library staff via email, Canvas inbox, or by phone for help with book requests, database use, or assistance with assignments. Zoom call appointments may be arranged as well. Information for Library Services can be found on the [Library website](#).
- Options for a bi-monthly virtual book club will be available and will be posted on the Library website and Canvas page.

### **After School Procedures for Students**

At School students will be expected to go home after school at dismissal with the exception of:

- Athletes during their current season
- Band/Orchestra/Choir/Theater/Guitar students practicing/rehearsing for performances
- Student requested by teacher for academic support

**If directed to stay after, the student will do the following at dismissal:**

- Student will report directly to the teacher's classroom and sign-in
- Student should stay with the teacher until their transportation arrives or report to the Commons to wait for transportation

### **Classroom Expectations**

- Students and staff must wear masks at all times.
- Students should practice hand hygiene as they enter and exit the classroom with hand sanitizer. Hand sanitizer will be available in all classrooms.
- Students will be expected to maintain social distance in the classroom. This includes:
  - Student must sit in teacher-assigned seat
  - No mingling or congregating with classmates before or after class
  - Limit unnecessary movement during class
- Desks will be separated at a minimum of 3 feet to optimal 6 feet in classrooms.
- Students should bring necessary materials for class including school supplies, textbooks, and chromebooks fully charged.
- Students will adhere to any health and safety measures for labs or activities. These measures will include social distancing during activity and hand hygiene before and after.
- If absent from class, students can attend virtually through Zoom (or otherwise instructed by their teacher) if feeling well. If students are unable to attend class virtually they will need to contact the teacher regarding missed instruction and assignments.

### **Class Instructional Delivery Model**

Teachers will have the autonomy to work with both in-person students and virtual students as they see fit based on best practices, curriculum content, and resources. Teachers may choose to live Zoom lessons with At Home students, or they may serve At Home students with a combination of live Zoom and asynchronous instruction. Teachers may also choose to divide class time between At School and At Home students. The chart below helps describe how class instruction may look for At School and At Home students.

## What will my child's school day look like?

### At-School Students

### At-Home Students

#### Expectations

#### Expectations

There may be times when your child will be asked to work independently in class so that teachers can work with at-home students.

Your child will follow the virtual schedule for the class they are in if they are unable to attend due to symptoms or if they are quarantined.

All staff and students will be required to wear masks at all times.

Parents will conduct a daily health screening for their children. If students are showing symptoms, parents will keep their children home and communicate their absence.

Each class will have a required seating chart.

Students will not be allowed to congregate in the hallways before, during, or after school.

For health and safety reasons, the building will open at 8:00 am; students with a zero hour class will be able to access the building earlier.

[CLICK HERE FOR MORE INFORMATION ON LEARNING AT SCHOOL.](#)

Your child needs to log on to the classroom Zoom at the specified time for each class period for attendance and to receive instructions for the class.

Teachers may choose to live Zoom lessons with at-home students, or they may serve at-home students with a combination of live Zoom and asynchronous learning (ie. learning that students obtain independently); this is a change from 1st quarter's format.

Students can expect to work independently at times throughout the day.

Your child may be included in additional class activities (with students at school) depending on the class or activity that would require them to remain on Zoom for an extended period of time

Teachers will communicate the Zoom start times to families through Canvas inbox.

Zoom links are posted on the Canvas landing page for the course.

[CLICK HERE FOR MORE INFORMATION ON LEARNING AT HOME.](#)

### Expectations for Both At-School and At-Home Learners

The classroom teacher is responsible for both at- school and at-home students.

Both at-school and at-home students work on the same content; however, delivery will vary.

Your child may have independent work to complete outside their school day.

Your child will continue to use Canvas. Your child may have independent work to complete outside their school day.

Teachers will continue to use Canvas as a communication hub for both at-home and at-school students (Course information page, Inbox, Calendar, Modules [Lessons] Link)

Teachers will determine how to deliver instruction for at-school and at-home students based on best practices in their content areas.

At-home students and in-person students will have a consistent format of assessment.

### **Gradebook - Infinite Campus vs Canvas**

Infinite Campus will continue to be our official grade reporting system. To accurately understand your grade you should continue to refer to grades in Infinite Campus. In Infinite Campus, some courses may also have category weights for assignments and assessments to calculate a student's overall progress. Canvas is used as a curriculum management tool. While Canvas can show individual scores for some assignments, it does not show the accurate class average since categories are not weighted and not all assignments are collected and scored in Canvas.

### **Guidance & Counseling Office Procedures**

Guidance services will continue to be available to students and families. Students will be encouraged to make an appointment with their counselor to provide the least disruption to their academics and classes. Students can make an appointment by emailing their counselor or scanning the QR code located outside the office and throughout the building and included in this document. For quick questions, students are encouraged to email their counselor directly. Drop-in services will still be available for any student needing immediate assistance. [QR CODE FOR COUNSELOR APPOINTMENT](#)

### **Meetings**

Meetings for student support such as IEP meetings or 504 meetings will continue to be held virtually. Parent-Teacher conferences will also continue to be held virtually. **Our next Parent-Teacher Conference will be in March-date TBD** Parents will sign up for a 10 minute appointment with their child's teacher. Any other meeting needed should be scheduled in advance with the grade level office or counselor.

### **Visitors**

The front office is closed to non-essential visitors. Parents need to call the school office to check a student in or out. We ask parents to please remain in the car, and a staff member will ensure your child safely reaches your car upon parent request.