

School systems should explore the internal processes of managing and monitoring the distribution of resources, technology, and funding associated with the 2020- 2021 school year.

To support the ongoing education of Louisiana students while they are at home, districts are using a variety of options:

- [Distributing devices for online learning \(e.g., laptops, hotspots\)](#)
- Distributing paper-based packets for families without access to the Internet
- [Communicating through email, online platforms, and frequent phone calls with students and/or parents/guardians](#)

It is essential that schools and school systems establish processes that protect individual and public health when distributing paper-based packets and devices for online learning. This document has suggestions for reducing the risk of spreading COVID-19 while still providing instructional support for all students. Please consider these suggestions, along with any local public health guidance available in your community.

Package Preparation

School systems should adhere to the following recommendations of best practices when preparing packages for distribution.

- Staff should be symptom-free and undergo an [initial temperature check](#).
- Staff should maintain appropriate physical and social distancing measures.
- Staff should practice [hand hygiene](#) before and after contact with material.
- Staff should follow [School Reopening Guidance](#) regarding the use of facial coverings.
- Use CDC guidance for cleaning and disinfecting for all spaces the school used to prepare packages.
- Distributed materials should undergo frequent cleaning prior to distribution and upon return of materials to schools.
- See [School Reopening Guidance](#) for details regarding CDC protocols for cleaning surfaces.

Package Distribution Options

Schools generally have two ways to get the packages to their students:

- Direct delivery
- Central pick-up

Direct Delivery U.S. Postal Service

This is a good first option to consider. The postal service is already transmitting materials daily and there have been no cases, to date, of infection caused by this process. Districts should document costs associated with mailing in preparation for possible reimbursement through COVID-19-related federal appropriations.

District Staff: Districts choosing to deliver directly to families should instruct school personnel to be aware of:



This table outlines questions that schools and school systems should consider for the 2020- 2021 school year.

Tracking Materials		
Software Considerations	Documents Used	Funding Source and responsible party
What type of software are schools using to track issued materials?	What kind of document is being used to track materials?	What funding source is used to fund these materials?
Who is trained to use the software and who is responsible (e.g., librarian)?	Will parents or students have to sign for materials?	Are there additional funds available? i.e. CARES Act funding, Career Development Funds, Carl D. Perkins, etc.?
Do regulations or policies require specific materials to be tracked? i.e. Carl D. Perkins	Will there be a master document to track all materials?	
Is your school system IT manager/CIO aware of software and licensing requirements, distribution and installing options?		

Parent/Student Responsibilities		
Technology	Materials	Assessing Damages
For further technology considerations, please see Technology for Continuous Learning	Will books/technology/software be issued out and signed for by students or parents?	Does the school have a technology replacement plan?
What privacy concerns are there?		How will damages be assessed?
What additional technology fees or costs are there?		Are materials expendable or must they be returned?

Additional Resources

[LDOE Guidance on Communicating During School Interruptions](#)

[Strong Start Material Guidance](#)