

Franklin Parish School Board

Ready to Achieve School Operational Guidance

2023-2024

The Louisiana Department of Education (LDOE) and Health (LDH) have worked collaboratively to develop public health guidelines and best practices to support school reopening. This guidance is relative to operating schools reopening and is subject to change based on current information. This guidance allows schools to determine their protocols. FPSB will review and update information as needed.

This document reflects current CDC and LDH guidelines for best practices regarding school opening when identified in a “Phase” by the Governor. Franklin Parish schools will continue to monitor and implement recommendations from LDH to provide a safe learning environment for faculty and students.

Athletic activities are allowed to resume with the recommendations put forth in the Louisiana High School Athletic Association's Guidance for Opening Up High School Athletics and Activities. Band and Vocal music activities should be practiced outdoors to the greatest extent possible or in accordance with National Federation of State High School Associations and the National Associate for Music education Guidance.

All events occurring outside of the instructional school day should follow the guidelines established by the governor and the State Fire Marshal’s office.

Preventative Measures: In accordance with CDC strategies to curb the spread of the virus and promote good personal hygiene as well as recommendations from the Louisiana Department of Education and Louisiana Department of Health, the following standards are expected while at a Franklin Parish facility.

General Requirements
Face Masks
<ul style="list-style-type: none">● Franklin Parish schools will continue to follow and abide by the current federal and state regulations in regards to face masks.● If masks are worn, masks that are deemed vulgar or controversial in nature will not be allowed. Students will be provided a mask if they bring an excluded mask.● A face shield is not recommended by the CDC.
Facility Measures
<ul style="list-style-type: none">● Intensified cleaning and disinfection measures will be implemented for physical spaces, equipment, and materials staff and students come into contact with to remain safe.

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- Restrooms will be cleaned frequently throughout the day.
- Plexiglass barriers in various locations throughout the campuses, such as front office counters.

- Each classroom will have access to a thermal digital thermometer, and hygienic supplies, including soap, hand sanitizer, disinfectant spray, paper towels, and tissues. Face coverings will be provided as needed.
- Water fountains will be cleaned regularly. Students will be encouraged to bring water to school with bottled water provided in emergency situations. Each school site will have access to a water filling station.

Entry and Exit Points

- Maintain maximum group sizes and physical distance recommendations to the maximum extent possible.
- Students should clean their hands as they begin the school day with frequent opportunities for handwashing throughout the day.
- Limit number of entry points, if possible.
- Establish entry and exit points that enable the most efficient flow of students.

School Visitors

- Nonessential visitors, volunteers, and activities involving external groups or organizations that are not core to the development of the student in the instructional setting should refrain from entering the school building except under approved circumstances.
- Visitors are encouraged to make an appointment to visit school offices and may be subjected to simple screening questions and/or temperature checks upon entering the building.
- Visitors should wash or sanitize their hands upon entering the building.
- Visitors should follow current state and federal guidelines.

Personal Hygiene

- Students and teachers should strive to wash their hands or use hand sanitizer throughout the school day and after transitioning between classes.
- Teachers and students should minimize sharing of materials between students.

Physical Distancing

CDC continues to recommend at least 6 feet of distance.

Student and Staff Screening Protocols

- The student and/or staff should stay home if he/she is symptomatic, sick or has tested positive for COVID-19. **A medical and/or parent excuse must be provided to the school within 5 days of return.**
- Each school must establish an area used to isolate anyone showing signs of being sick. The isolation area must be cleaned after it is occupied by any sick student or adult.

Exposure Protocol

In the event that the LDH/CDC reverts to a quarantine process, Franklin Parish Schools will implement previously adopted parental choice policy regarding student quarantines.

Signage

- Display highly visible signage that promotes everyday protective measures and describes how to stop the spread of germs such as proper hand washing and wearing a mask. (District Provided Examples)

The Franklin Parish School Board will be in close contact with the Louisiana Department of Health. The regional director’s office will give guidance for employee and student exposure to COVID-19. In the event a FPSB employee or student has been directly exposed to the virus, the first concern is for the health and safety of those who may be at risk for additional exposure.



Transporting Students: These standards are derived from school operating procedures and from the best practices given feasibility constraints.

Transportation Requirements

- FPSB will follow the current recommendations for transportation.
- Cleaning high-touch surfaces such as seats and handrails are cleaned after each group's use.
- Student seating charts should be established and maintained.
- The possibility exists that a bus route could be canceled or have the pickup/drop off times extended if a driver shortage occurs.

Phase Protocols (as required by CDC)	Phase 1	Phase 2	Phase 3
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Maximum Bus Capacity	<ul style="list-style-type: none"> • 25 percent 	<ul style="list-style-type: none"> • 50% capacity for 71 passenger bus = 35 riders 	<ul style="list-style-type: none"> • 75% capacity for 71 passenger bus = 53 riders
Seating	<ul style="list-style-type: none"> • Passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats • Ensure space between 	<ul style="list-style-type: none"> • Reduce the number of passengers per seat and, when possible, ensure space between seats. Six feet of social distancing is NOT required. • Stagger unloading of 	<ul style="list-style-type: none"> • Reduce the number of passengers per seat and, when possible, ensure space between seats. Six feet of social distancing is NOT required. • Maximum capacity is 53 students. Siblings
	<p>seats in accordance with six feet of social distancing</p>	<ul style="list-style-type: none"> • buses at school to minimize student group size as they enter school and to allow six feet of distance while entering. One student per seat. Exception - siblings can sit together. Maximum capacity is 35 students. Could be as few as 24 riders due to the number of seats on the bus. 	<p>should be seated together when possible.</p> <ul style="list-style-type: none"> • Stagger unloading of buses at school to minimize student group size as they enter school and to allow six feet of distance while entering.
Field Trips	<ul style="list-style-type: none"> • Not permitted 	<ul style="list-style-type: none"> • Permitted only as approved by the district which will review all requests. 	<ul style="list-style-type: none"> • Permitted only as approved by the district which will review all requests.



Group Sizes & Gatherings: According to CDC guidelines, a gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of attendees such as a community event or gathering.

General Group Size and Gathering Requirements			
<ul style="list-style-type: none"> Attendees are encouraged to wear a face mask. Students and teachers should wash hands before and after events. 			
Phase Protocols (As required by CDC)	Phase 1	Phase 2	Phase 3
Maximum Group Size	<ul style="list-style-type: none"> 10, including adults 	<ul style="list-style-type: none"> 25, including adults 	<ul style="list-style-type: none"> 50, including adults
Assembly Spaces	<ul style="list-style-type: none"> No use of gyms or auditoriums 	<ul style="list-style-type: none"> Use of gyms, auditoriums, etc. for group gatherings can be used as multiple teaching stations if separated by a partition or wall. Ensure physical distance, and 	<ul style="list-style-type: none"> Limit use of indoor shared space to maximum group sizes, ensure physical distance, and clean between
		<p>clean between each group use.</p> <ul style="list-style-type: none"> Partitions must be at least 6 feet high. Hanging dividers are acceptable if as long as they meet all other safety regulations. 	<p>each group's use.</p>



Child Nutrition: We will maintain a healthy environment and continue to offer healthy school meals to our students whether they receive instruction virtually or in person.

General Child Nutrition Guidance
<ul style="list-style-type: none"> 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. Students will wash their hands upon entering the cafeteria. Students should use hand sanitizer before and after meals in other locations. Students and faculty will not be allowed to share food tables, food, or beverages. • Extra sale items will be limited but will be offered on certain days and in certain phases. Adults still have the option to purchase meals. Meal time and location may be adjusted based on occupancy recommendations in place.

Phase Protocols (If required by CDC)	Phase 1	Phase 2	Phase 3
Meals	The Child Nutrition Department will offer curbside pickup. Times to be established. A sign up will be available to participate.	All FPSB students will be offered free breakfast and free lunch.	All FPSB students will be offered free breakfast and free lunch.
Meal Distribution	Students have to be in the vehicle to pick up the meals.	Principals will establish a time schedule to enter the cafeteria serving line that best suits the specific school.	Principals will establish a time schedule to enter the cafeteria serving line that best suits the specific school.
Groups	The parent will need to sign off confirming the meal pickup for their students.	Students will enter the cafeteria in groups no larger than 25 students	Students will enter the cafeteria in groups no larger than 50 students.
		unless separated by a partition.	
Meal Locations	Parents will be contacted before curbside pickup begins to decide the best location for their students' meal pickup.	<ul style="list-style-type: none"> ● Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. ● Students will be directed to their assigned location, maintaining 3-6 ft of social distancing. 	<ul style="list-style-type: none"> ● Teachers may take student groups to eat in other designated areas of the campus as determined by the principal. ● Students will be directed to their assigned location, maintaining 3-6 ft of social distancing.

Revised September 1, 2023

Take Home Meals	The meals picked up weekly will include 4 breakfast meals and 4 lunch meals.	<ul style="list-style-type: none"> • A/B schedules: Students will be given meals to take home Breakfast/ Lunch for the 3 days they are virtually learning. • Virtual pickup continues weekly. 	Virtual pickup continues weekly on a day to be determined.
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Special Education Services: Schools must ensure that students with disabilities receive all services listed in their IEP to the greatest extent possible. This means that every attempt possible will be made to ensure equitable access for students with disabilities.

Phase Protocols (If required by CDC)	Phase 1	Phase 2	Phase 3
Instruction	<ul style="list-style-type: none"> • Most students participating in distance learning • Special education students requiring significant support levels may have the opportunity to attend in person for 4 days per week as determined by 	<ul style="list-style-type: none"> • Most students participating in a hybrid learning model (combination of in-person days and virtual days) • Special education students requiring significant support levels may have the opportunity to attend in person for 4 days per week as determined by the IEP team. Class size cannot 	<ul style="list-style-type: none"> • All students attending school in person
	the IEP team. Class size cannot exceed 10 people, including the teacher and paraprofessionals.	exceed 25 people, including the teacher and paraprofessionals.	

Related Services	<ul style="list-style-type: none"> • All related services (Speech, PT, OT) will be provided through virtual or in-person methods. Methods will be determined by phasing and individual needs of students. 	<ul style="list-style-type: none"> • All related services (Speech, PT, OT) will be provided through virtual or in-person methods. Methods will be determined by phasing and individual needs of students. 	<ul style="list-style-type: none"> • All related services (Speech, PT, OT) will be provided through virtual or in person methods. Methods will be determined by phasing and individual needs of students.
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Technology: The school system will maintain a 1:1 student ratio for devices (laptop or tablet) and internet connectivity for every student. If Internet access is unavailable, the school system will provide alternatives to the greatest extent possible.

General Technology Guidelines

- Each student in the parish will have access to a Chromebook.
- Each school will develop a plan to assign Chromebook.
- Each school will distribute code of conduct, technology agreement forms for students.
- Elementary age students will be supplied with a Clever badge.
- Students who need special accommodations may have access to a Clever badge.
- FPSB Virtual Code of Conduct acknowledgement is required for students participating in online learning.
- FPSB technology equipment contract is required to be signed by student and parent. The contract will list technology devices, books, and materials checked out by the family. A copy will be kept at the school level.

Franklin Parish Teaching and Learning Plans for School Reopening

It is our goal to provide learning opportunities for our students while continuing to follow all CDC recommended safety precautions. The recommendations below may change or be adjusted as situations change or develop during the current health emergency.

Distance Learning

Administrators will consider requests to participate in distance learning, and, through consultation with parents or guardians, determine the best learning environment for their student. Attendance will be verified and students will receive a grade for all assignments in accordance with Board policy.

Revised September 1, 2023

If at any time during the 2023-2024 school year the governor’s office declares that we must enter Phase 1, Franklin Parish schools will continue to provide educational services and all students will transition to distance learning. If at any time it is determined that a school should practice stricter guidelines, students may revert to a hybrid learning environment or at home learning environment. Instruction in these environments will be done using take home packets, Google Classroom, Edgenuity, and/or additional district purchased online programs. Students will continue to have access to high quality instruction and will be required to login regularly, submit graded assignments, and complete tests.

In Distance Learning:		
Students will	Parents will	Leaders/Teachers will
<ul style="list-style-type: none"> ● Set aside a specific time during the day. ● Engage in remote learning ● Communicate with teacher for concerns or additional support 	<ul style="list-style-type: none"> ● Monitor school and teacher communication information ● Support student in setting up time management system ● Communicate with teacher for concerns or additional support 	<ul style="list-style-type: none"> ● Offer options for delivery, format, and due dates ● Offer alternatives to online resources if requested ● Provide office hours to connect with students and parents
Hybrid Learning		

If at any time, it is determined that a school should practice stricter guidelines, students may revert to a hybrid learning environment or at home learning environment.

All students/employees will be socially distanced to the maximum extent possible with an ideal of six feet. Static groups will be defined and groups of students will stay together to the maximum extent possible throughout the day, including breakfast, lunch, recess, and dismissal. Movement will be minimized as much as possible. Schools will plan for scheduled transitions during arrival, lunch, between class periods (as necessary), and dismissal. Schools will limit the number of students in the hallway at one time, and students will move in the same direction when possible. Playground use will be scheduled. Student belongings will be separated from others. The sharing of electronic devices, toys, books, and other games or learning aids shall be avoided when possible and cleaned/disinfected between users.

Families with more than one student, who may attend different schools, will be grouped together to attend on the same days to the greatest extent possible.

In Hybrid Learning:

Students will	Parents will	Teachers will
<ul style="list-style-type: none"> ● Attend 2 of 4 days Face to Face instruction: teacher led new concepts & grade-level curriculum ● Complete 3 days of distance learning assignments and tasks ● Communicate with teacher for concerns or additional support 	<ul style="list-style-type: none"> ● Monitor school and teacher communication for up to date information ● Support student in setting up calendar/time management system ● Communicate with teacher for concerns or additional support 	<ul style="list-style-type: none"> ● Prepare lessons and facilitate learning and discussion ● Provide additional learning time to address unfinished learning based on diagnostics ● Provide distance learning assignments and tasks with instructions ● Hold office hours to answer questions and provide support

Communication: FPSB will implement a strategic communications plan to connect with every student daily, provide feedback on student work at least weekly, and help families understand their role in supporting their child’s continuous learning. Schools should be the first point of contact.

- Teacher and/or parent email
- Google Classroom/Google Meet ■
Parent Command Center

- Franklin Parish School Board and school website: www.fpsb.org

Attendance: Attendance will be monitored whether students are on campus or at home as prescribed by the Louisiana Department of Education during the 2023-2024 school year.

Distance	Hybrid	Traditional
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<ul style="list-style-type: none"> • Log in daily to platform - Google Classroom, Edgenuity, or other approved learning program 	<ul style="list-style-type: none"> • Attend in person 2/4 days a week • Parent note, Dr. Note, excuses, should be submitted as soon as the student returns to school. If absent, students will be assigned virtual assignments to stay on pace with peers. This may be virtual or paper packets. 	<ul style="list-style-type: none"> • Attend in person 4 days a week. Parent note, Dr. Note, excuses should be submitted as soon as the student returns to school. If absent, Students will be assigned virtual assignments to stay on pace with peers. This may be virtual or paper packets.
<ul style="list-style-type: none"> • Satisfactory completion of daily course assignments 	<ul style="list-style-type: none"> • Log in to platform - Google Classroom, Edgenuity, or other assigned learning program 	<ul style="list-style-type: none"> • Attendance regulations are enforced. • Teachers take attendance.
<ul style="list-style-type: none"> • Virtual students should follow the same pacing guides and grading deadlines determined by the GPSB calendar 	<ul style="list-style-type: none"> • Satisfactory completion of daily course assignments (paper based and/or virtual) 	<ul style="list-style-type: none"> • Students may fail a course due to attendance, be assigned seat time to complete, and be referred to truancy court.

To receive credit and attendance for courses during this school year, students are expected to complete assignments provided by the teacher. At this time, current laws and policies relative to compulsory attendance, instructional minutes, and state assessments remain in place.

Keeping our students and staff safe is our top priority. Although attendance will be taken each day by your students' teacher regardless of the delivery method for instruction chosen, we will be encouraging parents to strictly adhere to the safety precautions regarding Covid-19 symptoms and keeping your student(s) home when any symptoms are present.

THREE KEY PRINCIPLES



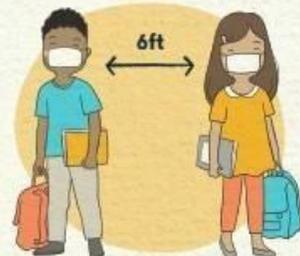
1 Wash
Hands Often

+



2 Wear a
Face Covering

+



3 Practice
Social Distancing

WHAT ARE THE STEPS WHEN A STUDENT IN SCHOOL TESTS POSITIVE FOR COVID-19?

- 1** If a school becomes aware of a presumptive positive or positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor.
- 2** Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps.
- 3** If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.