



# **Franklin Parish Schools**

**2020-2021 School  
Reopening Plan**

**DISTRICT GOAL:** To develop and implement a school reopening plan for the 2020-2021 school year that meets and aligns to the requirements and best practices of the Louisiana Department of Education Strong Start 2020 School Reopening Guidelines & Resources and promotes student and employee safety during Phase 1, 2, and 3 of the COVID-19 pandemic.

Richard Kelly, President  
District 4

Dr. Jacqueline Johnson, Vice President  
District 5

Danny Davis, Chaplain  
District 3

Eddie Ray Bryan, District 1

Alaina Nichols, District 2

Tim Eubanks, District 6

Mia Dunn, District 7

# Administration

Superintendent	Mr. John Gullatt
Assistant Superintendent, Supervisor of Secondary Schools	Mr. Wiley McClary
Assessment Supervisor	Ms. Dorothy Watson
Business Manager	Mrs. Rebecca Boquet
Child Nutrition Supervisor	Mrs. Sheila Nolan
Child Welfare and Attendance, and Vocational Supervisor	Mr. Troy Bell
Curriculum Director	Mrs. Delayne Donnell
Head Start Director	Mrs. Holly Sartin
Personnel and Elementary Supervisor, Reading Coordinator	Mrs. LaTanga Blackson
Special Education Director	Mrs. Barbara McGuffee
Technology Coordinator	Mrs. Stacey Grieme
Federal Programs Director	Mr. Donnie Reagan
Transportation and Maintenance	Mr. Doug Clark
Custodian of Records	Mrs. Nanette Lee

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Franklin Parish School Board,

As we anticipate the reopening of schools for the 2020-2021 school year, the Franklin Parish School Board has worked diligently to comply with guidance from the Resilient Louisiana Commission's K-12 Subgroup and the Louisiana Department of Health released on June 25, 2020 to plan for a safe return to school. Teachers and other 9 month employees are scheduled to return on August 10, 2020. The first day for students to return to school is scheduled for August 24, 2020. The FPSB 2020-2021 School Reopening Plan is tentative and contingent upon any future guidance released by the Governor's Office, Louisiana Department of Health, and Louisiana Department of Education.

Our country and greater school community has been affected by this pandemic known as COVID-19. Since school closure during the previous school year was announced, we have witnessed our community stakeholders band together. I am especially appreciative of our employees who have reported to work daily providing food, instruction, payroll, and maintenance services during the pandemic.

After gathering face-to-face and survey feedback from our Board, State of Louisiana officials, FPSB leadership team, employees, parents/guardians, we have developed a plan that meets students' needs based on our relative relationship to which phase the State is currently in. Our faculties want to move forward and pursue a learning environment that is above all safe and conducive for maximal student engagement.

As the beginning of school approaches, our first priority is to provide the safest possible environment for our faculty/staff and student body. We also want our students to be actively engaged in the learning process on a daily basis with their teachers.

Our plan for reopening is evolving and will be modified based on the future guidance given to us from Louisiana agencies. I am confident that over the next few weeks our school and district staff will work through these challenges to bring our greatest resource, our children, the education that they deserve in the safest possible setting.

Sincerely,

John Gullatt, Superintendent of Schools

Franklin Parish School Board  
7293 Prairie Road  
Winnsboro, LA 71295

## **INTRODUCTION**

The Franklin Parish School Board has created this phase dependent plan to aid in navigating the reestablishment of our schools where employees, students, and families feel safe upon returning and to reduce the impact of COVID-19 conditions. The guidelines referenced in this plan are based on guidance from the Louisiana Department of Education (LDOE), Centers for Disease Control and Prevention (CDC), and World Health Organization (WHO). Regular updates will be made to this plan based on information provided to us by the LDOE, CDC, WHO, and applicable federal, state, and local agencies.

## **Franklin Parish School Board Operations**

Before implementation, information on the opening of school and appropriate phases will be sent to all employees, students, and parents. Additionally, the individual needs and circumstances of students with disabilities will be addressed. Please see below for a summary of each phase.

Phase	Operations
Phase One	<ul style="list-style-type: none"> <li>-School operations are limited to virtual or back to paper packets for younger students.</li> <li>-Facilities CLOSED to public</li> <li>-All FPSB employees are classified as essential and may be required to report to their assigned locations.</li> </ul>
Phase Two	<ul style="list-style-type: none"> <li>-Schools may offer limited on-site activities</li> <li>-School operations will implement an A/B schedule (see explanation below)</li> </ul>
Phase Three	<ul style="list-style-type: none"> <li>-Schools will open for all students Monday through Friday based on the guidance set forth by the Governor's Office, LDOE, LDH and other applicable local and state agencies.</li> <li>-School operations will resume adhering to established guidelines.</li> </ul>

## Phase 1

Phase 1 guidelines dictate a capacity of 25% on a school bus and 10 individuals in a classroom. In the event that the Governor's Office declares that we must enter Phase 1, the school system will provide distance education opportunities for all students. Students will continue to have access to high quality instruction and will be required to participate regularly, submit graded assignments and assessments.

In Phase 1, schools will function in a virtual setting. In a virtual setting, students would receive instruction in the home setting rather than in the school building. For those who have low speed or no home internet service, paper packets of assigned student work will be made available.

## **Phase 2**

Phase 2 guidelines dictate a capacity of 50% on a school bus and 25 individuals in a classroom. To the extent possible, school will be offered to all students in a traditional face-to-face setting similar to the one that took place during the 2019-2020 school year. To begin the school year, grades 3-12 will begin using the hybrid schedule. However, if safe operations will not allow, specific grades may also function in a hybrid setting. A hybrid setting is the combination of a virtual setting similar to the one listed in Phase 1 and a traditional face-to-face setting. In this phase, we will implement an A/B model to provide in person instruction to half of our students on alternating days. Group (A) will attend school on Tuesdays and Thursdays. Group (B) will attend on Wednesdays and Fridays. Daily temperature checks for all students and masks for all students in Grade 3 and above, amended cafeteria operations, and additional enhanced safety protocols will be observed during this phase.

To the greatest extent possible, family groups and students sharing a household will all attend school on the same days. On days that students are not physically on campus, teachers will provide assignments to be completed online using the Google classroom platform. For those who have low speed or no home internet service, paper packets of assigned student work will be made available.

## **Phase 3**

Phase 3 guidelines dictate a capacity of 75% on a school bus and 50 individuals in a classroom. The school district will provide all students the opportunity to be in school every day. To accomplish this, each of our schools will be modifying practices to include daily temperature checks for all students, masks for all students in Grades 3 and above, amended cafeteria operations, and additional enhanced safety protocols.

## **PARENT INSTRUCTIONAL OPTIONS**

### **Franklin Parish School Board Virtual Learning Program**

In Phases 1, 2, and 3, all families will have the option to learn exclusively from home through enrollment in the Franklin Parish School Board Virtual Learning Program. The virtual program will be offered as an option to the traditional face-to-face school

setting during the 2020-2021 school year. Virtual courses will be offered for students enrolled in the program through the Google Classroom platform. Initially, students will need to provide their own internet access and devices to participate in the Virtual Learning Program until district provided devices become available.

***Parent Selection of Instructional Options:***

- Parents will select a virtual or in-person attendance option through a district created survey.
- Families who do not complete the district survey are choosing the in -person attendance option.
- Students must be committed to the selected option for a grading period.
- Parent requests to change from in-person to virtual learning or vice versa before the end of the grading period will only be considered in extenuating circumstances that are confirmed by a doctor's medical excuse and approved by the school principal and the Child Welfare and Attendance Supervisor.

***Students enrolled in the Virtual Program will be eligible to participate in school related extracurricular activities at their assigned school site such as sports, clubs, and graduation ceremonies.*** Individual schools will oversee operations of the FPSB Virtual Learning Program. More detailed information concerning the program will be provided prior to the beginning of school.

## **Student Attendance**

School attendance aligned to the Compulsory School Attendance Law (R.S. 17:221) and the minimum instructional minutes requirement of Bulletin 741 will be mandatory for this school year. For students who attend in-person, attendance will be recorded using Web-JPAMS. For students in a virtual setting, attendance will be recorded through student on-line participation. To receive credit and attendance for courses, students are expected to complete student work assigned by the teacher.

### ***Phase 1***

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements. (These records are not for truancy purposes.)
- Students are required to log-in to Google Classroom to complete daily course assignments.

### ***Phase 2 Regular Attendance:***

- Attendance regulations are enforced.
- Teachers take attendance.
- Teachers are required to document completion of the minimum number of instructional minutes per year.
- Students must be in attendance the minimum instructional minutes as a requirement of Bulletin 741.
- Students not attending school regularly will be referred to Child Welfare and Attendance Officer for further review.

### ***Virtual Attendance:***

- For credit purposes, teachers will maintain attendance records to determine satisfactory completion of course requirements. (These records are not for truancy purposes.)
- Students are required to log-in to Google Classroom to complete daily course assignments.

### ***Phase 3***

- Attendance regulations are the same as outlined in Phase 2.

## **Transportation and Bus Protocols**

### ***Phase 1***

In Phase 1, the school system will provide distance learning opportunities for all students. Franklin Parish School Board will not provide school bus transportation for students to and from school. The exceptions to transportation during Phase 1 could include certain sectors of students with disabilities.

These populations will be transported at 25% bus capacity and constitute the 10 individuals in a classroom allowed under LDE guidelines. Bus operators and students in Grade 3 or higher will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

### ***Phase 2***

In Phase 2, Franklin Parish School Board buses will operate at 50% capacity to maintain appropriate spacing. Bus operators and students in Grade 3 or higher will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route.

### ***Phase 3***

In Phase 3, Franklin Parish School Board buses will operate at 75% capacity and maintain appropriate spacing. Bus operators and students in Grade 3 or higher will be required to wear a face mask or shield while on the bus. School buses will be required to travel with the windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize their school bus after each individual route. **In order to reduce the number of students on the bus, parents are highly encouraged to drive their children to and from school when possible.**

## **EMPLOYEE AND STUDENT SAFETY**

### **Student Protocols and Screening Overview**

- Parents are encouraged to complete a student health screening at home before sending students to school. (See below for symptoms.)
- All students will have their temperatures taken upon arrival at school. Students with a temperature reading of 100.4 or above will be required to return home.

- For younger students, classroom groups will remain static or fixed with the understanding that individual students may come into close contact with one another during the school day.
- To practice social distancing, all individuals will maintain a physical distance of six feet to the maximum extent possible.
- Students in Grade 3 and above will be required to wear a mask, as able and to the maximum extent possible. If your child has been diagnosed with severe breathing difficulties, please make the school's principal aware. Students with diagnosed severe breathing difficulties should not wear masks.
- Students may consume meals in designated areas other than the school cafeteria to maintain social distancing.
- Buses will be required to have the windows open while students are on board when weather permits.
- Schools will be authorized to amend any necessary procedures in order to comply with recommended State safety guidelines.

**When completing a student self-screening, parents should look for the following symptoms. If students exhibit any of these symptoms, the parent should take the student to their family medical physician, and the student should remain at home. If the student presents one or more of the following symptoms at school, school personnel will follow established protocols and contact parents/guardians.**

1. Symptoms that may require a student to stay home and/or leave school:
  - a. Any **one** of the symptoms below:
    - i. Fever of 100.4F or greater
    - ii. Persistent cough
    - iii. Shortness of breath or difficulty breathing
    - iv. Active vomiting or diarrhea
  - b. Emergency warning signs; get medical attention as soon as possible
    - i. Trouble breathing
    - ii. Persistent pain or pressure in the chest
    - iii. New confusion or inability to arouse
    - iv. Bluish lips or face
    - v. Or, at least **two** of these symptoms

- vi. Fever (100.4F)
- vii. Chills
- viii. Repeated shaking with chills
- ix. Muscle pain
- x. Headache
- xi. Sore throat
- xii. New loss of taste or smell
- xiii. Unexplained rash

2. All students with the above symptoms will be isolated and provided with the proper adult supervision until the student is able to return home.
3. It will be the responsibility of the parent/guardian to promptly pick up the student from school.
4. In the case of a student who tests positive for COVID-19, parents are required to notify and update the school principal of the student's health status.

## Employee Screening and Protocols

The following guidelines are **mandatory** for FPSB employees.

1. All employees must follow established return -to-work guidelines. Symptoms that require an absence, or exclusion, from work include: **(If any of the following symptoms exists you should visit your family medical physician and remain home using the appropriate leave.)**
  - a. Fever of 100.4F or greater
  - b. Persistent cough
  - c. Shortness of breath or difficulty breathing
  - d. Active vomiting or diarrhea
2. Emergency warning signs get medical attention as soon as possible:
  - a. Trouble breathing
  - b. Persistent pain or pressure in the chest
  - c. New confusion or inability to arouse
  - d. Bluish lips or face

3. Any employee having at least **two** of the following symptoms
  - a. Fever (100.4F)
  - b. Chills
  - c. Repeated shaking with chills
  - d. Muscle pain
  - e. Headache
  - f. Sore throat
  - g. New loss of taste or smell
  - h. Unexplained rash
  
4. All employees will be required to notify their immediate supervisor if there is a change in their health status.
  
5. Affected person(s) must follow up with a medical provider to obtain a clearance note prior to returning to work/school.
  
6. Employees will be required to complete a SafeSchools Online Training to include:
  - a. Coronavirus Awareness
  - b. Coronavirus: Cleaning and Disinfecting Your Workplace
  - c. Coronavirus: Managing Stress and Anxiety
  
7. FPSB employees will practice social distancing at all times.
  
8. FPSB employees will wear a mask or shield when having face-to-face interaction with the public on school board property. School based employees will be required to wear a mask or shield when interacting with students, the public, and all other employees to the maximum extent possible.
  
9. All common areas/breakrooms will adhere to State capacity guidelines. Only necessary use of the microwave, refrigerator, and office equipment will be allowed.

## Employee Health Protocol

- If an employee becomes ill at work, or if another person is exhibiting symptoms of COVID-19 at work, he or she may be asked to visit the nearest health center for guidance in returning to work.
- Employees returning to work from an approved medical leave should contact the Personnel Director . Before returning to work, employees may be asked to submit a healthcare provider's note.
- If an employee has been diagnosed with COVID-19, he or she may return to work when **all 4** 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 (persistent cough, shortness of breath, etc.).
  3. A minimum of 7 days have passed since first presenting symptoms.
  4. Written clearance from a medical provider to return to work.
- If an employee has symptoms that could be related to COVID-19, the employee should assume that he or she has COVID-19 and should not return to work until the four criteria listed above have been met.

## Employee or Student Exposure

In the event of a Coronavirus confirmed positive case of a student or employee, the school's administration will first contact Superintendent Gullatt to report. The Principal and Superintendent will then contact the Regional Medical Director to report. A Contract Tracer from the Louisiana Department of Health may make contact with parents and/or employees to identify those potentially infected. A form letter will be sent to parents making them aware of any positive cases reported for their child's school. *It is important to note that a confirmed positive case is not an automatic trigger to close school.* The FPSB will be in close contact with the Louisiana Department of Health. The regional administrator's office will give guidance for all incidents related to employee and student exposure to COVID-19 and/or COVID-19 related symptoms. While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If a FPSB employee or student, or someone he or she has been in contact with, has been directly exposed to the virus, our first concern is for the health and safety of those who may be at risk for additional exposure. In this rapidly changing situation,

health care providers should have the most up-to-date information from the CDC.

***Employee exposure protocols may include the following:***

1. Self-quarantine in a specific room away from others in the home.
2. Contact the following to notify them of potential exposure to COVID-19 and follow their instructions:
  - a. The employee's immediate supervisor
  - b. The employee's personal healthcare provider
  - c. FPSB Personnel Director
3. The supervisor will work with the Personnel Director to determine appropriate next steps.
4. In case of an emergency, the employee should call 911 to notify them of potential exposure to COVID-19 and follow provided instructions.

**Student exposure protocols may include the following:**

1. Self-quarantine may be required.
2. Parents should monitor student for symptoms and consider contacting a healthcare provider.
3. In the case of a student who tests positive for COVID-19, parents are required to notify and update the school principal.

## **Social Distancing**

Social distancing is an effective way to prevent potential infection. FPSB employees, students, parents, and visitors should practice maintaining a 6 feet distance and eliminating physical contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office and hallways in order to maintain the social distancing requirement of 6 feet.
- Interactions or Gatherings – Non-essential or informal meetups and visiting should be avoided.

## Personal Protective Equipment (PPE) for Employees and Students

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

- **Masks (Required):** Face masks are an important part of our protection against the spread of COVID-19, as well as in personal hygiene, social distancing, and enhanced cleaning efforts. As such, masks are mandated for ALL FPSB employees. Students in Grade 3 and above will be required to wear a mask, as able and to the maximum extent possible.

- **Gloves (Optional):** Wearing gloves does not diminish the need to wash our hands, and whether gloved or not, touching our faces, noses, and eyes is a significant risk to the spread of infection.

*Please note that social distancing to the maximum extent possible should still be practiced even with the use of gloves and masks or shields.*

In addition to using PPE, all employees and students are reminded to:

- Wash hands with soap and water often for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- When necessary, cover one's mouth and nose with a tissue or use the inside elbow when coughing or sneezing.

## Travel Restrictions

- **Employees**

- FPSB will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the Office of the Superintendent.

- **Students**

- During Phase 3, school related travel may be allowed with approval from the Superintendent.

## **ENHANCED SAFETY MEASURES**

Maintenance Supervisor Mr. Doug Clark will be responsible for developing and overseeing cleaning and personal hygiene protocols. School administrators and custodial staff will be responsible for oversight at the building level.

## **CAFETERIA PROTOCOLS**

### **Phase 1**

During Phase 1, grab-and-go breakfasts and lunches for our eligible students will be available for pick up on designated days, times, and sites.

### **Phase 2**

To the maximum extent possible, meals will be offered in a traditional face-to-face setting similar to the one that took place during the 2019-2020 school year. However, if safe operations will not allow, cafeteria sites will function in a hybrid setting. All students on campus will be offered a grab and go breakfast/lunch daily.

In the hybrid model, students will receive meals to take home on the days they are not at school. For example: Molly is on the “A” schedule and will attend school Tuesday and Thursday. She will be fed Tuesday at school and will take her “Wednesday” meal home with her. Molly will be fed Thursday at school and will take 2 meals home for Friday and Monday. Marcus is on the “B” schedule and will attend school on Wednesday and Friday. He will be fed Wednesday and will take his Thursday meal home. He will be fed Thursday at school and will take his Monday and Tuesday meal home with him.

### **Phase 3**

The Child Nutrition Department will provide meals utilizing the same Phase 2 guidelines, 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.
- Students will wash their hands upon entering school, before meals, after meals, and before dismissal. Students should wash their hands and/or use hand sanitizer every 2 hours.
- In Phase 1, 2, or 3, all meals will be served in disposable containers.
- All meals will be packed and served by the cafeteria staff.
- Students and faculty members will not be allowed to share any food or beverages.
- Franklin Parish participates in the Community Eligibility Program (CEP); all students in Franklin Parish eat at no cost.

## **COMMUNICATION**

If parents/guardians have any specific questions pertaining to school reopening, please contact your child's assigned school.

## **OTHER SCHOOL CONSIDERATIONS**

### **Restroom/Water Fountain Usage during the School Day**

Schools will establish maximum capacity for the facility that allows for social distancing and post the maximum capacity sign on the door. Schools will also provide supplies for employees to clean up after themselves in staff only restrooms. To reduce the possibility of transmission, avoid use of water fountains.

### **Locker Rooms**

Locker rooms will be closed for PE until further notice. Athletic competitions will be allowed following state and national guidelines. While in locker rooms, students are to stay 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the maximum extent possible. Avoid anyone who is persistently coughing, sneezing or appears to be sick.

## **Visitors on Campus**

The safety of our staff and students remains the district's primary concern. Therefore, visitors are required to make an appointment to visit FPSB schools and offices. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors must wear a mask or shield, use hand sanitizer, and have their temperature taken. As a precautionary measure, visitors requiring access beyond the lobby or main office will be required to complete the COVID-19 Building Entry Screening Questionnaire. Compliance is important to help us take precautionary measures to protect our visitors, students, and staff in the building.

### **Athletics**

Participation in athletic competitions for contact sports such as football, basketball, soccer, and wrestling will be determined by the Louisiana High School Athletic Association (LHSAA).

