

**2020-2021**

**Frankston ISD**

**Return to School Plan**

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#  **Introduction and District Priorities**

Frankston ISD wants nothing more than to welcome students back to school on August 12th. Despite the challenges with COVID-19, our district will continue to provide the quality education to our students that our community expects, which will include both in-person and remote learning environments. We are planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students, and community.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Frankston ISD website and FISD Facebook will provide you with the most up-to-date information.

While Frankston ISD is planning for two different instructional environments, our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Task Force has planned with the following guiding principles in mind:

GUIDING PRINCIPLES

|  |  |
| --- | --- |
|  | * **Protect the health of all students and staff**
* **Identify and meet student needs**
* **High-quality curriculum and instructional delivery methods that can transition between in-person and remote learning**
* **Provide mental health and wellness supports for students and staff**
* **Assume the need for continuous flexibility and improvement**
 |

# **Feedback & Input: Surveys & Task Force**

In preparation for effective planning for next year, it was critical to receive feedback from our families and teaching staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall and continuous improvement.

Parents, students, community members, and staff were surveyed June 10th – June 21st, 2020:

* Parent/Student Survey - 321 participants (77%)
* Teacher Survey - 65 participants (16%)
* Community Survey - 31 participants (7%)

The survey focused on seeking feedback on their overall learning/teaching experience, connectivity/technology, student engagement, social emotional well-being, feedback on what improvements could be made for the fall, and what are the greatest concerns with returning to school for the 20-21 school year.

TASK FORCE MEMBERS

|  |  |  |
| --- | --- | --- |
| Randi WestbrookMelanie BlackwellKurt NorfleetBecky Hancock | Edgar RodriguezJensy BizzellTina OwenNicci Cook-Coordinator | Cindy OwensMelissa WimmerPaul Gould |

STAFF & TEACHER INPUT

Teachers have responded via email to provide feedback regarding concerns and plans for the return of school.

# **Fall 2020: Instructional Information for Families**

This fall, Frankston ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

**FACE-TO-FACE LEARNING FISD HOME LEARNING**



Regardless of the learning environment, Frankston ISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

* Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teachers to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
* Frankston ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
* Learning experiences are designed to meet the needs and environment of the learner where they are.
* Students, regardless of learning environment, will engage in high quality learning experiences aligned to Frankston ISD curriculum and Texas Essential Knowledge and Skills.
* Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closures due to student/staff illness or county or state regulations.
* Both the remote and face-to-face experience will utilize Microsoft TEAMS, provide similar expectations around coursework and follow the same grading guidelines.

####

**FACE-TO-FACE LEARNING**

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

* In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Microsoft TEAMS.
* Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
* Districtwide and campus-specific safety procedures will be implemented.
* Gr. 6-12 students will be assigned schedules based on their course selections made last spring.

####

**FISD HOME LEARNING**

FISD Home Learning is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize FISD instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

* Teachers will teach Home Learning students from their classrooms or other assigned FISD facilities.
* In this setting, teachers will also provide instruction, learning resources and support through the use of Microsoft TEAMS.
* Parents will support students as a “learning coach” and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
* FISD will ensure open lines of communication between staff, students, and parents as we work together to ensure each student is academically and socially-emotionally prepared.
* Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
* Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

**Remote Synchronous Learning** is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in FISD Home Learning will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

Frankston ISD student expectations for ***synchronous*** learning:

* Students attend class on time, per their class schedule.
* Students will follow FISD dress code.
* Students are ready to engage and learn.
* Students should have a designated, distraction-free workspace to engage in learning.
* Students will show their face on the screen to engage with the teacher virtually.
* Students will participate in the class activities, discussions, and assignments.

**Remote Asynchronous Learning** is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Microsoft TEAMS.

Frankston ISD student expectations for ***asynchronous*** learning:

* Students will complete asynchronous activities assigned each day.
* Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
* Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

**Schedule for Home Learning**

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

**Attendance for Home Learning**

Students who login each day and engage in teacher-assigned learning apps (including but not limited to Microsoft TEAMS) are considered “present” and **will not** be marked absent. Students who have not logged in by 3:00 pm each school day **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day.

Parents and students will receive absence notifications each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 pm of the same day. Any absences recorded but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records.

If a student is engaged in asynchronous learning and completes the entire week’s worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” for Tuesday-Friday.

It is important that students understand that Home Learning attendance is based on daily engagement, not solely the completion of assignments. State law [TEC §25.092](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.25.htm#25.092) and Frankston ISD Policy FEC [(Local)](https://pol.tasb.org/Policy/Download/312?filename=FEC(LOCAL).pdf) and [(Legal)](https://pol.tasb.org/Policy/Download/312?filename=FEC(LEGAL).pdf) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

***\*****Students should access all learning apps, including Microsoft TEAMS so that we have accurate accounting of their logins and duration of engagement on a particular learning app.*

**Home Learning Design for Grades PK-5**

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.

* Daily synchronous time may include activities such as:
	+ Read alouds
	+ Small group reading instruction
	+ Number Talks
	+ Teacher Check ins
	+ Direct instruction by teacher (mini-lesson)
* Daily asynchronous assignments are to be completed independently. These may include activities such as:
	+ Choice boards
	+ Student self-selected reading and writing
	+ Writing assignments
	+ Independent practice

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the remote learning. Parents may be needed at home to assist their student with logging in to teacher-assigned learning apps (including but not limited to Microsoft TEAMS), monitoring their participation and progress, and ensuring completion of asynchronous activities.

**Home Learning Design for Grades 6-12**

Classes within this environment will follow the schedule of classes at the student’s home campus. FISD will structure the students’ learning schedule to require students to participate in synchronous and asynchronous learning.

Teachers will structure the instructional day to follow their campus bell schedule. Within each course/subject, teachers will plan for students to participate in synchronous and asynchronous learning.

* Most courses will be offered in both settings, including advanced level courses such as Honors and AP.
* Some elective courses for students who select FISD Home Learning may require the student to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed remotely, e.g., welding, a/v production, CNA, etc.
	+ The district is working to finalize which elective courses will require in-person assignments. More information will be made available to better assist families with their elective choices. Students will be contacted regarding their schedule if the elective courses requested require an in-person component.
* Students in grades 6-12 choosing FISD Home Learning will not be able to participate in on-campus classes for extracurricular activities (in accordance with UIL requirements).

**Intervention/Enrichment for Home Learning**

Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.

**Home Learning Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. FISD Home Learning courses that earn high school credit will count in GPA calculation and class rank as specified in FISD Board Policy.

**Special Education Support**

ARD committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending Home Learning. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

# **Instructional Roles & Learning Tools for Both Learning Environments**



Although students may be learning in different environments, FISD is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

|  |
| --- |
| **Preparation for Learning**  |
| **Student** | * Be prepared for learning each day and have work and assignments completed and ready.
* Complete coursework by deadline set by teachers.
 |
| **Parent** | * Access parent resources to learn how students will navigate Microsoft TEAMS.
* For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.
* For FISD Home Learning: Create a designated place in your home for your student to use as their remote classroom.
 |
| **Teacher** | * Utilize the district curriculum documents and follow the scope and sequence provided by the district.
* Upload weekly instructional materials into Microsoft TEAMS.
* Be prepared to teach daily lessons.
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| **Learning & Teaching Expectations** |
| **Student** | * Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.
* Participate in face-to-face learning activities or live synchronous virtual sessions as instructed by teachers.
* Be organized in your work and in getting projects completed.
* Ask questions and communicate with your teacher.
* Be aware of what you should be learning each day.
* Become familiar with the structure of Microsoft TEAMS and how your teacher organizes information.
* Turn in assignments on time.
 |
| **Parent** | * Access Skyward Family Access (grades PK-12) to view student grades and other relevant information.
* Check in with student(s) to monitor completion of homework and assignments.
* Discuss your child’s favorite part of their day and what they learned in school.
* Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.
* Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
* Consider creating a designated learning/study space for your child at home to learn comfortably.
* Maintain communication with your child’s teacher by phone, email and/or online meetings to create a learning partnership.
* Monitor and ask for evidence that your child is on track with assignments and coursework.
 |
| **Teacher** | * Teach students how to access learning materials through Microsoft TEAMS.
* Provide face-to-face or live synchronous instruction and facilitate learning throughout the day.
* Manage online and offline resources to provide consistency and routines for students.
* Provide clear learning goals for students.
* Follow the expectations established across the district for Microsoft TEAMS.
* Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.
* Post grades in a timely manner according to district grading guidelines.
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| **Support and Intervention** |
| **Student** | * Attend intervention/tutorial sessions as established by your teacher or school.
 |
| **Parent** | * Allow your child to attend intervention/tutorial sessions as needed.
* Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher.
* Help your child own their learning. Provide support and encouragement and expect your children to do their part.
 |
| **Teacher** | * Provide intervention or tutorial sessions as needed.
* Follow student IEPs / 504 accommodations in all learning environments.
* Use data to pinpoint students’ specific needs for enrichment and intervention.
* Monitor student progress with fidelity according to recommendations.
* Provide and communicate office hours or conference period for student/parent support.
* Attend and participate in professional learning.
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LEARNING TOOLS FOR BOTH ENVIRONMENTS

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|  | **Information**  |  |
| **Device** | Devices for Home Learning must be able to run Microsoft 365 applications. A Chromebook may not be compatible with Microsoft 365. |  |
| **Instructional Platform** | * All teachers, grades PK-12, will utilize Microsoft TEAMS as their primary learning management system and communication tool for the 2020-2021 school year.
* Microsoft TEAMS will use a similar structure by grade level in order to provide consistency for all students and classes.
* Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.
 |  |
| **Online Resources** | * All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.
* Students will have access to online resources, textbooks and materials through Microsoft TEAMS.
* No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.
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|  | **Information**  |  |
| **Communication** | * Communicating with teachers:
	+ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.
	+ Contact information will be provided at the beginning of each semester.
* Use of student email:
	+ All students will be provided a district managed email account beginning in the fall of 2020.
	+ These accounts should be utilized for all communication directly between teachers and students.
 |  |



# **Return to School Protocols**

Following are the return to onsite work protocols for FISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees, and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Frankston ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, FISD expects all employees, students, and families to rigorously follow these practices.

**Preparation for the Opening of School**

Frankston ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations, and resources to assist with plans and protocols for health and safety. Before schools re-open, FISD will implement health and safety plans that include:

* Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
* Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
* Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other local and/or county policies
* Providing communication of procedures and expectations upon entering facilities and throughout buildings

####

## **Protocols for Screening and Isolation**

**General**

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

**Screening Protocols**

* Staff will be required to complete a self-screening process prior to entering a Frankston ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines.
* A staff member will be required to screen children for COVID-19 symptoms each day, including taking temperature readings, prior to entering the building. Additional screening may be conducted during the school day.
* Parents must ensure they will not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
* Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
	+ Sick or has been sick in the past 10 days with the following symptoms. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
	+ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
	+ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
	+ Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations.
* Teachers will monitor students and refer them to the nurse if symptoms are present.

**Isolation Protocols**

* For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
* Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
* Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
* If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
* Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
* District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
* Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
* Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
	+ They are 1 day (24 hours) fever-free without using fever-reducing medication;
	+ Improved symptoms (cough, difficulty breathing, etc.); and
	+ 10 days have passed since symptoms began.

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## **Protocols for Personal Protective Equipment**

Schools are required to comply with the governor’s executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

* Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
* Staff and students will appropriately wear face coverings at all times, when social distancing is not possible.
* It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
* Students will not be required to wear face coverings while eating or exercising but will be distanced 6 feet apart.
* Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
* Additional protective equipment will be provided to school nurses for use in the clinic.
* Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.

####

## **Protocols for Campus Visitors**

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.

**Visitor Screening/PPE Requirements**

* Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
* Volunteers are not allowed to visit campuses at this time.
* Virtual tools may be used to conduct meetings such as ARDs, LPAC, etc.
* All visitors will be subject to screening by way of a symptom screening form before entering any FISD facility.
* If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
* Visitors will stand behind the shield guard installed at reception desks.
* Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

####

## **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

**Hand Washing/Sanitizing Expectations**

* Hand sanitizer will be available at the main entry to each campus, in classrooms, in the cafeteria and in common areas throughout the campus.
* Staff and students will be expected to regularly wash or sanitize their hands.
* Requirement for hand washing and/or use of FISD-provided hand sanitizer:
	+ Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
	+ Habitual and thorough hand washing after recess, before and after eating and following restroom breaks.

**Disinfecting Expectations**

* Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
* Staff will limit the use of shared supplies when possible.

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## **Protocols for Campus Cleaning and Disinfecting**

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

**Daily Campus Cleaning**

* Each classroom and restroom will be cleaned and disinfected.
* All high-touch areas will be disinfected throughout the day.
* Custodians will be expected to wear PPE during work hours, when social distancing is not possible.
* Cafeterias will be disinfected between lunch periods.
* Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

**Restrooms**

* Staff will limit the number of students that enter the restroom at one time to comply with health agency recommendations and social distancing.
* The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
* Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the restroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

####

## **Protocols for Common Areas and Meetings**

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

* All students and staff will be required to use hand sanitizer when entering and exiting common areas.
* Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
* There will be procedures for students to sanitize their spaces before usage.
* Number of students in a common area will be based upon social distancing practices.
* Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
* The use of virtual meetings/videoconferencing is preferred when possible, including ARDs, LPAC, booster club meetings and events.
* If meetings must be held in person, all social distancing protocols will be implemented:
	+ Facial coverings
	+ Six-feet social distancing when possible
	+ Limiting the sharing of materials/supplies

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## **Protocols for Positive COVID-19 Cases on Campus**

* If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
* Custodial staff will defog and disinfect classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.

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# **Campus Health & Safety Protocols**

## **Training**

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

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| **Safety Training for Protocols & Procedures** |
| **Student** | * Students will participate in training specific to newly adopted health and safety protocols.
* All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
* If a student is experiencing symptoms, they need to immediately notify a teacher.
 |
| **Parent** | * Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
 |
| **Teacher/Staff** | * Teachers attend training and develop classroom procedures consistent with TEA, CDC, and local guidance.
* All staff will be trained on COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
* All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.
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###

### **School Arrival & Dismissal**

**Arrival:** When possible, separate entrances will be utilized for car riders, bus riders, and walkers. All staff will be utilized for duty to maintain social distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. Parents will not be allowed to walk students to classrooms.

**Dismissal**: Campus will designate staggered dismissal groups, if possible, to help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Sibling connections at other campuses will be done outside the building. Separate exits will be utilized for car riders, bus riders, walkers and daycares. Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

## **Bus Transportation**

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

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| **Transportation COVID-19 Protocol: Parent Information**  |
| FISD offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as field trips. Bus routes will run at regular capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses. *We are requiring all drivers and students to wear masks while on the school bus.* **General Education/Special Needs/Loading and Unloading Procedures****Bus Stop Expectations*** Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
* Students should NOT share food, drinks, or personal devices.

**Morning Boarding Bus Procedures*** Students should practice social distancing as they approach and board the bus.
* Use hand sanitizer (provided near the bus stairwell).
* Seating: Students will be seated starting from the back seats, then toward the front.
	+ Considerations for siblings & younger students mixed with older students
* Bus in motion rules: Standard Frankston ISD bus rules apply.
* Students should NOT share food, drinks, or personal devices.

**Unloading at Campus*** Unloading will start from the front to the back.
* Students should practice social distancing and follow campus guidelines.

**Afternoon Campus Boarding Bus Procedures*** Students should practice social distancing as they approach and board the bus.
* Use hand sanitizer (provided near stairwells).
* Seating: Students will be seated starting from the back seats then toward the front.
	+ Considerations for siblings & younger students mixed with older students
* Bus in motion rules: Standard Frankston ISD bus rules apply.
* Students should NOT share food, drinks, or personal devices.

**Unloading at Bus Stop*** Unloading will start from the front to the back.
* Students should practice social distancing and avoid gathering in groups of 10 or more.
* Students should NOT share food, drinks, or personal devices.

**Disinfecting Protocol****Between each AM & PM campus drop-off*** School bus drivers and staff will be spraying and wiping down seats and high-touch items with disinfecting spray.
* Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
* When possible, bus windows will be open to allow outside air to circulate in the bus.

**Weekly Deep Disinfecting Process*** Deep cleaning: Electrostatic spraying of bus interiors will occur twice weekly.
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| **Bus Arrival & Dismissal** |
| **Student** | **Arrival*** Students will load and unload the bus at staggered times at the direction of the bus driver.
* As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.
* Students will not congregate with other students after exiting the bus.
* Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.

**Dismissal*** Students will wait in a designated "pre-loading" area for each bus to arrive.
* Students will load onto the bus at staggered times at the direction of the bus driver.
* Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.
 |
| **Parent** | * When possible, parents should help with student supervision at the bus stop.
 |
| **Teacher/Staff** | * Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.
* Staff will ensure social distancing during arrival and dismissal.
* During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.
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| **Walkers** |
| **Student** | * It is recommended that walkers keep social distance and use a face covering while walking to and from school.
* As much as possible students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
* Students will be asked to immediately leave campus and begin walking home at the end of the school day.
 |
| **Parent** | * Parents are encouraged to talk with their child about the health benefits of social distancing.
* Parents should follow campus guidance on how to pick up their child.
* Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.
 |
| **Teacher/Staff** | * Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.
* Teachers will assist in monitoring students to discourage large groups from congregating.
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| **Car Pool** |
| **Student** | * As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.
* Students will remain at a social distance while waiting to be picked up in the carpool area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.
 |
| **Parent** | * Parents should assist their own child with exiting the car.
* Parents should follow pick up protocols regarding how to pick up their child.
* Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.
 |
| **Teacher/Staff** | * Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.
* Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.
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| **Bike Rack** |
| **Student** | * Students will use every other space in the bike rack to keep distance when arriving at school.
* Students will immediately leave campus and begin riding their bike home at the end of the school day.
* Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day.
* It is recommended that students keep social distance and use a face covering while riding their bike home.
 |
| **Parent** | * Parents are encouraged to talk with their child about the health benefits of social distancing.
* Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.
 |
| **Teacher/Staff** | * Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use.
* Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use.
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| **General Building Arrival** |
| **Student** | * Wash hands or use hand sanitizer upon arrival.
* Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
* Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
* It is required that students and staff wear masks when entering the building and waiting in the designated waiting area.
* Students should choose seats that have empty space in between seats.
* Students are expected to stay seated until they are dismissed by a staff member.
* Students can utilize the restroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the restroom.
* Students must wash hands after leaving. If the restroom door is not propped, students are encouraged to use paper towels when opening a door.
 |
| **Parent** | * Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.
* Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
* Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.
 |
| **Teacher/Staff** | * Campus staff is required to complete the self-screening questions on Skyward True Time when they clock in each morning.
* Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces).
* Staff members are required to have masks on when entering the building and ensure that students are wearing masks in the hallways and in classrooms.
* Staff will dismiss student cohorts using staggered student release into halls from these areas.
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## **Cafeteria - Breakfast and Lunch**

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for breakfast and lunch. These areas could include classrooms, the library, or other large areas within the school building.

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Microwaves will be provided in the cafeteria for secondary students. Hand sanitizing stations and wipes will be available at entrances and exits of the cafeteria.

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| **Seating & Directions** |
| **Student** | * Students will be expected to follow campus guidelines for cafeteria procedures.
* Students will be seated according to a seating plan for students consistent with social distancing guidelines
* All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
* Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
 |
| **Parent** | * At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
* Parents are encouraged to speak to their children about safety protocols and social distancing.
* Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
* Parents should talk to their students about COVID-19 symptoms and prevention strategies.
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| **Teacher/Staff** | * Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
* A seating plan for students will be followed for social distancing.
* Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.
* Teachers will monitor students while in the cafeteria to ensure social distancing.
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## **Standard Classroom Procedures**

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

* Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
* Refillable alcohol-based hand sanitizer stations.
* Access to disinfectant to sanitize working surfaces.
* Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
* Group or pair work can be implemented while maintaining physical distancing.
* In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
* In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
* The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

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| **Classroom Training** |
| **Student** | * Students should wash their hands or use hand sanitizer upon entering each classroom.
* Students will participate in training specific to newly adopted health and safety protocols.
 |
| **Parent** | * Parents are asked to read all school communication regarding health and safety protocols.
* Parents should talk to their students about COVID-19 symptoms and prevention strategies.
* Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office
 |
| **Teacher/Staff** | * Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.
* Teachers will receive training to deliver classroom lessons on health protocols.
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| **Classroom Setup** |
| **Student** | * Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
* Students will avoid sharing school supplies and will sanitize shared items after each use.
* Students will sit one per table when it is possible.
* Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.
* Students may bring personal classroom snacks as long as they are not shared.
 |
| **Teacher/Staff** | * Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
* Teachers will post signs with clear class protocols that are consistent with CDC guidelines.
* Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
* Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.
* Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is using an item.
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| **Classroom Arrival** |
| **Students** | * After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
* Students should avoid touching high-touch areas if possible.
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| **Teacher/Staff** | * Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.
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## **Water Fountains**

Mitigate the use of water fountains.

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| **Water Fountain Usage** |
| **Student** | * Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
 |
| **Parent** | * Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.
* Parents are asked to assist students, as needed, to clean water bottles on a daily basis.
 |
| **Teacher/Staff** | * Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains.
* Monitor that students take water bottles home to be cleaned.
 |

## **Recess/Playground**

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

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| **Guidelines for Outdoor Play** |
| * Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
* All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
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## **Elementary Specialized Classrooms/Areas**

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| **Elementary Specials** |
| **Music** | * Appropriate social distancing measures will be followed.
* Music equipment will be sanitized and wiped down after each use.
 |
| **PE** | * Physical education classes will be held outside, as weather permits, to allow for maximum physical distance between students.
* Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided
* PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use.
* Visual markers will available as reminders of social distancing rules.
* Students should avoid touching their face at all times, but especially while playing games.
* Sanitizing areas and access to handwashing will be provided.
* If enrolled in a PE class, students should bring tennis shoes to participate in class activities.
 |
| **Library**  | * Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
* Students and staff will wash/sanitize hands upon entering and after visiting the library.
* High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
* Occupancy will be limited.
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## **Secondary Specialized Classrooms & Extracurriculars**

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from FISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students opting for the FISD Home Learning environment will not be permitted to participate in on-campus extracurricular activities.

All students will communicate with Athletic Trainers, coaches, directors or instructors to notify them of any exposure or positive tests.

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| **Secondary Specialized Classrooms and Extracurricular Programming** |
| **Physical Education**  | * Whenever possible, physical education classes will be held outside as weather permits to allow for maximum physical distance between students.
* Any activities bringing students into close physical contact will be avoided.
* Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
* Procedures will be implemented in the locker rooms to promote social distancing.
* Equipment will be disinfected after each use.
* Activities requiring multiple students to touch or handle the same equipment will be avoided.
* Sanitizing areas and access to handwashing will be provided.
 |
| **Athletics** | * Similar to [summer strength and conditioning activities](https://www.pisd.edu/Page/22873), practices and contests will follow protocols established by UIL, TEA and FISD. In-season and off-season activities will follow the most current guidelines available.
* Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
* Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
* Student athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
* Athletic equipment and uniforms will be issued to athletes. All practice uniforms and game issued uniforms will be laundered at campus with coaching staff following proper protocols.
* Equipment used during practices will be sanitized frequently during practice sessions and at conclusion of each session.
* Athletic areas will be frequently disinfected during the week with an electrostatic misting tool.
* Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
* Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
* Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
* Water breaks will occur in small groups. Coaches will organize water breaks with safety and efficiency in mind.
 |
| **Cheer** | * Practices and performances will be conducted following safety protocol provided by guidance from FISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.
* Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
* Students will be asked to wash or sanitize their hands before and after practice.
* Cheer students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
* Cheer students will not share equipment (i.e. pom poms, megaphones, etc.)
* Students will be asked to bring their own mask.
 |
| **Fine Arts** | * Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., FISD, TEA, UIL, etc.).
* Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to.
* Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., FISD, TEA, UIL, etc.)
* Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., FISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
* All fine arts performances will be streamed online when possible.
* Booster club meetings should be held virtually to minimize outside exposure to campuses.
* Students will access private practice rooms and communicate virtually with private lesson instructors.
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## **School Events and Activities**

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| **Guidelines for School Wide Events/Activities** |
| * Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
* Administration will follow all FISD, UIL and CDC guidelines in regard to games, practices, etc.
* Any school wide events that are approved to be held on campus must adhere to requirements outlined by Frankston ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.
* To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
* Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.
* Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.
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## **On-Campus Student Activities & Field Trips**

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| **On-Campus Activities & Field Trips**  |
| **On-Campus Activities** | * Fundraising information is pending.
* After school club information is pending.
* Meet the teacher, open house, parent conferences, etc. may be held virtually.
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| **Field Trips** | * Field trip information is pending at this time.
* Virtual field trips will be considered as often as possible.
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## **Hallways**

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| **Classroom Transitions & Hallways** |
| **Elementary**  | * Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
* Where possible, one-way traffic throughout campus corridors will be established.
* In two-way halls students are expected to stay to the far right of the hall when walking.
* When possible, it is recommended that students make transitions outside of the building.
* All students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
 |
| **Secondary**  | * Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
* Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
* Releases from each class will be organized to limit the number of students in the hallway during transitions.
* In two-way halls students are expected to stay to the far right of the hall when walking.
* Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
* Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
* Students should immediately report to their next class and not congregate in the hallway.
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## **Cleaning/Sanitizing/Disinfecting Agents**

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| **Cleaning-Sanitizing-Disinfecting Agents used by Frankston ISD Custodial Services** |
| * [**Clean By Peroxy Cleaner**](https://drive.google.com/file/d/1pGLAq6bD9XETiBnTBrro6HDnhHq9cLJ-/view?usp=sharing)**:** Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
	+ Student desks, classroom work areas
	+ Cafeteria/Cafeteria tables
	+ Handrails
	+ Countertops
	+ Push-bars on doors
	+ High-touch items
	+ Hallways
	+ Nurse Clinics
 |
| * [**NABC**](https://drive.google.com/file/d/1EJJOO5T1MURbZFKlIYNb4gNonE-Ez69E/view?usp=sharing) **Non-Acid Disinfectant Bathroom Cleaner:**Primary use is for restroom floors, stalls/partitions, urinals and toilets.
 |
| * [**HDQ Neutral Cleaner**](https://drive.google.com/file/d/1hqZEGQ9LZI0oE6NCmp7rTk2U7G24G56l/view?usp=sharing) **(COVID-19 Rated):**Used upon special request (multiple cases of flu, report of staph, MRSA, etc.) to disinfect:
	+ A grade-level area
	+ Wing of a building
	+ Locker rooms
 |
| * **Sparsan Q Disinfectant:**Primary use is disinfecting high touch surfaces:
	+ Desk tops
	+ Door knobs
	+ Light switches
	+ Telephones/Computers
 |