

Leverett's Chapel Independent School District

2020-2021 Back to School Plan

As the conditions and the environment of the COVID-19 pandemic change, LC ISD's Back-to-School plans will continue to be reevaluated to adapt to the ever-changing trends of the COVID-19 virus. Please understand that Leverett's Chapel ISD will follow the recommendations/guidelines for schools opening and operation from the Centers for Disease Control (CDC), as well as state and local health officials. The circumstances related to COVID-19 may change throughout the coming school year and this document will be updated as those conditions change.



GUIDING PRINCIPLES

In order to ensure the continued well-being of our staff and students, the following guiding principles have been put in place as a priority this coming school year:

1. LC ISD will do its best to ensure the health, safety, and well-being of our students, staff, and visitors.
2. It is still our standard to provide the best quality education in whatever instructional delivery our students receive, still keeping in mind, nothing compares to the quality instruction a student receives through face-to-face instruction.
3. We will try to provide the best possible support to our families in whatever instructional environment they choose.

Health and Safety Measures

Infection Control Measures

- ❖ **Schools will abide by any Governor Order regarding face coverings** (*ie. If there are 20 or more active cases in the county, everyone age 10 or older would be required to wear a face covering of some sort for much of the school day*). Rather than an age, 4th grade and above will be required to wear some sort of face covering for much of the school day.
- ❖ For any age-level student who chooses to ride the bus, a face covering will be required regardless of age/grade level while on a bus route.
- ❖ If the Governor's Order ceases, students and staff will be highly encouraged to wear a face covering when they cannot maintain social distance as well as in hallways and common areas and during arrival and dismissal. Face coverings include cloth masks, face shields, or anything else that provides coverage over the nose and mouth.
 - Please understand, if the number of cases in Rusk County and other data increase past a certain threshold, regardless of a Governor's Order, face covering may be required in the future.
- ❖ If your child meets the age or the grade-level requirement to wear a mask or face covering, the only way they will be allowed to NOT wear one will be if we have a doctor's note or from a professional giving us written documentation the student has a disability in which wearing a mask could harm them more than help them.
- ❖ Social distancing of at least 3-6 feet will be encouraged at all times.

- Please know that under the current TEA guidelines (of offering in-person school every day to every student), that social distancing is NOT feasible and CANNOT be guaranteed as there is not enough square footage in our classrooms or campuses with most students attending daily.
- ❖ All water fountains throughout the school will be turned off. Students will be allowed to carry their own water bottle to school. We are currently working on a plan as well to provide water to the students when they need it.
- ❖ In our PreK - 3rd grade classrooms, the students will have some sort of desk/table dividers since they are not required to wear any form of mask or face shield.
- ❖ Staff will work to try to maintain social distancing at restrooms and in hallways where possible.
- ❖ Students will need to bring their own masks/face covering to school. Masks will be provided as needed to our students.
- ❖ Hand sanitizer will be available in each classroom, all entrances, and throughout our hallways.
- ❖ Staff will be expected to regularly wash or sanitize hands.
- ❖ In addition to signage, students will have instruction on effective hand-washing.
 - Elementary students will wash hands or use hand sanitizer before eating, following restroom breaks, and after recess.
 - JH/HS students will be encouraged to wash their hands or use hand sanitizer regularly.
- ❖ Students, staff, and visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately or hand sanitizer should be used.

Health Screening

- ❖ Staff will self-screen for COVID-19 symptoms before coming to school each day.
- ❖ Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school.
- ❖ All students loading on the bus each morning as well as those students being dropped off in the morning in the parking lot will have their temperature taken by a school employee. Those students who may arrive at school very early in the morning due to a school practice or remediation by a teacher will have their temperature taken by a school employee as well.
- ❖ Staff, parents, and students should not enter school facilities and are required to notify the school immediately should they experience any symptoms related to COVID-19.
- ❖ Teachers will monitor students and refer to the nurse if symptoms are present.

- ❖ Visitors will be required to complete health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry in the building **See Visitor Section for more information.*
- ❖ COVID-19 symptoms include:
 - Cough (uncontrolled that causes difficulty breathing)
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking (with chills)
 - Muscle Pains
 - Headache (severe usually correlated with a fever)
 - Sore throat
 - Loss of taste or smell
 - Diarrhea, vomiting, or abdominal pain
 - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees fahrenheit
 - Known close contact with a person who is lab-confirmed to have COVID-19
- ❖ All screening information will be kept confidential
- ❖ Parents must ensure they DO NOT send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19. In cases like this, the parent should instead opt to receive remote instruction until the conditions for re-entry are met.
- ❖ Parents may also opt to have their child receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

CAMPUS OPERATION

- ❖ Hand sanitizer will be available in each classroom, entrances, and throughout our hallways.

- ❖ Visual aids will be used to illustrate appropriate spacing and traffic flow throughout the buildings.
- ❖ Restrooms will be cleaned and disinfected multiple times throughout the day.
- ❖ Classrooms will have surfaces cleaned and disinfected daily. Students (age-appropriate) and staff will also have access to disinfectant wipes and will be encouraged to clean personal spaces throughout the day.
- ❖ Interior doors will be propped open (when possible) to increase air circulation and reduce high-touch areas. This includes classroom doors during passing periods.
- ❖ Staff will work to try to minimize group traffic at lockers where possible.
- ❖ Custodians will wear face coverings and gloves during work hours.
- ❖ Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting equipment, students changing clothes, students showering, distancing of students, etc.

LEARNING ENVIRONMENTS

- ❖ Desks and tables will be arranged to maximize space between students when possible.
 - It is important to note that due to the number of students attending in person and the size of the classrooms, we will NOT be able to place students 6 feet apart in most classroom settings.
- ❖ The number of students participating in small group instruction at one time will be limited.
- ❖ Staff will limit the use of shared supplies where possible.
- ❖ Students and staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.
- ❖ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance between other classroom groups.
- ❖ Teachers will have permission to open classroom windows during instruction to allow airflow through the classroom, weather permitting, and as long as no outside noise interferes with classroom learning.

BREAKFAST/LUNCH

- ❖ Cafeteria staff will wear face coverings and gloves and will follow all health and safety protocols.
- ❖ “Grab and Go” meals for breakfast and lunch will be utilized.
- ❖ Students will not get to share food or drink.
- ❖ Any leftover or extra food will be discarded.
- ❖ Self-serve counters will be eliminated.

- ❖ Lunch tables will be spread out across the cafeteria to maximize space between individuals and groups as much as possible (5 students per table maximum).
- ❖ All tables will be sanitized between lunches.
- ❖ Due to restrictions in place, parents and other relatives will NOT be allowed to eat breakfast/lunch at the school until further notice.
- ❖ Student vending machines will be unavailable until further notice.
- ❖ No snacks will be sold to the students throughout the school day until further notice.
- ❖ The little gym may have to be utilized as a second eating location during some of our busier lunchtimes to help facilitate the social distancing guidelines.
- ❖ For our remote instruction students, we will still be offering a curbside breakfast/lunch pickup at the rear of the cafeteria as we did during the spring. Breakfast curbside pickup will be 8:50-9:20. Lunch curbside pickup time 11:00-11:30.
- ❖ No outside food deliveries for lunches or classroom parties will be allowed until further notice.
- ❖ 6th – 12th grade students will NOT be allowed to eat breakfast during the 1st breakfast offered to help cut down on the number of students in the cafeteria in the morning. They will eat breakfast during the second breakfast time later in the morning.

TRANSPORTATION

- ❖ Assuming bus ridership will remain at typical district capacity, social distancing on buses is NOT possible due to the number of students transported to and from school daily.
- ❖ Regardless of the age or grade level of the students, ALL students will be required to wear a mask during their time on the bus.
- ❖ Parents will be encouraged to transport their children to school daily as it is the safest means of transportation due to COVID-19.
- ❖ All buses will have hand sanitizer placed in the stairwells for use when loading/unloading.
- ❖ All buses will be sanitized and wiped down daily after the morning and afternoon bus routes.
- ❖ Bus windows will be partially open (at minimum) during routes to provide additional ventilation where appropriate.

VISITORS

- ❖ Visitors will be restricted for those essential to school operations. Non-emergency drop-offs...ie.e snacks, lunch, instruments, missing school supplies, etc. will be prohibited until further notice.
- ❖ Social distancing will be encouraged for all meetings that must take place on campus.

- ❖ Any visitor who needs to go beyond the front doors will be subject to a health screening and will be required to wear a mask or a face covering.
 - Visitors will be required to complete health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building.
 - Any visitor who has COVID-19 or COVID-19 symptoms or has come into close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has passed.
- ❖ Any type of subcontractor will have non-student access and must wear a mask and go through a health screening as well.

TRAVEL RESTRICTIONS

- ❖ We will discontinue staff travel to conferences and workshops until further notice unless they get pre-approved by an administrator and the superintendent.
- ❖ We will also discontinue all student travel to non-UIL academic, athletic, or other extracurricular activities until further notice.

ISOLATION PROCEDURES RELATED TO COVID-19

- ❖ If a student or staff member has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student/staff needs to be sent home.
- ❖ If a staff member is assessed and exhibits symptoms of COVID-19 during the school day, a campus administrator will be immediately notified and that staff member will be asked to leave work, go home, or to the nearest health center, depending on the severity of the symptoms. The nurse will provide staff with Return to School Criteria.
- ❖ If a student is assessed and exhibits symptoms of COVID-19 during the school day, he/she will be immediately separated from the other students and a parent/guardian will be notified to pick the student up. The parent/guardian will be asked to take their student to the nearest health center, depending on the severity of the symptoms. An administrator will be notified as well. The student will be escorted to the vehicle upon parent arrival. The nurse will provide the parent with Return to School Criteria.
- ❖ Any individual who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay home throughout the infection period, and CANNOT return to school until the school screens the individual to determine any of the below conditions for school re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when ALL four of the following criteria are met:

- 24 hours have passed with no fever with the use of fever reducing medications
 - The individual has improvement in symptoms (e.g., cough, shortness of breath)
 - At least ten days have passed since symptoms first appeared
 - School must receive a copy of the negative test result
- ❖ In the case of an individual who has symptoms that COULD be COVID-19 and who is NOT evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the school until the individual has completed the same four-step set of criteria listed above.
- ❖ If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:
 - Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis OR
 - Obtain an acute infection test at an approved testing location that comes back negative. Testing locations can be found at: <https://tdem.texas.gov/covid-19/>
- ❖ Students or staff who come into close contact (within 6 feet for 15 or more minutes) with a lab-confirmed case of COVID-19 will be asked to self-quarantine for 14 days and should contact the school for meeting the Return to School Criteria.
- ❖ District communication will be provided to the staff and the students who came into contact with anyone who tests positive for COVID-19 **See Notification Procedures below*
- ❖ LC ISD will immediately sanitize all areas that had exposure from someone who tested positive. In the event that this cannot be done before the start of the next school day, LC ISD may need to close for a day to complete this process of sanitation if relocating students is not an option.
- ❖ Any student requiring quarantine will transition to remote learning for the period of self-isolation.
- ❖ Staff needing to self-isolate for exposure to COVID-19 will be based on whether the exposure was on-duty (at school or a school-related duty) or off-duty (did not occur at school or a school-related duty). Staff asked to self-isolate due to on-duty exposure will be asked to work remotely and leave will not be impacted. Staff needing to self-isolate due to off-duty exposure (home/personal) will need to access leave during self-isolation. A positive diagnosis of COVID-19 will qualify staff for Emergency Paid Sick Leave (EPSL), available through December 2020 which gives access to weeks of additional leave for employees.
- ❖ Contact tracing for lab-confirmed cases of COVID-19 will be conducted.

NOTIFICATION PROCEDURES

- ❖ Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities. If you were determined to have had close contact you will be individually contacted by campus staff.
- ❖ Contact tracing for lab-confirmed cases of COVID-19 will be conducted to determine who came into close contact and if self-isolation/quarantine is required. This will be conducted by our local health entity.
- ❖ Close contact is defined as:
 - Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield):
 - Being within six feet for a cumulative duration of 15 minutes, while NOT wearing a mask or face shield.
 - Note! If face coverings are worn, the students/staff members exposed do not need to self-isolate or quarantine.

Example: A LC ISD student in 3rd-grade tests positive for COVID-19. All LC ISD parents are notified that a student has tested positive at school. Through contact tracing, LC ISD determines who has been in “close contact” and contacts those families individually to determine the next steps (which may or may not include self-isolation depending on if masks were worn and the degree of contact).

CDC DEFINITION OF “CLOSE CONTACT”

This section refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarification, close contact defined as:

- ❖ Being directly exposed to infectious secretions (e.g., sneezed on while not wearing a mask or face shield): or
- ❖ Being within six feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptoms onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to confirming lab test.

Note! If face coverings are worn, the students/staff members exposed do not need to self-isolate or quarantine.

Leverett's Chapel ISD Employee/Workplace Scenarios and Steps to Follow for COVID-19

*To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet for a sick person with the virus for at least 15 continuous minutes with the use of a face covering, or being in direct contact with secretions from the sick person.

Scenario 1: Employee has symptoms and tests positive OR is suspected to have COVID-19

1. Employee reports being positive: while at school/work OR while at home
2. If at work, the employee reports to the administration and leaves school to get medical care. Isolates if unable to immediately leave school.
3. If at home or work, the employee completes the COVID-19 Reporting Form
4. The school will provide guidance on when the employee can return to work
5. The employee should contact their primary care physician; self-isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever-reducing medications.

Scenario 2: Employee test positive but has NO symptoms

1. Employee contacts administration and completes the COVID-19 Reporting Form
2. The school will provide guidance on when the employee can return to work
3. Employee should contact their primary care physician; self-isolate and avoid public spaces for 10 days since testing positive. Employee can return to work after 10 days of self-isolation as long as no symptoms develop.

Scenario 3: Employee Reports Someone at home has symptoms OR someone at home has tested positive

1. Employee contacts administration and completes the COVID-19 Reporting Form

2. The school will provide guidance on when the employee can return to work
3. Employee should contact their primary care physician; self-isolate and avoid public spaces for 14 days. Employee should monitor for symptoms and contact their primary care physician if they develop (may return sooner with a negative test result and written medical clearance).

Scenario 4: Employee has prolonged exposure to someone who has tested positive or has symptoms

1. Employee contacts administration and completes the COVID-19 Reporting Form
2. The school will provide guidance on when the employee can return to work
3. Employee should contact their primary care physician self-isolate and avoid public spaces for 14 days. Employee should monitor for symptoms and contact their primary care physician if they develop.

Scenario 5: Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms

1. If the someone at home or workplace is not symptomatic, but just “exposed,” continue working (no need to self-isolate).

Leverett's Chapel ISD Student Scenarios and Steps to Follow for COVID-19

*To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet for a sick person with the virus for at least 15 continuous minutes with the use of a face covering, or being in direct contact with secretions from the sick person.

Scenario 1: Student or parent reports student is positive for COVID-19 or reports symptoms of COVID-19.

1. Parent notifies the school and the student remains home for 10 days from the positive test result/reports symptoms of COVID-19.
2. The student may return to school after 10 days have passed from the positive test result and/or 10 days have passed from symptoms onset and at least 24 hours have passed with no fever, without the use of fever-reducing medication. If they tested positive, we must also have a copy of the negative test result.
3. The school will identify any other student or staff who were present in the same class/group on the last day of the student who tested positive was present.
4. The campus principal will work with the superintendent to send written notification of possible exposure to all staff and parent/guardian of students who were exposed.
5. All students and staff who were exposed will be excluded from campus activities for 14 days from the date of the last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.

Scenario 2: Parent or School Official screens student BEFORE entry to bus or building using screening tool and reports symptoms

1. The student may not enter the bus or the building. If the student was screened by the parent, the student or parent should notify the school and contact their primary care physician for guidance.
2. The student may return to campus after 10 days have passed from symptom onset and at least 24 hours have passed with no fever, without the use of fever-reducing medications.
3. If the student was on campus the last 48 hours....
4. The school will identify any other student or staff who were present in the same class/group on the last day of the student who tested positive was present.
5. The campus principal will work with the superintendent to send written notification of possible exposure to all staff and parents/guardians of students who were exposed.

6. All students and staff who were exposed will be excluded from campus activities for 14 days from the date of the last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.

Scenario 3: Student reports experiencing one or more symptoms of COVID-19 while during the school day

1. The school will follow the district isolation plan
2. The school will identify any other student or staff who were present in the same class/group on the last day of the student experienced symptoms.
3. The campus principal will work with the superintendent to send written notification of possible exposure to all staff and parents/guardians of students who were exposed.
4. All students and staff who were exposed will be excluded from campus activities for 14 days from the date of the last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.

Scenario 4: Student reports someone at home has symptoms OR someone at home has tested positive

1. This would be considered prolonged exposure to someone with COVID-19 or symptoms of COVID-19.
2. Student should not enter the bus or the building. If the student is already present at school, the school will follow the campus isolation plan.
3. There would be no need to notify staff or students in this scenario.
4. Student should contact their primary care physician for guidance and remain home to self-isolate and avoid public spaces for 14 days.

Scenario 5: Student reports someone in their home was “exposed” to someone who tested positive or has symptoms

1. If the someone at home is not symptomatic, but just “exposed,” student may come to school and participate as usual (no need to self-isolate or notify any staff or students).

FIRST DAY OF SCHOOL PROCEDURES (August 17th)

- ❖ For those students who choose to attend school face-to-face, it will be a scheduled early release day at 12:30.

- ❖ All school supplies must be brought into the school by only the student. If there are several school supplies to carry, the student can bring it to school over several days so that it's not so heavy and cumbersome. **See Visitors Section*
- ❖ For those students choosing to stay home and do remote instruction, they will be required to do work and/or check-in with their teachers that day. **See Remote Instruction Section*
- ❖ For our remote learners, there may be the chance it might take a few days to get them set up and ready to go on their device but they should already have a device at home.

INSTRUCTIONAL DELIVERY MODELS

Providing a high-quality education through two instructional delivery models:

- ❖ In-Person Learning (Traditional Classroom Experience)
- ❖ Remote Learning (Digital Learning Experience)

Parents will be asked to commit to one of these two learning environments prior to July 31st. Once the school year begins, parents will need to wait until the end of each 6 weeks to transition to a different learning environment.

IN-PERSON LEARNING

- ❖ Available for students in PreK through grade 12
- ❖ Students will attend school on a regular instructional schedule and will engage in face-to-face learning on campus all day, every day.
- ❖ Students in grades 4-12 will follow their class schedules by transitioning to different classrooms for course instruction.
- ❖ Expectations for coursework and guidelines for grading for In-Person Learning and Remote Learning will be the same.
- ❖ Students will be expected to adhere to the safety rules and guidelines stated in this Back-to-School Plan.
- ❖ School Day and School Calendar: The district retains the right to adjust the daily schedule and school calendar as needed in response to emergency or crisis situations to ensure compliance with state regulations regarding mandatory instructional time.
- ❖ Once a person chooses In-Person instruction as their learning environment, they must remain in-person for the 6-week grading period before they're able to make a change in their learning environment unless it's a very unique situation.

REMOTE LEARNING

- ❖ Available for students in PreK through grade 12

- ❖ Students will remain at home and will engage in learning activities through Google Classroom, SeeSaw, and Edgenuity, and any other campus designated remote learning platforms.
- ❖ Daily student participation in the learning activities will be required (each day students will have to show “engagement” in order to be marked present in the form of submitting work, interacting with teachers on progress of content, or in engagement on our online learning platform).
- ❖ Once a student chooses remote learning, they must remain “remote” for the 6-weeks grading period before they’re able to make a change in their learning environment. There will be no exceptions to this rule.
- ❖ The school will issue a digital device for each student choosing remote learning to access the remote learning options. It will be the parent’s/student’s responsibility to care for this device while it’s under their supervision.
- ❖ In order to facilitate the school’s remote instruction, it is extremely important to have some sort of internet connection or a cell phone signal to create a hotspot so your school issued device can function like it should. This will be a requirement in order for you to do the remote instruction through the device.
- ❖ For those households who have no internet connection or no cell signal (or a very poor cell signal), other remote instructions options will be available but it will be investigated on a case by case basis.
- ❖ Students will have to demonstrate engagement all 5 days each week
- ❖ Expectations for coursework and guidelines for grading In-Person Learning and Remote Learning will be the same.
- ❖ A care-giver will need to be available to support younger students in navigating the daily schedule and providing assistance with the learning as needed.
- ❖ Elementary students (grades PreK - 5) will be using a combination of Seesaw and Google Classroom for their remote instruction.
- ❖ Secondary students (grades 6 -12) will be using a combination of Edgenuity, Google Classroom and possibly ICEV with our CTE courses.
- ❖ Some electives may only be available in an In-Person format and students choosing remote learning will need to plan for alternate elective classes that can be completed through a digital learning program.
- ❖ Some courses may require remote learners to come on campus to demonstrate certain skills.
- ❖ Some courses may require students to take proctored tests/assessments. In those circumstances, either the teacher would have to schedule those students to come to school outside regular school hours to prevent interaction with the general student population during the school day or the parent would have to sign an agreement that test/assessment was done honestly at home without the aid of notes, etc.

- ❖ **Students voluntarily participating in an all remote instructional method shall NOT be able to participate in any extracurricular activity, practice, or performance or elective course only open to students participating in a particular UIL activity for the grading period in which the student is receiving all-remote instruction.**
- ❖ Accommodations and support services will be provided to all remote learners.

ONLINE LEARNING MANAGEMENT SYSTEM

- ❖ LC ISD will use Google Classroom, Seesaw, and Edgenuity as the district's Learning Management System (LMS) to house instructional content and activities.
- ❖ All at-home remote learners will use Google Meet, Google Phone, Remind, or Google Email to connect with their teacher on a daily basis.
- ❖ The school will provide training to parents/students on how to use these digital resources.
- ❖ In the event that students participating in In-Person Learning are required to quarantine, the education of these students will continue through an At-Home Remote Learning model as explained above for the duration of the quarantine period.
- ❖ The district will provide access to a digital device for students who must switch from an In-Person to an At-Home remote learning model due to a required quarantine (short term).

PARENT COMMUNICATION

Providing families with clear and concise communication through the following outbound channels:

- ❖ Email/Text messages
- ❖ Remine
- ❖ Social Media
- ❖ School Homepage
- ❖ Automated All-Call Phone Messages

Leverett's Chapel ISD

FAQ's

Below is a list of FAQ's that will help answer most questions and concerns regarding LC ISD's protocols with health, instruction, remote instruction, UIL participation, transportation, cafeteria, technology and campus visits.

Health & Wellness

If one student tests positive for COVID-19, does that mean the teacher and the rest of the class have to quarantine for 14 days?

The quarantine will be an option as an outcome for a positive case of a student. It will depend on the situation as we gather information. Upon a positive COVID test, families and employees will be notified, and the school will then work with the families and staff to determine the next steps based on [TEA public health guidance for schools](#), the CDC, and local health officials.

- o Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (feeling feverish, fever of 100.4 or more, loss of taste or smell, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or exaggerated shivering, significant muscle pain or ache, diarrhea) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if any of the conditions below for campus re-entry have been met:
 - o In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all FOUR of the following criteria are met:
 - o has been fever-free for 24 hours (without the aid of fever-reducing medications);
 - o the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - o at least ten days have passed since symptoms first appeared.
 - o Must provide school with a negative test result
 - o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the four-step set of criteria listed above.

If a student or staff member on campus tests positive for COVID-19, will the district be shut down?

Leverett's Chapel ISD will follow guidance from TEA, as well as local, state, and federal health officials. At a minimum, the building will be deep cleaned and sanitized. Steps will be taken to trace contact and to notify staff and families about possible exposure to the virus and to screen for symptoms. If health officials feel it best to shut down, the district will close the appropriate number of days in order to facilitate the cleaning/sanitation of the entire district. Those days/minutes will have to be made up unless we move to remote learning for those days. The district has multiple days of minutes built into the school calendar if there are closures that don't involve remote learning.

How will the district notify affected students and families if they have been exposed to COVID-19?

Campuses will communicate with families through email, calls, and/or texts to notify families of students who may have been in contact with someone who has tested positive for COVID-19. **All privacy laws will be followed.** It is very important that your contact information is up to date in order for the district to communicate in a timely manner. Campuses will be thoroughly cleaned and disinfected.

What happens if my student gets sick or is exposed to the virus from a sick relative at home?

LC ISD expects parents/caregivers to keep sick children at home. If a student is exposed to COVID-19 through a close contact, a parent/caregiver must call the school to report. The student should not report to campus. The student may be required to remain off-campus for up to a 14-day incubation period; in that case, parents/caregivers are strongly encouraged to opt to have their students receive remote/virtual instruction for the 14-day incubation period in order to promote student learning.

The administration will work with the families and staff to determine the next steps based on guidance from the TEA, CDC, and local health officials.

As more is learned about COVID-19, there could be changes to this health guidance, and we will keep our families informed.

Are students and staff required to wear masks?

Yes, per the governor's order. As of now, students in grades 4-12 will wear face coverings on buses, hallways, common areas, and when social distancing is not feasible, including in classrooms, to the extent it is developmentally appropriate. All employees will also wear face coverings. For now, students below 4th grade are highly encouraged to wear a face mask/covering or a face shield while inside the school buildings. The only way a student will

not be required to wear a mask will be with a doctor's note or medical note OR information in writing is provided from a medical professional that wearing a mask presents a disability to the student. ALL STUDENTS WILL BE REQUIRED TO WEAR A FACE COVERING ON THE BUS, REGARDLESS OF AGE OR GRADE LEVEL..

What is considered a face covering?

Face coverings include medical or non-medical grade disposable face masks and cloth face coverings (over the nose and mouth). Students may wear a face shield.

Are students required to provide their own face coverings?

Yes, a face covering must be provided by the parent. The district will have replacements if a student loses or forgets his/her mask. Custom made face masks are allowed as long as any wording or logo is school appropriate. The administration has the final say as to whether a custom mask is appropriate for school.

Who will be responsible for helping students keep their face coverings on when in school?

All school staff will work to educate the students about the importance of wearing a face covering in situations where adequate social distancing cannot be achieved. We ask that families work with their children at home to stress the importance of wearing a face covering to keep everyone healthy and to adhere to school rules.

LC ISD will do our best to adhere to the Centers for Disease Control, Texas Education Agency, and American Academy of Pediatrics guidelines, but we cannot guarantee that all students will be 6 feet apart at all times of the day, including in the classroom. We expect our students to play an active role in adhering to these guidelines established for the safety of students and staff within our schools.

Will students' temperatures be checked daily at school?

Student's temperatures will be checked prior to loading on a bus in the morning and getting out of a vehicle in the school parking lot. In addition to the school checking temperatures, all staff and students participating in on-campus learning will commit to conducting a daily COVID-19 screening at home, which will include temperature checks, prior to entering our campuses.

Will the district be using dividers between desks or in the cafeteria?

The district will do our best to observe social distancing among students in the classroom. For PreK - 3rd grades, table/desk dividers will be used since those grade levels do not require to wear

a mask. The other grade levels will space desks as far apart as possible, when feasible according to class size and the square footage of the classroom. The entire cafeteria seating will be marked and the tables will be spread out. We will also utilize the little gym as a secondary eating location during some of our busier lunch times.

How is the district addressing the need for additional cleaning and/or sanitizing?

LC ISD will provide extra cleaning, including disinfecting every bus and rooms daily. Teachers will have disinfectant wipes to sanitize high usage areas such as keyboards, manipulatives, PE supplies, student desks, etc. Hand sanitizer will be available in the classrooms and offices, along with high traffic areas. Also, high usage areas, such as door handles, will be sanitized frequently.

We will have all the water fountains turned off. Students will be allowed to bring their own water bottles. We are working on other methods to get water to the students rather than using a water fountain.

The district will have signage to remind students to social distance, wash hands frequently and to cough into their elbows.

How will immune-compromised students be accommodated?

It may be more appropriate for the student to learn remotely until our county has lifted the face mask order. With that said, these situations will be addressed on a case-by-case basis for students that want to learn on campus. Please contact your campus administrator to begin discussions on needed accommodations.

Will campuses be required to have a quarantine space for students who show symptoms while at school?

Yes, we will have a designated quarantine area where students will be housed until a parent arrives at school. Once the parent has arrived at school, the parent will need to call the school and the student will be escorted to the vehicle.

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What supplies are allowed to be used for cleaning/disinfecting purposes?

The district will use Environmental Protection Agency-approved cleaning solutions.

General Instruction

If my family starts the school year by choosing the remote, off-campus instructional setting, but then we change our minds, can our students opt into the on-campus instructional setting?

Yes, but the student must remain at home during one 6 weeks grading period before switching to face to face instruction (with a few exceptions). Families will always have the option to move into a remote setting. Once a student moves to remote instruction from face to face instruction, the student will have to stay in the remote option until the 6 weeks grading period has been completed. Students who are ill or have been exposed to the virus will be moved into remote instruction as quickly as possible until it is safe for them to return to school.

At the beginning of each 6 weeks grading period, students have the option to switch instructional settings.

How will remote learning differ from the In-Home Learning that occurred in the spring?

In-Home Learning was a response to an immediate crisis. The rigor of remote learning will be enhanced exponentially from the spring. Students will be expected to work each day a certain amount of minutes (depending on grade level) to satisfy the remote learning requirements. Note: TEA has directed school districts to ensure that the rigor of virtual instruction is equal to on-campus instruction for the upcoming school year.

Will the elementary students have recess?

Yes. Outdoor play and learning will be encouraged as public health conditions allow. LC ISD understands the importance of students playing outside. Students will be required to wash hands or use hand sanitizer upon re-entry to the building.

Will my student's grades be counted for their final grade or GPA?

Yes. Whether they are in person or remote, all grades count towards the student's final grades and GPA. 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.

Will Remote Learning students be required to come to campus for exams?

Maybe. In some cases, tests/assessments must be proctored by a teacher. The student would either have to come to school during abnormal hours to take the test/assessment or a proctor

agreement must be made between the parent/teacher to where the teacher is assured the student is taking the test/assessment honorably from home. There could be other exams that may require in-person attendance such as certain CTE courses or other major exams.

Meals/Cafeteria

If I choose remote learning for my child, will he/she still have access to free breakfast/lunch?

Yes, we will continue to offer a free curbside pickup behind our cafeteria just like we offered last spring. Our breakfast curbside will run from 8:50-9:20 and our lunch curbside will run from 11:00-11:30. The only change to the rule is a student **MUST** be enrolled in LC ISD in order to receive a curbside breakfast/lunch. We **CANNOT** serve a meal to a student who is not currently enrolled at LC.

How will students eat breakfast/lunches?

The students will be spaced away from each other at each table. Age appropriate students will wear face coverings until seated to eat. We will also utilize our little gym as a second eating location for our lunch times that require a large number of grade levels.

Will there be sanitizing between lunches?

Yes, sanitizing the tables after each lunch period is over will occur daily.

Can I visit my student during breakfast/lunch?

No. For 2020-2021, or until the pandemic has substantially subsided, no visitors will be allowed in the cafeteria.

Can I bring my student a lunch from home during their lunch time?

No. We are eliminating this practice to cut down on the number of visitors to school until further notice to help with our safety guidelines.

Transportation

Will there be social distancing on the school buses?

Per TEA guidelines, students in grades PK-12 will wear face coverings on buses. Face coverings will be available on school buses for students who arrive without them, although students are expected to bring their own face covering. Hand sanitizer will be provided as students enter and exit the bus. Social distancing may be utilized if the number of bus riders is low enough to accommodate this safety measure. We will attempt to socially distance the students on the bus, if possible, due to the number of bus riders. If we cannot due to the number of riders, we will continue to enforce wearing a mask and lowering windows.

In all cases, windows will be lowered to allow for appropriate ventilation (weather permitting). Buses will be disinfected after each morning route and afternoon route on a daily basis. The district asks families, if at all possible, to drop their students off, carpool or use another form of transportation. But, the buses will be available for anyone in the district.

Remote Learning

If I choose Remote Learning as my child's instructional option, will it impact college acceptance, scholarships, etc.?

Students will receive the same rigorous level of instruction in both educational settings. Transcripts utilized by colleges and scholarship organizations for selection purposes will not differ by delivery method and should not impact college or scholarship decisions.

What online platforms will be used for remote learning?

The district will use Google Classroom, Seesaw, or Edgenuity as its learning management system. Through that system, students will access lessons, instruction and activities to complete each day.

Will grades count?

Yes. Online school grades will count toward GPA, class rank, and UIL eligibility, just like on-campus grades will count. Grading policies will be similar for all students, whether they participate in virtual learning or on-campus instruction.

How will attendance be taken?

The Texas Education Agency (TEA) has released specific guidance on attendance that all districts must follow. A designated daily schedule for virtual/remote instruction will be provided for students to follow, and attendance will be taken for all students every day. Virtual learners must complete assignments on a **daily basis** in order to be counted present. Students and the teacher will have to have daily contact for attendance purposes.

How much time will remote learners be required to participate in online instruction?

Students must be engaged in learning each day. They must show progress and submit assignments **daily to be marked present**. This past spring many students would complete their work at some point during the week and take the remainder of the week off. Teachers will provide daily instruction and/or support to students in all grade levels.

Who will be teaching the remote classes?

Students who are enrolled in remote instruction will be assigned to the same certified LC ISD teacher just as if they were coming to campus for a particular course, class or grade level.

If I opt for remote learning, would my child still be able to utilize special education resources from the district?

Yes. If a student has an Individualized Education Plan and chooses virtual learning, the ARD committee will convene and determine comparable services appropriate for the remote/virtual learning.

How will Career and Technical Education (CTE) classes be taught remotely?

Some CTE courses offered at LC ISD will be available to students participating in virtual learning. However, courses in the areas of Welding, etc. will require participation in on-campus instruction. If your student is currently enrolled in one of these areas but wishes to participate in virtual learning, LC ISD will work with them to find other course alternatives to ensure they stay on track to be college and career ready.

UIL and other Extracurricular activities

Students that choose to learn off-campus/remote will not be allowed to participate in UIL or other school sponsored, extra-curricular activities. Students that switch to face to face/on-campus learning will be eligible to participate as long as the student is academically eligible and/or the sponsor of the extra-curricular activity allows participation. This decision

is made in the best interest of the child. Students that need to learn off-campus for health and safety reasons do not need to be exposed to potential health issues by playing sports, band or other activities that are around other students.

Technology

Will the district be loaning out Chromebooks again?

Yes, a Chromebook or other technological device will be available for checkout.

Please note: If a student hasn't turned in a borrowed Chromebook from last spring/year he/she will not be issued another one.

My Internet is spotty, so my family has trouble learning remotely. What is the district doing to assist with that?

The district will have to resort to a take-home packet. This is not the most optimal method of remote learning. This would require more work from the student on a daily basis checking in with their teacher(s), which is a requirement. This is a decision you must consider wisely if you are planning to do remote instruction but you do not have adequate internet service at home. Students who have spotty internet service can access the district's wifi from the main parking lot.

Students in grades pre-k through five may have limited experience utilizing remote online learning settings. How will they learn how to use the online platform?

There will be a training set up on the designated day you come to check your child's device from school.

If I want to start the year out with remote instruction, how will I get a device from the school checked out to me?

We will be checking out devices on Thursday, August 13th all day long starting at 9:00 am.

Campus Visitors

Can parents attend the school for pep rallies?

Unfortunately, no. Due to social distancing guidelines and visitor protocols, during 2020-2021, pep rallies will be limited to the student body only (possibly on a limited number basis). There is also the possibility that our high school pep rallies may be eliminated altogether until later into the football season. The district will send out information ASAP if the protocol changes.

Are parents allowed on campus for meetings?

Yes. Parents can make an appointment to meet with the teacher (during his/her conference time), principal or superintendent during school hours. We ask that parents not visit without contacting the school first. We can no longer allow parents to walk their children to the classroom.

Visitors will be asked to wear face coverings and self-screen for any COVID symptoms mentioned on the first page of this document. Visitors will also be asked COVID related questions upon arrival.

Can parents/community attend sporting or other school events outside of the school day?

Yes, but, per UIL guidelines, all sporting event venues (football stadiums and gymnasiums) will be limited to a 50% capacity. While attending those events, the 6-foot social distancing rules will still be enforced while sitting in the stands. Some decisions may be out of LC ISD's hands if mandates come down from the governor, UIL, county officials or our own city officials.