



Texhoma Independent School District

Return to School Plan

2020-2021

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Introduction and District Priorities

As a school district, Texhoma ISD looks forward to welcoming students back to school on August 13. Despite the challenges with COVID-19, our district will continue to provide the excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been 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.

While Texhoma 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.

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 these 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 Texhoma ISD website will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Campus Leadership Team have planned with the following key priorities and focus areas in mind:

KEY PRIORITIES AND FOCUS AREAS



- ▶ Public Health and Safety
- ▶ Instructional Continuity
- ▶ Maintaining Workforce
- ▶ Parent Choice
- ▶ Innovation
- ▶ Communication



Feedback & Input: Surveys, Task Force & Advisory Groups

In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement.

Families were surveyed several times from March 23 through June 19, 2020:



Family Survey – 70% of our families participated in the Spring and Summer surveys.



Teacher Information – Administrative teams have discussed individually with the teaching staff.

Family Survey - focused on seeking feedback on connectivity/technology, student engagement, social emotional well-being, and feedback for the fall semester, and what are the greatest concerns with returning to school for the 20-21 school year.

Teacher Meetings - focused on seeking feedback on instructional barriers and obstacles faced during the closure, student engagement, student instructional support, communication with students, staff and leadership, and overall wellbeing.



Fall 2020: Instructional Information for Families

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

FACE-TO-FACE LEARNING

TISD SCHOOL@HOME

Regardless of learning environment, Texhoma 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 teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- ▶ Texhoma 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 Texhoma ISD curriculum and Texas Essential Knowledge and Skills (TEKS).
- ▶ 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 closure due to student/staff illness or county or state regulations.
- ▶ Both the remote and face-to-face experience will utilize See-Saw, NearPod, Texas Home Learning and Google Classroom, 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 See-Saw and Texas Home Learning for the Pre-K and KG classes and NearPod, Texas Home Learning and Google Classroom for the 1st through 4th grade classes.
 - ▶ 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.
 - ▶ District-directed and campus-designed safety procedures will be implemented.
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TISD SCHOOL@HOME

Texhoma ISD School@Home is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize Texhoma ISD 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 School@Home students from their classrooms or other assigned TISD facilities.
- ▶ In this setting, teachers will also provide instruction, learning resources and support through the use of See-Saw and Texas Home Learning for the Pre-K and KG classes and NearPod, Texas Home Learning and Google Classroom for the 1st through 4th grade classes.

- ▶ 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 daily.
- ▶ We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- ▶ 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 TISD School@Home will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day (7:50 a.m. – 4:00 p.m.)

Texhoma ISD student expectations for *synchronous* learning:

- ▶ Students attend class on time, per their class schedule.
- ▶ 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 See-Saw, NearPod, Texas Home Learning and Google Classroom.

Texhoma 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 School@Home

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 School@Home

Students who login to the TISD School@Home program each day and engage in teacher-assigned learning apps (including but not limited to See-Saw, NearPod, Texas Home Learning and Google Classroom) 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 via the TISD School@Home program by 11:59 p.m. that same day.

Parents and students will receive absence notifications via School Messenger after 4:00pm 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. ([Notifications may be controlled by parents via Parent Portal.](#))

Any absences recorded, but resolved by the student before 11:59 p.m on the same day, will be reconciled based on login records of the TISD School@Home program and teacher records.

If a student is engaged in asynchronous learning and completes the entire weeks’ 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 School@Home attendance is based on **daily engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Texhoma ISD Policy FEC ([Local](#)) and ([Legal](#)) 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 See-Saw, NearPod, Texas Home Learning and Google Classroom, via the Texhoma ISD Webpage, so that we have accurate accounting of their logins and duration of engagement on a particular learning app.*

School@Home Design for Grades PK-4

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 (live zoom chats) may include activities such as:
 - ▷ Read alouds
 - ▷ Small group reading instruction
 - ▷ Number Talks
 - ▷ Community Circles/Centers
 - ▷ 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

Teachers will design small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the School@Home remote learning. Parents may be needed at home to assist their student with logging into the assigned online platforms, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

Intervention and Enrichment for Remote Learning

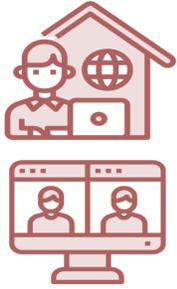
Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students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

TISD School@Home Grading

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. TISD School@Home courses that earn high school credit will count in GPA calculation and class rank as specified in TISD 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 the School@Home remote program. 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, Texhoma ISD is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

Preparation for Learning	
Student	<ul style="list-style-type: none"> ▶ Be prepared for learning each day and have work and assignments completed and ready. ▶ Complete coursework by deadline set by teachers. ▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.
Parent	<ul style="list-style-type: none"> ▶ Access parent resources to learn how students will navigate See-Saw, NearPod, Texas Home Learning and Google Classroom. ▶ For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before. ▶ For TISD School@Home: Create a designated place in your home for your student to use as their remote classroom.
Teacher	<ul style="list-style-type: none"> ▶ Meet weekly with collaborative team to plan instruction for all students.

	<ul style="list-style-type: none">▶ Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.▶ Upload “Week at a Glance” for parents and students in Google Classroom or other online platforms.▶ Upload weekly instructional materials into Google Classroom or other online platforms.▶ Be prepared to teach daily lessons. TISD School@Home teachers will teach from their classrooms.▶ Take all materials and devices home each day in order to be prepared for possible school closure.
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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 See-Saw, NearPod, Texas Home Language and Google Classroom and how your teacher organizes information.
- ▶ Turn in assignments on time.

Parent

- ▶ Access Parent Portal (grades 1-12) to view student grades.
- ▶ 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	<ul style="list-style-type: none"> ▶ Teach students how to access learning materials through See-Saw, NearPod, Texas Home Language and Google Classroom. ▶ 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 all online platforms used for both on-campus and remote learning. ▶ 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	<ul style="list-style-type: none"> ▶ Attend intervention/tutorial sessions as established by your teacher or school.
Parent	<ul style="list-style-type: none"> ▶ Allow your child to attend intervention/tutorial sessions as needed.

	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ 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.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information	Resources
Device	All students will be allowed to checkout an I-Pad to use in either learning environment. (Signed Technology Contract Required)	

Instructional Platform	<ul style="list-style-type: none">▶ All teachers, grades PK-12, will utilize See-Saw, NearPod, Texas Home Learning and Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.▶ Google Classroom 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.	Google Classroom Summaries (for parents/guardians)
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	Information	Resources
<p>Online Resources</p>	<ul style="list-style-type: none"> ▶ 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 TISD Webdesk, the district’s single sign-on platform. ▶ No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time. 	
<p>Communication</p>	<ul style="list-style-type: none"> ▶ Communicating with teachers: <ul style="list-style-type: none"> ▷ 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 and posted in all Google Classrooms. ▶ Use of student email: <ul style="list-style-type: none"> ▷ Students will be provided a district managed email account and Google Drive beginning in the fall of 2020. 	

	<ul style="list-style-type: none"> ▶ These accounts should be utilized for all communication directly between teachers and students. 	
<p>Technology</p>	<p>Texhoma ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. Texhoma ISD is preparing for School@Home and possible school closures due to COVID-19 as follows:</p> <ul style="list-style-type: none"> ▶ Learning devices will be provided as needed. ▶ No deposit is required. ▶ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained. ▶ Relevant notifications, instructions, procedures, policies and processes are available on the Texhoma ISD website. 	



Return to School Protocols

Following are the return to onsite work protocols for Texhoma ISD 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, Texhoma 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, Texhoma ISD expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

Texhoma 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, Texhoma ISD 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 jurisdictional 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 Texhoma ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building utilizing the campus sign-in sheet.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- ▶ Parents must ensure they do 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 14 days. 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: [View current CDC recommendations](#).

- ▶ Teachers will monitor students and refer them to the nurse/office 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.);
 - ▷ 10 days have passed since symptoms began.
 - ▷ Doctor's note with confirmed negative test result.
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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. Some counties are exempt from this order due to the lack of cases. Sherman County is currently one of those counties. At any point this may change, but till then students and staff may wear face coverings during school hours if they choose to. This requirement is subject to change.

- ▶ Masks may 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 may appropriately wear face coverings.
- ▶ Students in pre-k through second grade may wear face coverings in hallways, common areas and during arrival and dismissal.
- ▶ Students in third through fourth grades may wear face coverings while at school.
- ▶ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. (i.e. Physical Education-PE)
- ▶ Students will not be required to wear face coverings while eating but will be socially distanced.

- ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration in writing.
 - ▶ Additional protective equipment will be provided to school nurses and office staff for use while assisting sick students.
 - ▶ Students and staff may 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.
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Protocols for Campus Visitors

Campus staff may consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to participate in the screening protocols and only those allowed to proceed beyond the reception will be visitors who will be providing a service to students. (i.e. Speech, OT, PT, Special Education assessments/monitoring, etc...)

Visitor Screening/PPE Requirements

- ▶ Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- ▶ Virtual tools may be used to conduct meetings such as ARDs, LPAC, SHAC, etc.
- ▶ All visitors will be subject to screening by way of a symptom screening form before entering the Texhoma ISD 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.
- ▶ All individuals entering the building may be required to wear face coverings, if the school, county or State change guidelines due to increased case numbers.

- ▶ Visitors will not be allowed in the front office and must stand behind the counter at the window.
 - ▶ Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
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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 the 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 Texhoma ISD-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 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.

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.
- ▶ 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 should supervise and limit the number of students that enter the bathroom 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 bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

Protocols for Common Areas and Meetings

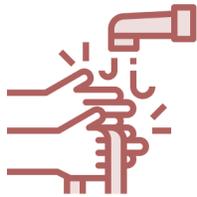
Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ 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 uses. When needed, students will bring personal supplies from the classroom.
 - ▶ There will be procedures for students to sanitize their spaces before and after usage.
 - ▶ 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 may be utilized for committee meetings, including PTA meetings, ARDs, LPAC, SHAC, etc.
 - ▶ If meetings must be held in person, all social distancing protocols will be implemented:
 - ▷ Facial coverings may be required
 - ▷ Six-feet social distancing when possible
 - ▷ Limiting the sharing of materials/supplies
-

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, and all common areas throughout the school facility.



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.

Safety Training for Protocols & Procedures	
Student	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.

Teacher/Staff	<ul style="list-style-type: none"><li data-bbox="414 241 1429 367">▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.<li data-bbox="414 409 1429 535">▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.<li data-bbox="414 577 1429 703">▶ 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: All staff will be utilized for duty to maintain a line of sight in hallways and 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. Staggering the groups by grade level will 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 Elementary campuses will be done outside the building. Separate exits will be utilized for car riders, and bus riders. 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.

Transportation COVID-19 Protocol: Parent Information

The Texhoma ISD Transportation Department 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.

General Education/Special Needs/Shuttle 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 on the bus).

▶ Seating: Students will be seated starting from the back seats, then toward the front.

▷ We will be seating in family pods. No social mingling. Students will be assigned seats and not allowed to move around in the bus.

▶ Bus in motion rules: Standard Texhoma ISD bus rules apply.

▶ Students are NOT allowed food or drinks on the bus and should share 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 on the bus).

▶ Seating: Students will be seated starting from the back seats then toward the front.

▷ We will be seating in family pods. No social mingling. Students will be assigned seats and not allowed to move around in the bus.

▶ Bus in motion rules: Standard Texhoma ISD bus rules apply.

▶ Students are NOT allowed food or drinks on the bus and should share 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 personal devices.

Disinfecting Protocol

Between each AM & PM Campus drop-off

- ▶ School bus drivers, bus assistants 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.

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.

	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ When possible, parents should help with student supervision at the bus stop.
Teacher/Staff	<ul style="list-style-type: none"> ▶ 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.
Walkers	
Student	<ul style="list-style-type: none"> ▶ It is recommended that walkers keep social distance and may use a face covering while walking to and from school.

	<ul style="list-style-type: none"> ▶ 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.
<p>Parent</p>	<ul style="list-style-type: none"> ▶ 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.
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> ▶ 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.
<p>Car Pool</p>	
<p>Student</p>	<ul style="list-style-type: none"> ▶ 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.

<p>Parent</p>	<ul style="list-style-type: none"> ▶ 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.
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> ▶ Assigned staff supervises student arrival, directs students to waiting areas and encourages that students maintain desired social distance between students. ▶ Teachers will not be allowed to volunteer with the opening of car doors. ▶ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

General Building Arrival

<p>Student</p>	<ul style="list-style-type: none"> ▶ 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 not required at this time that students and staff wear masks when entering the building and waiting in the designated waiting area but will be allowed.
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	<ul style="list-style-type: none"> ▶ Students should choose seats that have empty space (seats) empty in between seats. ▶ Students are expected to stay seated until they are dismissed by a staff member. ▶ Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom. ▶ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.
<p>Parent</p>	<ul style="list-style-type: none"> ▶ 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 if they wish their student(s) wear them to school. 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 may 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.
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> ▶ Campus staff is required to complete the self-screening questions each day and sign an attestation. ▶ Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces).

- ▶ Staff may wear masks on when entering the building and may encourage students wearing mask to keep them on in the hallways and in classrooms.
- ▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.

Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for 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. Hand sanitizing stations will be available at entrances and exits of the cafeteria.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, 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.
- ▶ Technology may be utilized when students are involved in collaborative work.
- ▶ 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.

Classroom Training	
Student	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Parents are asked to read all school communication regarding health and safety protocols.

	<ul style="list-style-type: none"> ▶ 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
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> ▶ 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.
<p>Classroom Setup</p>	
<p>Student</p>	<ul style="list-style-type: none"> ▶ 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.
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> ▶ 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.

	<ul style="list-style-type: none"> ▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school-wide. ▶ 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. ▶ Teachers should clean supplies after each use by student.
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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.

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.

Water Fountains

Mitigate the use of water fountains.

Water Fountain Usage

<p>Student</p>	<p>▶ 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.</p>
<p>Parent</p>	<p>▶ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.</p> <p>▶ Parents are asked to assist students, as needed, to clean water bottles on a daily basis.</p>
<p>Teacher/Staff</p>	<p>▶ Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains.</p> <p>▶ Monitor that students take water bottles home to be cleaned.</p>

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 and aides 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. (Allow small groups of students to play together? Develop structured games that take into account social distance protocols?)

<p>Guidelines for Outdoor Play</p>	
<p>▶</p>	<p>Students may wear masks during outdoor activity. Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.</p>

▶ 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.

▶ While in the classroom, brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

Elementary Specialized Classrooms/Areas

Elementary Specials

PE

- ▶ Whenever possible, physical education classes will be held outside 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 be posted 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.
- ▶ Students should wear tennis shoes to participate in daily PE activities.

Library/Lab

- ▶ Visual reminders will be added 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.

School Events and Activities

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.
- ▶ Any school wide events that are approved to be held on campus must adhere to requirements outlined by Texhoma ISD, and TEA. (Examples: grade level pep rallies, assemblies, performances, etc.)
- ▶ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

On- and Off-Campus Student Activities

On/Off Campus Activities, Field Trips & School Wide Events

On-Campus Activities

- ▶ No in-person assemblies will be held at this time unless guidelines are changed by local or state authorities.
- ▶ Meet the teacher, open house, parent conferences, etc. will be held differently this year to ensure social distancing is available.

Field Trips

- ▶ Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices.
- ▶ Virtual field trips will be considered as often as possible.

School Wide Events

- ▶ Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by TISD, TEA and UIL. (Examples: pep rallies, assemblies, performances, etc.)
- ▶ School wide events will be live streamed and/or occur virtually when possible.
- ▶ If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

Hallways and Lockers

Classroom Transitions, Hallways & Lockers

Elementary

- ▶ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ 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.
- ▶ Students and staff may wear face coverings in the halls and must avoid gathering in large groups during passing periods.

Emergencies and Drills

Texhoma ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter and incorporate social distancing protocols if allowable, but during an actual evacuation social distancing will not be monitored.

Emergency Evacuation Protocols

- ▶ An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing. The classes will stagger their re-entry to the building to maintain social distancing through designated exits.
Note: this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- ▶ Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

UPDATES

12/04/2020

- Due to CDC Guideline updates, we will align our Guidance such that the stay-at-home period can end for individuals experiencing no symptoms on day 10 after close contact exposure without testing, or on day 7 after close contact exposure and after receiving a negative test result.