

Connally ISD



Back to School Guidelines
2021-22

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Changes to the public health situation over the course of the school year may necessitate changes to this guidance.

INTRODUCTION

This plan was created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Texas Education Agency (TEA), Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our employees the following guiding principles have been put in place:



FOUR PRACTICES

Connally ISD will:

1. Provide notice to parents.
2. Implement practices to prevent the virus from entering the school (prevention).
3. Respond to a lab-confirmed case in the school (response).
4. Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus (mitigation).

CLOSE CONTACT DEFINED (Rev. 08.31.2020)

This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:



- (a) being directly exposed to infectious secretions (e.g., being coughed on); or
- (b) being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

SAFETY OF STUDENTS, STAFF, AND VISITORS

PREVENTION

VISITOR RESTRICTIONS

Visitors during the school day will be limited to those essential for school operations or during specific events, such as Book Fairs or assemblies. Unfortunately, this includes restricting parents from having lunch with their students during this time. ARD meetings, 504 meetings, and **parent conferences** will be held in person with virtual options at the request of the parent. All visitors will be screened to determine if they have COVID-19 symptoms, are lab-confirmed with COVID-19, or have had close contact with an individual who is lab-confirmed with COVID-19. Screening may be supplemented with temperature checks of adults. All visitors meeting any of those conditions must remain off campus until the re-entry criteria is met.

EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

All **teachers and staff** will be required to self-screen for COVID-19 symptoms before coming onto campus each day. The self- screening includes teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed. In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0degrees;
- Loss of taste or smell;
- Cough;
- Difficulty breathing;
- Shortness of breath;
- Fatigue;
- Headache;
- Chills;
- Sore throat;
- Congestion or runny nose;

- Shaking or exaggerated shivering;
- Significant muscle pain or ache;
- Diarrhea;
- Nausea or vomiting.

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. Parents will be required to contact the school immediately. After the student meets the local health department recommended re-entry guidelines, they will be allowed to return to campus.

When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the **overall statement** that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.

Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Transportation Director after completing the last route. Buses will be thoroughly cleaned at the end of the morning and afternoon routes, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, windows will be opened to allow for additional ventilation and airflow.

Hand sanitizer will be available upon boarding the bus.

When possible, buses will open windows to allow outside air to circulate in the bus.

Families are encouraged to **drop students off, carpool, or walk** with their students to school to reduce possible virus exposure on buses.

TESTED POSITIVE OR SUSPECTED WITH COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual.

Return to work/school criteria:

- Return to work/school criteria will be determined by the local health district.



IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS

Schools will immediately separate any [student who shows COVID-19 symptoms while at school](#) until the student can be picked up by a parent or guardian.

Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

If an [employee or student becomes ill](#) on campus/district, he/she will report to a campus **nurse's room** and the case form will be completed.

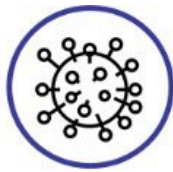
Once the employee or student arrives at the nurse's office, he/she will immediately provide them with a mask.

- The nurse must complete the [Employees/Students Presenting Symptoms Form](#) and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person when requested to do so by the local health authority.
- The nurse's office and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- Schools will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

RESPONSE



**LOCAL HEALTH
DEPARTMENT
NOTIFIED**



**AREAS
CLOSED FOR
CLEANING**



**ALERT
NOTIFICATIONS
ARE SENT**

If an individual who has been in a school is **lab-confirmed** to have COVID-19, the school will notify the [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).

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.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you have been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

MITIGATE

PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID-19 SPREAD INSIDE THE SCHOOL

- CISD will have hand sanitizer and/or hand washing stations available in classrooms.
- Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
- Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
- Masks are recommended for students and staff but will not be required in adherence to GA36.
- **Water fountains** will only be available to refill water bottles. Students will be allowed to bring a clear water bottle.

VACCINATION

COVID-19 vaccinations are currently available to all persons age 12 and older. The district does not mandate students and employees to get the vaccination, but CISD highly encourages everyone who qualifies to be vaccinated in an effort to eliminate the unnecessary spread of the virus in our school system.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. CISD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CISD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. CISD will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Crisis Team.

STUDENT ARRIVAL AND DISMISSAL

We ask that parents avoid early drop offs in the mornings. Students will arrive by car or bus and will enter one of the main entrances. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms. Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent or accompanied to parent vehicles upon arrival.

CAFETERIA AND MEAL PERIODS

CISD will use disposable food service items.

No parents/visitors during lunch at this time. Cafeteria staff will be trained in COVID-19 safety protocols. High contact surface areas will be disinfected between service periods and use.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms

ACADEMICS

The goal of this plan is to provide ongoing rich and robust TEKS-based instruction while maintaining instructional delivery that furthers student academic success, as well as to advance learning by progressing through the state standards. In person learning is the only recognized instructional setting which is acceptable for attendance.

GUIDING PRINCIPLES

1. Supporting students' academic and emotional wellness while maintaining home and school balance.
2. All students and families will have access to quality educational materials aligned to the TEKS and to the supports needed to successfully access those materials.
3. Empower educators to design learning experiences in order to continually assess and meet the individual learning needs of each student.
4. Educators, students, and parents need support, encouragement, compassion to ensure their success.

ATTENDANCE AND ENROLLMENT

Per Texas Education Code TEC, 25.092, students must attend 90% of a course in order to be awarded credit for the course and/or to be promoted to the next grade level. This requirement remains in force during the 2021-22 school year. To receive credit and attendance for the courses for this school year, **students must be present on campus as this is the only mode of acceptable learning.**

TECHNOLOGY DEVICES AGREEMENT

Technology devices will be issued to families signing the **District Issued Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

CONTINUITY OF SERVICES

In the event the school district or a campus is required to be closed due to COVID-19, CISD will follow this guidance to ensure a continuity of services for all students.

SCHOOL CLOSURE - SHORT TERM

If campuses are required to close temporarily based on McLennan County Health Department (MCHD) recommendations, the district will support continuity of services per the TEA guidance and recommendations from the MCHD outlined in the scenarios below:

CLOSURE OF CLASSROOM(S)

After discussion with MCHD, the District Communications Office will notify parents and staff of positive cases on campus and precautions taken within the building. Students and staff who need to be quarantined for will be notified of the length requirement. HR will share with campus principal information regarding staff communication surrounding positive cases.

Day 1: Classrooms are closed for deep cleaning.

- Students and staff allowed to remain at school will be relocated to another instructional space or will be assimilated into another classroom as appropriate.
- Students sent home should be notified of:
 - Times for Grab and Go Meals.
 - Instructional schedule and how to access daily assignments.
 - Process to contact school if the student needs paper copies of assignments due to a lack of access.

Day 2: Classrooms will be opened depending on determination by MCHD and District.

- Students and staff will return to their regular schedule.

Quarantined Students and Staff:

- Student will:
 - Complete assignments and submit digitally and/or return paper copies to campus upon return.
 - Students in need of paper copies due to lack of access could have paper copies delivered to the student's home by campus and/ or transportation.
 - Follow the Return to School Protocol outlined in the district manual.
- Staff who are sent home should:
 - Work with HR to determine requirements during quarantine.

CLOSURE OF CAMPUS

- Upon notification from MCHD, the District Communications Office will work with campus principals to notify parents and staff of closure requirements. HR will share with campus principal information regarding staff communication surrounding positive cases

- **Day 1 (closed but not instructing): Campus is closed 24 hours for deepcleaning.**
 - Staff/ Students may not enter the building.
 - Grab and Go meals will be delivered from a satellite location.
 - No extracurricular activities allowed.
 - Teachers should prepare instructional materials to be:
 - Posted on LMS.
 - Emailed to parents and/or students as appropriate.
 - Copied and distributed as needed by families with no access.
 - Campus Principals will work with District Communications to notify families of procedures for Day 2 and beyond as needed. This information should include:
 - Instructional schedule and how to access daily assignments.
 - Process to contact school if the student needs paper copies of assignments due to a lack of access.

- **Day 2 - through duration of closure (closed but instructing): Campus is open to staff only.**
 - Staff should report to work using healthy habits and maintaining physical spacing. Teachers should remain in classrooms and support staff should be assigned designated areas to minimize interactions.
 - Teachers will post assignments on LMS and email instructional materials for the duration of the closure.
 - Teachers should contact students to monitor their daily progress. Campus administrators will determine which students the teachers will contact (homeroom/ 3rd period) as appropriate.
 - Support staff will copy assignments for parent pick-up on Day 2 based on parent request and distribute them using the no-contact process.
 - Campus principal will contact transportation to have paper copies of assignments to be delivered to students' homes as needed. Transportation will be available for delivery during 10am-2pm.

- **Final Day of Closure: Campus is open to staff only and preparing for students' return.**
 - Staff should report to work using healthy habits and maintaining physical spacing. Teachers should remain in classrooms and support staff should be assigned designated areas to minimize interactions.
 - Teachers should contact students to monitor their daily progress.
 - Support staff will support teachers in contacting students to monitor daily progress of students.
 - Campus principal will work with District Communications to notify parents of school opening.

- **Quarantined Students and Staff:**

- Student will:
 - Complete assignments and submit digitally and/or return paper copies to campus upon return.
 - Students in need of paper copies due to lack of access could have paper copies delivered to the student's home by campus and/or transportation.
 - Follow the Return to School Protocol outlined in the district manual.
- Staff who are sent home should:
 - Work with HR to determine requirements during quarantine.
 - Follow the Return to School Protocol outlined in the district manual.

A five-day closure for the entire district will follow the procedures outlined in the campus closure above.

Special Programs During Times of Closure:

Upon notice that a campus is closed:

- Contact/service logs will be maintained by special education staff;
- Material distribution procedures will be followed by service providers;
- IEP and Section 504 plans will be followed as closely as possible relative to the GenEd peers;
- ARDs and 504 meetings will proceed virtually throughout closure, adhering to legal timelines; and
- If an evaluation timeline cannot be met due to closure, the impact of the delay on services must be addressed when the ARD committee convenes to review evaluation results and develop the IEP.

Exposure Prevention Strategies:

Special education services are oftentimes delivered in a small group setting with hands-on support. Special education teachers and service providers will take care to reduce any unintentional exposure by:

- Creating supplementary aid and manipulative kits for each student
- Update as needed per unit of instruction
- Follow procedures for sanitizing items prior to adding to a student's take-home bag
- Laminate supplemental aids so they can be easily cleaned and reused
- Strategically scheduling students
- Limit variation of student groupings
- Minimize number of resource staff working with a particular group of students
- Adhere to district guidelines regarding number of students and staff in a specific location at any given time
- Facilitating safe small group activities
- Adhere to physical distancing requirements as appropriate
- Ensure sanitization of space before and after each small group
- Supervising transitions
- Provide visual supports or schedules that highlight physical distancing when transitioning between classrooms or activities.

EXTRA CURRICULAR

Participation in extracurricular activities on campus must align with UIL and non-UIL activities. Use of facilities must be done consistently with the governor's executive orders.

All UIL extracurricular activities will follow the requirements on the UIL website at www.uiltexas.org.