LIPAN ISD
Return to School
PLAN
2020-2021

Strong Tribe, Strong Tradition

Better Together

Introduction and District Priorities

As a school district, Lipan ISD looks forward to welcoming students back to school on August 20th. 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 Lipan 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 Lipan ISD website will provide you with the most up-to-date information.

Please know that this document is one that will change as new guidelines are presented. Our planning process has continuously evolved around new information and guidance that we receive from the Texas Education Agency. Our COVICD Task Force has planned with the following key priorities and focus areas in mind:

District Priorities

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

Task Force

TASK FORCE MEMBERS

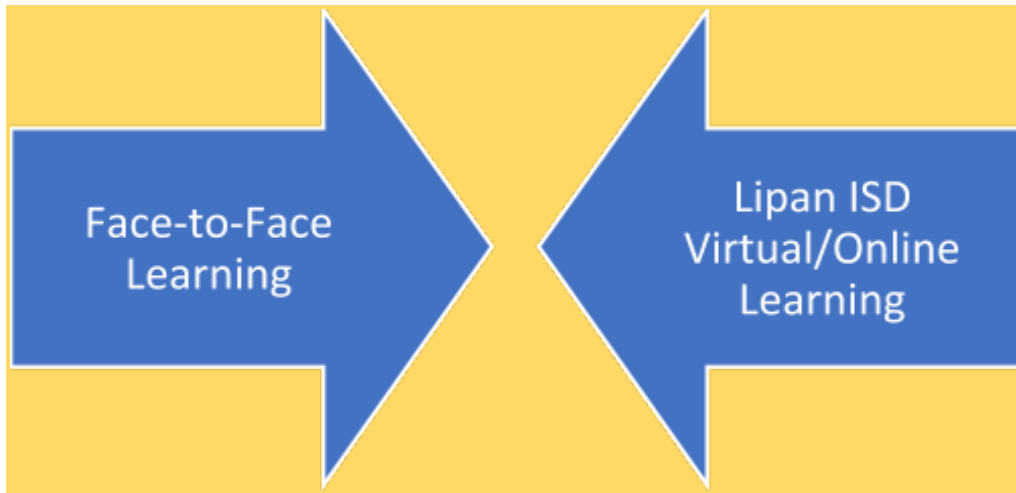Dr. Ralph Carter

Jodi Overton

Jennifer Phillips

Tony Phillips

Bethany Tarpley

Kelly Tuggle

Fall 2020: Instructional Information for Families

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

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

- Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teachers to plan instruction that is content-consistent, to ensure equitable learning opportunities for all students.
- Lipan 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 Lipan ISD curriculum and Texas Essential Knowledge and Skills.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations. If a student wants to change to a different learning option, they may only change at the end of a six weeks period, unless the change is for a medical need.
- Both the remote and face-to-face experience will utilize 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 while utilizing resources like Google Classroom.
- 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.

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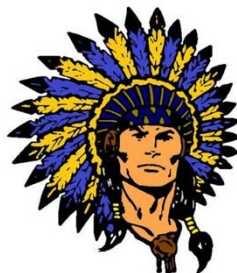
Lipan ISD School@Home is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize Lipan ISD instructional resources and meaningfully connect with their teachers. All activities will be designed to meet the needs of the student in the online environment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

- Teachers will teach School@Home students through online programs.
- In this setting, teachers will also provide instructional guidance, learning resources and support through the use of Google Classroom, Seesaw, Edgenuity.

- 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.
- 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 TEKS 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 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 Google Classroom, Edgenuity, Seesaw, or Insync.

Lipan 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 Lipan ISD resources each day and engage in teacher-assigned learning apps (including but not limited to 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 by 11:59 p.m. that same day.

Parents and students will receive absence notifications or phone calls 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 also be sent to parents through the parent portal system.

Any absences recorded, but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records.

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

It is important that students understand that School@Home attendance is based on **daily** engagement, not solely the completion of assignments. State law TEC §25.092 and Lipan ISD Policy FEC and 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.

School@Home Design for Grades PK-5
Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.
- Daily 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 online resources, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

School@Home Design for Grades 6-12
Classes within this environment will follow the schedule of classes at the student's home campus. Lipan ISD will structure the students' learning schedule to require students to participate in asynchronous learning.

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

- All courses will be offered in both settings, including advanced level courses such as Honors.
- Some elective courses for students who select LISD School@Home may require the student to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed remotely, e.g., technology, welding, etc.
- The district is working to finalize which elective courses will require in-person assignments
- Students who select LISD School@Home will be contacted at the end of July regarding their schedule if the elective courses requested require an in-person component.
- Students in grades 6-12 choosing LISD School@Home will be able to participate in extra-curricular activities. This is a change because of the rise of COVID-19 cases in the county, city, and school.

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.

LISD School@Home Grading

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. LISD School@Home courses that earn high school credit will count in GPA calculation and class rank as specified in LISD 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 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, Lipan 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 • 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 • Access parent resources to learn how students will navigate online resources.

- For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.
- For LISD School@Home: Create a designated place in your home for your student to use as their remote classroom.

Teacher • Meet weekly with collaborative team to plan instruction for all students. •
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/Planbook.
- Upload weekly instructional materials if needed.

- Be prepared to teach daily lessons.
- Take all materials and devices home each day in order to be prepared for possible school closure.

Learning & Teaching Expectations

Studen • Attend classes according to school schedule (either face-to-face or **t** remotely) and give your best efforts in your school assignments.

- Participate in face-to-face learning activities or asynchronous learning 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 Google Classroom and how your teacher organizes information.
- Turn in assignments on time.

Parent • Access Parent Portal 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.

Teache • Teach students how to access learning materials through Google Classroom **r** and other online resources.

- Provide face-to-face or live 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 Google Classroom.

- 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.

Support and Intervention	
Student	• Attend intervention/tutorial sessions as established by your teacher or school.
Parent	• Allow your child to attend intervention/tutorial sessions as needed. • Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher. • Help your child own their learning. Provide support and encouragement and expect your children to do their part.
Teacher	• Provide intervention or tutorial sessions as needed. • Follow student IEPs / 504 accommodations in all learning environments. • Use data to pinpoint students' specific needs for enrichment and intervention. • Monitor student progress with fidelity according to recommendations. • Provide and communicate office hours or conference period for student/parent support. • Attend and participate in professional learning.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information
Device	• All students grade 7-12 will be offered a Chromebook to use in either learning environment. I-pads or other technology device may also be available for grades K-6.

Instructional Platform	• All teachers, grades PK-12, will utilize Google Classroom, Edgenuity, InSync, Classroom Dojo, or Seesaw as their primary learning management system and communication tool for the 2020-2021 school year. • Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.

	Information
Online Resources	• All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences. • Students will have access to online resources, textbooks and materials through the school website. • No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.
Communication	• Communicating with teachers: • All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions. • Contact information will be provided at the beginning of each semester and posted on the LISD website. • Use of student email: • Students in grades 3-12 will be provided a district managed email account and Google Drive. • These accounts should be utilized for all communication directly between teachers and students.
Technology	Lipan 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. Lipan ISD is preparing for School@Home and possible school closures due to COVID-19 as follows: • Learning devices and/or WiFi hotspots outside the campus 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 Lipan ISD website.

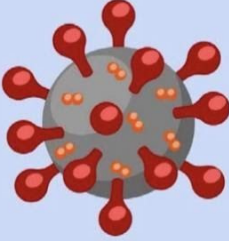## Return to School Protocols

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

Note: The following is a TEA slide that they encouraged districts to include in their procedures to help staff and parents determine whether they should come to school or if they should send their students to school.

COVID-19
SHOULD I COME TO SCHOOL?

HOW TO SCREEN FOR COVID-19

IF I HAVE:

THEN:

1 NO SYMPTOMS
✔ PROCEED TO SCHOOL

2 EXPOSURE, NO SYMPTOMS
✘ CANNOT GO TO SCHOOL
Home for 14 days since exposure

3 DIAGNOSIS, NO SYMPTOMS
✘ CANNOT GO TO SCHOOL
Home for 10 days since first positive COVID-19 test

4 AT LEAST 1 SYMPTOM
- Fever ≥ 100.0° F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Shaking/Chills
- Sore throat
- Muscle ache
- Diarrhea

✘ CANNOT GO TO SCHOOL
Home until:
- 10 days since first symptoms
- No fever for 3 days (without fever medicine)
- 3 days of symptom improvement, including coughing and shortness of breath

NOTE: The following chart is from the state and let's parents know what they should do in case they have a sick child at home. It does not refer to students who are sent home because of direct contact or close contact at school.

Parent & Family Guidance: What to do if my child is sick

IF YOUR CHILD IS SICK...

Positive Test

My child has been tested for COVID-19

Negative Test

My child may have been exposed to a person with COVID-19

My child has been in direct contact with another person with COVID-19

YES | NO

Begin self quarantine and contact the campus nurse

Stay home, monitor symptoms, and practice social distancing

Stay home and monitor symptoms

14-day quarantine as directed by District/health professional

Continue to quarantine your child as directed by a medical professional

Return to school when symptom free for 72 hours or cleared by a medical professional

Return to school when symptom free for 24 hours without medication

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Preparation for the Opening of School

Lipan 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, Lipan 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 Lipan ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines.
- 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. (see CDC Guidelines)
- Teachers will monitor students and refer them to the nurse if symptoms are present.

Direct vs. Indirect Exposure

- Direct Exposure- Within the last 14 days, the employee or student, was not wearing a mask or face shield, and was within six feet of a person who has been lab-confirmed to have COVID-19 for a cumulative duration of 15 minutes.. Infectious period equals two days before symptom to 14 days after symptom onset. Those in direct exposure will be notified immediately and sent home to self-isolate for 14 days.

- Indirect Exposure- An indirect exposure means a person(s) have been in contact with a person who has had direct contact with a COVID-19 individual. In this case the student

or staff member should continue to self-screen daily. If the other person is tested and they have a positive result, this will now be considered a direct exposure.

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 3 days (72 hours) fever-free without using fever-reducing medication;
    - Improved symptoms (cough, difficulty breathing, etc.);
    - And 10 school days have passed since symptoms began

I tested positive for COVID-19

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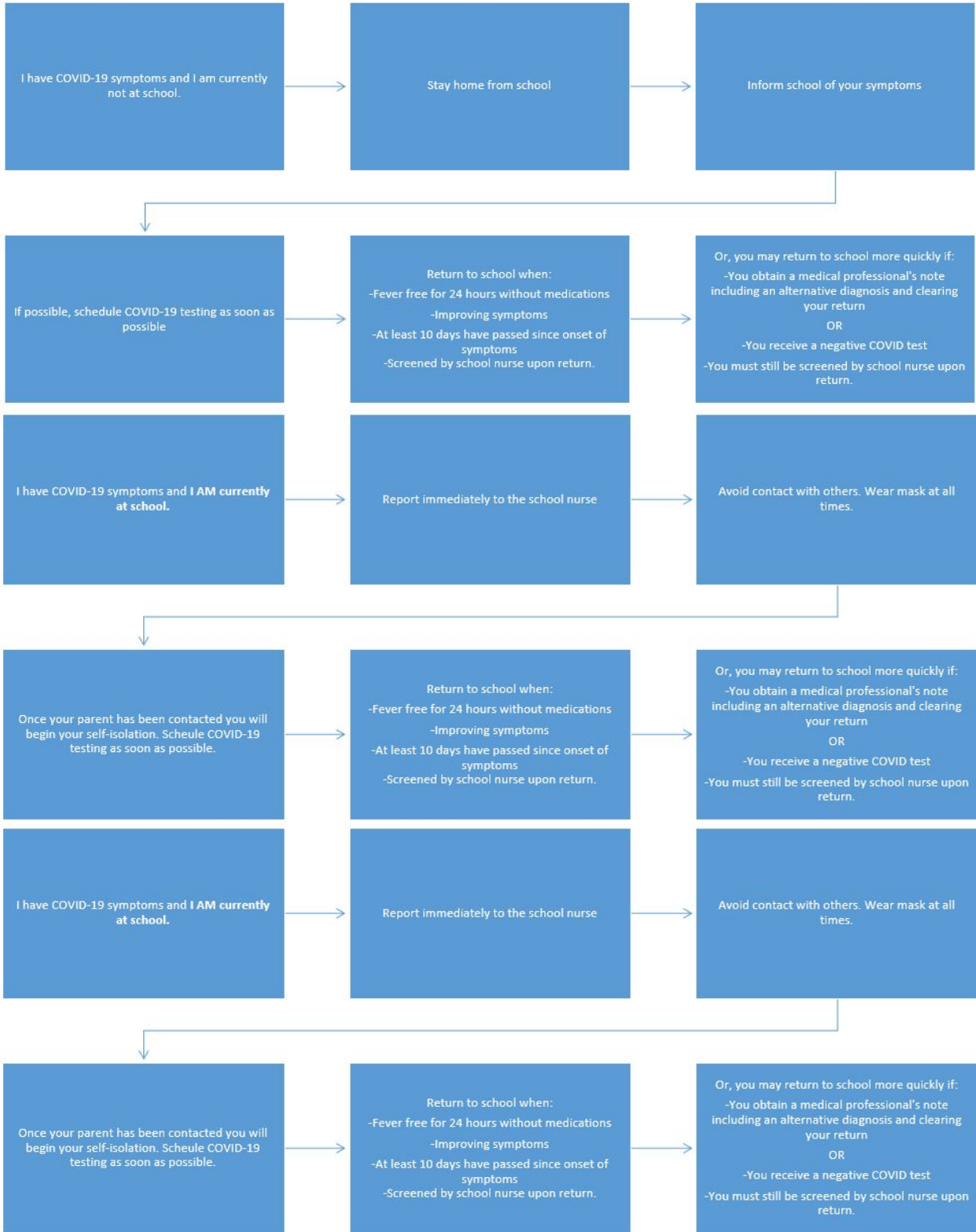Stay home from school

↓

Inform school of your positive test

↓

Return to school when:

-Fever free for 24 hours without medications

-Improving symptoms

-At least 10 days have passed since onset of symptoms
-Screened by school nurse upon return.

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I have COVID-19 symptoms and I am currently not at school. → **Stay home from school** → **Inform school of your symptoms**

If possible, schedule COVID-19 testing as soon as possible →

Return to school when:
-Fever free for 24 hours without medications
-Improving symptoms
-At least 10 days have passed since onset of symptoms
-Screened by school nurse upon return.

→

Or, you may return to school more quickly if:
-You obtain a medical professional's note including an alternative diagnosis and clearing your return
OR
-You receive a negative COVID test
-You must still be screened by school nurse upon return.

I have COVID-19 symptoms and I AM currently at school. → **Report immediately to the school nurse** → **Avoid contact with others. Wear mask at all times.**

Once your parent has been contacted you will begin your self-isolation. Scheule COVID-19 testing as soon as possible. →

Return to school when:
-Fever free for 24 hours without medications
-Improving symptoms
-At least 10 days have passed since onset of symptoms
-Screened by school nurse upon return.

→

Or, you may return to school more quickly if:
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OR
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-You must still be screened by school nurse upon return.

I have COVID-19 symptoms and I AM currently at school. → **Report immediately to the school nurse** → **Avoid contact with others. Wear mask at all times.**

Once your parent has been contacted you will begin your self-isolation. Scheule COVID-19 testing as soon as possible. →

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-You receive a negative COVID test
-You must still be screened by school nurse upon return.

I have COVID-19 symptoms and **I AM currently at school.** → Report immediately to the school nurse → Avoid contact with others. Wear mask at all times.

Once your parent has been contacted you will begin your self-isolation. Scheule COVID-19 testing as soon as possible. →
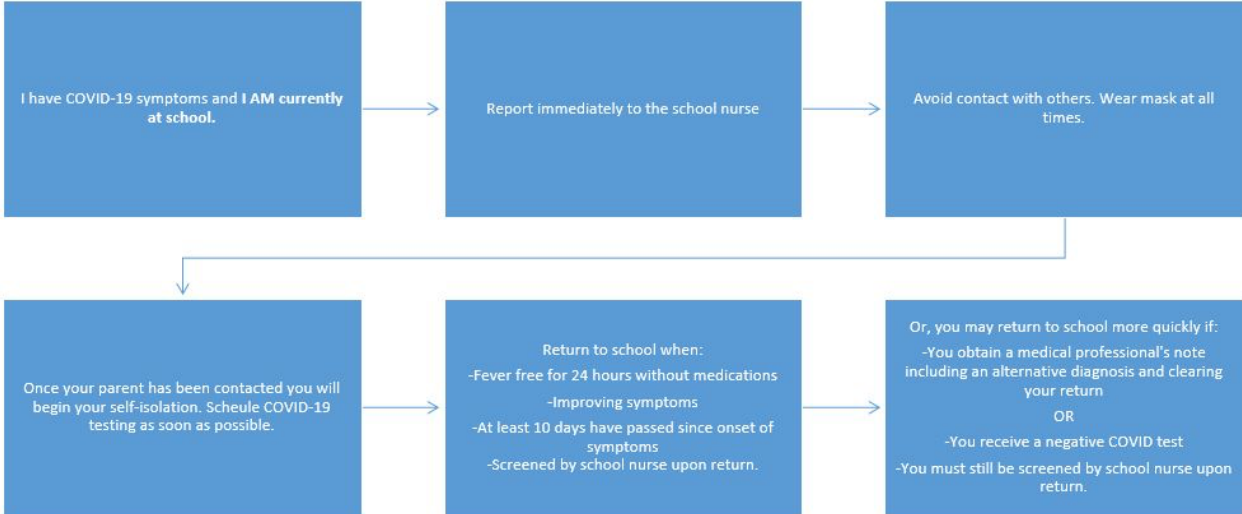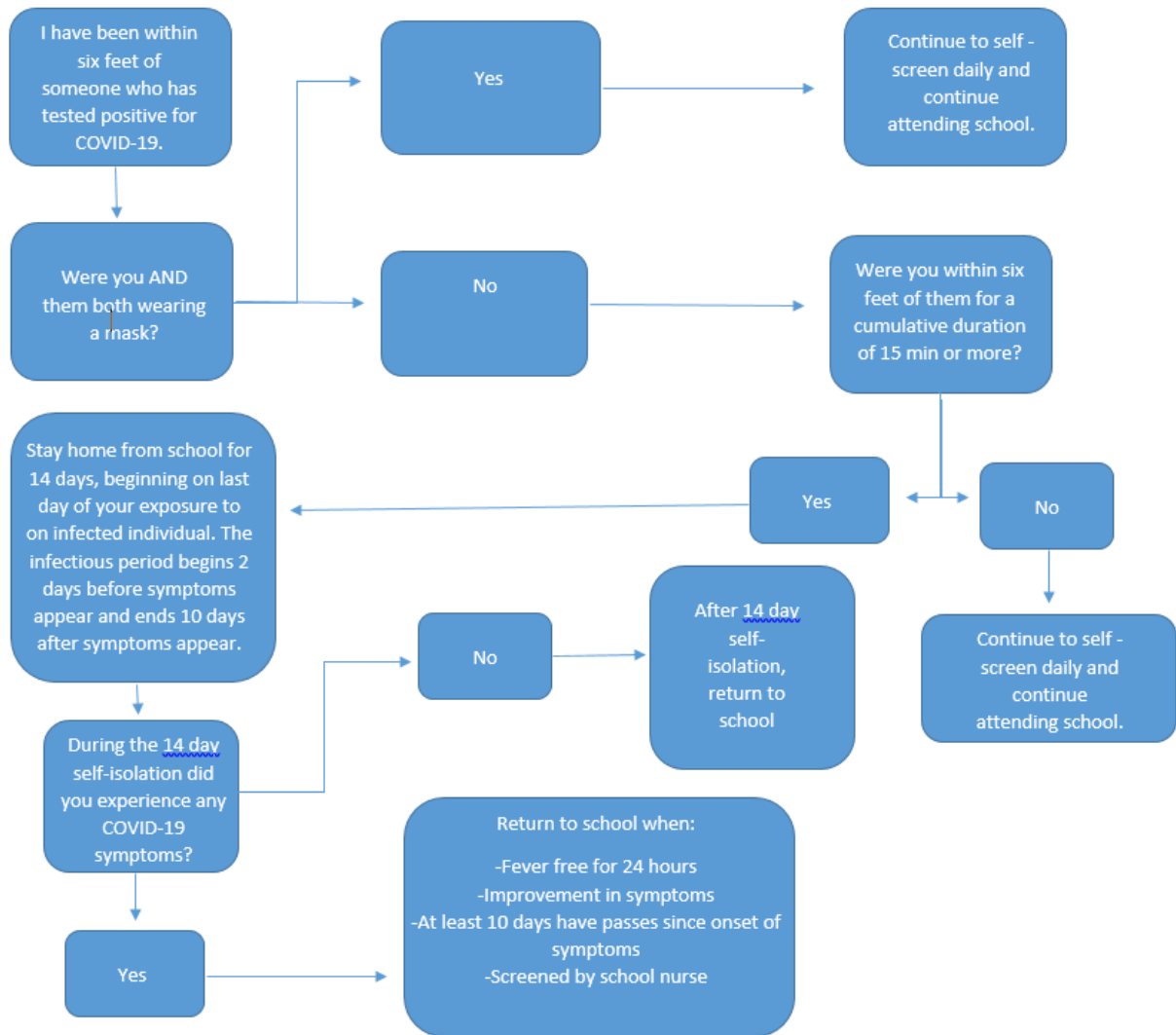
Return to school when:
-Fever free for 24 hours without medications
-Improving symptoms
-At least 10 days have passed since onset of symptoms
-Screened by school nurse upon return. →

Or, you may return to school more quickly if:
-You obtain a medical professional's note including an alternative diagnosis and clearing your return
OR
-You receive a negative COVID test
-You must still be screened by school nurse upon return.

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┌─────────────────┐                    ┌─────────────┐              ┌─────────────────┐
│ I have been     │                    │             │              │ Continue to self-│
│ within six feet │                    │    Yes      │─────────────▶│ screen daily and │
│ of someone who  │                    │             │              │ continue         │
│ has tested      │                    │             │              │ attending school.│
│ positive for    │                    └─────────────┘              └─────────────────┘
│ COVID-19.       │
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        │
        ▼
┌─────────────────┐                    ┌─────────────┐              ┌─────────────────┐
│ Were you AND    │                    │             │              │ Were you within  │
│ them both       │───────────────────▶│    No       │─────────────▶│ six feet of them │
│ wearing a mask? │                    │             │              │ for a cumulative │
│                 │                    └─────────────┘              │ duration of 15   │
└─────────────────┘                                                 │ min or more?     │
                                                                    └─────────────────┘
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Stay home from school for 14 days, beginning on last day of your exposure to on infected individual. The infectious period begins 2 days before symptoms appear and ends 10 days after symptoms appear.

Yes

No

No

After 14 day self-isolation, return to school

Continue to self-screen daily and continue attending school.

During the 14 day self-isolation did you experience any COVID-19 symptoms?

Return to school when:

-Fever free for 24 hours
-Improvement in symptoms
-At least 10 days have passes since onset of symptoms
-Screened by school nurse

Yes

Protocols for Personal Protective Equipment

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

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Staff and students will appropriately wear face coverings at all times.
- Students in pre-k through third grade will wear face coverings in hallways, common areas and during arrival and dismissal.
- Students in 4th through 12th grades will 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.
- Students will not be required to wear face coverings while eating, but will be social distancing.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Additional protective equipment will be provided to the school nurse.

- Students and staff will be provided with a reusable face covering if needed.

- Families will be responsible for daily cleaning of mask to return with the students daily.

Protocols for Campus Visitors

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

Visitor Screening/PPE Requirements
- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will self screen prior to entering any Lipan 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 will be required to wear face coverings.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

Protocols for Disinfecting and Hand Sanitizing

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

Hand Washing/Sanitizing Expectations
- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Paper towels will be provided near all doors to use for all high-touch areas.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Lipan ISD-provided hand sanitizer:

  Elementary & Secondary
- 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.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- 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.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- There will be procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices. ● Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- If meetings must be held in person, all social distancing protocols will be implemented:
- Facial coverings
- Six-feet social distancing when possible
- Limiting the sharing of materials/supplies

Protocols for Positive COVID-19 Cases on Campus

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

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

School Arrival & Dismissal

Arrival: When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing in hallways. 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 of walkers, car riders, bus riders or 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.

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

We are requiring all of our drivers and students to wear masks while on the school bus.

General Education/Special Needs/Loading and Unloading Procedures

Bus Stop Expectations
- Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.

- Students should NOT share food, drinks or personal devices.

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

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

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

Unloading at Bus Stop
- Students should practice Social Distancing and avoid gathering in groups of 10 or more.
- Students should NOT share food, drinks or personal devices.

Disinfecting Protocol

Between each AM & PM Campus drop-off
- School bus drivers, 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.

Bus Arrival & Dismissal

Student	Arrival
	• Students will load and unload the bus at staggered times at the direction of the bus driver.
	• As students depart from the bus, they should immediately walk into the building and designated area for morning arrival. • Students will not congregate with other students after exiting the bus. • Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas. **Dismissal** • Students will wait in a designated "pre-loading" area for each bus to arrive. • Students will load onto the bus at staggered times at the direction of the bus driver. • Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.
Parent	• When possible, parents should help with student supervision at the bus stop if needed.
Teacher/Staff	• Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas. • Staff will ensure social distancing during arrival and dismissal. • During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

Walkers	
Student	• It is recommended that walkers keep social distance and use a face covering. • As much as possible students will be asked to avoid large groups or gatherings with other students on the campus before or after school. • Students will be asked to immediately leave campus and begin walking home at the end of the school day.
Parent	• Parents are encouraged to talk with their child about the health benefits of social distancing.

	• Parents should follow campus guidance on how to pick up their child.
	• Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.
Teacher/Staff	• Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and
	encourages that students maintain desired social distance between students. • Teachers will assist in monitoring students to discourage large groups from congregating.

Bike Rack	
Student	• Students will use every other space in the bike rack to keep distance when arriving at school. • Students will immediately leave campus and begin riding their bike home at the end of the school day. • Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day. • It is recommended that students keep social distance and use a face covering while riding their bike home.
Parent	• Parents are encouraged to talk with their child about the health benefits of social distancing. • Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.
Teacher/Staff	• Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use. • Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use.

General Building Arrival

Student	- Wash hands or use hand sanitizer upon arrival. - Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity. - Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival. - It is required that students and staff wear masks when entering the building and waiting in the designated waiting area. - Students should choose seats that have empty space (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 will be limited to ensure social distancing. - Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.
Parent	- Parents are encouraged to talk with their child about the health benefits of wearing a mask at school. - Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer. - Students and staff will be provided with a reusable face covering if needed. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.
Teacher/Staff	- Campus staff is required to complete self-screening. - Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces). - Staff are required to have masks on when entering the building and ensure that they ensure that students are wearing masks in the hallways and in classrooms. - Staff will dismiss student cohorts using staggered student release into halls from these areas.

Cafeteria - Breakfast and Lunch

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

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

Seating & Directions	
Student	• Students will be expected to follow campus guidelines for cafeteria procedures. • Students will be seated according to a seating plan for students consistent with social distancing guidelines • All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. • Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing. • At schools with open lunch, students are required to wash hands or use hand sanitizer upon their return to school.
Parent	• At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias. • Parents are encouraged to speak to their children about safety protocols and social distancing. • Parents are asked to read and be familiar with all school communication regarding health and safety protocols. • Parents should talk to their students about COVID-19 symptoms and prevention strategies.

Teacher/Staff	• Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
	• A seating plan for students will be followed for social distancing.
	• Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.
	• A seating plan for students will be followed for social distancing.
	• Teachers will monitor students while in the cafeteria to ensure social distancing.
	• Staff will ensure to maintain a student consistent cohort for "in person" lunches.

Standard Classroom Procedures

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

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should 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	• Students should wash their hands or use hand sanitizer upon entering each classroom.

	• Students will participate in training specific to newly adopted health and safety protocols.
Parent	• Parents are asked to read all school communication regarding health and safety protocols. • Parents should talk to their students about COVID-19 symptoms and prevention strategies. • Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office
Teacher/Staff	• Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.
	• Teachers will receive training to deliver classroom lessons on health protocols.

Classroom Setup	
Student	• Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines. • Students will avoid sharing school supplies and will sanitize shared items after each use. • Students will sit one per table when it is possible. • Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class. • Students may bring a personal classroom snacks as long as they are not shared
Teacher/Staff	• Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement. • Teachers will post signs with clear class protocols that are consistent with CDC guidelines 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.

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

Recess/Playground

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

Guidelines for Outdoor Play
- Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.   - All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.   - 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	
Music	- Appropriate social distancing measures will be followed. - Music equipment will be sanitized and wiped down after each use.
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. - Visual markers will be on the gym floor and bleachers as reminders of social distancing rules. - Procedures will be implemented in the locker rooms to limit social distancing. - Students should avoid touching their face at all times, but especially while playing games. - Sanitizing areas and access to handwashing will be provided. - If enrolled in a PE class, students should bring tennis shoes to participate in class activities.

Library	• Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
	• Students and staff will wash/sanitize hands upon entering and after visiting the library.
	• High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
	• Occupancy will be limited.

Secondary Specialized Classrooms & Extracurriculars

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

Students opting for the LISD School@Home learning environment will not be permitted to participate in on-campus extracurricular activities. Extracurricular activities will only be offered on campus in a face-to-face environment.

All students will communicate with the Athletic Director and Coaches to notify them of any exposure or positive tests.

Secondary Specialized Classrooms and Extracurricular Programming	
Physical Education	• 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 will be avoided.
	• Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
	• Procedures will be implemented in the locker rooms to limit social distancing.
	• Equipment will be disinfected after each use.
	• Activities requiring multiple students to touch or handle the same equipment will be avoided.
	• Sanitizing areas and access to handwashing will be provided.

Athletics	- Practices and contests will follow protocols established by UIL, TEA and Lipan ISD. In-season and off-season activities will follow the most current guidelines available. - Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s). - Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students. - Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions. - Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols. - Equipment used during practices will be sanitized frequently during practice sessions.
	- Athletic areas will be frequently disinfected during the week with an electrostatic misting tool. - Athletes will not be allowed to socially congregate before, during, or after practices/workouts. - Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations. - Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis. - Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

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.
- Administration will follow all LISD, UIL and CDC guidelines in regards to games, practices, etc.
- Any school wide events that are approved to be held on campus must adhere to requirements outlined by LISD, TEA and UIL. (Examples: assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- PTA and Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.

- Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

On- and Off-Campus Student Activities

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

On-Campus Activities	- After school club information is pending. No in-person assemblies will be held in the fall. - - Meet the teacher, open house, parent conferences, etc. will be postponed or possibly held virtually.
Field Trips	- Virtual field trips will be considered as often as possible.
Off-Campus Activities	- Student participation in academic contests will only be attended if specific guidance is provided by an authorized entity (e.g.,Host site, LISD, TEA, the UIL, etc.).

School Wide Events	• Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by LISD, TEA and UIL.
	• School wide events will be live streamed and/or occur virtually when possible.
	• To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

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.
	• Where possible, one-way traffic throughout campus will be established.
	• When possible, it is recommended that students make transitions outside of the building.
	• Students will not be assigned a locker. Students will be permitted to bring backpacks to class.
	• For grade levels that implement departmentalization of subject areas, teachers will move to students for transitions in instruction and students will remain in their homeroom class.
	• Students and staff <u>must</u> wear face coverings in the halls and avoid gathering in large groups during passing periods.
Secondary	• Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
	• Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
	• To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.

- Staggered releases from each class may be organized to limit the number of students in the hallway during transitions.
- Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- Students should immediately report to their next class and not congregate in the hallway.

Emergencies and Drills

Lipan ISD will continue to follow its emergency actions of Lockout, Lockdown, Evacuate and Shelter.