

Lovelady ISD Fall 2020 School Year Guidance

**OPTION 1 – TRADITIONAL IN PERSON
OR
OPTION 2- ONLINE LEARNING FROM HOME**



PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

Revised October 20, 2020

Option 1- ON CAMPUS CLASSROOM INSTRUCTION

Student and Staff Safety Protocols

General

This initial guidance document for the 2020-2021 school year has been developed based on the most current Executive Order No. GA-29 released by Governor Abbott on July 2, 2020. Lovelady ISD is committed to keeping the safety of our staff and students the top priority when making these decisions. Our district will continue to follow all guidance from the Department of State Health Services (DSHS), Houston County Officials, and any executive orders or directives from Governor Abbott. When adjustments to our guidance document are needed, all students and parents will be notified of the changes via our messaging system. The most current guidance can always be found on our website at loveladyisd.net. Lovelady ISD is offering two options outlined in this guidance document. Students will only be considered for changing options at the end of each grade reporting period. For a student to change from their initial option selection, justification must be presented to the campus principal for approval.

Screening Protocols

**All students and staff will be screened for COVID-19 symptoms regularly.
Any individuals who are symptomatic will be separated and sent home.**

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day. All staff will be trained on self-screening procedures.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school following these guidelines.

Do not send your child to school if they experience any of the following symptoms that cannot be attributed to another health condition.

-They have a fever at or above 100.4 VERY IMPORTANT!

- A new cough
- Muscle Aches
- Shortness of Breath or Difficulty Breathing
- Experiencing loss of taste or smell
- Chills
- Sore Throat
- Diarrhea
- Within 14 days they have been in close contact, without the use of PPE, with someone who is currently sick with suspected or confirmed COVID.

- Teachers will monitor students and refer to the nurse if symptoms are present.

Isolation Protocols

Student or Staff Displaying COVID-19 Symptoms

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- If a student is sent home due to COVID-19 symptoms they 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 contacted the student's parent/guardian.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member. Following confidentiality rules, no personally identifiable information will be shared.
- 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 required to submit a letter of good health from a physician's office prior to returning to school.

Lab Confirmed COVID Student Cases

- All Pre-K students in the cohort class will be quarantined.
- All Pre-K through 12th grade students, only individuals who were directly exposed (without PPE) will be required to move to remote learning and quarantined. Parents of these students will be notified by the campus principal.

Protocols for Face Coverings

The district will provide face shields and masks to all LISD staff. Students in grades 5th-12th will be required to bring their own masks/face covering to school. Please consider face covering options that works best for your child and allow for the most comfort.

Face Covering Staff Expectations- Beginning August 12th

- Schools are expected to comply with the Governor's Executive order for wearing masks or face shields.
- All adults/staff at LISD are required to wear masks/face covering when in the building, classroom, and/or office with others.
- Exceptions to this requirement include lunch breaks with appropriate social distancing.
- Classroom teachers may use face shields only while maintaining social distancing when providing direct instruction in the classroom for whole group.
- During classroom monitoring and circulations, masks are required.
- During any staff development trainings, grade level meetings, lunches etc. where social distancing is not possible, masks must be worn at all times. Large gatherings of teachers for trainings will not be allowed. At any time when teachers cannot properly social distance masks are mandatory. Lunch break and conferences must be staggered to avoid cross over of teachers in common areas. It will be recommended for teachers to eat in their classrooms whenever possible to reduce the use of common areas and larger numbers of people in small spaces.
- All staff will be required to wear masks when not in classrooms.

Face Covering Student Expectations- Beginning October 26, 2020

- Students in grades 5th-12th are required to wear masks/face covering when riding the bus and during the school day.
- Students in grades 5th-12th will be required to bring their own masks/face covering and have it with them at all times during the school day.
- Exceptions to this requirement include during meals and other activities where social distancing can be achieved.
- Masks will not be required when outside instruction and social distancing can be achieved
- Students in grades K through 4th grades will have clear dividers in each classroom and required to wear face covering during classroom transitions and restroom breaks. These students will be kept separated in cohort groups.

Protocols for Campus Visitors

General

Campuses will utilize virtual options to limit campus visitors when possible.

Visitor Screening/PPE Requirements

- All individuals entering the building will be required to wear masks or face coverings.
- Parents or family members will not be allowed at this time to have lunch with their children due to potential risks.

- All parent teacher conferences will be held by phone or some other type of media if possible. As a last resort conferences may be held in person with social distancing and masks, with the approval of the campus principal.

Protocols for Disinfecting and Hand Sanitizing

General

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

Hand Washing/Sanitizing Expectations

- Alcohol-based hand sanitizer will be available in all classrooms, cafeterias, and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands between classes.
- To increase the frequency of hand washing and/or use of LISD-provided hand sanitizer the district will provide the following:
 - Hand sanitizer dispensers have been installed in all classrooms and will be utilized by students upon entry to classrooms.
 - Thorough hand washing or sanitizing upon return from outdoors, before eating, and following any restroom breaks will be required.
 - Proper hand washing and hand sanitizing techniques will be taught to all students on the first instructional day of school.

Disinfecting Expectations

- Staff will have access to disinfectant products to sanitize commonly touched surfaces between different class groups.
- Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

General

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily with a hospital grade safe disinfectant product recommended by the CDC for surface cleaning.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant products to assist with disinfecting working surfaces and shared objects between different class groups.

Additional Cleaning Measure for Covid-19 Positive 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, the athletic locker rooms, weight room, and all additional areas in the entire building.

Work and Learning Environments

On Campus Classroom Configuration & Training

- Desks or tables will be socially distanced as much as instructionally possible.
- When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
- Electronic devices used by students will be disinfected if sharing is required.
- Recommended procedures will be applied to all classroom settings, including special education service locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.
- Use of water fountains will not be allowed. Students will be allowed and are encouraged to bring water bottles, no more than 12 ounces in size, to school each day. Bottles will need to be clearly marked with the student's name. Refilling of bottles at school will not be allowed.
- The first day of instruction students will be trained in the following techniques:
 - Proper handwashing
 - Proper hand sanitizing procedures
 - How to maintain distance from their peers in the classroom setting by following classroom flow practices set by teachers.
 - Coughing and Sneezing into their elbow
 - Avoidance of touching their faces- eyes, nose, mouth
 - How to use "Google Classroom" to access instruction from home. This will be necessary in the event a short school closure is needed and all students are temporarily shifted to online learning.

General Classroom Supplies

- Signage will be posted in all classrooms regarding protocols and prevention.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.
- Each room will implement some type of system to prop open doors when entering and exiting rooms in large groups for no-touch entry between classes.

Physical Education Classroom Protocols

- 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.
- Recess will be staggered and in separate areas to limit numbers and only held outside.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms such as staggering of groups allowing for social distancing.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment must be disinfected after each use. UIL Guidelines for workouts will be followed strictly for grades 7-12 in all weight room and gym facilities. The same protocol will be implemented in our PE classes at grades P-K through 6th.
- Sanitizing areas and access to hand sanitizer will be provided.

Common Areas

In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

Meeting Spaces

- Meetings will be limited to virtual when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
- Facial coverings will be required for any meetings where conservative social distancing cannot be achieved.
- Limit the sharing of materials/supplies

Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room

When possible, meetings will be conducted virtually. However, if the need arises to meet in person these guidelines must be followed.

- All staff and anyone allowed to enter the building from outside will be required to wear a mask.
- Please stand behind the glass area in the foyer to communicate with the reception desk to limit contact as much as possible.
- Hand sanitizer will be provided in front office spaces.
- Distances of 6 feet will be provided between all occupied seats and workspaces.

Flexible Learning Spaces- Specials/ Intervention Classrooms/ Band

- The number of students in these areas will be limited as driven by available space and social distancing guidelines.
- Common spaces and supplies in these spaces will be disinfected frequently.
- Practices for band will be held outside for whole group. Adjustments will be made to achieve a safe classroom instructional environment during band to meet safety requirements and staggered practicing.

Restrooms

- A monitor system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing. The system utilized will vary by campus and grade levels.
- Students must wash hands and then use hand sanitizer before entering the classroom.
- Increased disinfecting will occur throughout the school day.

Library

- Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- Students will remain in segregated groups at the lower grades when attending the library. For grades 7-12 students will be sent in small groups and individually when possible.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.
- Occupancy will be limited and materials and resources delivered when feasible.

Transitions / Lockers

- All 5th through 12th grade students will be required to wear face-covering during all transitions between classes due to the impossibility of separating specific groups at these levels.
- Whenever possible across all grade levels staggered releases from each class will be organized to limit the number of students in the hallway during transitions. When it's feasible for teachers to move to where the kids are this option will be considered.
- Classroom doors will be propped open to reduce high touch areas when possible.

- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- When transitioning between classes, students shall travel corridors as far to the right as possible.
- Where possible, one-way traffic throughout campus corridors will be established.
- Initially for the start of school lockers for grades 4th through 12th grade students will not be issued. Students in these grade levels will be required to carry their belongings. (Consider smaller book bags due to space constraints. We ask that students only bring the necessary items to school.) This rule is being implemented to reduce congregating and the inability to stagger and separate specific groups of students.
- Signage will be posted and staff will be stationed to reinforce physical distance expectations.

Arrival

- Entry doors will be designated based on arrival method: bus riders, car riders, student drivers, students with unique needs. Entry points will be designated for each method. Staff entrances will be designated based on classroom locations in the buildings.
- Designated entry doors will be propped open for no-touch entry. Any open doors will be continuously monitored by staff to stop unauthorized access and to monitor for threats.
- Entry protocols will be established to maintain physical distance.
- Staff members will be available to help space and pace students leaving buses and cars before entering the buildings.
- Students will go directly to the first period class or designated location upon arrival.
- Parents may not accompany students into the building.

Dismissal

- Dismissal times will be staggered to limit the number of students in hallways and exit areas at any given time where possible.

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Breakfast / Lunch

-Breakfast will begin being served at 7:30 each morning.

- All breakfast will be served in the classrooms. (Jr. High students who have 2nd period breakfast may be assigned a combination of both classroom and cafeteria space.)
- If your child would like to purchase a breakfast in the morning this will not be hindered. Staff will be available to bring meals to the students. All free and reduced breakfast meals will be available each morning in the classrooms when students arrive.
- A paper system has been developed to manage accounts and receive payments for breakfast purchases.
- If your child opts to bring their breakfast from home they will simply eat what they bring in their first period classroom.
- Staff will be assigned each morning to assist with the removal of trash after breakfast is finished.
- During lunches cafeteria capacity will be based on current guidelines. Physical distance will be provided between each occupiable seat.
- Schedules have been adjusted and times extended in order to achieve the current capacity requirements and social distancing.
- Signage and staff will reinforce physical distance and traffic patterns in the cafeteria. Barriers or markings will be in place to direct traffic in cafeterias.
- Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device. (This is just during the current COVID-19 situation so please plan meals accordingly.)
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.

Buses

- Students will be seated by family units and separated as much as possible based on allowable space.
- Masks/Face covering will be required for all students in all grade levels.
- Adjustments to routes will be considered and implemented whenever possible to reduce the number of riders.
- When possible, windows will be opened to allow outside air to circulate in the bus.
- Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, windows will be opened when weather permits to allow for additional ventilation and air flow when not in use.

On-Campus Activities

- 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 per UIL guidance.
- To limit larger gatherings, campus club meetings and any organizational meetings should be held virtually when possible. If meeting in person is necessary and approved by the campus principal, groups should utilize larger meeting spaces, follow social distancing, and limit group activities.

Extra-Curricular Programming

This is not a complete list for these activities. You may visit the www.uiltexas.org for the most current guidance.

Cheer

- Practices and performances will be conducted following safety protocol provided by guidance from LISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.

Athletics

- Athletic practices and contests will be conducted following safety protocol provided by guidance from LISD, UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
- Locker room use will follow all guidelines outlined by TEA/UIL.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines to allow for social distancing.
- Spectator attendance requirements and procedures for contests will be communicated to parents prior to the beginning of the season.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- For the purpose of practices students, staff, and visitors must wear face covering when entering/exiting facilities and practice areas when not actively practicing.
- Face coverings must be worn anytime six feet of distance cannot be maintained unless it is not practical to do so while practicing.

- Students and staff are required to wear face coverings as they move into positions that allow for safe spacing.
- COVID- self screenings are required by staff. Parent screenings of any students participating are required prior to participation.
- All surfaces in practices and rehearsals should be thoroughly disinfected.
- There can be no shared water or food.

Fine Arts & Band

- Any large group practice sessions and rehearsals will adhere to social distancing guidelines (e.g., LISD, TEA, UIL, etc.)
- Off-campus performances or concerts will only be conducted if specific guidance is provided by the school district to meet current requirements and it's been approved by the campus principal. (e.g., LISD, TEA, UIL, etc.)
- Concerts or performances may be adjusted based on current health and safety guidelines. (e.g., LISD, TEA, UIL, etc.) including but not limited to transportation procedures, and number of attendees.
- Efforts will be made to live stream when possible and allowable by UIL rules.
- For the purpose of practices students, staff, and visitors must wear face covering when entering/exiting facilities and practice areas when not actively practicing.
- Face coverings must be worn anytime six feet of distance cannot be maintained unless it is not practical to do so while practicing.
- Students and staff are required to wear face coverings as they move into positions that allow for safe spacing.
- COVID- self screenings are required by staff. Parent screenings of any students participating are required prior to participation.
- All surfaces in practices and rehearsals should be thoroughly disinfected.
- Hand sanitizer will be available to participants
- There can be no shared water or food.

OPTION 2- ONLINE LEARNING FROM HOME

Effective November 9, 2020 (Board Resolution Passed October 19, 2020) Lovelady ISD will only provide this option to learn from home to individuals who meet the following criteria.

-Quarantined due to COVID-19 related reasons

-The student or household family member has a documented medical condition, signed by a medical professional, that makes them at high risk for COVID; or

-An ARD committee or Section 504 team has determined that a student will receive instruction remotely

Attendance at extracurricular activities for remote learners will require prior approval by the superintendent.

Instructional Delivery

Lovelady's online program will be fundamentally different in design from the remote learning program students experienced in the spring.

The goal for those students who opt to do online learning is to allow for continued instruction while acknowledging the additional challenges that come without traditional, face-to-face classroom learning. This will require a strong commitment between parents/guardians, students, and teachers.

This model will be more rigorous and more fast paced than what we offered in the spring. This is due to the fact that many concepts that were missed in the spring will need to be covered as well as the new concepts for this 2020-21 school year. All instruction will focus on student progress on Texas Essential Knowledge and Skills (TEKS) standards and follow the same schedule and curriculum as our traditional in-class option.

Student and Parent Roles for our Online Learning Option

Student Responsibilities	Parent Responsibilities
• Complete the virtual Google Classroom training found on the LISD website. • Login and complete activities assigned by their teachers on the day they are assigned in the system. No late work will be accepted. • Students will be required to send in attendance daily	• Initially communicate with the school about any device & internet needs in the home • Complete the virtual Google Classroom training offered through the LISD website with your child. • Monitor and ask for evidence that your child is on track with assignments and coursework outlined in the google classroom portal.

through a link provided on our school website by 10:00 am each day. • Turn in school work at the assigned time in the google classroom portal. • Communicate with the teacher weekly during assigned scheduled times for feedback and discussions regarding progress and to provide any necessary assistance. • All 7th-12 grade students will be required to schedule proctored exams for major tests. These will be identified in the Google Classroom System. The school will arrange for transportation when necessary.	• Provide your child with assistance on their day-to-day activities with the exception of designated independent work • Assist in supporting your child's needs by establishing a set schedule. • Consider creating a designated learning space for your child at home to learn comfortably • Depending on age and grade level schedule times for assessments to be taken. • Depending on age and grade level, communicate with the teacher weekly during assigned scheduled times for feedback and discussions regarding progress and to provide any necessary assistance. • Schedule a virtual parent teacher conference if necessary • Pre-K through 2nd grade students will be contacted by the school administration to review procedures for any packet portions of the curriculum. We will follow our previously established Monday/Friday delivery and drop off schedule.
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Online Learning Option Expectations

- Classes within the Google Classroom Platform will follow the same curriculum as student who are receiving instruction on campus.
- Online students will be responsible for completing daily assignments in the portal, accessing the videos and resources imbedded by the teacher, and meet all assignment and assessment deadlines.

- LISD will ensure open lines of communication between teachers, students and parents. Scheduled times and days will be established for this real-time communication to occur due to on-campus classroom instruction taking place at specific times during the day.
- ARD/IEP Committees will determine the unique needs of students who qualify for these services and special plans made to address their individual needs.
- Complete Google Classroom virtual training offered by LISD to utilize the management system, communicate internet and device needs to the school, and communicate with the teacher during scheduled times.
- Follow attendance procedures provided by the school DAILY.

Online Instruction Grading

Grading for online learning will follow the same grading policy as the courses in the Face-to-Face model. Online courses that earn high school credit will count in GPA calculation and class rank.

All major exams identified in the google classroom platform requiring proctoring will need to be arranged with the teacher and transportation will be provided when necessary.

Schedule & Meals

-Time management is critical to success in our flexible asynchronous online program. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If a student is struggling with time management this needs to be discussed during their weekly scheduled communication time for teachers to provide suggestions and recommendations to students.

-All students who choose our online option and qualify for our free & reduced lunch program will receive their meals for the week on Fridays. The delivery method will be arranged via the bus or car-rider line.

Intervention and Enrichment

Intervention and enrichment will be addressed through modifications to the materials and assignments in the google classroom system. Teachers will establish specific plans to meet the needs of these students.

All intervention or modifications needed for student work will be modified in the google classroom platform by the appropriate teacher.