

# TENAHA ISD FALL PLANNING GUIDE 2020

*The information in Tenaha ISD's Fall Planning Guide is currently in **DRAFT** form so the district can launch surveys and collect feedback from staff and parents. The district will continually update this document when new guidance is released from the Texas Education Agency (TEA) and state health experts regarding on-campus instruction this fall. All of the proposed protocols and procedures are subject to change based on state and county guidance for schools. TISD will follow the Texas Education Agency (TEA) and Northeast Texas Public Health District guidelines for In-Person Instruction.*

## A MESSAGE FROM TENAHA ISD'S ADMINISTRATIVE TEAM

The Tenaha ISD Administrative Team is working diligently to prepare for a safe reopening for the 2020-2021 school year. Our goal is to offer On-Campus Instruction beginning on August 17, 2020; however, we have developed a contingency plan should we experience a resurgence of COVID-19 during the upcoming school year. Last spring, in response to the unprecedented worldwide pandemic caused by COVID-19, teachers across Texas had to change instructional methods overnight. Tenaha ISD and our staff are now better prepared to pivot to virtual instruction should it become necessary.

As COVID-19 continues to change the way we live and operate as a society, Tenaha ISD faculty and staff will work together to leverage resources, share best practices, and advocate for flexibility, including state and federal waivers to assist us as we provide the best possible programs and opportunities for all our students. This 2020 Planning Guide remains in **DRAFT** form as Tenaha ISD collects staff and parent feedback.

There is not a "one-size-fits-all" approach to reopening schools across the state of Texas. Based on available information as of June 23, 2020, school districts in Texas will create local contingency plans for reopening based on general guidance from the Governor's Strike Force to Reopen Texas, the Texas Education Agency (TEA), the University Interscholastic League (UIL), Public Health Region 04/05N and Northeast Texas Public Health District (NET Health).

Tenaha ISD's plans are subject to change as public health guidelines are updated and feedback is collected. Parents, students, and staff should be prepared for situations that may arise and necessitate a temporary school closure due to positive COVID-19 cases in schools. We ask that all Tenaha Tiger families do their part by actively and continually taking necessary steps to prevent the spread of COVID-19 by following CDC guidelines and recommendations.

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## Virtual School Requirements

The Texas Education Agency has approved two different virtual school models in response to the COVID-19 pandemic for districts to utilize in addition to on-campus instruction for the 2020-2021 school year. Synchronous instruction (real-time/live, virtual instruction between teachers and students) and asynchronous instruction (teachers provide pre-recorded videos of instruction and guided support while students engage in

learning materials on their own time and interact daily with the teacher). Tenaha ISD will provide asynchronous instruction for students in grades PK-12. Tenaha ISD will not provide synchronous instruction while On-Campus Instruction is taking place on district campuses.

Tenaha ISD students participating in virtual instruction (asynchronous instruction) will be required to engage in learning activities on their own time during the school day, interacting daily with the teacher(s) via computer or other electronic devices, or over the phone. Teachers will post an assignment/activity each day and give guided support under this model of instruction. The student will be considered enrolled in Tenaha ISD Virtual Instruction for attendance and funding purposes.

For students participating in asynchronous instruction to be counted for attendance purposes, **they must be engaged in one of the following ways for each enrolled class during each school day:**

1. Daily progress in the Learning Management System (LMS) as defined in the Tenaha ISD learning plan; or
2. Daily progress via teacher-student interactions as defined in the Tenaha ISD learning plan; or
3. Completion/submission of assignments from student to teacher (potentially via email, online, or mail).

Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in effect during the 2020-2021 school year.

Tenaha ISD students will have the option to either attend school in person or virtually during the 2020-2021 school year. Once an option is selected, students will not have the ability to change from Virtual Instruction to In-Person Instruction or vice-versa until the end of the current six-week grading period. Choosing to be a virtual student is a six-week commitment to this learning model. Parents and students must be fully aware of the requirements and expectations of this instructional model before selecting this mode of instruction. The form to choose the instructional model is found in the registration information online at [www.tenahaisd.com](http://www.tenahaisd.com).

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## **General Health & Safety Protocols (DRAFT)**

- Campus staff will be trained in COVID-19 safety protocols.
- Disinfectants will be used for deep cleaning campuses.
- Students, teachers, staff, and essential campus visitors will be encouraged to sanitize and/or wash hands frequently.

- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Social distancing and safety signage will be added and visible throughout school facilities.
- No outside visitors or parents will be allowed to enter the student areas of the school buildings at least during the fall semester.
- Main school entrances will be locked immediately after arrival times and remain that way throughout the day to help ensure effective management and safe screening of visitors.
- Tenaha ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- On the first day a student attends school on campus, Tenaha ISD will provide instruction to students on appropriate hygiene practices and other mitigation practices. (UPDATED 7-8-20)

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## Health Pre-Screening for Staff & Students (DRAFT)

- Students and staff are expected to take their own temperatures daily before arriving at school. Anyone with a fever of 100 or higher should not come to school or any TISD facility.
- Students and staff should also prescreen themselves for any of the following symptoms prior to coming to school:
  - Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
  - Loss of taste or smell
  - Cough
  - Difficulty breathing

- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Students and staff may be subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day.
- Teachers will have access to a thermometer in their grade level or department to check/verify temperatures throughout the day as needed and will immediately send anyone with a 100 or higher temperature to the school health clinic for temperature verification and symptom check by the school nurse.
- Tenaha ISD will be pre-screening and checking the temperatures of all contracted workers and essential volunteers before they are allowed entrance on campus.

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## **Arriving at School (DRAFT)**

- Students arriving at school will be allowed to social distance and spread out in larger common spaces (pre-designated by the campus, like the gym, library, and cafeteria) until the bell rings to report to class.
  - Parents are encouraged to drop their child off at school to reduce possible virus exposure.
  - Students will be encouraged to use hand sanitizer immediately upon entering the building.
  - Students will be screened for fever upon arrival.
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## School Health Procedures (DRAFT)

- School secretaries will be trained in COVID-19 safety protocols.
- Minor health needs will be handled in the classrooms to reserve the health clinic space for students experiencing symptoms or fever.
- School secretaries will be trained to ask questions to screen students/staff who are absent for COVID-19 symptoms.
- Students who come to the school showing symptoms will be required to put on a face covering/mask until their parent arrives to take them home.

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## Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19 (DRAFT)

### Individuals Confirmed or Suspected with COVID-19 (UPDATED 7-8-20)

- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
  - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
    - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
    - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
    - at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at

least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

### **Identifying Possible COVID-19 Cases on Campus**

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

### **Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School**

1. 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).
2. 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 unless more than 3 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

Individuals including students, teachers, staff, or other campus visitors/volunteers who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document as determined by the appropriate public health agency through the 14-day incubation period, and should not be allowed on campus. Tenaha ISD will screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

### **Current COVID-19 Symptoms for Screening (Updated 6/9/20)**

- Cough

- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

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## **Bus Transportation Protocols (DRAFT)**

- Tenaha ISD will provide bus transportation.
- Bus Drivers will be trained in COVID-19 safety protocols.
- Bus riders will be encouraged to social distance as much as possible.
- Bus riders will be taught to space themselves out from others as they exit the bus and walk into the school building.
- Drivers and riders will be strongly encouraged but not required to wear a face-covering/mask.
- Temperatures will be checked before a student is allowed on the bus and if the student has a fever, they will not be allowed to come to school on the bus.
- Seats, handles, and high-touch areas will be disinfected after each route.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.

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## Lunchroom Safety (DRAFT)

- Tenaha ISD plans to utilize the school cafeteria for student meals. *NOTE: No parents/visitors during lunch at least for the fall semester.*
- Cafeteria staff will be trained in COVID-19 safety protocols.
- Some grades will have lunches delivered and additional seating areas will be available in order to allow for proper distancing
- All cafeteria staff will be wearing masks and gloves while serving students.
- Students will verbally provide the cafeteria staff their individual account number as part of the "no-touch" lunch purchase process.

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## Personal Protective Equipment (PPE) & Masks (DRAFT)

### PPE

- The Texas Education Agency recently announced that PPE would be purchased and provided to each district for use as needed. From the state, Tenaha ISD will receive:
  - 4,744 disposable masks
  - 1,186 reusable masks
  - 2,720 gloves
  - 3 thermometers
  - 55 gallons of hand sanitizer
  - 80 adult face shields

### Masks (UPDATED 7-8-20)

- For the purposes of this document, 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. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
- Schools are required to comply with the governor's executive order regarding the wearing of masks.
- In addition to the executive order, school systems may require the use of masks or face shields for adults or students for whom it is developmentally appropriate.

- It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

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## **Handwashing & Hand Sanitizers (DRAFT)**

- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.
- Elementary and Intermediate teachers will teach and supervise proper student handwashing each day.
- Hand sanitizer stations have been added throughout campus

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## **Social Distancing Protocols (DRAFT)**

- Students and staff will be trained in proper social distancing.
- Signage will be used as a reminder to help assist students and staff with social distancing in common spaces and hallways.
- Social Distancing becomes a personal responsibility of each individual attending school or coming to a TISD facility.
- Whenever possible throughout the day, students and staff will remain six feet apart. NOTE: it isn't realistic that staff and students can maintain six feet of social distancing at all times, especially in classrooms.

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## **Cleaning & Disinfectant Protocols (DRAFT)**

- TISD custodial employees have been trained on COVID-19 safety protocols.
- Cleaning and disinfecting will occur daily in every classroom, common areas, and on high-touch surfaces.
- Every classroom and office area will have disinfectant wipes and or disinfectant in a spray bottle with cleaning cloths provided for employees to use in high-touch areas throughout the school day. Additionally, students will be permitted to use disinfecting wipes to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate. (UPDATED 7-8-20)
- Cleaning supplies will be stored safely where children cannot access them to ensure harmful cleaning products are not used near children. (UPDATED 7-8-20)
- Restrooms, cafeterias, and computer labs will undergo extensive cleaning after each day's use.

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## Instructional Delivery Options (DRAFT)

- Tenaha ISD will survey staff and parents about two proposed instructional delivery options.
- Both of these options must address the required curriculum per the Texas Education Code 28.002.
- Student grading policies under all three fall planning models must be consistent with the grading policies used before COVID-19 for on-campus assignments. Therefore the district will not be using pass/fail this fall.

## On-Campus Instruction

- Tenaha ISD intends to begin On-Campus Instruction on the first day of school for students, August 17, 2020.
- On-Campus Instruction is traditional at-school learning.
- Additional safety protocols and social distancing will be implemented as recommended for on-campus learning.
- If a student participating in On-Campus Instruction is diagnosed with COVID-19, that student will immediately be transitioned to Virtual Instruction until all

reinstatement requirements are fulfilled, and they are released to come back to school.

## Virtual Instruction

- Under the Virtual Instruction (asynchronous) model, Tenaha ISD will provide virtual instruction for students in grades PK-12 where students engage in the learning materials and teacher recorded videos on their own time and interact daily with the teacher. Teachers will give guided support under this model of instruction.
- The student will be considered enrolled in Tenaha ISD Virtual Instruction for attendance and funding purposes and will be eligible to participate in all extra-curricular activities and sports per UIL guidelines. However participation may still require attendance at all athletic/band periods and after school practices.
- In the event that TISD is forced to close down campuses for an extended period of time, the district will utilize the Virtual Instruction (asynchronous) model.
- TISD will not provide synchronous instruction where all participants are present at the same time, virtually. However, at the discretion of the teacher, some live instruction may be provided via video conferencing.
- Tenaha ISD will give parents the choice to select Virtual Instruction (even if school facilities are open) by signing up before an announced deadline yet to be determined. Under TISD's proposed plan, parents will have to decide to use Virtual Instruction for the entire six-week grading period if they select this choice of instruction.

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## Attendance and Enrollment **(DRAFT)**

- Tenaha ISD will be required to take DAILY attendance under all learning models. This means students will have to be present on-campus or engaged online in their Learning Management System (LMS) each day to be counted present for credit purposes.
- For a student participating in Virtual Instruction (asynchronous instruction) to be counted for attendance, they must be engaged in one of the following three ways in each class daily:

- Daily progress in the Learning Management System (LMS), as defined in the approved learning plan; or
  - Daily progress via teacher-student interactions, as defined in the approved learning plan; or
  - Completion/Submission of assignments from student to teacher (potentially via email, on-line, or mail).
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- Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.
  - Student attendance may be earned through the delivery of virtual instruction.
  - School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.

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## Special Programs (DRAFT)

- Special Programs staff will be trained in COVID-19 safety protocols.
- Instruction - Special education and 504 students will receive instruction and related services in accordance with their individualized education/accommodation plan. Virtual learners will receive services remotely rather than on campus.
- Related and/or other services (speech therapy, occupational therapy, physical therapy, direct psychological services, and/or vision services) will be provided by the same service provider when possible through various digital platforms (Zoom, Google Meet, etc.) for virtual learners. Some related and/or other services such as vision, orientation and mobility, and adapted physical education may be provided via consultation and not as a direct service.
- Students with disabilities whose needs pose additional challenges to learning in a virtual environment are encouraged to attend On-Campus Instruction.
- Therapy services will continue for students receiving those services within both learning platforms. Virtual students will receive these services through an

electronic digital platform provided by the district. Students attending school on campus will receive these services face to face while at school.

- Regression will be addressed in an ARD/504 committee meeting.
- Special education transportation services will be provided as written in the ARD paperwork for on-campus learners.
- Additional PPE for staff and additional sanitization procedures will be practiced in special education classrooms.
- Evaluations for special education/504 eligibility will vary on a case by case basis. Tenaha ISD will encourage on-site/in-person evaluations in order to ensure the accuracy and integrity of the evaluation. In the event that an evaluation is needed and an in-person or on-campus accommodation cannot be made, the evaluation will be conducted remotely when possible.

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## **Technology Support (DRAFT)**

- All Pre-K through 12th Grade Tenaha ISD students will have access to a district-issued 4G LTE personal device for On-Campus and Virtual learning.
- Technology staff will be available in all instructional models to assist students and staff with technology support.

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## **Extracurricular Participation (DRAFT)**

- Students and staff will be trained in COVID-19 safety protocols.
- All participants, coaches, and directors will follow rules established by the University Interscholastic League (UIL) and the Texas Education Agency (TEA).
- UIL guidance can be found on the [UIL Website](#).
- In response to healthcare providers' focus on the COVID-19 pandemic, the UIL recently waived the required pre-participation physical examination for students involved in band/athletics who already have a physical on file for the 2019-2020 school year. Those students who are new or do not have a physical already on file will be required to get a physical and complete the pre-participation physical

examination form BEFORE participating in band/athletics for the 2020-2021 school year.

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## **Facility Rentals & After-School Events (DRAFT)**

- Due to COVID-19 and the impact on facility management, Tenaha ISD will not be renting school facilities.

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## **Social-Emotional Support/Mental Wellness (DRAFT)**

- Tenaha ISD counselors will be trained in COVID-19 safety protocols.
- The Counselor will develop strategies and support for students, families, and staff members.
- The Counselor will develop a referral system for individuals who need targeted support as well as access to school-employed and community mental health professionals.
- Students in need of social-emotional support will be provided tiered interventions which could involve referral for additional school-based services or referral for outside mental health support.

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## **Communication (DRAFT)**

- Tenaha ISD will continue to inform key stakeholders regularly while offering opportunities for feedback to help shape Tenaha ISD's plan moving forward.
- The district and campuses will communicate official TISD news using the district website, e-newsletters, and social media accounts.