

Tioga ISD Return To School Plan

Updated July 24, 2020

Tioga ISD looks forward to welcoming students back to school on August 13. Despite the challenges with COVID-19, our district will continue to provide an excellent education to our students. We will start the year with a virtual learning environment and then begin in-person learning on September 14. As the public health crisis continues throughout our state, 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.

Through continued guidance from the State of Texas, the Texas Education Agency and local health authorities, the return to school guidelines will be regularly updated with a continued focus on student safety and well-being. Together, the Tioga Independent School District, is prepared for a safe return to school.

While Tioga 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 Tioga ISD website will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our administrative teams, along with our TISD Board of Education members, have always kept the best interests of our students in mind. Throughout the first four weeks of the school year, during the Virtual/Online Instruction Learning Model, students will continue to meet their goal of being academically prepared. Classes within the Virtual/Online Instruction Learning Model are created and taught by Tioga ISD teachers and staff and will follow the schedule of classes just as if the student was on their home campus. We will ensure open lines of communication between teachers, students and parents.

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. This plan has four main areas, which includes:

- **Student Instructional Overview**
- **Health Protocols for Campuses**
- **Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19**
- **General Operating Procedures**

Student Instructional Overview

Tioga ISD will structure the students' Virtual/Online Instruction schedule to require students to participate in an asynchronous learning model that, at times, may include some synchronous learning. Please see below for more information on what the Virtual/Online Instruction option will entail. The level of rigor, workload, time commitment and timing of classes will be different from the distance-learning plan implemented in the spring of 2020. Beginning September 14, 2020 Tioga ISD students will have the option of returning for an in-person, on-campus learning experience.

Virtual instruction will consist of the following:

- Grades PK through 12 - Remote Synchronous Instruction and Remote Asynchronous Instruction
- College Grades 9 through 12 - Remote Synchronous Instruction and Remote Asynchronous Instruction

Google Classroom - This is a supplemental digital learning environment used in PreK-12th grades. This platform allows educators to collaborate, communicate and distribute assignments through Google Suite.

Zoom - Zoom is a video conferencing system that allows teachers to communicate with their students. Teachers may Zoom with their entire class or small groups. It also allows teachers to put students in collaboration rooms to work together.

Texas Home Learning 3.0 - Developed by the Texas Education Agency, Texas Home Learning 3.0 is a freely accessible aligned suite of resources that educators can use fully or in-part to support the new learning environment. The resources cover a PreK-12th grade curriculum customized for Texas students, technology tools for everyone and professional development to support educators, so they can support their students.

Remote Asynchronous Model (Basis of Tioga Learning)

Learning that does not require having the instructor and student engaged at the same time. The student is required to be engaged daily with work in order to be counted present for the day in school attendance. The teacher is required to give daily feedback. Students are expected to be actively engaged in learning with their teacher for a minimum of 4 hours daily. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC, 28.002.

- Check-in with the teacher each day.
- Complete asynchronous activities assigned each day on the Google Classroom platform.
- Students show proof of participation in daily eLearning by satisfactorily completing assigned tasks to demonstrate evidence of student learning, i.e. video, picture, or activities submitted as lessons and/or completing assignments. Please Note: All lessons must have an assignment. There will be teacher discretion on the number of assignments as they follow the TISD grading guidelines.

- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- Examples: Self-paced online courses with teacher instruction; pre-assigned work with formative assessments within Google Classroom; watching pre-recorded videos of instruction with guided support.

Remote Synchronous Learning (Available for Tioga Learning)

Two-way, real-time/live, virtual instruction between teachers and students when students are not on campus. Students are expected to be actively engaged in learning with their teacher. In this method, the required amount of instructional time is scheduled each day, and funding is generated when attendance is recorded daily at a locally selected snapshot time. Synchronous instruction is provided through a computer or other electronic device or over the phone. The instructional method must address the required curriculum, per TEC, 28.002.

- Students attend real-time virtual classes with their teacher and classmates.
- Students follow TISD dress code.
- Students follow TISD Code of Conduct.
- Students are ready to learn.
- Workspace is designated for the student.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class.
- Examples: Live interactive classes with students and teachers participating real-time; teacher supported work time on video conference calls; scheduled and timed online tests

How do these two learning models work well together?

The Asynchronous Model 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 device while accessing course content and/or other resources using the Google Classroom management system. Asynchronous Learning may include Synchronous Learning, which is two-way, real-time, live instruction between teachers and students through the computer or other electronic devices. This method may be used in conjunction with an asynchronous model, meaning the teacher may designate some class time when the entire class is online at the same time for direct instruction or a demonstration. Synchronous learning might also be used to deliver a course remotely when it is not available in an asynchronous format. This would mean that much like going to school, a student would be expected to be present for a given class period each day that would be delivered remotely via the Google Classroom platform. Tioga ISD also uses the Canvas Learning Management System (LMS) in Grades 9 – 12 in coordination with Grayson College.

Instruction will be provided by highly qualified TISD teachers using the TISD curriculum. Teachers will use both synchronous and asynchronous methods to deliver the instruction. Students will receive live instruction from their teacher(s) via Zoom/Google Meet at scheduled times each week. They will also receive lessons that could be in the form of videos or other teacher-directed activities that require students to complete assignments on their own.

TISD teachers will also support students throughout the remote learning process. Teachers will provide support through reteaching concepts, providing accommodations, addressing instructional gaps, and

providing enrichment activities.

Two-way communication is critical for success. Teachers will reach out to students to check progress, provide feedback, and communicate curricular changes. Students will also need to reach out to their teachers when they need assistance on assignments or concepts.

Intervention and Enrichment

Time for small group instruction, intervention and enrichment will be incorporated into the schedule for both eventual, traditional in-person and current, remote instruction. The Response to Intervention (RTI) process, which includes reviewing student needs, reviewing data, planning for delivery of a targeted intervention, monitoring the progress, documenting information, and communicating with families will be available to students through traditional in-person instruction as well as remote instruction. Schools should continue using the student intervention plans created for students in the 2019-2020 school year. All students, in both settings, will participate in a universal screening process to help determine student needs for the 2020-2021.

The following factors should be considered:

- Students need to have access to technology and an internet connection or signed agreement with home campus to utilize campus provided technology and/or hotspots.
- Both Traditional In-Person and Virtual/Online Instruction will have the same grading expectations and follow the same curriculum.
- Both platforms will follow the same schedule of classes.

Student Expectations for Virtual/Online Instruction

- Review the teacher's Google Classroom lessons or Canvas course to understand the expectations for each course including the grading requirements, homework policy, etc.
- Participate in an introductory overview prior to beginning remote learning.
- Identify a quiet and comfortable place to participate in learning, class time, and discussions.
- Dedicate the required time to learning each day. This includes time required in virtual class meetings, group and partner learning time, and time dedicated to complete assignments.
- Check online learning platforms daily for information regarding classes and assignments.
- Participate in online learning activities by responding to questions, asking questions, providing input, and working with groups.
- Know your username and password and access resources through the district portal. Do not share your username or password.
- Submit all assignments by due dates established by your teacher(s). All work submitted should be authentic work that has been completed by the student.
- Two-way communication with teachers.
- Attend class daily per the schedule and/or assignment submission for each day.
- Complete assignments according to the published schedule in Google or Canvas.
- Participate in large and small group instruction for remediation and enrichment as prescribed by the teacher.
- Attend live teacher sessions through video conference (Google Meet) as much as possible.

- Access teachers through office hours, help sessions, email and Canvas.

Parent/Guardian Potential Roles for Virtual/Online Instruction

- Be available throughout the day to support your child.
- Discuss learning activities with your students.
- Help your child establish a comfortable and quiet place for learning in the home.
- Ensure that your students are balancing time in front of the computer with physical activity and offline activity.
- Monitor time spent on online and offline learning to ensure that students are spending adequate time mastering their learning as well as participating in class meetings, group sessions, and one-on-one learning sessions with their teacher.
- Maintain communication with your student's teachers.
- Monitor district communication for information regarding learning activities or any upcoming changes in remote learning.
- Families are responsible for picking up and dropping off any hard copy materials that the student may need from the student's home campus.
- Communicate any technology needs with the campus.
- Access your child's teacher's Google Classroom account to review the course expectations for each class.
- Ensure your child is following their daily schedule for learning to take place.
- Monitor student work and grades in your Ascender parent account.
- Communicate any needs and concerns to the appropriate teacher.
- Communicate with your child daily about their progress in each course and encourage them in their studies.
- Parents should identify the learning platform between Traditional In-Person (When Available) or Virtual/Online Instruction that works best for their student.
- Young children tend to be more successful in a face-to-face setting.***

***Tioga ISD plans to offer In-Person Instruction, five days a week, at both TISD campuses beginning September 14, 2020. Traditional In-Person Instruction will require additional health and safety precautions because the safety and well-being of students, families, and staff will remain Tioga ISD's top priority. Traditional In-Person Instruction will consist of a safe environment that is in alignment with local health protocols. Social distancing will be adhered to as much as instructionally possible.

Teacher Expectations for Virtual/Online Instruction:

- Develop high quality remote lessons and assignments that address the Texas Essential Knowledge and Standards (TEKS).
- Provide necessary accommodations for all under Section 504, English Language Learners, Gifted and Talented, and/or Special Education.
- Plan and use appropriate instructional strategies, activities, materials, and equipment that reflect accommodations for students' individual needs.
- Provide a variety of learning experiences through synchronous and asynchronous activities.

- Consistently assess student achievement through formal and informal testing and use results to plan instructional activities.
- Communicate regularly with students and parents to communicate student performance.
- Support classroom performance through tutorials and study materials.
- Daily interactions with all students.
- Respond to students and guardians within a 24 hour period (excluding weekends).

Face-to-face Instruction (Beginning September 14)

Students in Tioga ISD will have the opportunity to attend school and receive instruction via face-to-face format for the 2020-2021 school year beginning September 14, 2020. This scenario will include an instructional platform that involves in-person instruction as well as the use of Google Classroom (district-wide) for specific instructional areas. This will ensure that students continue to be familiar with the virtual platform in the event we have to quickly switch back to an all-virtual setting.

Several *operational considerations* have been identified to prevent and mitigate the viral spread inside the school setting during face-to-face instruction.

While students are learning on-campus plans include:

- Implementation of student/employee health protocols
- Adjustments to the campus arrival/dismissal procedures
- Limitation of student transitioning during the school day
 - Students in grades PK-2 will be self-contained with one teacher.
 - Students in grades 3-5 will have a maximum of four content teachers.
 - Students in grades 6-8 (junior high) and 9-12 (high school) will have a unique campus schedule.
 - Whenever possible, teachers will rotate into classrooms to limit student transitioning.
 - Considerations will be made at all levels based on student needs.
- Adjustments to Child Nutrition, Transportation, and Campus Organizational procedures
- Implementation of Health and Hygiene Practices with increased cleaning and signage
- Adjustments to protocols for visitors, deliveries and student gatherings

Grading

The evaluation of student learning through grading and assessment continue to be revised for the 2020-2021 school year. The process for evaluation and grading will be similar to what it was during the 2019-2020 school year prior to the COVID-19 closure. Teachers and staff will receive additional support and guidance on effective grading practices to ensure that grades are valid and reliable for all students. Students receiving virtual learning follow the same grading guidelines as if they were receiving in-person instruction. Teachers will also receive support to ensure that grading guidelines are followed in all instructional models.

Students will participate in daily learning activities using an online platform.

Texas Education Agency outlines the requirements for the Texas Essential Knowledge & Skills (TEKS) that must be covered and mastered at each grade level. These TEKS are extensive, high level, and crucial for student growth and future success. Due to these rigorous demands on student learning and TEA attendance guidelines, students will be required to participate in learning activities Monday through Friday.

Daily learning activities could take many forms and grades are created from, but are not limited to:

- Zoom meetings
- Email correspondence with teacher
- Small group collaboration sessions with peers
- Small group or individual sessions with teacher
- Discussions boards
- Independent work time:
 - Reading
 - Taking notes
 - Skill practice

Attendance requirements will apply to all students.

The Texas Education Agency (TEA) requires attendance to be measured daily through daily engagement measures such as:

- Daily progress in Google Classroom
- Daily progress via teacher-student interactions
- Completion and submission of assignments to their teacher through Google Classroom

Families can expect to spend the following average times per week:

- PK, K and 1st Grade: 20 hours (average of 4 hours a day)
- 2nd-5th grade: 21-24 hours (average of 4-5 hours a day)
- 6th-12th grade: 22-26 hours (average of 5-6 hours a day)

These times are an average and the times will vary depending on a variety of factors such as student strengths, the type of assignment, and the work assigned by all the teachers cumulatively.

TISD is committed to the success of our students. We understand that a remote learning environment is not the first choice to many of our students, so we believe that it is important that we outline clear expectations for remote learning.

Technology

- Ensure that your student has an TISD-issued Chromebook. Students may use their own device as long as it conforms to the district’s Bring Your Own Device Guidelines.
- Make sure that your child knows their username and password for access to resources.
- Please ensure your students have internet access in the home. Please call 940-437-2366 if you need support with acquiring a student device or internet access.

Health Protocols for Campuses

TISD will follow pertinent guidelines and commits to the following:

1. The **health and safety** of our students, staff, families and community is our top priority.
2. Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on **operational considerations** during the school day.
3. Tioga ISD will provide the **highest quality instruction** to all students regardless of the circumstances.
4. Tioga ISD will support the well-being of **each student** and **every program**.

Campus Organization/Procedures

It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.

- All Tioga ISD campuses will operate on a schedule to limit student transitioning during the instructional day.
- When permitted, student gatherings will be held outdoors.
- Water fountains will not be accessible. Students should bring water to school in a labeled container.
- Outdoor play and learning will be encouraged

Elementary/PreK - 5th and Middle/6th – 8th Grade and High School/9th - 12th Grade Considerations

- Have separate entrances for bus riders, walkers/bikers, and car riders.
- Provide hand sanitizer stations at each entrance.
- Entry doors will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- Utilize non-classroom staff to supervise arriving students.
- Students will report straight to classrooms whenever possible.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.
- Students not allowed to congregate in a large enclosed area to wait to report to class.
- Consider adjusting arrival time for certain staff to supervise arrival.
- Parents will not be allowed to accompany students into the school.

Transitioning

- The transitioning of students will be limited, as feasible, during the school day.
- Students in grades PK-2 will be self-contained with one teacher.
- Students in grades 3-5 will have a maximum of 4 content teachers. Whenever possible, teachers will rotate into the classrooms to limit student transitioning.
- Considerations will be made at all levels based on student needs.
- Classroom doors will be left open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.
- Staff and signage will be posted to reinforce physical distance expectations.

Guidance and Considerations

Prevention of disease transmission in our schools will take all of us working together. The best way to prevent the spread of illness in our schools is to stay home when ill. Students, employees, and visitors are required to stay home when they are ill. Other prevention measures include avoiding close contact with others when possible and washing/sanitizing hands often, especially before eating, after using the restroom, entering and exiting public spaces, after blowing your nose, coughing, or sneezing, and after coming in contact with highly touched objects such as doorknobs, handrails, etc. Avoid touching your eyes, nose, and mouth with unwashed hands. Covering coughs and sneezes with a tissue and washing hands after is also a must.

Campus Safety Protocols

- Campus staff will be trained in COVID-19 safety protocols and students will engage in lessons focused on hand washing and social distancing practices at the beginning of the school year.
- Medical-grade, CDC-approved disinfectants will be used for deep cleaning campuses on a regular and ongoing basis.
- Students, teachers, and staff will be encouraged to sanitize and/or wash hands frequently following proper practices.
- 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.
- Sneeze Guards and Plexi-glass will be added to public reception desks and point of sale registers in the cafeteria check out lines.
- Social distancing and safety signage will be added and visible throughout school facilities.
- Visitors to campuses will be limited to essential needs on the campus. Lunch visitors will not be permitted.
- 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. Visitors will continue to utilize the outdoor buzzer system located at the entry of each school building. Hand sanitizer will be available upon entering the building.
- Volunteers will be limited to essential needs, and approved by school personnel prior to arriving at the school. Any volunteers scheduled for work at a campus will complete a pre-screening survey prior to entering the school.
- Tioga ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet any of the criteria for re-entry to the campus.
- Students will be encouraged to use backpacks instead of hallway lockers and cubbies to help ensure social distancing/space between students.

Screening Protocols

- Staff will be required to complete a self-screening process prior to entering a Tioga ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building.
- A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.

- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
 - Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
 - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
 - Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
 - Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)
- Teachers will monitor students and refer them to the nurse if symptoms are present.

Face Coverings

The use of face coverings will be determined by the rate of community transmission of COVID-19 and the health recommendations associated with each level. The District will rely on guidance from the Department of State Health Services (DSHS), Grayson County Health Department, and/or executive orders or directives from Governor Greg Abbott or local county and city officials to determine the community transmission level and use of face coverings. The District will develop a process to alert students, parents and staff of the community transmission level and when face coverings must be worn.

Schools are required to comply with the Governor’s executive order regarding the wearing of masks. In addition to the Governor’s executive order, TEA has provided school districts with guidance that can require the use of masks or face shields for adults or students for whom it is developmentally appropriate.

If the Governor’s executive order is not lifted between now and September 14, 2020 the following will be in place on inside Tioga ISD campuses:

- Facial coverings required for all district staff.
- Facial coverings required for students in grades 4 through 12.
- Facial coverings encouraged for students in grades Pre-K through 3.

General Information

- Students and staff will be asked to maintain recommended social distance when feasible.
- Daily temperature checks of all students at school will not be performed due to the expectation of daily self evaluations by parents or guardians. However, each campus has been provided no-touch infrared thermometers for screening symptomatic students and staff.
- Students and staff may be subject to temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day.

- All staff will monitor students and refer to the clinic if symptoms are present. According to the assessment of the clinic staff, a treatment plan will be determined. Parents will be contacted to pick up students who are unable to remain at school, and the students return to school plan will be discussed.
- Students and staff will be required to notify Tioga ISD if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or b) they themselves have COVID-19 symptoms.
- All Tioga ISD Staff will complete a daily self-screening before they are allowed entrance on campus or on a bus.

School Health Clinic Procedures

- Clinic staff and substitute clinic staff will be trained in COVID-19 safety protocols.
- Minor health needs will be handled in the school office area, when possible, by trained staff to reserve the health clinic space for students experiencing symptoms or fever.
- Attendance clerks will be trained to collect information from parents that report their child is sick with identified Coronavirus symptoms. The TISD District Registered Nurse will follow up with the family to discuss the protocol to return to school.
- Any students who come to the school health clinic showing symptoms will be required to put on a face covering/mask until their parent arrives to take them home (if not already wearing a mask).
- School Health Clinics will be cleaned and disinfected regularly.

Tioga ISD now has a 3 person health clinic team that consists of a Registered Nurse and two Health Clinic Assistants. They will provide service for the Tioga ISD campuses, consisting of roughly 740 students, 120 staff members and an Early Child Development Center population. In addition, TISD will contract with Baylor Hospitals the services of an Athletic Trainer that will be on campuses each day to monitor the health of all 7-12 grade student athletes.

Health and Hygiene Practices

- Hand sanitizer stations will be at the entrances of each facility.
- Campuses will have structured times for student hand washing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.
- Building systems will be adjusted to allow as much fresh air circulation as possible.
- All campus HVAC systems are equipped with filtration systems.

Social Distancing Protocols

- Students and staff will be trained in proper social distancing.
- Signage will be provided to help assist students and staff with social distancing in common spaces and hallways.

- Social Distance processes are a personal responsibility of each individual attending school or coming to a TISD facility. Anyone causing a disruption or unwilling to follow TISD safety protocols, putting students/staff at unnecessary risk may be asked to leave the premises immediately.
- We understand that all students have different needs, but whenever possible throughout the day, students and staff will remain six feet apart. NOTE: it isn't always feasible for staff and students to maintain six feet of social distancing at all times, especially in classrooms.
- Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. All students and staff will be expected to use hand sanitizer when entering and exiting common areas.

Student Health

- All students, or their parent, should do a daily self-evaluation prior to coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate social distancing, hand hygiene, and respiratory etiquette.
- All students should regularly wash their hands when reporting to school and after using the restroom.
- All students will be trained on proper handwashing techniques and participate in scheduled hand-washing times throughout the day.
- All students should maintain recommended social distancing from others.

Standard Classroom Guidelines

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, place student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, teachers will plan for more frequent hand washing and/or hand sanitizing and will have increased airflow from the outdoors if possible.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 15-ft of social distancing from other classroom groups.
- Students will be seated with as much separation as feasible without disrupting the educational experience.
- For age and developmentally appropriate students, use of masks in classroom settings will be encouraged and potentially mandated over the course of time.
- Face coverings will be worn by all staff and age-appropriate students in the classrooms. Tioga ISD will adhere to any state or county executive orders which require face coverings at all times.

- Visual reminders of distancing requirements will be used in all classrooms such as, marking off areas for common spaces and distancing best practices.
- Shared materials will be limited and cleaned between uses.

Employee Health

- All Tioga ISD employees will be required to complete self-screening daily.
- All employees shall know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All must practice appropriate cleaning and disinfection, hand hygiene and respiratory etiquette.
- All employees shall regularly wash their hands when reporting to work and after using the restroom.
- All employees shall maintain recommended social distancing from others.
- All employees shall use non-medical grade face masks, covering nose and mouth, while in indoors if mandated by the Governor.
- Employees who return to work after exhibiting fever shall have their temperature taken at work; for three consecutive days. See further guidelines later in this document.

Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19

In evaluating whether an individual has symptoms consistent with COVID-19, the District will consider the following questions:

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

- Feeling feverish or a measured temperature greater than or equal to 100.0 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

Close Contact:

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19,

For clarity, close contact is defined as:

1. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
2. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Screening will occur regularly for staff and students. An individual presenting symptoms will be isolated, evaluated, and sent home.

Individual Presents Symptoms At School/Work:

When a student has displayed symptoms of COVID-19, a clinical assessment will be administered to determine if and when a student needs to be sent home. A student who reports feeling feverish will have their temperature taken.

Students who are ill will be separated from their peers and should be picked up no later than 1 hour from the time the campus contacted the student's parent/guardian.

Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the District will 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.

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 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.

Individuals returning to school/work after Positive Report or Experiencing Symptoms:

Any individual - including teachers, staff, students, or other campus visitors/volunteers - who themselves either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 must stay at home

throughout the infection period, and cannot return to the campus until the school system screens the individual to determine if the following 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:

1. at least three days (72 hours) have passed since recovery (including no fever for 72 hours without the use of fever-reducing medications).
2. the individual has improvement in symptoms (e.g. cough, shortness of breath); and
3. at least 10 days have passed since symptoms first appeared.

Any individual who returns after a COVID-19 positive must be cleared through the health office on the day of return and have temperature monitored at school for three days following return.

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, along with additional health office clearance.

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 above, and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period and should not be allowed on campus.

Tioga ISD health office staff 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.

General Operating Procedures

Meal Service

All child nutrition staff will use PPE while performing job responsibilities and will be trained to practice health and hygiene regulations. ***To ensure the safety of students and staff, no outside food or drink deliveries will be accepted.*** Visitors will not be allowed during breakfast/lunch times. Cafeterias will be disinfected regularly. Students will use hand sanitizer or wash hands before entering the cafeteria serving area.

During Virtual/Distance Learning, meals for all grade levels will be served on the backside of the High School Cafeteria and in a “drive-thru” method. Parents and/or students will drive into the loop at the back of the school and be served a “to-go” breakfast and lunch meal. This is a come and go daily process that will take place 5 days per week from 12:00-1:30 each day. Families do not need to qualify for the Free/Reduced Meals Program in order to participate. These meals are open to any student in the Tioga ISD.

Nutrition & Food Service staff use facial coverings and gloves when performing job responsibilities and are trained to practice health and hygiene regulations. Kitchens are cleaned and disinfected daily. Grab and Go carts are utilized as needed to minimize cafeteria lines, increase the speed of service and enhance social distancing. Signage is located in cafeterias to reinforce social distancing.

Breakfast

- Only students eating school breakfast will be allowed in the cafeteria seating area in the mornings.
- Students will be seated with appropriate social distancing.
- Cafeteria and serving areas will be cleaned as students transition.
- Students will eat breakfast in classrooms whenever possible.

Lunch

- Students will utilize the cafeteria for lunch on a limited basis.
- When/If reporting to the cafeteria for lunch, students will be released on a staggered schedule.
- Lunches will be “Grab and Go.”
- Students may eat in various locations throughout the building to maximize social distancing.
- Only specialized groups will be designated to eat in the cafeteria with appropriate social distancing.
- Cafeteria serving and eating areas will be cleaned between uses.

Transportation

As a response to COVID, Tioga ISD encourages all families, with the ability to do so, to transport children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, students utilizing bus transportation will be required to utilize face coverings.

- At the bus stop, bus riders should social distance themselves 6 feet from each other while waiting to board the bus.
- Bus seating will be assigned during routes and any extra curricular activities.
- All bus drivers will wear a face covering.
- All students will need to use non-medical grade face masks, covering nose and mouth, while riding the bus.
- Buses will be unloaded from front to back when arriving at the school.
- Each bus will be sanitized between routes.
- Transportation staff will be trained in proper sanitation procedures.
- Buses will be thoroughly disinfected on a scheduled rotation.
- Each bus/route will be limited to one student per seat or two students from the same household in order to encourage social distancing.
- Bus riders will be encouraged to sit apart from one another and will be required to sit facing the front of the bus and keep their hands to themselves.
- Hand sanitizers will be installed on all buses and are to be used by students when entering and exiting the bus.
- Seats, handles, and high-touch areas will be disinfected after every route, per TEA guidelines, utilizing CDC-approved disinfectant through Electrostatic Disinfectant Sprayers.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.
- All Tioga ISD vehicles will be equipped with sanitation and cleaning supplies.

Campus Cleaning Plan:

- Campuses will be cleaned throughout the instructional day.
- Custodial staffing will be realigned to allow for ongoing cleaning of touch surfaces during the instructional day.
- Classrooms will be equipped for cleaning between changing student groups.
- Each classroom will be supplied with sanitation supplies for each classroom and common area to maximize cleanliness from space to space.
- Cleaning products will be properly stored when not in use.
- Deep cleaning will occur each day after school hours
- Each classroom and restroom will be cleaned/disinfected at the end of each day. Custodians will wear masks and gloves during work hours.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- All cleaning products are supplied by Complete Supply and are Buckeye, Eco-Based products. In addition various brands of disinfecting wipes will be utilized, once approved for school use.
- Alcohol-based hand sanitizing stations will be located throughout the building in common areas.

Visitors/Deliveries/Miscellaneous

- To limit exposure, informal campus visits will be restricted. (including during meal time).
 - Essential meetings will be done by appointment or through a virtual format.
 - In the event an individual visits a campus, they must pass a screener with temperature monitoring to access a school campus.
 - Individuals who proceed beyond the reception area will follow specific guidelines for visitors.
 - Visitors and staff will adhere to safety protocols including physical distancing for meetings.
 - Cleaning/disinfecting will occur after each meeting.
- All visitors entering the building must sanitize hands upon entry.
- To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e. food, drinks, snacks, gifts).
- Until further notice, there will be no large student assemblies and/or field trips that involve visitors.
- Visitors, non-essential to school operations, will not be given access to the campus or during meal times.
- Parents/volunteers are asked to replace regular campus visits with phone, virtual or pre-scheduled appointment

Social/Emotional Needs

Along with the implementation of several health and safety protocols to address student and employee needs, Tioga ISD will also address the social and emotional needs of students and staff.

Plans include:

- Provide leveled professional learning opportunities on social/emotional learning and trauma-informed classrooms.

- Provide leveled in-class instructional opportunities on social/emotional learning, following specific SEL competencies (Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making).
- Adjust curriculum to support digital and social milestones.
- Develop/implement mental health supports for students and employees.
- Trained personnel for in-person and virtual are available to provide resources and strategies to support students' social and emotional well-being.
- Trained personnel for in-person and virtual are also available to provide trauma informed practices and to support students and are well versed in how to report potential behavioral threats.
- Counselors are available to support students and families in the virtual environment and in-person learning environment.

Physical Education Classes

- 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.

Extra-Curricular/Non-Academic Activities:

- Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Athletics and Extracurricular Activities will be conducted in alignment with UIL guidelines.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by Tioga ISD and TEA.
- Non-UIL activities will follow the same COVID-19 related guidelines as UIL activities.
- No indoor Pep-Rallies during the Fall Semester. Outdoor Pep-Rallies or gatherings must be in compliance with state social distancing guidelines.
- Hand Washing or hand sanitation stations must be available for any activity.
- Use of face coverings should be implemented as feasible.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- Event procedures will be in place to minimize face-to-face interactions.
- 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.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- Practices and contests will be conducted following safety protocol provided by guidance from TISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students receiving the TISD virtual learning environment will be permitted to participate in on-campus extracurricular activities unless decisions from TEA (Texas Education Agency) or The UIL (University Interscholastic League) are communicated that restrict participation. It will be the responsibility of the parent to transport their student to/from practice sessions, rehearsals, and on-campus contests. Parents and students receiving or choosing the TISD virtual option will need to communicate with the appropriate campus staff (music director, athletic coach, cheer coach, etc.) of their intention to participate. Extracurricular activities will only be offered on campus in a face-to-face environment.

All students will communicate with Athletic Trainers, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

7th – 12th Grade Athletics

- Similar to summer strength and conditioning activities, practices and contests will follow protocols established by UIL, TEA and Tioga 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. 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 or individual containers. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as volleyball and 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.

7th – 12th Grade Cheerleading

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

- Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
- Students will be asked to wash or sanitize their hands before and after class.
- During center work and across the floor drills, students should maintain at least 6 feet apart, when possible.
- Cheerleaders will be required to bring their own water bottle and a personal towel to wipe perspiration.
- Cheerleaders will not share equipment/props (i.e. pom poms, megaphones, etc.)
- Students will be encouraged to wear appropriate attire and will rotate through the dressing rooms in small groups.
- Students will be asked to bring their own mask.

6th – 12th Grade Band

- Practices and performances will be conducted following safety protocol provided by guidance from TISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.
- Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
- Students will be asked to wash or sanitize their hands and instruments before and after class.
- During marching band rehearsals, students should maintain at least 6 feet apart, when possible.
- Members will be required to bring their own water bottle and a personal towel to wipe perspiration.
- Members will not share equipment/props (i.e. instruments, mouth pieces, reeds, etc.)
- Students will be encouraged to wear appropriate attire and will rotate through the dressing rooms in small groups.
- Students will be asked to bring their own mask.