



## CROSS ROADS INDEPENDENT SCHOOL DISTRICT

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## CROSS ROADS ISD FALL PLANNING GUIDE

TEA GUIDANCE as of 6/9/2020:

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

**Individuals including students, teachers, staff or other campus visitors/volunteers who have had close contact with a family member 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 should not be allowed on campus without a negative COVID-19 test result.**

**Cross Roads ISD school nurse 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 with a negative COVID-19 test result. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.**

*The Cross Roads ISD's Fall Planning Guide was created by the district administration team in accordance with the above TEA Guidance as of 6/9/2020 and using parent surveys to guide the districts' plan to reopen school the safest manner possible.*

*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. CRISD will follow the Texas Education Agency (TEA) and Northeast Texas Public Health District guidelines for In-Person Instruction. NOTE: TEA has not yet released information to public schools for On-Campus instruction.*

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## **A MESSAGE FROM CROSS ROADS ISD'S ADMINISTRATIVE TEAM**

The Cross Roads 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 20, 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. Cross Roads ISD staff provided parents with at-home remote learning resources, lesson links, optional packet activities, and occasional teleconference meetings with their students. Cross Roads ISD staff is 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, Cross Roads 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.

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) and Northeast Texas Public Health District (NET Health).

Cross Roads 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 Cross Roads 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 a virtual school model in response to the COVID-19 pandemic for districts to utilize in addition to on-campus instruction for the 2020-2021 school year. 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). Cross Roads ISD will provide asynchronous instruction for students in grades PK-12.

Cross Roads 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 Cross Roads ISD Virtual Instruction for attendance and funding purposes and will be eligible to participate in all extra-curricular activities and sports per UIL guidelines.

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 Cross Roads ISD learning plan; or
2. Daily progress via teacher-student interactions as defined in the Cross Roads 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.

Cross Roads 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.

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## **General Health & Safety Protocols**

- 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.
  - Cross Roads 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.
  - Students will utilize backpacks and/or hallway lockers and cubbies, at least during the fall semester.
  - Currently, all locker rooms and shower rooms are "OPEN" per the Texas Education Agency.
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### **Health Pre-Screening for Staff & Students**

- 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 CRISD 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 campus office 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.
  - Cross Roads 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**

- 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 on the bus.
  - Students will be encouraged to use hand sanitizer immediately upon entering the building.
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## **School Health Clinic Procedures**

- School Nurses and substitute nurses 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.
  - Attendance clerks will be trained to ask questions to screen students/staff who are absent for COVID-19 symptoms.
  - 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.
  - School Health Clinics will be cleaned and disinfected regularly.
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## **Positive Cases as well as Teachers, Staff, or Students Showing COVID-19 Symptoms**

- Schools must have a plan for immediately separating any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should close off areas used by a sick individual (student, teacher, or staff) until they can be disinfected. If possible, wait 24 hours to clean these areas to increase the chances of the virus becoming inactive. If 24 hours is not possible, wait as long as possible.
- If a positive case is identified for a school participant, whether teacher, staff, or student, the school must identify any individuals who had regular or close contact with the affected participant. This may include the entire class (students, teachers, and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well and should be screened for symptoms and tested for COVID-19 before returning to school.
- All participants of the school program must receive written notification if a positive COVID-19 case is identified among participants (teachers, staff, or students). For students, such written notification is to be provided to the

parents or guardians of the students. The school must also notify its local health department.

- Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 (listed below) should self-isolate until the below conditions have been met. In the case of an individual who was diagnosed with COVID-19, the individual may return to the school program 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); and
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least ten days have passed since symptoms first appeared; or in the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or if the individual has symptoms that could be COVID-19 and wants to return to the school program before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-isolate until the above conditions have been met. If they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met, including a negative COVID-19 test result.

### **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**

- Cross Roads 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.
- Hand sanitizers are available on all buses and can be used by students when entering and exiting 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

- Cross Roads 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.
- 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.
- Seats, tables, door handles, and high-touch areas will be disinfected as possible.

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## Personal Protective Equipment (PPE) & Masks

- According to health guidelines released by the Texas Education Agency, **students may not be required to wear masks as they are not developmentally appropriate for Pre-Kindergarten or Kindergarten. For first grade or above, parents may determine if masks or face coverings are developmentally appropriate.** Therefore, masks remain an option and are not mandated at this time.
- The Texas Education Agency recently announced that PPE would be purchased and provided to each district for use as needed. From the state, Cross Roads ISD will receive:
  - 5096 disposable masks
  - 1274 reusable masks (staff)
  - 3400 gloves
  - 4 thermometers
  - 59 gallons of hand sanitizer
  - 100 adult face shields (staff)

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## **Handwashing & Hand Sanitizers**

- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.
- Elementary (PK-3) will teach and supervise proper student handwashing each day.
- Hand sanitizer stations have been added in each classroom and commons areas.

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## **Social Distancing Protocols**

- 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 CRISD 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**

- CRISD 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.

- Restrooms, cafeterias, playgrounds, and computer labs will undergo extensive cleaning.
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### **Instructional Delivery Options**

- Cross Roads 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 both 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**

- Cross Roads ISD intends to begin On-Campus Instruction on the first day of school for students, August 20, 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, Cross Roads 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 Cross Roads ISD Virtual Instruction for attendance and funding purposes and will be eligible to participate in all extra-curricular activities and sports per UIL guidelines.
- In the event that CRISD is forced to close down campuses for an extended period of time, the district will utilize the Virtual Instruction (asynchronous) model.
- CRISD 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.
- Cross Roads 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 CRISD'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**

- Cross Roads 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).
- 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**

- 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 will be provided by the service provider when possible through various digital platforms for virtual learners. Some related and/or other services 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.
- 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. Cross Roads 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

- All Pre-K through 12th Grade Cross Roads ISD students selecting asynchronous instruction will have access to a district-issued personal device for Virtual learning.
- Technology staff will be available in all instructional models to assist students and staff with technology support.

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## Playgrounds & Outdoor Spaces

- Playgrounds will be cleaned and disinfected.
- When feasible and appropriate, students will gather outside (for instance, during physical education class), rather than inside due to the reduced risk of spreading the virus outdoors.

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## Extracurricular Participation

- 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**

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

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### **Large-Group Gatherings & Special Event Announcements**

- CRISD will avoid scheduling non-essential large group gatherings and events.

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### **Social-Emotional Support/Mental Wellness**

- Cross Roads ISD counselors will be trained in COVID-19 safety protocols.
- Counselors will develop strategies and support for students, families, and staff members.
- Counselors 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**

- Cross Roads ISD will continue to inform key stakeholders regularly while offering opportunities for feedback to help shape Cross Roads ISD's plan moving forward.

- The district and campuses will communicate official CRISD news using Blackboard for phone calls, text messages, emails, and will also post updates on the district website, and social media accounts.
- Survey links will be sent to each family to offer feedback, opinions, and preferences for planning.
- Parent and staff surveys launch July 15<sup>th</sup> and will remain open until July 24<sup>th</sup>.

*Updated 7/13/2020*