



Elgin ISD
Return to Learn Plan
August 3, 2020

Information is subject to change based on governmental authority and updates.

ELGIN ISD's "RETURN TO LEARN" PLAN

(August 3, 2020 - Subject to Change)

INTRODUCTION

Elgin ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a remote instructional setting. We recognize that this may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. Toward that end, we will offer two options for all students for the 2020-21 school year:

1. 100% remote instruction (no paper packets)

2. 100% face-to-face instruction / Hybrid Schedule (A/B Days): High School ONLY

Please note, all students will be provided a device from PK-12th grade.

- PreK-2nd Grades: Students will receive an iPad to support in-person and learning, depending on what families choose.
- 3rd-12th Grades: Students will receive a Chromebook to support in-person and virtual learning, depending on what families choose.

Once parents select a model, the student must remain in that setting until the end of the nine-week grading period before a change can be made from the initial choice. Notice of any change to the instructional method must be made in writing to the campus Principal no later than two weeks prior to the end of the nine weeks grading period.

All students, remote or in-person, must still register. Elgin ISD utilizes online returning student registration in our TxEIS Ascender Parent Portal. Online registration must be completed for each returning student in the district prior to the start of the new school year. The process typically takes only a few minutes per student, and allows you to verify that all of your student's data is correct and provide updates for any important information that has changed, such as contact phone numbers, emergency contacts, and student health history. Returning student verification must be completed before students receive schedules or homeroom teacher assignments for the upcoming school year.

Reminder: The first day of school is Monday, August 24th. Elgin ISD will open schools in a 100% remote setting for the first four weeks of school. (Students who do not have access to a device and/or the internet will have the option to attend school in person, based on requirements of the Texas Education Agency.) Beginning Monday, Sept. 21st, in-person instruction will begin for those students who have indicated that as their method of choice.

REMOTE LEARNING

Elgin ISD will utilize Asynchronous instruction as our model for remote learning.

Asynchronous instruction refers to self-paced instruction with consistent teacher interaction. Assignments are made in Google Classroom. Students will also submit work on a daily basis and take assessments via Google Classroom. Teachers will provide pre-recorded teaching videos and post in Google Classroom as a means for providing instruction to students. Teachers will also be available to assist students during remote office hours. The same **grading policies** apply to remote learning and face-to-face instruction and will remain the same as they were prior to school closure in the spring of 2020.

ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING

| STUDENTS | PARENTS/ GUARDIANS |
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| <ul style="list-style-type: none">• Follow the designated schedule communicated by your teacher and attend remote meetings with the teacher during asynchronous learning.• Complete and submit daily asynchronous activities and assignments at the direction of your teacher.• Participate daily in scheduled learning activities, including intervention and tutorials, as required by your teacher.• Use proper etiquette during online learning.• Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. | <ul style="list-style-type: none">• Monitor and ask for evidence that your child is on track with assignments and coursework.• Check the district homepage for assistance with accessing teacher lessons.• Provide your child with assistance on their day-to-day activities with the exception of designated independent work.• Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus.• Create a designated learning space for your child at home to learn comfortably.• Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership.• Allow your child to struggle; it is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice. |

ELEMENTARY

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| <p>PRE-K – 4TH GRADE CORE AREAS Language Arts, Math, Science and Social Studies</p> | <p>Students will receive Asynchronous Instruction:</p> <p>(1) DAILY student attendance is earned through daily engagement measures:</p> <ul style="list-style-type: none">• Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR• Daily completion and submission of assignments <p>(2) The teacher will schedule one-on-one tutorials and intervention time as needed.</p> <p>(3) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction, and will remain the same as they were prior to school closure in the spring of 2020.</p> |
| <p>PRE-K – 4TH GRADE SPECIAL CLASSES</p> | <p>We will not provide direct instruction for music, art, PE, and gifted and talented classes, but the teachers will provide activities for these areas. Students will have access to these activities via Google Classroom.</p> <p>The physical education teacher will provide instructional videos for the classroom teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p> |
| <p>PRE-K – 4TH GRADE Dual Language Instruction</p> | <p>Students will receive Asynchronous Instruction:</p> <ol style="list-style-type: none">1) DAILY student attendance is earned through daily engagement measures:<ul style="list-style-type: none">• Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR• Daily completion and submission of assignments2) The teacher will schedule one-on-one tutorials and intervention time as needed.3) The student must be able to complete and/or submit assignments on a daily basis in English and Spanish as outlined in TAC, Chapter 89.4) Appropriately certified teachers will provide instruction (TEC, Chapter 29.061)5) Students will receive Math instruction in English with Spanish support if appropriate.6) Students will receive Social Studies and Science instruction in Spanish with English support if appropriate.7) Students in grades PK-1 will receive Language Arts instruction in their first language.8) Students in 2nd grade through 4th grade will receive Language Arts instruction in Spanish and English.9) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction, and will remain the same as they were prior to school closure in the spring of 2020. |

Elementary School Counselors will:

In Person

- Coordinate with classroom teachers, PreK-4, to establish a time for the elementary school counselor to provide face-to-face instruction at least once a month from the Elgin ISD Comprehensive Elementary Counseling Program.
- Support classroom teachers, PreK-4, in implementing face-to-face instruction of the second step curriculum.
- Provide information on social emotional learning, college, and career readiness via class meetings, classroom visits, email, and a Google Classroom by cohort.
- Provide student access to Xello College and Career Readiness Online Platform to support future-ready learning.
- Provide responsive services to students receiving in person instruction according to the Elgin ISD Suicide and Non-Suicide Self Injury guide

Remote

- Develop a plan of support and communication for each student via google forms and parent-student conference as needed
- Coordinate with campus administration and teachers to ensure at least biweekly check ins with parents and students receiving remote instruction
- Provide opportunities for students to connect with each other in a group setting. A calendar will be sent for those interested to sign up within the first four weeks of school.
- Provide information on social emotional learning, college, and career readiness via email or Google Classroom by cohort.
- Provide student access to Xello College and Career Readiness Online Platform to support future-ready learning.
- Be available to check in with students on an as needed basis via parent request and permission.
- Provide responsive services to students receiving remote instruction according to the Elgin ISD Mental Health Crisis & Emotional Concerns Protocol for Remote Learning

The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the district [COVID-19 counseling resources webpage](#).

COUNSELING SERVICES

INTERMEDIATE SCHOOL

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| <p>5TH & 6TH GRADE CORE INSTRUCTION Language Arts, Math, Science and Social Studies</p> | <p>Students will receive Asynchronous Instruction:</p> <ol style="list-style-type: none">1) DAILY student attendance is earned through daily engagement measures:<ul style="list-style-type: none">• Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR• Daily completion and submission of assignments2) The teacher will schedule one-on-one tutorials and intervention time as needed.3) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction, and will remain the same as they were prior to school closure in the spring of 2020. |
| <p>5TH & 6TH GRADE ELECTIVES</p> | <p>5th Grade</p> <p>We will not provide direct instruction for music, art, technology, and PE, but the teachers will provide activities for these areas. Students will have access to these activities via Google Classroom.</p> <p>The Physical Education teacher will provide instructional videos for the homeroom/advisory teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p> <p>6th Grade</p> <p>Students will receive Asynchronous Instruction:</p> <ol style="list-style-type: none">1) DAILY student attendance is earned through daily engagement measures:<ul style="list-style-type: none">• Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR• Daily completion and submission of assignments2) The teacher will schedule one-on-one tutorials and intervention time as needed.3) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction, and will remain the same as they were prior to school closure in the spring of 2020. <p>The Physical Education teacher will provide instructional videos for the homeroom/advisory teacher to post. Elgin ISD expects all 6th graders to participate in PE classes daily, even in a remote setting.</p> <p>Beginner Band will be offered to 6th grade students committing to remote learning. Students will have access to band instruments, and will also be able to meet with the EIS Band Director during scheduled office hours outside of the regularly scheduled school day.</p> |
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| <p>5TH GRADE Dual Language</p> | <p>Students will receive Asynchronous Instruction:</p> <ol style="list-style-type: none"> 1) DAILY student attendance is earned through daily engagement measures: <ul style="list-style-type: none"> • Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR • Daily completion and submission of assignments 2) The teacher will schedule one-on-one tutorials and intervention time as needed. 3) The student must be able to complete and/or submit assignments on a daily basis in English and Spanish as outlined in TAC, Chapter 89. 4) Appropriately certified teachers will provide instruction (TEC, Chapter 29.061) 5) Students will receive Math instruction in English with Spanish support if appropriate. 6) Students will receive Social Studies and Science instruction in Spanish with English support if appropriate. 7) Students will receive Language Arts instruction in Spanish and English. 8) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction. |
| <p>Counseling Services</p> | <p>Intermediate School Counselor will:</p> <p>In Person</p> <ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, 5th-6th, to establish a time for the intermediate school counselor to provide face-to-face instruction at least once a month from the Elgin ISD Comprehensive Counseling Program. ➤ Support classroom teachers implementing face-to-face instruction of the second step curriculum. ➤ Provide information on social emotional learning, and college and career readiness via class meetings, classroom visits, email, and a Google Classroom by cohort. ➤ Provide student access to Xello College and Career Readiness Online Platform to support future-ready learning. ➤ Provide responsive services to students receiving in person instruction according to the Elgin ISD Suicide and Non-Suicide Self Injury guide <p>Remote</p> <ul style="list-style-type: none"> ➤ Develop a plan of support and communication for each student via google forms and parent-student conference as needed. ➤ Coordinate with campus administration and teachers to ensure at least biweekly check-ins with parents and students receiving remote instruction on academic, social emotional, or future ready related goals. ➤ Provide opportunities for students to connect with each other in a group setting. A calendar will be sent for those interested to sign up within the first four weeks of school. ➤ Provide information on social emotional learning, and college and career readiness via email or Google Classroom by cohort. ➤ Provide student access to Xello College and Career Readiness Online Platform to support future-ready learning. |

- Be available to check in with students on an as needed basis via parent request and permission.
- Provide responsive services to students receiving remote instruction according to the Elgin ISD Mental Health Crisis & Emotional Concerns Protocol for Remote Learning.

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MIDDLE SCHOOL

7TH & 8TH CORE AREAS AND ELECTIVES

Students will receive **Asynchronous Instruction**:

- 1) **DAILY** student attendance is earned through daily engagement measures:
 - Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR
 - Daily completion and submission of assignments
- 2) The teacher will schedule one-on-one tutorials and intervention time as needed.
- 3) **Grading policies** and **attendance requirements** for Asynchronous Instruction are the same as face-to-face instruction, and will remain the same as they were prior to school closure in the spring of 2020.

Counseling Services

Middle School Counselors will:

In Person

- Coordinate with classroom teachers, 7th-8th, to establish a time for the middle school counselor to provide face-to-face instruction regarding individual planning and guidance curriculum on an as needed basis.
- Support classroom teachers, 7th-8th, providing face-to-face instruction in alignment with the Social Emotional Learning Program and other state-mandated topics, as needed.
- Provide information on social emotional learning, graduation, endorsement pathways, post-secondary opportunities, via class meetings, classroom visits, email, and a Google Classroom by cohort.
- Provide responsive services to students receiving in person instruction according to the Elgin ISD Suicide and Non-Suicide Self Injury guide.

Remote

- Develop a plan of support and communication for each student via google forms and parent-student conference as needed.
- Coordinate with campus administration and teachers to ensure at least biweekly check-ins with parents and students receiving remote instruction on academic, social emotional, or future ready related goals.
- Provide opportunities for students to connect with each other in a group setting. A calendar will be sent for those interested to sign up within the first four weeks of school.
- Provide information on social emotional learning, graduation, endorsement pathways, post-secondary opportunities via email or Google Classroom by cohort.
- Available to check in with students on an as needed basis - student can make this request via Classlink, parents may email or call the counselor
- Provide responsive services to students receiving remote instruction according to the Elgin ISD Mental Health Crisis & Emotional Concerns Protocol for Remote Learning

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HIGH SCHOOL

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| <p>9TH -12TH GRADE CORE AREAS AND LOTE (Languages other than English)</p> | <p>Students will receive Asynchronous Instruction:</p> <ol style="list-style-type: none">1) DAILY student attendance is earned through daily engagement measures:<ul style="list-style-type: none">• Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR• Daily completion and submission of assignments2) The teacher will schedule one-on-one tutorials and intervention time as needed.3) Grading policies and attendance requirements for Asynchronous Instruction are the same as face-to-face instruction. |
| <p>HIGH SCHOOL ELECTIVE AREAS</p> | <p>All general elective courses will be available via Google Classroom with lessons developed by Elgin High School teachers.</p> <p>CTE courses are available both in-person and online using each Pathways' Industry-Based curriculum resources.</p> <p>The following CTE courses <u>require</u> in-person learning: Advanced Floral Design, Auto Tech I & II, Adv. Auto Tech, all Welding classes, including P-TECH Welding classes, and Law Enforcement II & Practicum classes.</p> |
| <p>DUAL CREDIT AND ECHS</p> | <p>If the pandemic permits, ACC will slowly scale-up in-person classes and support services, remaining focused on courses that require some component of face-to-face instruction such as technical hands-on programs (welding, automotive, nursing, etc.). In-person classes will require new protocols. All other courses will remain online and the majority of employees will be asked to continue to work remotely.</p> |

**COUNSELING
SERVICES**

High School Counselors will:

In Person

- Coordinate with classroom teachers, 9-12, to establish a time for the high school counselor to provide face-to-face instruction regarding individual planning and guidance curriculum on as needed basis.
- Support classroom teachers, 9-12, in providing face-to-face instruction in alignment with the Social Emotional Learning Program and other state-mandated topics, as needed.
- Provide information on graduation, endorsement pathways, post-secondary opportunities, FAFSA, etc., via class meetings, classroom visits, email, and a Google Classroom by cohort.
- Provide responsive services to students receiving in person instruction according to the Elgin ISD Suicide and Non-Suicide Self Injury guide.

Remote

- Develop a plan of support and communication for each student via google forms and parent-student conference as needed.
- Coordinate with campus administration and teachers to ensure at least biweekly check-ins with parents and students receiving remote instruction on academic, social emotional, or future ready related goals.
- Be available to check in with students on an as needed basis.
- Provide opportunities for students to connect with each other in a group setting. A calendar will be sent within the first four weeks of the school year for those interested to sign up.
- Provide responsive services to students receiving remote instruction according to the Elgin ISD Mental Health Crisis & Emotional Concerns Protocol for Remote Learning.

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PHOENIX HIGH SCHOOL

ALL COURSES

Students will receive **Asynchronous Instruction** in all courses.

- Students are required to complete daily assignments.
- Scheduled tutorials and interventions will be established by the teachers.
- There will be one teacher per subject and they will teach all grade levels.
- All courses will be taken through Edgenuity.

DAILY student attendance is earned through daily engagement measures:

- Daily progress via teacher-student interactions focused on supporting or monitoring student academic progress AND/OR
- Daily completion and submission of assignments

Grading policies and **attendance requirements** for Asynchronous Instruction are the same as face-to-face instruction.

OTHER SERVICES

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| SPECIAL EDUCATION | <p>Elgin ISD is committed to ensuring a Free and Appropriate Education (FAPE) for all students identified as needing special education service. In an effort to ensure provisions of FAPE students' service plans will align to all regulations and guidance outlined by the State. A student's service plan is contingent upon selection of instructional setting (face-to-face instruction or remote learning) and services/supports outlined within the Individualized Education Plan (IEP). All students' service plans are individualized and based on each student's unique need as determined by the ARD committee.</p> |
| Dyslexia Service | <p>Elgin ISD ensures continuity of service for students who receive dyslexia service through face-to-face instruction or remote learning.</p> |
| 504 Services | <p>Elgin ISD will continue to provide service for Section 504 as outlined in the Rehabilitation Act of 1973. Service provisions for Section 504 will align to all regulations and guidance outlined by the State. Students who receive 504 service may access service through face-to-face instruction or remote learning.</p> |
| ENGLISH LANGUAGE LEARNER SERVICES | <p>English Language learners will continue to receive all required services during remote asynchronous instruction. "Neither state nor federal law provide flexibility to LEAs (school districts) in times of emergency regarding their obligation to provide equitable access to the curriculum for English learners through bilingual education and English as a Second Language (ESL) services. The LEA must ensure that to the greatest extent possible, each English learner can be provided language program service commensurate with the student's English language proficiency level." (TEA COVID-19 FAQ: English Learner Guidance, May 26, 2020)</p> <p>Elgin ISD will provide the following services as detailed in the complete EISD Reopening Plan:</p> <ul style="list-style-type: none"> • Dual language asynchronous remote instruction grades PK-5th grades. • ESL asynchronous remote instruction PK-12th grades. • ESL Content Based remote instruction in grades PK-5th grades. • ESL Pull Out remote instruction grades 6-12th grades. • Remote Sheltered Instruction core courses will be provided to English Learner (EL) students in grades 6-12. • English learner program services will meet the instructional components requirement of TAC, Chapter 89 and the TEC, Chapter 29 teacher certification requirements. • Parent information regarding English learner services provided will be communicated via remote Language Proficiency Assessment Committee (LPAC) meetings and parent conferences as required by TAC, Chapter 89.12.20. |

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| <p>FOOD SERVICES</p> | <p>Families who select remote instruction may pick up breakfast and lunch at one designated site to be determined by August 1st. Watch for the announcement on the district website and from campus principals.</p> <p>**We are awaiting further guidance from the Texas Education Agency. Once this is received, we will update families on the process for meals for our remote learners.</p> |
| <p>TECHNOLOGY DEVICES FOR STUDENTS</p> | <p>Elgin ISD will be providing iPads for all students in grades PK-2 and Chromebooks for all students in grades 3-12. AT&T wireless hotspots will also be available for checkout for families who do not have Internet access at home.</p> <ul style="list-style-type: none"> • Please watch for a separate email with dates and times for device deployment. |
| <p>PARENT TECHNOLOGY SUPPORT</p> | <p>Elgin ISD's Technology Task Force is in the process of developing High-Quality Family Training for all remote learning tools including student learning devices, hotspots, Google Classroom, etc. These training modules will be provided in English and Spanish. We will provide training via the following platforms:</p> <ul style="list-style-type: none"> • In-person or virtual sessions • Pre-recorded video training modules posted on the district website |

FACE-TO-FACE / IN-PERSON INSTRUCTION

The key to returning to successful, sustained in-person instruction will be our commitment to health and safety guidelines (below). In-person instruction will resume on **Monday, September 21, 2020**. We support [The American Academy of Pediatrics](#) guidance that strongly advocates for policy considerations for the coming school year that starts with the goal of having students physically present in school. They further state that "Schools are fundamental to child and adolescent development and well-being."

Disease Mitigation Guidelines for Parents, Students, and Staff

Communication with Local Health Officials:

Elgin ISD is closely monitoring Coronavirus COVID-19 and following the guidance of the Centers for Disease Control (CDC), Texas Department of State Health Services (DSHS), the Texas Education Agency (TEA), and state and local officials/health authorities to follow all precautionary measures as new details emerge. Knowing important information about the virus and how to be prepared not only can prevent illness but can also reduce stress and calm anxieties.

Safety Guidelines for In-Person Instructional Settings:

Elgin ISD is procuring the necessary cleaning and sanitization supplies that will be needed to open the schools in August. The Texas Education Agency has also provided additional supplies to school districts. All schools will be equipped with hand sanitizer and bathrooms will be stocked with soap and paper towels. Parents do not need to send additional cleaning supplies to the campuses.

All students will receive instruction during the first week of instruction on appropriate hygiene practices and mitigation strategies and these will be reinforced throughout the school year. We have faith that our students will do their part to keep their home and school families safe.

PUBLIC HEALTH STATEMENT

The health and safety of our staff and students remain our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information of practices that help minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, and advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students and staff about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep all safe but will also keep their respective families safe.

While it is not possible to eliminate all the risk of furthering the spread of COVID-19, these are the steps that Elgin ISD is taking to reduce the risks to students, teachers, staff and families. This document contains information on practices that address notification, prevention, response, and mitigation in regards to COVID-19.

Contact for COVID-19 Related Concerns (Communication)

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| Elgin High School - | Jesse Perez Email: jesse.perez@elginisd.net Phone: 512-281-3434 Ext. 1112 |
| Phoenix High School - | Michelle Ruthven Email: michelle.ruthven@elginisd.net Phone: 512-281-3434 Ext. 1275 |
| Elgin Middle School | Theresa Colunga Email: theresa.colunga@elginisd.net Phone: 512-281-3434 Ext. 1511 |
| Elgin Intermediate | Conwell Spears Email: conwell.spears@elginisd.net Phone: 512-281-3434 Ext. 1711 |
| Booker T. Washington | Linda Tamez Email: ltamez@elginisd.net Phone: 512-281-3434 Ext. 1411 |
| Elgin Elementary School | Megan Wehrle Email: megan.wehrle@elginisd.net Phone: 512-281-3434 Ext. 1311 |
| Neidig Elementary | Steven Payne Email: steven.payne@elginisd.net Phone: 512-281-3434 Ext. 1611 |
| District Level Contact | Al Rodriguez Email: arodriguez@elginisd.net Phone: 512-281-3434 |
| AT HOME BEFORE SCHOOL SCREENING (Prevention) | <p>Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. Parents should not send their children to school if they are exhibiting COVID symptoms, especially if they are running a fever.</p> <p>Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day. Self-screening must include staff and teachers checking their own temperature.</p> |
| COVID-19 SYMPTOMS | <p>According to the Center for Disease Control (CDC), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.</p> <p>People with these symptoms may have COVID-19:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache |

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| | <ul style="list-style-type: none"> • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea |
| <p style="text-align: center;">ARRIVAL / DISMISSAL (Mitigation)</p> | <p>ARRIVAL</p> <ul style="list-style-type: none"> • Avoid early drop-offs in the morning. • Students will arrive by walk-up, car drop-off, or school bus but parents/guardians will not be able to leave their cars. • Parents/guardians/older siblings, etc. will not be permitted to walk students inside the school building. • Alcohol-based hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. • Upon picking up breakfast, students will report to their homeroom or first-period class. (All students in Elgin ISD are eligible to receive a free breakfast.) <p>DISMISSAL</p> <ul style="list-style-type: none"> • Campuses may designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade levels will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. • Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. • Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival. • Early pick-ups are not permitted, unless the student has a verified medical appointment. |
| <p style="text-align: center;">Protocols for Disinfecting and Hand Sanitizing: (Mitigation)</p> | <ul style="list-style-type: none"> • Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. The CDC recommends the use of alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropyl (rubbing) alcohol. • Staff and students will be expected to regularly wash or sanitize their hands. • Elementary Schools: Provide hand sanitizer upon entry to classroom and periodically during the instructional day • Elementary Schools: Thorough hand washing after recess, before eating and following restroom breaks • MS/HS: Provide hand sanitizer upon entry to classroom and periodic reminders during the instructional day • MS/HS: Thorough hand washing upon return from outdoors, before eating and following restroom breaks |
| <p style="text-align: center;">MASKS / FACE COVERINGS (Mitigation)</p> | <ul style="list-style-type: none"> • Students in Pre-K through 2nd grade will be required to wear face coverings in the building and while riding the bus to and from school. The District will provide 1 face shield and one reusable cloth mask per student in grades PreK-2nd. Parents do have the option of deciding if |

- their student will wear a mask or a shield. Parents are strongly encouraged to supply students with additional face coverings.
- **Students in 3rd through 12th grade** will be required to wear face coverings each day, including in classrooms and on buses. Five (5) masks will be provided by the District to the student. Parents are strongly encouraged to supply students with additional face coverings.
 - Students' individual needs will be addressed on a case-by-case basis.
 - Requests for **accommodations** based on a documented medical need should be submitted to campus administration.
 - **All District employees** will be required to wear face coverings. The District will provide all staff with a face covering. District employees will receive one reusable cloth facemask and one clear plastic face shield. The District recommends that employees obtain additional face coverings as needed.
 - **All visitors and contractors** to campuses and facilities will be required to wear face coverings.

Daily Campus/Building Cleaning

FACILITIES, SCHOOLS,
AND CLASSROOMS
(Mitigation)

- Each classroom and restroom will be disinfected routinely throughout the day.
- All high touch areas will be disinfected routinely throughout the day.
- Cleaning cloths will be changed for each classroom and common areas to maximize room to room cleanliness.
- Custodians will wear masks and gloves while cleaning during work hours..
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- Desks or tables will be socially distanced as much as instructionally possible.
- When possible, communal supplies will be eliminated.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
- Each room will have a door stop to prop for no-touch entry between classes.
- High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.
- For middle school and high school, lockers will not be assigned - students will carry all needed materials and lunch with them.
- Students will be encouraged to bring clear water bottles to school for their personal use.
- Increase fresh air into the classroom by adjusting outside air dampers on the HVAC systems.
- Signs promoting protective measures and best practices throughout the school.
- Limiting the group size on playgrounds.
- Handwashing before and after playground use

Elgin ISD COVID-19
STANDARD
RESPONSE
PROTOCOL

1. Prevention

No confirmed cases of COVID-19 among staff or students.

- Health prevention measures are in place.
- Daily intensive cleaning and frequent cleaning of common areas.
- Limited visitor access.
- Monitoring virus trends in the community via health departments.

2. Mitigation

One or more confirmed case(s) of COVID-19 at one facility.

- Persons who came within “close contact” (as defined by TEA) of an individual with a confirmed case of COVID-19 will be asked to self-quarantine for 14 days.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill. Communication to all persons at the school or facility.

3. Modified Operations

Three or more confirmed COVID-19 cases in one specific area ie: Classroom

- Students and staff of that area will be advised to self-quarantine for 14 days.
- Students impacted move to remote learning.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill. Reminders sent to all persons at the school or facility.

4. Facility Closure

COVID-19 cases exceed 10% of facility occupancy

- Entire facility will be closed for a minimum of two days.
- All students and staff at this campus may return if symptom free upon determination by the school district and health authorities.
- Those in close contact with the confirmed COVID-19 positive person will be asked to self-quarantine for 14 days per CDC guidelines.
- District-wide communication to staff/parents with health monitoring guidance.

5. District Closure

COVID-19 cases exceed 10% of occupancy in more than 3 facilities.

- All EISD facilities close for a minimum of 14 days.
- Students and staff move to remote learning and work.
- Disinfection of all facilities and school buses.
- All Auxiliary areas such as playgrounds and athletic fields are closed.
- Extracurricular activities are cancelled

ISOLATION
PROTOCOLS
(Response)

Student or Staff Displaying COVID-19 Symptoms

- When a student has displayed symptoms of COVID-19, the **school nurse** will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus 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 immediately disinfected using EPA registered products and in accordance with CDC disinfection guidelines.
- Students or staff who come into close contact (as defined by TEA Guidance) with a COVID-19 positive individual will be required to **self-quarantine for 14 days** and may not return to campus during that time.
- Students who are required to quarantine will be able to access instruction virtually.
- Students will be required to report to the nurse after a 14-day quarantine.
- Staff members displaying COVID-19 symptoms will follow **district protocols** including isolation from students and other staff members.
- Any individual who themselves either: (a) are lab-confirmed or (b) experience the symptoms of COVID-19 must stay home throughout the infection period and cannot return to work or campus until the campus/district screens the individual to determine any of the below conditions for return have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:
 - 1) at least 24 hours have passed since resolution of fever 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.
- 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 an 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 confirmation they are free of COVID via an acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
- 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.

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| <p style="text-align: center;">Close Contact Defined</p> | <p>This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined by TEA guidance as:</p> <ul style="list-style-type: none"> • Being directly exposed to infectious secretions (e.g. being coughed on); or • Being within 6 feet for a cumulative duration of 15 minutes. <p>If either occurred at any time in the last 14 days at the same time the infected individual was infectious.</p> <p>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.</p> |
| <p style="text-align: center;">WATER (Prevention)</p> | <ul style="list-style-type: none"> • Students will be encouraged to bring clear water bottles to school for their personal use. • Water fountains will be accessible to staff and students. Water fountains will be regularly cleaned and disinfected throughout the day. |
| <p style="text-align: center;">CAFETERIA: BREAKFAST AND LUNCH (Mitigation)</p> | <p>Students will be required to have meals in the classrooms.</p> <ul style="list-style-type: none"> • Meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating locations or they will be delivered to classrooms by food service staff. • Hand sanitizer stations will be available at entrances and exits of the cafeteria. • Every campus will devise lunch schedules and formats that allow students to eat and transition safely. |
| <p style="text-align: center;">RECESS (Mitigation)</p> | <ul style="list-style-type: none"> • Playground equipment will be sanitized during the day. • Recess schedules and routines will limit the number of students outside to help maintain safe distances. • Children will sanitize their hands prior to going out to recess and when entering the building from recess. |
| <p style="text-align: center;">VISITORS (Mitigation)</p> | <ul style="list-style-type: none"> • All campus visits must have an educational purpose. TEA guidelines restrict school visits to those essential to school operations. • All campus visits must be scheduled and approved by campus leadership. • All pre-approved individuals entering the building will be required to wear face coverings and social distance. • Parents/guardians/older siblings etc. will not be permitted to enter the building to have lunch or walk their student(s) to class. • Individuals proceeding beyond the reception area will be subject to the following guidelines: <ol style="list-style-type: none"> 1. All visitors will be subject to screening by way of a symptom screening form. 2. Virtual meetings and phone conferences will be scheduled when possible. 3. Visitors and staff will maintain physical distancing and wear face coverings for ARD and other approved and scheduled meetings. |

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| <p>PARENT MEETINGS (Mitigation)</p> | <ul style="list-style-type: none"> • Campuses and Departments will utilize virtual meetings and phone conference options to limit visitors. All visitors must have scheduled appointments and visitors who are preapproved to enter the building will be required to wear a face-covering and social distance. (See Visitor Information) • ARD meetings, 504 meetings, LPAC meetings, and parent conferences will be held remotely to the greatest extent possible. |
| <p>TRANSPORTATION (Mitigation)</p> | <p>The District encourages families to drop students off or walk with their student to school to help reduce possible COVID-19 exposure on school buses and District vehicles.</p> <p><u>Student Riding Requirements:</u></p> <ul style="list-style-type: none"> • Bus enrollment form must be filled out prior to students riding the bus. • Student pre-screening for COVID-19 symptoms must be performed at home before heading to the bus stop. • Every student must wear a face covering before boarding the bus and while riding on the bus or any other school district vehicle. • Students will be assigned seats and must sit in their assigned seat at all times. • When possible, windows will be opened to allow outside air to circulate in the bus. At least 50% of the windows will be rolled down as weather permits. • Students will be required to sanitize their hands as they board the bus and again when exiting the bus. <p><u>Protocols for School Bus Cleaning and Disinfecting:</u></p> <ul style="list-style-type: none"> • School Bus Drivers will be required to clean and disinfect their cockpit area after each route. • EISD Transportation Department will be using a three step process to ensure buses are thoroughly cleaned and disinfected after each route. |
| <p>EXTRACURRICULAR & ATHLETICS (Mitigation)</p> | <ul style="list-style-type: none"> • All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League). • Athletic practices and contests will be conducted following safety protocol provided by guidance from Elgin ISD, UIL, and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc. • Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis. • Locker room use will be determined by TEA/UIL and District. • Bus travel will follow the transportation guidelines provided by Elgin ISD and TEA. • Spectator attendance at games and contests may be limited based on TEA, UIL and District 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 or cancelled to encourage social distancing and to follow health and safety guidelines. |

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| <p>FINE ARTS (Mitigation)</p> | <ul style="list-style-type: none">• Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., Elgin ISD, TEA, UIL, etc.)• Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Elgin ISD, TEA, UIL, etc.).• Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Elgin ISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.• All fine arts performances will be streamed online when possible.• Booster club meetings should be held virtually to the greatest extent possible. |
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**PROMOTING
BEHAVIORS THAT
REDUCE SPREAD
(Mitigation and
Prevention)**

The District asks that **employees and parents** assist in implementing and encouraging these CDC strategies and behaviors that reduce the spread of COVID-19.

Staying Home

- Employees and students who are sick or who have recently had close contact with a person with COVID-19 should stay home.
- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

Hand Hygiene and Respiratory Etiquette

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Cloth Face Coverings

- Teach and reinforce use of cloth face coverings.

Adequate Supplies

- Campuses and departments are expected to support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, cloth face coverings, and no-touch cans.

Signs and Messages

- Campus and Departments will have signs posted in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Regular announcements will be broadcast on reducing the spread of COVID-19 on PA systems.
- Messages about behaviors that prevent the spread of COVID-19 will be communicated with staff and families on school websites, in emails, and on school social media accounts.
- Social distancing decals will be placed in common areas of the building.

Training

- School teachers and staff will be trained on mitigation guidelines established by the district.