



**EDGEWOOD ISD
RETURN TO
SCHOOL GUIDE**

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Introduction

The following guide has been designed to provide information to parents, teachers and students regarding the reopening of school for the Fall 2020 semester. The challenges faced by school districts across the country will be to structure a return plan that will maximize learning for students in a safe environment. With that in mind,

Edgewood ISD has set the following goals:

1. Provide academic programs and progress for students
2. Provide a safe learning environment
3. Provide equitable services for all students

The goals, as well as input from staff, students and parents via surveys, were at the center of decisions made in the development of the Return to School guide.

COVID-19 Response Team – Edgewood ISD has developed a COVID-19 Response Team to respond to concerns and communicate district decisions. Members of the team and email addresses are noted below:

| | | |
|-----------------|-------------------------------------|--|
| Kristin Prater | Superintendent | kprater@edgewood-isd.net |
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Screening and Isolation Protocols

Screening Protocols

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school.
- Teachers will monitor students and refer to the nurse if symptoms are present.

Isolation Protocols

Student or Staff Displaying COVID19 Symptoms

- Students or staff who present with symptoms will be evaluated and assessed by the school nurse.
- If COVID-19 symptoms are present: staff members will be sent home, and students will be isolated in the district isolation room and asked to put on face coverings until the parent arrives.
- The nurse will notify campus administrators to move the student's class so that the space can be disinfected.
- Students will be escorted to the vehicle upon parent arrival. High School students that drive must have parent permission to drive home before leaving campus.
- The nurse will provide parents/staff with Return to School Criteria.
- Contact tracing for lab-confirmed cases of COVID-19 will be conducted.

TEA Guidance on Individuals Confirmed or Suspected with COVID-19:

Any individuals who themselves either:

(a) are lab-confirmed to have COVID-19; or

(b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- *In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:*
 - i. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);*
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and*
 - iii. at least ten days have passed since symptoms first appeared.*
- *In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the*

individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

- *If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.*
- Students or staff who come into close contact (within 6 feet for 15 or more minutes while not wearing a face covering) with a lab confirmed case of COVID-19 will be asked to self quarantine for 14 days and should contact the school for meeting the Return to School Criteria.
- District communication will be provided to the staff and students who came in contact with anyone who tests positive for COVID-19.
- EISD will immediately sanitize all areas that had exposure from someone who tested positive. In the event that this cannot be done before the start of the next school day, EISD may need to close for a day to complete this process if relocating students is not an option.
- 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. If you were determined to have had close contact you will be individually contacted.

Daily Operation Protocols

Visitors

- EISD is not allowing visitors on campus at this time.
- Virtual meetings will be available when possible.
- Visitors must schedule a meeting before entering campus and follow the following protocol:
- All individuals entering the building will be required to wear face coverings
- All visitors will be subject to screening by way of a symptom screening form.
 - Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.

Hand Washing/Sanitizing

- 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.
- Staff will be expected to regularly wash or sanitize their hands.
- Teachers will provide hand sanitizer upon entry to the classroom and periodic reminders during the instructional day.
- Thorough hand washing after recess, before eating, following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant wipes/sanitizing spray to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- Staff will limit the use of shared supplies when possible.
- Each classroom and restroom will be disinfected daily.
- All high touch areas will be disinfected daily.
- Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected between lunch periods.

Face Coverings

- Schools are expected to comply with the Governor's Executive Order for wearing face coverings or face shields, where this is most developmentally appropriate. *As the county and city number of positive COVID cases decline, Edgewood ISD will reconsider the mandate requiring masks in the building.*

- All adults are required to wear face coverings or shields when in the building, classroom, and/or office with others.
- Classroom teachers may use face shields and social distancing when providing direct instruction in the classroom.
- During classroom monitoring and circulations, face coverings or shields are required.
- Exceptions to this requirement include lunch breaks with appropriate social distancing, pe/athletics.

Learning Environments

- Desks or tables will be socially distanced as much as instructionally possible.
- When possible, students will be grouped into cohorts.
- The use of outdoor space for learning will be considered when possible
- To support contact tracing, students will have assigned seats at all grade levels and in all classes.

Restrooms/Water Fountains

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Efforts will be made to create certain times to use toilets, urinals and sinks to comply with health agency recommendations and social distancing. (When possible)
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Water fountains will be disabled.
- Students will be provided touchless water dispensing machines.
- Students may bring clear water bottles to carry on campus.

Transitions

- Where possible, one-way traffic throughout campus corridors will be established.
- Walking pathways throughout the building will be designated “stay to the right.” This includes the entrance and exit doors.
- When possible, it is recommended that students make transitions outside of the building.

Arrival/Dismissal

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration. Buildings will open at 7:35 am.
- Separate entrances will be utilized for car riders, bus riders, and daycares.
- All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Students will go straight to the classroom upon arrival and will not wait in a centralized holding area.

- Parents will not be allowed to walk students to classrooms.
- Bus procedures will be based on campus specific needs.

Meals

- Edgewood ISD must comply with child nutrition guidelines.
- Cafeteria staff will wear face coverings and gloves and will follow all health and safety protocols.
- Self serve counters will be eliminated.
- Meals will be in disposable packaging and condiments and pre-wrapped silverware to be included with all meals.
- Where possible, cohorts will be grouped together to eat lunch.
- All cash/check payments will be submitted in drop boxes. Cashiers will type in ID's on keypad daily.
 - **Breakfast at Elementary Schools** - Pre-Kindergarten through 5th Grade – Meals will be served in the classrooms.
 - **Breakfast at Secondary Schools** -Middle School and High School – Grab and Go meals will be provided as students enter the schools and students will eat in designated areas adhering to social distancing.
- Edgewood ISD is working on specific lunch protocols at this time.

Bus Transportation

- Students will be seated with family members.
- Students will be assigned seats.
- Face coverings will be worn on the bus by all students and staff.
- Windows will be lowered for air flow.
- Buses will be cleaned after every route.

On and Off Campus Activities and Events

- Extracurricular trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements.
- Meet the teacher, open house, etc. has been temporarily suspended.
- Parents will be allowed to attend class parties and performances virtually.

Extracurricular

- At this time EISD has not made a determination regarding whether students who choose At Home Learning may participate in extracurricular activities.

COVID-19 Standard Response Protocol

Prevention



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

- Health and wellness measures described in the Return to School plan are in place.
- Daily intensive cleaning and frequent cleaning of common areas.
- Limited visitor access.
- Monitoring virus trends in the community via health departments.

Mitigation



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

- Persons who potentially came in close contact with an individual with a confirmed case of COVID-19 will be contacted and advised to monitor symptoms.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill communication to all individuals at the school or facility.
- A short-term closure of the facility for cleaning may be considered.

Modified Operations



Three or more confirmed COVID-19 cases in one area (classroom).

- Students and staff in an affected area will be advised to self-quarantine for 14 days.
- Daily temperature checks of students present in each facility.
- Students impacted move to At-Home Learning.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home if ill communication to all individuals at the school or facility.
- A short-term closure of the facility for cleaning may be considered.

Facility Closure



COVID-19 cases exceed 10% of campus occupancy.

- Entire facility will be closed for a minimum of two days.
- All students and staff at this campus may return if symptom free based upon the health screening process.
- Those in close contact of the confirmed COVID-19 positive individuals will be asked to self-quarantine for 14 days. District-wide communication to staff/parents with health monitoring guidance.

District Closure



COVID-19 cases exceed 10% of occupancy in more than 2 campuses

- All EISD facilities close for a maximum of 5 days.
- Students and staff move to At-Home Learning.
- Disinfection of all facilities and buses.
- All auxiliary areas such as playgrounds and athletic fields are closed.

Decisions are made with the best information available at the time and are subject to change.

Instructional Models

- **Face-to-Face Instruction and At Home Learning-Asynchronous Instruction** – Our goal is to **Start Strong and Stay Healthy!** While Edgewood ISD is taking multiple precautions to protect both students and staff in school operations, we will offer parents the option for either face-to-face or remote/virtual learning. In both instances, students are expected to participate and remain engaged in high quality instruction. Each of these options is described below:
 - **Face-to-Face Instruction** – Students attend school daily, as with the regular school year, and follow safety, sanitation, and social distancing expectations.
 - **At Home Learning-Asynchronous Instruction**– Students participate in classroom instruction via remote/virtual learning and are expected to complete and submit assignments as communicated by the remote/virtual learning teacher(s). This home-learning model is an extension of the classroom and includes the same high-level expectations for participation and assignments as face-to-face.

In both models, the campuses must provide instruction in the Texas Essential Knowledge and Skills (TEKS) for the required grade level/subject/course. Monitoring student learning and progress remains integral to the success of the students. This includes attendance, grades, formative/summative assessments, and other monitoring systems that help teachers know how students are making progress.

Unless otherwise noted by the campus administrator, once a commitment to the instructional model has been communicated by the parent/family, a request must be submitted in writing to shift to the other model. These transitions must be approved and processed by the school and may take up to two weeks. Attendance in the current model is mandatory.

At Home Learning will be delivered through asynchronous instruction that does not require having the instructor and student engaged at the same time. 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 daily assignments including formative assessments made available to students in SeeSaw at the Elementary campus and Google classroom for grades 3-12. The instructional method must address the required curriculum, per TEC, §28.002.

- **Attendance** – District funding and resources are linked to attendance. Attendance will be taken each day for both face-to-face **and** remote/virtual learning to ensure that students are actively engaged. During remote/virtual instruction, students are expected to participate and fully engage as communicated by the teacher to receive attendance credit. The *Edgewood ISD Remote/Virtual Learning Agreement* further details expectations for attendance and academic credit and will be made available at the beginning of August.

In addition, per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered 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 2020-21 school year. This requirement applies to both face-to-face and remote/virtual instruction.

- **Grading** – State law requires each district to adopt its own grading policies. This policy must require a classroom teacher to assign a grade that reflects the student’s relative mastery of an assignment. Edgewood ISD grading policies are published annually in the Student Handbook. Progress reports and report cards, along with parent conferences, will be used to communicate each student’s progress and performance.
- **State and Local Testing** – All students are expected to follow state and local testing requirements, whether participating in face-to-face or remote/virtual instruction.

ELECTIVES

- **Band** – Students participating in these programs are required to have their own instrument or may use a district provided instrument that will be assigned to one student at a time. Protocols established by U.I.L. will be followed for band, including marching, competitions, etc.
- **P.E.** – Details are being developed for P.E. programs to align with the TEKS course expectations and U.I.L. COVID guidelines for athletics.
- **CTE Courses** – CTE courses include hands-on experiences. Social distancing and sanitation requirements will be further defined and communicated prior to the beginning of school. Students enrolled in advanced, hands-on CTE courses must enroll in a face-to-face instructional model. Remote/virtual learning is only available for “principles” or other designated courses in CTE.
- **Other Electives:** – Each course will be reviewed individually to ensure that social distancing and sanitation requirements are established and communicated prior to the beginning of school.

Frequently Asked Questions

As information is updated by TEA, UIL, and state and local health officials, EISD will update its FAQ. A Purple box with the day's date will indicate when the information was updated.

Asynchronous FAQ

Will students participating in At-Home Asynchronous Learning receive live, teacher-led instruction for the full length of a school day?

No. A structured schedule will be provided to students indicating required participation in asynchronous instruction/learning each day. The schedule will include independent learning activities/coursework. The schedule may vary by grade, course, or student. Students will be required to interact with teacher(s) a minimum of 30 minutes a day. A caregiver will need to be available to support younger students in navigating the daily schedule and assisting with the learning as needed. It is important to note that time management, consistency, and dedication will be critical to student success. Students, teachers, and parents should utilize frequent communication regarding daily schedules and assignments to ensure that students are progressing towards mastery of the learning outcomes.

What will at home instruction look like?

It will depend on the grade level and the course; however, an example could be that your student watches a pre-recorded video of their Math teacher teaching the concept for the day. The detailed video will provide instruction needed for the student to then go on to a digital platform to complete an assignment and/or an assessment in DMAC or Google-Classroom. The students log-in and successful completion of the assignment will show they were engaged in the lesson.

Will this 2020-2021 virtual learning look any different from this past spring?

Yes, it will be totally different. This past spring, Texas schools were given the flexibility to offer "support" to students while they learned from home. This school year will be different in that teachers will be "instructing" not simply supporting. Students who select At-Home instruction, will be required to participate in class daily. It will be a full course load of instruction and assignments will be very comparable to in-school learning.

Will there be attendance requirements?

Yes, the Texas Education Agency (TEA) will require daily attendance and participation in At-Home learning. Students will be required to participate daily and traditional attendance rules will be reinforced.

What qualifies as being present?

There are several possible ways your student will be counted “Present-Remote Asynchronous” and include, but are not limited to progress in the Learning Management System (LMS), they showed progress from teacher/student interactions that day, or they successfully completed their assignment that day. More information will be provided at a later date.

What happens if my child does not log-in or participate in their instruction and complete their assignment(s) for the day?

Your child will be counted absent if they do not comply with the At-Home instruction guidelines stated in the previous answer.

Note: The 90% rule applies to all absences, including excused absences. If the student does not attend 90% of their days of class, then the student does not receive credit for the course (except as exempted by the attendance committee). Also, truancy under the Texas Education Code will apply with the parent being subject to prosecution and the student being referred to truancy court if the student is absent 10 or more days or parts of days within a six month period. (Texas Education Code 25.095) Unexcused absences do not include absences that are excused by state law and local school district policy.

How do I choose At-Home Learning?

EISD will be sending out an application form for those who wish to choose At-Home (virtual) Learning. If the student(s) **qualify**, then they will be enrolled as a virtual learner. This will be for the entire grading period.

What do you mean if my student(s) qualify?

In order to be eligible for At-Home Learning, you must have internet/wi-fi available for your student(s) to be able to engage in instruction daily from home Monday-Friday (according to the academic calendar). Students with Health issues with a medical note from the doctor will be evaluated on an individual basis.

Will the District provide a device if I choose At Home Learning?

No, the district will not provide students who choose At Home Learning with a device. However, Face-to-Face students who are required to be quarantined by the school or medical officials, test positive for COVID-19, or in case the district closes will be provided devices for At Home learning.

What if I change my mind and want my student to go to “in-school” learning?

Due to scheduling complications, parents will be asked to commit for one full grading period. You will need to contact the campus principal of your school within the last two weeks of the grading period in writing to change from At-Home to In-School Or In-School to At Home the following grading period. You cannot change DURING the grading period.

When will I need to make this commitment?

A commitment application form will be made available at the beginning of August on the District website to allow the district to finalize all instructional plans.

How will student progress be reported?

Overall progress on learning outcomes will be communicated in a “traditional” format using number grades. Assignments and grades will be entered into Ascender just like in an “In-School” setting.

Will courses taken in At-Home Learning be included in GPA calculations and class rank for High School students?

Yes, courses taken by students participating in At-Home Learning will be included in calculating GPA and class rank in accordance with EIC (Local) policy.

Will STAAR/EOC be administered in 2020-2021?

Yes. Texas Education Agency (TEA) has indicated that STAAR and EOC testing will occur during the 2020-2021 school year in compliance with state and federal legislation.

Are immunizations required for students enrolled in At-Home Learning?

Yes, at this time the Texas Department of State Health Services has not waived any vaccine requirements for students.

Will students identified as ESL, Dyslexic and/or Gifted and Talented receive services if we choose At-Home Learning?

Yes, these students will receive services. The format and documentation of these services will be communicated at a later date.

Will students receiving Special Education or 504 be eligible for At-Home Learning?

Yes, all students at EISD will have the opportunity to choose At-Home Learning if they have wifi-internet access.

If we choose At-Home Learning, will ARD meetings and 504 meetings be held?

Yes, they will be scheduled on a case by case basis and in compliance with any mandates.

Can students who choose At-Home learning still come to school for extracurricular activities such as sports, fine arts, etc.?

No decision by the board at this time. Will update as soon as possible.

Will students be allowed to take dual credit courses?

Yes, students will be allowed to enroll in dual credit courses just as students in the traditional setting.

Will meals be provided for At-Home learners?

Meals will be provided, but meal service delivery will not be available.

Face to Face Instruction FAQ

What measures will be in place to promote a safe environment for my student(s)?

We will implement increased signage around campuses promoting disease mitigation strategies, increased cleaning and sanitation practices, as well as frequent reminders of hand hygiene and social distancing. Face coverings will be required for staff and students as developmentally appropriate. Edgewood ISD will comply with all health and safety recommendations established by the Governor, the health department, Van Zandt County, the City of Edgewood, and the Texas Education Agency. Safety and health measures may be adjusted based on current guidelines and conditions.

How many students will be assigned to each classroom?

Edgewood ISD will follow TEA guidelines for class size. At this time, the class size requirements are the same as a regular school year. The maximum number of students per class varies by grade level and also varies by class at the secondary level.

Will bus transportation be provided for qualified students?

Yes, transportation will continue to be provided for all who qualify.

How will seating arrangements be determined on school buses?

Ridership will remain at typical district capacity. To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus driver. The bus driver and students will be highly recommended and encouraged to wear face coverings and use hand sanitizer provided when boarding and exiting the bus. Edgewood ISD will comply with all health and safety recommendations established by the Governor, the health department, Van Zandt County, the City of Edgewood, and the Texas Education Agency. Students are required to remain seated at all times and keep their hands and arms to themselves. Students should not touch each other or share any items. School buses will be cleaned and disinfected daily. Safety and health measures may be adjusted based on current guidelines and conditions.

Will students have recess or the ability to play and socialize with other students?

Elementary campuses will limit the number of students at recess at one time and create different play areas for activities to further reduce student interactions. Students and staff will be required to use hand sanitizer and wash their hands before and after recess.

How will teachers address any potential learning needs from the school closure last spring?

To support all students, the district curriculum will highlight academic standards that teachers will consider as they plan to address the potential learning impacts resulting from the school closure. Teachers will use formative assessments and supplemental resources to personalize student learning to address areas of need.