

Colorado ISD
Return to School Guidebook
2021-2022



Colorado ISD is looking forward to serving you and your children for the 2021-22 school year. The Covid-19 pandemic has made school more challenging but we will rise to the occasion to continue to educate our students while maintaining a safe and healthy environment for all. The purpose of this guidebook is to provide you information on what our school year will look like following TEA, UIL, and state guidelines.

We believe that the best place for a student to learn is in the classroom with a teacher. Therefore, our recommendation will be to send your child to school as you have done in the past.

Please check this document often for updates. Thank you for your patience and understanding as we go through new circumstances.

Health and Safety Measures

Student Expectations

Applicable to PreK-12th grade students.

- Students will attend school daily and absences will be documented.
- Students will commit to physically attending all classes as outlined in their schedule and actively participate in learning activities.
- Courses will follow a published scope and sequence and will cover all required [Texas Essential Knowledge and Skills \(TEKS\)](#).
- Grading and GPA policies will be in effect, including policies for late work.
- All students are expected to adhere to the Student Code of Conduct.

Teacher Expectations

- Teachers will adhere to requirements contained within the 2021-2022 Employee Handbook.
- In-person learning will be provided to students through teacher-directed and student-centered methods to equip learners with the knowledge and skills that enable them to meet academic success. In this setting, the teacher will guide and facilitate instruction through a differentiated approach to meet the specific needs of all learners.
- Teachers will take attendance daily by course in grades 3-12 or by student engagement on daily assignments in grades PK-2.

Classroom Configurations and Procedures

- Student desks (or seats at a table if tables are used) will be spread out as much as possible. If possible, students' desks will face the same direction rather than facing each other.

- Whenever possible throughout the day, students and staff will remain three feet apart. NOTE: it isn't always feasible that staff and students can maintain three feet of social distancing at all times, especially in classrooms.
- Classrooms will reduce the amount of manipulatives that will be shared amongst students. As feasible, each student should be assigned their own supplies.
- Any supplies that must be shared, must be made of easily cleanable surfaces and disinfected between uses. Example: calculators
- Classroom materials that cannot be disinfected such as magazines, books, etc, will be limited for use by one person only.

Restrooms

- Frequent cleaning and sanitizing will occur.
- Scheduling of restroom breaks will be made with social distancing in mind.
- Students will be required to wash their hands with soap and water for a minimum of 20 seconds after utilizing the restroom.

Water Fountains

- Students are encouraged to bring a clear water container to school each day with their name clearly marked on it.
- Fountains will only be used for filling water bottles.

Transitions

- Signage and floor markings will be present to help assist students and staff with social distancing in common spaces and hallways.
- During passing periods, traffic flow will be routed to minimize student contact.
- Students will be instructed to stay to their far right during passing periods.
- Staff will be onsite to ensure compliance.

Transportation

- Bus transportation is provided for all Special Education students when required by the students ARD and IEP.
- Parents will be strongly encouraged to provide transportation to school for their children.
- During transport, drivers will maintain as much social distancing as possible between students. Members of the same family may sit together.
- Seats will be assigned to students.

- All buses will have hand sanitizer dispensers placed in the stairwells for use when loading/unloading.

REQUIRED BUS SANITATION GUIDELINES

- Bus Drivers will use an EPA-approved disinfectant on all touched surfaces daily.
- Buses will be disinfected using the EPA-approved antimicrobial misting system on a rotating basis, based on manufacturer specifications.

Student Arrival

- Parents are asked to pre-screen their students using the COVID pre-screening list that will be used at the school.
- Parents will not be permitted to walk students inside the school building.
- Parents will remain in their cars during drop-off and arrival.
- Hand sanitizer stations will be placed at entrances and students will be encouraged to sanitize hands upon entry.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open at 7:30 will not be allowed inside the building and will not be monitored.
- Staff will be utilized for duty to maintain a line of sight in hallways to ensure distancing of hallway cohorts.

Student Dismissal

- Campus will designate staggered dismissal groups. Staggering the groups of car riders, bus riders, or grade level 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 exiting the building.
- There will be no holding area for students in PK-2. Parents will need to pick up their CES child when the bell rings.

STUDENT PICK-UP DURING THE INSTRUCTIONAL DAY

- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Student Meals: Breakfast & Lunch

Parents are encouraged to make payments at Mymealtime.com. If a student pays with cash, the change will be put on their lunch account. No cash will be given out.

Each campus will establish a schedule for meal service that meets the following criteria:

- Meal service will be provided in the cafeteria.

- Special provisions will be made for students with food allergies.
- Food from home must be sent with students in the morning. No meal drop off will be allowed.

Recess

- Playground equipment will be sanitized as needed.
- Campuses will limit the number of students per recess groups by creating a staggered schedule.
- Teachers will monitor students to ensure safety guidelines are followed.
- Movement and brain breaks will be implemented as needed, at the discretion of the campus/teacher.

Athletics

- All students who participate in athletics will be required to meet UIL requirements.
- All students will be required to attend in-person athletic class, after-school practices and games.

Dual Credit Courses

Fall dual credit enrollments will be completed online. Dual credit courses are supported by a CISD Dual Credit facilitator.

- Students enrolled in an online section will participate in instruction from a CISD classroom.
- CISD will continue to provide textbook access for all dual credit students.

LIBRARY

- Entrance and exit routes will be marked.
- Social distancing will be observed as much as possible.
- Student access to stacks will be one way.

PHYSICAL EDUCATION

- When feasible, physical education classes will be held outside.
- Equipment will be disinfected daily.
- Locker rooms, if used, will adhere to all social distancing guidelines.

Grades

- Grading will occur in six-week grading periods.
- Progress reports will continue to be delivered every three weeks, with report cards being sent at the end of each six-week grading period.

Student Assessment

- All students will participate in district-wide local, state and federal assessment programs.

- Testing schedules and requirements will be coordinated through a student's home campus.

On/Off-Campus Student Events

- When participating in off-campus, school-sanctioned activities, students should follow all on-campus, in-person protocols and requirements.
- Any extracurricular activity, including campus club meetings, that are approved to be held on campus will adhere to social distancing requirements outlined by CISD, TEA and UIL.

Visitor Access/Screening/PPE Requirements

- All visitors will be subject to screening by a CISD employee.
- Building access for parents/guardians/other adults will be limited for exceptional circumstances only.
- All visitors must have a scheduled appointment.
- No visitors will be allowed to eat with students.
- Volunteers on campus as approved by each campus administrator.
- There will be no unescorted access into schools.
- All visitors must utilize hand sanitizing stations upon entry.
- Virtual meetings will be available when possible.
- Students should bring their lunch to school with them each day or plan to purchase their meal from the school cafeteria.
- Parents will be required to drop off students at designated locations

Disinfecting and Hand Sanitizing

- There will be cleaning/disinfecting of high touched areas such as desks, light switches, door handles, computers, bathrooms, health clinics, etc., utilizing EPA-approved disinfectants for COVID-19.
- Additional cleaning will be completed, in addition to the utilization of an antimicrobial misting system.
- CISD will immediately clean any areas used by an individual who shows COVID-19 symptoms.
- Hand sanitizer stations are located in every classroom, entrances and high traffic areas.
- Disinfectant spray for all classrooms.

- Students and staff are required to properly use hand sanitizer upon entering and leaving the building, before and after use of communal items or areas, lounges, and when entering the classroom.
- Elementary teachers will be encouraged to supervise student handwashing for at least 20 seconds throughout the day, including after using the restroom and before eating.
- Secondary level students will be encouraged and provided reminders to wash hands at least two times a day, after using the restroom and before eating.
- Handwashing techniques will be taught as part of the Return-to-School Training for Students.

Plexiglass

Plexiglass shields are installed in areas that experience high community traffic such as school offices, cafeterias, libraries, etc.

Health Guidelines

- The school nurse and principal-designated assistive personnel will be trained in COVID-19 health and safety protocols.
- In an effort for clear communication, all students being sent to the nurse's office must have a pass that includes name, date, time, teacher, and complaint.
- Each campus will designate a well area and a sick/isolation area to minimize cross contamination. Each area will be cleaned and disinfected on a consistent basis. Any student feeling feverish will be sent to the isolation area for temperature and symptom screening.
- Students will be required to visit the nurse's office for assessment before calling parents to be picked up. If your student calls, you should instruct them to report to the school nurse. It is very important that our school nurses know the reason a student is being sent home ill. This will aid in keeping everyone as safe as possible.

To prevent potential exposure to infectious disease the following protocols will be in place:

SCHOOL NURSE VISITS

Students may access the school nurse area for a variety of individualized needs, such as:

- Daily scheduled medications
- Daily scheduled procedures
- Diabetic care, blood glucose monitoring
- Lost a tooth, tooth pain
- Wound care or ice-pack needed for small bumps/bruises
- Bloody nose
- Health and Safety Assessments

ISOLATION AREA VISITS

- Schools will immediately separate any students with COVID-19 symptoms.
- Prior to sending a student that is ill to the isolation area, teachers will be required to contact the school nurse to make sure the nurse is aware the student will be accessing the isolation area.
- Students with the following symptoms should be sent to the isolation area for assessment:
 1. Cough, shortness of breath (requires escort)
 2. Congestion, sore throat, runny nose
 3. Active vomiting
 4. Active diarrhea
 5. Severe headache, persistent
 6. Severe stomach ache, persistent
- If a student or employee becomes ill on campus, they will be isolated from other people.
- Parents of an ill student should have a plan to ensure they are prepared to pick up a student within 30 minutes of notification.
- Parents should remain in the vehicle, call the school upon arrival, and the student will be escorted out of the building to the awaiting parent. Parent identification will be required.

Stay-in-Place Guidelines

In order to prevent potential exposure to infectious diseases, promote isolation and decrease office congestion, note that students do NOT need to present to the nurse for the following common situations:

- Small paper cuts, abrasions, picked scabs WITHOUT bleeding
- Localized bug bite
- Minor headache with NO other symptoms
- Mild stomach ache and/or nausea
- Anxiety/Stress/Psychosocial issues - campus counselor will be contacted for assistance, if needed

Student, Teacher and Staff Safety Training

Students, teachers and staff will complete a Return-to-School Training that includes:

- proper use of PPE
- proper handwashing and use of hand sanitizer techniques
- communicable exposure guidelines
- steps to minimize disease spread

- the importance of covering coughs and sneezes with a tissue, and if not available, with an elbow

Communicable Disease Monitoring

- There will be collaboration between the school nurse, principals, counselors, and secretaries to record symptoms when students have called in sick.
- Health Services will be notified of any positive findings immediately so contact tracing can be implemented.
- The school nurse will follow up with the employee or parent to determine if the individual will or has been seen by a physician and the plan of care.
- The school nurse must provide return-to-school clearance before the individual is allowed back on campus.
- CISD will maintain ongoing monitoring of local, national and global health trends.
- CISD will follow up-to-date communications from DSHS, CDC, TEA and the Office of the Governor regarding community specific communicable disease concerns, planning and interventions.
- Updates to plan will be made accordingly.

Notifications

- All lab-confirmed COVID-19 cases will be posted on the Colorado ISD webpage on a daily basis at www.ccity.esc14.net
- For those individuals that have had close contact (as defined by TEA) with an individual who is lab-confirmed to have COVID-19, additional notification will be sent along with instructions about self-monitoring or required quarantine.
- Health Services will contact the local health department for any presumed or positive COVID-19 case.

Screening for COVID-19

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

- Known close contact with a person who is lab-confirmed to have COVID-19 within the last 14 days

If diagnosed with COVID-19 either by a positive test or assumed positive based on symptoms, the following criteria must be met to return to a CISD facility:

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
- and at least 10 days have passed since symptoms first appeared; and
- if the individual has symptoms that could be related to COVID-19 and wants to return to work or school before completing the above self-isolation period, the individual must either:
 - obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
 - receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location (see the [Texas Department of Emergency Management's website](#) for more information).

Social Emotional Student Supports

CISD Counselors are available to support students academically, socially and emotionally. Our counselors are prepared and ready to provide mental health support or resources for families who may be struggling emotionally. These services may be provided remotely or face-to-face.

In addition to providing individual and group counseling, the Guidance and Counseling Department also provides Behavioral Health/Wellness-based, state-mandated classroom guidance lessons for all students. These lessons include:

- Orientation to the Counseling Program
- Bullying/Cyberbullying Prevention/Harassment
- Violence Prevention/Conflict Resolution
- College, Career, Military Readiness (CCMR)
- Suicide Prevention/Mental Health Safety
- Drug Education Prevention

Social Emotional Learning (SEL) lessons will be offered to CISD students to develop important skills such as self-awareness, self-management, social awareness, relationship skills and responsible decision making.

