

Colorado ISD
Return to School Guidebook
2020-2021



Colorado ISD is looking forward to serving you and your children for the 2020-21 school year. The Covid-19 pandemic has made this year 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 first recommendation will be to send your child to school as you have done in the past. However, CISD will also be offering a virtual online learning that will look much different than it did during the spring semester of 2020. The requirements will be much more demanding on daily participation and completion of work.

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 2020-2021 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 six feet apart. NOTE: it isn't always feasible that staff and students can maintain six 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.
- Bus drivers will do a temperature check on all students before loading the bus. If the temperature is above 100.0, the student will not be allowed to ride the bus.

REQUIRED BUS SAFETY GUIDELINES

- Drivers are required to wear either a mask or face shield.
- All students will be required to wear face coverings while on the bus.
- If weather allows, windows will be opened to allow for outside air circulation.

REQUIRED BUS SANITATION GUIDELINES

- Bus Drivers will use an EPA-approved disinfectant on all touched surfaces after each morning run, each afternoon run, and as needed.
- 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 same pre-screening list that will be used upon arrival at the school. Student's temperatures will also be taken upon arrival at school in PK-8.
- 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.

For students selecting face-to-face instruction, 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 before and after daily use.
- 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

- **Students participating in online learning will not be allowed to participate in extra-curricular activities.**
- 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 that select remote instruction will be enrolled in an online section and participate in instruction from home.

- Students that select face-to-face instruction on a CISD campus will be enrolled in an online section with participate in instruction from a CISD classroom.
- CISD will continue to provide textbook access for all dual credit students.

LIBRARY

- Books and materials will be collected in boxes or on carts and left untouched until a 3-day quarantine is complete.
- Entrance and exit routes will be marked.
- Social distancing will be observed as much as possible.
- Student access to stacks will be one way.
- No in-person book fairs or author visits will be allowed during the fall 2020 semester.

PHYSICAL EDUCATION

- When feasible, physical education classes will be held outside.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Equipment will be disinfected between each use.
- Any activities bringing students into close physical contact will be avoided.
- Locker rooms, if used, will adhere to all social distancing guidelines.

Grades

- The grading system, grading scale and number of required assignments will be the same whether students are learning face-to-face or remotely.
- 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.
- Grades earned through remote learning will count towards student GPAs for high school credit-bearing courses.

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.

After School Program

- There will be no After-School Program until further notice.

Off-Campus Student Events

- CISD will pursue virtual activities in lieu of field trips, assemblies and special performances.
- When participating in off-campus, school-sanctioned activities, students should follow all on-campus, in-person protocols and requirements.

- CISD will avoid scheduling any non-essential large group gatherings and events.
- Typical parent meetings, such as meet the teacher, open houses, parent conferences, etc. will be held virtually as appropriate.
- 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 are required to wear a face covering while on campus.
- All visitors must have a scheduled appointment.
- No visitors will be allowed to eat with students.
- Until further notice, classroom parties of any kind will not be allowed.
- No volunteers on campus at this time until further notice.
- There will be no unescorted access into schools.
- All visitors must utilize hand sanitizing stations upon entry.
- Virtual meetings will be available when possible.
- There will be no outside food deliveries allowed. Students and staff 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

Face Masks

- CISD will comply with the Governor’s executive order (Executive Order GA 29) regarding the use of face masks in a public setting.
- It may be impractical during some non-UIL activities or other extracurricular activities to wear either face masks or shields, during times of exercise for instance. During these times, students, teachers and staff will adhere to six-foot distancing guidelines.

STUDENT/TEACHER FACE COVERING EXPECTATIONS

- Students are required to wear masks on buses at all times.
- Students, teachers and staff will wear face coverings in classrooms, hallways, common areas and during arrival and dismissal in grades 3-12.

- PK-2 will be encouraged to wear face masks during transitions and in common areas.
- Students' individual needs will be addressed on a case-by-case basis.
- Requests for accommodations should be submitted to campus administration.

Disinfecting and Hand Sanitizing

- There will be frequent 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 nightly, 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 being 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 contract 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

- If an individual who has been on a campus is lab-confirmed to have COVID-19, parents, teachers, and staff of that campus will receive notification via Skylert messaging.
- Please ensure that we have a correct phone number on file.
- 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.

2020-2021 Instructional Delivery Model Choice

CISD is a district of choice and that extends to our learning models. CISD will offer two learning model **choices** for families:

- **Remote Learning:** Remote learning provides virtual lessons with teachers and classmates, as well as self-paced activities, projects and assignments aligned with state standards. It will look very different from our at-home learning this spring. Daily attendance will be taken, with elementary students required to log in for a minimum of 180 minutes and secondary students are required to log in for a minimum of 240 minutes each day.
- **Face-to-Face Learning:** Face-to-face learning is a “traditional” school model, where students physically attend school daily on campus. All students who choose to enroll in Face-to-Face classes or to ride CISD school buses must comply with requirements for wearing face masks and face coverings.

Instructional Model Choice

Families should take time to carefully consider the available options to determine what is best for their families. On Monday, July 27 through Thursday, July 30th, all primary guardians will need to complete a survey that can be found on the CISD District Website.

All families must make a choice, which will go into effect on August 13th.

Changes to Instructional Model Choice

CISD also understands that families may want to change their instructional model choice based on the evolution of COVID-19 developments. These changes can be made at the following natural transition points at the end of each grading cycle. All primary guardians will receive a form with the students’ Progress Report prior to the change selection period below. Guardians will be notified by the district if their selection can or cannot be granted. All changes granted will be effective on the dates listed below:

Instructional Model Change Selection Period:	New Choice Effective Date:
July 27- July 29, 2020	August 13, 2020
September 8 - September 11, 2020	September 28, 2020
October 19 – October 23, 2020	November 9, 2020
December 7 - December 11, 2020	January 5, 2021
January 19 - January 22, 2021	February 16, 2021
March 8 - March 12, 2021	April 12, 2021

Synchronous vs. Asynchronous Learning

Synchronous Learning requires all participants to be present at the same time, virtually. This is two-way, real-time/live instruction between teachers and students.

Examples: Live interactive classes with students and teachers participating real-time, teacher-supported work time on video conference calls, scheduled and timed online tests

Synchronous Learning Student Expectations

- Synchronous is the recommended method of instruction for 3rd-12th grade students (Asynchronous is currently the only TEA-approved remote learning instructional model for PreK-2nd grade students).
 - Students will complete daily class work in each class in order to receive attendance credit. Attendance is by class, not by day. The 90% attendance rule is must be met in order to receive credit.
 - Students will be graded the same as at-school learning.
 - Students will attend school daily on a designated schedule by course and absences will be documented.
 - Students in grades 3-12 will commit to attending virtual class as if you were at school during school hours, logged on your device and interacting with the teacher at the at the assigned time.
 - Students are required to adhere to the Student Code of Conduct just as they would during in-person attendance.
 - Courses will follow a similar scope and sequence as in-person instruction and will cover all required [Texas Essential Knowledge and Skills \(TEKS\)](#).
 - In-person grading and GPA policies will be in effect, including policies for late work.

Asynchronous Learning does not require all participants to be virtually present at the same time. Instruction is self-guided student instruction provided on-demand and can include prerecorded video lessons, independent game-based learning tasks, or pre-assigned work/assessments.

Examples: Self-paced online courses with intermittent teacher instruction, preassigned work with formative assessments within the learning management system (Google Classroom), watching pre-recorded videos of instruction with guided support from instructors

Asynchronous Learning Student Expectations

- Asynchronous is currently the only TEA-approved remote learning instructional model for PreK-2nd grade students.

- Students must be engaged daily to be counted present; absences will be documented.
- Engagement is defined as one of the following:
 - Progress in the learning management system made that day
 - Progress (as defined in the approved learning plan) from teacher/student interactions made that day (phone calls, virtual meetings)
 - Turning-in of assignments that day
- Courses will follow a similar scope and sequence as in-person instruction and will cover all required Texas Essential Knowledge and Skills (TEKS).
- Students are required to adhere to the Student Code of Conduct just as they would during in-person attendance.
- In-person grading and GPA policies will be in effect, including policies for late work.

Remote Learning Teacher Expectations

- Teachers will complete all required Virtual Instructor professional development courses.
- Teachers will adhere to requirements contained within the 2020-2021 Employee Handbook.
- Teachers will take attendance daily on a designated schedule by course, as required by synchronous or asynchronous schedule.

Technology Distribution for Remote Learning

- CISD will provide Chromebooks for online learning grades PreK-8 and laptops for 9-12.
- Internet connections and assistance can be provided if needed with connection.
- Families must request technology on their Commitment Form. Families who request a CISD mobile device will be given a specific date and time for pickup. Technology distribution begin on August 5, 2020.

Student Assessment

Students who select remote learning will participate in district-wide local, state and federal assessment programs. Remote assessment participation will be made available based on the guidance of the testing vendor and the availability of necessary resources. In the event that remote assessment is not permissible, in-person testing schedules and requirements will be coordinated through a student's home campus.

Curbside Meals

- Student Nutrition Services is offering weekly curbside meal pick-ups for all learners.
- Families will need to have a completed lunch application on file and designate that they will be picking up meals.
- Meals will be charged to the student's account according to the student's eligibility status and/or the eligibility designation of their home school. There must be sufficient funds in a student's meal account to cover the cost of meals.
- All meal requests must be submitted to the Student Nutrition Service by 3:00 on Friday afternoon of each week.
- **Meals will be picked up on the north side at the Cafeteria Door. Please ring the door bell and someone will bring your meals.**
- **To receive meals, the first week of school, the lunch application and a request for meals must be completed by August 10, 2020**
- **Meals will be available for pickup starting Thursday, August 13th, at 9:00 am.**