

Alvarado ISD 2020-2021 Re-Opening Plan



School Re-Opening Protocols

The following are the return to onsite work protocols for Alvarado ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of scholars, educators and the community. Please note, health guidance cannot anticipate every unique situation.

As a result, Alvarado ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms . Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Alvarado ISD expects all educators, scholars and families to rigorously follow these practices.

The District is asking that parents follow the recommendations set forth by the CDC, Texas State Department of Health Services, and Texas Education Agency and have your scholar wear a face covering, mask or face shield, when in a public place and at school. If there is a medical condition that prohibits your scholar from wearing a face covering, please contact the school nurse.

Preparation for the Opening of School

Alvarado ISD will ensure all educators, resources and supplies are prepared for opening school, including but not limited to assigning sufficient educators to carry out reopening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance,

recommendations and resources to assist with plans and protocols for health and safety. Before schools reopen, Alvarado ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.).
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency.
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies.
- Providing communication of procedures and expectations upon entering facilities and throughout buildings.

Protocols for Screening and Isolation

General

All scholars and educators will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

Screening Protocols

Scholars

- A parent or guardian will be required to screen their children for COVID-19 symptoms (listed below) each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive virtual learning until the below conditions for re-entry are met.
- Scholars should not enter campuses or district buildings if any of the following apply. The individual:
 - Has any of the following symptoms: fever (100.4°F or higher when taken by mouth), new uncontrolled cough that causes difficulty breathing, new onset of severe headache (especially with a fever), sore throat, vomiting or diarrhea or abdominal pain.
 - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.

- Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
- Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations](#) .
- If a scholar demonstrates any of the above signs or symptoms, they must stay home. Please report to the campus nurse the signs or symptoms your scholar is exhibiting. In the event that your scholar has a fever, they must be kept home from school until they are fever free for 24 hours without the use of fever reducing medication. Please do not give fever reducing medication and send your scholar to school.
- Scholars exhibiting signs or symptoms of illness will not, under any circumstance be allowed to walk home, or utilize school transportation.
- Educators will monitor scholars and refer them to the nurse if symptoms are present.

Educators

- Educators will wear masks or face shields when they are in the common areas of buildings or when they are in close proximity to others.
- For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Educators will attempt to maintain a social distancing of six feet whenever possible.
- Educators should wash their hands prior to coming to work and should wash their hands frequently throughout the day especially as they come in contact with high touch areas.
- If an educator is not able to wash their hands, they should use hand sanitizer.
- Educators should wear gloves when in situations that might expose them to the virus.
- Educators will self-screen each morning before coming to work. Educators will be expected to:
 - Check their temperature. Anyone with a fever of 100.4 or higher when taken by the mouth should not come to work.
 - Educators will be expected to prescreen themselves for the following symptoms:

- Has any of the following symptoms: fever (100.4°F or higher when taken by mouth), new uncontrolled cough that causes difficulty breathing, new onset of severe headache (especially with a fever), sore throat, vomiting or diarrhea or abdominal pain.

Visitors

Parents are asked to call the school to have scholars released to their car. Campus educators should consider utilizing virtual meeting options to limit campus visitors. All visitors eligible to enter the building will be required to wear a face covering.

Visitor Screening/PPE Requirements

- The district will restrict visits in schools to only those essential to school operation and only after they have been screened.
- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as parent meetings, ARDs, LPAC, etc.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Excluding parental drop-off and pick-up, visitors will be screened to determine if they are lab confirmed for COVID 19, have COVID 19 symptoms, and whether they have had close contact with an individual who is lab-confirmed with COVID-19.

Isolation Protocols

Scholars

- For scholars displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a scholar needs to be sent home.
- Scholars will be required to wear a mask and to practice social distancing whenever possible.

- Scholars 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 has contacted the parent/guardian.
- Other scholars 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 disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Scholars who are lab-confirmed or suspected with COVID-19 symptoms listed above must stay at home throughout the infection period and may return to campus when they:
 - Meet all three of the following conditions:
 - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms, (cough, sore throat, etc.); and
 - at least 10 days have passed since symptoms first appeared.
 - Or
 - Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
 - Or
 - A medical professional's note indicating an alternate diagnosis.
- In the case of a scholar who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is assumed to have COVID-19, and the scholar may not return to school until the scholar has completed the same three-step set of criteria listed above.
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (scholar or educator) until the non-porous surfaces in those areas can be disinfected.
- District communication will be provided to the scholars who came in contact with a scholar or educator displaying COVID-19 symptoms.

- Scholars will be encouraged to sanitize and wash their hands frequently.
- Scholars will be instructed on proper handwashing techniques.
- Scholars will be instructed to cover coughs and sneezes with a tissue, and if not available, cover them in their elbows.

Educators

Educators displaying COVID-19 symptoms will follow district protocols including isolation from scholars and other educators members.

Educators will contact the HR Director and their supervisor if:

- They have COVID-19 symptoms
- They are lab confirmed with COVID-19
- Come into close contact with an individual who is lab-confirmed with COVID-19.
 - “Close contact” refers to contact with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as:
 - Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
 - Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;
 - If either occurred at any time in the last 14 days at the same time the infected individual was infectious.
 - 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.
- Scholars who are lab-confirmed or suspected with COVID-19 symptoms listed above must stay at home throughout the infection period and may return to school when they:
 - Meet all three of the following conditions:
 - At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - The individual has improvement in symptoms, (cough, sore throat, etc.); and
 - At least 10 days have passed since symptoms first appeared.
 - Or

- Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
 - Or
 - A medical professional's note indicating an alternate diagnosis.
- 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 work 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 obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Mandatory notifications will come from HR.

Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Scholars, educators and visitors are expected to wear face coverings while on school property (including after-school events and while using transportation). This requirement is subject to change.

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), half-face shields that protect nose and mouth or full-face shields to protect eyes, nose, and mouth.
- Educators and scholars will appropriately wear face coverings at all times.
- Scholars in pre-k through third grade will be provided face shields in classrooms, hallways, and common areas during the school day.
- Scholars in pre-k through third grade will need to provide masks during arrival and dismissal procedures.
- Scholars in fourth through 12th grades will wear face coverings while at school.

- It may be impractical for scholars to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- Scholars and educators who are actively exercising will be allowed to remove masks or face shields, as long as they maintain at least six feet of distance from other scholars and educators who are not wearing masks or face shields. However, schools must require scholars and educators to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Additional protective equipment will be provided to school nurses for use in the clinic.
- Scholars and educators will be provided with a reusable face covering if needed. Families will be responsible for daily cleaning and are requested to supply a scholar's face covering for grades 4-12.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of scholars and educators.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Educators and scholars will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Alvarado ISD-provided hand sanitizer:
 - Provide hand sanitizer upon entry to classroom and periodic educator reminders during instructional day.
 - Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Educators will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Educators will limit the use of shared supplies when possible.

- Scholars will engage in lessons focused on hand washing and social distancing practices at the beginning of the school year. Scholars will be encouraged to sanitize and wash their hands frequently.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for scholars and educators.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Educators will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- Educators should supervise and limit the number of scholars who enter the bathroom at one time to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of scholars across various classes and to ensure educator monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Educators and scholars must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all scholars and consistently reinforced.

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All scholars and educators will be required to use hand sanitizer when entering and exiting common areas.

- Water bottle fill stations will be added at each campus.
- Plexiglass protection will be added to each reception area.
- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, scholars will bring personal supplies from the classroom.
- There will be procedures for scholars to sanitize their spaces before and after usage.
- The number of scholars permitted in a common area will be based upon social distancing practices when possible.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with social distancing.
- The use of virtual meetings/video conferencing is preferred when possible, including parent meetings, ARDs, LPAC, booster club meetings and events.
- When necessary, administration must create a plan for parent organizations, booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- If meetings must be held in person, all social distancing protocols will be implemented:
 - Facial coverings
 - Six-foot social distancing when possible
 - Limiting the sharing of materials/ supplies

Campus Health & Safety Protocols

Protocols for Positive COVID-19 Cases on Campus

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.

Training

On the first day a scholar attends school on campus, school systems must provide instruction to scholars on appropriate hygiene practices and other mitigation practices adopted in the local school system. This will include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Scholars

- Scholars will participate in training specific to newly adopted health and safety protocols.
- All scholars will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- If a scholar is experiencing symptoms they need to immediately notify an educator.

Parents

- Parents are asked to talk to their scholars about COVID-19 symptoms and prevention strategies.

Educators

- Educators will attend training and develop classroom procedures consistent with TEA and district guidance.
- All educators will be trained on COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All educators will monitor scholars who exhibit symptoms and will be required to notify the nurse if a scholar is showing any symptoms.

School Arrival and Dismissal

General

When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares. All educators will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Scholars will go straight to the designated areas set by each campus. Parents will not be allowed to walk scholars to classrooms.

Bus Transportation

The Alvarado ISD Transportation department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as for field trips. Bus routes will run at reduced capacity where possible.

Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop scholars off, carpool or walk with their child to school to reduce possible exposure on buses. *We are requiring all of our drivers and scholars to wear face coverings while on the school bus.*

Bus Stop Expectations

- Scholars should practice social distancing whenever possible (if there is adequate space, and it is safe to do so) while waiting for and approaching the school bus.
- Scholars should NOT share personal devices.
- There is no food or drinks allowed on the bus, other than water.

Morning and Afternoon Boarding Bus Procedures

- Scholars should practice social distancing as they approach and board the bus.
- Use hand sanitizer (provided near the bus stairwell).
- Scholars will be expected to wear face coverings while on the bus.
- Scholars will be seated one to a seat until all seats are full before a second scholar will be placed in a seat. Families will be seated together.
- Bus in motion rules: Standard Alvarado ISD bus rules apply.
- Scholars should NOT share personal devices.

- There is no food or drinks allowed on the bus, other than water.

Unloading at Campus

- Scholars should practice social distancing and follow campus guidelines.

Unloading at Bus Stop

- Scholars should practice social distancing and avoid gathering in groups of 10 or more.
- Scholars should NOT share personal devices.
- There is no food or drinks allowed on the bus, other than water.

Parents

- When possible, parents should help with scholar supervision at the bus stop.

Educators

- Assigned educator(s) will supervise scholar arrival and dismissal, ensure that scholars are wearing masks, and direct scholars to waiting areas.
- educators will ensure social distancing during arrival and dismissal.
- During dismissal, educators will supervise designated pre-loading areas for scholars waiting for the bus to arrive.

Bus Disinfecting Protocol

Between each AM & PM Campus drop-off

- Educators will be disinfecting the bus between routes.
- Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and stairway handrail.

Weekly Deep Disinfecting Process

- Deep cleaning of the buses will occur at least once a week.

Walkers

Scholars

- It is recommended that scholars keep social distance and use a face covering while walking to and from school.
- As much as possible, scholars will be asked to avoid large groups or gatherings with other scholars on the campus before or after school.

- Scholars will be asked to immediately leave campus and begin walking home at the end of the school day.

Parents

- Parents are encouraged to talk with their child about the health benefits of social distancing.
- Parents should follow campus guidance on how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

Educators

- Assigned educator(s) will supervise scholar arrival and dismissal, ensure that scholars are wearing masks, direct scholars to waiting areas, and encourage scholars to maintain desired social distance between scholars.
- Educators will assist in monitoring scholars to discourage large groups from congregating.

Car Line

Scholars

- As scholars exit their car, they will be expected to keep social distance when walking toward the building entry. Scholars will not congregate with other scholars on the campus when walking to school.
- Scholars will remain at a social distance while waiting to be picked up in the car line area. Scholars will not congregate in large groups with other scholars on the campus when dismissed from school at the end of the day.

Parents

- Parents should assist their own child with exiting the car.
- Parents should follow pick up protocols regarding how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

Educators

- Assigned educator(s) will supervise scholar arrival, ensure that scholars are wearing face coverings, direct scholars to waiting areas, and encourage scholars to maintain desired social distance between scholars.
- Educators will not be allowed to volunteer with the opening of car doors.
- Assigned educator(s) will supervise scholar dismissal, ensure that scholars are wearing face coverings, direct scholars to waiting areas, and encourage scholars to maintain desired social distance between scholars.

General School Arrival

Scholars

- Scholars are required to wear facial coverings.
- Wash hands or use hand sanitizer upon arrival.
- Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of scholars and/or adults) in close proximity.
- Scholars will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- It is required that scholars and educators wear masks when entering the building and waiting in the designated waiting area.

Parents

- Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.
- Parents are expected to provide their own PPE for their child in grades 4-12.
- Parents are encouraged to talk with their scholar about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.

Educators

- Educators will be assigned to supervise scholars who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces, etc.).
- Educators are required to have face coverings on when entering the building and are expected to ensure that scholars are wearing face coverings in the hallways and in classrooms.

- Educators will dismiss scholar cohorts using staggered scholar release into halls from these areas.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, limited or no group work and hand washing or sanitizing, etc. Educators will ensure high-touch areas in the classroom are wiped in between classes. Expectations for each classroom are as follows:

- All scholars and educators will wear face coverings.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, scholars and educators will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when scholars are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing scholars a minimum of six feet apart when possible.
- In classrooms where scholars are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing.
- The use of outdoor space for learning will be considered when possible.
- Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

Classroom Training

Scholars

- Scholars should use hand sanitizer upon entering each classroom.
- Scholars will participate in training specific to newly adopted health and safety protocols.

Parents

- Parents are asked to read all school communication regarding health and safety protocols.

- Parents should talk to their scholar(s) about COVID-19 symptoms and prevention strategies.
- Parents are asked to check their scholar for a fever and COVID-19 symptoms prior to sending them to school each day. If a scholar is displaying symptoms, please do not send the scholar to school.

Educators

- Educators should be stationed outside their door to provide adequate supervision of their classroom and hallway.
- Educators will receive training to deliver classroom lessons on health protocols.

Classroom Setup

Scholars

- Scholars should use hand sanitizer upon entering.
- Scholars will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- Scholars will avoid sharing school supplies and will sanitize shared items after each use.
- Scholars will sit one per table when it is possible.
- Scholars who want to use hand sanitizer should use it at the beginning of class.
- When snacks are allowed, they must be individual and not shared.

Educators

- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several places throughout classrooms and common areas to limit scholar and educators movement.
- Educators will post signs with clear class protocols that are consistent with TEA and school-wide guidelines.
- Educators will limit scholar movement within the classroom such as turning in assignments, materials being passed out, etc.
- Educators will create assigned seating arrangements consistent with TEA guidance, in that all scholar desks should face the same direction.
- Educators will create systems to limit the sharing of items such as school supplies so that more than one scholar is using an item.
- Educators should clean supplies after each use by scholars.
- Educators will create a tracking document for scholars leaving the classroom.

Classroom Arrival

Scholars

- After washing hands or using hand sanitizer, scholars are asked to immediately sit down in their assigned seat.
- Scholars should avoid touching high-touch areas if possible.

Cafeteria - Breakfast and Lunch

Based on building capacity and scholar enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include the cafeteria, classrooms, the library, or other large areas within the school building.

Educators will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of scholars in the school, scholars may have meals in both the cafeteria and in classrooms. Physical distance will be provided around each occupiable seat. Hand sanitizing stations will be available at entrances and exits of the cafeteria.

Parents may bring food/meals to their students but no visitors will be allowed to eat with scholars in the cafeteria. No food should be dropped off with the expectation of it being shared (birthday cupcakes, pizza, snacks, etc.).

Recess

Administrators will develop a schedule for scholars to access the playground equipment. Educators will monitor scholars to ensure safety guidelines are followed. Campuses will consider limiting the number of scholars per recess group. Staggered schedules and consistent cohorts will be utilized.

Guidelines for Outdoor Play

- All scholars and educators will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

- Brain breaks and mask breaks will be implemented, as needed, at the discretion of the campus/educator following health and safety protocols.

Elementary Specialized Classrooms/Areas

Physical Education (PE)

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.
- Any activities bringing scholars into close physical contact, or requiring multiple children to touch or handle the same equipment will be avoided.
- PE equipment will be disinfected and wiped down after each use. Scholars should disinfect equipment after each use.
- Procedures will be implemented in the locker rooms to limit social distancing when possible.
- Scholars should avoid touching their face at all times, but especially while playing games.
- Sanitizing areas and access to handwashing will be provided.
- If enrolled in a PE class, scholars should bring tennis shoes to participate in class activities.

Music

- Music equipment will be sanitized and wiped down after each use.

Art

- Scholars will use their own art supplies and avoid sharing equipment, utensils and supplies as much as possible.
- Scholars should complete cleaning protocols and sanitize their areas in between use.
- Art equipment will be sanitized and wiped down after each use.

Library

- Scholars and educators will wash/sanitize hands upon entering and after visiting the library.
- High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
- Occupancy will be limited.

Secondary Specialized Classrooms/Areas

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from Alvarado ISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc. Scholars opting for online instruction will be permitted to participate in on-campus extracurricular activities unless decisions from TEA (Texas Education Agency) or UIL (University Interscholastic League) are communicated that restrict participation.

It will be the responsibility of the parent to transport their scholar to/from practice sessions, rehearsals, and on-campus contests. Parents and scholars choosing the online learning option will need to communicate with the appropriate campus educators (music director, athletic coach, cheer coach, team instructor, etc.) of their intention to participate.

All scholars will communicate with athletic trainers, coaches, directors or instructors to notify them of any exposure or positive tests.

Physical Education (PE)

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.
- Any activities bringing in scholars to close physical contact will be avoided.
- Procedures will be implemented in the locker rooms to limit social distancing when possible.
- Equipment will be disinfected after each use.
- Activities requiring multiple scholars to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

Athletics

- Similar to summer practice schedules , practices and contests will follow protocols established by UIL, TEA and Alvarado ISD. In-season

and off-season activities will follow the most current guidelines available.

- Coaches will provide an orientation of protocols and expectations for scholars at the beginning of their respective season(s).
- Specific entrances and exits of athletic facilities will be utilized by scholars for appropriate separation and distancing. Signage will serve as a visual cue and reminder for scholars.
- Scholar-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
- Equipment used during practices will be sanitized frequently during practice sessions.
- Athletic areas will be frequently disinfected during the week.
- Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
- Parents and scholars will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable).
- Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

Fine Arts

- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., Alvarado ISD, TEA, UIL, etc.).
- Fine arts music private lesson educators will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson educator. All district guidelines and pricing will continue to be adhered to.

- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Alvarado ISD, TEA, UIL, etc.).
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Alvarado 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 minimize outside exposure to campuses.

Career and Technical Education

The Career and Technical Education programs taught at Alvarado High School will also continue to be offered and follow all district and campus safety protocols. All CTE scholars will receive instruction that is TEKS-based according to state guidelines.

- Alvarado ISD CTE classes will follow district, county and state protocols regarding social distancing, safety procedures, and sanitizing surfaces and materials.
- Scholars will wear face coverings and gloves when utilizing shared equipment and spaces.
- Shared materials and equipment will be sanitized before it is used by another individual or cohort of scholars. If necessary, additional supplies will be purchased to prevent sharing of materials.
- Additional spacing will be allowed between workstations, service areas and tables.
- Coursework that requires hands-on application of learning will require mandatory stops throughout the class for hand washing and sanitizing and disinfecting.
- Interactions with internship mentors, guest speakers and business partners will be guided by both Alvarado ISD protocols, updated training plans and participating mentor institutions.
- Some course requirements may be adjusted to ensure adherence to the necessary safety protocols from Alvarado ISD or other governing bodies.

School Events and Activities

- Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of scholars together at one time until further notice.
- Administration will follow all Alvarado ISD, TEA and UIL guidelines in regards to games, practices, etc.
- Any school wide events that are approved to be held on campus must adhere to requirements outlined by Alvarado ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.). Some athletic events may be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- Parent organizations and booster clubs must collaborate with and seek approval from campus/district administration prior to any event that is planned.
- Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

Off-School Campus Events and Activities

Field Trips

- Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices.
- Virtual field trips will be considered as often as possible.

Classroom Transitions, Hallways and Lockers

Elementary

- Scholars must observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Scholars and educators must wear face coverings in the halls.
- Where possible, one-way traffic throughout campus corridors will be established.

- In two-way halls scholars are expected to stay to the far right of the hall when walking.
- Scholars at Alvarado Intermediate School will transition between a team of three classroom educators while maintaining a consistent grouping of scholars.

Secondary

- Scholars are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Scholars and educators must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- Scholars should immediately report to their next class and not congregate in the hallway.

Instructional Delivery

This fall, Alvarado ISD will implement instructional practices to provide consistency across learning environments and ensure the safety of scholars and educators.

Regardless of learning environment, Alvarado ISD is committed to ensuring scholars have an equitable experience and access to high quality instruction:

- Scholars will interact with instruction in two different environments (face-to-face and virtual learning) making it necessary for educator teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all scholars.
- Alvarado ISD will utilize strategies and best practices to design learning experiences for all scholars.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Scholars, regardless of learning environment, will engage in high quality learning experiences aligned to Alvarado ISD curriculum and Texas Essential Knowledge and Skills.
- Scholars who begin the year with face-to-face learning at school may move into virtual learning for a period of time if needed for school closure, due to scholar/educator illness or county/state regulations.
- Both virtual learning and face-to-face learning will utilize Seesaw (grades: PK - 3) or Google Classroom (grades: 4 -12), provide similar expectations around coursework and follow the same grading guidelines.

Face-to-Face Learning

Scholars and educators will attend class in-person, five-days-a-week (calendar permitting), with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, educators will provide face-to-face instruction, learning resources, and support utilizing Seesaw (PK-3) and Google Classroom (4-12) as their Learning Management System (LMS).

- Educators will plan instruction that is quickly and easily transferable from face-to-face to virtual in the event of a temporary school closure due to COVID-19.
- District-directed and campus-designed safety procedures will be implemented.
- Scholars in grades 6-12 will be assigned schedules based on their course selections made last spring.

Virtual Learning

Alvarado ISD Virtual Learning is a virtual learning opportunity that will allow scholars to engage in high quality learning experiences, utilize Alvarado instructional resources, and meaningfully connect with their educators and other scholars. All activities will be designed to meet the needs of the scholar in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- Educators will provide instruction to scholars from their classrooms or other assigned AISD facilities.
- In this setting, educators will also provide instruction, learning resources, and support through the use of Seesaw (PK-3) and Google Classroom (4-12).
- Parents/Guardians will support scholars as a “learning coach” and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- Alvarado ISD will ensure open lines of communication between educators, scholars, and parents/guardians while working together to ensure each scholar is academically and socially-emotionally future ready.
- Educators will utilize the same curriculum for all scholars and include specific strategies for learning in the virtual environment.
- Grading will be consistent with the guidelines and practices used in face-to-face learning.

Virtual Asynchronous Learning

A curricular experience where scholars engage in the learning materials on their own time; interacting intermittently with the educator via the computer or other electronic devices. In this setting, educators will provide instruction,

learning resources, and support through the use of Seesaw (PK-3) and Google Classroom (4-12).

Instructional Support

This is a designated time that will provide scholars with academic support by the classroom educator. Scholars are encouraged to ask clarifying questions regarding the assigned daily lessons. This time will be scheduled by the campus and communicated to the scholars' parents by the classroom educator. The assigned classroom educator will provide scholars and parents a Zoom link to join in on the virtual instructional support. Tutorials will be available for all virtual scholars.

Scholar expectations for asynchronous learning:

- Scholars will complete asynchronous activities assigned each day.
- Scholars will show proof of participation in **daily** virtual instruction by satisfactorily completing assignments to demonstrate evidence of scholar learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Scholars and/or parents/guardians may communicate with the educator when needing additional assistance, tutoring, etc.
- ***Engagement activities must be completed/submitted by 3:45 p.m. each day or scholars will be marked absent for the day.***

Schedule for Virtual Learning

While in a virtual learning environment, time management is critical to success. Scholars and educators must remain in communication regarding daily schedules and assignments. As with any face-to-face course, there is a risk of receiving a lower grade if a scholar falls behind. If scholars are struggling with time management, then the parent or scholar should contact the educator during the assigned daily instructional support time for additional assistance.

Attendance for Virtual Learning

Scholars who log in to the Alvarado ISD Seesaw or Google Classroom each day and engage in educator-assigned learning apps are considered “present” and **will not** be marked absent. Scholars who have not logged in by 3:45 p.m. each school day **will** be marked absent. This absence can be resolved if the scholar engages in daily learning assigned by their educator in Seesaw or Google Classroom by 9:00 p.m. that same day.

Parents and scholars will receive absence notifications via the district's mass notification system after 4:00 p.m. each day and will be reminded of the opportunity to resolve that day's absence if the scholars engage in learning before 9:00 p.m. of the same day via Seesaw or Google Classroom. Any absences recorded, but resolved by the scholars before 9:00 p.m. on the same day, will be reconciled based on login records in Seesaw and Google Classroom.

If a scholar is engaged in asynchronous learning and completes the entire week's worth of learning activities on Monday but does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

It is important that scholars understand that virtual learning attendance is based on **daily** engagement, not solely on the completion of assignments. State law TEC §25.092 and Alvarado ISD Policy FEC (Local) and (Legal) still require scholars to attend at least 90% of their classes to receive credit and be promoted. Virtual learning (virtual) attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

- *Scholars should access all learning apps, including Seesaw and Google Classroom, via Classlink, so that we have accurate accounting of their logins and duration of engagement on a particular learning app.*

Virtual Learning Design for Grades PK-6

Educators will structure the asynchronous instructional day to ensure there are enough minutes devoted to each subject area.

- Asynchronous daily screen time instructional activities may include:
 - Read alouds
 - Phonics instruction
 - Number talks
 - Direct instruction by educator (mini-lesson)
- Asynchronous daily non-screen (independent) work/assignments are to be completed in addition to the required daily screen time. These may include activities such as:
 - Choice boards
 - Scholar self-selected reading
 - Writing assignments
 - Independent practice
 - Scavenger hunts

- 6th grade electives band and choir will require students to be present on campus during those periods (virtual scholars will need to be dropped off on time and picked up immediately following class).

Regular communication and the partnership between educators and parents will be crucial to the success of elementary scholars during virtual learning. Parents may be needed at home to assist their scholar with logging into Seesaw or Google Classroom, monitoring their participation and progress in the learning, and ensuring completion and submission of asynchronous activities.

Classroom educators will document consistent communication with parents and maintain records in Seesaw and Google Classroom. Educators are responsible to contact any scholar who is not demonstrating proficiency on a weekly basis. Educators will make a courtesy phone call or email to parents to remind them of the instructional support opportunity from the classroom educator. This required communication will ensure our scholars have check points with the classroom educator during virtual learning.

Virtual Learning Design for PK-6th Grade

| Maximum Daily Screen Time and Non-Screen Time for Virtual Learning | | | |
|--|------------------------|---------------------------|-----------------|
| K - 2 | Screen Time (175 min.) | Non-Screen Time (40 min.) | Break (80 min.) |
| 3 | Screen Time (185 min.) | Non-Screen Time (45 min.) | Break (80 min.) |

Pre-K Virtual Learning (Sample Schedule and Content)

| Pre K Minutes | Content |
|---------------|---|
| 30 | Breakfast at home |
| 10 | Video Daily Message from educator (morning meeting) |
| 20 | Letters, Sounds/Phonological Awareness video followed by independent work |
| 05 | Stretch, move, and take a brain break |
| 15 | Teacher read aloud |
| 05 | Stretch, move, and take a brain break |
| 15 | Fine Motor Activity/ Handwriting |
| 30 | Literacy and Social Studies (Themed lessons) |
| 15 | Daily Journal Writing/ Picture |
| 30 | Eat lunch and free time |
| 30 | Math and Science lesson followed by independent work iStation two times per week, 20 minutes |
| 05 | Stretch, move, and take a brain break |
| 30 | Engage in PE, Art, Music (assigned by educator) |
| 15 | Teacher read aloud |

Kindergarten - Grade 3 (Sample Schedule and Content)

| Grades K - 2 Minutes | Grades 3 Minutes | Content |
|-------------------------|---------------------|---|
| 30 | 30 | Breakfast at home |
| 5 | 5 | Watch video daily message from educator (similar to morning meeting) |
| 30 | 20 | Watch phonics lesson and complete Independent Phonics Lesson (lesson taught by AISD educator) |
| 20 | 20 | Read with a family member at home - Record yourself reading and upload one minute of the text in addition to a reading log. |
| 10 | 10 | Stretch, move, and take a brain break |
| 25 | 35 | Watch an online ELAR lesson and complete Independent Reading |
| 30 | 20 | Engage in PE, Art, Music (assigned by your educator) |
| 30 | 30 | Eat lunch and free time / recess at home |
| 25 | 40 | Watch an online Math lesson and complete online Math Independent lesson |
| 20 | 20 | Watch an online Science lesson assigned by your educator and complete assignments or activities assigned |
| 20 | 20 | Watch an online Social Studies lesson assigned by your educator and complete assignments or activities assigned |
| 10 | 10 | Stretch, move, and take a brain break |
| 20 | 25 | Engage in progress monitoring tool IXL or (assigned by your educator) (AIS IXL Math, Reading Plus, or Study Island) |
| 10 | 15 | Daily Journal Writing Assignment |
| 10 | 10 | Handwriting Assignment |
| | | Enrichment and intervention activities will be added within each content area |

Chart Key Maximum Daily Screen Time and Non-Screen Time for Virtual Learning

| | | | |
|------------------|------------------------|---------------------------|--------------------|
| 4th - 5th Grades | Screen Time (185 min.) | Non-Screen Time (35 min.) | Break (80 minutes) |
| 6th Grade | Screen Time (185 min.) | Non-Screen Time (35 min.) | Break (80 minutes) |

4TH - 6TH GRADE (Sample Schedule and Content)

| Grades 4 -5 Minutes | Grade 6 Minutes | Content |
|---------------------|-----------------|---|
| 30 | 30 | Breakfast at home |
| 5 | 5 | Watch video daily message from educator (similar to morning meeting) |
| 20 | 20 | Read with a family member at home - Record yourself reading and upload one minute of the text in addition to a reading log. |
| 10 | 10 | Stretch, move, and take a brain break |
| 35 | 35 | Watch an ELAR lesson, complete Independent Reading |
| 20 | 20 | Engage in PE (assigned by your educator) |
| 30 | 30 | Eat lunch and free time / recess at home |
| 40 | 40 | Watch an online Math lesson and complete online Math Independent lesson |
| 30 | 30 | Watch an online Science lesson assigned by your educator and complete assignments or activities assigned |
| 30 | 30 | Watch an online Social Studies lesson assigned by your educator and complete assignments or activities assigned |
| 10 | 10 | Stretch, move, and take a brain break |
| 25 | 25 | Engage in progress monitoring tool IXL or (assigned by your educator) (IXL Math, Reading Plus, or Study Island) |
| 15 | 15 | Daily Journal Writing Assignment |
| | | Enrichment and intervention activities will be added within each content area |

Virtual Learning Design for Grades 7-12

Classes within this environment may follow the schedule of classes at the scholar's home campus. Alvarado ISD will structure the scholar's learning schedule to participate in asynchronous learning as appropriate for the individual scholar.

- All courses will be offered in both settings, including advanced level courses such as Honors and AP.
- Some elective courses for scholars who select AISD virtual learning may require the scholar to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed virtually, e.g., welding, A/V production, etc.
- Career and Technical Education classes that require in-person attendance during the class period are:
 - Hospitality Practicum (only for the 10 live EKGs)
 - The REZ (only for on-camera students)
 - Culinary Arts
 - Advanced Animal Science (40% of instructional time for conducting field and laboratory investigations)
 - Floral Design (On site for hands-on projects and certification exams)
 - Ag Mechanics
- Extra-curricular activities that require in-person attendance during the class period are:
 - Athletics
 - Band
 - Choir
 - Colorguard/Spirit Squad
 - Art (HS only - when using ceramics)
 - Robotics (JH only)
 - Drama (JH only)

7TH - 12TH GRADE (Sample Schedule and Content)

| Minutes | Content |
|---------|---|
| 30 | Breakfast at home |
| 15 | Watch recorded daily message |
| 20 | Independent reading assignment at home - Record yourself reading and upload |
| 10 | Stretch, move, and take a brain break |
| 40 | Watch an online ELAR lesson and complete Independent reading lesson |
| 20 | Electives |
| 30 | Eat lunch and free time |
| 40 | Watch an online math lesson and complete the Independent Math lesson |
| 40 | Watch an online Science lesson and complete assignments or activities assigned |
| 10 | Stretch, move, and take a brain break |
| 20 | Engage in progress monitoring tool or IXL (assigned by your educator) |
| 40 | Watch an online Social Studies lesson and complete assignments or activities assigned |
| 15 | Daily Writing (assigned by your educator) |
| 20 | Electives |
| | Enrichment and intervention activities will be added within each content area |

Intervention and Enrichment for Remote Learning

During this time, scholars may engage in assigned group activities, project-based learning activities, small group or individual instruction. Educators will communicate with scholars their plan for the designated additional academic support time.

Virtual Learning Grading

Grading for all virtual courses will follow the same grading policy as the courses in the face-to-face learning model. Virtual learning courses that earn high school credit will count in GPA calculation and class rank as specified in AISD Board Policy.

Meeting IEP Service Recommendations

Alvarado ISD will review all health plans and IEPs prior to reentry into brick and mortar settings and revise them through an ARD with appropriate safety protocols as needed.

Alvarado ISD is committed to meeting the unique needs of scholars with disabilities by ensuring that ARD/IEP or 504 Committees convene as needed to discuss needs, review progress, and make individualized recommendations for our scholars.

Special Education Support

Alvarado ISD will ensure that scholars with disabilities have access to a free and appropriate public education (FAPE). We will ensure that, to the greatest extent possible, each scholar with a disability can be provided the special education and related services identified in their individualized education program (IEP).

Provision For Self-Contained and Inclusion Services

Special Education educators will follow the general education guidance and complete lesson plans for each resource class whether virtual or face-to-face. Special and general education educators will collaborate to ensure lessons are designed to meet the needs of all scholars.

Special education educators are required to complete differentiated lesson plans to meet the needs of the IEP-entitled scholars they support, whether instruction is virtual or face-to-face.

- For scholars who choose virtual learning, educators will:
 - Develop individualized lessons.

- Provide direct instruction through scheduled synchronous sessions.
 - If a scholar is unable to participate during synchronous sessions and accesses lessons at another time, the ARD committee should convene to document how IEP will be implemented.
- Provide links to virtual platforms for lesson participation.
- Upload weekly lesson materials to the district-designated virtual platforms.
- Document scholar participation and attendance on the scholar's log.
- Collect data and monitor progress.
- Request an ARD/IEP committee meeting to address any concerns with progress on IEP goals/objectives or in the general education curriculum.

Dyslexia

All scholars will receive all accommodations and support as outlined in the Individual Accommodation Plan (IAP) under Section 504 or through the Individualized Education Plan (IEP) under Special Education. Scholars receiving Dyslexia Instruction will receive services as indicated in their IEP or IAP. Dyslexia programming will follow guidelines as stated in the Texas Dyslexia Handbook, 2018.

Instructional Roles & Learning Tools

Although scholars may be learning in different environments, Alvarado ISD is committed to providing consistency in high quality instruction and learning tools for all scholars.

Preparation for Learning

Scholar

- Be prepared for learning each day and have work and assignments completed and ready.
- Complete coursework by deadline set by educators.
- Submit assignments through the district's LMS - Seesaw or Google Classroom.

Parent

- Access parent resources to learn how scholars will navigate Seesaw/Google Classroom.
- For AISD Virtual Learning: Create a designated place in your home for your scholar to use as their virtual classroom.

Educator

- Meet weekly with their collaborative team to plan instruction for all scholars.
- Utilize the district's curriculum documents and follow the scope and sequence provided by TEKS Resource System.
- Upload "Week-at-a-Glance" for parents and scholars in Seesaw and Google Classroom.
- Upload daily assignments under each corresponding unit that connects with the district's scope and sequence.