



## ***Rusk ISD Return to School***

***2020-2021***

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Rusk, TX 75785

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[www.ruskisd.net](http://www.ruskisd.net)

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Una traducción de este documento es disponible a su petición por modo de hablar por teléfono a la oficina de las escuela donde asiste su hijo/hija, 903-683-5592

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## Introduction and District Priorities

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As a school district, Rusk ISD looks forward to welcoming students back to school on August 12, 2020. Despite the challenges with COVID-19, our district will continue to provide the excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-2021 school year with a focus on the health, safety and well-being of our staff, students, and community.

While Rusk ISD is planning for different instructional environments, our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed to those changes and updates. The Rusk ISD website will provide you with the most up-to-date information.

Rusk ISD must post for parents and the general public, one week prior to the start of on-campus activities and instruction, a summary of the plan we will follow to mitigate COVID-19 spread in our schools. This reopening plan serves as the required notice and must be posted on the Rusk ISD home page.

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Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Planning Teams have planned with the following key priorities and focus areas in mind:

## KEY PRIORITIES AND FOCUS AREAS

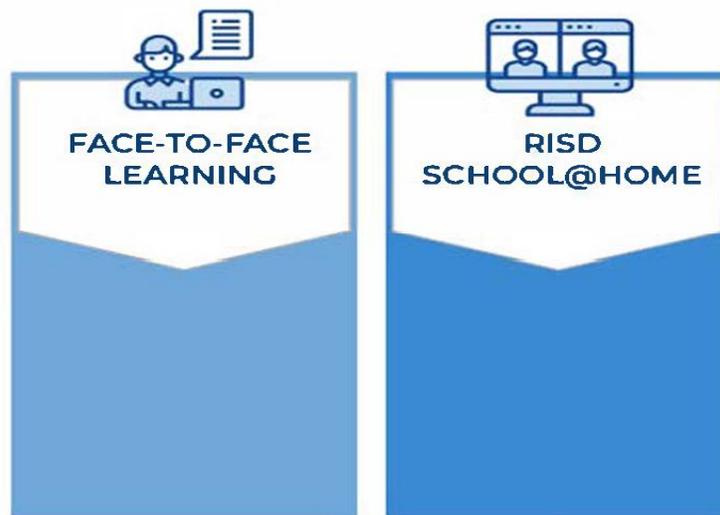


- ▶ Public Health and Safety
- ▶ Instructional Continuity
- ▶ Maintaining Workforce
- ▶ Parent Choice
- ▶ Equity
- ▶ Innovation
- ▶ Communication



## Fall 2020: Instructional Information for Families

This fall, Rusk ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.



To receive state funding, TEA requires that the district offer an on-campus learning environment and has permitted districts the ability to also provide a virtual learning environment option for our families.

Rusk ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff. Rusk ISD parents will have the opportunity to choose the learning environment that works best for their student(s) and their family.

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

- ▶ Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- ▶ Rusk ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- ▶ Learning experiences are designed to meet the needs and environment of the learner where they are.
- ▶ Students, regardless of learning environment, will engage in high quality learning experiences aligned to the Texas Essential Knowledge and Skills.
- ▶ Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- ▶ Both the remote and face-to-face experience will utilize Google Classroom, provide similar expectations around coursework, and follow the same grading guidelines.
- ▶ Intervention and tutorial time will be scheduled regularly for students to best meet their academic needs. As assigned by the campus, students needing intervention will be scheduled for additional time with a teacher for instruction in identified areas of need.



## FACE-TO-FACE LEARNING (On-Campus Learning)

Option 1 - On-Campus Learning (Typical Daily Bell Schedule): Option 1 is an on-campus face-to-face learning model which mimics the traditional instructional day utilizing District health protocols, social distancing, and sanitizing measures.

Students and teachers will attend class in-person five-days-a week while following public health guidance and safety measures from state, TEA, and local health officials. At this time, TEA requires that daily on-campus instruction is available for every family and student who requests it.

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- ▶ In this setting, teachers will provide face-to-face instruction, learning resources and support, utilizing Google Classroom. All students (districtwide) will have assignments and lessons posted in google classrooms that support face-to-face learning.
- ▶ Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- ▶ District-directed and campus-designed safety procedures will be implemented.
- ▶ Students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade.
- ▶ Gr. 6-12 students will be assigned schedules based on their course selections made last spring.

On-campus (Face-to-Face) learning may be temporarily limited during the first 4 weeks of school as needed to provide a transition period. Additionally, the board may vote to extend the transition period for another four-week period. During the transition period, students will be required to participate in School@Home learning. The district will either provide internet/device or access to campus for students needing these resources.

**All students in Rusk ISD will participate in School@Home between August 12th - August 21st. On campus Face to Face learning will begin on August 24, 2020.**

Choosing On-Campus Learning (Face-to-Face) is a nine-week commitment unless an extenuating circumstance is approved by the campus principal.



### **RISD School@Home (Asynchronous Learning)**

Option 2 - Virtual Learning: Students will participate from home 5-days-a-week in virtual learning curriculum comparable to that of on-campus learning. Daily student participation will be required. This model would require students to participate 100% in remote learning through google classroom while meeting the TEA attendance guidance. In this method, students learn from instruction that is not necessarily being delivered in person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and preassigned work and formative assessments made available to students. The instructional method must address the required grade level curriculum and grade level materials including assessments. The student is required to be engaged daily with work as follows:

PK - 5th grade - 180 Instructional Minutes

6th - 12th grade - 240 Instructional Minutes

Students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade.

Curricular progress can be measured through any of the following means:

- Data from Google Classroom showing progress made that day
- Curricular progress evidenced from teacher/student interactions made that day
- Completion and submission of assignments planned for that day.

Student feedback is provided from the instructor at least weekly including next steps or necessary academic remediation to improve performance.

Rusk ISD School@Home is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize Rusk ISD instructional resources, and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- ▶ In this setting, teachers will also provide instruction, learning resources and support, through the use of Google Classroom.
- ▶ Parents will support students as a “learning coach” and ensure they have access to a device, a place to work, and are engaged in virtual learning activities.
- ▶ We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- ▶ Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- ▶ Grading will be consistent with the guidelines and practices used in all face-to-face instruction (See Rusk ISD Grading Handbook). Courses earned for high school credit will count in GPA and class rank as specified in the Rusk High School Academic Handbook.
- ▶ The students selecting School@Home will be considered enrolled in Rusk ISD for attendance and funding purposes and will be eligible to participate in all extra-curricular activities and sports per UIL guidelines. On-campus activities may be required for participation in extracurricular and/or UIL activities. This would include Band, Athletics etc.
- ▶ Some courses may require on-campus activities to meet the course requirements.
- ▶ Gr. 6-12 students will be assigned schedules based on their course selections made last spring.

Rusk ISD student expectations for School@Home (*asynchronous*) learning:

- ▶ Students will complete asynchronous activities assigned each day.
- ▶ Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- ▶ Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

### **Schedule for School@Home**

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

### **Attendance for School@Home**

Students who login to their Google Classroom each day and engage in teacher-assigned learning are considered “present” and **will not** be marked absent. Students who have not logged-in by 4:00 pm each school day **will** be considered absent. This absence can be resolved if the student engages in daily learning assigned by their teachers via their Google Classroom by 11:59 p.m. that same day.

Parents and students will receive absence notifications via Remind or Global call etc. by 5:00 pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 pm of the same day via their Google Classroom.

Any absences recorded but resolved by the student before 11:59 PM on the same day, will be reconciled based on login records of the Google Classroom.

If a student is engaged in School@Home (asynchronous) learning and completes the entire weeks’ worth of learning activities on Monday and 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.

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It is important that students understand that School@Home attendance is based on daily engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Rusk ISD Policy FEC ([Local](#)) and ([Legal](#)) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

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*\*Students should access all learning via Google Classroom so that we have accurate accounting of their logins and duration of engagement on a particular learning assignment.*

Teachers will design small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the School@Home remote learning. Parents may be

needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

**School@Home learning begins on August 12, 2020.**

Choosing to be a School@Home (virtual student) is a nine-week commitment unless an extenuating circumstance is approved by the principal. Parents and students must be fully aware of the requirements and expectations of this instructional model before selecting School@Home.



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The District is aware that the current COVID-19 situation is ever changing and fluid. We have a third model (Plan B) that is not an option at this time, but the district believes it is necessary to be prepared for changing conditions.

Plan B is the Hybrid Model. If at any time during the year TEA requires a minimum spacing of 45 square feet for each student in a classroom or similar requirement, we would use the Hybrid model. Students will be divided into two groups and alternate between on campus and virtual instruction. For example, a student would be on campus for “face to face” instruction one day and at home for “virtual” instruction the next day. All students would have two days on campus and two days to three days of virtual instruction each week. Students who are identified by the campus as needing additional help or not making adequate progress will be on campus for instruction a third day. We will also be following District health protocols and sanitizing measures in this plan. At this time, this model does not meet the TEA required daily on-campus instruction model and would only be used if TEA revises their guidance.

The district has Option 1, Option 2, and Plan B and is prepared to move between the models of instruction as the COVID-19 climate requires. TEA guidance will be followed.



## Instructional Roles & Learning Tools for Both Learning Environments

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

### INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

#### Preparation for Learning

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Be prepared for learning each day and have work and assignments completed and ready.</li> <li>▶ Complete coursework by deadline set by teachers.</li> <li>▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Access parent resources to learn how students will navigate Google Classroom.</li> <li>▶ For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.</li> <li>▶ For RISD School@Home: Create a designated place in your home for your student to use as their remote classroom.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Meet weekly with collaborative team to plan instruction for all students.</li> <li>▶ Utilize the grade-level scope and sequence.</li> <li>▶ Upload “Week at a Glance” for parents and students in Google Classroom.</li> <li>▶ Upload weekly instructional materials into Google Classroom.</li> <li>▶ Be prepared to teach daily lessons.</li> <li>▶ Take all materials and devices home each day in order to be prepared for possible school closure.</li> </ul>

## Learning & Teaching Expectations

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.</li> <li>▶ Participate in face-to-face learning activities or School@Home sessions as instructed by teachers.</li> <li>▶ Be organized in your work and in getting projects completed.</li> <li>▶ Ask questions and communicate with your teacher.</li> <li>▶ Be aware of what you should be learning each day.</li> <li>▶ Become familiar with the structure of Google Classroom and how your teacher organizes information.</li> <li>▶ Turn in assignments on time.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Access Skyward Family Access to view student grades.</li> <li>▶ Check in with student(s) to monitor completion of homework and assignments.</li> <li>▶ Discuss your child's favorite part of their day and what they learned in school.</li> <li>▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.</li> <li>▶ Provide your child with assistance on their day-to-day activities except for designated independent work.</li> <li>▶ Consider creating a designated learning/study space for your child at home to learn comfortably.</li> <li>▶ Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.</li> <li>▶ Monitor and ask for evidence that your child is on track with assignments and coursework.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Teach students how to access learning materials through Google Classroom.</li> <li>▶ Provide face-to-face or School@Home instruction and facilitate learning throughout the day.</li> <li>▶ Manage online and offline resources to provide consistency and routines for students.</li> <li>▶ Provide clear learning goals for students.</li> <li>▶ Follow the expectations established across the district for Google Classroom.</li> <li>▶ Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.</li> <li>▶ Post grades in a timely manner according to district grading guidelines.</li> </ul>

### Support and Intervention

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Attend intervention/tutorial sessions as established by your teacher or school.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Allow your child to attend intervention/tutorial sessions as needed.</li> <li>▶ Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher.</li> <li>▶ Help your child own their learning. Provide support and encouragement and expect your children to do their part.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Provide intervention or tutorial sessions as needed.</li> <li>▶ Follow student IEPs / 504 accommodations in all learning environments.</li> <li>▶ Use data to pinpoint students’ specific needs for enrichment and intervention.</li> <li>▶ Monitor student progress.</li> <li>▶ Provide and communicate office hours or conference period for student/parent support.</li> <li>▶ Attend and participate in professional learning.</li> </ul>

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## LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information	Resources
<b>Device</b>	All students PK - 1st grade will be offered an iPad and students 2nd - 12th grades will be offered a Chromebook to use in either learning environment.	
<b>Instructional Platform</b>	<ul style="list-style-type: none"> <li>▶ All teachers, grades PK-12, will utilize Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.</li> <li>▶ Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.</li> <li>▶ Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.</li> </ul>	<a href="#">Google Classroom Summaries (for parents/guardians)</a>

	<b>Information</b>	<b>Resources</b>
<b>Online Resources</b>	<ul style="list-style-type: none"> <li>▶ All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.</li> <li>▶ Students will have access to online resources, textbooks and materials through the Rusk ISD website.</li> <li>▶ No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>▶ Communicating with teachers: <ul style="list-style-type: none"> <li>▶ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.</li> <li>▶ Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.</li> </ul> </li> <li>▶ Use of student email: <ul style="list-style-type: none"> <li>▶ Students in grades 6-12 will be provided a district managed email account and Google Drive.</li> <li>▶ These accounts should be utilized for all communication directly between teachers and students.</li> </ul> </li> </ul>	
<b>Technology</b>	<p>Rusk ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. Rusk ISD is preparing for School@Home and possible school closures due to COVID-19 as follows:</p> <ul style="list-style-type: none"> <li>▶ Learning devices and/or WiFi hotspots will be provided as needed.</li> <li>▶ Insurance is available for a fee of \$25. For students not electing insurance, damage fees and repairs will be paid by the parent (See Technology Device Handbook)</li> <li>▶ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.</li> <li>▶ Rusk ISD Technology Device Handbook provides specific requirements (posted on Rusk ISD website).</li> </ul>	

## Intervention and Enrichment for Both Learning Environments

Intervention, enrichment and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.

## Special Programs for Both Learning Environments

- Special Programs staff will be trained in COVID-19 safety protocols.
- Instruction - Special education and 504 students will receive instruction and related services in accordance with their individualized education/accommodation plan as determined by the ARD/504 meeting. School@Home learners will receive service remotely rather than on campus.
- The nature of the special education services provided through School@Home option will likely require a heavier concentration of teacher support through zoom which will require logging in at time set by the teacher.
- Progress will be carefully monitored by the ARD Committee and the committee will convene as needed to make appropriate recommendations to meet individual student needs.
- School@Home learners will receive related and/or other services (speech therapy, occupational therapy, physical therapy, direct psychological services, and/or vision services) through various digital platforms (Zoom, Google Meet, etc.) Some related and/or other services such as vision, orientation and mobility may be provided via consultation and not as a direct service as specified by the ARD.
- Students with disabilities whose needs pose additional challenges to learning in a virtual environment are encouraged to attend On-Campus Instruction.
- Therapy services will continue for students receiving those services within both learning platforms. Virtual students will receive these services through an electronic digital platform provided by the district. Students attending school on campus will receive these services face to face while at school.
- Regression will be addressed in the ARD/504 committee meeting.
- Special education transportation services will be provided as written in the ARD paperwork for on-campus learners.
- Evaluations for special education/504 eligibility will vary on a case by case basis. Rusk ISD will encourage on-site/in-person evaluations in order to ensure the accuracy and integrity of the evaluation. In the event that an evaluation is needed, and an in-person or on-campus accommodation cannot be made, the evaluation will be conducted remotely when possible.
- ESL, GT, and Dyslexia services will be provided in both learning environments as specified in the student plan.

## Return to School Important Dates

- July 23rd- July 29th - Parent learning environment survey opens in Skyward Family Access
- July 29th- July 31- Parent learning environment options are finalized. Parents not selecting an option, are choosing Face to Face learning for their child.
- August 12th - 21st - All students will participate in School@Home
- August 24th- Face to Face learning begins
- Watch [www.ruskisd.net](http://www.ruskisd.net) for important updates



## Return to School Protocols

Following are the return to onsite work protocols for Rusk 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 students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Rusk 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, Rusk ISD expects all employees, students and families to rigorously follow these practices.

### Preparation for the Opening of School

Rusk ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, 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 re-open, Rusk 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
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## Protocols for Screening and Isolation

### General

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

### Screening Protocols

- ▶ Staff will be required to complete a self-screening process prior to entering a Rusk ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building. Teachers and staff must report to their supervisor if they have COVID-19 symptoms or are lab confirmed with COVID-19 and must remain off campus until re-entry criteria has been met. Additionally, teachers and staff must report to their supervisor if they have had close contact with an individual who is lab-confirmed with COVID-19 and, if so, must remain off campus until the 14-day incubation period has passed. 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.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms 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 School@Home instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive School@Home instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
- ▶ Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:

- ▶ Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, diarrhea, shaking or exaggerated shivering, headache, sore throat, new loss of taste or smell.
- ▶ 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.
- ▶ Teachers will monitor students and refer them to the nurse if symptoms are present.

### Isolation Protocols

- ▶ For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment including temperature check to determine if and when a student needs to be sent home.
- ▶ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- ▶ Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ▶ Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas 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).
- ▶ Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, school must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate on any on campus activities
- ▶ Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed above) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
  - ▶ In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
    - At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
    - The individual has improvement in symptoms (e.g., cough, shortness of breath); and
    - At least ten days have passed since symptoms first appeared.

- ▶ In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- ▶ If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnoses or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

## Protocols for Personal Protective Equipment

### PPE Requirements

Schools are required to comply with the governor's executive order regarding the wearing of masks. Primary, Elementary, and Intermediate are exempt per Governor Abbott's order. Face coverings are required at the Junior High and High School campus.

- ▶ Students and staff will be provided with a face covering. Students are encouraged to wear the face covering provided by the campus. Personal face coverings are subject to the Rusk ISD dress code in regard to displaying inappropriate or offensive images and phrases.
- ▶ All students and staff are required to wear face masks when on RISD buses or vehicles.

## Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building must have an appointment and will be required to wear a face covering. Main school entrances will be locked immediately after arrival times and remain that way throughout the day to help ensure effective management and safe screening. Essential visitors will follow specific guidelines.

### Visitor Screening/PPE Requirements

- ▶ Parents are discouraged from entering the campus and will not be allowed beyond the front office area. Meal drop offs will not be permitted.
- ▶ 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 ARDs, LPAC, etc.
- ▶ All visitors will be subject to screening by way of a symptom screening form and temperature check before entering any Rusk ISD facility.
- ▶ Rusk ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.

- ▶ Parental drop off and pick up are excluded from visitor screening since parents will be required to remain in their vehicles.
  - ▶ 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.
  - ▶ Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
- 

## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### 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.
- ▶ Staff and students will be expected to regularly wash or sanitize their hands.
- ▶ Requirement for hand washing and/or use of Rusk ISD-provided hand sanitizer:
  - ▶ Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
  - ▶ Habitual and thorough hand washing after recess, before eating and following restroom breaks.

### Disinfecting Expectations

- ▶ Staff will limit the use of shared supplies when possible.
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## Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

### Daily Campus Cleaning

- ▶ Each classroom and restroom will be cleaned, disinfected, and sanitized at least once during the day and every evening.
- ▶ 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 cleaned, disinfected, and sanitized between lunch periods.

### Restrooms

- ▶ Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.

- ▶ Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.
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## 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 students and staff will be required to use hand sanitizer when entering and exiting common areas.
  - ▶ Classes/grade levels will sign up to reserve common areas.
  - ▶ Number of students in a common area will be based upon social distancing practices.
  - ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
  - ▶ The use of virtual meetings/videoconferencing is preferred when possible, including , ARDs, LPAC, booster club meetings and events.
  - ▶ If meetings must be held in person, all social distancing protocols will be implemented:
    - ▶ Facial coverings
    - ▶ Six-feet social distancing when possible
    - ▶ Limiting the sharing of materials/supplies
    - ▶ Visitors complete the campus visitor screening process
- 

## 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 and sanitize the classroom/facility.
  - ▶ Custodial staff will clean, disinfect, and sanitize classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.
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## Campus Health & Safety Protocols

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### Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To 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.

#### Safety Training for Protocols & Procedures

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</li> <li>▶ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, social distancing, and sanitation of work areas.</li> <li>▶ If a student is experiencing symptoms, they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.</li> <li>▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.</li> </ul>

## School Arrival & Dismissal

When possible, separate entrances/exits will be utilized for car riders, bus riders, walkers and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus.

**Parents will not be allowed to walk students into buildings or classrooms. Students may not be dropped off before 7:30 AM. Parents are required to remain in their vehicles during drop-off and pick-up.**

## BUS TRANSPORTATION

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

### Transportation COVID-19 Protocol: Parent Information

The Rusk ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes. Bus routes will run at regular capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, **families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses.** *We are requiring all of our drivers and students to wear masks while on the school bus.*

#### Bus Stop Expectations

- ▶ Students 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.
- ▶ Students should NOT share food, drinks or personal devices.

#### Morning & Afternoon Boarding Bus Procedures

- ▶ Students should practice social distancing when possible as they approach and board the bus.
- ▶ Use hand sanitizer (provided near the bus stairwell).
- ▶ Seating: Students will be seated with younger students in the front and older students in the back.
- ▶ Bus in motion rules: Standard Rusk ISD bus rules apply.

#### Unloading at Campus & Bus Stop

- ▶ Unloading will start from the front to the back.
- ▶ Students should practice social distancing when possible and follow campus guidelines.
- ▶ Students are required to use hand sanitizer when entering the building.
- ▶ When unloading at the bus stop, students should avoid gathering in groups of 10 or more

**Disinfecting Protocol**

School bus drivers and staff will clean, disinfect, and sanitize windows, seats, and high-touch items after each AM and PM route.

**Student Drop Off**

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|----------------------|---|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.</li> <li>▶ Students will be required to use hand sanitizer when entering the building.</li> </ul> |
| <b>Parent</b>        | <ul style="list-style-type: none"> <li>▶ Parents should follow pick up protocols regarding how to pick up their child.</li> <li>▶ Parents are required to remain in their vehicles during drop-off and pick-up.</li> </ul>  |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Assigned staff supervises student arrival, directs students to waiting areas and encourages campus protocols including social distancing.</li> </ul>   |

**General Building Arrival**

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|----------------|---|
| <b>Student</b> | <ul style="list-style-type: none"> <li>▶ Wash hands or use hand sanitizer upon arrival.</li> <li>▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.</li> <li>▶ Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.</li> <li>▶ It is required that students and staff wear masks when entering the building and waiting in the designated waiting area or classroom.</li> <li>▶ Students should choose seats that allow for social distancing.</li> <li>▶ Students are expected to stay seated until they are dismissed by a staff member.</li> <li>▶ Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom.</li> <li>▶ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.</li> </ul> |
| <b>Parent</b>  | <ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.</li> </ul>  |

- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
- ▶ Students and staff will be provided with a face covering.

**Teacher/Staff**

- ▶ Campus staff are required to complete the self-screening questions located at designated entry points.
- ▶ Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces, classrooms).
- ▶ Staff are required to have masks or face shields on when entering the building and ensure that students are wearing masks in the hallways and in classrooms.
- ▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.

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## Cafeteria - Breakfast and Lunch

Breakfast and lunch will be provided free of charge to all Rusk ISD students.

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

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of the cafeteria. No outside food deliveries will be permitted.

## Seating & Directions

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Students will be expected to follow campus guidelines for cafeteria procedures.</li> <li>▶ Students will be seated according to a seating plan for students consistent with social distancing guidelines</li> <li>▶ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.</li> <li>▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.</li> <li>▶ Parents are encouraged to speak to their children about safety protocols and social distancing.</li> <li>▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.</li> <li>▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.</li> <li>▶ A seating plan for students will be followed for social distancing.</li> <li>▶ Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.</li> <li>▶ A seating plan for students will be followed for social distancing.</li> <li>▶ Staff will monitor students while in the cafeteria to ensure social distancing.</li> <li>▶ Staff will ensure to maintain a student consistent cohort for “in person” lunches.</li> </ul>

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## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Each classroom will be outfitted with the following:

- ▶ Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- ▶ Hand sanitizer stations.
- ▶ Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.

- ▶ Technology should be utilized when students are involved in collaborative work.
- ▶ Group or pair work can be implemented while maintaining physical distancing.
- ▶ In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- ▶ In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing.

### Classroom Training

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|----------------------|--|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Students should wash their hands or use hand sanitizer upon entering each classroom.</li> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</li> </ul>   |
| <b>Parent</b>        | <ul style="list-style-type: none"> <li>▶ Parents are asked to read all school communication regarding health and safety protocols.</li> <li>▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.</li> <li>▶ Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office</li> </ul> |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.</li> <li>▶ Teachers will provide students training on health protocols.</li> </ul>  |

### Classroom Setup

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|----------------------|---|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.</li> <li>▶ Students will avoid sharing school supplies.</li> <li>▶ Students will use hand sanitizer at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.</li> </ul>  |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.</li> <li>▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school wide.</li> <li>▶ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.</li> <li>▶ Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.</li> </ul> |

- ▶ Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is not using an item.

### Classroom Arrival

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|----------------------|---|
| <b>Students</b>      | <ul style="list-style-type: none"> <li>▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.</li> <li>▶ Students should avoid touching high-touch areas if possible.</li> </ul> |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.</li> </ul>                                       |

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## Water Fountains

Water fountains will be turned off. Students will need to bring their own water bottle(s).

### Water Fountain Usage

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|----------------------|--|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Students are expected to bring their own water bottle for use throughout the day.</li> </ul>  |
| <b>Parent</b>        | <ul style="list-style-type: none"> <li>▶ Parents are asked to secure water for their child to bring to school on a daily basis.</li> <li>▶ Parents are asked to assist students, as needed, to clean reusable water bottles on a daily basis.</li> </ul> |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Monitor that students take reusable water bottles home to be cleaned.</li> </ul>  |

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## Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

### Guidelines for Outdoor Play

- ▶ Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.

- ▶ All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- ▶ While in the classroom, brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

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## Extracurriculars and Identified Electives

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from RISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students opting for the RISD School@Home learning environment will be permitted to participate in on-campus extracurricular activities unless decisions from TEA (Texas Education Agency) or The UIL (University Interscholastic League) are communicated that restrict participation. It will be the responsibility of the parent to transport their student to/from practice sessions, rehearsals, and on-campus contests. Parents and students choosing the RISD School@Home option will need to communicate with the appropriate campus staff (music director, athletic coach, cheer coach, drill team instructor, etc.) of their intention to participate. Extracurricular activities will only be offered on campus in a face-to-face environment therefore students participating in School@Home will be required to be on-campus as required by the sponsor for these activities.

Practices and contests will follow protocols established by UIL, TEA and Rusk ISD. In-season and off-season activities will follow the most current guidelines available.

All students will communicate with Athletic Trainers, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

Some identified elective courses (e.g. Ag Mechanics, Ag Fabrication, and Advanced Floral Design) require participation in certain course activities on-campus in order for the student to earn credit for the course.

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## School Events and Activities

### Guidelines for School Wide Events/Activities

- ▶ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- ▶ Administration will follow all RISD, UIL and CDC guidelines in regard to games, practices, etc.
- ▶ Any school wide events that are approved to be held on campus must adhere to requirements outlined by Rusk 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.
- ▶ Boosters 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 campus field trips are eliminated, excluding extra-curricular and other UIL events, until further notice.

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## Classroom Transitions & Hallways

### Guidelines for Transitions

- ▶ Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
- ▶ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines when possible.
- ▶ Students and staff will wear face coverings in the halls and avoid gathering in large groups during passing periods.
- ▶ Students should immediately report to their next class and not congregate in the hallway.