

2020 - 2021 School Year

Back to School

Plans and Protocols for
a Safe and Healthy School

Cushing Independent School District





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Superintendent: Michael Davis

August 3, 2020

To: CISD School Family
From: Michael S. Davis, Superintendent
Concerning: Back to school plan

Hello, do hope all is well.

PURPOSE OF THE FOLLOWING DOCUMENT

The purpose of this document is to address the Cushing ISD Strong Start 2020 Back to School Plan.

DISCLAIMER(S)

1. Please know that the COVID19 situation is constantly evolving and this document could change over the next couple of weeks as a result. We are confident that most details in the manual are accurate at this time, but are awaiting final verbiage from the state on a few details to adopt a final version.
2. The Texas Education Agency has done a great job keeping all districts informed over the past several months. TEA is still providing new information and answering several key questions as schools begin to offer instruction. Once all particulars are finalized, the CISD Board will formally adopt the CISD Strong Start 2020 Back to School Plan and we will remove the "DRAFT" watermark from this document.
3. As stated, this document may be revised over the coming weeks due to changes at the state level or changes at the local level with our "Back to School Task Force". Please know that you will be notified of any revisions and will be notified when the CISD Board adopts the final draft next week.

PLAN DETAILS

Whether you plan to come back virtually or in-person, we plan to start school on August 24, 2020.

For those of you that want to come back in-person, this document should give you a glimpse of what school will look like in the coming days. For those of you that plan to take advantage of "at-home" learning, we expect to offer you the same rigor as the "on-campus" learners and hope to see you soon!

Please read over the document and let us know what concerns you have.

We are coming off the longest spring break in the history of Texas Public Education and expect a great year!

To conclude, please know that this document is "close" but will likely be edited to a small degree over the coming days.

Go Bearkats,

MSD

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INTRODUCTION

Cushing ISD modified this plan as part of the "STRONG START 2020" initiative. Our goal is to start school safely on August 24, 2020 by providing a setting where our employees, students, and families feel safe while reducing the impact of COVID-19.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) as well as our state health department. As COVID19 presents a fluid situation, regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies when appropriate.

GUIDING PRINCIPLES

To ensure the continued well-being of our employees the following guiding principles have been put in place:

- EMPLOYEE AND STUDENT SAFETY MEASURES
- HEALTH GUIDELINES
- SUPPORT FOR FAMILIES

SECTION I

SAFETY OF STUDENTS STAFF AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place

EMPLOYEE AND STUDENT SAFETY

In order to provide students a safe learning environment at school, employees of Cushing ISD will be expected to follow the guidelines and protocols as outlined below.

VISITOR RESTRICTIONS

Cushing ISD will not allow normal visitation in our campus buildings until the reopen date with the exception of appointments for registration or special needs. Cushing ISD staff are allowed on campus to prepare for reopening.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. We request that all visitors call ahead to schedule an appointment. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a screening questionnaire prior to entry. All visitors must wear a mask or face shield while on campus. Visitors will not be able to deliver lunches and will not have access to the student hallways or commons areas unless a scheduled meeting is to take place.

TRAVEL RESTRICTIONS

Cushing ISD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the HR department and the office of the Superintendent. Any special considerations for travel should be submitted through the campus principal to the human resource department and the superintendent for approval.

Cushing ISD will discontinue all student travel to non-UIL academic, athletic or other extracurricular activities through the first semester, at which time we will reevaluate the travel restrictions. As of now, all UIL academic, athletic, and extra-curricular activities are eligible for restricted travel.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a daily screening process which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If you are experiencing any of the symptoms above, stay home and contact your medical provider for further instructions. Also contact the school nurse, campus principal, HR, or superintendent. All screening information will be kept confidential.

****If any of the above-listed symptoms are sudden or severe, seek immediate medical attention.****

Please indicate yes or no next to the following statements:	Yes	No
Have you taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above listed symptoms?		
Have you been tested for COVID-19 in the last 2 weeks?		
Have you had close contact* with someone with a <u>confirmed</u> diagnosis of COVID-19 in the past 14 days?		
Have you had close contact* with someone with a <u>suspected</u> diagnosis of COVID-19 in the past 14 days?		
Have you traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus.		

*What counts as close contact?

- You have been within 6 feet of someone who has COVID-19 for at least 15 minutes
- Someone in your home is sick with COVID-19
- You have had direct physical contact with the sick person (touched, hugged, or kissed them)
- You have shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on you

If you answered yes to any of the above questions, stay home. Contact your medical provider for further instructions. Contact the school nurse, principal, HR department, or Superintendent.

EMPLOYEE GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If an employee has been in close contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for their health and safety and those around them.

Employees shall:

1. Quarantine themselves in a specific room away from others and contact the following persons to report the exposure to COVID-19, and follow their instructions.
 - Employee's supervisor
 - School nurse
 - Employee's healthcare provider
2. The supervisor and/or school nurse will work with HR to determine appropriate next steps.
3. In case of an emergency, employees should call 911 and report the exposure to COVID-19.

Identifying Possible COVID-19 Cases on Campus:

- Schools must immediately separate any employee who shows COVID-19 symptoms while at school.
- Employees who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school as soon as is feasible.

EMPLOYEE HEALTH PROTOCOL

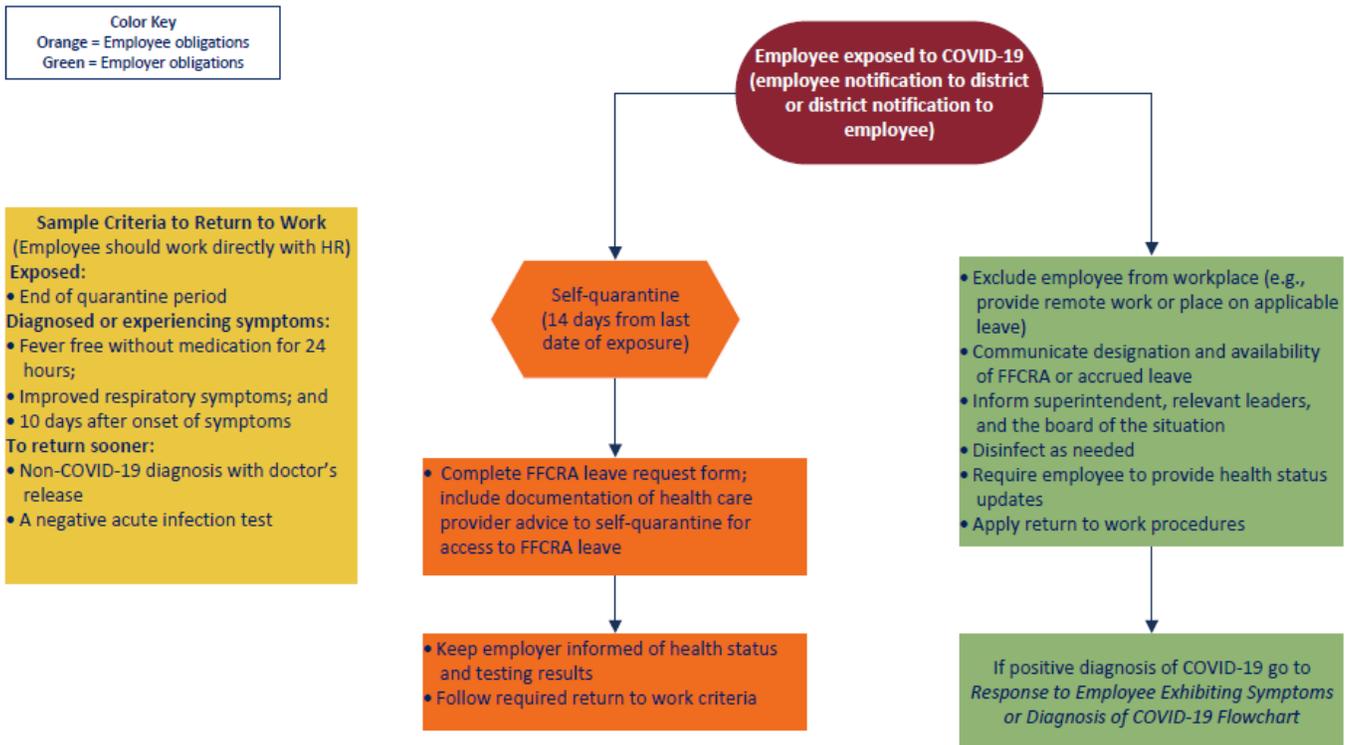
If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center. Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

Response to Employee Exposure to COVID-19 Flowchart



STUDENT SCREENING AND PROTOCOLS

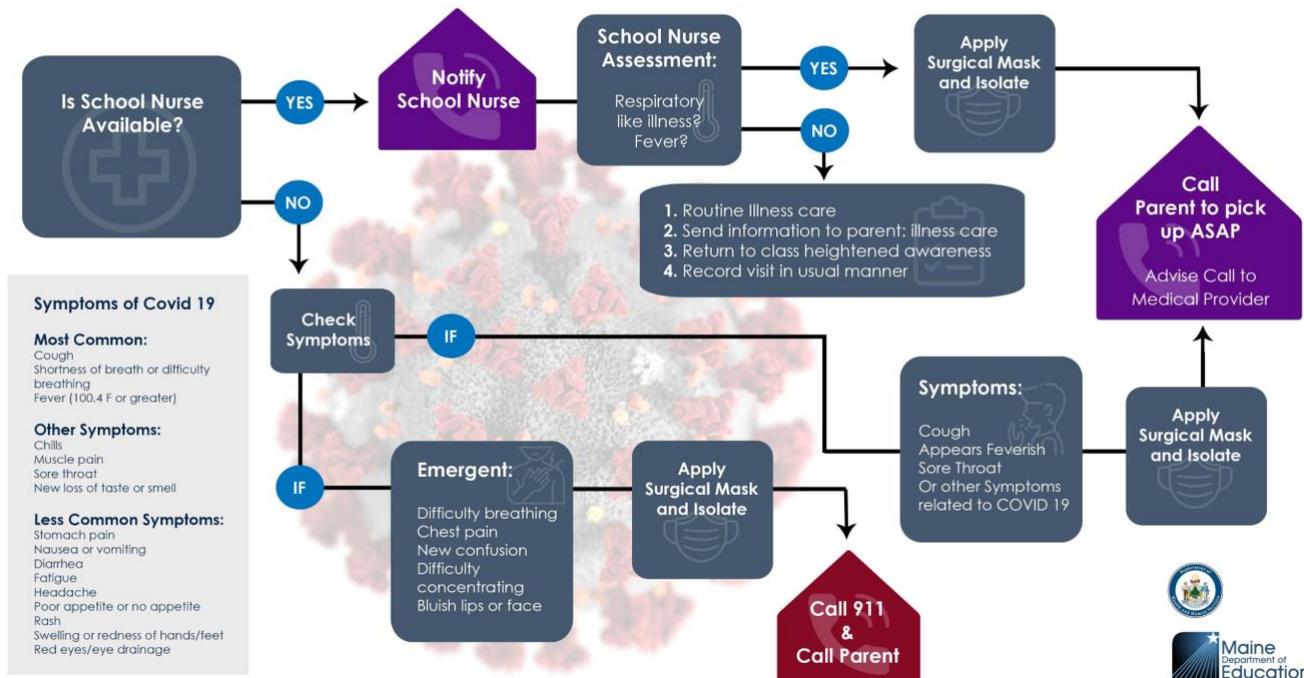
To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring students to complete a daily screening process which may include a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID

All screening information will be kept confidential.

COVID-19: Child Feels/Appears Unwell Flowchart

Updated 7.16.20



STUDENT GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS

Cushing ISD is committed to providing a safe and healthy learning environment for our students. While we are planning to avoid exposing students to COVID-19, we must prepare for that possibility. If a student has been in contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for your health and safety and those around you.

Students should do the following:

- Quarantine at home and away from others. Do not come to campus. **Students will be asked to quarantine for 14 days.**
- Parents should contact the following and let them know you have been exposed to COVID-19, then follow their instructions.
 - The school nurse and or the campus principal on the campus where the student attends
 - The student's regular healthcare provider
- The school nurse and or campus principal will help you determine the appropriate next steps.

Identifying Possible COVID-19 Cases on Campus:

- Schools must immediately separate any student who shows COVID-19 symptoms while at school.
- Students must remain in isolation until the student can be picked up by a parent or guardian.
- "Isolation Rooms" will be monitored and will be near the main office.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

STUDENT HEALTH PROTOCOL

Please know that if a student becomes ill at school they may be asked to go home or to the nearest health center. The student may also be asked to submit a healthcare provider's note before returning to school. Please visit with your campus principal if COVID-19 is the suspected illness.

If students have been diagnosed with COVID19, you may return on-campus when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred

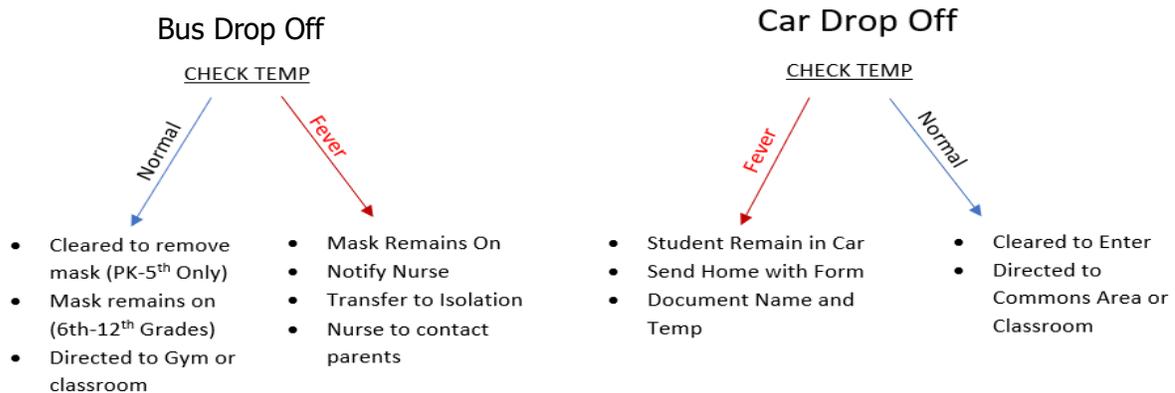
If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the three criteria listed above have been met.

ENTRY INTO THE BUILDING

Bus – Parents are required to prescreen all riders prior to entry on a bus. All students, regardless of age, are required to wear masks at all times in district buses and vehicles. Once students are determined to be fever free, they will continue their day as normal (continuing to wear a mask if 10 years old and above and/or if a parent requests it). If the student has a fever of 100.4 or greater, they will continue to wear their mask and be transferred to a designated isolation room. The nurse will contact the parent/guardian to have them taken home. If the feverish student has siblings at other campuses, the nurse will monitor those siblings.

Car – Temperature will be checked as students exit the car. Fever free students will then enter the building and continue their day as normal. If a student does have a temperature of 100.4 or above, he or she will not be allowed into the building and will be sent home with instructions concerning when to return to school. The nurses will need their name and temperature to document and ensure the student, parent or guardian understands the guidelines for when to return to school.

Staff – Staff will enter the building wearing a mask and report to the designated staff assessment point to have their temperature taken and ensure that they are free of COVID-19 symptoms. After the staff has been determined to be fever free they can clock in and or report to duty.



Please know that temperature checks will be revisited after the third week of school.

ISOLATION ROOM

There will be a designated isolation that will hold at a minimum 3 students that is separate from the nurse clinic. Anyone in isolation will be required to wear a face mask and remain at a distance of at least 6 feet apart. The school nurse will complete a COVID form for each student that enters isolation or that presents with fever and/or 3 or more symptoms. The isolation monitor will be required to wear full PPE and there will be signage to show proper procedure. This is to ensure the safety of students and staff.

MEDICATION

Morning medications will need to be given by the parents at home. The nurse will not be available for morning medication distribution.

Nebulizer treatments will not be given at school except emergency situations. This is due to the excessive droplets that are given off from the treatment. There is not a safe place to administer the medication without extreme risk for contamination if there is an unknown COVID-19 diagnosis. Inhalers will need to be administered with a chamber to decrease risk of contamination.

EMPLOYEES WITH POSSIBLE COVID SYMPTOMS

When a staff member will be missing work due to fever and/or 3 or more COVID-19 symptoms they will be required to contact their principal. The principal will advise them to contact the school nurse. The nurse will complete a COVID form and advise the staff member to seek medical attention. The nurse will notify HR.

VISITING THE SCHOOL NURSE

Students that need to be assessed during the day due to illness or temperature – Teachers are to notify the school nurse of the visitor and the reason to have them assessed. This will allow time for the nurse to have proper PPE on and meet them at the door of the clinic. This will prevent any risk of further contamination so that we can continue to monitor medically fragile or immuno-compromised students.

COVID-19 CASE FORM

- If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse’s isolation room and the case form will be completed.
- Once the employee or student arrives at the isolation room, if they do not have a mask, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.
- The nurse must complete the Suspected COVID-19 Case Form and call the state health department and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home. The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person.
- Unless required by the local health authority, the name of the employee should not be provided.
- Advise employees that they may have been in contact with a suspected employee and to carry out self- screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Date and Time: _____

Name: _____ Campus/Position: _____

Address: _____

Family Contact: _____

Current Symptoms	Follow Up						
<input type="checkbox"/> Fever / Chills <input type="checkbox"/> Cough <input type="checkbox"/> SOB / Difficulty Breathing <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle Aches <input type="checkbox"/> Headache <input type="checkbox"/> New Loss of Taste/Smell <input type="checkbox"/> Sore Throat <input type="checkbox"/> Congestion / Runny Nose <input type="checkbox"/> N/V/D	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">COVID-19 Test Results:</th> <th style="width: 10%;">Positive</th> <th style="width: 10%;">Negative</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </tbody> </table>	COVID-19 Test Results:	Positive	Negative			
COVID-19 Test Results:	Positive	Negative					

1. When did symptoms begin? _____
2. Have you recently traveled out of town? _____
3. Have you been in contact with anyone that has tested positive for COVID-19 or awaiting results? _____
4. Do you have any other medical or health issues? _____

Nurse Signature _____

RESPONSE AND NOTIFICATION

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

HEALTH AND HYGIENE PRACTICES

MASKS

For the purposes of this document, masks include non-medical grade disposable facemasks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. All employees are required to comply with the governor's executive order regarding the wearing of masks or shields. Students may be required to wear masks or shields based on age requirements, current state mandates, executive orders and the current best guidelines from healthcare authorities. Currently, the Governor's order states that students 10 years of age and up must wear masks and or face-shields. TEA as well as the CDC recommend students under the age of 10 also wear masks and we will allow them to do so if their parents desire. Masks are required on buses.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Cushing ISD employees, students, parents, and visitors should practice staying approximately six feet away from others and eliminating contact with others whenever it is feasible.

Traffic Flow – Taped lines on the floor (when necessary) will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet

Ad-hoc Interactions/Gatherings – Nonessential / informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Cushing ISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked to limit visits to classrooms outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Students that use multiple desks per day will be asked to sanitize their desks with approved products to limit exposure after each use.

SHARED WORKSPACES

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Cushing ISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Cushing ISD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

Workspace usage is as follows:

Capacity– Cushing ISD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Cushing ISD will be monitoring the number of employees / visitors allowed in the conference rooms while the risks of infection exists and begins to diminish. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to offer Microsoft TEAMS as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces could be closed for use at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Cushing ISD will monitor the number of visitors these areas allow.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

MODIFIED ARRANGEMENTS

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart when feasible. Teachers have the ability to structure their desks in a configuration to keep their rooms as safe as possible.
- Cushing ISD will create distance between children on the school buses when feasible.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Common areas such as cafeterias and playgrounds will be staggered and cleaned after each use.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TVs, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Crisis Team.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, we may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage will be placed throughout the offices and school.

PREVENTIVE MATERIAL INVENTORY

- The school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues;
- A supply of gloves and other protective gear;
- And touchless thermometers on-site for employee and student screening

CAFETERIA AND MEAL PERIODS

Meal service will be conducted in accordance with guidance from the Texas Department of Agriculture. Students will have meal service in the classroom or in a socially distanced cafeteria / space. Food will be served directly on a tray or portioned in containers. Condiments will be individually packaged. Each line will be sanitized before and between each meal service.

Safety & Sanitation: All tables, contact surfaces, and serving lines will be sanitized after each line/ meal period with a quaternary sanitizer.

All Meal Service

- Pre-K through 5th Grade, silverware, spoons and napkins will be wrapped and placed on the tray by the child nutrition employee. Condiments and vegetables will be served in individual containers and Plexiglas shields and face shields will be in place.

Breakfast

- **Pre-K through 5th Grade:** Breakfast will be delivered in prepared bags to the classroom.
- **6th Grade through 12th Grade:** Students will sanitize their hands before entering the serving line. Students will eat in a socially-distanced cafeteria or other area and then be dismissed to their classrooms after eating.

Lunch

- **Pre-K-12:** All students will eat in a socially distanced cafeteria setting or other space (e.g. other sanitized commons area). Meal times have been spaced to allow for adjusted seating. Students will sanitize hands before entering serving line and select items that are individually portioned.

TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Cushing ISD Superintendent after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

BUS DRIVERS/BUS PROTOCOLS

Important note: Because of our need to social distance on the bus, please deliver and or pick up your child when possible. If your child must ride the bus (which is understandable), please know that they will be required to wear a mask. We also ask that you self-check your child each morning and look for symptoms related to COVID19.

Bus drivers and or custodial staff must disinfect the buses right before starting a route to pick up students and right after the morning and afternoon routes. Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The counselor will work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

CAMPUS STAFF TRAINING

Pre-return to school training - Presented to ensure understanding and preparedness to align with this manual.

First Day Training/Orientation - Align local protocols and procedures with this manual; meeting areas will adhere to social distancing protocols.

Cleaning Crew Protocols - Disinfection methods, comprehensive cleaning training.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences. The content to be covered includes:

- All training topics can be reinforced with signage in the buildings.
- School/District checklists
- Response Teams
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email.
- Visit our district website.
- Follow our social media platforms.
- Sign up for K12Alerts / School to phone messenger.

SECTION II ACADEMICS AND ONLINE LEARNING

Cushing ISD developed a COVID-19 Task Force Committee to organize and monitor systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. The committee members will be divided into sub-committees.

The sub-groups are as follows:

1. Professional Development Committee

Tasks: Develop a plan for professional development for our staff for:

1. Implementation of Teams for in class and online instruction
2. Aligning online and in person classroom instruction
3. Online resources that can be used at each grade level both in class and at home

The professional development will highly consist of **technology-based training**.

A professional development survey was developed to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this committee is to develop leveled training for beginning teachers or experienced technology teachers.

2. Optimize Instructional Services Committee

Re-entry Plan: We will gather data through GAP assessments for K-12 during the first three weeks of school in Reading and Math. These will be given to both online and in class learners.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-3 since they are foundational grade levels.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will be different. We will need to integrate previous grade level TEKS with our current grade level instruction. We will use the TEKS Resource Gap Plan to help close gaps, all while staying on track to cover our required grade level TEKS.

Online Learning: Online learners will receive equivalent instruction through Microsoft Teams. The TEKS taught in class during a week will be the same as the TEKS taught online. If the district or state finds it necessary to move all students to online instruction for a period of time, all teachers will already be using Microsoft Teams in class and will transition to online learning.

TEKS Resource System Gap Plan: A tool to help close instructional gaps by building instruction for TEKS not taught or mastered the previous year into the current year's curriculum.

3. Optimize Facility, Safety, and Security Committee

This committee will develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans are outlined in the back to school plan template.

4. Optimize All Available Resources Committee

A survey was created to help the district understand the technology needs of the families. Parents will be asked to share the level of technology available in each home at registration. This committee will work to ensure all students have the access needed for online learning.

5. Optimize Student Services Committee

This committee is made up of our district counselor, campus principal, and special services teachers. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

GRADING POLICY: Online Learners

Grading and Attendance for Online Learners

All parents will have the choice to allow their student to learn on campus in the traditional classroom or at home through an online platform. Below is information important to online learning as well as some of the guidelines.

Parents that choose the online program will be asked to commit to a full six weeks of "at home" learning. The first grading period is six weeks long, which creates a natural break for returning to class. All grading policies will be the same for online learners as they are for on-campus learners. Please know that if your student starts at home, and you quickly realize "this isn't for you", your campus principal will be flexible in allowing you to return. In that situation we ask that you communicate your issues clearly so that we can best serve your needs.

Attendance for online learners will require the student to show progress in each course each day. These guidelines are set by the Texas Education Agency. This means that a progress check will be required each day for each course in which a student is enrolled.

Online Learning Plan:

- All material taught through online learning will be taught at the comprehensive level of the TEKS of the "on-line" learner and will keep pace with what is taught on campus.
- Online material will be designed so a student can reenter the campus classroom at any point, and if a student has to stay home for a period of time, he or she is able to keep learning with their peers.
- Core subjects include Reading, Writing, Math, Science, and Social Studies. (Writing can be included with another core subject. It does not have to be its own lesson.)

- Efforts will be made to create instructional opportunities equivalent to in class opportunities.
- The grading policy of online learners is the same as the grading policy for students learning in the classroom.
- Online students will be required to take all state and local assessments that students attending on campus are required to take.
- Virtual meeting times will be scheduled for interactive, live lessons. These meetings will vary in length and frequency based on the student's grade level. The expectation is that all online students attend the virtual class time. The meetings will be recorded so students who cannot attend can watch them later. Attending or watching the virtual lesson will be a requirement.
- A recommended daily schedule that mirrors in-class instruction will be provided for each grade level.
- Lessons can require reasonable school supplies to be kept at home.
- Daily progress is REQUIRED each day. These should be short progress checks. This is how the student will be counted as "present", so the progress check MUST be done daily. The number required each day varies by grade level. (See chart above)
- Summative assessments will match the summative assessment given on campus, in class. These will include the content taught since the previous assessment, in addition to any content previously taught but not yet mastered.
- Guidance lessons could include lessons from counselors, administrators, or teachers. These lessons are designed to support students with their social, communication, organization, and coping skills.
- High school course / elective options may require students to attend class on campus when there is no way to create an online equivalent. (EX: Welding) If a student is unable to or uncomfortable with attending on campus, his or her schedule may need to be changed to accommodate the need to stay home.

Grades: Grades for at-home learners will correspond to grades of on-campus learners. Grades for online learning reflect the student's progress each day. These do not have to be traditional assignments but will correspond to the context of the "in-person" learners experience. Examples of activities that could show progress include, but are not limited to:

- Practice
- Written response
- Creation of a video using the district provided technology
- Participation in a discussion board
- Use of Teams
- Interactive videos (with questions embedded)
- Presentations and or participation in a live virtual class meeting

Assessments: Assessments will be administered online when they are given in class. This may be weekly depending on the grade and subject. On an assessment day, the assessment will be the assignment.

Packets for At Home Learning: Most at home learning will be done through Teams, the Learning Management System. Packets will be mailed home for students to complete in extenuating circumstances. If a teacher has a book, information packet, workbook, etc. that the student needs for learning at home, it can be picked up on the campus or mailed to the student.

Completion Protocols

Grades will be recorded in TXEIS by the online instruction teacher. Some daily progress grades may be completion or participation grades. District policies related to late work and makeup work will apply. If a student's grades begin to drop, parent contact will be made to create a plan to get the student back on track.

INSTRUCTIONAL OFFERINGS FOR "AT-HOME" LEARNING

Several parents/guardians indicated a desire for their student(s) to take advantage of the "At-Home" learning models we plan to offer as a district. The potential "at-home" learning opportunities we discussed offering were 1) Asynchronous 2) Synchronous and 3) a potential hybrid model.

All three models will require some sort of at-home technology. The minimum requirement will be a telephone, but ideally "at-home" students will have access to the internet (or be able to drive to a district designated hotspot) to download pre-recorded lessons and or to watch live instruction. Cushing ISD plans to make available electronic devices to all students as they become available.

All grades, PK-12, will be offered synchronous instruction at various times throughout the day. However, the early grades (PK-2) will have less access to synchronous instruction than the upper grades. Secondary students could very well have mostly synchronous instruction throughout the day.

A detailed plan for the Asynchronous and or Synchronous Model will be released on Friday August 14, 2020, but the summaries are below. TEA has to approve all various models of "at-home" instruction.

Please know that the elementary grades PK-5 will utilize an asynchronous model of instruction for those that choose "at-home" learning but will offer a synchronous classroom connection time for 20-30 minutes daily. Those connections will begin soon after school starts and your child's teacher will inform you of when to expect those synchronous connections to begin. We will also offer at-home counselor services and small group instructional opportunities via synchronous gatherings as needed.

Asynchronous Instruction

Asynchronous instruction refers to self-paced instruction where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone. For students engaged in the day, they would be marked as present. Engagement is defined as meeting one of the three: 1) progress in the LMS made that day 2) progress from teacher to student interaction made that day, and or 3) evaluating the completion and understanding of assignments that day. Students will be graded on the same standards as their "in-school" cohort and will be expected to cover the same TEKS each day.

Synchronous Instruction

Synchronous instruction is similar to on-campus learning. It is two-way, real-time, live instruction between student and teachers through the computer or other electronic devices or over the phone. Students will be graded using the same standards as their "in-school" cohort and will be expected to cover the same TEKS each day. Teachers and students can interact over the internet through the LMS Microsoft TEAMS for at-home instruction.

Hybrid Instruction

Hybrid instruction, if offered, will be a mix of "in-person" and "at-home" learning. We have yet to deploy a hybrid model, but have noted all families that indicated this desire in the survey and will set up discussions with them if and when we see it as beneficial to the school population in total. The hybrid model could benefit the school as well as all children in two ways. 1) By reducing the number of students on campus any given day thus making it easier to social distance and 2) by getting students on-campus at least

partially so that we can better gauge their academic progress. We have heard from some that they would be comfortable sending their child if we can social distance. The Hybrid model would not provide a “come and go as you wish” type schedule, rather a coordinated effort to maximize the safety of all by providing a lower density learning environment.

For those of you that continue to show interest in the Hybrid Model, please know that we will likely start school with only the “at-home” or “in-person” model for the first grading period. After we start school and see what obstacles we face, we will reassess the situation and make a final determination of whether we will offer the hybrid plan. If we determine a hybrid model beneficial to the district, we will start phasing in the hybrid model after the first three-weeks of school or at the beginning of the second six week grading period.

SECTION III EXTRACURRICULAR

Athletics

For sport practices prior to the start of school, please adhere to the following: All athletes will need to be dropped off at the fieldhouse no earlier than 6:30 AM. Male athletes must enter from the lower level of the track side of the coliseum, go past the trophy area and down the steps to the field house. Female athletes must enter the coliseum through the upper back doors nearest the JH parking lot. No athlete is to use the long stairs except during games.

- Athletes will be required to wear a mask upon drop off and entrance into the facility.
- There will be a designated supervisor each day. (There will be a rotating workout area to ensure sanitation and social distancing requirements are being met.)
- All current 7th grade students and new students must have a UIL physical from a doctor before they may participate.
- Students must provide their own water to be allowed to participate.
- Student temperatures will be checked upon arrival.
- Sign-in screening tables will be monitored by coaches at the drop-off area, spaced at least six (6) feet apart with hand sanitizer available.
- Upon arrival students will enter the east side of the indoor facility and will sit in lines 6 feet apart, monitored by coaches.
- All students and coaches will be educated and reminded daily of sanitation and distancing requirements and procedures.
- The weight room will only be used at 50% capacity (two kids per station and bar).
- Hand sanitation stations will be placed throughout the workout areas.
- Weight room equipment must be disinfected (sprayed and wiped with paper towels) between individual use.
- Coaches and students must use hand sanitizer at each rotation.
- No shared water, towels or gloves are allowed.
- All water fountains will be covered and not used.
- All outside equipment and balls will be disinfected at regular intervals and between group rotations.

- All students are required to leave campus immediately after workouts.
- Staff will clean and disinfect all equipment and workout areas after workouts each day.
- All dressing facilities are open, following district guidelines.

UIL has determined that fall sports will start on schedule for A through AAAA schools. Members of the Cushing ISD football, band, cross-country and cheerleader programs will begin participation in the fall as originally planned. However, there will be a need for flexibility as we enter this post-COVID world. There are going to be stadium limits that may alter how many persons may travel to various events. As well, there are transportation nuances we must adhere. That said, there could be some away football games where we must limit the number of persons allowed to travel. We will keep you posted on those matters as soon as we know more.

Band

The Bearkat Band Program will continue to focus on student safety first. Our mission for the Bearkat Band in 2020-2021 will be to provide a positive environment and as many normal opportunities for students within the expectations and restrictions provided. The focus may shift from a competition motivated marching season this year to a more relaxed and remedial environment. Regardless of the situation our goals will remain. We will continue to strive to take care of our Cushing Band family.

General procedures/setting:

- Students will be encouraged and reminded regularly to maintain an appropriate social distance.
- Procedures will be in place to prevent crowding during periods of entry/exit.
- Extra time and staggered dismissals will be allowed/used in effort to minimize crowding entering and exiting the band hall when indoors.
- Class sizes will be minimized and spread out among directors as much as is possible.
- Hand sanitation will be available to students in numerous places throughout the band hall.
- Lessons after school will still be available to ALL students but only provided in person at the band hall unless other arrangements are made with the CHS band director.
- The work done during the class period each day is pivotal to the success of the students involved as a group. Therefore, students not in attendance in-person daily may be selected to participate in an alternate position for concert and sight-reading.

Class procedures (indoors):

- Students will be encouraged to wear masks indoors when not actively rehearsing on their instrument. Governor's orders require a facemask when 6 foot spacing is not attainable.
- Exterior doors will remain open during class with large fans used to constantly push fresh air into the building and exhaust spent air.
- Instrument bell coverings should be used, especially indoors to minimize individual aerosols from being dispersed. Students with small bell instruments should provide a nylon covering similar to pantyhose held to the horn with a rubber band. Larger bell instruments will be provided a cover as soon as they are available. Covering should allow restriction free playing of the instrument, but effective aerosol containment.
- Pads will be placed in certain sections and available for students to dispense of their instrument condensation/water.

Class procedures (outdoors):

- Students will be expected to operate at safe social distances when not in rehearsal. Those distances will be built into the classroom setting as much as possible.
- Student safety and distances will be determining factors in activities outdoors, i.e. marching, stadium seating, etc.

Participation via online/virtual:

- Full band in-person rehearsals are critical to the growth of each student musically as well as the ability to operate effectively as one unit.
- Students opting to attend school via virtual school, may continue to participate with the Cushing Band program from home with the following considerations:

HIGH SCHOOL BAND:

- Virtual students may attend the band period at CHS in person each day.
- All students, virtual and on-campus, are required to attend night rehearsals each week. Wellness checks will be done prior to rehearsals. All in class protocols will be practiced during rehearsals.
- All students, Virtual and in person, will be required to pass off the music being taught in class. Virtual students may conduct their pass offs virtually or in person after school.
- The work done as a group during the class period each day is pivotal to the success of the program.
- Students who do not attend daily in-person rehearsals may be selected to participate in an alternate position for contests or performances.
- Virtual students attending class daily in-person may count that participation/performance as their daily progress check.
- Virtual students not available during the class period daily will be provided another form of progress check to be submitted online.
- Videos of indoor rehearsals will be provided for students to view and perform along with at home.
- Lessons after school for high school band members will still be available to all students but only provided in-person at the high school band hall.
- Uniforms will be issued as normal for all students participating. All safety procedures will be followed during uniform checkout.

MIDDLE SCHOOL BAND:

- Virtual students have the option to attend band class at CHS in person each day.
- All students, Virtual and on-campus will be required to pass off the music being taught in class. Virtual students may conduct their pass offs virtually or in person after school.
- Virtual students attending class daily in person may count that participation/performance as their daily progress check.
- Virtual students not available during the class period daily will be provided another form of progress check to be submitted online.
- Videos of rehearsals will be provided for students to view and perform along with at home.

Classroom Safety Measures

- Each chair, door and fixtures will be sanitized between all classes.
- Each student will be given hand sanitizer as they enter the room. Students may use their own hand-sanitizer if they prefer.
- Folders stored in the room will be sanitized with spray at the end of each day.
- Each student will be seated 4-6 feet apart, and are required to keep the distance at all times.
- Face masks/coverings are encouraged.
- All backpacks and belongings will be stored underneath the student's seat each day.

Music

Paper copies of all music we learn throughout the year will be provided in class. Students may also download PDFs of the same music onto their iPads or tablets, and use those in class in place of the provided folder. All concert/contest PDFs and rehearsal tracks will be in the online learning platform.

Concerts / Attire / Uniforms

Band uniforms may not be issued in mass this year. Uniforms will only be used for All-State Performances and Clinic/Concert if needed.

At this time, it is not certain that formal concerts will be held this year. In that event, we will look at holding our performances live virtually, or pre-recording for release. These decisions will be made as we go. No final decisions have been made on anything concerning concerts at this time. A dress code appropriate for a formal performance will be set by the director. Students are expected to choose clothing from their own possessions that comply with the performance dress code set by the director.

Cheerleaders

- Students will be expected to maintain social distancing as much as possible while in the gym and locker room.
- The team will not be performing a high kick in the fall in an effort to maintain social distancing.
- Areas of the gym and locker room will be disinfected before and after practices.
- The students will not share props, equipment, food or drinks.
- Any cheerleader choosing to learn online will still be eligible to participate in the cheer team. Online students have the option to attend the on-campus class period and will be required to attend all after school rehearsals and performance.