



Back to School

2020 - 2021

Plan and Protocol for a Safe & Healthy School



Updated August 10, 2020

August 5, 2020

Dear Parent/Guardians of Etoile ISD Students,

We have been busy preparing for the new school year. We are excited and looking forward to seeing everyone! Our highest priority is the health and safety of our students, staff, and our wonderful Etoile community. Teaching and learning will look a little different from the way it has in the past.

We appreciate the input we received in July concerning the type of instruction that will best meet the needs of our families. The district will provide families with the option to choose how their child will learn this year. Families may choose 5 days a week on-campus learning or 5 days a week remote instruction. Regardless of which learning option you choose for your child, he/she will receive high-quality instruction from skilled professionals based on the Texas Essential Knowledge and Skills (TEKS).

This document will provide information regarding protocols for screening, cleaning, on-campus learning, grades, attendance, and much more. Please remember, the details in this document are subject to changes as directives and guidelines provided by the Texas Education Agency, health officials, the CDC, UIL and other governing authorities update and modify their guidance.

We all have an important role to play in ensuring everyone in our Etoile Gator Family remains safe and healthy. Please do your part: wear a mask, wash your hands, and watch your distance (6 feet apart). It will take all of us to make this school year a great success! Together we can make it happen.

Sincerely,

Sarah Hottman

Etoile ISD Superintendent

Updated August 10, 2020

Introduction

The purpose of this plan is to ensure (to the greatest extent possible) the safe and healthy return of our school employees, students, and families to our facilities. This plan is based on guidance from the Texas Education Agency (TEA), the Texas Department of State Health Services (DSHS), the Centers for Disease Control and Prevention (CDC), and local governing agencies. Changes to the public health situation over the course of the school year may necessitate changes to this plan, including additional restrictions, etc.

GUIDING PRINCIPLES

While it is not possible to eliminate all risks of furthering the spread of COVID-19, the current science suggests there are many steps we can take to reduce the spread. Our focus is as follows:

- Staff and Student Safety Measures
- Health Guidance
- Family Support

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. All visitors must wear a face mask while on campus. All parent/teacher conferences will be held in the board room.

TRAVEL RESTRICTIONS

Etoile ISD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the district office. EISD will discontinue all student travel to non-UIL academic, athletic or other extracurricular activities.

Staff and/or students who travel outside the continental 48 states will be required to quarantine for a period of 14 days prior to coming on campus.

EMPLOYEE SCREENING AND PROTOCOLS

Employees will self-screen daily as outlined in the Employee COVID-19 Self-Screening Acknowledgement Form, take his/her temperature, and report to his/her supervisor as required. All screening information will be kept confidential.

EMPLOYEE GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS & EMPLOYEE HEALTH PROTOCOL

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 contact with someone who has a lab-confirmed positive test for COVID-19 or exhibiting symptoms, our first concern is for their health and safety and those around them.

The district will follow the guidelines set forth in the Etoile ISD Employee/Workplace Process Map for COVID-19 and the guidance from our local health authority.

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 pre-screen students for COVID-19 on a weekly basis via phone. We will require parents/guardians to notify the office in the event that the student or someone in the child's household has a lab-confirmed positive test for COVID-19 or is exhibiting symptoms. We will take student temperatures on a daily basis.

STUDENT/STAFF HEALTH PROTOCOL

- If a student/staff member becomes ill at school, he/she will be required to see the nurse.
- The student/staff members may be asked to go home or to the nearest health center.
- Students/staff members may be asked to submit a healthcare provider's note before returning to school.
- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19 ; or (b) experience the symptoms of COVID-19 (listed below) 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:

I. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);

II. The individual has improvement in symptoms (e.g., cough, shortness of breath); and

III. 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 diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- **COVID-19 Symptoms** In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:
 - Have they recently begun experiencing any of the following in a way that is not normal for them?
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills

- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Close Contact

This document refers to "**close contact**" with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

ENTRY INTO THE BUILDING

Bus/Van - The bus/van driver will screen students for a fever. No one with a temperature of 100.0 or above will be allowed to board the bus/van. If a student has a temperature of 100 then all students living in that household will not be able to board the bus/van as well. Fever-free students will board the bus/van wearing a mask. The driver will monitor each student as he/she is given hand-sanitizer. Students will sit by households in assigned seats.

Car- Temperatures will be checked before exiting the vehicle. If anyone in the vehicle has a temperature of 100.0 no one will be allowed to exit the vehicle. Fever free students will then enter the building as directed and proceed to his/her classroom. All students are required to wear a mask.

Staff- Staff will self-screen and take his/her temperature before coming to school. Staff will enter the building wearing a mask, clock in, and continue to their assignment.

ISOLATION ROOM

We have a designated isolation room that will hold at a minimum 2 students that is separate from the nurse clinic. Anyone in isolation will be required to wear a facemask 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. Parents will be required to pick up the student following the protocol outlined by the nurse.

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.

CLASSROOM INSTRUCTION

- All student and staff will wear face masks.
- Students and staff will practice social distancing and minimize the number of people they encounter on a daily basis.
- Students will sit in desks in rows all facing the same direction 6 feet apart when possible (3 foot minimum).
- Students are not allowed to bring stuffed animals, blankets, pillows, or toys to school.
- Students will NOT need a backpack this year. Please do NOT send one.
- All students in grades PK through 3rd grade will need a set of headphones. Students in 4th through 8th grade will need a set of headphone or earbuds. The remainder of the school supplies will be provided by the district.
- There will not be any field trips or assemblies this year unless health conditions are greatly improved.

- Recess and P.E. will be “no contact sports, etc.” whenever possible and held outside, weather permitting.

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 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 face masks, and cloth face coverings (over the nose and mouth). All students and staff members are required to wear facemasks. All bus riders regardless of age are required to wear masks while riding the bus to or from school.

SOCIAL DISTANCING: Social distancing is an effective way to prevent potential infection. Etoile ISD staff, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever it is feasible.

HAND WASHING: Students will be taught proper handwashing techniques on the first day of in-person instruction. Hand-sanitizer stations are located in all classrooms and areas through-out the campus. Students will be taught the protocol for the hand-sanitizer stations on the first day as well.

DRINKING FOUNTAINS: Water bottle filling stations have been installed throughout the campus. All students will be provided with a labeled water bottle, which will be kept in the classroom. The Drinking Fountains have all been disconnected.

CLEANING: Classrooms and buses/vans will be sanitized at least once a day. Each teacher will have a UV device to disinfect Chromebooks and tablets daily. Common touch areas will be cleaned on a frequent basis.

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.

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. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites 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 office and school.

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. Food will be served directly on a tray or portioned in containers. Condiments will be individually packaged.

- Pre-K students will eat all meals in socially distanced setting in the cafeteria.
- Kindergarten through 8th grade students will eat all meals in the classroom.
- We will have a "closed campus" during all lunch periods. Parents/Guardians will not be able to eat lunch with his/her student(s) until further notice.
- Students may bring their lunches to eat in the classroom at their individual desks.

- No special occasion items such as cupcakes, etc. will be allowed this year.

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 www.etoile.esc7.net
- Follow Etoile School on Facebook.

GRADING POLICY:

The grading policy will be the same for in-person instruction and remote instruction.

All parents will have the choice to allow their student to learn on campus 5 days a week in the traditional classroom or at home 5 days a week through our online platform.

ONLINE LEARNING PLAN:

- Attendance for online learners will require the student to show progress in each online 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.
- Etoile ISD will provide a Chromebook or tablet for student use at home.
- Teachers will have posted "Office Hours" when they will be available for questions and/or assistance. Teachers will be teaching in-person classes during the day so please keep that in mind.
- An "After Hours" call line will be available Monday - Friday 6 p.m. to 8 p.m.
- A "Technology Help Line" will also be available.
- Students are still eligible to participate in our child nutrition program. Parents will be able to pick up meals and online ordering may be available.
- All material taught through remote (online learning) will be taught at the level of the TEKS and will keep pace with what is taught on campus in the classroom.
- 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, 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.)
- All efforts will be made to create instructional opportunities equivalent to what students in class receive.
- Online students will be required to take all state and local assessments that students attending on campus are required to take.
- A recommended daily schedule that closely 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.
- Examples of activities that could show progress include, but are not limited to:
 - Practice
 - Written response
 - Creation of a video using the Chromebook or tablet
 - Participation in a discussion board
 - Interactive videos (with questions embedded)
 - Presentations
 - Assessments

TRANSITION PLAN

All students will begin the school year in On-Line Instruction for a two-week period. This will allow school the opportunity to work out any kinks in the On-Line Instruction program. Hopefully, if we have to transition all students to On-Line Instruction for brief periods of time during the school year due to COVID-19 this early training will make flipping the switch much better than last spring. We will bring students on campus in grade level bands. We will begin with the youngest students. We need to ensure they understand the health protocols and give them an opportunity to practice them in small group setting.

- Registration Packet Pick-up will be on Thursday, August 13th from 4 p.m. to 6 p.m. Parents will drive-thru the morning student drop off area to pick up their student(s) registration packets.
- Parents will be invited to a **"Back to School"** session on August 17, 18, or 19. *They will need to bring the completed registration packet with them at that time.* Parents will meet the teacher, pick up their student(s)'s Chromebook, and receive guidance for On-Line Instruction.
- All students will use the On-Line Instruction program for a **2-week period** (August 20th - September 4th). The district will be following the On-Line Instruction Plan outlined in this document during this time.
- The week of **September 8th** Pre-K, Kindergarten, 1st, and 2nd grade students who have opted for In-Person Instruction will return to campus. All third through eighth grade students will continue with On-Line Instruction.
- The week of **September 14th** Pre-K, Kindergarten, 1st, 2nd, 3rd, 4th, and 5th grades students who have chosen In-Person Instruction will be on campus. All 6th, 7th, & 8th grade students will continue On-Line Instruction.
- The week of **September 21st**, all students who have chosen In-Person Instruction will be on campus.
- For August 20th through September 18th all 6th, 7th, & 8th grade students who are participating in basketball will be able to ride the bus roundtrip every day to school where they will practice for an hour.

Athletics

- All students will be educated and reminded daily of sanitation and distancing requirements and procedures.
- Weight room equipment must be disinfected (sprayed and wiped with paper towels) between individual use.
- 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.
- Athletics in-person practice are critical to the growth of each student and that of the team.
- Parents of players will be provided additional information about games, etc. as soon as possible.

- Students opting for 5 days a week remote instruction, may continue to participate with the athletic program from home with the following considerations:
 - The parent will bring the student to practice at the appointed time.
 - The student will enter the gym with a mask on.
 - The student will complete a COVID-19 pre-screening and temperature check.

Please contact us with any questions or concerns you might have.

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