Nazareth ISD
Student Handbook
Special Addendum

COVID-19 Plan

August 12, 2020
Date of Board Approval

If you have difficulty accessing the information in this document because of disability, please contact the superintendent at kara.garltiz@nazarethisd.net or 806-945-2231.

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INTRODUCTION

This COVID-19 Plan Special Addendum to the Nazareth Student Handbook is being provided based on the public health situation as we understand it today to help in planning for the 2020-2021 school year. Changes to the public health situation over the course of the school year will necessitate changes to this guidance, as will settling into the new school year and getting routines and practices established. We will find the areas where we can ease up and the areas we may need to tighten up.

COMMUNICATION

The designated communication team regarding all COVID19 related issues at Nazareth ISD will consist of the following personnel. If you have any questions or concerns, please direct those to one of our designated team members.

Dr. Kara Sue Garlitz, Superintendent	kara.garlitz@nazarethisd.net
Robert O'Connor, Principal	robert.oconnor@nazarethisd.net
Nikki Wethington, Counselor	nikki.wethington@nazarethisd.net
Mona Brockman, Secretary	mona.brockman@nazarethisd.net
Glenda Birkenfeld, School Nurse	glenda.birkenfeld@nazarethisd.net

Thank you for your patience and understanding as we work towards a solution to this paradigm shift in education.

> *NOTE: Details are subject to change based on guidelines from local, state, and federal authorities.*

Learning Options

Nazareth ISD plans to reopen to provide two options for learning.
1. Full-time, in-person on campus learning
2. Asynchronous Online Learning [AOL]

Full-time In-person Considerations:

Students will attend school in an as normal as possible environment. Increased cleaning and disinfection of facilities will be implemented.

Asynchronous Online Learning [AOL] Considerations:

Asynchronous Online Learning will not be the same type of virtual instruction provided during the spring school closure. The requirements for Asynchronous Online Learning will be more demanding on student's daily participation and completion of work at home, as compared to the spring semester of the 2019-2020 school year. Virtual school may only be accessed at the beginning of a six-week grading period. If there are extenuating circumstances, the principal may use his discretion to admit a student to asynchronous online learning within the six-week grading period. Once the virtual option is chosen, the student must remain with that option until the end of that six-week grading period. However, the principal may use his discretion in allowing a student to return to in-person learning when necessary. Parents must inform the campus principal of the student's move to either asynchronous online learning or his/her return to in-person attendance by the deadlines listed below. The form can be obtained from the school. **NOTE**: Changing options frequently may have a negative impact on a student's ability to receive credit for the course as well as their academic success.

Deadlines for requesting a student to enter a student into Asynchronous Online Learning:

      Monday, August 17, 2020 for Cycle 1 to begin AOL on August 19, 2020

      Wednesday, September 23, 2020 for Cycle 2 to begin AOL on September 28, 2020

      Wednesday, November 4, 2020 for Cycle 3 to begin AOL on November 9, 2020

      Wednesday, December 16, 2020 for Cycle 4 to begin AOL on January 6, 2020

      Wednesday, February 17, 2020 for Cycle 5 to begin AOL on February 22, 2020

      Wednesday, April 7, 2020 for Cycle 6 to begin AOL on April 12/13, 2020 (depending if Snow Day is used)

Guidelines for 2020-21 School Year

All students will need to register for the 2020-2021 school year. All parents will be required to register their child for either virtual or in-person on campus via an online form. Applications will become available online August 13th. Parents will be asked to make a firm commitment to virtual school in order for schools to prepare accordingly.

Technology:

Nazareth ISD has a one-to-one device program for students from 5th through 12th grade, with classroom availability for PK-4. Technology will be utilized for both in-person learning and asynchronous learning. If a school device is needed for AOL for a PK-4 student, please make arrangements with the teacher and/or principal.

Extracurricular Considerations:

Although UIL guidance allows students to participate in extracurricular activities in a virtual format, through the NISD Board Resolution, students who choose to participate in athletics, extracurricular activities, student activity groups, attend activities on school property, and specific CTE courses must choose the in-person option. These courses include, but are not limited to:

- All UIL activities
  - Athletics
  - Academics
- Band
- Cheerleading
- CTE programs and classes (contact Mr. O'Connor for specific courses)
- FFA

See NISD's complete Board Resolution at the end of this document.

Health/Safety Efforts Underway for the New School Year

- The following are the protocols we will be putting into place:
  - Each entry will have hand sanitizer as will each classroom.
  - Students will be encouraged and provided more opportunities to wash hands with soap and water.
  - The school will implement additional cleaning by janitorial staff, as well as provide the opportunity for students to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
  - Commonly touched surfaces will be cleaned frequently throughout the day.
  - We will utilize an isolation room for sick children until parents can pick them up.
  - We will do a daily temperature check at school, although we are asking parents to also check temperatures at home before bringing the student to school. Anyone with a temperature of 100.4 or higher will be sent home.

Return to Work Protocol for Employees

Symptomatic Employees with Laboratory-Confirmed Diagnosis of COVID-19

The individual may return to work when the employee has satisfied the following criteria:

- At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
- The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.
- Staff must obtaining a non-COVID diagnosis and doctor's release before returning to work.

Non-symptomatic Employees with Laboratory-Confirmed Diagnosis of COVID-19

The individual may return to work when the employee has satisfied the following criteria:

- At least 10 days have passed since testing, and the individual remains non-symptomatic.
- If individual develops symptoms after testing positive, individual should follow the protocol described above for Symptomatic Employees with Laboratory-Confirmed Diagnosis of COVID-19.
- Staff must obtaining a non-COVID diagnosis and doctor's release before returning to work.

Employees Experiencing COVID-19 Symptoms

The individual should seek medical care and obtain COVID-19 test and may return to work when the employee has satisfied the following criteria:

- At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
- The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Employees with Close Contact to COVID-19

The employee will self-quarantine for 10 days from the last day of exposure. The individual may return to work when the employee has satisfied the following criteria:

- If the individual remains non-symptomatic, the individual may return at the end of the 10-day quarantine;
- If the individual develops symptoms, the individual should follow the protocol described above for Employees Experiencing COVID-19 symptoms.

Employee with Recent Travel

Any restrictions based generally on employee travel are difficult. The district will encourage communication from employees that have traveled significantly (including domestic and international travel) and make decisions regarding protocols on an individual basis.

FREQUENTLY ASKED QUESTIONS

GENERAL

1. **How will Nazareth ISD reopen campuses for the 2020-2021 school year?**
   Nazareth ISD plans to reopen and provide direct instruction beginning on August 19, 2020 along with Asynchronous Online Learning.

2. **What if I want to know how many students or staff have been diagnosed with COVID-19?**
   We are asking parents not to call wanting information concerning the number of COVID absences for staff and students. As per FERPA & HIPAA, this information is confidential and cannot be released.

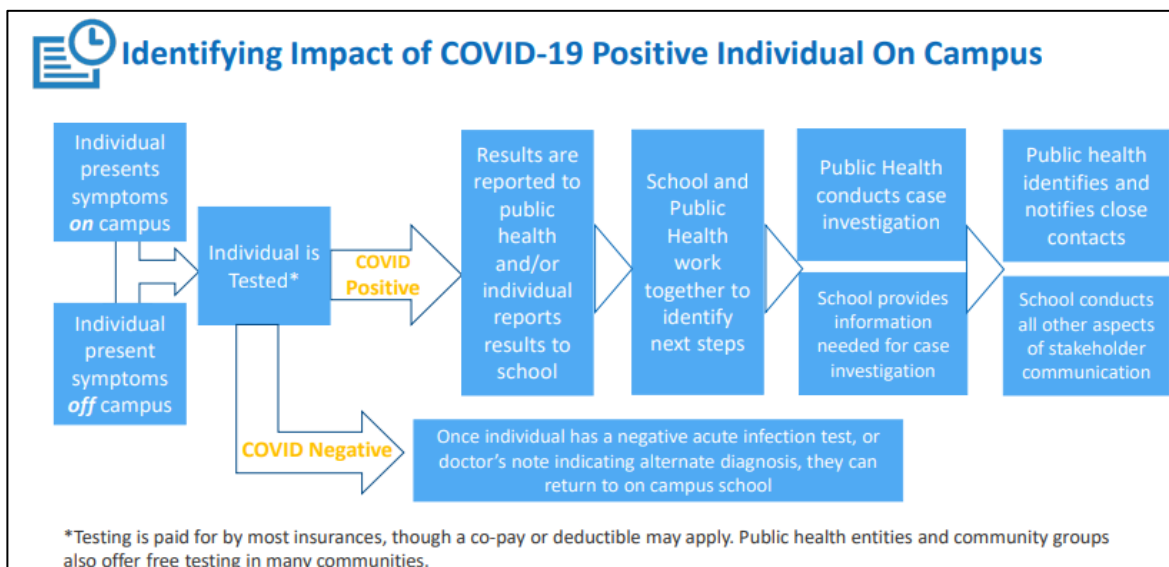3. **Will student temperatures be taken at school daily?**
   Yes. We will have thermometers available to take temperatures, and we are asking parents to take temperatures and complete a symptom screening of students at home prior to bringing the students to school. If a student is sick, whether it is COVID-19 or not, please do not bring the student to school. Students with temperatures of 100.4 or higher will be sent home.

4. **Will students and staff be required to wear masks/face coverings at school?**
   As per the governor's executive order GA-29, face coverings (masks and/or face shields) are strongly recommended for ages 10 years and up, especially when within two arms lengths of others. We are asking for students in grades 4-12, staff, and visitors to wear face coverings upon entering a school building, inside of Mona's office, in common areas, and between classes, unless the person meets an exception to the order. We also ask students to be respectful if a teacher requests them to keep masks on during class. In these situations, the teacher will work with students who may need a "breathing break." At the time of publication, UIL is requiring all people entering a venue for an event/game to wear a mask or face shield.

5. **What happens if a student or a teacher tests positive for COVID-19? Will the entire classroom have to quarantine and enroll in virtual school? What if multiple classrooms and students/staff are impacted?**
   Each incident will be handled on a case-by-case basis. Below is a flow chart that we will use to approach each situation:

Identifying Impact of COVID-19 Positive Individual On Campus

Determining "close contact" will also be considered:

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;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

6. **Will visitors be allowed on campuses?**

Yes, visitors are allowed. All visitors will need to check in at the office to complete a health screening which could include having their temperature taken upon arrival at school. Please do not enter a school facility if you have any COVID-19 symptoms. If you come to school to pick up a student during the day and do not wish to be screened, please call Mona and she will escort your student out to your car.

7. **What precautions and procedures will the faculty and students follow in the cafeteria**?

Students will continue to eat meals in the school cafeteria, however, they will be encouraged to wash hands before lunch and required to use hand sanitizer prior to entering the serving area. All cafeteria staff will be wearing masks and gloves to serve staff and students. Tables will be cleaned and disinfected between each lunch service. Each table will be disinfected using one rag and will not be reused. Parents are encouraged to pay for student lunches using the website Myschoolbucks.com .

8. **Can students bring their lunch?**

Yes, student can bring a lunch.

9. **Can parents eat lunch with their child?**

Yes, parents are welcome to come to school and eat with their student. All visitors will need to check in at the office to complete a health screening which could include having their temperature taken before going to the cafeteria. Please do not enter the cafeteria if you have any COVID-19 symptoms.

10. **Will classroom parties be allowed?**

Yes, classroom parties will be permitted only when the campus principal has given approval.

11. **What are some of the symptoms of COVID-19?**

Weakness	Sore throat	Shortness of breath	Difficulty breathing
Chills	Diarrhea	Muscle Pain	Loss of taste or smell
Headache	Repeated shaking	Fever--Temp. $\geq$100.4	Uncontrolled cough

PARENT/STUDENT RELATED

1. **What if the parent, guardian or adult student chooses not to receive face-to-face instruction this year because of concerns regarding COVID-19?**

There are two choices:

   i. On campus face-to-face instruction as provided normally, and

   ii. Asynchronous Instruction, a digital format of instruction. This option's complete details will be communicated to the families that opt in and will be based on the needs of the child. Students that choose this option need to understand the following:

      1. Classes taken during asynchronous instruction DO NOT count toward class rank.
      2. Students MAY NOT participate in any extracurricular activities.
      3. Students MAY NOT attend any activity on school property.

4. Classroom expectations are the same as students attending face-to-face learning.
5. Must adhere to the 90% compulsory attendance law.
6. At this time, this option is only available for the 2020-2021 school year, or until TEA gives further guidance.

2. **How will you address social, emotional, or mental health concerns?**
A counselor is available to support students academically, socially, and emotionally and can provide mental health support or resources for families who may be struggling emotionally.
If a student needs to schedule a counseling session, please contact the school counselor at the email listed below. To ensure staff is equipped to address social and mental health concerns, Guidance and Counseling will host training opportunities including trauma informed care, Mental Health First Aid, and social emotional learning.
   – Nikki Wethington, Counselor nikki.wethington@nazarethisd.net

3. **Will we still have meet the teacher, open house, assemblies, or programs?**
If it is possible to do so safely, yes.

4. **Will we still have athletics?**
Yes, we will participate in athletics following all of the UIL guidelines.

5. **Will buses run?**
Yes, transportation will continue for eligible regular bus route students.

6. **Will students have recess or the ability to play and socialize with other students?**
Yes

7. **Will students remain enrolled at their school if they choose Asynchronous Online Learning?**
Yes, students will remain enrolled.

8. **Are immunizations required for virtual school?**
Yes. At this time the Texas Department of State Health Services has not waived the vaccine requirements for students.

9. **How will virtual school be different from at-home learning during the closure last spring?**
Students who select Asynchronous Online Learning (virtual instruction) will be required to attend and participate in class daily. Virtual school this year will be a full course load of instruction and assignments that is equivalent to what students who are attending school in-person will be required to complete. It will be the responsibility of the parent and student to ensure Asynchronous Online Learning meets the same expectations as in-person learning which includes completion of all assignments, daily communication with teacher and daily time commitment. Classes taken through AOL will not count toward class rank.

10. **Who will be required to take State assessments?**
At this time, students participating in both in-person or Asynchronous Online Learning will be required to participate in state (STAAR/EOC/TELPAS, etc.) testing.

11. **Will packets be available for instruction if we do not have access to a device or internet?**
No, packets will not be considered instruction as we move into the 2020-2021 school year.

12. **Can a student be counted absent from Asynchronous Online Learning?**
    Yes. Students who do not complete the daily measure of engagement are to be counted absent for that day.

13. **Under the Asynchronous Online Learning instructional method, if a student decides to complete the entire weeks' worth of work on Monday, can the student's attendance be coded to show perfect attendance for the week?**
    No. In the Asynchronous Online Learning instructional method, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date.

14. **Will the 90% minimum student attendance for class credit rule be in effect for the 2020– 2021 school year?**
    Yes. The minimum attendance for class credit rule of TEC, §25.092, will be in effect for the 2020–2021 school year, and TEA will not be issuing waivers for LEAs to exempt themselves from the rule. Students are required to attend at least 90% of their classes (with some exceptions) to receive credit and be promoted. Remote attendance will count in the same manner as on-campus attendance in satisfying this requirement.

15. **What are the requirements for attendance?**
    Minimum attendance for class credit will be in effect for the 2020–2021 school year, and TEA will not be issuing waivers for school districts to exempt themselves from the rule. Students are required to attend at least 90% of their classes [TEC, §25.092] to receive credit and be promoted. Remote attendance will count in the same manner as on-campus attendance in satisfying this requirement. A day of attendance credit is equal to 240 minutes/4 hours of instruction.

16. **If my child is in on-campus instruction and is sick, how will that affect his/her attendance?**
    A parent must not send a student to school if he/she is sick. Call and let the school know, and the student can be switched over to short-term AOL for the day(s) sick where if the requirements for AOL are met daily, then the student would not be counted absent. This year, please play it safe.

17. **Will truancy laws be in effect during the 2020–2021 school year for students receiving remote instruction due to COVID-19 related closure or health concerns?**
    Truancy laws will apply to students who fail to attend school either in-person or virtually.

Resolution of the Board Regarding Exclusion from
Extracurricular Activities and Elective Courses

WHEREAS, Texas Education Agency (TEA) guidance authorizes school districts to develop local policy that would exclude students who are receiving all-remote instruction from participating in extracurricular activities and elective courses open only to students in a particular University Interscholastic League (UIL) activity;

WHEREAS, the TEA guidance states that the policy may apply to all students who are learning remotely or only to interdistrict transfer students who are learning remotely and that the exclusion policy must otherwise be applied equally to all students and to all extracurricular activities;

WHEREAS, TEA guidance provides that if a parent chooses remote instruction for their child, the District may limit the student's return to an on-campus setting to occur only at the end of a grading period if the District believes it is in the student's educational interest;

WHEREAS, the UIL has clarified that students participating in remote learning offered by their school district, whether synchronous or asynchronous, may participate in UIL activities if they meet all other UIL eligibility requirements in accordance with the UIL *Constitution and Contest Rules* but that districts may develop local policies with additional requirements for participation; and

WHEREAS, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District.

NOW, THEREFORE, BE IT RESOLVED that for the 2020–2021 school year, the Board of Trustees of Nazareth Independent School District approves the following provision:

[A student or an interdistrict transfer student] who is voluntarily participating in an all-remote instructional method, whether synchronous or asynchronous, shall not be permitted to participate in any extracurricular activity, practice, or performance or elective course open only to students participating in a particular UIL activity for the grading period in which the student is receiving all-remote instruction.

The authority granted by this resolution shall only apply for the 2020–2021 school year unless the Board takes further action.

Adopted this 12th day of August, 2020, by the Board of Trustees.

_____
Presiding Officer

_____
Secretary