



Lytle ISD Back-to-School Guidance

TEA Requirement: Providing Notice

Lytle ISD is providing notice to parents, families, and the community regarding back-to-school plans and instruction through this initial document. As further required, one week prior to the start of school, a plan to mitigate COVID-19 will be disseminated to all families and posted on the district and school websites. Preliminary information is posted in this guidance and is subject to change based on state and local decisions.

COVID-19 Task Force – Lytle ISD has developed a COVID-19 Task Force to respond to concerns and communicate district decisions. Members of the team and email addresses are noted below:

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TEA Requirement: Prevent and Mitigate

Lytle ISD must identify and implement practices to prevent the virus from entering the school and mitigate or reduce the likely spread inside the school; therefore, district practices and guidelines have been established for various areas noted below:

COVID-19 Symptoms

Any of the following symptoms indicate a possible COVID-19 infection:

- 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, and individual scenarios should be determined by an appropriate public health agency. 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 largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 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.

Health and Safety Guidance

- **Social and Emotional Well-Being** – Students’ social and emotional well-being are a top priority. Together, schools and families can support your child during this challenging time. With the endless COVID coverage, it is natural for your child to experience some changes in behavior and mood. Counselors and staff will continue to work closely with families and students to ease the stress. Keeping routines predictable, sharing COVID facts that are age-appropriate, making time to listen and share feelings, and reaching out to us for support are all important. We are here for you and your child(ren).
- **Face Coverings** – Schools are expected to comply with the Governor’s Executive Order for wearing face coverings, where this is developmentally appropriate. All adults are required to wear face coverings when in the building, classroom, and/or office with others. Exceptions to this requirement include lunch breaks with appropriate social

distancing. Classroom teachers may use face shields and social distancing when providing direct instruction in the classroom. During classroom monitoring and circulations, face coverings are required.

Students are required to wear face coverings when riding the bus and during the school day. Exceptions to this requirement include during meals and other activities. For example, it may be impractical for students to wear face coverings while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear face coverings during those activities, schools must require students, teachers, staff, and visitors to wear face coverings when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove face coverings, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing face coverings. However, schools must require students, teachers, and staff to face coverings as they arrange themselves in positions that will allow them to maintain safe distancing.

Please Note: It is recommended that face coverings be rotated and thoroughly cleaned daily. Sharing of face coverings with other family members is extremely risky and discouraged.

- **Handwashing/Sanitizing** - Students and staff are required to use hand sanitizer when entering a bus, building, classroom, and/or office. Frequent handwashing and sanitizing will also be incorporated in the daily schedules. Each classroom will be provided with hand sanitizer. Buses, classrooms, and other common areas within the school will be thoroughly disinfected daily and deep cleaning schedules will be regularly conducted.
- **Temperature Checks/Screening** – Per Center for Disease Control (CDC) guidelines, initial monitoring of symptoms begins at home. Individuals who are feeling ill, including symptoms like fever, cough, sore throat, or headache, should stay at home and consult with a medical professional regarding school participation.

Student temperatures will be taken before the student is allowed in the campus. If a student's temperature is at or above 100.4°, the student will not be allowed to stay in school and will be given a medical/safety informational form which, again, must be followed before he/she is allowed to return to school. In some instances, a release from a medical professional may be required.

TEA Guidance is as follows for students:

“Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

Teachers and staff are required to self-monitor. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.

Nurse aids are staffed at each school and we have a District Nurse. These individuals have been trained to support and assist with health and safety matters.

- **Social Distancing** – Staff and students will maintain six feet of social distancing in indoor and outdoor settings, to the extent possible. Classrooms will be arranged to allow for six feet of space between seating areas, as feasible, and transitions will be limited in the elementary campuses. Multiple entrances will be used at each campus to prevent congregation of students in one location.
- **Personal Protective Equipment** – Staff and students are expected to provide their face coverings. If individuals need assistance with this matter, the district will have equipment, e.g., masks, sanitizers, etc., available. Fans will be prohibited to minimize additional air circulation.
- **Students with Health Conditions** – Parents and families know their child’s needs. While we are taking all measures to ensure each student’s safety, parents must place their child’s health needs first. Remote learning options are discussed later.
- **COVID-19 Cases** – Lytle ISD will take all safety precautions. However, if a student or staff member tests positive, the cohort or appropriate staff and students will shift to remote learning for 14 days (including weekends). If a student or staff member has been in close and/or prolonged contact with someone who has tested positive, the cohort or appropriate staff and students will move to remote instruction for a minimum of three days to allow for additional sanitation/disinfection and monitoring. Staff and students who test positive and/or were directly exposed will not be permitted to return to school until they are cleared by a medical professional. While this may cause an added burden on families, our goal is health and safety for all students.

TEA Guidance on Individuals Confirmed or Suspected with COVID-19:

Any individuals who themselves either:

(a) are test-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:

o 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) have 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.*

o 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.

o 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 a physician’s office, approved testing location, or other site) that comes back negative for COVID-19.

Campuses and Classrooms

- **Cohorts** – In elementary schools, students and staff will be assigned to cohorts or groups as much as possible that will stay together for defined periods of time. Each cohort will use common areas, such as cafeterias, gyms, playgrounds, etc., together as a group. This concept is intended to minimize the interactions of cohorts with other students and staff.
- **Visitors, Drop-off, and Pick-Up** – For the safety of our students and staff, no visitors will be allowed on any campus this year. If you need to drop off or pick up your child, your temperature will be taken, and you will remain in the vestibule until your child comes out. Scheduled parent meeting options this year will include outdoor or virtual, and not in classrooms. Each school will have further detailed procedures in place for daily drop-off and pick-up. This information will be communicated prior to the first day of school.

Traditional campus events such as Open House, Parent Nights, etc., have been temporarily suspended. Once the COVID situation has flat-lined, we will reevaluate how to proceed with these activities. Campuses will use other means to keep parents and families up-to-date and engaged in their child's learning, including online platforms.

- **Classroom Configurations** – Lytle ISD will arrange student learning spaces six feet apart, as feasible. In some instances, common areas may be used for instruction with similar distancing.
- **Restrooms and Water Fountains** – Students' physical needs are extremely important. Social distancing and hand washing will remain the priorities during restroom breaks. Because water dispensers have shared surfaces, continuous sanitation will occur. Students are encouraged to bring their own water bottles to school each day. Further information will be communicated prior to the start of the school year.
- **Materials and Supplies** – Students will be expected to use their own materials and supplies which will be kept in individual boxes. Sharing of materials will be discouraged. In instances where technology, books, calculators, etc., are used with multiple students, proper sanitation protocols will be enforced. For early childhood classrooms, nap mats will be spaced out according to physical distancing guidelines and will be sanitized daily.
- **Backpacks and Other Personal Items** – All supplies will be kept in the classroom to minimize contact when possible. Backpacks will be allowed at all campuses.
- **Additional Instructors in Classrooms** – In certain instances, additional staff members may be assigned to classrooms to instruct specific students. These individuals will sanitize prior to entering and exiting the classroom, and masks will be required as they interact with students using social distancing.
- **Class Transitions for Secondary Campuses** – We are currently developing guidance regarding cohort models when possible for junior high and high school campuses, particularly since students engaged in a face-to-face instructional model are still expected to attend classes to receive credit.
- **Field Trips** – Campuses will refrain from scheduling field trips and other academic/social events until further notice.

Instructional Models

- **Face-to-Face Instruction and Remote/Virtual Learning** –While Lytle ISD is taking multiple precautions to protect both students and staff in school operations, we will offer parents the option for either face-to-face or remote/virtual learning. In both instances, students are expected to participate and remain engaged in high quality instruction. Each of these options is described below:
 - **Face-to-Face Instruction** – Students attend school daily, as with the regular school year, and follow safety, sanitation, and social distancing expectations.
 - **Remote/Virtual Learning** – Students participate in classroom instruction via remote/virtual learning and are expected to complete and submit assignments as communicated by the remote/virtual learning teacher(s). This home-learning model is an extension of the classroom and includes the same high-level expectations for participation and assignments as face-to-face.

In both models, the campuses must provide instruction in the Texas Essential Knowledge and Skills (TEKS) for the required grade level/subject/course. Monitoring student learning and progress remains integral to the success of the students. This includes attendance, grades, formative/summative assessments, and other monitoring systems that help teachers know how students are making progress.

Unless otherwise noted by the campus administrator, once a commitment to the instructional model has been communicated by the parent/family, a request must be submitted in writing to shift to the other model. These transitions must be approved and *can only occur at the 9-week intervals unless special permission is granted*. Attendance in the current model is mandatory.

Remote/virtual instruction will be delivered through asynchronous instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC, §28.002.

- **Attendance** – District funding and resources are linked to attendance. Attendance will be taken each day for both face-to-face **and** remote/virtual learning to ensure that students are actively engaged. During remote/virtual instruction, students are expected to participate and fully engage as communicated by the teacher to receive attendance credit. The *Lytle ISD Remote/Virtual Learning Agreement* to come will have further details expectations for attendance and academic credit.

In addition, per Texas Education Code (TEC), §25.092, *students must attend 90% of the days a course is offered* in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. This requirement applies to both face-to-face and remote/virtual instruction.

- **Grading** – State law requires each district to adopt its own grading policies. This policy must require a classroom teacher to assign a grade that reflects the student’s relative mastery of an assignment. Lytle ISD grading policies are published annually in the Student Handbook. Progress reports and report cards, along with parent conferences, will be used to communicate each student’s progress and performance.
- **State and Local Testing** – All students are expected to follow state and local testing requirements, whether participating in face-to-face or remote/virtual instruction.

Meals and Transportation

- **Meals** – Lytle ISD must comply with child nutrition guidelines.
 - Breakfast and Lunch at Elementary Schools** - Pre-Kindergarten through 5th Grade – Meals will be served in the classrooms.
 - Breakfast and Lunch at Secondary Schools** - Junior High and High School – Grab and Go meals will be provided, and students will eat in designated areas adhering to social distancing.
 - Remote Learners** – Hot breakfasts and lunches will be available for pick up at each campus between 9:30-11 each day.
- **Transportation** – Hand sanitizer will be given to students as they get on the bus. Students will have assigned seats and sit with members of their family when possible. To minimize the spread of COVID-19, parents are highly encouraged to transport their child to and from school on a daily basis. Buses will be disinfected after each route/trip.

Electives: Band, P.E., CTE Courses, Other Electives: Dance, Cheer, etc.

- **Band** – Protocols established by U.I.L. will be followed for band, including marching and competitions, etc.
- **P.E.** – Details are being developed for P.E. programs to align with the TEKS course expectations and U.I.L. COVID guidelines for athletics.
- **CTE Courses** – CTE courses include hands-on experiences. Social distancing and sanitation requirements will be further defined and communicated prior to the beginning of school. Students enrolled in advanced, hands-on CTE courses must enroll in a face-to-face instructional model. Remote/virtual learning is only available for “principles” courses in CTE.
- **Other Electives: Dance, Cheer, etc.** – Each course will be reviewed individually to ensure that social distancing and sanitation requirements are established and communicated prior to the beginning of school.

Special Programs

- **Program Participation and Services** – Students currently participating in special program services, e.g., special education, 504, Bilingual/ESL, etc., will continue to receive services whether through face-to-face or remote/virtual learning. Parent meetings may be held using virtual meeting platforms.
- **Evaluations and Testing** – District protocols have been established to evaluate students who have been referred for special programs. Social distancing and/or personal protective equipment (PPE) will be used, as appropriate.

Extracurricular and After-School Program

- **Extracurricular Programs** – Each program will be evaluated on a case-by-case basis to determine implementation guidelines. Program sponsors will provide information to students and parents/families as information is available.
- **Athletics**
 - UIL issued guidance July 21, 2020, allowing practices to start August 3rd for AAA schools. Athletic periods will continue to follow the guidelines set forth by UIL and CDC. Athletes will wear masks at all times unless actively working out. Masks will be worn at games if athletes are on the sidelines or sitting on the bench. All fans will be required to wear facial coverings at extracurricular activities.
 - Stadium and gym capacity is currently set to 50%, per Governor Abbott’s order. The Football DEC, district executive committee will meet Monday July 27, 2020 to discuss ticket sales, capacity of all teams and other issues related to games.
 - Athletes will be staggered into the dressing areas and follow the capacity % for locker rooms. Locker rooms will follow all CDC and UIL guidelines when showering.

TEA Requirement: Respond

Lytle ISD must identify and implement responsive actions to address the situation if there are test-confirmed cases in a school.

Required Actions if Individuals with Test-Confirmed Cases Have Been in a School

1. *If an individual who has been in a school is test-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). 5*
2. *Schools must close off areas that are heavily used by the individual with the test-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.*
3. *Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.*