

Parent Publication

Alto ISD **Strong Start** 2020-2021



All in!

No matter what.

No matter where.

No matter how.

**Alto ISD
Strong Start 2020**



Alto ISD

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Introduction & Alto ISD Commitment

As a school district, Alto ISD is excited to welcoming our students back to school on August 17. Despite the challenges with COVID-19, our desire is to continue to provide an excellent education to our students, which will include both on-campus and remote learning environments. As the public health crisis continues, our focus for the 2020-21 school year will be on the health, safety, and well-being of our staff, students, and community.

Alto ISD is committed to provide every student with equitable access to high quality instruction no matter where the student is located. The curricula, teachers, intervention, support, and other educational resources will be available for all students, even when this means differentiating to accomplish this goal.

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

The district theme for staff is:

All in! No matter what. No matter where. No matter how.

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

Instructional Options for 2020-2021

AISD TRADITIONAL ON-CAMPUS INSTRUCTION (TOCI):

- Student participates in traditional on-campus instruction 100% of the time.
- AISD Traditional On-Campus will follow the adopted 20-21 district calendar and follow regular school hours.
- Students will have movement throughout the day. Elementary students will leave for rotation classes, lunch, and PE. Middle and high school students will follow a traditional 9-period rotation schedule.
- AISD will follow all guidelines and mandates from the state, TEA, and local authorities to ensure a safe learning environment for all students and staff.
- Staff and students will follow the Governor's Executive Order that is current in place regarding face coverings. This will include all students 5th grade and up.
- Bus transportation will be offered. See page 19 for additional details on bus transportation.

AISD REMOTE ONLINE INSTRUCTION (ROI):

- Student participates in remote online instruction 100% of the time and must engage online DAILY.
- Parents will support students as a "learning coach" and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- AISD Remote Online Learning will follow the adopted 20-21 district calendar, but students will not be in a two-way, real time/live situation during the entire school day. AISD will follow the Remote Asynchronous Instruction model given by TEA, with a minimum of one synchronous (live) interaction with teacher, via Google Meet or Zoom, each week.
- Direct instruction for ROI learners will come in the form of teacher-made videos, weekly live interactions with teacher, and personal one-on-one teacher/student meetings when needed. Instruction will be delivered online via Google Classroom.
- AISD has initiated a 1:1 device purchase, which will equip the district with enough Chromebooks for all students. These devices will not be delivered in time for the start of school due to the grant process and national demand. However, a limited number of devices will be available for ROI learners at the start of school.
- Each teacher will keep weekly office hours to support individual student needs. These hours will be set upon the first day of school and posted in each teacher's Google Classroom. They will be available through email, phone, or Google Meet.
- Online instruction for the 20-21 school year will be a robust daily program that requires a high level of engagement. Students, parents, and teachers will have to work collaboratively in order to ensure learning is taking place.
- Attendance will be taken DAILY.
- Certain electives may not be offered through online learning.

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- All grading, progress monitoring, and report cards will follow the same schedule as Traditional On-Campus Instruction. AISD grading policy is the same for both learning plans.
- Students enrolled in the online option will NOT be eligible for extracurricular activities, including all athletic and academic U.I.L. events; nor will they be permitted to attend as spectators.

Creating a Blended Learning Model

... To best create a continuous fluid movement between Traditional On-Campus Instruction and Remote Online Instruction.

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

- Students will interact with instruction in two different environments (on-campus and remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- Alto ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- Teachers will plan for instruction that is quickly and easily transferable from on-campus to remote in the event of emergency school shutdowns due to Covid-19.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to Alto ISD curriculum and Texas Essential Knowledge and Skills.
- Due to illness, exposure, or change in state mandates, Traditional On-Campus Instruction students may have to transfer to Remote Online Instruction for short periods of time.
- Both the remote and face-to-face experience will utilize Google Classroom (as soon as devices are available), provide similar expectations around coursework and follow the same grading guidelines.
- Alto ISD has purchased Chromebooks for the 20-21 school year for all students to have device access throughout the school day. We are anxiously awaiting the arrival of these devices.

Remote Online Instruction

Remote Online Instruction - Engagement

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom.

Alto ISD student expectations for *asynchronous* learning:

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

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices.

Alto ISD student expectations for *synchronous* learning:

- Students attend class on time, per their class schedule.
- Students will follow Alto ISD dress code.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions and assignments.

Although, AISD has adopted Remote Asynchronous Learning as the daily plan for engagement, students will be required to participate in Remote Synchronous Learning with all core teachers at least once a week.

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Remote Online Instruction – Attendance

Attendance for Remote Online Learning

- Attendance is taken DAILY for all Remote Online Instruction students.
- Students who login to Google Classroom each calendar school day and engage in teacher-assigned learning tasks are considered “present” and will not be marked absent. Students who have not logged in by the end of each school day will be marked absent.
- If a student completes the entire weeks’ worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” Tuesday-Friday.

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

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Remote Online Instruction – Special Programs

English as a Second Language Services in Remote Online Instruction

The needs of our English learners will be met with ESL certified teachers in required areas and with additional support as determined by the LPAC committee. The instructional needs of each student are different and support will be determined based on English language proficiency levels of each student. There will be a focus on language acquisition as well as content progress in order to support the progress for each English learner.

Gifted and Talented Services in Remote Online Instruction

Students who have been identified to receive gifted and talented services will continue to receive those services in both learning environments. GT curriculum will be provided via a combination of synchronous and asynchronous components.

Intervention and Enrichment in Remote Online Instruction

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

Special Education Support in Remote Online Instruction

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the Remote Online Instruction program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services, including but not limited to related services, health plans, accommodations, and modifications to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will support meaningful progress for all students based on their individual goals and programming.

In an effort to protect the health and safety of all students and staff within the educational environment, all ARD meetings will proceed via teleconference or other alternative means.

Section 504 Support in Remote Online Instruction

504 Committees will determine the unique needs of students who receive 504 services and will make service recommendations for students attending the Remote Online Instruction program. The nature of 504 accommodations will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met.

In an effort to protect the health and safety of all students and staff within the educational environment, all 504 Committee meetings will proceed via teleconference or other alternative means.

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Remote Online Instruction Design for Elementary

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into asynchronous times and some synchronous (live) times.

- Daily asynchronous assignments are to be completed independently. These may include activities such as:
 - Choice boards
 - Videos to view
 - Student self-selected reading and writing
 - Writing assignments
 - Independent practice
- Weekly synchronous time may include activities such as:
 - Read alouds
 - Small group reading instruction
 - Number Talks, Math Lessons
 - Community Circles/Check ins
 - Direct instruction by teacher (mini-lesson)

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the Remote Online Instruction learning. Parents may be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

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Remote Online Instruction Design for Middle School

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into asynchronous times and some synchronous (live) times.

- Daily asynchronous assignments are to be completed independently. These may include activities such as:
 - Choice boards
 - Videos to view
 - Student self-selected reading and writing
 - Writing assignments
 - Independent practice
- Weekly synchronous time may include activities such as:
 - Read alouds
 - Small group reading instruction
 - Number Talks, Math Lessons
 - Community Circles/Check ins
 - Direct instruction by teacher (mini-lesson)

PE will be offered through Google Classroom for all Remote Online Instruction learners. 7th & 8th grade band and athletics will not be available electives for ROI learners.

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Remote Online Instruction Design for High School

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into asynchronous times and some synchronous (live) times.

- Daily asynchronous assignments are to be completed independently. These may include activities such as:
 - Choice boards
 - Videos to view
 - Student self-selected reading and writing
 - Writing assignments
 - Independent practice
- Weekly synchronous time may include activities such as:
 - Read alouds
 - Small group reading instruction
 - Number Talks, Math Lessons
 - Community Circles/Check ins
 - Direct instruction by teacher (mini-lesson)

PE will be offered through Google Classroom for all Remote Online Instruction learners. Band and athletics will not be available electives for High School ROI learners.

Return to School Protocols

Following are the return to onsite work protocols for Alto ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Alto ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Alto ISD expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

Alto ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to, assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Alto ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

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Protocols for Screening

- Staff will be required to complete a self-screening process prior to entering an Alto ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building. Teachers and staff must report to their supervisor if they have COVID-19 symptoms or are lab confirmed with COVID-19 and must remain off campus until re-entry criteria has been met. Additionally, teachers and staff must report to their supervisor if they have had close contact with an individual who is lab confirmed with COVID-19 and, if so, must remain off campus until the 14-day incubation period has passed.
- For clarity, close contact is defined as: being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield. All visitors will sign in at each campus.
- **A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.**
- **Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19,** and instead should opt to receive remote online instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote online instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed. Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
 - Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.
 - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
 - Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
 - Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: View current CDC recommendations.
- Teachers will monitor students and refer them to the nurse if symptoms are present.

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Protocols for Isolation

- For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment including temperature check to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- Schools must close off areas that are heavily used by the individual with the lab confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, school must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate on any on campus activities
- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed above) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine the below condition for campus re-entry has been met:
 - At least ten days have passed since symptoms first appeared or positive test result was confirmed.
- In the case of an individual who has recently been exposed to an individual that has tested positive for Covid-19, the individual may not return to the campus until the individual has completed a 14 day quarantine.

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Protocols for Personal Protective Equipment

PPE Requirements

Schools are required to comply with the governor's executive order regarding the wearing of masks. Elementary students are exempt per Governor Abbott's order. Face coverings are required at the Middle and High School campus, as well as all district staff.

- Students that are required to wear face coverings can wear traditional face masks or shields. Personal face coverings are subject to the Alto ISD dress code in regard to displaying inappropriate or offensive images and phrases.
- All students and staff are required to wear face masks when on AISD buses or vehicles.

Protocols for Campus Visitors

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

Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area. Meal drop offs will not be permitted.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Alto ISD facility. Copies of screeners will be located in campus offices.
- Alto ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- Parental drop off and pick up are excluded from visitor screening since parents will be required to remain in their vehicles.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

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Protocols for Disinfecting and Hand Sanitizing

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

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Alto ISD-provided hand sanitizer:
- Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Staff will limit the use of shared supplies when possible.
- Pk-8: Please label all school supplies with student name.

Protocols for Campus Cleaning and Disinfecting

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

Daily Campus Cleaning

- Each classroom and restroom will be cleaned, disinfected, and sanitized at least once during the day and every evening.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be cleaned, disinfected, and sanitized between lunch periods.
- In secondary classrooms, students will disinfect desks and chairs with sanitizing wipes between each class period.

Weekly Campus Cleaning

- All buildings, classrooms, and buses will be electro-statically sanitized on a weekly basis or more frequently as needed.

Restrooms

- Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

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Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Number of students in a common area will be based upon social distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas.
- Informational graphics and markers will be posted to help with 6 ft. social distancing.
- The use of virtual meetings/videoconferencing is preferred when possible, including, ARDs, LPAC, booster club meetings and events.
- If meetings must be held in person, all social distancing protocols will be implemented:
 - Facial coverings
 - Six-feet social distancing when possible
 - Limiting the sharing of materials/supplies
 - Visitors complete the campus visitor screening process

Protocols for Positive COVID-19 Cases on Campus

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect and sanitize the classroom/facility.
- Custodial staff will clean, disinfect, and sanitize classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.

Campus Health & Safety Protocols

Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures

Student

- Students will participate in training specific to newly adopted health and safety protocols.
- All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, social distancing, and sanitation of work areas.
- If a student is experiencing symptoms, they need to immediately notify a teacher.

Parent

- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.

Teacher/Staff

- Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

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School Arrival & Dismissal

When possible, separate entrances/exits will be utilized for car riders, bus riders, and walkers. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. **Parents will not be allowed to walk students into buildings or classrooms. Students may not be dropped off before 7:15 AM. Parents are required to remain in their vehicles during drop-off and pick-up.**

***For the 20-21 school year, ELEMENTARY car-riders will be picked up in the front of the Elementary School. This is for afternoon pickup ONLY.**

Student Drop Off

Student

- As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.
- Students will be required to use hand sanitizer when entering the building.

Parent

- Parents should follow pick up protocols regarding how to pick up their child.
- Parents are required to remain in their vehicles during drop-off and pick-up.

Teacher/Staff

- Assigned staff supervises student arrival, directs students to waiting areas and encourages campus protocols including social distancing.

General Building Arrival

Student

- Wash hands or use hand sanitizer upon arrival.
- Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
- Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- It is required that students (MS & HS) and staff wear masks when entering the building and waiting in the designated waiting area or classroom.
- Students are expected to stay seated until they are dismissed by a staff member.
- Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom. Students must wash hands before leaving bathroom. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.

Parent

- Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.

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- Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
- Parents are required to screen their child/children before dropping off each day.

Teacher/Staff

- Campus staff are required to complete the self-screening before entering the buildings.
- Staff members will be assigned to supervise students who report to morning arrival in classrooms.
- Staff are required to have masks or face shields on when entering the building and ensure that students (MS& HS) are wearing masks in the hallways and in classrooms.
- Staff will dismiss students using staggered student release into halls from these areas.

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BUS TRANSPORTATION

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

Transportation COVID-19 Protocol: Parent Information

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

Bus Stop Expectations

- Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- Students should NOT share food, drinks or personal devices.

Morning & Afternoon Boarding Bus Procedures

- Students should practice social distancing when possible as they approach and board the bus.
- Use hand sanitizer (provided near the bus stairwell).
- Seating: Students will be seated with by families/households.
- Bus in motion rules: Standard Alto ISD bus rules apply.

Unloading at Campus & Bus Stop

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

Disinfecting Protocol

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

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Cafeteria - Breakfast and Lunch

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

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

Staff will monitor the cafeteria and hallways to promote social distancing practices.

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

Seating & Directions

Student

- Students will be expected to follow campus guidelines for cafeteria procedures.
- Students will be seated according to a seating plan for students consistent with social distancing guidelines
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.

Parent

- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
- Parents are encouraged to speak to their children about safety protocols and social distancing.
- Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
- Parents should talk to their students about COVID-19 symptoms and prevention strategies.

Teacher/Staff

- Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
- A seating plan for students will be followed for social distancing.
- Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.
- A seating plan for students will be followed for social distancing.
- Staff will monitor students while in the cafeteria to ensure social distancing.
- Staff will ensure to maintain a student consistent cohort for “in person” lunches.

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Standard Classroom Procedures

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

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Hand sanitizer stations.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work. Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing.
- In secondary classrooms, students will disinfect desks and chairs with sanitizing wipes between each class period.

Classroom Training

Student

- Students should wash their hands or use hand sanitizer upon entering each classroom.
- Students will participate in training specific to newly adopted health and safety protocols.

Parent

- Parents are asked to read all school communication regarding health and safety protocols.
- Parents should talk to their students about COVID-19 symptoms and prevention strategies.
- Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office.

Teacher/Staff

- Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.
- Teachers will provide students training on health protocols.

Classroom Setup

Student

- Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- Students will avoid sharing school supplies.

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- Students will use hand sanitizer at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.

Teacher/Staff

- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
- Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school wide.
- Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
- Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.
- Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is not using an item.

Classroom Arrival

Students

- After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
- Students should avoid touching high-touch areas if possible.

Teacher/Staff

- Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

Water Fountains

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

Student

- Students are expected to bring their own water bottle for use throughout the day.
- Please label water bottles with student name.

Parent

- Parents are asked to secure water for their child to bring to school on a daily basis.
- Parents are asked to assist students, as needed, to clean reusable water bottles on a daily basis.

Teacher/Staff

- Monitor that students take reusable water bottles home to be cleaned.

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Recess/Playground

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

Guidelines for Outdoor Play

- Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- While in the classroom, brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

Extracurriculars and Identified Electives

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

Students opting for the AISD Remote Online Learning will not be permitted to participate in on-campus extracurricular activities per local board policy.

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

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

Some identified elective courses require participation in course activities on-campus in order for the student to earn credit for the course. These courses will not be available via remote instruction.

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School Events and Activities

Guidelines for School Wide Events/Activities

- Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- Administration will follow all AISD, UIL and CDC guidelines in regard to games, practices, etc.
- Any school wide events that are approved to be held on campus must adhere to requirements outlined by Alto ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.
- Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.
- Off campus field trips are eliminated, excluding extracurricular and other UIL events, until further notice.

Classroom Transitions & Hallways

Guidelines for Transitions

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

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Library

Alto ISD Library Campus Reopening Guidelines

Student and staff safety is the number one priority at Alto ISD. To ensure that we can keep safety first, and provide library services and materials to all students, the following guidelines will be put into place for the 2020-2021 school year.

Outstanding Library Materials

AISD Library issued late notices to all students that had books checked out from the 2019-2020 school year with their end of the year report card. A box was provided for check-in throughout the 2020 summer. Outstanding books will need to be returned or paid for before students will be allowed to pick up class schedules for the 2020-2021 school year.

Use of the Library

Elementary School

For the 2020-2021 school year, AISD Elementary students will NOT be allowed to come to the library. The AISD Librarian will visit each elementary classroom weekly, providing read alouds and activities. First Grade and up will get to check out books, with the proper quarantining rules applied. The Librarian will enter classrooms with personal protective equipment. Students will use hand sanitizer before handling any library materials.

Library Preparation

Prior to the 2020-2021 school year, AISD library staff will prepare the library space to ensure the safe operation of the library by doing the following:

- A hand sanitizer station will be stationed at the entrance to the library.
- Entrance and exit signs will be placed on designated doors.
- Furniture will be spaced to ensure social distancing when students are seated.
- Either tape will designate where students will sit or furniture will be removed. The use of the presentation room will be at the
- librarian's discretion.

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Middle School and High School Students

The following protocols will be followed by Alto Middle School and Alto High School students when visiting the library.

1. Upon entering the library, all students will sanitize their hands at the hand sanitizer station.
2. Masks are REQUIRED.
3. Social distancing rules will be enforced while entering the library as a class or as an individual, sitting as a class, browsing as a class or as an individual, and checking out books as a class or individual. Librarian and teacher will monitor to ensure the rules are being followed. Students will have assigned seats when visiting as a class.
4. When books are checked-in, the librarian will stand behind the computer and each student will place their books under the barcode scanner to check in. The student will then place those books on a designated book cart.
5. To check books out, instead of the usage of library cards, the librarian will have all students barcodes on a sheet housed in a plastic sleeve. The librarian will scan the students barcode and then the student will hold their books to where the librarian can scan their books out.
6. Upon leaving the library, students will sanitize hands again.

Browsing for Books

Students will be able to browse for books, but will be cautioned to not handle too many. Students will also be instructed on how to browse the library's online catalog to alleviate in person browsing.

*****The library will be sanitized after each class visit.**

Book Quarantine

Library books, when checked in, will be placed on a designated cart for that day. Cart will be labeled with the current day, moved to a secure location, and left untouched for FOUR days. ([REALM Project, 7/20/2020](#))

At the end of the four day quarantine, the librarian will put the books back on the shelf for library use.

Library Book Quarantine Chart

MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED
Check-In	24 hr	48 hr	72 hr	96 hr			Check-Out		
	Check-in	24 hr	48 hr	72 hr	96 hr		Check-Out		
		Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out		
			Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out	
				Check-in	24 hr	48 hr	72 hr	96 hr	Check-Out

At Home Students

Students who will be learning remotely will be provided with an ebook platform. The librarian and their teachers will be available to assist these students in any way possible to ensure that they are reading at home.

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STUDENT COVID-19
SELF-SCREENING ACKNOWLEDGEMENT

As always, Alto ISD student health and safety is a top priority. As such, all students who report to an Alto ISD facility must self-screen for the below listed COVID-19 symptoms and take their temperature **before** entering an Alto ISD facility/ vehicle **each day**. When self-screening, students must determine if they are experiencing any of the following symptoms *in a way that is not normal for them*.

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees	
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	*Known close contact with a person lab confirmed to have COVID-19*

CONFIRM WITH LOCAL HEALTH AUTHORITY *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.

By signing below, you acknowledge that your child is required to self-screen for the above COVID-19 symptoms and take their temperature before entering an Alto ISD facility/ vehicle **each day**.

You further acknowledge that if your child is experiencing any of the above symptoms in a way that is not normal for them or have been lab-confirmed with COVID-19, they are not to enter an Alto ISD facility/vehicle, and must contact the school nurse immediately.

Student Name: _____
Parent Name: _____
Parent Signature: _____

Campus: _____
Date: _____