COME TOGETHER AISD: A PATH BACK TO THE CLASSROOM

Guidelines for a Return to Campus

* updated Sept. 28, 2020
A MESSAGE FROM THE SUPERINTENDENT

Dear AISD Family,

The Abilene Independent School District is in the planning stages of our return to school later this month. This is such a different time to be working in education, and I appreciate your patience as we carefully make plans for the 2020-21 school year. Our team continues to work on plans to meet Texas Education Agency (TEA) guidelines while ensuring that we continue to make the health and safety of our students staff our top priority.

This document outlines the procedures our campuses will have in place to prevent or mitigate the spread of COVID-19. Also included are response protocols as positive cases impacting school operations are identified. Procedures for both in-person and remote learning, transportation, meal service, visitors to campus and a host of other topics of interest to parents and AISD staff regarding the upcoming school year are included for your information as well.

Please know that this is a working document and changes could be made to the district’s Reopening Plan as the health situation – or other factors – in our community, state and country continues to evolve. The decisions parents have to make regarding how their child or children will be educated during the 2020-21 school year are significant and we will be available to answer any questions that might still arise after reading through this document.

The virus that causes COVID-19 can infect people of all ages. However, research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms. For many children, there are distinct benefits to attending school in person, including instructional, social, and safety benefits. For these reasons, the American Academy of Pediatrics has made a statement supporting on-campus instruction for students in the coming year.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. It is our goal to implement as many of those steps as possible and they are outlined in this document.

As always, the safety and security of AISD students, families, teachers and staff is our top priority. While we know that these are uncertain times, you can be assured that we remain committed to doing everything in our power to protect our school communities. We can’t wait to see our students again and look forward to a successful 2020-21 school year in the AISD!

Sincerely,

Dr. David Young
Superintendent
Abilene Independent School District
# A PATH BACK TO THE CLASSROOM
Guidelines for a Return to Campus

## Table of Contents

### Section I: School Health Guidelines

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Section</td>
<td>3</td>
</tr>
<tr>
<td>Student Health</td>
<td>3</td>
</tr>
<tr>
<td>(updated Aug. 4, 2020)</td>
<td></td>
</tr>
<tr>
<td>Employee Health</td>
<td>4</td>
</tr>
<tr>
<td>Face Coverings / Masks</td>
<td>4</td>
</tr>
<tr>
<td>(updated Sept. 18, 2020)</td>
<td></td>
</tr>
<tr>
<td>Campus Sanitization</td>
<td>5</td>
</tr>
<tr>
<td>Classroom Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Building Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Response to a Positive COVID-19 Case on Campus</td>
<td>5</td>
</tr>
<tr>
<td>(updated Aug. 24, 2020)</td>
<td></td>
</tr>
<tr>
<td>Definition of Close Contact</td>
<td>6</td>
</tr>
<tr>
<td>(updated Aug. 4, 2020)</td>
<td></td>
</tr>
<tr>
<td>Individuals Test-Confirmed With or Presenting Symptoms of COVID-19.</td>
<td>6</td>
</tr>
<tr>
<td>(updated Aug. 28, 2020)</td>
<td></td>
</tr>
<tr>
<td>Stop the Spread of Germs (graphic)</td>
<td>7</td>
</tr>
<tr>
<td>(updated Aug. 28, 2020)</td>
<td></td>
</tr>
<tr>
<td>Identifying Possible COVID-19 Cases on Campus</td>
<td>8</td>
</tr>
<tr>
<td>(updated Aug. 3, 2020)</td>
<td></td>
</tr>
<tr>
<td>Daily COVID-19 Screening Form (graphic)</td>
<td>8</td>
</tr>
<tr>
<td>(updated Aug. 3, 2020)</td>
<td></td>
</tr>
</tbody>
</table>

### Section II: Situational Safety Guidelines

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Section</td>
<td>9</td>
</tr>
<tr>
<td>Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Visitors and Deliveries</td>
<td>10</td>
</tr>
<tr>
<td>(updated Sept. 17, 2020)</td>
<td></td>
</tr>
<tr>
<td>Arrival/Dismissal/Transitioning</td>
<td>10</td>
</tr>
<tr>
<td>Meal Service</td>
<td>11</td>
</tr>
</tbody>
</table>

### Section III: Instructional Plan

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Section</td>
<td>12</td>
</tr>
<tr>
<td>General Information</td>
<td>12</td>
</tr>
<tr>
<td>On-Campus Instruction</td>
<td>13</td>
</tr>
<tr>
<td>Remote Learning</td>
<td>13</td>
</tr>
<tr>
<td>Sample Schedule for Elementary Remote Learners</td>
<td>14</td>
</tr>
<tr>
<td>Elementary Sample Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Technology and Equipment</td>
<td>15</td>
</tr>
<tr>
<td>“Operation Connectivity” Hotspot Locations</td>
<td>15</td>
</tr>
<tr>
<td>(updated Aug. 4, 2020)</td>
<td></td>
</tr>
<tr>
<td>Signing Up for Remote Learning Through Parent Survey</td>
<td>16</td>
</tr>
<tr>
<td>Specialized Programs</td>
<td>16</td>
</tr>
<tr>
<td>Student Expectations and Agreements</td>
<td>16</td>
</tr>
<tr>
<td>Attendance</td>
<td>17</td>
</tr>
<tr>
<td>Grading</td>
<td>17</td>
</tr>
<tr>
<td>How Parents Can Support Remote Learning</td>
<td>17</td>
</tr>
<tr>
<td>Social and Emotional Needs for Students and Staff</td>
<td>17</td>
</tr>
</tbody>
</table>

### Section IV: Additional Guidelines

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Section</td>
<td>18</td>
</tr>
<tr>
<td>Registration and New Student Enrollment</td>
<td>18</td>
</tr>
<tr>
<td>Scheduling, Open House and Meet the Teacher</td>
<td>18</td>
</tr>
<tr>
<td>Extracurricular/Non-Academic Activities</td>
<td>19</td>
</tr>
<tr>
<td>Education Rights &amp; Responsibilities During COVID-19 (graphic)</td>
<td>20, 21</td>
</tr>
</tbody>
</table>
SECTION I: School Health Guidelines

As students and staff return to campuses in August, they will notice a “new normal” in place due to enhanced safety and health guidelines. The 2020-21 school year will require adjustment for everyone, but these changes are necessary to give us the best opportunity to keep students and staff safe.

We continue to hear from the CDC as well as federal, state and local health professionals that wearing a face covering or mask that covers the mouth and nose is the best way to prevent the spread of COVID-19. Because of that, the AISD has made the decision to require the wearing of appropriate, non-medical grade face coverings or masks for all students (grades PK-12) and all staff on campuses, and any visitors to campus or other district facilities.

Schools will be cleaned and sanitized daily, focusing on major touch entry points in common areas such as desks, counter tops, door handles and doorknobs, chairs, light switches, and soap dispensers. The custodial staff on each campus will thoroughly sanitize the campus at the end of the instructional day. Classrooms will be provided with hand sanitizer that students will use when entering and leaving rooms, as well as during the class period. Classrooms with sinks will give students another option for hand washing during the period. Students and staff at all levels will work together to ensure everyone is contributing to a healthy environment by wiping surfaces / desks after each period is completed throughout the day.

Sanitization stations will be in place on each campus to give students, staff and visitors the opportunity to sanitize their hands both entering and leaving the building. In addition, signage will be placed on each campus reminding everyone of mitigation practices, to maintain social distance and other health priorities while in the building.

Throughout this section, you will learn about the guidelines that will be in place when students and staff arrive on campuses for the first day of school later this month. As with any document in this pandemic, this guide will be adjusted to fit the changing health situation in our community, state and country. Our first priority each day is the health and safety of the students and staff in the AISD, and that priority is the driving force behind the guidelines put in place to keep our campuses as safe as possible during the 2020-21 school year.

Student Health (updated Aug. 4, 2020)

• All students (health exceptions) are required to use non-medical grade face coverings, covering nose and mouth.

• All parents are responsible for ensuring that a daily self-screening of each student occurs prior to going to school or boarding school transportation. Self-screening includes parents checking their child’s temperature and identifying symptoms of COVID prior to leaving home for school. Symptoms of COVID-19 include the following: 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, and nausea or vomiting.

• Any child with a fever at or above 100.0 (as established by the Texas Dept.of Health) or experiencing COVID-19 symptoms should not report to campus.

• All students will be instructed on methods to protect themselves and others from COVID-19 at school.

• All students should practice appropriate social distancing, hand hygiene and respiratory etiquette (i.e. cough/sneeze into arm, cover mouth with tissue, etc.).

• All students will be trained in self-sanitization techniques and, where applicable, participate in scheduled hand washing times throughout the day. Where hand washing is not feasible, students will utilize hand sanitizer as needed.
• Students will be taught and encouraged to clean and sanitize their own workstations after each class. Whenever time permits, custodial staff will sanitize workstations between classes.

• Students are encouraged to bring their own refillable water bottles each day as water fountains will not be accessible.

**Employee Health (updated Aug. 4, 2020)**

• All employees shall use, at a minimum, non-medical grade face coverings, covering nose and mouth.

• All Abilene ISD employees will be required to complete a daily self-screening prior to going to work. Self-screening includes temperature and identifying symptoms of COVID prior to leaving home. Symptoms of COVID-19 include the following: 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, and nausea or vomiting.

• Any employee with a fever at or above 100.0 (as established by the Texas Dept. of Health) or symptoms of COVID-19 should not report to work.

• All employees will be trained to understand and practice methods to protect themselves and others from COVID-19 at work.

• All employees will practice hand hygiene and respiratory etiquette (i.e. cough/sneeze into arm, cover mouth with tissue, etc.). This includes hand washing throughout the day, either with soap and water or sanitizer.

• Where space allows, unless intervening in an emergency where an individual’s safety is compromised, employees will maintain recommended social distancing from others.

**Face Coverings / Masks (updated Sept. 18, 2020)**

• Following federal, state and local mandates and guidance from the Center for Disease Control as well as the American Academy of Pediatrics, the use of non-medical grade face coverings will be required of all students, staff and visitors (exceptions for those with documented health exceptions) in all Abilene ISD facilities and on buses.

• Any individual arriving on campus during the instructional day will be required to wear a face covering in order to gain access to the building.

• School administration or staff will be stationed at entry doors to each campus to remind students to wear face coverings prior to entering the building. In instances where a reusable mask belonging to a student or staff member is lost or forgotten, a disposable mask will be provided for the day.

• For outdoor activities (such as recess or PE), masks will not be required but physical distancing will be encouraged.

• Masks are required during all student transitions whether outside or inside.

**Campus Sanitization**

• Campuses will be cleaned throughout the instructional day and will be thoroughly sanitized at the end of each school day by custodial staff.

• Custodians will perform ongoing cleaning of touch surfaces during the instructional day.
• Classrooms will be equipped for cleaning between student transitions.
• Teachers and students will be trained on desk and workspace cleaning techniques.
• Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms and at the entrances.

Classroom Procedures (updated Sept. 17, 2020)

• Beginning Monday, September 21, elementary “specials” may begin conducting classes in the music rooms, art rooms, and computer labs. We believe this will give relief to classroom teachers during their planning periods.
• Classrooms will be cleared of any non-essential furnishings. Furniture will be rearranged to ensure maximum physical distancing and improve traffic flow.
• Teachers will ensure that individual space will be provided for students to keep personalized supplies in the classroom.
• Supplies will not be shared unless they are sanitized between use.
• Teachers will maintain seating charts and classroom procedures will be created to minimize exposure and contact.
• Whenever feasible and appropriate (physical education, sports, etc.) outdoor spaces will be used for some classes.
• Work areas will be sanitized after each class. Students will be taught and encouraged to clean their own workstation and, as feasible, custodians will sanitize workstations.
• Students are encouraged to bring their own refillable water bottles as water fountains will not be accessible.

Building Procedures

• All buildings will post self-screening and mitigation practices.
• Thorough building sanitization by custodial staff will occur daily.
• Isolation areas for students or staff showing COVID-19 symptoms will be identified.
• Large group meetings and assemblies will be limited, held outdoors when feasible and held virtually when appropriate.
• All campus practices will be reviewed by the campus and whenever feasible adjusted to promote social distancing and limit the spread of COVID-19.

Response to a Positive COVID-19 Case on Campus (updated Aug. 24, 2020)

Abilene ISD will follow the guidelines provided by the Texas Education Agency and our local public health entities to appropriately respond to a positive COVID-19 case on campus. AISD will coordinate with local public health entities to determine appropriate actions based on the facts of the individual case and the scientific understanding of how the virus spreads. The school will 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 7 days have already passed since that person was on campus. AISD will communicate with the local health department, parents, students, staff, and other parties in accordance with the Texas Education Agency requirements described below:

• If an individual who has been in a school is test-confirmed to have COVID-19, the Abilene ISD will notify the 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, the school will notify all teachers, staff, and families of all students in the school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

• In addition to general campus and classroom notification as required by the state, in Abilene ISD, we will make every effort in conjunction with the local health department to identify students and staff who have been in close contact (definition defined below) with an individual who has been on a campus and is test-confirmed to have COVID-19. Students and staff who have been in close contact will be notified directly by their campus supervisor/principal and/or local health department officials.

• Decisions regarding the closure of classrooms or campuses will be made in coordination with the local health department and other medical advisors. The actions taken in a particular case will depend on the number of people with whom the infected individual had close contact and the facts of that specific case.

**Definition of Close Contact (updated Aug. 27, 2020)**

This document refers to “close contact” with an individual who is test-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 test-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.

**Individuals Test-Confirmed With or Presenting Symptoms of COVID-19 (updated Aug. 28, 2020)**

According to the Texas Education Agency (TEA), any individuals who themselves either: (a) are test-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

• In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  iii. at least ten days have passed since symptoms first appeared.

• In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Wear a mask over your nose and mouth when in public.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

• If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) no sooner than six (6) days after the onset of symptoms that comes back negative for COVID-19.

• If an individual has been determined to have been in close contact (as defined in the previous section) with a test-confirmed COVID-19 positive case and is asymptomatic, they must remain off campus until the 14-day incubation period has passed.
Identifying Possible COVID-19 Cases on Campus *(updated Aug. 3, 2020)*

- Any student who shows COVID-19 symptoms while at school must be immediately separated from students and staff until the student can be picked up by a parent or guardian.
- Areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be cleaned and sanitized as soon as possible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

### Daily Home Screening for Students, Staff and Visitors

**PARENTS:** Please review this checklist before sending your child to school with any symptoms of COVID-19. *Have they recently begun experiencing any of the following in a way that is not normal for them?*

**STAFF:** Please review this checklist before reporting to work with any symptoms of COVID-19. *If you believe you might be symptomatic, contact your immediate supervisor. Have you recently begun experiencing any of the following in a way that is not normal for you?*

#### SECTION I: Symptoms

- 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

#### SECTION II: Close Contact/Potential Exposure

- Had close contact with a person with confirmed COVID-19
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.
- Live in areas of high community transmission.
SECTION II: Situational Safety Guidelines

The 2020-21 school year will be different, and that will be clear from the first day of school. It is essential to create a healthy and safe learning environment for students and staff whenever possible by limiting exposure to COVID-19. Creating this environment begins with transportation to campus, includes visits and deliveries to campuses or other district facilities, transition protocols, meal service, and arrival/dismissal procedures. We must all work together to create that safe environment on each AISD campus and facility throughout the 2020-21 school year. To achieve this goal, we will limit visitors to campuses to only those essential to school operations. Each campus will establish guidelines for greeting visitors and how they will be screened.

In order to limit COVID-19 exposure and promote social distancing, guidelines governing arrival and dismissal of students, as well as transitions between classes on each campus, have been put in place. Among several changes is that – at the elementary level – teachers will transition between classrooms instead of students to keep cohorts together as much as possible. The following section details the ways the AISD is working to promote safety when students and staff are moving throughout buildings and campuses.

Transportation

• As a response to COVID-19, Abilene ISD encourages all families to transport students to and from school if possible.
• Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, students utilizing bus transportation will be required to utilize masks or face coverings.
• Bus seating will be assigned for all students. Generally, seats will be assigned in the order that students board, beginning with the seats at the back and progressing forward.
• When possible, siblings or students residing in the same household will be seated together.
• Students will use hand sanitizer upon entry to the bus.
• All bus drivers and monitors will wear appropriate face coverings.
• All students (health exceptions) are required to use non-medical grade face coverings, covering nose and mouth.
• Each bus will be sanitized between routes, and transportation staff members will be trained in proper sanitizing procedures.
• When possible, windows and roof vents will be opened while the bus is operating to increase the fresh air flow through the bus. Air conditioners will continue to be used in conjunction with the open windows.
• Bus stop locations may be adjusted according to student count. This may result in longer or shorter walking distances for some students.
• Close coordination between the campus and transportation will occur to ensure the orderly, structured, and safe loading and unloading of students.
• Bus waiting areas on campuses will be assigned and procedures will be established that ensure the greatest physical distance possible.
Visitors and Deliveries

• The Abilene ISD will limit visitors to schools to those essential to school operations. Guest speakers and military recruiters may present virtually.

• The determination of essential visitors will be made by the campus principal in collaboration with district personnel when necessary. All essential visitors will follow the Abilene ISD health and safety protocols while on campus.

• Visitors who will not be allowed access on campus at this time include parent volunteers in the classrooms, LRC support, church groups, FCA, Young Life, Big Brothers Big Sisters, Foster Grandparents, Young Audiences, and other visitors deemed non-essential. These lists are not intended to be exhaustive, and may be modified by the Executive Director of Student Services at any time.

• All campus visitors will be required to wear masks.

• Visitors will not be allowed in the cafeteria during breakfast or lunch hours. Parents and/or guardians will not be permitted to eat breakfast or lunch on campus with their child.

• Excluding the parental drop-off and pick-up times, before visitors are allowed on campuses, they will be screened for COVID-19 symptoms.

• To the greatest extent possible, meetings will be done by appointment or through a virtual format.

• When possible, campus staff will establish a “no contact” system to allow parents/guardians to drop off essential items to students during the school day.

• Until further notice, field trips will be postponed.

• Until further notice, there will be no large in-person student assemblies.

• Reception areas will have a plexiglass barrier between the receptionist/secretary and visitors. The number of visitors in the reception area will be limited and visitors must maintain physical distance.

Arrival/Dismissal/Transitioning

Arrival

• Multiple entry points will be established (where applicable).

• Parents are encouraged to avoid dropping off students too early. Student drivers will also be encouraged to avoid early arrival.

• All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.

• Staggered arrival and release will be instituted wherever possible. Additional staff supervision will be scheduled as available.

Dismissal

• Multiple exit points will be established (where applicable).

• Campuses will implement staggered release procedures (where applicable).
• Additional staff supervision will be scheduled as available.
• Parents will be encouraged to pick up students immediately after school. Student drivers and those walking home will be encouraged to leave campus immediately.
• Distribution of student groupings will be utilized to reduce crowd sizes. Types of groups include students walking home, students riding the bus, and students who are being transported by car.

Transitioning *(updated Sept. 17, 2020)*

• At the elementary levels – when possible – teachers will transition rather than students. However, beginning Monday, September 21, elementary “specials” may begin conducting classes in the music rooms, art rooms, and computer labs. We believe this will give relief to classroom teachers during their planning periods. When possible, the transitioning of students will be limited during the school day.
• Indoor traffic patterns/schedules will be established throughout the campus to separate individuals to the greatest extent possible.
• Signage and floor markings will be posted to reinforce physical distance expectations. Additional staff will also be present to support this effort.
• Students will be encouraged to move directly from one class to the next without congregating in the hallway during transitions.
• Considerations will be made at all levels based on student needs.

Meal Service

All Student Nutrition staff will use Personal Protective Equipment (PPE) while performing job responsibilities and will be trained to practice health and hygiene regulations. Visitors will not be allowed in the cafeteria during breakfast/lunch times. Parents are encouraged to make online payments to student meal accounts in order to reduce exchange of cash at the point of service. Here are other ways meal service might look different in 2020-21 than in years past:

**Breakfast**

• Breakfast in the classroom will continue in schools that have implemented this model and expansion will be considered for campuses that don’t currently use classrooms for meal service.
• Students will be seated in order to allow for maximum social distancing.
• Cafeteria and serving areas will be cleaned and sanitized as students transition.

**Lunch**

• While in the cafeteria, students will sit in every other seat and be appropriately staggered in order to maximize social distancing.
• Campuses may designate additional eating areas to maximize social distancing.
• Lunch time may be extended and staggered in a way that increases opportunities for social distancing and maximum use of cafeteria and other spaces.
SECTION III: Instructional Plan

Students in the Abilene ISD have always received an excellent education and the 2020-21 school year will be no different in that regard. Parents and students have the option this year to select either in-person instruction on campus or remote learning at home. Students who choose in-person instruction will meet face-to-face each day with teachers, while students who choose remote learning will participate in instruction with teachers virtually. The 2020-21 remote learning platform and requirements will be vastly different from the remote learning platform used during the spring at the beginning of the COVID-19 pandemic.

Remote learners must attend class virtually each day for real-time learning and will be required to complete the same or similar assignments/tests as in-person students. Work for remote learners will be graded as will work for on-campus learners, and all grades will be reported on report cards and factored into a student’s GPA.

Remote learners must have access to a device that will work with Seesaw Class or Google Meet/Google Classroom, as well as Wi-Fi. If remote learners don’t have access to one or the other – or both – the district will help families obtain the necessary equipment for remote learning. The district will issue devices to families that do not have the financial means necessary to secure their own. We are encouraging all families who can to provide a device for their child, even if they are planning to send their child to school for in-person instruction on the first day of school.

This section will answer most of the questions you should have regarding in-person instruction vs. remote learning.

General Information

• Students will be able to choose in-person or remote learning for the start of the 2020-21 school year.

• Teachers will be prepared to have students in-person as well as those who participate virtually through Google Meet.

• Remote learning students must attend class virtually each day for real-time learning and will be required to complete the same or similar assignments/tests as in-person students.

• Remote learning will be graded, and numerical grades will be reported on report cards and factored into a student’s GPA.

• Attendance will be taken for each class period. Students who attend class both in person and on Google Meet will be counted present.

• Teachers will post instructional materials and assignments on the following platforms:
  • Pre-K through 2nd: Seesaw Class
  • 3rd through 12th: Google Classroom

The district will issue devices to families that do not have the financial means necessary to secure their own. We are encouraging all families who can to provide a device for their child, even if they are planning to send their child to school for in-person instruction on the first day of school. This would allow students to learn remotely in the event of a classroom, grade-level, campus or district shutdown at some point during the school year. AISD’s instructional arrangement will provide us with the foundation to be able to switch to all remote-learning format in the event of a full shutdown.
On-Campus Instruction

One of two choices for students in the Abilene ISD for the 2020-21 school year is to attend school in person and receive instruction in a face-to-face format. This scenario will include in-person instruction as well as the utilization of Seesaw Class (Pre-K through 2nd) and Google Classroom (3rd through 12th). Utilizing these programs in the classroom will ensure that students are familiar with the virtual platform in the event we have to quickly switch to an all-online setting. Students who select in-person learning will experience a traditional classroom and interact with teachers and other in-person learners. The most significant difference for on-campus learners is that remote students will also be participating in class with them.

Remote Learning (updated Aug. 3, 2020)

The other choice for students in the Abilene ISD for the 2020-21 school year is to attend school virtually through the district’s remote learning platform. Students who wish to participate in remote learning must commit to a minimum of one six weeks’ grading period before being allowed to return to in-person learning. Transitions from remote learning to in-person learning will be allowed at the end of a grading period but not during a grading period.

Below is a description of how each age group will learn remotely:

• **Pre-K through 2nd Grade**: Remote instruction for Pre-K through 2nd grade students will consist of a maximum of three (3) hours of real-time instruction each day on Google Meet (students will be virtually “live” with the teacher for up to three hours, participating in class lessons). The remaining time will be spent completing assignments on their own on Seesaw Class (students will not be “live” with their teacher and will be completing assignments with the support of a parent/guardian at home).

• **3rd through 5th Grade**: Remote instruction for 3rd through 5th grade students will consist of a minimum of three (3) hours of real-time instruction each day on Google Meet (students will be virtually “live” with the teacher for at least three hours, participating in class lessons). The remaining time will be spent completing assignments on their own on Google Classroom (students will not be “live” with their teacher and will be completing assignments with the support of a parent/guardian at home).

• **6th through 12th Grade**: Remote instruction for 6th through 12th grade students will follow the same bell schedule as students who are in-person and will virtually attend each class in which the student is enrolled. Attendance will be taken each class period and students will be counted present if they log on to Google Meet for class. Remote instruction for 6th through 12th grade students will consist of a minimum of four (4) hours of real-time instruction each day on Google Meet as some teachers may allow a student to log off to work independently.
Sample Schedule for Elementary Remote Learners

Each Pre-K through 5th grade teachers will communicate a unique schedule for remote learners before the school year begins. Teachers will maintain a consistent schedule for in-person learners so that remote learners are able to participate in instruction at the same time each day. Below is a sample schedule for remote learning at the elementary level.

(Note: Middle school and high school students will follow the regular campus bell schedule and will virtually attend each class in which the student is enrolled.)

Elementary Sample Schedule

(schedule will vary according to campus, teacher, and student)

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
<th>Instructional Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 a.m.</td>
<td>Login to your Google Meet by 7:50 a.m. to begin your day virtually with your class.</td>
<td></td>
</tr>
<tr>
<td>7:50-8:05 a.m.</td>
<td>Review daily expectations – Google Meet</td>
<td>15 minutes</td>
</tr>
<tr>
<td>8:05-10:05 a.m.</td>
<td>Reading and Writing</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>• Whole group instruction with teacher on Google Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Independent work on Seesaw Class/Google Classroom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Small group lesson on Google Meet with teacher</td>
<td></td>
</tr>
<tr>
<td>10:05-11:35 a.m.</td>
<td>Math</td>
<td>90 minutes</td>
</tr>
<tr>
<td></td>
<td>• Whole group instruction with teacher on Google Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Independent work on Seesaw Class/Google Classroom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Small group lesson on Google Meet with teacher</td>
<td></td>
</tr>
<tr>
<td>11:35 a.m.-12:05 p.m.</td>
<td>Lunch break at home</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:05-12:45 p.m.</td>
<td>Science</td>
<td>40 minutes</td>
</tr>
<tr>
<td></td>
<td>• Whole group instruction with teacher on Google Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Independent work on Seesaw Class/Google Classroom</td>
<td></td>
</tr>
<tr>
<td>12:45-1:45 p.m.</td>
<td>PE, Music, Art at home (optional lessons)</td>
<td>60 minutes</td>
</tr>
<tr>
<td>1:45-2:35 p.m.</td>
<td>Social Studies / Social Emotional Learning (SEL)</td>
<td>50 minutes</td>
</tr>
<tr>
<td></td>
<td>• Whole group instruction with teacher on Google Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Independent work on Seesaw Class/Google Classroom</td>
<td></td>
</tr>
<tr>
<td>2:35-3:05 p.m.</td>
<td>Response To Intervention (RTI)/Tutorials on Google Meet</td>
<td>30 minutes</td>
</tr>
<tr>
<td>3:05-3:15 p.m.</td>
<td>Review of day on Google Meet</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>
Remote instruction in the 2020-21 school year in the Abilene ISD will look vastly different from remote instruction during the Spring 2020 semester. Students must have access to the following:

- An appropriate device.
  - For grades Pre-K through 2, updated iPads are preferred
  - For grades 3 through 12, Chromebook, laptop, or desktop computer for use during each school day (touchscreen preferred).
- Access to a microphone and camera on the device.
- Broadband Internet access.

Students who qualified for the free-and-reduced lunch program for the 2019-20 school year or qualify during the 2020-21 school year are eligible for district technology support. Once parents of eligible students complete the Parent Survey (www.abileneisd.org/parentsurvey) and indicate a need for a device, they will be contacted by the district to schedule an appointment time for device pick-up.

The district is participating in the state initiative "Operation Connectivity" to provide more students access to Wi-Fi in the community. AISD has purchased 25 Wi-Fi hotspots that provide up to 300 feet of Wi-Fi connectivity and will be placing them at apartment complexes for student use. AISD will be working with apartment managers at the following complexes to place these hotspots (the list of apartment complexes was updated Aug. 4, 2020):

<table>
<thead>
<tr>
<th>Housing Complex</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abilene North Apartments</td>
<td>2411 N. Willis</td>
</tr>
<tr>
<td>Bel Air West</td>
<td>5220 Hartford St.</td>
</tr>
<tr>
<td>Bent Tree</td>
<td>2800 S. 25th St</td>
</tr>
<tr>
<td>Camelot</td>
<td>5241 Alamo Dr.</td>
</tr>
<tr>
<td>Chimney Square</td>
<td>3201 S. 23rd St.</td>
</tr>
<tr>
<td>Copper Creek</td>
<td>3501 Curry Ln.</td>
</tr>
<tr>
<td>Country Club Villas</td>
<td>4450 Ridgemont Dr.</td>
</tr>
<tr>
<td>Curry Junction</td>
<td>3549 Curry Ln.</td>
</tr>
<tr>
<td>Elm Creek Ranch</td>
<td>2010 S. Clack St.</td>
</tr>
<tr>
<td>Fontaine Apartments</td>
<td>2433 N. 3rd St.</td>
</tr>
<tr>
<td>Indian Run</td>
<td>3549 Cedar Run Rd.</td>
</tr>
<tr>
<td>Meridian</td>
<td>2802 S. 41st</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>5249 US-277</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing Complex</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkridge Place</td>
<td>1351 Andy St.</td>
</tr>
<tr>
<td>Riviera Apartments</td>
<td>3001 N. 6th St.</td>
</tr>
<tr>
<td>Royale Orleans</td>
<td>2701 Southwest Dr.</td>
</tr>
<tr>
<td>Stonegate</td>
<td>5125 Fairmont St.</td>
</tr>
<tr>
<td>Summer Wind</td>
<td>1000 S. Clack St.</td>
</tr>
<tr>
<td>The Residence at Heritage Parks</td>
<td>2789 E. Lake Road</td>
</tr>
<tr>
<td>Timber Ridge</td>
<td>3602 Rolling Green Dr.</td>
</tr>
<tr>
<td>Whispering Oaks-Continental Villa</td>
<td>202 Arnold Blvd.</td>
</tr>
<tr>
<td>Wind Chase Village</td>
<td>2400 Buffalo Gap Rd.</td>
</tr>
</tbody>
</table>

* updated Sept. 28, 2020
Signing Up for Remote Learning through Parent Survey

Students will be registered for remote learning when parents complete the Parent Survey indicating to the district if their children will participate in on-campus or remote learning. Those that select remote learning will automatically be added to our remote learning list. For parents that indicate on the survey they need a device and/or Wi-Fi, they will receive a phone call from AISD Director of Assessment and Accountability Jeannie Forehand who will verify eligibility and schedule an appointment time for device pick-up.

Families who wish to change their decision from in-person to remote learning (or vice versa) after filling out the parent survey may do so by calling Jeannie Forehand at 325-677-1444. All decisions are binding by August 10, 2020 (two weeks before the first day of school). Transitions from remote learning to in-person learning will be allowed at the end of a grading period but not during a grading period.

Specialized Programs

Students in specialized programs including but not limited to Special Education, Section 504, Dyslexia, ELL, Dual Language, GT, CTE or Dual Credit will continue to receive appropriate support in both in-person and remote learning settings. Individual education plans, accommodations and modifications will be followed.

Student Expectations and Agreements

• The student will participate daily in all required coursework and remote lessons during normal school hours.

• The student will participate in all tutoring sessions and videoconferencing required by the teachers.

• For accelerated and advanced high school courses and the following CTE courses, students may be required to report to a designated campus on assigned days and times to take assessments or demonstrate hands-on skill proficiency of units of study. Here is a list of Abilene ISD’s CTE courses that fall into this category:

- Agriculture Structures Design and Fabrication/Laboratory
- Construction Technology I
- Practicum in Construction Technology
- Mill and Cabinetmaking Technology
- Practicum in Health Science
- Advanced Culinary Arts
- Cosmetology I &II
- Cosmetology Lab
- Firefighter II
- Welding I
- Automotive Technology
- Practicum in Transportation Systems
- Agriculture Mechanics and Metal Technologies/Laboratory
- Construction II
- Electrical Technology
- Health Science Theory/Health Science Clinical
- Culinary Arts
- Practicum in Culinary Arts
- Cosmetology II
- Firefighter I
- Introduction to Welding
- Welding II (dual credit)
- Automotive Technology II

• Students participating in remote instruction will be allowed to participate in extracurricular and/or UIL activities, as long as they commit to attending the corresponding class in-person during the school day. Transportation to and from the campus is the responsibility of the parent/guardian.

• Selection of remote instruction is a grading period commitment. Transitions from remote learning to in-person learning will be allowed at the end of a grading period but not during a grading period.
Attendance

Students are required to attend at least 90 percent of the days a course is offered (with some exceptions) to receive credit and be promoted. Remote attendance will count the same as on-campus attendance in satisfying this requirement. Any student who has selected on-campus instruction and is absent from school will be counted present for the day if they log on to Google Meet for class.

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Teacher</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td>Follows required campus attendance procedures</td>
<td>Students must be physically present at school</td>
</tr>
<tr>
<td>Remote Learning</td>
<td>Teachers will take daily attendance during live instruction on Google Meet</td>
<td>Student will earn attendance by logging in to Google Meet at the teacher’s documented official attendance time.</td>
</tr>
</tbody>
</table>

Grading

Grades received in a remote instructional format will follow the same grading guidelines as on-campus instruction. Numerical grades will be reported on report cards and factored into a student’s GPA.

How Parents Can Support Remote Learning

Successful remote learning is accomplished when parents, students and school personnel work together. Examples of ways parents can provide support include the following:

• Encourage and support student learning.
• Support your student’s health and well-being by encouraging time for physical activity, conversation and play.
• Ensure that the student has reliable internet access.
• Provide a suitable study space with minimal distractions.
• Provide access to a grade-level appropriate device.
• Assist your student with time management and meeting deadlines.
• Provide transportation for your student if required by the teacher to complete on-campus assessments or activities.
• Contact the student’s teacher with any questions.

Social and Emotional Needs for Students and Staff

The Abilene ISD employs counselors on each campus who are available to assist both in-person and remote learnings. In addition, a team of social workers is also equipped to address the needs of families. Please feel free to contact these support personnel as needs arise.
SECTION IV: Additional Guidelines

We hope the first three sections have answered many of your questions about how we plan to keep students and staff safe in 2020-21. Additionally, you’ve seen what the expectation will be for visitors and what meal service and transportation will look like starting immediately. You’ve also had the opportunity to read what the differences in on-campus and remote learning will be, as well as the devices necessary to participate in remote learning. We know, however, that some questions remain, and hopefully some of them will be answered in the section below.

Registration and New Student Enrollment

• Registration and enrollment will be virtual whenever feasible. To register your student, a new student or a transfer student, please go to the AISD website (www.abileneisd.org).

• Appointments will be scheduled as needed to complete the process including the selection of student schedules. Appointments may be by phone, Zoom, or in person. Documents may be mailed to the campus or dropped off at a secure location/drop box.

Scheduling, Open House and Meet the Teacher

• School personnel will make contact with parents and students through virtual means, phone, or by appointment to ensure accurate scheduling of students.

• Every effort will be made to create an in-person experience for students meeting their teacher and open house (especially for kindergarten, sixth grade, and ninth grade students). These events may occur for longer periods of time or over several days to reduce the number of individuals on campus at one time.

• Virtual/video orientations, meet the teacher and open house events may be provided at grade levels other than kindergarten, sixth grade and ninth grade.
Extracurricular/Non-Academic Activities

• Athletics and extracurricular activities will be conducted in alignment with UIL guidelines.

• Students who choose the remote learning option will be able to participate in UIL and extracurricular activities, as long as they commit to attending the corresponding class in-person during the school day. Those extracurricular and co-curricular activities which can be held in a remote environment may do so at the discretion of the campus principal and activity sponsor.

• There will be no indoor pep rallies during the fall semester.

• Hand washing or hand sanitizing stations must be available for all activities.

• Use of face coverings should be implemented as feasible. All employees, parents, spectators and students must wear face coverings or face shields upon entry to an area where UIL activities are being conducted and when not actively practicing or exercising (exceptions).

• Abilene ISD staff will follow the response protocol in the event a student or staff member tests positive for COVID-19.

• Clubs and campus organizations must meet virtually and are encouraged to do so.

• For all UIL activities at both Shotwell Stadium and Shotwell Annex, elementary and middle school students will only be allowed to attend with a paying parent/guardian.

• All spectators attending an event must wear a face covering (health exceptions).
As a result of COVID-19, many families must make decisions about their children’s education that factor in student and family safety as well as student learning. This flyer is intended to outline some of the options parents have when returning to school and to share some information regarding those options.

**Reducing the risk of COVID-19 spread on campus:**

COVID-19 is a risk to staff, students, and families. Your school will take steps to reduce that risk to the extent possible, including:

- **Keeping individuals who have the virus or were recently exposed to the virus off campus.** This means that you are required to keep your child off campus if they have any symptoms of COVID-19.

- **Restricting access to learning on campus, in three cases:**
  1. Many schools will phase in the start of school on campus. During this phase-in period, your child may be required to participate in school remotely, even if you want your child to be educated on campus.
  2. At some point in the year, your child may be required to temporarily switch to remote instruction to prevent the spread of the virus, even if you want your child to be educated on campus.
  3. Families of high school students should be aware that some schools will allow high school students on campus only on certain days or at certain times.

- **Requiring students, staff, and visitors, including students’ families, to adopt some new practices to reduce COVID-19 spread, including, in most cases, wearing masks.** This may mean that your child will be required to wear a mask to attend school on campus.

**On-Campus and Remote Instruction:**

Other than the exceptions listed above, every student should have access to on-campus instruction if the family chooses on-campus instruction. **Every student also has the option to stay home** and receive remote instruction if the family chooses that option, although this may require the family to change schools or school systems.

- If families choose the remote instruction option, a school may limit the ability for them to switch back to on-campus instruction to specific times during the year. Schools may also choose to prevent remote-only students from participating in extra-curricular activities.

**Choices for Families:**

Most – but not all – public schools in Texas offer remote instruction this year. **Many schools accept student transfers for remote instruction.** Some accept transfers for on-campus instruction. You can typically change schools for any reason, as long as the school you would like your child to attend is accepting transfers.

**Attendance Requirements:**

With some exceptions, your student must attend at least 90% of their daily classes in order to get credit for the class and/or be promoted to the next grade. This is true whether your child attends school on campus or whether your child receives instruction remotely.
What we do outside of school will affect whether we can go to school:

- Maintain social distancing

- Wear a face mask

You may have to stay home...

- If you have symptoms, stay home.
- If you were recently exposed, stay home.
- If you’re waiting for test results, stay home.

If you have concerns about any on-campus or remote instruction procedures for this school year, we encourage you to talk to your child’s school.

It will be a very different school year for all of us. You and your child may run into new challenges. If you do run into difficulties during the year, please talk to your child’s school. Complaints can be filed with the Texas Education Agency (TEA), but, in most cases, parents must first attempt to resolve any problems they have by working with the school and/or district before TEA will review a complaint.

We are hopeful that the upcoming school year, despite challenges, will be a positive learning experience for your child.