



## On-Campus Instruction Plan

New Caney ISD has developed a Flexible Learning Model to provide on-campus, in-person instruction or a remote instruction format utilizing the district's learning management system, Canvas. The Flexible Learning Model provides for a continuation of instruction in the event a classroom or school must be temporarily moved to a remote instruction format.



The On-Campus Instruction Plan is designed to support on-campus, in-person instruction. It is the district's plan to provide an on-campus learning option for students beginning Tuesday, September 8, unless otherwise determined by state and local authorities. During the 2020-21 school year, New Caney ISD will continue to follow the guidance provided by local, state, and national health officials as well as the Texas Education Agency. While it is not possible to eliminate risk of furthering the spread of COVID-19, the district has developed a set of measures to reduce the risks to students, teachers, and staff and create learning environments in our schools conducive to pursuing the district's mission to prepare students for the REALITY of tomorrow.

These measures tighten or loosen depending on a school's or facility's standing in the district's COVID-19 Standard Response Protocol. The Standard Response Protocol was developed to guide the district's response in the event there is a case or cases of confirmed COVID-19 among students or staff. New Caney ISD district administration will monitor internal data and information from the health departments to determine whether a school or facility shall move from one stage to another. The factors for such decisions are subject to change to account for changing circumstances.

# COVID-19 Standard Response Protocol

The New Caney Independent School District has created a standard response in the event there is a case or cases of confirmed COVID-19 among students or staff. Each facility will be operating at Stage 1 at the start of the school year.

## **Phase 1: Normal Operations**

*No confirmed cases of COVID-19 among staff or students*

- Prevention measures to promote good health in place.
- Daily intensive cleaning and frequent cleaning of common areas and major touch points
- Limited visitor access.
- Monitoring virus trends in the community via health officials and district contact tracing.

## **Phase 2: Mitigation**

*Confirmed case of COVID-19 within an area*

- Appropriate notification to staff, students and others that use the facility will be sent out.
- Students and staff impacted may move to the remote learning model.
- Affected area is closed.
- Self-monitoring, prevention information and “stay home if sick” communication is sent to all persons at the facility.

## **Phase 3: Modified Area Operations**

*Confirmed COVID-19 cases within an area*

- Appropriate notification to staff, students and others that use the facility will be sent out.
- Students and staff impacted may move to the remote learning model.
- Affected area is closed.
- Self-monitoring, prevention information and “stay home if sick” communication sent to all persons at the facility.

## **Phase 4: Modified Facility Operations**

*Confirmed COVID-19 cases in multiple areas within a facility*

- Appropriate notification to staff, students and others that use the facility will be sent out.
- Students and staff impacted may move to the remote learning model.
- Affected areas are closed.
- Short term closure of the impacted facility and/or suspension of activities may be necessary based on guidance from health officials.

## **Phase 5: Modified District Operations**

*Confirmed COVID-19 cases in multiple areas within multiple facilities*

- Appropriate notification to staff, students and others that use the facility will be sent out.
- Students and staff impacted may move to the remote learning model.
- All facilities and auxiliary areas may be closed to the public.
- Short term closure of impacted facilities or the district and the suspension of activities may be necessary based on guidance from health officials.

# General Health Guidelines

## Instructional Format Choice

- Students will only be allowed one change of instruction method, remote or on campus, during the nine-week grading period.
- A student who starts remote may come back to campus at any point. At that point they are considered an on-campus student and all expectations for on-campus attendance and participation apply. They may switch back to remote instruction but must remain remote the remainder of the nine weeks.
- A student who starts on campus may elect to become a remote learner at any point during the nine week grading period. However, they must remain a remote learner for the remainder of that nine week grading period.
- Students involved in athletics must be on campus learners in order to fully participate in those activities both inside and outside normal school hours. There are certain career and technical education (CTE) courses that will require students to become on campus learners as well.
- Students involved in fine arts and who are remote learners may come to rehearsals before or after school. However, those students must be picked up from campus by 8:30 a.m. from before-school rehearsals and not arrive before 4:05 p.m. for after-school rehearsals.
- Students who are identified as unsuccessful on campus, six or more absences and one or more failing grades, must remain in the on-campus instructional format. These students will not be given the option of remote learning unless the district closes the campus.

## Personal Protection Equipment and Screening

- Students (4th grade and above as well as those 10-years-old or older), staff, and visitors will wear a face mask/covering when inside a NCISD facility.
- For students with a documented disability, the required use of PPE will be made on an individual basis and documented in the student's Individual Education Plan (IEP) as appropriate.
- While not required it is strongly recommended that students 9-years-old and under (PreK through 3rd grade) also wear a face mask/covering as much as possible. Parents should be aware that any student that does not wear a face mask/covering may be sent home to quarantine if they are in close contact with a positive case and the health department deems necessary.

- All staff will be required to self-screen utilizing a district-provided COVID-19 Health Assessment Questionnaire prior to coming to work each day.
- Parents will be responsible for screening their child for illness each day prior to sending them to school. Parents should keep their child home and notify the school if they are ill with any symptoms related to COVID-19 in a way that is not normal for them. For a list of COVID-19 symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Parents should keep their child home if they have had regular or close contact with a person who is lab-confirmed to have COVID-19 and notify the school.
- Students and staff will follow current COVID-19 Return to School/Work Guidelines.
- Students will be instructed on methods to protect themselves and others from COVID-19 at school.
- Students will be trained on proper hand washing techniques and participate in scheduled hand-washing times throughout the day.

## School Health Clinic Protocols

- In collaboration with NCISD Health Services, guidance from TEA, local/state health authorities and the CDC, campuses will implement protocols for students who require additional support from clinic staff, i.e., diabetes, medications, and regular care due to illness or injury.
- Campus nurse and principal will determine separate areas for well and sick student visits.
- Physical distancing in the clinic area will be implemented as space allows.
- Any person entering for a sick visit will have his or her temperature taken.
- All persons will wash/sanitize hands upon entry/exit of the clinic area.
- Clinic staff will wear Personal Protective Equipment (PPE) appropriate to the task.
- Any medications used to treat symptoms consistent with COVID-19 such as cough, shortness of breath, headache, sore throat, and body aches will not be administered without a current healthcare provider's note. This would include metered dose inhalers, cough and cold medications, acetaminophen, and ibuprofen. Medication to be administered via nebulizer, will not be allowed in the school setting at this time. Parents/Guardians are strongly encouraged to contact their student's healthcare provider to obtain metered dose inhalers rather than nebulizer medications.

- To minimize loss of instruction time and unnecessary exposure to illness, well students shall remain in class as much as possible. Visits to the school clinic will be for essential services only.
- Considerations for classroom-based care to well students by nurse or trained designated personnel may include scheduled medication administration and minor first aid.
- Teachers are encouraged to contact the school clinic prior to sending students.
- Any student with a temperature greater than or equal to 100 degrees Fahrenheit and/or showing symptoms consistent with COVID-19 will be required to apply a face covering (as developmentally appropriate). The ill student will remain in a designated area until the parent/guardian arrives for student pick-up.
- Parents/Guardians will need to make every effort to receive children within one hour. Parents/guardians should have alternative arrangements if they are unable to pick up their student within one hour.
- Any student or staff member sent home for symptoms consistent with COVID-19 will not be allowed to return to in-person school or a district facility until they have met the three-step criteria, provide a note from a medical professional clearing them for return based on an alternative diagnosis, or obtain an acute infection test at an approved testing location that comes back negative for COVID-19.

## Return to School/Work Guidelines (Students and Staff)

- In the case of an individual who was diagnosed with COVID-19 (tested positive), the individual may return to work/school when all three of the following criteria are met:
  1. At least one day (24 hours) has passed since recovery/resolution of fever without the use of fever-reducing medications; and
  2. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
  3. At least 10 days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 but does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until they have completed the same three-step criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis OR obtain an acute infection test at an approved testing location that comes back negative for COVID-19.

## Cleaning and Disinfecting

- Frequent cleaning and disinfecting will occur throughout the school day.
- Nightly deep cleaning. Each classroom and restroom will be cleaned/disinfected at the end of each day.
- All high-touch areas will be disinfected throughout the day.
- Cleaning supplies will be provided for each classroom and common area to maximize room-to-room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected regularly.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based hand sanitizing stations will be located throughout the building in common areas.

## On-Campus Guidelines

### Campus Visitors

- NCISD is not allowing visitors to campuses past the reception area to start the school year. As the year progresses, this measure may be updated.
- Visitors who enter the building must wear a face covering.
- All visitors entering the building must sanitize hands upon entry.
- All visitors must self-screen prior to entering the building's reception area. A poster with symptoms and other health guidance will be placed at the entrance of each campus for visitors to review. If a visitor answers yes to any of the symptoms listed, are lab confirmed with COVID-19, or have had close contact with an individual who is lab confirmed with COVID-19, then they are to return to their vehicle and call the campus for assistance.
- More frequently scheduled cleaning/disinfecting of the building's reception throughout the day.

### Transportation

- In response to COVID-19, New Caney ISD encourages all families, with the ability to do so, to transport their children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. **For this reason, all students**

**utilizing bus transportation will be required to wear a face mask, covering the nose and mouth, at all times while on board. Wearing a face shield only does not provide the recommended level of protection.** For students with a documented disability, the required use of PPE will be made on an individual basis and documented in the student's Individual Education Plan (IEP) as appropriate.

- Hand sanitizer will be available when boarding the bus.
- All bus drivers will wear a face mask, covering the nose and mouth, at all times while on board.
- Buses will be cleaned/disinfected between each transportation run and at the end of the day.
- Transportation staff will be trained in proper cleaning/disinfecting procedures.

## Breakfast and Lunch

- To minimize foot traffic in the building and to allow for adequate physical distancing for students during eating periods, **no outside food deliveries will be accepted and there will be no visitors allowed in the cafeteria.** These restrictions may loosen as the year progresses, however, it is important to allow campus staff the flexibility to space out students throughout common areas so that social distancing is possible.
- Cafeteria and serving areas will be cleaned between uses.
- As much as possible, breakfast and lunches served by NCISD Child Nutrition will be packaged to allow for "Grab and Go."
- Students at secondary campuses may eat in other designated locations throughout the building and on campus to maximize social distancing.
- Cafeteria, serving, and eating areas will be cleaned between uses.
- Staff will reinforce social distancing throughout the cafeteria.
- All NCISD Child Nutrition staff will wear a face mask, covering the nose and mouth, and gloves while performing job responsibilities and will follow health and hygiene regulations as outlined by local & state health/government agencies.

## Arrival, Dismissal, and Transition

- Parents will follow site-specific arrival and dismissal plans as communicated by the campus. **When transporting or walking children to school, please follow all signage, drop off and pick up children at the appropriate locations, and quickly exit the parking lots.**

- Each group of students will be directed to a designated location prior to the start of school as communicated by your student's campus.
- Water fountains will not be accessible. Students should bring bottled water or a refillable water container to school.
- Hand sanitizer stations will be placed at entrances, exits, and common areas throughout the building.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to limit the size of student groupings.
- Dismissal exit points will be established.
- Campuses will implement staggered release procedures.
- Students will be released directly from their classroom whenever possible.
- Transition time of students will be limited as much as possible during the school day. Whenever possible, teachers in grades PK-5 will rotate into the classrooms to limit student transitions.

### Transition Times - Secondary Campuses

- Possible extension of passing period to allow for social distancing.
- Directional signs in hallways and stairways, including entrance and exit doors; where possible, one-way traffic throughout campus corridors will be established.
- Custodians will disinfect railings and handles in common areas after every passing period.

### Restrooms

- Proper handwashing techniques will be taught to students and consistently reinforced.
- Classroom restroom breaks will be scheduled at the elementary level to ensure health protocols are followed and reinforced.
- Campuses will have a system in place to limit the number of students in the restroom.

### Recess (Elementary)

- Emphasis will be placed on keeping students in the same classroom together on the playground and limiting the number of classes in the area.
- Campuses will stagger recess times.
- Students and staff will be required to wash hands or use hand sanitizer when returning into the building.

- Water fountains will not be accessible. Students should bring bottled water or a refillable water container to school.

## Classroom and Learning Space Configurations and Procedures

- It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.
- Each classroom and learning space will have the following:
  - Access to alcohol-based hand sanitizer.
  - Access to disinfectant supplies to sanitize working surfaces.
  - Desks or tables will be physically distanced as much as spatially possible.
  - Shared supplies will be limited and cleaned between uses.
  - Based on district guidance, teachers will develop, teach, and implement procedures that:
    - Limit student movement within the classroom such as turning in assignments and retrieving instructional materials.
    - Establish student responsibilities to clean personal areas and materials/supplies. Reinforce hand washing protocols and intermittent use of hand sanitizer.
    - If tables are used, limit the number of students per table to provide as much social distancing as possible.
- To the extent possible, locked doors will be propped open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.

## Special Education

All teachers, staff and students within a special education classroom/setting will adhere to all safety precautions in the on-campus instruction plan; however, it may not be feasible, depending on the needs of a student with a documented disability receiving special education services, to maintain social distancing guidelines while also receiving the supports outlined in the student's Individual Education Plan (IEP). For students with a documented disability, the required use of PPE will be made on an individual basis and documented in the student's IEP as appropriate. All teachers and staff providing support in a special education setting will be required to wear PPE and maintain social distancing guidelines. During times when it is necessary for teachers and staff to be in close proximity to a student to provide physical prompting, behavior supports, and/or assist with self-care, all teachers and staff will be required to wear PPE. In addition, touch surfaces and shared materials will be cleaned and sanitized frequently to ensure a safe environment.

## Physical Education

- Whenever possible, physical education classes will be held outside to allow for maximum social distancing between students.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Locker room and class-size will be determining factors when it comes to dressing out for secondary physical education classes.
- Students will be placed in smaller, appropriate groups for instruction and activities for appropriate social distancing.
- Students will need to provide their own water bottles.
- Restroom use will be the practice of “one in and one out.” Equipment will be disinfected after each use.
- Any activities bringing students into close physical contact will be avoided. Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

## Extracurricular and Student Organization Activities

- Extracurricular/Cocurricular activities, practices and competitions will be conducted following safety protocols provided by NCISD, the University Interscholastic League (UIL), and the Texas Education Agency (TEA). This will include but is not limited to health screening, group sizes, sharing and sanitizing of equipment, and locker room usage.
- Students involved in athletics must be on campus learners in order to fully participate in those activities both inside and outside normal school hours.
- Cheerleaders may travel to away varsity football games as allowed.
- Restrooms will be available for handwashing and hand sanitizer will be available in all facilities. Equipment will be sanitized on a regular basis.
- Locker room use will follow TEA and UIL guidelines. All locker room space will be utilized to follow social distancing guidelines.
- Bus travel will follow transportation guidelines provided by NCISD and TEA.
- Spectator attendance at games and contests will be limited based on TEA and UIL guidelines. Spectator seats may be marked and/or configured in a way to facilitate social distancing. Venue capacity will all be 50 percent.
- Ticketing for events will be sold online in order to limit hand to hand contact and also limit capacity of facilities - parents & students will receive priority.

- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles and to minimize face-to-face interactions.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines and to minimize face-to-face interactions.
- Football pre-game activities - senior night, homecoming, etc. - will be in a format to minimize face-to-face interactions.
- School-wide, indoor pep-rallies will not be held during the fall semester.

## Protocols for Athletics

- Practice and games - face masks are to be worn at all times by coaches and players unless the player is actively engaged in competition.
- While on a bus masks are to be worn at all times by coaches and players; everyone will sit in assigned seats, one person per seat; no eating/drinking on the bus.
- Face masks are to be worn at all times by coaches and players in weight rooms, locker rooms, training rooms, and meeting rooms.
- Practices and workouts are organized to maximize the amount of time athletes wear face masks and socially distance.
- All practice and game clothes are washed.
- All equipment, including in the weight rooms, are regularly sanitized.

## Elementary Electives (Music, Art, Computer, Library)

### Library

- Masks will be worn while students are in common library space if more than one class of students is in the library.
- Tables will be disinfected between classes visiting the library.
- Visual markers will be placed on the floor leading up to the circulation desk to remind students to social distance while checking out books.
- Students will be allowed to check out at least two books during their class visit to the library.

### Computer Lab

- Students will need to bring their charged Chromebook to school daily so they can participate in computer lab lessons delivered by the technology instructor who

will rotate to students within their classrooms. Common computer lab spaces on elementary campuses will not be utilized.

## Music

- Students will be seated in chairs on the floor. No form of riser will be used.
- Student chairs will be positioned at a distance of 8 feet per student.
- Students will not share instructional materials.
- Students and teachers will wear masks while singing indoors.

## Art

- Individual art kits will be provided by the district; students will not share art supplies at any time.

## Secondary Fine Arts

- Classroom Layout: Secondary fine arts classrooms will be organized in a manner according to UIL and TEA guidelines. Arrangement for the classroom will vary per discipline. When possible, alternate larger spaces (gymnasiums, cafeterias, performing arts centers, and outside spaces) will be utilized.
- Students involved in fine arts and who are remote learners may come to rehearsals before or after school. However, those students must be picked up from campus by 8:30 a.m. from before-school rehearsals and not arrive before 4:05 p.m. for after-school rehearsals.

## Choir

- Students will be seated in chairs with 10 feet of distance between singers. No form of riser will be used.
- No more than 30 minutes of active singing will occur at a time without a break.
- Students and teachers will wear masks at all times.

## Band

- Student chairs will be positioned at no less than 6 feet apart with trombone players being no less than 9 feet apart from the person in front of them.
- Students will wear masks when possible, including performance masks. Bell covers will be provided by the district for all indoor rehearsals and close-quarter rehearsals. No more than 30 minutes of active performing will occur at a time without a break.

## Orchestra

- Student chairs will be positioned at no less than 6 feet apart.
- Students will wear masks during instruction.

## Theatre

- Student chairs will be positioned at no less than 6 feet apart.
- Students will wear masks during instruction.

## Dance

- Students will be arranged in a manner that provides 10 feet of social distance between them and other dancers.
- Students will wear masks during instruction but may remove masks when actively exercising/dancing.

## Art

- Student art tables will be configured as far apart as possible.
- Students will wear masks during instruction.

## Materials and Supplies

- All supplies, costumes, and uniforms will, to the extent possible, not be shared.
- Any uniforms issued to students will be cleaned prior to issuing them and must be maintained by the students.

## Band and Drill Team Participation at Football Games

- Small, pep-style bands will play at home and away football games as allowed.
- Drill teams will perform at home and away football games as allowed.

## UIL Competitive Marching

- NCISD will not be participating in UIL Marching Contests.

## Private Music Lessons

- All private lessons, sanctioned by NCISD will be temporarily suspended.

## Music Concerts

- All in-person music concerts will be suspended at this time and will be re-evaluated during the school year.

## Theatrical Productions

- All in-person theatre productions will be suspended at this time and will be re-evaluated during the school year.

## Field Trips

- All non-competitive fine arts related field trips are suspended at this time and will be re-evaluated during the school year.
- Only travel directly related to competitions sanctioned by UIL or approved by the Fine Arts Director will be permissible.

## Secondary Career and Technical Education

In addition to the protocols in the On-Campus Instruction Plan, the Career and Technical Education (CTE) department will provide additional program-specific measures as needed to reduce risks to students and staff.

- CTE teachers will conduct training sessions for their students regarding the proper procedures to sanitize their work spaces, equipment, and tools prior to and after use.
- Additional welding helmets have been purchased to reduce sharing. Helmets will be sanitized after each use.
- Students who have their own equipment for cosmetology and health science courses are encouraged to maintain the sanitization of their own equipment as instructed by their teachers.
- All CTE classrooms will be organized to maximize social distancing.
- While classroom instruction is taking place and/or while students and teachers are within the classroom, students and staff will be required to wear a mask.
- Certain CTE courses have TEKS (Texas Essential Knowledge and Skills) that require time in labs, shops, and clinical settings. During these times, students will be required to maintain social distancing and wear masks to the extent allowed by the nature of the required work. (example: a student's mask may be removed while wearing a welding helmet).
- Career & Technical Student Organizations (CTSO) participation in competitions and events will be determined as information is provided by the governing CTSO. NCISD will review any CTSO announcements with regards to participation in competitions. Participation in livestock shows is at the discretion of the student's parent/guardian in conjunction with the oversight of the livestock show authorities. New Caney ISD vehicles and Ag Teacher participation are at the discretion of NCISD and based on federal, state, and local guidelines for health and safety.
- The Agriculture Science Center (ASC) will remain open and available for use by students (and parents) to raise animal projects for upcoming livestock shows. The facility is made available under the following procedures:
  - Individuals shall maintain social distancing standards while at the facility.
  - Wearing a mask is encouraged.
  - Use the hand sanitizers that are provided when entering and exiting the facility.
  - Keep all alleyway doors leading outside open and fans running to increase air circulation.

- Clinics provided by teachers will be limited to small groups and social distancing will be promoted, as allowable by animal species movements.
- Individuals coming to the ASC are required to maintain individual health checks prior to coming to the facility. If they have any symptoms that would prohibit them from coming to the ASC and taking care of their animal they are to contact the appropriate species/campus Ag Teacher.