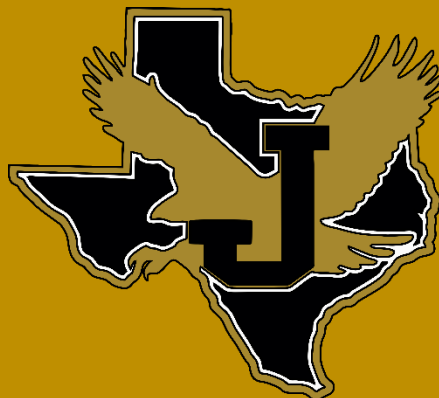


# Junction Independent School District



## Return to School Plan

Now more than ever, it is important to JISD that students and staff feel safe when learning and working.

Beyond the physical distancing guidelines, personal protective equipment recommendations and additional sanitation measures, JISD pledges to keep children FIRST in all decisions and measures taken to protect them and their learning environment.

This pledge extends to our aspirations to ensure that, in the midst of challenging factors, our schools and facilities remain places of genuine warmth and welcoming spirit.

Be assured that JISD staff continuously monitors and adapts quickly to any guidance or requests from the Centers for Disease Control, the office of the Governor, the office of the Kimble County Judge, the local health department, and the Texas Education Agency.

Thank you for supporting our efforts and believing in our mission to ensure each student can learn in a safe and secure manner.

As we attempt to educate all the students of JISD, we remain committed to our

### Core Values:

**R**ESPECT, **U**NITY, **V**ISION, **I**NTEGRITY, **P**RIDE

**RU-VIP?**

The following document will serve as a guide for Junction ISD's preparedness in responding to the COVID-19 crisis. In no way is the document comprehensive. It will serve as a starting place for JISD's response. This document is 'living', in that the District may have to add or terminate existing/new protocols as the need arises. Experts agree that the COVID-19 crisis changes daily. This document will be able to respond, as changing circumstances dictate. Each procedure was scrutinized using the following questions: 1) Will it make our kids safer? 2) How much time will it take from the instructional day? 3) Is it financially possible or feasible? 4) Will this add or take away from our children's education?

## **INSTRUCTIONAL DELIVERY OPTIONS**

The Junction Independent School District will hold in-school instruction with safety and COVID-19 (or any other virus) prevention measures in place as well as offer families a high-quality, rigorous and engaging online experience through our learning management system called Google Classroom. Google Classroom will help to provide for a continuation of instruction in the event a classroom or a school must temporarily move to a home-based instructional model due to COVID-19. It is the District's plan to reopen schools on Thursday, August 20<sup>th</sup>, 2020 as planned, unless otherwise determined by State authorities.

Each student will be required to complete a Declaration Form by Wednesday, August 12<sup>th</sup>, 2020. You can find the Declaration Form at [www.junctionisd.net](http://www.junctionisd.net). This form will ask you to commit to one of the following two methods of instructional delivery options. Once this commitment is made, the student will not be able to change to the other instructional setting until the end of the grading period.

### **Option 1: FACE TO FACE INSTRUCTION**

- This is our preferred method of instruction.
- Regular in-school instruction
- Instructional feedback on a daily basis
- Participation in all extra-curricular activities
- Realtime feedback and clarification opportunities
- Attendance is taken in the traditional manner
- All classes subject to JISD grading policy

### **Option 2: HOME-BASED INSTRUCTION**

#### **Student Expectations:**

- Make progress every day in every class. If you fail to make adequate progress in a day, you will be counted absent for that day.
- Our goal is to provide you with about 6-7 hours of assignments each day.
- You are still required to be "in attendance" for at least 90% of the school year in each class to get credit for that course. Again, you are considered in attendance for each day that you log into Google Classroom and make adequate progress as defined by each teacher.

- Follow any designated schedules communicated by the school
- Complete DAILY online activities and assignments
- Use proper ETIQUETTE during online learning
- Dress appropriately for online (ZOOM) sessions and show your face if at all possible.
- Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. It is the perfect opportunity for you to become more responsible and independent. Take ownership of your own learning!
- Turn in schoolwork DAILY and/or at the direction of the teacher

**Parent Expectations:**

- Monitor and ask for evidence that your child is on track with assignments and coursework.
- Contact teacher to gain access to your children’s Google Classroom
- Provide your child with assistance on their day to day activities with the exception of designated independent work.
- Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher and the campus.
- Create a designated learning space for your child at home to learn comfortably.
- Maintain communications with your child’s teacher by phone, email, and/or online meetings to create a learning partnership.
- Allow your child to struggle; it is allowed and encouraged. Don’t help too much. The teachers need to assess whether or not they are progressing on pace. Becoming independent takes a lot of practice.
- Reach out to the teacher if you see anything that might need to be brought to their attention.

**Points of Interest:**

- Students selecting this model of instructional delivery will forfeit their privilege to participate in any extra or co-curricular activities during the entire grading cycle (approximately 6 weeks).
- You are accountable for all the knowledge, skills and assignments that face to face students are expected to grasp, demonstrate, and complete.
- Feedback may only be delivered once a week from your instructor.
- There should be no expectation that you will receive the same level of support as you would if you were receiving face to face instruction.
- Meals will be available for pickup. You will need to order them in advance. We are currently working on that system and will update you when a process is established.
- Although JISD will provide a “device” to facilitate your home-based learning experience, JISD will not be responsible for providing you with internet service. We will help as resources permit but there is no guarantee the support JISD can provide will be sufficient or sustainable. If you need assistance with internet access, please contact Kaycie Sullivan at [kaycie.sullivan@junctionisd.net](mailto:kaycie.sullivan@junctionisd.net) for information about a cost effective plan. The state is working with internet providers to provide low rate plans for eligible students.

## PERSONAL PROTECTION

Although there are no strategies to completely eliminate transmission risk in schools, we are committed to keeping transmission as low as possible in order to safely continue school.

- JISD will not be responsible to provide students with masks.
- JISD may determine that it is necessary to take the temperature of every student upon their arrival at school or boarding a school vehicle. If the student has a fever of 100.0 or higher, they would be required to go home.
- Students [(as developmentally appropriate) (students 9 and under OR 3<sup>rd</sup> and under are currently exempted per Governor's orders)] staff and visitors will wear a face mask/covering over the nose and mouth when entering a JISD facility, in common areas such as hallways, gyms, and cafeteria, when not eating, and whenever a physical distance of 6 feet from another person is not possible.
- JISD is taking steps to achieve as much distance between individuals as possible in each space as is practical. When sufficient distancing is not possible, non-exempted students and teachers will wear a face covering. Individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted in writing to campus administration.
- All staff will be required to conduct a COVID-19 Health Assessment prior to coming to work each day.
- Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school. If they have a temperature or are ill, keep them at home.
- Parents should ensure they do not send a child to school that has one of the following COVID symptoms:
  - Feeling feverish or a temp greater than or equal to 100.00 degrees.
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or shivering
  - Muscle pain or aching
  - Diarrhea
  - Close contact with someone with COVID
  - Has recently traveled out of the state
  - Has been tested for COVID
- Individuals who develop symptoms of the COVID-19 illness will be sent to the school nurses office, placed in isolation, and sent home immediately. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- Hand sanitizer stations will be placed in key places throughout the District and students will be encouraged to use them often.

- Increased signage that reinforces social distancing, face covering, and good hygiene practices will be placed in strategic locations throughout the District.
- Staggard times on playground~ social distancing rules apply
- JISD will increase the length of the school day by 15 minutes to account for the increased time spent on good hygiene practices and increased focus on sanitizing.

### RETURN TO SCHOOL/WORK PROTOCOL

- Students and staff will follow current COVID-19 Return to School/Work Guidelines (After 14 days, the last 3 days with no fever (without-fever reducing medicine) and improvement in respiratory symptoms (cough, shortness of breath) whichever is longer.

### TRAINING/EDUCATION/AWARENESS

- Staff, parents, and students can go to [www.educationadminadvisor.com](http://www.educationadminadvisor.com) right now to receive a quick training.
- Students will be trained on proper hand washing techniques and participate in scheduled handwashing times (age appropriate) throughout the day.
- Students will be trained on methods to protect themselves and others from COVID-19 at school.

### CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfecting will occur throughout the school day.
- Each classroom and restroom will receive a thorough cleaning daily.
- There will be an increase in the cleaning of “high-touch” areas throughout the school day.
- Teachers will be provided with disinfecting solution in the classrooms so that more frequent cleaning can take place.
- The cafeteria will be disinfected regularly.
- Hand sanitizing stations will be located throughout the building and in common areas.

### ARRIVAL, DISMISSAL AND TRANSITION

Parents are asked to assist campus staff in the implementation of arrival and dismissal plans. When transporting or walking children to school, please follow all signage, drop off and pick up children at the appropriate locations, and immediately exit the parking lot.

- Students should not arrive prior to 7:30 if possible.
- JISD may determine that it is necessary to take the temperature of every student upon their arrival at school or boarding a school vehicle. If the student has a fever of 100.0 or higher, they would be required to go home.
- **Parents will not be permitted to walk students inside the school building beyond the secure vestibule.** This restriction may relax in time and there may be some exceptions to this rule as appropriate for the situation and the individual student.
- Students will be directed to a designated location prior to the start of school.

- Students are not to congregate such that they are not able to comply with the social distancing practices.
- Water fountains will not be accessible in some buildings. Only “touchless” water fountains that fill water containers will be accessible. Students will need to bring their own water for the day.
- Students and visitors should use hand sanitizer upon entry into the building.
- Dismissal exit points will be established.
- Each campus may implement a staggered released procedure in order to limit congregating of students.
- 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.

### **PROTOCOLS FOR CAMPUS VISITORS**

- JISD is encouraging parents to limit their visits to only “necessary” visits.
- Campuses will utilize online meeting options or phone calls when possible in order to limit campus visitors.
- All visitors who enter the school building will be required to wear a face covering over their nose and mouth. This requirement will be in place at the beginning of the year, however as the year progresses, this requirement may be moved to a recommendation as long as COVID-19 community spread is sufficiently reduced, and the Governor has reduced restrictions.
- Visitors who enter the school building are required to go directly to the school office before venturing out into any building.
- Visitors entering the building must sanitize hands upon entry.
- Visitors proceeding beyond the secure vestibule area will be subject to screening by the way of a symptom screening form.
- Visitors will adhere to safety protocols including physical distancing for meetings.
- Cleaning/disinfecting will occur after each meeting.

### **CLASSROOM CONFIGURATIONS AND PROCEDURES**

It is our goal to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines. Specifically, if it is not possible to create sufficient distance between individuals, students and staff will wear a face mask/covering over their nose and mouth according to the Governor’s order (age appropriate). If it is possible to keep a physical distance of 6 feet and students are sitting alone, they may remove their face covering as permitted by their teacher. JISD will adhere to any State or County executive order which may require face coverings at all times.

Each classroom will utilize the following strategies:

- Visual reminders of distancing requirements and good hygiene practices.
- Floor markings when practical to control distancing between students.
- Access to 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.
- Windows will be opened when weather permits, to allow for better airflow throughout the room.

Teachers will develop, teach, and implement procedures that:

- Limit student movement within the classroom such as turning in assignments, materials being passed out etc.
- 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 at each table to create as much space as practical.
- To the extent possible, doors will be propped open between classes to minimize contact with doors and door handles when entering or exiting.

Because of the small space, required sharing of materials, and large number of students, art and music classes will not be utilized this year. Those teachers will be utilized to lower student to teacher ratios on campus elsewhere. Currently, the plan is to utilize them to provide academic support to struggling learners through inclusion support or small group intervention support.

### COUNSELING SERVICES

The school counselor will:

- Be available to meet with students receiving home-based services as well as face to face instruction.
- Will meet with home-based students by appointment for face to face support.
- Maintain provide information regarding mental health and community services for students, families, and staff.

### TRANSPORTATION

In response to COVID-19, Junction ISD encourages all families, with the ability to do so, to transport their children to and from school. Bus transportation will be offered for eligible riders; however, the standard number of transported students greatly compromises the ability to socially distance. For this reason, **students utilizing school transportation will be required to wear face coverings/masks over their nose and mouth (as developmentally appropriate), at all time on board the school vehicle.**

- Eligible bus riders must notify the transportation director at [wanda.wright@junctionisd.net](mailto:wanda.wright@junctionisd.net) or their respective campus office, of their intention to ride the bus.
- Hand sanitizer will be available when boarding a school vehicle.
- All bus drivers will be required to wear a face covering/mask over their nose and mouth.
- Buses will be cleaned/sanitized daily

## **BREAKFAST AND LUNCH**

To minimize foot traffic in the building and to allow for adequate physical distancing for students during eating times, **no outside food deliveries will be accepted and there will be no outside 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 students throughout common areas so that social distancing is increased.

- Breakfast will continue to be served in the classroom at the elementary school.
- Cafeteria and serving areas will be cleaned between uses.
- Lunches served by JISD food service will be “Grab and Go”. We hate that we can’t provide more options for our students as they have become accustomed to having, but we need to decrease the amount of time students are in line and currently, we have seen a disruption in the supply chain so this creates a real challenge for our food service staff.
- Hand sanitizer will be available at the beginning and the end of the lunch line so students can sanitize their hands after punching in their lunch code.
- Students may be asked to eat in various locations throughout the District to maximize social distancing.
- While eating in the cafeteria, students will all sit on the same side of the table with a seat between them. No student sitting across from another.
- Signage and staff will reinforce social distancing and good hygiene throughout the cafeteria.
- Foodservice staff will use face coverings and gloves while performing job responsibilities and will be trained to comply with good health and hygiene practices.

## **EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES**

Extracurricular/Cocurricular activities, practices and competitions will be conducted following safety protocols provided by JISD, University Interscholastic League (UIL), and the Texas Education Agency (TEA). This will include such practices as health screening, group size restrictions, restrictions on the sharing and sanitizing of equipment, restrictions on locker room usage and protocols etc.

- Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to maximize social distancing.
- Bus travel will follow transportation guidelines provided by JISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
- Ticketing for events may be utilized or limited to control capacity of facilities.
- Event procedures will be in place to minimize face to face interactions when possible.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.



- Spectator seats may be marked and/or configured in a way to enforce social distancing.
- Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.
- School-wide indoor pep-rallies will not be held during the Fall semester.
- Outdoor pep-rallies or gatherings must include appropriate social distancing and comply with any government proclamation.
- Assemblies and student activities must adhere to recommended social distancing and comply with any government proclamation.
- Hand washing or hand sanitation stations will be available for any activity.
- Use of face coverings should be implemented per face mask protocols or government proclamation.

### **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.
- When practical, 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 as reasonably practical after each use.
- Any activities bringing students into close physical contact will be minimized or avoided.
- Any activities requiring multiple students to touch or handle the same equipment will be minimized or avoided.
- Sanitizing areas and access to handwashing will be provided.

### **SPECIAL POPULATIONS**

Good communication between the school and home is extremely important during a time such as this. We must work together to give each child the best opportunity for growth as possible with the resources available.

- Every effort will be made to meet each student’s special needs. If you are participating in the home-based learning model and do not feel that it is possible for the school to provide services without exposing your child to COVID-19, please reach out to your child’s teacher to communicate your concern.
- Parent/Teacher conferences and other meetings such as ARD, 504, or LPAC may be held virtually via Zoom.

### **PARENT COMMUNICATION**

Parents and staff will receive daily communications to inform them of the current stage we are in and the number of confirmed COVID-19 cases on each campus, if any, by 5:00 p.m. every day via our Remind (text) service. You can receive information on how you can sign

up for our Remind service by contacting one of the campus offices or by clicking on the Remind icon on the JISD homepage at [www.junctionisd.net](http://www.junctionisd.net)

Please know that JISD cannot reveal the identity of anyone who has tested positive for COVID-19, but the school will make every effort to notify individuals who may have come into close contact, for an extended period of time, with someone who has tested positive for the virus. Because of the nature of the virus (asymptomatic transmission), and the long turn around time from testing to notification of results, the effectiveness of the notification process will likely be greatly reduced. Again, if your child is symptomatic, or if they have come into close contact for an extended period of time with someone who is actively infected with the COVID-19 virus, please do your part by self-isolating your child for the recommended number of days before returning them to school.

### **SEE NEXT PAGE FOR JISD COVID-19 STANDARD RESPONSE PROTOCOL**

### **COVID-19 STANDARD RESPONSE PROTOCOL**

The Junction ISD has created a standard response protocol in the event there is a case or cases of confirmed COVID-19 among students or staff. Each facility will be operating at Stage 5 at the start of the school year. While the protocols that follow provide District leadership guidance on how to respond, the school district will always err on the side of caution and may take additional steps in any one stage. ***Decisions are made with the best information at the time and are subject to change with limited notice.***

## Prevention

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

- Health prevention measures are in place
- Daily intensive cleaning and frequent cleaning of common areas
- Limited visitor access
- Monitoring virus trends in the community via health departments



Stage  
5

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## Mitigation

### One or more confirmed case(s) of COVID-19 at one facility

- A short-term closure of the facility may be necessary
- Affected area is closed for deep cleaning
- The school will attempt to notify any person who they believe came into close contact with an individual with a confirmed case of COVID-19 and advised to follow CDC health guidelines
- Self-health monitoring, prevention information and stay home if ill communication to all persons at the facility



Stage  
4

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## Modified Operations

### Confirmed COVID-19 cases in one specific area (ie: classroom) reaches 10%

- A short-term closure of facility may be necessary
- Affected area is closed for deep cleaning
- Individuals in that area will be advised to self-quarantine per CDC guidelines
- Students and staff impacted move to home-based learning model
- Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the facility



Stage  
3

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## Facility Closure

### Suspected/Confirmed COVID-19 cases exceed 10% of facility occupancy

- Entire facility and activities will be closed for a minimum of two days
- All students and staff move to home-based learning model
- Those in close contact of the confirmed COVID-19 positive persons will be asked to follow CDC guidelines
- District-wide communication to staff/parents with self-health monitoring guidance



Stage  
2

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## District Closure

### Suspected/Confirmed COVID-19 cases exceed 10% of District occupancy

- All JISD facilities close for a minimum of 14 days
- Students and staff move to home-based learning model
- Disinfection of all facilities and school buses
- All auxiliary areas such as playgrounds and athletic fields are closed
- Extracurricular activities are cancelled



Stage  
1