



Lufkin Independent School District



START AND
STAY STRONG!

Back-to-School Guidance



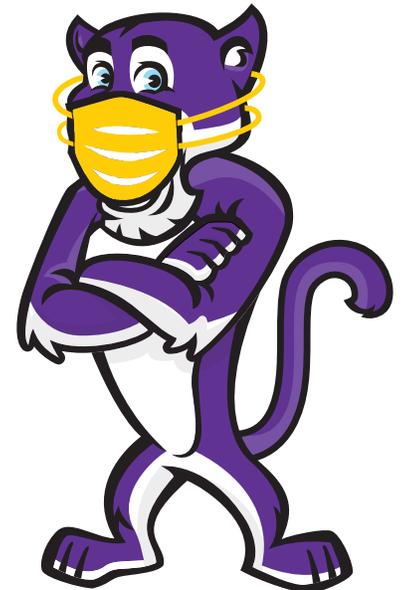
WE CAN DO THIS.



TEA Requirement: Prevent and Mitigate

(Lufkin ISD must identify and implement practices to prevent the virus from entering the school and mitigate or reduce the likely spread inside the school; therefore, district practices and guidelines have been established in the following document.)

- Letter from the Superintendent 3
- COVID Task Force 4-5
- Health & Safety Guidelines 6-7
- Building Spaces 8-9
- Instructional Models 10-12
- Meals and Transportation 13
- Dress Code 14
- Electives 15
- Special Programs 16
- COVID-19 Response Protocols 17-21





Dear Parents and Staff:

This document is a guide for all Lufkin ISD students regarding back-to-school plans and instruction. Preliminary information is posted in this guidance and is subject to change based on state and local decisions.

We understand that the transition back to school and the “new normal” will be challenging for all and particularly for our students. We will be prioritizing the social and emotional as well as the physical well-being of our students and staff.

Our Director of Student Services, our Directors of School Counseling, as well as each of our counselors and nurses in each of our school buildings, will be working closely with each other and with our families to provide additional support during this difficult transition.

We appreciate your understanding and it will take all of us to ensure our students have a safe and successful school year.

Lynn Torres
Superintendent





Lufkin ISD has developed a COVID-19 Task Force who met over the summer and provided input that led to the development of this guide. Members of the Task Force and email addresses are noted below:

Name	Title	Email Address
Sheila Adams	Executive Director of Communications and Public Relations	smadams@lufkinisd.org
Hollie Beauchamp	Director of Human Resources	hbeauchamp@lufkinisd.org
Charlotte Bynum	Chief Financial Officer	cbynum@lufkinisd.org
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Lynn Torres	Superintendent	ltorres@lufkinisd.org



Lufkin Independent School District

Each campus has also designated a COVID-19 Response Coordinator who is responsible for initiating response protocols and for communicating campus-related COVID-19 information to our staff, students, and families. Please see the list below for the coordinators for each campus.

Campus	Principal	COVID-19 Coordinator(s)
Anderson Elementary	Cindy Nerren	Drew Huffty
ACE	Scott Walters	Scott Walters
Brandon Elementary	Pam McClendon	Susan Liles
Brookhollow Elementary	Amy Fain	Tarsha Henderson /Jennifer Winters
Burley Primary	Dr. Betsy Mijares	Dr. Betsy Mijares
Coston Elementary	Kathy Jost	Josh Slack
Dunbar Primary	Dorinda Wade	Dorinda Wade
Garrett Primary	Cherree Hall	Cherree Hall
Hackney Primary	Kelly Ford-Proutt	Jan Fulbright
Herty Primary	Jill Riggs	Jill Riggs
Kurth Primary	Dana Bickley	Dana Bickley
Lufkin High School	Brandon Boyd	Brandon Boyd/Andres Mijares
Lufkin Middle School	Danny Whisenant	Gina Green
Slack Elementary	Yaneth Clifton	Celia Luna
Trout Primary	Cindy Stewart	Cindy Stewart



Physical Safety: Prevention and Mitigation Approaches

Supplies: The district has ordered a number of supplies that have been/will be distributed to our various campuses/departments. Those supplies include:

- 467 Global Plasma/Bi-Polar Ionization Air Purification systems in all LISD campuses, department facilities, and the Central Administration Building. The purification systems are placed before the cooling coils in the HVAC systems. This will keep the coils clean and kill pathogens in the air downstream. The purification units are also being installed at CHI-St Luke's Memorial Hospital, in jetways of the major airlines, and in high volume sports and entertainment arenas.
- (150) 4' x 6' mobile dividers to be placed in strategic areas at all campuses and LISD facilities, and (64) 31.75" x 3' desktop acrylic dividers for reception and office areas.
- 55-gallon containers of vital oxide disinfectant, Victory Backpack Electrostatic Sprayers, and Victory Handheld Electrostatic Sprayers to be used throughout our schools, programs, and departments.

The Texas Education Agency is also providing 72,608 masks, 37,417 glove sets, 60 thermometers and 854 gallons of hand sanitizer. We will continue to assess our needs for additional supplies and will make additional orders as the need arises.



Maintenance and Custodial Protocols: Maintenance Services has been working closely with our Risk Management team and will be implementing the following practices:

- Developing and posting signs throughout all of our campus buildings promoting good hygiene practices,
- Ensuring trash is removed daily and disposed of safely,
- When the weather allows, increasing air flow and ventilation by opening windows and using air conditioning more frequently where available,
- Placing hand sanitizer in restrooms, classrooms, hallways, and near entrances and exits where possible,
- Establishing cleaning and disinfecting protocols so that district buildings are cleaned and disinfected throughout each day,
- Having Maintenance staff wear masks inside buildings (district buildings or supply houses and outside businesses) and sectioning off areas where maintenance work is being performed in order to limit contact with others,
- Sanitizing work areas when work is completed in addition to sanitizing maintenance vehicles after each use, and
- Limiting contact and wearing a mask when entering outside businesses and supply houses.



In addition, Maintenance Services will be installing plexiglass barriers in our reception areas and have worked with campus principals (where necessary) to construct isolation rooms for students experiencing symptoms related to COVID-19. They will continue to work with school principals and other school leaders to assess additional prevention and mitigation needs before the start of the school year.



Lufkin Independent School District

Masks: In accordance with the Governor’s Executive Order, students will be required to wear masks where developmentally appropriate. Special consideration will be given to students currently served through Special Services and those who have severe cognitive, behavioral, and/or communication deficits.

Parents will be responsible for providing an appropriate mask for their child. This will allow flexibility for each child to wear a mask that fits their needs, fits properly, and is as comfortable as possible. Adults will also be required to wear masks when in the school building or any other district building. Masks may be removed during lunch breaks when engaging in appropriate social distancing.



All students who attend our 3rd-5th grade campuses and our 2nd-5th grade campus (Slack Elementary) will be required to wear masks during the school day. Masks will also be required at all secondary campuses: Lufkin Middle School and Lufkin High School. Masks can be removed during meals and when engaging in certain activities where wearing masks are impractical (e.g., exercising). However, social distancing is still required, and masks must be worn while going to and leaving those activities. Masks should be labeled with the child’s name and rotated and cleaned daily.

More details regarding our primary campus mask-wearing requirements (if any) will be communicated before the start of the school year.

Temperature Checks/Screening: Schools are not required to check students’ temperatures before entering campus. However, certain campuses, particularly our primary campuses, may choose to do so. Schools choosing to do so will notify families of their procedures before the first day of school. We are asking our families to assist us by monitoring your child’s symptoms daily and to consider checking their temperature daily. If your child is experiencing symptoms related to COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, please keep them at home.

Social Distancing: All staff and students, when possible, are to maintain six feet of social distance, both indoors and outdoors.

Students and Staff with Underlying Health Conditions: For students who have underlying health conditions, it is highly recommended that they consider our virtual learning option discussed below. If this alternative learning opportunity is not an option for your child and you are concerned about the health of your child, please contact your campus principal. For staff, please contact your supervisor as these will be addressed on a case-by-case basis.

Training: All students will be provided instruction on proper hygiene and other COVID-19 prevention and mitigation practices on the first day of instruction. Staff will also be provided district-wide training on these topics in addition to training on COVID-19 response protocols and proper supervision. The district office will provide further details on both student and staff training before district staff returns to work.





Classrooms, Large Gathering Areas, and other Building Spaces: Each campus is developing plans to minimize crowding before and after school as well as during transitions (if applicable). In addition, they are reviewing their class change schedules (if applicable) to minimize spread if a student/staff experiences symptoms.

Staff is highly discouraged from congregating in break areas and other common areas. Schools should develop protocols to minimize the likelihood of several individuals being in a confined area at any given time (e.g., retrieving mail from the mailroom, making copies).

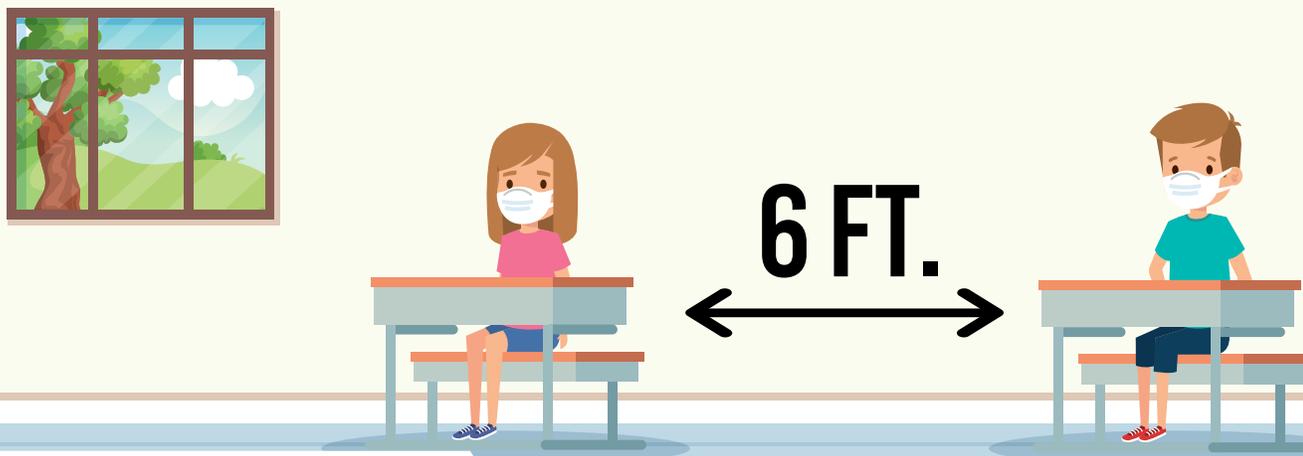
When possible, staff meetings should be held virtually where adults can log-in from their office space/classroom unless there is space where social distancing can be maintained. Masks are also required.

Visitors, Drop-off, and Pick-Up: The number of visitors to schools will be limited this year, including outside organizations who often partner with us to help educate our students. We greatly value the services they bring; however, out of concern for their safety and the safety of our students and staff, we will be working with each of these organizations to develop innovative ways to continue to collaborate remotely.

In addition, we will likely be minimizing the opportunities for parents/guardians to enter campus, and we will be asking for all non-emergency visits to be scheduled via appointment. Parent conferences will be conducted virtually this year, and other meetings, events, etc. will be reviewed on a case-by-case basis. As of now, our open houses, parent nights, etc. have been suspended (or may be conducted virtually) and will be revisited throughout the year as we continue to monitor COVID-19 numbers in the county.

Each individual campus will be developing their visitor protocol as well as their daily drop-off and pick-up procedures and will be notifying you of these new adjustments before the first day of school. All visitors permitted to enter campus (e.g., emergencies, scheduled visits), will need to enter via the main office to have their temperature taken and to complete a screening questionnaire.

Classroom Configurations: Lufkin ISD will arrange student learning spaces six feet apart, as feasible. In some instances, common areas may be used for instruction with similar distancing. We also encourage classes to meet outside when appropriate.





Lufkin Independent School District

Restrooms and Water Fountains: Schools will work to minimize groups of students going to the restroom at the same time. Students will also be trained on the first day of instruction and will be reminded throughout the school year to maintain proper social distance and to properly wash and sanitize their hands. Barriers or dividers will be installed/placed between sinks in our school restrooms.

Students are encouraged to bring their own water bottles to school. Water fountains will be disabled/turned off, and we are hoping to install water fountains with hands-free dispensers.



Materials and Supplies: Students are discouraged from sharing materials and supplies. Where applicable, teachers should keep student supplies in individually assigned spaces.



School staff will need to sanitize all classroom sets of materials before and after each use.

Backpacks, Lunch Kits, and Other Personal Items: Students are discouraged from sharing any personal items and are encouraged to clean/sanitize their items as much as possible. Where applicable, teachers should keep student supplies in individually assigned spaces. Students may bring lunch kits from home.

Field Trips: All field trips are suspended until further notice and will be re-visited throughout the year and on a case-by-case basis.





Although Lufkin ISD will take multiple precautions to protect both students and staff during in-school operations, we will offer parents two options: in-person learning and remote/virtual learning. In both instances, students will be expected to participate, remain engaged in high quality instruction, and meet mandatory attendance requirements. Lufkin ISD remains committed to monitoring student learning and progress, both of which are integral to student success. Therefore, attendance, grades, and assessments will be essential for teachers to determine student progress. District funding and resources are linked to attendance. Attendance will be taken each day for both face-to-face and remote/virtual learning to ensure that students are actively engaged. In addition, per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. This requirement applies to both face-to-face and remote/virtual instruction. State law requires each district to adopt its own grading guidelines. In both in-person learning and remote/virtual learning, the guidelines require a classroom teacher to assign a grade that reflects the student’s relative mastery of an assignment. All students are expected to follow state and local testing requirements, whether participating in face-to-face or remote/virtual instruction.

In-Person Instruction: In-person learning occurs on campus, face-to-face. Students attend school daily, just as they would during a regular school year. Students will follow all safety, sanitation, and social distancing expectations. High School seniors will have some flexibility with scheduling options. Seniors will be allowed for a late arrival or early release schedule based on their credits. More information will come from Lufkin High School.

Early Graduation Option is available for both in-person and virtual instruction: Students requesting early graduation may complete the form listed below by August 7th. Approved students will not be allowed to reverse this decision after approval has been granted. In addition, before early graduation will be considered, both the parent and student must agree and sign the Early Graduation Application, click <https://forms.gle/pEPQ631Xf2FmmugS8>. To be considered for early graduation, the student is expected to have passed all sections of STAAR EOC by end of junior year or meet eligibility for IGC, meet all graduation requirements by the end of the fall term of their senior year, (due to COVID students will graduate with all state requirements and a total of 26 credits). Students who graduate early will receive their mid-year ranking. They will NOT be included in the final class rank. Students who graduate early are NOT eligible to be Valedictorian/Salutatorian. Students who are approved for early graduation assume all responsibility for initiating all communications with the school concerning spring senior activities, including graduation ceremonies and meeting all deadlines, conditions and monies required for participating in these events.

High school student registration for both on campus and virtual high school learners is July 29-31. Regardless of your choice of on campus learning or virtual, all students will need to register. Safety protocols and social distancing will be followed during registration. Please wear a mask into the building.

July 29	Registration for Seniors Registration for Juniors	7:00 am to 6:00 pm 12:00 pm to 6:00 pm
July 30	Registration for Sophomores (Continued registration for Senior/Juniors)	7:00 am to 6 pm
July 31	Freshman Only	7:00 am to 6 pm
August 4 -7	Late registration- Counseling Center	7:45am to 11:30 am 1:00 pm to 3:30 pm



Lufkin Independent School District

Lufkin Virtual Learning Academy (LVLA): The LVLA is a virtual home-learning model using a variety of teaching formats.

Purpose:

The Lufkin ISD Virtual Learning Academy (LVLA) has been developed for the 2020-2021 school year for PreKindergarten - 12th grade as a response to the COVID-19 pandemic. The LVLA is a remote/virtual home-learning model using a variety of teaching formats. Students will be expected to participate and meet mandatory attendance requirements. Attendance, grades, and assessments will mirror in person instruction. It's important to note, the level of rigor, workload, time commitment, and daily schedule of classes will differ vastly from the distance-learning plan implemented in the spring of 2020.

Roles & Responsibilities:

The District will:

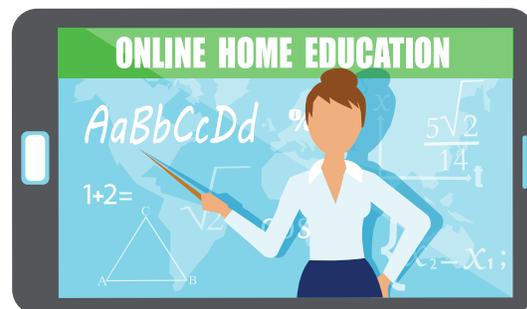
- commit to quality virtual education including face-to-face real time lessons, pre-recorded video, and independent work following a schedule designed by the LVLA teachers.
- provide the same curriculum, attendance, assessment, and grading guidelines as in-person learning.
- create student schedules that mirror the in-person instructional schedule.
- communicate continuously with LVLA families.
- support and train teachers in virtual instructional technology.
- deploy devices to families as needed.
- provide students with disabilities services to minimize barriers the student may experience in a remote setting.
- develop virtual learning instruction for gifted and talented, dual language and advanced academic learners.

Students will:

- attend class on time, per their LVLA schedules.
- follow the LISD dress code.
- check-in with the teacher each day.
- complete synchronous (real time/live instruction) with teachers and classmates.
- complete asynchronous (independent) activities assigned each day.
- communicate with the teacher when needing additional assistance.
- utilize a workspace designated for them.
- appear on screen to engage with the teacher and/or classmates virtually.
- participate in the class

Parents will:

- offer technical support.
- offer academic support.
- ensure a distraction-free space.
- support the student in time management, organization, and completion of work.
- communicate with the teacher when needing additional assistance.





Lufkin Independent School District

Lufkin Virtual Learning Academy (LVLA): Continued

PK-5 Learners

PK-5 students will be in attendance in all synchronous (live) class sessions according to the daily schedule created by the LVLA teacher. In addition, students will complete and submit work assigned on- and off-line. The communication platform utilized in PK-2 will be SeeSaw and/or Class Dojo and zoom. Students in grades 3-5 will utilize zoom and google classroom. PK-5 parents should be available throughout the school day for student technical and academic support, ensure a distraction-free space for students to complete their work, and support the student in time management, organization.

Middle School Learners

Middle school students should gradually begin to take responsibility for their education in online learning. They are responsible for attending all synchronous (live) class sessions according to their daily schedule, completing and submitting daily assignments, and organizing their on- and off-line work and responsibilities. Students will utilize zoom and google Classroom. Parents of LVLA middle school students should plan to devote significant time to their students online schooling at the beginning of the school year. Organization, structure, time management and active engagement are key to a successful online learning experience. Middle school students' schedules will be adjusted to reflect elective courses offered through the LVLA.

High School

High school students will take responsibility for their online learning. They are responsible for attending all synchronous (live) class sessions according to their daily schedule, completing and submitting daily assignments, and organizing their on- and off-line work and responsibilities. High school students should engage in goal setting, independent work, and effective daily and weekly time management. Students will utilize google classroom and zoom as communication platforms. High schoolers are expected to interact with LVLA instructors and students in a respectful manner, engage fully with the content and instruction, adhere to LVLA's academic integrity standards, and communicate with teachers when they need additional help. High school students' schedules will be adjusted to reflect elective courses offered through the LVLA.

In-person registration for high school students is July 29-31. Regardless of your choice of on campus learning or virtual, all students will need to register. Safety protocols and social distancing will be followed during registration. Masks will be required.

After the deadline to choose LVLA closes, high school students' schedules will be adjusted accordingly and provided by email to the students' LISD email address and the parent email address on file prior to the first day of school.

Enrollment

Families will register for the LVLA per nine week grading period. Parents may register their student for The LVLA for the first nine weeks grading period through the Skyward Student Portal registration at Skyward Student Registration, click <https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsEApplus/seplog01.w> beginning July 24. Once you sign into family access, click "online form" on the left hand side. Families have until August 7 to complete the form but the earlier families can make decisions, the better we can prepare for virtual learning. Parents will also be asked to provide information about home device and connectivity availability when completing the LVLA Skyward form. The LVLA is an opt-in program. Parents choosing face-to-face instruction do not need to complete this form.

If the district does not receive a form, the student will be enrolled for in-school learning. Parents may direct questions to their campus principal.



Meals:

Lufkin ISD will be following child nutrition guidelines as they plan for in-person as well as virtual learning for the upcoming school year. Our Student Nutrition Services will be meeting with each campus principal, individually, to come up with a plan to provide efficient and safer food service delivery in light of the current pandemic. Students may bring a lunch from home in a lunch kit or paper bag. Listed below are the options that are being considered:

Breakfast

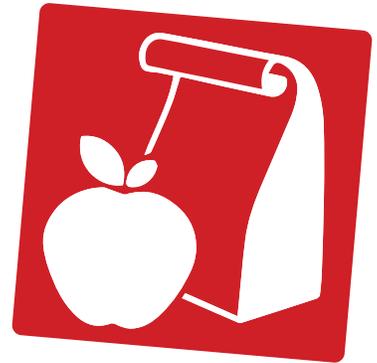
- Having breakfast in the classroom for those campuses who have those procedures previously in place
- Having Grab-n-Go meals where points of service are set up at entrances or high traffic areas

Lunch

- Continuing with cafeteria service (with social distancing in place) or implementing classroom dining. In some cases, there may be a possibility of a mobile point of service
- Limiting entrée options
- Having staff serve students and not allow students to reach for items
- Installing plexiglass barriers between customers and servers/cashiers

Virtual Learning

- Grab-n-Go meals
- Having school campuses as distribution sites



We are also asking our staff and families to help us as we institute the following practices:

- Outside delivery may not be allowed on campus until further notice.
- Parents/guardians will not be allowed to have breakfast or lunch with their child.
- Students will use hand sanitizer upon entering and exiting the cafeteria.

Transportation:

- Students are encouraged to utilize other means of transportation, if available. However, buses will still be provided to take our students to and from their schools. We are asking for students to have their temperature taken before leaving home. If the student has a temperature above 100 degrees, then he or she should remain home.
- Students will be provided hand sanitizer upon entering and exiting the bus.
- All students are required to wear a mask while riding the bus. Special consideration will be given to students currently served through Special Services and those who have severe cognitive, behavioral, and/or communication deficits.
- Seating arrangements will be established to comply with TEA's social distancing requirements for school transportation.
- Buses will be disinfected after each route.





School uniforms are not required this school year to ease the burden of buying new clothing for students when access to shopping is limited. Students may wear uniforms they currently have. There is no need to purchase new clothes that are in compliance with the following dress code, if you currently have them. During 2021-2022, the original dress code will be reinstated.

PRE-K – 8 TH GRADE DRESS CODE		
CLOTHING ITEM	COMMENTS	
Dress, skirts, all split garments, shorts	With arms held at sides, fingertips cannot extend past hem or split; no excessively tight clothing	
Leggings and tights	Must be worn with dress, skirt or shorts	
Pants/shorts/jeans	No holes permitted	Must be fitting at the waist. ("sagging" NOT allowed)
Shirts/pants	No see-through or provocative clothing	No tight clothing (i.e. shorts or pants)
Shoes: Any color tennis shoes (laced or Velcro) Boots with a rubber sole allowed (but must bring tennis shoes for PE)	Not allowed: Backless shoes, slippers or house shoes, Mary Jane's, Crocs, Heelies (even with wheels removed), heeled boots	

The following items are NOT allowed:

- hats, caps, rakes, picks, hoods, bandanas
- apparel promoting or relating to tobacco, alcohol, including beer and whiskey, or drugs
- apparel with any symbol, gang reference, emblem, picture, word or slogan, including suggestive or racially related items
- dark glasses/sunglasses unless medically prescribed with a note on file from a physician
- apparel designed as underwear may not be worn as an outer garment
- house shoes, pajamas, sleepwear – no blankets at Lufkin Middle School
- extreme hairstyles
- distracting makeup or piercings/mouthpieces





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

Band: The Lufkin ISD band program will follow all safety, cleaning, and distancing protocols as established by the U.I.L. and LISD for rehearsals, performances, and competitions. Band students do not share instruments, and all school-owned instruments have been chemically cleaned over the summer by a reputable instrument repair shop. Band directors will communicate with parents concerning virtual learning requirements as needed.

Choir: Our LMS and LHS choirs are utilizing guidance from the American Choral Directors Association <https://acda.org/wp-content/uploads/2020/06/ACDA-COVID-19-Committee-Report.pdf> to develop their own protocols for on-campus and virtual learning. Some of the practices for on-campus learning include: ensuring six-feet is maintained between each student, smaller groupings for differentiated instruction, and utilizing face masks and face shields for small periods of singing times. The All-State Choir process is now being conducted virtually, and students can submit recordings virtually from home or from the classroom.

P.E.: Our P.E. programs are developing curricula that align with the TEKS course expectations and U.I.L. COVID-19 guidelines for athletics. They are currently compiling a list of activities that meet current TEA social distancing guidelines. In addition, they are evaluating available outside spaces at each campus where classes could be held on good weather days. Additional considerations include: traveling to and from the designated physical education areas, minimizing overall equipment use, eliminating shared equipment, developing cleaning protocols when equipment is used, and ensuring effective supervision of students.

CTE Courses: Social distancing and other mitigation and prevention requirements will be further developed and communicated prior to the start of school. Students enrolled in advanced, hands-on CTE courses must enroll in the in-person instructional model. Remote/virtual learning is only available for “principles” courses in CTE.

Other Electives: Dance, Cheer, etc.: Each course will be reviewed individually to ensure that social distancing and other prevention and mitigation requirements are established and communicated prior to the start of school.





Special Programs, Extracurricular and After-School Programs

Program Participation and Services: Students currently participating in special program services, e.g., special education, 504, Bilingual/ESL, etc., will continue to receive services whether through face-to-face or remote/virtual learning. Below are some considerations that our directors will be working through with regards to in-person learning for all programs:

- Rearranging classrooms to ensure social distancing
- Reviewing and re-evaluating transition/pull-out scenarios
- Establishing a rotating schedule for morning warm-up activities
- Reviewing protocols for students who require hand-holding when traveling outside of the classroom
- Establishing protocols for traveling staff and other partnering organizations who work closely with our students

Other considerations for our students who receive special education services include:

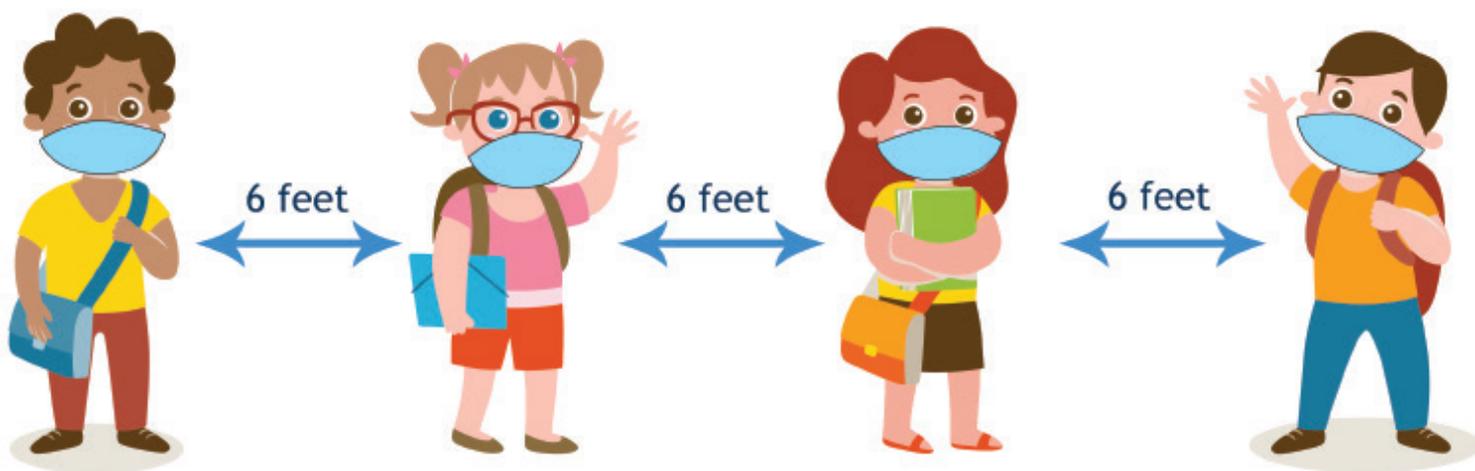
- Reviewing our protocols for students who mainstream into general education classes throughout the day
- Reviewing our food service delivery options
- Evaluating our COVID-19 prevention and mitigation protocols for those who are unable to wear masks
- Reviewing our protocols for ARDs (e.g., considering conducting them virtually)

Evaluations and Testing: District protocols are being established to evaluate students who have been referred for special programs. PPE and other supports have been purchased for our assessment staff to carry with them, including Plexiglass dividers, as they travel to each campus to conduct evaluations. Other considerations include:

- Having a pre-established location on each campus for assessment staff to test and speech staff to provide services.

Extracurricular Programs: Each program will be evaluated on a case-by-case basis to determine implementation guidelines. Program sponsors will provide information to students and parents/families as information is available.

After-School Programs: Our after-school programs will also be evaluated on a case-by-case basis as well. More information will be provided before the school year begins.





Utilizing guidelines provided by the CDC and TEA, we have developed response protocols for when someone within our school community tests positive, is exposed to someone who tests positive, experiences symptoms related to COVID-19, or is exposed to someone experiencing symptoms related to COVID-19. Each campus has selected a campus coordinator (see list on page 5) who will be trained to implement our COVID-19 response protocols. In addition, all district staff will be provided training on these protocols and the responsibilities in following these protocols.

COVID-19 is an extremely contagious virus that causes very non-specific symptoms. The health and well-being of our students and staff are our greatest priority. In order to be protected from this novel virus, it will be critical for parents, students, and staff to not come to school if they are experiencing any symptoms that could be caused by COVID-19, or if they live in a household where a person is positive. Honest and forthright compliance with the following protocols will provide LISD and your children with the best chance of a healthy, productive, and successful school year.

What are COVID-like symptoms, and what is considered “close contact” within this document?

COVID-19 Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html#clinical-presentation>

Experiencing one or more of the following symptoms is considered to be symptomatic:

- Fever of 100.0 degrees or higher
- Chills
- Cough
- Congestion
- Runny nose
- Body aches and muscle pain
- Loss of taste or smell
- Difficulty breathing
- Shortness of breath
- Headache
- Sore throat
- Diarrhea
- Vomiting

Being in “close contact” with an individual who is lab-confirmed to have COVID-19 per TEA and CDC guidelines is defined as:

Being directly exposed to infectious secretions or being within six feet for 15 minutes or more with someone who is COVID positive during the time period from 2 days before the positive patient developed symptoms (or had their positive test, if asymptomatic) until they meet criteria for discontinuing home isolation. Please see the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>



Lufkin Independent School District

Protocol 1: Positive or Presumed Positive for COVID-19

Contact information: Ensure all personal contact information and emergency contact information of the positive or presumed positive case is up to date.

Isolation: The individual is directed to not enter any district building or campus until she/he has met the return to school/work criteria listed below. Employees or students with the capability to work or participate in school lessons and activities may do so remotely during this time.

Communications: Direct all communications to the COVID-19 coordinator about his/her condition and or ability to return to school/work.

Contact tracing: Has this person had any close contact (see definition and CDC link above) with any other individual (student/staff)? If so, contact (by phone) each individual or parent and ask them to follow Protocol 2: Exposure to Positive COVID-19 Case. Although masks decrease the spread of the virus, if a person is exposed to infectious secretions or has been within six feet for 15 minutes or more of someone who is COVID positive, they are considered an exposure regardless of if they were wearing a mask or not.

Family Members (Presumed Positives): Contact all members within the household who are affiliated with the district (e.g., family members of the same household of the positive case who work for the district and/or family members who are students in the district). These individuals are presumed positive and must follow steps 1-3, monitor for symptoms according to CDC guidelines, and follow Protocol 2: Exposure to Positive COVID-19 Case.

Contact: Send a follow-up email to the positive/presumed individual as well as the individuals with whom this individual has had close contact.

Contact: Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

Contact: Notify the Angelina County and Cities Health District, 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).

Health status: Require individuals to provide health status updates.

Return to school/work timeline per TEA and CDC guidelines: Individuals with a positive test result can return to school/work when the following conditions are met:

- Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; or
- Ten days from the positive test if asymptomatic.



Lufkin Independent School District

Return to school/work timeline for presumed positive cases: See Protocol 2: Exposure to Positive COVID-19 case. Household members of a positive case are considered presumed positive. These contacts can return to school/work 14 days after their last contact with the positive patient. If they live in a home where they have continuous contact with the positive person, the 14 days starts when the positive person is no longer considered contagious based on the criteria above. This means it could be 10 + 14 days or 24 days. Please see this CDC website for more details <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. If during this time the presumed positive develops symptoms, he/she should contact the COVID-19 coordinator.

Leave: Employees are eligible to take emergency paid sick leave (EPSL), state sick, personal non-discretionary, or local leave during this time in accordance with district policies. If the employee requires extended leave for complications from COVID-19, he/she may be eligible for family and medical leave (FML). Medical certification forms and FML information can be provided by the Human Resource Services Department.

Information about emergency paid sick leave can be found here:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.

Cleaning/Sanitation: Implement disinfecting protocol.

Protocol 2: Exposure to Positive COVID-19 Case

Monitor for symptoms: Out of an abundance of caution, it is advised that he/she monitor his/her health, follow CDC guidelines for people who have had close contact and contact his/her primary care physician if he/she develops symptoms.

Isolation: She/He is directed to not enter any district building or campus for at least 14 calendar days from the last known exposure or until authorized by the COVID-19 coordinator in consultation with HR. Employees or students with the capability to work or participate in school lessons and activities may do so remotely during this time.

Notice: if she/he begins to exhibit symptoms or receives a confirmed diagnosis of COVID-19, he/she must immediately notify the COVID-19 coordinator and/or his/her immediate supervisor.

Communications: We ask that all communications about this matter be limited to the COVID-19 coordinator and his/her direct supervisor. The COVID-19 coordinator will take responsibility for notifying individuals who may have been exposed. This process will ensure his/her personal and medical information is kept confidential.

Contact tracing (if develops symptoms): Has this person had any close contact (see definition and CDC link above) with any other individual since experiencing symptoms? If so, contact (by phone) each individual and ask them to follow steps 1-4.

Contact: Send a follow-up email to the positive/presumed individual as well as the individuals with whom this individual has had close contact (if developed symptoms).



Lufkin Independent School District

Return to school/work timeline: Individuals who have been exposed to a positive COVID-19 case can return to school/work when the following condition is met:

- They have self-isolated for 14 days since their last direct contact with the positive case of COVID-19.
- If developed symptoms, please follow Protocol 3: Experiencing COVID-like Symptoms.

Leave: Employees are eligible to take emergency paid sick leave (EPSL), state sick, personal non discretionary, or local leave during this time in accordance with district policies.

Protocol 3: Experiencing COVID-like Symptoms

Contact information: Ensure all personal contact information and emergency contact information of the person experiencing COVID-like symptoms is up to date.

Isolation: He/She is directed to not enter any district building or campus.

If experiencing symptoms while at school:

Schools must immediately separate him/her until the student can be picked up by a parent or guardian. Staff members experiencing symptoms must contact their supervisor and/or COVID-19 coordinator and must be separated as soon as possible.

Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Communications: Direct all communications to the COVID-19 coordinator about his/her condition and or ability to return to school/work.

Contact tracing: No contact tracing is required unless the student is found to be COVID positive. See Protocol 4: Exposure to Individual Experiencing COVID-like Symptoms.

Contact: Send a follow-up email to the individual experiencing symptoms.



Lufkin Independent School District

Return to school/work timeline per TEA and CDC guidelines: Individuals experiencing symptoms can return to school/work when the following conditions are met:

- Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; or
- Medical release: A release from her/his treating physician must be submitted to the COVID-19 coordinator before he/she may return to school/work if the individual would like to return to school/work before meeting the three conditions above. This release should provide an alternative diagnosis or documentation of one negative nasal swab COVID tests performed greater than 24 hours apart.

Leave: Employees are eligible to take emergency paid sick leave (EPSL), state sick, personal non discretionary, or local leave during this time in accordance with district policies. If the employee requires extended leave for complications from COVID-19, he/she may be eligible for family and medical leave (FML). Medical certification forms and FML information can be provided by the Human Resource Services Department. If only experiencing symptoms and can work from home, the employee does not have to take leave.

Cleaning/Sanitation: Implement disinfecting protocol

Protocol 4: Exposure to Individual Experiencing COVID-like Symptoms

Monitor for symptoms: Out of an abundance of caution, it is advised that he/she monitor his/her health, follow CDC guidelines for people who have had close contact and contact his/her primary care provider if he/she develops symptoms.

Isolation: Individuals exposed to someone experiencing COVID-like symptoms do not require isolation or leave from school or work.

Notice: If he/she begins to exhibit symptoms or receives a confirmed diagnosis of COVID-19, she/he must immediately notify the COVID-19 coordinator and/or her/his immediate supervisor.

Communications: We ask that all communications about this matter be limited to the COVID-19 coordinator, HR and/or his/her direct supervisor. This process will ensure his/her personal and medical information is kept confidential.

Contract tracing: No contact tracing is necessary for this protocol.