

LEAD Safely 2020-2021

Commitment

LEAD Safely 2020-2021 is our commitment to provide a safe learning environment for all of our students and staff. We know that this school year is going to look a lot different in CFISD with significant health and safety protocols for on-campus instruction for students and staff; and an all-new, rigorous, and robust remote learning environment (CFISD Connect). But what hasn't changed is our assurance that CFISD students will receive the best possible education. LEAD Safely 2020-2021 was developed by the Reopening CFISD Committee, comprised of administrators, principals, teachers, parents, and students and based on guidance from the Texas Education Agency. This plan is subject to change as we receive additional guidance from the county and state during an ever-changing situation. We appreciate your patience as we navigate this upcoming school year together.

Mark Henry, Ed.D.
Superintendent of Schools

Learning Options

The Texas Education Agency provided guidance for school districts reopening for on-campus instruction this fall, as well as offering an option for remote instruction. Cypress-Fairbanks ISD will offer **On-Campus** learning with numerous health and safety protocols and **CFISD Connect**, a new remote learning option. Both options will follow the same instructional year calendar, grading procedures, and attendance policies, as well as the same curriculum.

	On-Campus	CFISD Connect (Remote)
Overview	Students report daily to their campus during established school hours and engage in face-to-face instruction, according to their schedule and the CFISD instructional calendar .	Students remain at home daily during established school hours and engage in two-way, real-time, live virtual instruction, and teacher-directed lessons and activities, according to their schedule and the CFISD instructional calendar .
Curriculum	CFISD curriculum is the same for both learning options, covering the Texas Essential Knowledge and Skills (TEKS) for all grades and Texas graduation requirements. CFISD's online	CFISD curriculum is the same for both learning options, covering the Texas Essential Knowledge and Skills (TEKS) for all grades and Texas graduation requirements. CFISD's online

	learning management system is Schoology .	learning management system is Schoology .
Special Programs	Students who receive special services such as special education, Section 504, ESL/bilingual, gifted and talented, and dyslexia will continue receiving these services. IEPs and Section 504 service plans will be followed.	Students who receive special services such as special education, Section 504, ESL/bilingual, gifted and talented, and dyslexia will continue receiving these services. IEPs and Section 504 service plans will be followed. Resources, accommodations, and/or modifications to support students with disabilities and English learners in the remote environment will be provided.
Electives	Students will continue to have access to elective courses.	Some elective courses will require students to fulfill in-person course requirements in accordance with the Texas Essential Knowledge and Skills (TEKs) to earn credit for the course. The teacher will designate the date and time for the hands-on activities. See Course List .
Extracurricular Activities (UIL and non-UIL)	All programs will be conducted in alignment with UIL guidelines and district protocols.	All programs will be conducted in alignment with UIL guidelines and district protocols.
Attendance	Traditional on-campus attendance procedures. Truancy laws will apply to students who fail to attend school (either on-campus or remote). The minimum attendance for class credit rule of TEC, §25.092, will be in effect for the 2020–2021 school year. Students are required to attend at least 90% of their classes (with some exceptions) to receive credit and be promoted.	Daily attendance is taken during scheduled time(s) and connected to daily student progress as a part of the CFISD Connect plan. A student will be counted absent if the student does not have documented engagement. Truancy laws will apply to students who fail to attend school (either on-campus or remote). The minimum attendance for class credit rule of TEC, §25.092, will be in effect for the 2020–2021 school year. Students are

		required to attend at least 90% of their classes (with some exceptions) to receive credit and be promoted.
Grading	CFISD grading guidelines established in policy will be followed, including District Progress Monitoring assessments and benchmarks. Teachers will receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models.	CFISD grading guidelines established in policy will be followed, including District Progress Monitoring assessments and benchmarks. Teachers will receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models.
Exam Exemptions	High school students may elect to exempt a final exam if the semester average, behavior, and attendance requirements (3 or fewer absences) are met.	High school students may elect to exempt a final exam if the semester average, behavior, and attendance requirements (3 or fewer absences) are met.
Meals	Breakfast and lunch are available at no cost.	Curbside meals available for pick up two days per week at no cost (additional details will be provided).
Transportation	Available for all students that have registered for transportation.	Available as determined based on the individual needs of the student.
Field Trips	Until further notice, none.	Until further notice, none.
Tutoring	Available for all students.	Available for all students.
Club Rewind (before and after school care)	Available for Grades PK-5 unless a school is closed due to COVID-19.	Not available.
Commitment to Selection of Learning Option	None.	Students who select CFISD Connect as their learning option must remain until the end of a grading period. Students who transition temporarily to CFISD Connect due to illness or a school closure, may return to On-Campus according to " Students Return to School Protocol ."

See www.cfisd.net/leadsafely for sample schedules.

Health & Safety Protocols

The Texas Education Agency's (TEA) public health planning guidance for a safe return to in-person instruction for the 2020-2021 school year states: *"While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families. There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases in schools. Parents, educators, and school administrators should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices."*

IMPORTANT: CFISD health and safety protocols are subject to change as updated guidance is provided by the Texas Education Agency (TEA), governing authorities, and county health officials.

Prevention

- Students and staff must screen daily (prior to entering a school bus or school) for the following signs and symptoms of COVID-19. See "[Health Screening for Students Protocol](#)" and "[Health Screening for Staff Protocol](#)":
 - Are you experiencing any of the following in a way that is not normal to you?
 - Feeling feverish or a measured temperature greater than or equal to 100.0° F
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills
 - Sore throat
 - Congestion or runny nose
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Nausea or vomiting
 - Have you had known close contact with a person who tested positive for COVID-19 within the last 14 days?
- Students and staff must stay home if they answer "yes" to any of the above. See "[Students with COVID-19 Symptoms or Confirmed COVID-19 Test Protocol](#)" and "[Staff with COVID-19 Symptoms or Confirmed COVID-19 Test Protocol](#)". Students may transition temporarily to the CFISD Connect remote instructional option during this period with the ability to keep up with instruction and meet attendance requirements.
- If a parent drops off/picks up a student in the school, the screening questions will be asked of the student's parent.
- Students at school who show symptoms of COVID-19 will be evaluated by the nurse. The nurse will determine whether that child can remain at school.

- The clinic will have an isolation area identified for suspected COVID-19 cases and be equipped with air purification systems. In addition, physical barriers, such as partitions, screens, or curtains, may be utilized to establish separate areas for sick and well visits.
- Areas used by the individual with COVID-19 symptoms will be sanitized as soon as it is feasible.
- Before a student or staff member may return to school, established criteria must be met as stated in the [“Students Return to School Protocol”](#) and [“Staff Return to Duty Protocol.”](#)

Mitigation

Health & Hygiene Practices: General

- Campuses have soap dispensers in all restrooms and hand sanitizer dispensers in all classrooms and building and cafeteria entrances.
- Students and staff will be encouraged to use hand sanitizer at the beginning and end of each class period and throughout the day.
- Students and staff will be encouraged to wash hands frequently. See [“Hand Hygiene Protocol.”](#)
- Water fountains will be restricted from use as drinking fountains but may be used to fill water bottles. Additionally, water bottle filling stations will be installed at all schools.
- Students, staff and parents will be educated on health and safety protocols and good hygiene practices, including frequent and thorough handwashing, covering coughs and sneezes, and social distancing to the extent feasible, using the district and campus websites, social media, email, building signs and classroom lessons with videos.

Health & Hygiene Practices: Disinfection

- All classrooms will be provided with an alcohol-based sanitizer spray and paper towels for sanitizing desks and technology. See [“Cleaning Protocols & Guidelines for Elementary”](#) and [“Cleaning Protocols & Guidelines for Secondary”](#) and [“Cleaning Protocols & Guidelines for Technology.”](#)
 - Students, as feasible and developmentally appropriate, at the end of each class period will wipe down their desk, then throw the paper towels in the trash can.
 - At the beginning of each class, students may request additional sanitizing spray and paper towels.
 - High-touch surfaces, toys, and manipulatives should be sanitized between use or at the end of each class period.
- Restrooms will be disinfected with a hospital-grade/EPA-registered disinfectant by custodians throughout the day and as needed.
- The cafeteria will be disinfected with a hospital-grade/EPA-registered disinfectant after each lunch period. Students will throw their trash away.
- Gyms and locker rooms will be sanitized between classes by custodians with assistance from teachers and coaches. See [“Cleaning Protocols for Athletics.”](#)
- Staff are expected to clean and sanitize their workspaces before and after use. See [“Cleaning Protocols & Guidelines for Staff.”](#)

Health & Hygiene Practices: Masks

- Students in grades PK-12 and all staff will wear face masks on buses, hallways, common areas, and when social distancing is not feasible, including in classrooms. See "[Use of Face Masks Protocol](#)."
- Face masks must meet the "[Student Code of Conduct](#)" and dress code requirements.
- Students will be provided a face mask if needed.
- Teachers will be provided a face mask if needed, and a face shield.

Student-Teacher Groupings

- Students will be distanced from one another in classrooms, hallways, and common areas to the extent feasible.
- Teacher desks will have plexiglass desk shields, and student desk and table shields will be used when distancing of desks and tables are not feasible.
- Each campus will develop systems for reducing the congregation of students in common areas, such as, but not limited to:
 - Staggering the loading/unloading of buses
 - Using other areas of the building, courtyards or outside for large group classes and lunch periods when feasible
 - Increasing the number of lunch periods when possible
 - Staggering class dismissals
 - Creating one-way hallways and staircases
 - Holding student activities outside when feasible (for example, physical education as weather permits)
- Campuses will ensure there are enough school supplies to eliminate the need for students sharing supplies. In the event school supplies must be shared, for example, in art class, the supplies will be sanitized after each use.

Transportation

- Students must wear a face mask on buses. A disposable mask will be provided in the morning if a student does not have one. See "[Use of Face Masks Protocol](#)."
- Students must sanitize their hands upon entering the bus.
- When feasible and weather permitting, windows and roof vents will be opened to allow for additional airflow and ventilation throughout buses.
- Drivers will spray disinfecting solution and wipe down seats, handrails, and high-touch areas after each run or as frequently as possible.
- Buses and vehicles will be misted with disinfecting solution following afternoon routes.

Meals

- In addition to daily health screening and face masks, nutrition services staff will wear gloves during meal preparation and service, and cashiers will wear a face shield.
- Social distancing will be maintained between students and employees as much as feasible.
- Menu items will be limited, including a la carte items and condiments.
- For breakfast, students will be offered grab and go service.

- For lunch, students will pick up meals in the cafeteria serving lines, and access to lines will be controlled to limit the number of students in line at any time.
- To reduce the number of surfaces the students will be touching, self-service will be limited to items that are individually wrapped or containerized.
- Serving lines will be sanitized frequently.
- Students and parents will be encouraged to use School Café to make payments on accounts.
- Cash received from students will be placed in the student's account. To reduce contact, no change will be given.
- No student use of pin pads.
- Students may be directed to eat in various locations throughout the building to maximize social distancing.
- Curbside meals for students who choose the CFISD Connect learning option⁷ will adhere to health and safety protocols which will be communicated specifically to these students and families.

Visitors

- Visitors should make an appointment to meet with campus staff. If at all possible, the meeting will be held virtually. If a virtual meeting is not possible, only the person who makes the appointment may attend the in-person meeting to limit the number of visitors to the school at one time.
- All visitors (non-students or non-staff) must wear a face mask and answer health screening questions before being allowed on a campus. See "[Health Screening for Visitors Protocol](#)" and "[Use of Face Masks Protocol](#)."
- If a visitor answers a question unsatisfactorily, they will not be allowed on campus until specific criteria are met. See "[Health Screening for Visitors Protocol](#)."
- Campuses will develop and communicate procedures for drop-off of items for students.
- Lunch visitors will not be allowed during the first semester of the 2020-2021 school year and will be re-evaluated prior to the second semester.
- Volunteers are a vital part of our schools; however, for the 2020-2021 school year, specific volunteer programs may be suspended and will be communicated by each campus in order to limit visitors on campus.

Response

If an individual who has been in a school is confirmed to have COVID-19:

- If on campus, the student/staff member will be cared for and isolated from others in a designated area.
- Parent/guardian/staff member will be advised to seek the care of a licensed medical professional as needed.
- Parent/guardian/staff member will be given an investigation form to complete.
- CFISD Health Services department and the campus COVID-19 team will contact trace to determine close contacts for possible exposure and subsequent quarantine.
- Notification procedures, 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):
 - Parents/Students: All parents and staff at a campus will be notified by letter ([see sample letter](#)) when a student/staff is confirmed with COVID-19 and had been on campus.

- County: Harris County Public Health will be notified when a student/staff is confirmed with COVID-19 and had been on a campus.
- State: By 5:00 p.m. each Monday, the COVID-19 Public School Case Report form will be submitted to the Texas Education Agency with positive case notifications from the prior Monday through Sunday for students/staff who had been on a campus.
- District Website: Case numbers will be posted on the COVID-19 Dashboard at www.cfisd.net.
- Any district vehicle, equipment, building, classroom area, etc., will be isolated and decontaminated as necessary.

Other Resources

Communication

- CFISD uses SchoolMessenger for student and staff emergency notifications. If you are not currently receiving emails or text messages (text Y to 67587) from CFISD, please contact your campus registrar to confirm your contact information.
- Should there be a need to temporarily close a class or school due to COVID-19, parents and staff at the impacted campus will be notified by email and/or text, and courses will be taught remotely through CFISD Connect and/or instructional packets, pending the return to class/school.

CFISD LTE 1:1

Through the questionnaire in the Home Access Center, parents are asked to indicate if their child(ren) have a device dedicated to their use for remote instruction and if they have internet access in their home. Distribution of devices to students with demonstrated need has already begun and will continue as more devices become available with the goal of full implementation of LTE (Learning Together Everywhere) 1:1 by the end of the fall.

Employee Leave

Employees must continue to meet the work expectations set by their supervisors, subject to any applicable employment contract terms or legal requirements. However, staff who are unable to work for specified reasons related to COVID-19, according to the Families First Coronavirus Response Act (FFCRA or Act), may be entitled to take paid sick leave and expanded family and medical leave. The amount of paid leave an employee may receive will vary depending on the reason leave is taken. Detailed information is available in the "[Employee Rights Notice](#)" and "[CFISD Employee Leave Protocol](#)."

Social and Emotional Well-Being

- Campus staff will be trained on “School Re-Entry & Social-Emotional Wellbeing.”
 - **Caring for the Caregiver:** Campus staff will learn basic information about stress and how COVID-19 has resulted in a “perfect storm” stress condition. Staff will be trained on approaches for building individual resilience through self-care and active coping. Staff will also be guided through developing a personal action plan to start building positive supports for themselves today.
 - **Understanding Trauma:** Campus staff will be trained on the basics of traumatic experiences and the impact on a child’s development, behavior, and overall school functioning. Specific focus will be given to the impact of the COVID-19 shutdown on our students and what to expect when they return to the learning environment.
 - **Trauma-Informed Care and Strategies:** Campus staff will learn how to create systems of support on campuses and in classrooms. Staff will participate in developing an action plan and incorporating learned concrete strategies to support the social-emotional needs of our students in the learning environment.
- Resources will be shared with the community regarding social and emotional awareness, including a “Stress and Coping” video series.
- Campuses are staffed with highly-trained and qualified counselors who are available to students on a daily basis.
- Staff are eligible for two free counseling sessions through the CFISD Wellness Counseling Program.

Questions?

We hope that this information has answered any questions you have about the 2020-2021 school year in CFISD. Whether you choose On-Campus or CFISD Connect, we are preparing to offer a safe and high-quality opportunity for all students. A “[LEAD Safely 2020-2021 FAQ \(Frequently Asked Questions\)](#)” document is posted on the website. If you do not see an answer to a question you have, please contact your campus.

Selection of Learning Option

Choose On-Campus or CFISD Connect (Remote)

- Log in to the [Home Access Center](#).
- Click the “Home” button.
- Select the “School Links” tab.
- Click the “Return to School Questionnaire.”
 - **1st Grading Period:** Selections may be made between **Monday, July 27** and **Wednesday, Aug. 5**. Changes to the initial selection may be made up until two weeks prior to the first day of school, or **Tuesday, Aug. 25**.

- **2nd Grading Period:** Selection changes may be made between **Monday, Sept. 27** and **Sunday, Oct. 4**.
- **3rd Grading Period:** Selection changes may be made between **Monday, Nov. 30** and **Sunday, Dec. 6** for middle and high schools; and between **Monday, Jan. 11** and **Sunday, Jan. 17** for elementary schools.
- **4th Grading Period:** Selection changes may be made between **Monday, Feb. 22** and **Sunday, Feb. 28** for middle and high schools; and between **Monday, March 22** and **Sunday, March 28** for elementary schools.