

**2022-2023**  
**RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*  
(revised 1/23/23)

## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). **Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.**

## GUIDING PRINCIPLES

To help ensure this back to school plan, KISD has set the following priorities to serve as our 2021-22 foundational core:

- 1) KISD will ensure the health, safety, and well-being of our Bulldog students, staff members, and visitors,
- 2) KISD will continue our educational environment goal of providing maximum instructional delivery with an emphasis on face-to-face learning.

### SECTION I: VISITOR STUDENT AND EMPLOYEE PROTOCOLS

#### VISITOR SCREENING PROTOCOLS

KISD will allow normal visitation to our campuses.

#### **KISD ELEMENTARY STUDENTS MAY BE WALKED TO CLASS ONLY ON THEIR FIRST DAY OF SCHOOL.**

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

#### **VISITOR SELF-SCREENING FORM /Self Declaration by Visitor**

##### **Visitors:**

1. Visitors must stop in vestibule to complete Screener using the QR code, receive Temp check If any symptom is present the visitor is not allowed
2. If visitors are allowed on campus they will be required to follow all KISD COVID-19 protocol

##### **Subcontractors:**

1. Student access (vending machine, copy machine, etc)  
Follow screening process for visitors

<p><b>STUDENT SCREENING AND PROTOCOLS</b></p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, KISD will request parents to complete daily student-screening of their children which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:</p> <p>SYMPTOMS</p> <ul style="list-style-type: none"> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Chills</li> <li>● Repeated shaking with chills</li> <li>● Muscle pain</li> <li>● Headache</li> <li>● Sore throat</li> <li>● Loss of taste or smell</li> <li>● Diarrhea</li> <li>● Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit</li> <li>● Known close contact with a person who is lab confirmed to have COVID-19</li> </ul> <p>Parents must ensure they do not send a child to school if the child has COVID-19 symptoms (as listed above), is lab-confirmed with COVID-19, or has been exposed to a lab-confirmed case through close contact and instead should contact their campus for details pertaining to continued classroom instruction during the designated quarantine period.</p>
<p><b>STUDENT HEALTH PROTOCOL</b></p>	<p>Due to the ever changing healthcare crisis, KISD protocol is subject to change as needed. KISD reserves the right to have the final decision in determining whether or not to quarantine students or staff members for the safety of all KISD stakeholders.</p> <ul style="list-style-type: none"> <li>● KISD will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.</li> <li>● If a student becomes ill at school or COVID-19 symptomatic, parents/guardians will be contacted to pick their student up from school. The parent will be asked to take their student home or to the nearest health center, depending on the severity of symptoms.</li> </ul>
<p><b>STUDENT RETURN TO CAMPUS PROCEDURES</b></p>	<p>Any student who is lab-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:</p>

	<p>1. In the case of a student who was diagnosed with COVID-19, or exhibiting symptoms, the individual may return to school when all of the following criteria are met:</p> <ul style="list-style-type: none"> <li>a. symptom and fever free without medication for 24 hrs</li> <li>b. At least 5 days have passed since symptoms first appeared</li> <li>c. may return on day 6</li> <li>d. KISD recommends face coverings to be worn days 6-10</li> </ul>
<p><b>STUDENT PERSONAL PROTECTIVE EQUIPMENT (PPE): Face Coverings</b></p>	<p>KISD respects the rights of all students to wear a face covering if they choose to in order to minimize the risk of exposure to COVID-19. However, KISD <b>will not require</b> any students to wear face coverings while on KISD facilities or attending KISD sponsored events.</p>
<p><b>EMPLOYEE SCREENING AND PROTOCOLS</b></p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requesting employees to complete daily self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:</p> <ul style="list-style-type: none"> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Chills</li> <li>● Repeated shaking with chills</li> <li>● Muscle pain</li> <li>● Headache</li> <li>● Sore throat</li> <li>● Loss of taste or smell</li> <li>● Diarrhea</li> <li>● Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit</li> <li>● Known close contact with a person who is lab-confirmed to have COVID-19</li> </ul> <p>Only employees that answer yes to the Covid-19 self-screener questions will be required to submit to their supervisor.</p>
<p><b>EMPLOYEE HEALTH PROTOCOL</b></p>	<p>Due to the ever changing healthcare crisis, KISD protocol is subject to change as needed. KISD reserves the right to have the final decision in determining whether or not to quarantine students or staff members for the safety of all KISD stakeholders.</p>

	<ul style="list-style-type: none"> <li>• Teachers and staff will be requested to self-screen for COVID-19 symptoms prior to reporting to work each day.</li> <li>• Employees must notify their supervisor if they have symptoms or are lab confirmed.</li> <li>• Re-entry criteria must be met to return to campus</li> </ul>
<p><b>EMPLOYEE RETURN TO WORK PROCEDURES</b></p>	<p>Any employee who is lab-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:</p> <p style="text-align: center;">1. In the case of an employee who was diagnosed with COVID-19, or exhibiting symptoms, the individual may return to school when all of the following criteria are met:</p> <ul style="list-style-type: none"> <li>a. symptom and fever free without medication for 24 hrs</li> <li>b. At least 5 days have passed since symptoms first appeared</li> <li>c. may return on day 6</li> <li>d. KISD recommends face coverings to be worn days 6-10</li> </ul>
<p><b>EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE)</b></p>	<p>KISD respects the rights of all employees to wear a face covering if they choose to in order to minimize the risk of exposure to COVID-19. However, KISD <b>will not require</b> any employee to wear face coverings while on KISD facilities or attending KISD sponsored events.</p>
<p><b>COVID-19 PROTOCOLS FOR SUSPECTED CASES ON CAMPUS</b></p>	<p>If an employee or student becomes ill on campus/district, he/she will immediately report to the district <b>nurse's isolation room</b> and the case form will be completed.</p> <ul style="list-style-type: none"> <li>• The nurse must complete the <b>Suspected COVID19 Case Form</b>.</li> <li>• The nurse and others attending the suspected infected person are encouraged to wear PPEs while working with the suspected infected person.</li> <li>• The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.</li> <li>• The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned</li> </ul>
<p>SECTION II: OPERATIONAL PRACTICES</p>	

<p><b>OPERATIONAL PROTOCOLS:</b></p>	<p><b>Health and Hygiene Practices: General</b></p> <ol style="list-style-type: none"> <li>1. KISD will have hand sanitizer stations at designated entrances.</li> <li>2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently. <ol style="list-style-type: none"> <li>a. Students and staff will be trained in proper hand-washing protocols to prevent COVID-19 and the spread of germs.</li> <li>b. PK-3 teachers will teach and supervise proper student hand washing each day</li> <li>c. Hand sanitizer stations have been added in each classroom, designated entrances, and common areas.</li> <li>d. Students, teachers, staff, and campus visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.</li> </ol> </li> <li>3. KISD will institute more frequent cleaning practices. <ol style="list-style-type: none"> <li>a. Students will have the opportunity to clean their own spaces before and after use; in ways that are developmentally appropriate.</li> <li>b. Campuses will arrange for additional cleaning and disinfecting of surfaces that are touched most frequently throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.</li> <li>c. Campuses will arrange for the cleaning of commonly touched surfaces in classrooms between different class groups if the same room will be used by multiple class groups.</li> </ol> </li> <li>4. On the first day a student attends school on campus, KISD will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.</li> </ol>
<p><b>PERSONAL WORKSPACE/ CLASSROOM</b></p>	<p>Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. KISD will provide signage to be used in the event a classroom or work area needs deep cleaning.</p>
<p><b>SOCIAL DISTANCING</b></p>	<p>Social distancing is an effective way to prevent potential infection. KISD employees, students, parents, and visitors should practice staying approximately three feet away from others and eliminating contact with others.</p> <p><b>Student-Teacher Groupings</b></p> <ol style="list-style-type: none"> <li>1. In classroom spaces that allow it, KISD will place student desks a minimum of three feet apart when possible.</li> <li>2. In classrooms where students are regularly within three feet of one another, campuses will plan for more frequent hand washing and/or hand sanitizing.</li> </ol>

<b>FACILITIES CLEANING</b>	The safety of our employees and students are our first priority. Prior to reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of KISD facilities, we will require employees to maintain this safety standard by continuously cleaning and disinfecting as previously noted.
<b>DEEP CLEANING AND DISINFECTION PROTOCOL</b>	Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as practical after the confirmation of a positive test.
<b>FOOD DELIVERY</b>	Bringing or sharing refreshments that are not prepackaged will be discouraged during meetings in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to KISD.
<b>WATER</b>	KISD students are encouraged to bring water bottles from home. The use of public water fountains will be discouraged.
<b>BUS SAFETY PROTOCOLS</b>	<p>Kilgore ISD will implement the following safety protocols for students that are transported on any district school bus while Covid-19 procedures are in place.</p> <ul style="list-style-type: none"> <li>● KISD will provide hand sanitizer when entering the bus and during the route. The bus driver, or adult attendant will apply the sanitizer directly into the hands of students entering the bus to prevent excessive use and accidental dropping of hand sanitizer, which will prevent students from slipping and falling.</li> <li>● Transportation personnel will disinfect all interior surfaces between routes, utilizing the methods recommended by the district.</li> <li>● We will use the A/C systems with windows partially open to circulate fresh air. This is in accordance with TEA and CDC recommendations.</li> <li>● KISD students will have assigned seating on every bus. Students within the same family unit will be seated together to help with social distancing.</li> <li>● Bus stops would be modified as needed to improve social distancing.</li> <li>● Staff/employee’s children will have an assigned bus for shuttling. If a student is not available when the bus arrives at designated time to campus, the parent must transport their child.</li> <li>● We will not allow changing bus assignments for any reason. KISD students will only be allowed to ride their assigned bus unless a change in primary residence occurs.</li> </ul> <p>In order to limit the risk of cross-contamination, students will have the following requirements for KISD transportation:  <u>Mornings:</u></p>

	<p>Home-to-school transportation only from student’s registered in-district residence. Parents/guardians must provide transportation for any other exceptions.</p> <p><u>Afternoons:</u> Parents/guardians may choose ONE of the following options, without any exceptions or modifications:</p> <ol style="list-style-type: none"> <li>1) Transportation from school-to-home only to students registered in district residence.</li> <li>2) Transportation from school to a designated grandparent residence in-district.</li> <li>3) Transportation from school to a licensed child care facility in-district.</li> </ol> <p><u>Transportation of Special Needs Students:</u></p> <p>For eligible students receiving special education services that have an Individualized Education Plan (IEP) requiring transportation on a dedicated special education bus, specialized transportation guidelines are outlined in the student's Admission, Review, and Dismissal (ARD) document to supplement the existing KISD transportation guidelines. If the special education student’s IEP requires differentiation from the procedures contained in this document, transportation staff will implement the instructions of the IEP. Otherwise, all of the procedures in this document will apply to students that require transportation on a dedicated special education bus.</p>
<p><b>CAFETERIA AND MEAL PERIODS</b></p>	<ol style="list-style-type: none"> <li>1. Students may bring their own meals or may be served pre-packaged meals in the cafeteria.</li> <li>2. Kilgore ISD School Nutrition will package all menu items for student safety.</li> <li>3. Kilgore ISD School Nutrition will hand out all milk, condiments, cutlery kits, napkins and other items that would normally be offered for students to pick up.</li> <li>4. Kilgore ISD School Nutrition will have Plexiglas partitions at every cashier stand to maximize student safety.</li> <li>5. Kilgore ISD School Nutrition staff working at cashier stations will wear gloves when accepting any student ID cards, cash, checks for student/staff accounts.</li> <li>6. Kilgore ISD may limit or eliminate a la carte sales at meal times.</li> </ol>
<p><b>SOCIAL- EMOTIONAL WELL-BEING OF STUDENTS AND STAFF</b></p>	<p>The district/campus counselors will provide resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff</p>

	survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.
<b>COMMUNICATION METHODS</b>	To stay updated on the most up-to-date information: <ol style="list-style-type: none"> <li>1. Teachers, students, and parents need to check their email often.</li> <li>2. Visit our district website</li> <li>3. Follow our social media platforms</li> </ol>

**SECTION III. ACADEMICS**

<b>KISD ON-CAMPUS LEARNING</b>	The <b>ON-CAMPUS</b> learning model for KISD Pre-K through 12th grade will look like a typical school day for students and teachers.
<b>ATTENDANCE</b>	Attendance for all KISD students will be taken daily. The 90% attendance rule is for ALL students.
<b>GRADING</b>	The grading policy is located in our KISD Student Elementary and Secondary Handbooks. These can be found on KISD's website <a href="http://www.kisd.org">www.kisd.org</a> . To receive course credit, students are expected to engage in daily activities and assignments and meet minimum attendance requirements.
<b>Special Education/504/LPAC Considerations:</b>	For students who receive accommodations or modifications, ARD, 504, and LPAC Committees will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the general education curriculum and on individual student goals and objectives.
<b>EXTRACURRICULARS</b>	All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League).