

MANOR INDEPENDENT SCHOOL DISTRICT

← RETURN  
TO SCHOOL  
PLAN  
2020 - 2021



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# Manor Independent School District

## *Return to School Plan*

### Statement of Purpose and District Commitments

As the Manor Independent School District (MISD) plans for the start of the 2020-21 school year, we are committed to keeping all members of our community informed: our families, staff, students, and the broader community. While there are still many uncertainties regarding what the upcoming school year will entail, we are working diligently to ensure that our students continue to have access to a high-quality educational experience, and both students and staff are safe.

The Texas Education Agency, in partnership with the Travis County Health and Human Services Department, has developed guidance to support districts and communities in determining their plans and strategies for reopening schools. MISD's School Re-Entry Task Force's roadmap provides a tiered approach with clear, actionable steps that are advisable before students and employees return to school buildings, along with guidance that is applicable throughout the 2020-2021 school year.

This approach is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; it's designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the 2020-2021 school year.

MISD's School Re-Entry Task Force's roadmap focuses heavily on the health and physical requirements necessary for reopening school buildings. The Texas Education Agency will continue to provide guidance and recommendations to districts and schools on navigating the academic, social, and emotional effects of the COVID-19.

*This plan was put together through the diligent efforts of the MISD TaskForce to reopen schools. Manor ISD appreciates the dedication and service of the taskforce members, listed below.*

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Please contact us if you have any questions through Let's Talk on the Manor ISD website, or through any of the key contacts below.

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September 28th, 2020

Greetings Families and Scholars

Welcome Back to School!

It is my honor to serve as your new Superintendent of the Manor Independent School District. As a new member of Team Manor ISD, I am excited to join our team of talented educators and staff who have been working hard to ensure that each scholar is ready for college, career and life beyond high school. As we prepare for the new school year, I know you might have questions about our “Return to Learn” plans. All principals have received information about our plans, so feel free to contact your child’s principal for more information. Moreover, I want to assure you that safety is our #1 priority. As expressed in our mission statement, we will continue to ensure the social, emotional and academic development of every scholar through equitable and innovative opportunities.

As we strive to become the “Best” school district in Texas, we will energetically educate our scholars to excel beyond grade level expectations. We expect every scholar to learn something new, every day by building upon the assets they already bring into our schools and classrooms. Our goal to shift Manor ISD from “Good to Great” is grounded in our strong belief in our scholars. Parents, we need your help to advance from “Good to Great”.

You can help by encouraging your child to demonstrate the following behaviors:

- report to school on-time, every day, ready to learn;
- read at home every day for at least 20 minutes;
- complete all homework assignments every day;
- be kind to others; and
- be safe.

We look forward to you engaging with your child’s teacher and principal. Keep an eye out for upcoming parent workshops/conferences to include “*Very Involved Parent*” (VIP) and “*Parent University*” trainings.

As superintendent, I wish you the best during this upcoming academic year. During these unprecedented times, I want you to know that we are here to support you and your child. I want you and your child to join me in a pledge to uphold the five bulleted behaviors above. We will give our scholars the best and it is an honor to serve them daily. I am looking forward to greatness during the 2020-2021 school year in the Manor Independent School District.

Educationally yours,

*Andre D. Spencer*

Andre D. Spencer, Ed.D.  
Superintendent of Schools  
Manor Independent School District

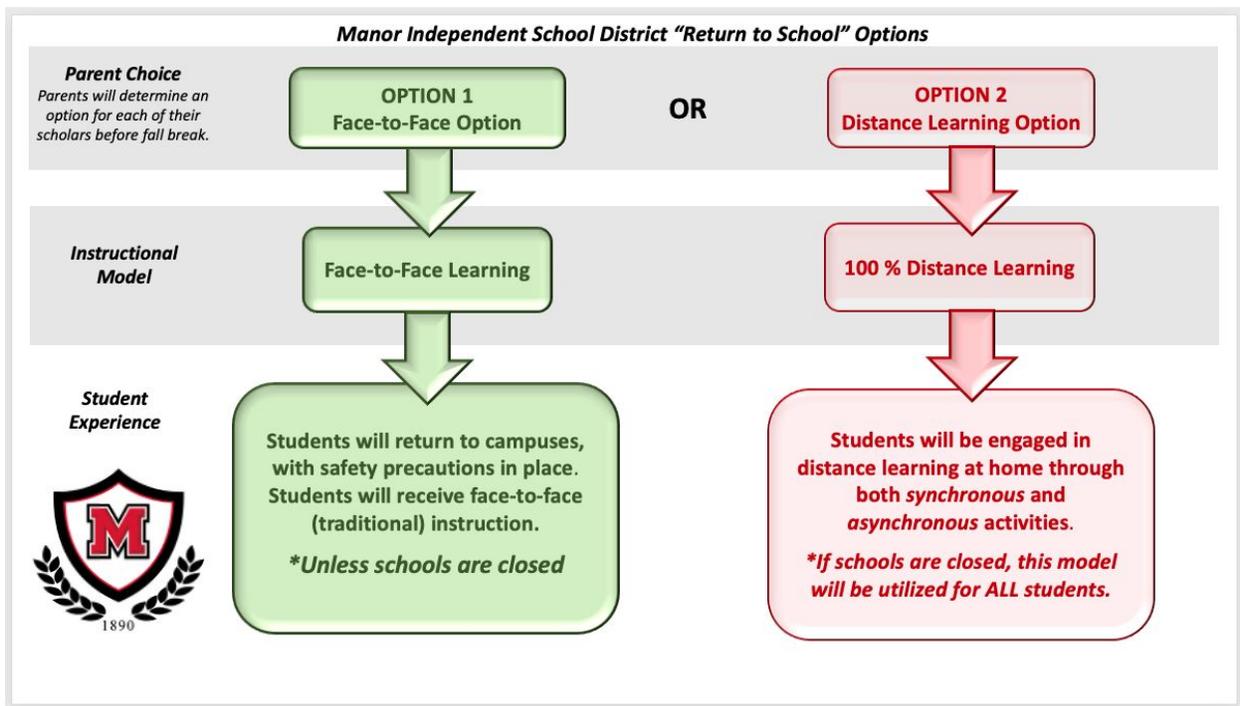
“Dedicated to Children, Committed to Excellence”



**IMPORTANT**

**Face coverings will be required of all students and staff (unless physical impairment prevents it) when entering all MISD schools or office buildings.**

## 2020-2021 Return to School Options



According to the latest TEA guidance, every school must offer five day a week in-person instruction for any family who wishes it. For that reason, Manor ISD is offering two options, described below and in the chart above. Your family may choose between In-person instruction for the year or distance learning for the year. Should the governor of Texas issue a closure order, all schools will close and follow the distance learning model.

## **Parent Option #1 Face to Face In-Person Learning**

### **Face to Face In-Person Learning:**

Beginning October 19th, **students whose families have selected Option #1** will begin to attend full-day scheduled in-person instruction. This on campus model would involve enhanced cleaning protocols, a degree of physical distancing among students, adjustments to how students enter and exit buildings, and changes to how we manage transitions between classrooms throughout the day.

### **Option #2: Distance-Learning**

**Distance Learning:** Parents have the option to select **100% Distance Learning for any or all of their students for the year.** Additionally, if there is a closure order, an all distance-learning model would be required. Attendance, grades, assessments, and daily work would all be tracked, and students will follow their set schedule of interactions with their teachers and online material. ***Distance learning IS NOT OPTIONAL WORK and will be graded. Students are expected to attend and work as if they were in the presence of the teacher, and attendance and work expectations are the same.*** Foodservice distribution will take place at designated campus locations. Parents may choose for their students to participate in Distance-Learning for one or more students for the whole year if they wish. **Should you change your mind and want to return your student to in-person learning, that change will only happen at the end of a grading period, and must be approved by the campus administrators. Space limitations may apply.**

## Rapid Response Statement

Communication regarding single campus or full district closures will be provided to parents as soon as possible via email, phone, and on campus and district websites. Should it become necessary to shift to a distance learning model on either a single campus or the entire district, due to substantial spread or COVID-19 exposure, we will close completely (no classes) in order to allow staff to make the transition to full distance learning. Classes will resume **online only** within 48 hours of the initial communication. **Students are urged to take their consumable materials and technology home with them each day in order to be prepared for the possibility of a rapid shift to distance learning.**

## Key Terms and Definitions

*Important: In our ongoing conversation, we will use a lot of terms to discuss these options. Some may be new to you. To help the conversation along, here are some definitions.*

**Distance learning:** You may hear this also called “remote learning” or “remote instruction.” All of these terms are the same. Students are engaging with their teachers and fellow students in online learning environments. They will be attending meetings online and working on school

work at their own pace as well. Students will have at-home schedules to follow, attendance check ins, and are responsible for turning in their coursework and connecting with their teachers. Teachers are available during regular school hours and will have scheduled online office hours for each class. Additional support is available through a hotline. **Distance learning IS NOT OPTIONAL WORK.** Students are expected to attend and work as if they were in the presence of the teacher, and attendance and grading expectations are the same. In distance learning, there are two different terms that you will hear. These are **synchronous** and **asynchronous**.

**Remote Synchronous Instruction** refers to live, scheduled, interactive classes with teachers and students in real-time through an online video platform. Synchronous simply means “*at the same time*.” If you are teaching a class that meets online *synchronously*, that means that everyone logs onto the class site, or zoom, at the same time and interacts together in real time. Students are able to ask questions of their teachers and get immediate feedback. Regular grading policies apply.

**Remote Asynchronous Instruction** refers to flexible student self-paced instruction with intermittent teacher check-ins. There is pre-assigned work with formative assessments on paper or on the online learning system (LMS) such as SeeSaw, Google Classroom, or Echo. The teacher may deliver instruction via a pre-recorded video for guided support. Coursework is structured with set timelines to complete assignments. Regular grading policies apply. This does not require all participants to be virtually present at the same time, and allows for students to work at their own pace while meeting appropriate deadlines. This type of work is an advantage for students who are sharing devices with other family members.

**LMS:** This acronym is referencing a *Learning Management System*. This is a platform in which students access work and complete assignments. In Manor ISD, we use G-suite, which includes Google Classroom, Google Docs, and other Google products. We also use ECHO at our New Tech Middle and High School campuses, which is a more comprehensive LMS platform. The Primary grade levels, including PreK, use SeeSaw to interact and communicate. As we adapt to online learning and grow in MISD, we may broaden our use of LMS platforms, or bring in an additional platform to support distance learning. The table below explains the expectations for students in remote asynchronous or synchronous instruction.

# Face to Face Instruction: Traditional Instruction

Option 1- FACE-TO-FACE INSTRUCTION	
<p><b>Manor Independent School District "Return to School" Options</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><b>Parent Choice</b> <i>Parents will determine an option for each of their scholars before fall break.</i></p> <p><b>OPTION 1</b> <b>Face-to-Face Option</b></p> <p>↓</p> <p><b>Face-to-Face Learning</b></p> <p>↓</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #d9ead3;"> <p>Students will return to campuses, with safety precautions in place. Students will receive face-to-face (traditional) instruction.</p> <p><i>*Unless schools are closed</i></p> </div> </div> <div style="width: 10%; text-align: center;"> <p><b>OR</b></p> </div> <div style="width: 45%;"> <p><b>OPTION 2</b> <b>Distance Learning Option</b></p> <p>↓</p> <p><b>100 % Distance Learning</b></p> <p>↓</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #f4cccc;"> <p>Students will be engaged in distance learning at home through both <i>synchronous</i> and <i>asynchronous</i> activities.</p> <p><i>*If schools are closed, this model will be utilized for ALL students.</i></p> </div> </div> </div> <div style="margin-top: 20px;"> <p><b>Instructional Model</b></p> </div> <div style="margin-top: 20px;"> <p><b>Student Experience</b></p>  </div>	
<p><b>Elementary and Secondary</b></p> <p>Scholars will receive a full day of traditional instruction</p>	<div style="background-color: #d9ead3; padding: 5px; border: 1px solid black;"> <p>Core, Specials and Elective Instruction - Face to Face decided by Campus Principals with guidance from the Chief Schools Officer</p> </div> <p><b>Traditional Instruction</b></p>  <p>Scholars will receive traditional in class instruction throughout the day</p> <ul style="list-style-type: none"> <li>• Guided practice</li> <li>• Small Group</li> <li>• Individual tutorial</li> </ul>
<p><b>Student Supplies</b></p>	<p><b>Daily Supplies Needed For Instruction</b></p> <ul style="list-style-type: none"> <li>• Mask</li> </ul>

<p><b>All In Person Scholars will need to bring the following supplies with them</b></p>	<ul style="list-style-type: none"> <li>● <b>Learning Device- District issued (Computer/iPad/Chromebook)</b></li> <li>● <b>Backpack</b></li> <li>● <b>Pencil/Pen</b></li> <li>● <b>Paper</b></li> <li>● <b>Other personal supplies to ensure personal not shared use</b></li> </ul>
<p><b>Teacher Classroom Needs</b></p> <p><b>Safely Social distance</b></p>	<p><b>Daily Arrangement for Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>Classroom entry procedure- Model and role play entry and exit procedures practicing social distancing</b> <ul style="list-style-type: none"> <li>○ <b>Morning</b></li> <li>○ <b>Lunch</b></li> <li>○ <b>Transitions</b></li> <li>○ <b>Dismissal</b></li> <li>○ <b>Brain Breaks</b></li> </ul> </li> <li>● <b>Classroom seating arrangements- Social distance desks</b></li> <li>● <b>Classroom support procedures- Verbal and Non-Verbal for asking for help and restroom break required</b></li> <li>● <b>Classroom charging station- Power strip to charge devices as needed throughout the day</b></li> </ul>

# Distance Learning: Synchronous and Asynchronous Learning

## Option 2- DISTANCE LEARNING

### Manor Independent School District "Return to School" Options

**Parent Choice**  
Parents will determine an option for each of their scholars before fall break.

**OPTION 1**  
Face-to-Face Option

OR

**OPTION 2**  
Distance Learning Option

**Instructional Model**

Face-to-Face Learning

100 % Distance Learning

**Student Experience**



Students will return to campuses, with safety precautions in place. Students will receive face-to-face (traditional) instruction.  
*\*Unless schools are closed*

Students will be engaged in distance learning at home through both *synchronous* and *asynchronous* activities.  
*\*If schools are closed, this model will be utilized for ALL students.*

## Elementary

Scholars will receive a full day of instruction with a minimum of 180 minutes of instruction per day inclusive of Synchronous and Asynchronous Instruction clearly defined per campus to scholars and families

## Core and Specials Instruction

### Asynchronous Instruction



Scholars will receive asynchronous (Via LMS system) instruction in class every day:

- Google Classroom
- SeeSaw
- Echo

### Synchronous Instruction



All scholars will receive synchronous instruction every day:

- Elementary: 45-60 minimum minutes for reading and mathematics every day; in addition to science and social studies rotating time windows.

Specials classes will provide both Asynchronous and Synchronous Instruction per campus schedule clearly defined for parents and scholars

Core and Elective Instruction		
<b>Secondary</b>  Scholars will receive a full day of instruction with a minimum of 240 minutes of instruction per day inclusive of Synchronous and Asynchronous Instruction clearly defined per campus to scholars and families	<p style="text-align: center;"><b>Asynchronous Instruction</b></p> <div style="text-align: center;">  </div> <p>Scholars will receive asynchronous (Via LMS system) instruction in class every day:</p> <ul style="list-style-type: none"> <li>● Google Classroom</li> <li>● SeeSaw</li> <li>● Echo- New Tech MS/HS Only</li> </ul>	<p style="text-align: center;"><b>Synchronous Instruction</b></p> <div style="text-align: center;">  </div> <p>All scholars will receive synchronous instruction every day:</p> <p>Note-Some secondary campuses have a blocked scheduled</p> <ul style="list-style-type: none"> <li>● Middle School: 40 minutes (each) for English Language Arts and mathematics every day, as well as, science and/or social studies every day;</li> <li>● High School: 45 minutes (each) per period; or</li> <li>● Manor New Tech (HS only): 15 minutes (each) period with the teacher working with individual groups on Project Based Learning for the duration of the period.</li> </ul>
	<b>Electives, PE and Athletics classes will provide both Asynchronous and Synchronous Instruction per campus schedule clearly defined for parents and scholars</b>	
<b>Scholar Expectations</b>	<ul style="list-style-type: none"> <li>● Follow the schedule communicated by the home campus to attend teacher check-ins</li> <li>● Designating a work space and work times at home</li> <li>● Showing proof of participation in daily virtual instruction by satisfactorily completing assigned assignments to demonstrate evidence of student learning ie. video, picture, or activities submitted as lessons and/or completing assignments</li> <li>● Be responsible by asking for help, asking questions, and attending tutorial sessions</li> <li>● Attendance will be taken based on daily attendance during live instruction and completion of daily assignments</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the schedule communicated by the home campus to attend scheduled interactive class online with your teacher</li> <li>● Designating a work space and work times at home</li> <li>● Take notes, and ask questions during live instruction and receive immediate feedback</li> <li>● Turn in school work daily</li> <li>● Show up for live synchronous instruction on time, dressed appropriately, ready to learn</li> <li>● Show your face on the screen to engage with the teacher virtually- Please work with your teacher if this is a concern</li> </ul>

# Special Programs

Students in special programs (Bilingual/ESL, Section 504/Dyslexia, Special Education) will follow general education protocols based on the parent's choice. Every student with a disability is entitled to a free appropriate public education. Manor ISD will make every effort to provide special education and related services to students in accordance with the child's individualized education program (IEP). For students entitled to FAPE under Section 504, services will be provided consistent with their Section 504 Individual Accommodation Plan (IAP). Students in Bilingual or ESL programs and gifted and talented services and those receiving RTI services will continue to receive services on the same schedule, both in person and online.

# Your Family Choice

Manor ISD wants to reassure families who are concerned about their students returning to in-person learning in the fall that families have choice. ***You may select either a Traditional model, or 100% distance-learning option for the year for any or all of your students.*** There are a number of factors to consider when you are deciding whether to have your students return to school under the district's plans or to keep your children at home by choosing the ***distance-learning only option.***

The [American Academy of Pediatrics'](#) guidance strongly advocates that students be physically present in school. They further state that "Schools are fundamental to child and adolescent development and well-being." In Manor ISD, we believe that one of the most important factors to improving student achievement is the relationship between the student and teacher, and our teachers are eager to be back in the classroom with your children to show them how greatly they are valued. Nevertheless, we are committed to providing excellent instruction both online and in person, and we are growing our own abilities to do so through professional development over the summer. Of course, this is a very personal decision for each family. We encourage you to consider these additional factors in your decision making process.

## Considerations

### Protocols

Masks will be required of all staff and students (unless a medical impairment prevents it) and must be worn when entering all MISD schools or office buildings, on buses, and within 6 feet of others on the grounds. It is important to consider how your children will respond to this requirement. If a child arrives without a mask, or the mask is damaged during the course of the day, he or she will be given one to use by staff.

There will be only two entrances to the school. The front entrance will be for car riders only, and parents will not be allowed to exit their cars or come into the building at all. The other entrance will be for bus riders, and students exiting the bus will be required to line up 6 feet apart and have a temperature check prior to entering the building. If your students are found to have a temperature greater than 100 F, you must come pick them up *immediately*.

Social distancing protocols will be in place throughout the buildings. Parents will not be allowed into the building except by appointment with a school administrator. You will not be able to walk a child to the classroom, or even into the building. Family members will be asked to remain in their vehicles when dropping off students.

It is important that your students be willing and able to follow directions and comply with the requirements of these protocols for the safety of themselves and others.

## Instruction

For families, it is important to consider whether your household routines will support the structure and focus that is required for effective distance learning. For many parents, it is essential that students be in school in person so that the family members can go to work.

Another important factor is your child's comfort level with the online classroom. Fortunately, we have all had a preview of this experience. Consider whether your child is able to navigate the various systems that he or she is required to use for class. Is your child able to recall passwords, keep track of assignments, and communicate with the teacher virtually? How does your student interact with virtual classrooms? If you do not have access to a device and internet, Manor ISD is committed to ensuring that you do have access to one this fall. Will your child be able to utilize a device, and will the family be able to troubleshoot basic problems, or find support? These are just a few of the questions that should be discussed in the home before your decision is finalized. ***Of course, we will support you in every way possible to ensure that your child has a quality educational experience this year.***

## Grades

Regardless of your choice, ***all students will receive grades on the same grading scale for the same (or equivalent) work produced in class, both in person and online.*** This will be the same MISD grading policies that were in place before the COVID-19 pandemic.

Asynchronous and synchronous distance learning will require the same frequency of graded assignments and follow the same grading policy as in the face to face classroom. There will be no differences in the rigor of the classrooms between face to face and distance learning.

## Attendance

Student attendance will continue to be recorded through Skyward software. Students who are on campus will have attendance recorded directly into Skyward. All students who are distance learning will have their attendance obtained by their teachers and transferred into Skyward through daily online check-ins and completed assignments per Texas Education Agency (TEA).

Attendance may look different depending upon your choice of in person or distance learning instruction. For distance learning, TEA has given us two ways to count attendance. Both of these are listed below.

### Remote Asynchronous Instruction

In asynchronous instruction, the teacher may count any of the following interactions as "present" for that day:

- Daily progress in the LMS, as defined in the approved learning plan
- Daily progress via teacher-student interactions, as defined in the approved learning plan
- Completion/Turn-in of assignments from student to teacher (via email, on-line, or mail)

**TEA requires that students engage with the classroom *each* school day**, and they cannot simply submit work for the week in one day and consider that attendance for the week. One of the above three methods of attendance must be present in order to count the student as present on each day of the school week, or the student will be marked absent. *Normal absence and truancy rules apply to asynchronous, synchronous and in-person instruction modes equally.*

## How to communicate your selections

MISD has sent out a Return-to-School Determination form to families asking them to select a learning option as we plan for our scholar to return in person on October 19. If you have not completed the Return-to-School Determination form, [click here](#). This will allow the district to have a better understanding of the number of students that may participate in distance learning or be present on campus when we physically return to school. To make changes to your decision, use the link above or the one provided in your email invitations to amend your responses.

Please access your Skyward family access account [here](#) to make sure we have your most up-to-date information. You may also access our fall registration reminder here. **It is extremely important when completing the Return-to-School Determination Form that a learning option is selected.**

If you do not have access to the internet, you may also contact your campus and communicate your preferences by telephone.

## What to do if your needs change during the school year

Parents will be asked to commit to a learning plan (either full year distance-learning or follow the district's pathway) in a determination form that will be sent out on September 21st. Forms should be completed no later than October 1st. **Once the initial selection has been made, the student will remain in that setting until the end of the grading period.** No changes will be made to return a student to face- to-face instruction until the end of a grading period. If a family experiences a COVID-19 related disruption, a student may be switched to distance learning at the discretion of the campus principal *at any time*. Any changes to instructional types are subject to the availability of staff and seats for each campus, and must be approved by the campus principal in accordance with district guidance.

## Technology Access

*It is our commitment that all students will have access to an appropriate wifi-accessible or broadband-connected device by the first day of school to provide access to ALL learning platforms.*

All instructional staff and administrators receive professional development to deliver and evaluate instruction effectively using distance learning tools and LMS platforms.

In addition, ongoing support will be offered throughout the year to develop and deliver engaging online content while students are online. All instructional staff and administrators will receive professional development on remote learning foundational systems, and on how to effectively switch between traditional and distance learning models, prior to the start of classes for the 2020-21 school year.

Infrastructure systems are in place to provide security, access, and the environment to host innovative & higher-order thinking applications for all students.

**In addition, Manor ISD will ensure that any family that requires access to a district device and/or a MiFi (Internet Hotspots) will receive one. Please contact your campus regarding potential needs for these devices.**

To ensure a safe and healthy environment, access to computer labs will be restricted until further notice.

### **Scholar expectations**

Scholars that were issued a District device (iPad/Chromebook/Laptop) are expected to bring that device fully-charged to school if they are choosing in-person learning. It is the responsibility of the scholar and family to ensure that the device is in their position during transportation to and from the school as well as during the school day. Sharing of devices among scholars is prohibited.

Scholars that choose to attend in-person learning that were not issued a District-device will be given access to a device to use during the day, as well as a cart assignment to leave it charging overnight. For reasons of health and safety, the scholar must always use the same device each day. Campuses will ensure that enough charging stations/carts are available for scholar use.

## **Technology Support**

Technology support for students will be channeled through her/his teachers. The teacher will be interfacing with the District's Technology Services department to ensure the issues arising with the student's device are resolved. In addition, teachers will be trained to support students with typical questions such as retrieving passwords, accessing new software, and navigating our systems.

**Helpful videos will be posted on the MISD Return to Learn support page to offer additional support for students and families.**

# Athletics & Extracurricular Activities

At this time, we will offer athletics and extracurricular activities in the fall and spring semesters. However, activities, practices, and schedules have been modified to ensure students remain physically distanced wherever possible.

It remains possible that some or all of our athletic seasons may be changed or shortened. These decisions are also subject to change during the season depending on the status of COVID-19 in our state and region. There are no academic or extracurricular field trips at this time, with exceptions given to UIL required events. Athletics only will travel to away games. Travis County has given us recommendations for occupancy and how to ensure safety for each stage within the risk-based guidelines. For each stage we are able to adjust the numbers of students and spectators permitted at each game.

The following policies and procedures must be followed during re-entry:

- Voluntary participation: Practices are strictly voluntary and not mandatory. Your son/daughter will not be reprimanded should you decide to remain in at-home-shelter. Parents will be responsible for providing transportation to and from practices.
- Temperature reading: Students and staff will be required to have their temperature taken upon arrival. Anyone with a temperature over 100 F, will be asked to go home, and the students' parents will be contacted.
- Avoid large gatherings: Students and staff must maintain at least six feet of distance from all sides when not actively practicing or rehearsing. When actively practicing and rehearsing, students and staff must maintain at least ten feet of distance from all sides. Students who are not actively practicing to wear cloth face masks.
- Social distancing enforced: Students and teachers will be directed to remain 10 feet apart when outside. For athletic events players and participants will maintain 10 feet of distance from spectators while on the field or in the stands.
- Hand Sanitizer: We will provide hand sanitizer and wipes for students and teachers.
- Masks: When not practicing, students will be required to bring and wear their own masks while maintaining social distance.
- Water: Students will be required to bring their own water and will not be allowed to share water or food with other students.
- Band, cheer, and drill team will participate at home games maintaining social distancing. Information regarding Fine Arts and Covid-19 updates can be found on the [Fine Arts Webpage](#).

# Transportation

**The transportation plan for the district will look somewhat different this year in order to allow for proper social distancing however, there may be exceptions due to the multitude of student ridership. We will follow all TEA guidelines to include face mask, hand sanitizing, and bus ventilation when possible. These are briefly mentioned below, and will be outlined in more detail as the start of school approaches.**

- All drivers and passengers will wear a mask while on the bus.
- Hand sanitizer will be mounted in the front of the bus for everyone to utilize.
- All students will be seated from the back of the bus moving forward to help prevent student contact. Students may be asked to sit 2 per seat (3 per seat if family).
- All students will be required to sit in an assigned seat while on the bus (families shall sit together).
- Students will unload the bus beginning with the front seat moving backwards.
- When possible, bus drivers will open windows or roof hatches to allow outside air to circulate through the bus.
- Buses will be sanitized between each bus run and at the end of the day.

This may result in some changes to your bus route and bus stop location, so please double check your stops the week before school begins to ensure you know where to go. Here is the link to check your route: <http://www.infofinder.com/ifi/?cid=M13E6M87582>

It is a good idea to talk with your children about what all of this will look like. Bus monitors will ride with each special needs bus and Pre-K shuttles to ensure student safety and compliance with TEA guidelines.

Finally, in the event that the district is moved to a fully distance learning model due to high spread and student transportation is not necessary, MISD buses may be utilized in other capacities, such as possibly delivering meals or technology to students, setting up wifi hotspots in hard-to-reach locations, and in other ways.

# Health and Safety

The district will implement a variety of health measures in anticipation of students and staff returning to school. As a district we are aware that the current pandemic is rapidly changing and with those changes come modifications in our practice in schools to ensure the health and safety of our students.

Please know that we are closely monitoring this situation and will continue to communicate with you via the Manor ISD Communications Department how these changes may or may not impact students. In the absence of public health guidance for schools from the local and state officials, Manor ISD has established a guidance in the interim based on best practices.

## COVID-19 Point of Contact

The campus principals will identify a COVID-19 Point of Contact for parents and staff to contact regarding questions or concerns. In addition, this person will work closely with the nurse, communicate concerns and lessons learned related to COVID-19 preventive activities and response. You may access the list here: [COVID-19 Point of Contact](#), or in the appendix of this document.

## COVID-19 Dashboard

The [COVID-19 Dashboard](#) has been posted on the district website to provide families, staff, and community with a transparent summary of COVID-19 cases and will be updated weekly. A [COVID-19 Decision Map](#) has been created and is posted on the district website. This tool is useful in helping staff and parents make a decision on when not to send their child to school if they are sick.

## Prescreening

Parents must ensure they do not send their child(ren) to school on campus if they have a temperature of 100 degrees F or greater, if they have any of the COVID-19 symptoms or are lab-confirmed with COVID-19.

Parents may also opt to have their child(ren) receive remote instruction if they had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

Parents are required to pre-screen their child(ren) every day for COVID-19 symptoms and take their temperatures before sending them to school.

A Prescreening Attestation Document has been included with the enrollment packet for parents to acknowledge that they have read and agreed with the document. Click on the link to see a copy of this document that is in Skyward Family Access [Pre Screening for Manor ISD Students](#).

Has your child begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100 degrees 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

#### Emergency Warning Signs

If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

## Signage

Signage in classrooms, hallways, and entrances will be posted to communicate how to stop the spread. The posters include information regarding COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school and district-specific protocols.

## Handwashing

- Hand sanitizer units will be stationed at the entrances and exits, throughout the buildings, in every classroom and on the buses.
- Students and staff will be instructed and regularly reminded about the importance of proper handwashing.
- Teachers may allow for more breaks to give students the opportunity to wash their hands, either at a classroom sink or in a restroom.

## Face Masks

Non-medical grade disposable face masks, cloth face masks that fit snugly against the sides of the face (over the nose and mouth) to protect eyes, nose, and mouth are required to be worn by all staff and students.

- Staff and students must wear face masks at all times while in any MISD school buildings or offices.
- Masks may only be removed in doors when eating and drinking.
- Masks may be lowered when students and staff are outdoors as long as social distancing of 6 feet or more is maintained. This must be closely monitored at all times by staff.
- Staff and students are required to wear masks while riding the bus to and from school. If a student does not have a facial mask, one will be provided.

Cloth masks should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the mask without assistance.
- Anyone who cannot tolerate a mask due to developmental, physical, medical, or behavioral health needs. Parents will need to submit a request of accommodation to campus administration.

Staff will instruct students on how to properly wear face masks, to maintain hand hygiene when removing for meals and physical activity. Resources will be sent to parents on how to safely wear, remove and replace, and maintain (washing regularly) face masks. S

### [How to Safely Wear and Take Off Masks](#)

## Temperature Screening

Touchless thermometers will be used to take temperatures of all students and staff before they enter the school buildings on a daily basis.

Staff will follow this guidance when taking temperatures:

- Use a touchless thermometer
- Wash hands before and after touching the thermometer.
- Clean the touchless thermometer after students' temperatures have been taken.

Please understand that if students have a temperature of greater than 100 F, they will be sent home with follow up from the campus nurse and/or the district's Health Services Assistant Director.

If families are in need of a thermometer or thermometer forehead strips, please call (512) 278-4095.

## Isolation Rooms

A room at each campus will be designated to separate anyone who exhibits COVID-19-like symptoms. Each room is equipped with HEPA filters designed to stop or capture particles in the air that could spread the virus.

- Employees will contact the campus health office before sending a student out of the classroom. The nurse will meet the student at his/her location to transition to the designated triage/isolation room.
- When a student or staff member has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- The parent of the sick child will be contacted and asked to pick the child up from school within 30 minutes to one hour. If a parent or emergency contact can't be reached, a home visit attempt will be made by district staff to reach the parent.
- The remaining students in the classroom will be taken to an alternate location so the room can be thoroughly sanitized.
- The campus nurse will contact 9-1-1 if the student's status is unstable.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
- Students or staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during that time.
- The District's Assistant Director of Health Services will maintain close communication with the family and will refer families to resources within the district and community if needed.
- The district will consult with the Austin Public Health Department for reporting and school closure guidance. Notification of students and staff who had direct contact with a person who has a confirmed positive test result for COVID-19.
- Notify the Assistant of Director of Health Services at (512) 278-4093 or [diana.riosrodriguez@manorisd.net](mailto:diana.riosrodriguez@manorisd.net) if you or your student exhibit symptoms of COVID-19 or are diagnosed with COVID-19.
- For more information about what to do if you become ill, visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

### **Case Review and Reporting for School-Based Exposure**

- Any student or staff member noted to have exposure or symptoms of COVID-19, or a positive test confirmed COVID-19 result, must remain off campus until they meet the criteria in the section below for re-entry.
- The report to Austin Public Health includes whether or not the individual was or was not wearing a mask.
- District leadership will discuss the potential or need for a partial or full campus wing/school closure and communicate with families and staff accordingly.
- Assistant Director of Health Services will notify the Austin Public Health Department and maintain the attendance rosters for all classes the teacher/employee covered or taught for the purpose of contact tracing.
- Any person(s) who may have been exposed will be notified the same day.
- The district will follow the current local health department and or primary care physician guidance for when a person may return to school.

### **Individuals Confirmed or Suspected with COVID-19**

1. Any individuals who themselves either:

(a) are test confirmed to have COVID-19

(b) experience the symptoms of COVID-19 (listed above page 21-22) must stay at home throughout the infection period.

The student or staff 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:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);

ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and

iii. at least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either

(a) obtain a medical professional's note clearing the individual for return based on alternative diagnosis

(b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.

### **Identifying Possible COVID-19 Cases on Campus**

- Schools will immediately separate any student who shows COVID-19 symptoms while at school, will be assessed by the campus nurse and will wait in an isolation room until the student can be picked up by a parent or guardian.
- Students who report feeling feverish will be assessed by the campus nurse and will be temperature checked to determine if they are symptomatic for COVID-19.
- The students will be supervised by a campus staff member who will be wearing appropriate PPE at all times.
- Schools will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

### **RESPOND: Practices to Respond to a Test Confirmed Case in the School**

#### Required Actions if Individuals with Test-Confirmed Cases Have Been in a School

1. If an individual who has been in a school and has a confirmed positive COVID-19 test result, the Health Services Director will notify the local health department, 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).
2. The school will close off areas that are heavily used by the individual with the test-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the district will notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate with any on campus activities.
4. Upon receipt of information that any teacher, staff member, student, or visitor at a school is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

### **Staff Education**

The following topics will be covered with staff prior to the start of school:

- What is COVID-19?
- Personal Protective Equipment

- Hygiene and Hand Washing
- Temperature Check Protocol
- How to use the Non Contact Thermometer
- Respiratory Etiquette
- Social Distancing
- Cleaning and Disinfecting
- Pre-Screening Assessment
- Food Services Protocol
- Campus Resources
- Accessing Health Services
- Case Investigation & Case Reporting

## Mental Health Support

All students may face additional stress and anxiety during this time period, and going back to school in the fall may raise some unexpected health issues. Teachers and support staff will be trained in recognizing mental health issues in both in-person and distance learning contexts. In addition, counselors will be providing “Trauma-Informed Classroom” training and ongoing support for staff at campus monthly faculty meetings.

Throughout the year, counselors will review, model, and teach innovative trauma-informed strategies for staff to use the most effective tools. These will include creating a safe environment, meeting students where they are, and maintaining a clear, predictable routine to provide a sense of stability. Counselors will focus on an inclusive community by continuing to participate in “No Place for Hate” in partnership with ADL Austin.

Student guidance lessons will focus on having a growth mindset and practicing self-efficacy, which will help students develop confidence in the ability to exert control over one’s own motivation, behavior, and social environment. If a student needs additional support, the campus counselors will provide support and /or refer to mental health service providers within the district. Please see the **additional support services section** in the appendix of this document for some additional resources for families.

## Transitions between Classes

To help avoid situations in which large groups of students are gathered in one place, the movement in the building will be adjusted. This is to ensure proper social distancing and to avoid congregating in common areas and hallways during classroom transition. Markings will be applied to the floors and sidewalks as physical guides to create one-way routes.

In grades K-2 in elementary schools, students will stay in their designated homerooms for all core classes. For departmentalized classes, students will be dismissed for transition in accordance with social distance protocols. There will be clear markings on the floor for direction

and teachers will be standing at the doorway to their classrooms in order to assist with hall monitoring, while students social distance during the transition.

In middle schools and high schools, students will be dismissed for transition in accordance with social distance protocols. There will be clear markings on the floor for direction and teachers will be standing at the doorway to their classrooms in order to assist with hall monitoring.

Bathroom use will be limited during transitions depending on the campus layout. For safety precautions, we ask that students check in with their teachers to receive a restroom pass. Restroom and hand hygiene breaks will be scheduled.

## Entering/Exiting Schools

To protect students' safety and provide for more orderly temperature taking, all students will enter and exit each building through one of two entry points, depending on their transportation for arrival and dismissal. As they enter and exit the building, they must wear masks and wash hands with hand sanitizer.

Family members should not leave their vehicles when picking up or dropping off students and temperature checks will occur for every person entering the building. Family members will not be allowed beyond the front office for any reason, including for breakfast or lunch.

We strongly encourage parents and guardians to schedule virtual meetings with their teachers and administrators for safety. Parents/guardians may schedule meetings with administrators by contacting the front office at their respective campus to schedule an in person appointment at the discretion of the campus administrators.

Until further notice, volunteers will not be permitted to assist on campuses. Volunteers may call the campus front office to see if there are ways a campus can utilize their help without being on campus.

### **Dismissal Protocol**

Students will have a staggered release to ensure adherence to social distancing protocols. Car riders and walkers will be dismissed first. Bus riders will be dismissed by route.

## Facilities and Maintenance Safe Guards

### **Daily Cleaning**

In order to maintain a clean, safe environment all bathrooms in all buildings will be cleaned hourly. Door handles and stair rails will also be cleaned hourly. Each building will be deep cleaned after students leave the building each day and each day students are not on campus during the week. Building fogging and additional cleaning will take place on the weekends, as

needed. Campuses that have been exposed to a person with COVID-19 are subject to partial or complete shutdowns in order to fog and disinfect the building thoroughly. Teachers will also be provided with sanitizing wipes or disinfecting spray to maintain clean classrooms throughout each day.

### **PlexiGlass Shields**

Plexiglass shields will be installed at all front office reception areas for each campus and all district buildings. Each building will have two 3ft.x 3ft. shields hung from the ceilings in the appropriate areas to protect front office staff from any visitors entering the building. Additional areas on campuses may require plexiglass shields, as well. Each campus will be evaluated and needs will be met accordingly.

### **Social Distancing Markings**

Each campus and district building will be provided with floor markings as reminders to maintain 6ft. apart and practice safe social distancing. Posters will also be provided to each campus detailing the practices of social distancing, as well as health and safety protocols for the district.

### **Drinking Fountains**

Drinking fountains will be turned off and water hydration stations will be installed so students can fill their bottles throughout the day. Students may bring their own water bottles. If students need water bottles, the district will have additional in stock. To avoid cross-contamination, we will request that elementary teachers write the students' names on the bottles and that secondary students write their names on their bottles.

## **Issues Related to Student Safety**

### **Disciplinary Issues**

Students committing disciplinary actions while in school may result in in-school suspension while on campus. Any extreme behaviors will result in the student not being allowed to attend campus learning and only being able to attend online learning for a designated amount of time, depending on the infraction.

In addition to the student remaining at home, online Restorative Practices will be provided for the student while not at school. Student infractions that occur on campus will be reviewed on a case- by- case basis. Parents may review the Student Code of Conduct on the Manor ISD website at this link: <https://www.manorisd.net/Domain/130>.

# Food Services

## When students are on campuses

If school is in the full traditional mode, we will provide both breakfast and lunch but with additional attention to a new safety checklist and strict adherence to CDC recommendations which will include the use of gloves, face masks, and social distancing by staff. Staff will practice proper hand hygiene and be cleaning & sanitizing kitchens and touched surfaces frequently. Customers & staff will maintain a 6-foot distance during meal service. Visual cues such as tape on the ground or signs will be placed to notify customers where to stand during the process.

Additional safety measures that will occur on campus:

The Food Services Department will limit the handling of cash transactions and encourage all parents to submit funds online. In addition, a la carte sales will be limited or possibly eliminated which will help reduce any risk of possible exposures. Each student who requests breakfast will be served in the hallway and will eat in their classroom.

All waste will be bagged and put at the door for pick up from the custodian.

Only one student at a time will go through the lunch line at all elementary schools. They will receive a complete meal, and exit the line after being checked off. The secondary schools will use markers to space out the students keeping them six feet apart as they go through the line. They will also receive a complete meal and be checked off as they exit.

## When students are learning remotely

We will provide curbside meals for pick up on a daily basis. Times and locations will be updated on the district website. All employees will wear masks and gloves and be subject to a safety checklist every day, which includes checking temperatures. If there are any concerns or questions, parents are encouraged to contact the Food and Nutrition Hotline at 512-278-4073.

# Child Development Center (CDC) Reopening Procedures 2020

**CDC Staff will return August 3rd, and children will return on August 10, 2020**

*The plan is based on the recommendations of the childcare guidelines of the Center for Disease Control, Governor Abbott's Minimum Standard Health Protocols for the reopening of Texas Childcare updated on July 2, 2020, and New Emergency Rules for Child Day Care Providers from the Health and Human Services Commission effective on June 25, 2020.*

***NOTE: During times when the district is fully remote, the CDC will have a temporary schedule of 7:00am - 5:00pm, and will return to the regular schedule of 6:30am-5:30am when the district returns to in-person schedules.***

Until further notice, beyond our normal health and safety practices, we will implement the following additional rules and procedures in an effort to protect our CDC children and CDC staff to slow the spread of COVID-19. These rules are temporary and are subject to change. If changes are updated, you will be notified.

**Masks will be required of all persons (unless physical impairment prevents it) and must be worn when entering all MISD schools or office buildings, or within 6 feet of others on the grounds.**

## **Parent's temporary drop-off and pick-up procedures:**

- Parents will enter the sidewalk and stand on the red dots to social distance until it is their turn to check their child in. When it is their turn please stop in front of the gate by the playground with your child.
- Hold the hand of your child while walking so your child doesn't run around while waiting for your turn.
- Masks that cover the nose and mouth are required to be worn when on school grounds for all staff and parents. Children over 2 years old may wear a mask at the parent's discretion. Please provide the mask for your child if you want them to wear one.
- Try to help limit the spread of germs by having the same parent drop off and pick up their child/children.

- Your child's temperature will be taken when dropping off him or her at the check-in table in front of the gate by the infant playground. Anyone with a temperature of a 100 F or higher will not be admitted inside the gated area.
- Children will be escorted to their classroom by a teacher who will be acting in the role of a runner. When the runner comes up to the door of the classroom hallway she will use hand sanitizer on herself before opening the door. Every child will immediately wash their hands with soap and water when entering the classroom.
- Parents are not allowed past the gate, but if for some reason a parent did have to enter past the gate their temperature would need to be taken also.
- Only CDC staff will be allowed inside the building/classrooms.
- As of now, your child's teacher will sign your child in and out of the center when your child arrives to the classroom and once your child departs for the day.
- Car seats must be taken with the parent and cannot be left at school.
- When picking your child up at the end of the day please call the school and let us know you are outside or come to the door and knock and someone will help bring your child to the front.
- In Inclement weather you will bypass the gate by the playground and enter from the front door of the school. Children will be received at the door.

### **Watch for Symptoms**

This information was taken directly from the (CDC) Center for Disease Control website:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

*People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:*

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The Center for Disease Control will continue to update this list as we learn more about COVID-19.

### **A child with COVID-19 symptoms**

If a child becomes sick at school with any of the symptoms listed above, including a fever over 100.F degrees, they will be removed from the group and isolated in the library. Temporarily, the library will be used as a designated isolation room. A teacher will stay with your child until he/she is picked up by a parent or caregiver. Please make arrangements to pick up your child within 30 minutes to one hour of being called.

Your child may return to the center if she/he has been free of fever and symptoms for 24 hours **AND** have obtained a doctor's note clearing the individual for returning.

Please understand that a positive case within the school community may result in a full or partial temporary closure of the school. We will follow any recommendations on temporarily closing a classroom or the campus, if necessary, from the Health and Human Services and the MISD health services department.

If an extended absence is required due to a COVID-19 diagnosis or exposure, please speak to the Director about possibly discounting your tuition. A signed doctor note with signature and stamp showing the diagnosis will be required.

### **Child Development Center Frequently Asked Questions**

**1. Will everyone's temperature be checked upon entering the center?**

*Yes. Anyone who enters through the gates will have their temperature checked.*

**2. Does my child have to wear a mask at the center?**

*No. But children over 2 years old are allowed, but not required, to wear a mask at the parent's discretion. Children under 2 years old are not allowed to wear a mask for safety reasons. Parents are asked to provide a mask for their child if they wish for them to wear one.*

**3. Will staff and teachers be required to wear masks?**

Masks will be required of all adults (unless physical impairment prevents it) and must be worn when entering all MISD schools or office buildings, or within 6 feet of others on the grounds. When classes go outside the teacher may remove her mask if they are able to social distance from the children by 6 feet.

4. **Will classrooms be mixing with other classrooms during play?**

**No.** *The teachers will only be assigned to one group of children in their classroom and will not be allowed to visit in another classroom. Also, playground times will be staggered so that only one class is on each playground alone so as to not mix with other children. Children will continue to play, eat, and sleep in their own classrooms.*

5. **Will the cleaning and sanitizing be different from what it was before?**

**Yes.** Cleaning toys/equipment and washing hands at various times of the day is already normal practice. Handwashing using soap and water is the best defense against the spread of germs and will always be preferred over the use of hand sanitizer. We will clean frequently used areas at least twice a day. We will temporarily stop the use of sensory tables and fabric toys that are harder to disinfect.

6. **Will children continue to go to the library?**

**No.** *Library visits will be canceled at this time and the library will be used as the designated Isolation room for any child or teacher that becomes ill during the day.*

7. **Will the center be allowing visitors during the day?**

**No.** *Visitors and tours of the facility will not be allowed **unless they are therapists of specific children** and if so, the therapist will need to conduct the services outside of the child's actual classroom. Outside at a picnic bench will be preferred.*

Manor ISD Child Development Center procedures that relate to the COVID 19 pandemic have been added to the CDC Family Handbook in July 2020. *These rules are subject to change at any time. If this happens, all families will be notified immediately.*

**If you have any questions or concerns, please direct them to the Director of Early Childhood at [stacy.signaigo@manorisd.net](mailto:stacy.signaigo@manorisd.net).**

## Appendix

Here are some helpful links and resources. Also attached in the appendix are copies of important documents that you may be needing to fill out and return to the district offices.

**Video from TEA titled *Talk it Out Daily***

<https://www.facebook.com/TexasEducationAgency/videos/961849760942350/>

**Supporting Your Child and Family During COVID-19**

[https://drive.google.com/file/d/1\\_6ljHFjXeqSTYeOPTcwB4XZJQirLfGq8/view](https://drive.google.com/file/d/1_6ljHFjXeqSTYeOPTcwB4XZJQirLfGq8/view)

## How to get help for family members

We understand that this is a difficult time for some of our parents and that they may need a little help. Beyond the support of district counselors, social workers, parent liaisons, These are some helpful resources for you to receive assistance.

### **MISD Resource Guide**

This guide is filled with many resources that a family may need to access during these challenging times: <https://www.manorisd.net/Page/237>.

### **MISD Community Resource Line**

Families may call the Partnerships and Wellness Department at (512) 278-4095 to receive direct and/or referral support.

### **Information and Referral Line**

**2-1-1 Texas**, a program of the Texas Health and Human Services Commission, is committed to helping Texas citizens connect with the services they need. Comprehensive locator and services include food, housing, money, legal, and additional mental and behavioral health services.

2-1-1. Translation available in Spanish

### **Manor Mustang Health Center**

People's Community Clinic clinicians at the Manor Mustang Health Center provide medical care services to Manor ISD students year-round. The clinic is located in a modular building in front of Manor New Tech Middle School.

Services are available to:

- Anyone 2 months to 18 years.
- Anyone not covered by insurance
- Anyone covered by Medicaid, CHIP or some insurance plans in the district.

A financial counselor is on-site to help you find the best care plan.

### **CommUnity Care COVID-19 Drive Through Testing Site**

Manor Senior High

14832 FM 973

Manor, TX 78653

Every Wednesday from 6:30 am - 1:30 pm

## **COVID-19 Mental Health Support Line**

Texas Health and Human Services Commission (HHSC)

1-833-986-1919

Translation available in Spanish

## **Manor ISD Mental Health Resources**

Please contact Becky Lott at 512-278-4462 for questions regarding these services.

## **Communities In Schools of Central Texas**

The founding principle of Communities in Schools (CIS) is to establish one-on-one relationships with individual students in order to support them beyond obstacles to success in school.

Communities in Schools Program Managers connect personally with students who have been referred by teachers or administrators to improve student achievement. They may provide individual counseling or support groups, basic life skills, tutoring, mentoring, or enrichment opportunities – whatever it takes to help the child succeed.

CIS is located at:

**Elementary:** Blake Manor, Decker, Oak Meadows, Lagos, ShadowGlen , Manor Elementary Early Learning Center.

**Middle Schools:** Manor Middle and Decker Middle

**High Schools:** Manor High, Manor Senior High and Manor Alternative Program

## **Integral Care**

Behavioral health services are provided through Integral Care therapists at many of the campuses. Any student on campus who appears to be experiencing behavioral health challenges may be referred to Integral Care for an intake.

Examples include:

- Significant changes in appearance or social group
- Extreme mood swings or noticeable changes in personality
- Threats of hurting self or others.
- Not participating in or enjoying things he/she used to – class, sports or social activities
- Recent loss or end of a relationship
- Physical complaints such as headaches or stomach aches.

### **Integral Care - Family With Voices**

Families with Voices (FWV) is a multi-agency collaborative, led by Integral Care, targeting families facing challenges in housing, workforce development, food, transportation, behavioral health, and child development specifically in the 78653 Manor area. Within a 12-18 month program period, families who meet enrollment criteria will have the opportunity to work collectively with a team of professionals dedicated to helping them work on goals that address some of their greatest barriers to self-sufficiency.

### **Council on At-Risk Youth**

Council on At-Risk Youth's mission is to empower at-risk youth at Manor Middle School with life skills to avoid crime and violence and, ultimately, break school to prison the pipeline.

CARY's full-time social worker at Manor Middle School provides delinquency and youth violence prevention to at-risk through PeaceRox, students a two-semester evidence-based curriculum, that teaches positive social skills, anger management, character education and empathy.

### **National Suicide Prevention Lifeline**

Crisis support for people thinking about suicide  
1-800-273 TALK (8255)  
Spanish Line: 1-888-628-9454  
TTY: 1-800-799-4889 (Deaf and hard of hearing)

### **National Crisis Text Line**

Counseling support by text  
Text "HOME" to 741741 - English only

### **The SAFE Alliance**

Advocacy and crisis intervention/face-to-face emotional support is available Mon - Fri from 8 a.m. to 4 p. M. Call 512-267-7233 or text 737-888-7233 for more information.

### **Definitions:**

Close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.
- c. Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the

case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirmed COVID-19 lab test.

The definition of close contact is evolving with our understanding of COVID-19 and individual scenarios should be determined by an appropriate public health agency.

## Parent's FAQs

**1. How do I notify the district of my determination?**

A determination survey was emailed for parents to complete. Parents will be allowed to make their choice between September 21 to October 1st.

**2. Will my choice of options change who is assigned to my student as a teacher?**

**3. Has your plan been updated to reflect notification regardless if the child was wearing a mask in accordance with CDC guidelines?**

The reports to the Austin Public Health Department include whether or not the individual was wearing a mask or not wearing a mask. This will be reflected in the Return to Learn plan.

**4. Is there a plan to bring in a significant amount of additional teachers to cover for additional sick days required? Would substitutes be assigned to a class, so we don't have them intermingling with classes?**

**5. What will be the max number of students in a classroom?**

