

Dear Parents/Guardians/Districts,

We are excited to begin another school year with your student at Shiloh Treatment Center (STC). School is scheduled to begin on August 17, 2020. We have been preparing the school, staff and teachers over the last few months to provide a safe learning environment for all students. Your child's safety and wellbeing are especially important to us and we want to make sure we can provide school services in the most protective environment for everyone's safety and health. While it is not possible to eliminate all risk of furthering the spread of COVID-19, these strategies can help to significantly reduce the risks to students, staff and families. We have carefully studied all standards from all state, local and federal governing bodies such as the CDC/TEA to guide us on procedures to follow and implement for the upcoming school year. STC will be offering classes in person and remotely. Below you will find sections discussing COVID-19 health/safety, safety procedures for face-to-face instruction, remote learning requirements, and attendance/grade requirements. Please review all guidelines before deciding on how you would like your child to receive instructional services for the year.

### **COVID-19 Health/Safety**

- Each week service directors will contact parents to complete a medical assessment questionnaire.
- Parents will need to alert the service director immediately if there are any changes to your child's health.
- The COVID-19 symptoms for screening are:
  - cough, shortness of breath or difficulty breathing, chills,
  - repeated shaking, muscle pain, headache, sore throat,
  - loss of taste or smell, diarrhea
  - feeling feverish or a measure temperature greater than or equal to 100°
  - known contact with a person who has a lab confirmed COVID-19 test.
- Any student, teacher or staff member living with someone who experiences symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self isolate for two weeks.
  - If close contact with a lab confirmed positive COVID-19 case continues for the duration of the illness (e.g., living in the same household and unable to isolate), the individual must be quarantined for 14 days from the date that the case is released from isolation. This means that certain close contacts may need to remain at home longer than the initial case.
  - Medical personnel at the STC will screen the individual after the incubation period has concluded, and if the individual did not experience symptoms during that period, they will be allowed back on campus. If they did experience symptoms, they must stay home until they have met the return criteria outlined below.
- 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: (a) at least 24 hours have passed since recovery (resolution of fever without the use of fever reducing medications); (b) the individual has improvement in symptoms of cough and shortness of breath); (c) at least 10 days have passed since symptoms first appeared.

- In the case of an individual who has symptoms that could be COVID-19, the individual is assumed to have COVID-19, and that individual may not return to school until they have either (a) completed the same three-step return criteria listed above (b) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (c) must have lab confirmed test that comes back negative.
- All documentation of tests must be sent to the STC medical personnel.
- If there is a possible COVID-19 case in a classroom, the room will be closed off and deep cleaned within 24 hours.
- If a student experiences any symptoms during the school day, or when they are unloaded from the bus, medical personnel on campus will assess the student, the student will be isolated, parent will be notified and the student will be sent home.
- If your child has been exposed in any way to a possible case of COVID-19, you will be notified with directions on procedures to follow.
- Close contact definition:
  - Being directly exposed to infectious secretions (e.g., being coughed/sneezed on; or
  - Being within 6 feet for a cumulative duration of 15 minutes
  - This definition indicates that even if your child is in a classroom with an individual who is confirmed positive COVID-19, they might need to quarantine due to not meeting the definition of close contact (such as a student who sits more than 6 feet away all day and they both have masks on).

### **Instruction/Learning**

Regardless of what instructional model you choose, every student will have a plan that is tailored to their needs, abilities and IEP. All related services, goals, interventions and accommodations will remain in place and be followed for all students. All instruction will be based on the curriculum in place and will be teacher driven instruction for the entire day. For remote instruction, a certified teacher will lead lessons and instruction using various resources.

If you choose face to face instruction but the student is required to quarantine or if the school is required to close, students will automatically switch to remote learning. If a parent chooses remote learning and would like to switch to in person, they must notify the teacher/service director. Changes may take up to a week to implement due to bus routes and staffing.

### **Face-to-Face Instruction**

- School will occur as usual with teacher and student in the same room.
- Prior to the start of classes, all classrooms, offices, restrooms, and common areas will be disinfected and cleaned before the arrival of students on August 17, 2020.
- STC personnel will complete online and in person trainings to be educated on proper sanitizing and adhering to CDC guidelines on disinfecting school environments.
- When possible doors/windows will be open.

- All students will be instructed and monitored on proper hygiene, handwashing and safety procedures. Printed resources from the CDC and visual cues will be placed around the campus to serve as reminders.
- Hand sanitizer will be readily available, along with anti-bacterial soap at all handwashing areas.
- All STC personnel will have their temperatures checked by medical personnel and answer screening questions each morning upon arrival to work.
- All parents are expected to monitor their child's health and self-screen each morning.
- As buses arrive with students, medical personnel will take each student's temperature before they enter the campus and ask screening questions if possible due to student's abilities (students who are unable to verbalize possible symptoms will be assessed and the parent will be the point of contact with the service director to discuss possible changes). The students then will proceed to an area for hand washing and then they will go to their designated classroom. The student's temperature will also be taken by medical personnel before boarding the bus to transport home.
  - School busses are not under the direction of STC, but rather the district, and have mandated protocols from TEA as well.
- Busses will be unloaded and loaded one at a time to limit a large number of students gathering in one area.
- Masks
  - Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shield to protect eyes, nose and mouth.
  - Students may bring their own mask, or STC will provide them.
  - All STC personnel and visitors will be required to wear masks unless;
    - They are alone in a classroom/office
    - Have a medical condition or disability that prevents them from wearing a mask
    - Are consuming food or drink
    - Are exercising outdoors or engaging in physical activity outdoors and maintaining a safe distance from other people
  - We will encourage all students to wear masks, especially when social distancing cannot be enforced. However, we will ensure other safety precautions are implemented if the student is not able to comply due to disabilities/behaviors.
- Social distancing:
  - STC will use every effort to maintain 6 feet between students throughout the day.
  - Students will be taught and reminded of social distancing practices.
  - Desks will be 6 feet apart and all facing the same way if possible. If students are greater than 6 feet apart their desk may be facing any direction.
  - Install sneeze guards and partitions if needed.
  - STC will maintain minimal class sizes based on on-site attendance.
  - No communal shared places such as the cafeteria will be used.
  - Student will stay in the same room with the same staff, teacher and peers all day.
- No sharing of any items or supplies.
- No sharing of electronic devices, toys, games, and learning aids, unless sanitized between users.

- We will make lunches and breakfast as we have before for the students and deliver them to classrooms in containers/trays. Parents are welcome to send breakfast/lunch if they prefer.
- Limited visitors to the campus and they will be screened at the office.
- Cleaning and disinfecting throughout the day with hand washing will occur.
- Restrooms will be sanitized after each use.
- Classroom will be sanitized throughout the day and at the end of the day.

### **Remote Instruction**

There are two types of remote instruction that have been outlined by TEA that all schools are required to follow. These guidelines will steer teachers towards assignments and lessons for each student based on their abilities and needs. Based on the student population at STC, we are unable to make a blanket protocol for all students due to each student's individualized programming. Each student's teacher will plan instructional programming and share that with the parent/student. We understand some of these guidelines will be difficult to follow for parents/students, however, we are not able to deviate from these standards and they must be followed. Please consider all requirements when making your decision.

**Remote Synchronous Instruction-** Two-way, real-time/live virtual instruction between teachers and students when students are not on campus. In this method, the required amount of instruction is provided through a computer or other electronic device.

**Remote Asynchronous Instruction-** Instruction that does not require having the instructor and student engage at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. The student is required to be engaged daily throughout the school day with work and the teacher is required to give daily feedback. Students may have set times they are required to interact virtually with the teacher.

Remote instruction for all students will include/require:

- Hybrid of synchronous and asynchronous instruction/lessons
- Parents will act as a "learning coach" and help facilitate learning at home.
- Students will participate daily in all required coursework and remote lessons during normal school hours. Teachers cannot be expected to monitor student's work or be available after hours, so schoolwork must be completed in a reasonable time between 8:30-4:00 with few exceptions for asynchronous work.
- Students could be required to be online with video/live instruction for numerous hours a day either for long periods or for smaller periods of time broken up through the day.
- Instructional materials aligned to the TEKS/required curriculum
- Daily progress monitoring
- Teacher support

- Students must have internet access and a laptop, desktop computer or tablet/iPad. STC and/or local districts will provide devices if needed.
- Teachers will provide daily lessons and feedback.
- Students must follow the schedule provided by their teacher with synchronous and asynchronous instruction assignments and login times.
- Students will be required to participate in video instruction, phone calls, class conference calls, tutorial sessions, etc.
- Students who are unable to participate via video independently, will need parents to participate and facilitate videos and instructional conferences.
- Parents/students are required to communicate multiple times a day with the teacher.
- The teacher will monitor progress through data taken by the parent, work samples shared through email/pictures and feedback, video instruction, online completion of assignments, etc.
- Students should have
  - Access to electronics and other materials for lessons
  - Quiet place to engage in school lessons
  - School area set up (not on the couch or in bed) at home so they know they are “in school”
  - “Learning Coach” to monitor, assist and encourage participation

### **Attendance/Grades**

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 to receive credit and be promoted. Remote attendance will count the same manner as on-campus attendance in satisfying this requirement.

For remote instruction, student engagement is measured daily, and attendance is assigned based on the student’s completion of assignments for the day. Students could be required to be signed on to a video conference at a designated time to check in for attendance or will be required to complete tasks/assignments each day to demonstrate participation in various classes.

Grades will be given based on participation and completion of assignments completed daily. If the students are not completing work or attending classes, this could affect their grades, credits and promotion to the next grade level.

Excused absences will still require a note, even during remote instruction.

**\*\*Parents must choose which learning model is best for their child and family. Decisions on which model you are choosing to begin the school year with must be communicated to the service director**

**by Thursday August 6, 2020.** We will need time to coordinate with districts for bus schedules and to give teachers time to prepare for the first day.

Please help us by following all health guidelines and keep students at home if needed. We all appreciate the great job parents and students have done over the last few months with remote learning and working with the teachers to provide continued education. As new guidelines are handed out policies are subject to change, but we will continue communication with parents and districts.

Please contact your service director if you have questions or concerns. We look forward to seeing our students soon!

Thank you,

Erika Slater, BCBA, Principal