

FARWELL INDEPENDENT SCHOOL DISTRICT



BACK TO SCHOOL PLAN  
2020-2021

## **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.

Farwell ISD will hold on-campus instruction with safety prevention measures in place as well as offer families a high-quality, engaging online experience through Virtual Learning.

Although there are no strategies to completely eliminate transmission risk of COVID-19 at schools, we are committed to keeping transmission as low as possible in order to safely continue school. On-campus instruction will reopen on August 13, 2020 for students unless otherwise determined by state or county authorities. To address safety concerns, FISD has developed a set of health and prevention measures for all staff, students, and visitors.

This document outlines the district's response to Prevention, Mitigation and Modified Operations in order to safely open schools for our students.

This document is subject to change based on continuing guidance from TEA and Health Officials. This is a living document. As it is revised, the revision date will be noted in the footer.

## **GUIDING PRINCIPLES**

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

- **EMPLOYEE AND STUDENT SAFETY MEASURES**
- **HEALTH GUIDELINES**
- **SUPPORT FOR FAMILIES**

# SECTION I

## SAFETY OF STUDENTS STAFF AND VISITORS

### EMPLOYEE AND STUDENT SAFETY

In order to provide students and staff a safe learning environment at school, employees of FISD and students will be expected to follow the guidelines and protocols as outlined below.

### VISITOR RESTRICTIONS

FISD will limit normal visitation to our campuses at this time. Outside visitors will be limited to ARD's, 504 meetings, and scheduled meetings with teachers/administration. All individuals entering the building will be required to wear face coverings (as determined by the Governor's executive orders), answer the COVID-19 questionnaire, take their temperature, and use hand sanitizer.

### VISITORS ON CAMPUS

The safety of our students and staff remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our students and staff, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. All visitors must wear a mask or face shield while on campus. Only essential visitors will be allowed. Visitors to classrooms, for lunch, etc. will not be allowed until further notice.

### TRAVEL RESTRICTIONS

FISD will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the office of the Superintendent. Any special considerations for travel should be submitted through the campus principal to the superintendent for approval.

Student travel will be determined based on the current health directives. If travel is to a major hotspot, the request may be denied for safety of students and staff. Fieldtrips have been cancelled for the year.

## **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a daily self-screening process which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

This document refers to “**close contact**” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as:

2. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield);  
or
3. being within 6 feet for a cumulative duration of 15 minutes;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

## **EMPLOYEE GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS**

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If an employee has been in contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for their health and safety and those around them.

Employees shall:

- Quarantine themselves in a specific room away from others, contact the following persons (in order of priority), to report the exposure to COVID-19, and follow their instructions.
  - Employee’s supervisor
  - School nurse
  - Employee’s healthcare provider
- The supervisor and/or school nurse will work with the Superintendent to determine appropriate next steps.

Identifying Possible COVID-19 Cases on Campus:

- Schools must immediately separate any employee who shows COVID-19 symptoms while at school.
- Employees who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school as soon as is feasible.

## EMPLOYEE HEALTH PROTOCOL

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, the individual may be asked to leave work and go home or to the nearest health center. Employees returning to work from an approved medical leave should contact the campus principal. You may be asked to submit a healthcare provider's note before returning to work.

Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) 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:

- 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 an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring parents to complete a daily self-screening of their students which will include a daily temperature reading and ensuring their student does not have any of the following COVID-19 related symptoms including:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

## STUDENT GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS

FISD is committed to providing a safe and healthy learning environment for our students. While we are planning to avoid exposing students to COVID-19, we must prepare for that possibility. If a

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student has been in contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for your health and safety and those around you.

**Students should do the following:**

- Quarantine at home and away from others. Do not come to campus.
- Parents should contact the following (in order of priority) to let them know your child has been exposed to COVID-19, then follow their instructions.
  - The school nurse at (806) 481-9131
  - The student regular healthcare provider
- The school nurse will work with you to determine appropriate next steps.

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

- Schools must immediately separate any student who shows COVID-19 symptoms while at school. The student must remain in isolation until the he/she can be picked up by a parent or guardian.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

## HEALTH PROTOCOL

- If a student or staff member becomes ill at school, the individual may be asked to go home or to the nearest health center.
- Students or staff may be asked to submit a healthcare provider’s note before returning to school.

Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if 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 an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## COVID - 19 CASE FORMS

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, the individual will immediately be provided with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the *Suspected COVID-19 Case Form* and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee should not be provided.
- The campus/district supervisor must advise employees that they may have been in contact with a suspected positive COVID-19 employee and to contact their supervisor if symptoms arise.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## RESPONSE AND NOTIFICATION

- 1.If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify the Parmer County 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.Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 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, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

## HEALTH AND HYGIENE PRACTICES: MASKS

For the purposes of this document, masks include non-medical grade disposable facemasks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. All employees are required to comply with the governor's executive order regarding the wearing of masks or shields. If working in an office or classroom without students, the staff member may remove the mask/face shield. Students 10 and up will be required to wear masks or shields during arrival, class transition, in the hallways when social distancing isn't feasible, outside of the classroom (except the playground and PE when social distancing), when working one- on-one with a staff member or another student, exit of the buildings, on a school bus, activity bus or in a school

vehicle and at athletic practice following UIL guidance.

Essential visitors will be required to wear a mask or face shield before entrance and while on property.

If masks are required, it may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

## **HEALTH AND HYGIENE PRACTICES: COMMON PRACTICES**

1. Schools will have hand sanitizer at each entrance, in classrooms, in the cafeteria and in common areas throughout the campus.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
  - a. Students will have the opportunity for handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.
  - b. FISD staff will teach students good handwashing techniques.
  - c. 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.
3. Campuses will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate.
4. Schools will arrange for additional cleaning and disinfecting of surfaces that are touched in common 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 computers or calculators.
5. Schools will arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
6. Staff will have access to disinfectant to sanitize high touch surfaces and shared objects regularly.
7. Whenever possible, schools will open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
8. On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.



## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. FISD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others whenever it is feasible.

- Traffic Flow – Traffic will flow on the right side just like a roadway in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks. In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked to limit visits to classrooms outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

## SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. FISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The FISD Custodial Team will clean all work-spaces at their designated cleaning time. Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– FISD will be monitoring the number of employees in the offices while the risk of infection exists.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces could be closed for use at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

**Copy Room** – There may be limited access to the copy room.

## FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon 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 clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning will be performed as soon as the positive test is confirmed. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent.

## PREVENTIVE MATERIAL INVENTORY

- The school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues;
- A supply of gloves and other protective gear;
- Touchless thermometers on-site for employee and student screening

## **LOCKER ROOMS**

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick. All athletic locker rooms will be disinfected with a fogger each day.

## **CAFETERIA AND MEAL PERIODS**

Meal service will be conducted in accordance with guidance from the Texas Department of Agriculture. Students will have meal service in a socially distanced cafeteria. Food will be served directly on a tray or portioned in containers. Condiments will be individually packaged. Each line will be sanitized before and between each meal service.

## **MODIFIED ARRANGEMENTS**

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart when feasible.
- Whenever possible, schools will open windows or otherwise work to improve air flow by allowing outside air to circulate the building.
- Create distance between children on school buses when feasible.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Possible: Close common areas such as cafeterias and playgrounds with shared equipment if possible; otherwise stagger use and clean and disinfect between use.

## **TRANSPORTATION**

1. All students and staff are required to use hand sanitizer upon boarding the bus. Hand sanitizer stations will be installed at the bus entry.
2. When possible, schools should open windows to allow outside air to circulate in the bus.
3. School systems should encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses.
4. Buses should be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilation and air flow.

Buses and school vehicles will be sanitized after each use. All surfaces must be cleaned with a disinfectant solution. Bus drivers must wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers or maintenance staff must disinfect the vehicles at a minimum:  
Right after the morning and  
afternoon routes Right after use of a  
school vehicle.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

## **SOCIAL-EMOTIONAL WELL BEING OF STUDENTS AND STAFF**

The counselors will work with students individually or in small groups to address any well-being needs.

## **CAMPUS STAFF TRAINING**

- Pre-return to school training**

Presented to ensure understanding and preparedness to align with this manual.

- First Day Training/Orientation**

Align local protocols and procedures with this manual; meeting areas will adhere to social distancing protocols.

- Cleaning Crew Protocols**

Disinfection methods, comprehensive cleaning training.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences. Content Covered:

- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email.
- Visit our district website.
- Monitor the district's App.
- Follow our social media platforms.

# SECTION II

## MITIGATION

### HEALTH AND HYGIENE PRACTICES

1. All faculty, staff, and students (10 years and older) will be required to wear face coverings when social distancing can't take place.
2. Students will have their temperature checked weekly and be sent home if their temperature is 100.4 degrees or higher.
3. Staff will do daily self-checks to ensure they are symptom free.
4. Parents will do daily checks to ensure their student comes to school symptom free.
5. Schools will have hand sanitizer at each entrance, in classrooms, in the cafeteria and in common areas throughout the campus.
6. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
  - a. Students will have the opportunity for handwashing for at least 20 seconds at least two times each day in addition to being encouraged to wash hands after using the restroom and before eating.
  - b. FISD staff will teach students good handwashing techniques.
  - c. 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.
7. Campuses will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate.
8. Schools will arrange for additional cleaning and disinfecting of surfaces that are touched in common 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 computers or calculators.
9. Schools will arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
10. Whenever possible, schools will open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
11. Staff will have access to disinfectant wipes to sanitize high touch surfaces and shared objects regularly.

12. On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.
13. Janitorial staff will disinfect each campus with a fogger once a week.
14. All athletic locker rooms will be disinfected with a fogger each day.
15. Only essential visitors will be allowed on campuses and must answer the COVID-19 questionnaire, take their temperature, use hand sanitizer, and wear a mask.

## **STUDENT-TEACHER GROUPINGS**

Where feasible and without disrupting the educational experience, students will be required to practice social distancing:

1. In classroom spaces that allow it, student desks will be placed a minimum of six feet apart.
2. In classrooms where students are regularly within six feet of one another or space does not allow for desks/tables to be moved, schools will plan for more frequent hand washing.
3. When possible, teachers will eliminate communal supplies. Each student will have dedicated books, pencils, scissors, etc. Shared supplies will be sanitized between uses.
4. Career and Technical Education (CTE) classes will follow industry-based safety guidelines as appropriate to the equipment and course content
5. Special education classrooms and service locations may have additional protective barriers in place to support a safe environment for our students.
6. Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.

## **SECONDARY ELECTIVE/EXTRACURRICULAR COURSES**

Remote learners will NOT be allowed to participate in and attend extracurricular activities. They will also be able to attend Career and Technical Education (CTE) certification course labs. Students must provide their own transportation for these activities.

### ***Elective Courses***

All electives at the middle school and high school will be offered to both on-campus and remote learners. Students will be responsible for engaging in online work at the direction of their teacher in order to complete classroom assignments at home and be counted present each day. Certain classes will require remote learners to complete a lab or project at school. These lab times will be scheduled by the campus administrators to limit the number of students on campus. The following courses may require students to attend campus and complete labs or projects:

- Agricultural Mechanics
- Animal Science
- Technology Classes

# SECTION III

## ACADEMICS AND ONLINE LEARNING

**Re-entry Plan:** We will gather data through MAP assessments for K-5 and BOY assessments for 6-12 during the first three week of school in Reading and Math. These will be given to both online and in class learners.

**Instructional Gaps:** We will utilize data from the baseline assessments to determine where the gaps are with each student.

**Scope and Sequence:** We will integrate previous grade level TEKS with our current grade level instruction. We will utilize the TEKS Resource Gap Plan to help close gaps, all while staying on track to cover our required grade level TEKS.

**Remote Learning:** Remote learners will receive equivalent instruction through Google Classroom and Schoology. The TEKS taught in face to face instruction and remote learning will be the same. If the district or state finds it necessary to move all students to online instruction for a period of time, all teachers and students will transition to using Google Classroom and Schoology.

**TEKS Resource System Gap Plan:** A tool utilized to close instructional gaps by bundling the prior years and current years TEKS.

### GRADING POLICY: REMOTE LEARNERS

#### Grading and Attendance for Online Learners

All parents will have the choice to allow their student to learn on campus in the traditional classroom or at home through an online platform. Below is information important to online learning as well as some of the guidelines.

After the first three weeks at school, parents that choose the remote learning online program will be asked to commit to a full 6 weeks of at home learning. The first grading period is six (6) weeks long, which creates a natural break for returning to class. All grading policies will be the same for remote learning students as they are for on-campus learners.

Attendance for online learners will require the student to show progress in each online course each day. These guidelines are set by the Texas Education Agency. This means that a progress check will be required each day for each course in which a student is enrolled. Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.



## **Online Learning Plan:**

- All material taught through online learning will be taught at the level of the TEKS and will keep pace with what is taught on campus in the classroom.
- Online material will be designed so a student can reenter the campus classroom at any point, and if a student has to stay home for a period of time, he or she is able to keep learning with their peers.
- Core subjects include Reading, Writing, Math, Science, and Social Studies. (Writing can be included with another core subject. It does not have to be its own lesson.)
- All efforts will be made to create instructional opportunities equivalent to what students in class receive.
- The grading policy of online learners is the same as the grading policy for students learning in the classroom.
- Online students will be required to take all state and local assessments that students attending on campus are required to take.
- Remote learners will be required to watch all videos posted by teachers on the day they are assigned.
- A recommended daily schedule that mirrors in-class instruction will be provided for each grade level.
- Lessons can require reasonable school supplies to be kept at home. They should NOT require printing something to be written on and scanned back to the teacher.
- Daily progress is REQUIRED each day. These should be short progress checks. This is how the student will be counted as “present,” so the progress check MUST be done daily. The number required each day varies by grade level.
- Remote learners will be required to log in to each class every day. Failure to check-in will result in an absence. Once a student has missed 10% of the class, he/she may lose credit and be required to retake the class.
- Summative assessments will match the summative assessment given on campus, in class. These will include the content taught since the previous assessment, in addition to any content previously taught but not yet mastered.
- High school elective options may require students to attend class on campus. If a student is unable to or uncomfortable with attending on campus, his or her schedule may need to be changed to accommodate the need to stay home.

**Grades:** Grades for online learning reflect the student’s progress each day. These do not have to be traditional assignments. Examples of activities that could show progress include, but are not limited to:

- Practice
- Written response
- Creation of a video using technology
- Participation in a discussion board
- Interactive videos (with questions embedded)
- Presentations
- Participation in a live virtual class meeting

**Assessments:** Assessments (quizzes and tests) will be administered online when they are given in class. This may be weekly depending on the grade and subject. On an assessment day, the assessment will be the assignment.

**Remote Learning Requirements:** Any student who chooses to participate via remote learning must have a reliable high-speed internet connection available throughout the day at the expense of the parent/guardian. FISD is not responsible for providing internet connections.

## **COMPLETION PROTOCOLS**

Grades will be recorded in Gradebook by the instructional teacher. Some daily progress grades may be completion or participation grades. District policies related to late work and makeup work will apply. If a student's grades begin to drop, parent contact will be made to create a plan to get the student back on track.

# SECTION IV EXTRACURRICULAR

All extracurricular practices and contests will be conducted following safety protocols provided by guidance from UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students who opt into remote learning will NOT be permitted to participate in extracurricular activities that have a regular and consistent competition component (i.e. marching band, cheerleading, & athletics) or team competition (i.e. Chapter Conducting, One-Act Play) unless decisions from TEA or UIL are communicated that override local control. Remote learners may NOT attend any home or away extracurricular events. For these team/group activities/sports, a student will have to be enrolled in Face-to-Face instruction.