
Back to School Guidance



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Spur ISD

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TEA Requirement: Providing Notice

Spur ISD is providing notice to parents, families, and the community regarding back-to-school plans and instruction through this initial document. As further required, prior to the start of school, a plan to mitigate COVID-19 will be disseminated to all families and posted on the district website.

PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

COVID-19 Response Team – Spur ISD has developed a COVID-19 Response Team to respond to concerns and communicate district decisions. Members of the team and email addresses are noted below:

Marcella Bilberry	District Nurse	mbilberry@esc17.net
Lisa Shobert	HS Secretary	lshobert@esc17.net
Sandy Agee	Elem Secretary	sagee@esc17.net
Michael Norman	HS Principal	mnorman@esc17.net
Jose Molina	Elem Principal	jmolina@esc17.net
Craig Hamilton	Superintendent	chamilton@esc17.net

TEA Requirement: Prevent and Mitigate

Spur ISD must identify and implement practices to prevent the virus from entering the school and mitigate or reduce the likely spread inside the school; therefore, district practices and guidelines have been established for various areas noted below:

Health and Safety Guidance

- **Social and Emotional Well-Being** – Students’ social and emotional well-being are a top priority. Together, schools and families can support your child during this challenging time. With the endless COVID coverage, it is natural for your child to experience some changes in behavior and mood. Counselors and staff will continue to work closely with families and students to ease the stress. Keeping routines predictable, sharing COVID facts that are age-appropriate, making time to listen and share feelings, and reaching out to us for support are all important. We are here for you and your child(ren).
- **Masks** – Protective measures, including face coverings, will be determined by the level of disease activity of COVID-19. The District will rely on data from the Department of State Health Services (DSHS) to determine the disease activity level and the appropriate protective measures. Schools are expected to comply with the Governor’s Executive Order for wearing masks or face shields, where this is most developmentally appropriate.
- **** All students and staff older than 10 years old will be required to wear mask**

If the Governor’s Order ceases, all adults will be highly encouraged to wear masks when in the building, classroom, and/or office with others and not able to social distance. Exceptions to this requirement include lunch breaks with appropriate social distancing. Classroom teachers may use face shields and/or social distancing when providing direct instruction in the classroom. During classroom monitoring and circulations, masks are required.

If the Governor's Order ceases, students, age 10 and above, will be highly encouraged to wear masks when riding the bus, during transitions, and when working in close contact with others during the school day. Exceptions to this requirement include during meals and other activities. For example, it may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular 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.

Staff and students are expected to provide their own masks. If individuals need assistance with this matter, the district will have equipment available.

- **Social Distancing** – Staff and students will maintain six feet of social distancing in indoor and outdoor settings, to the extent possible. Classrooms will be arranged to allow for six feet of space between seating areas, as feasible.
 - It is important to note, that not all students will be able to be placed 6 feet apart due to classroom size.
- **Handwashing/Sanitizing** – Frequent disinfection and hand sanitization will ensure health and wellness of students and staff. Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus. Students and staff are required to use hand sanitizer when entering a bus, building, classroom, and/or office. Frequent handwashing and sanitizing will also be incorporated in the daily schedules. Thorough hand washing upon return from outdoors, before eating, and following restroom breaks will be encouraged. Each classroom will be provided with sanitation kits that will be used during transitions to disinfect high-touch and working surfaces and shared objects. This would include objects such as door handles, common tables/desks, and high touch devices.
- **Daily Campus Cleaning** – Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.
 - Each classroom and restroom will be disinfected daily.
 - All high touch areas will be disinfected daily.
 - Cleaning cloths will be changed for each classroom and common area to maximize room to room cleanliness.
 - Custodians will wear gloves during work hours. Mask will not be mandatory unless we start to see increased cases of the virus
 - The cafeteria will be disinfected between lunch periods.
 - Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- **Additional Cleaning Measure for COVID-19 Positive Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
 - Custodial staff will defog and disinfect classrooms, restrooms, the weight room and all additional areas in the entire building.
- **Temperature Checks/Screening** – Per Center for Disease Control (CDC) guidelines, initial monitoring of symptoms begins at home. **Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school.**

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

- Have they recently 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 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills
 - Sore throat
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea

All students and staff will be screened for COVID-19 symptoms regularly and individuals who present with symptoms will be separated and sent home.

Temperatures will be taken for each student before school. If a student's temperature is at or above 100°, the student will be taken to the nurse's office or designated area and their temperature will be rechecked. If the student's temperature is at or above 100 the student will not be allowed to stay in school. In some instances, a release from a medical professional may be required.

Teachers and staff are required to self-monitor. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below.

As of December 2, 2020, the CDC amended their guidance to allow two shorter options for the stay-at-home period. Based on current CDC guidance, the stay-at-home period can end for individuals experiencing no symptoms:

- On Day 10 after close contact exposure without testing,
- On Day 7 after close contact exposure and after receiving a negative test result.

If individuals return to school from these shorter stay-at-home windows, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions (e.g., more consistent mask usage) for the duration of the 14-day incubation period. Finally, the CDC has also advised that critical infrastructure services—which includes schools—may permit close contact staff members who are asymptomatic to continue to work in select instances when it is necessary to preserve school operations. Per the CDC, this option should be used only in limited circumstances. When using this option, school systems may consider adding additional protocols to increase monitoring for these individuals, which might include the use of COVID-19 tests (e.g., on Day 3 and/or Day 7 after the close contact exposure).

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Taking into account all of the above, school systems may apply any of the following stay-at-home periods to those individuals who are identified as close contacts. Specifically, the stay-at-home period can be:

- 10 days after the last close contact, so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
- 7 days after the last close contact, after receiving a negative test result (administered at least 5 days after the last close contact), so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14
- For staff who are necessary to preserve school operations, school systems can choose not to require any stay-at-home period, so long as the affected staff continue to monitor themselves daily for symptoms and take appropriate precautions through day 14, and schools can consider the use of rapid tests for these individuals
- 14 days after the last close contact

Screening Questions for COVID-19 Before Campus Access

1. School systems must require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed at the end of this document. The selfscreening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are testconfirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is test-confirmed with COVID-19, as defined at the end of this document, and, if so, must follow school system policy for the stay-at-home period, aligned to guidance in this document.
2. 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 test-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 test-confirmed with COVID-19 until the end of the school

system's stay-at-home period, if no symptoms have been reported. School systems may consider screening students for COVID-19 as well. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school. Regularly performing a forehead temperature check of otherwise asymptomatic students in school is not recommended, but the practice is also not prohibited by this guidance.

3. Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campuses, school systems must screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are test-confirmed with COVID-19. When practical, screening questions could be supplemented with temperature checks of adults. If a visitor has symptoms of COVID-19, or is test-confirmed positive with COVID-19, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, school systems must screen to determine if visitors have had close contact with an individual who is test-

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confirmed with COVID-19, and, if so, the visitor must follow school system policy regarding the stay-at-home period, aligned to guidance in this document.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are test-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:

o In the case of an individual who is symptomatic and is 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.

o In the case of an individual that is asymptomatic but has received a positive COVID-19 test result, the individual may not return to the campus until ten days have passed since a positive test.

o 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.

o 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, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or (b) obtain an acute infection test (at a

physician's office, approved testing location, or other site) that comes back negative for COVID-19.

o If the individual has tested positive for COVID-19 and believes the test was a false positive, 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, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or (b) obtain two PCR acute infection tests (at a physician's office, approved testing location, or other site) at least 24 hours apart that come back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

o Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

o 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.

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o Students who report feeling feverish should be given an immediate temperature check to determine if they may be symptomatic for COVID-19.

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 is test-confirmed to have COVID-19, the school must notify its 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. Schools must 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 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 test-confirmed COVID-19 case is identified among students, teachers or staff who participate on 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).

Additionally, anyone had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, should remain off campus until the 14-day incubation period has passed.

- o Close contact is determined by an appropriate health agency. For clarity is defined as:
 - Being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield); or

- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

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 test.

▪ **Student or Staff Displaying COVID-19 Symptoms**

- When a student 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.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- 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:
 - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - 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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Campuses and Classrooms

- **Visitors, Drop-off, and Pick-Up** – All campus visitors should schedule an appointment when possible. Sanitizing will occur after each parent meeting. The number of visitors in the school will be limited to ensure that students are safe; therefore, alternative meeting options may be scheduled, including virtual meetings. We highly encourage non-emergency drop-offs...i.e. snacks, lunch, Sonic, etc... All visitors who enter the building will be required to wear a face covering. Individuals who proceed beyond the reception area will follow the following specific guidelines for visitors:
 - All visitors will be subject to screening by way of a symptom screening form. All visitors will have temperature taken before fully entering the building.
 - Visitors and staff will maintain physical distancing for ARD and other meetings in smaller conference areas.
 - If a visitor has COVID-19 symptoms (as listed above previously in this document) or are lab-confirmed with COVID-19, they **MUST** remain off campus until they meet the criteria for re-entry as noted above.

Traditional campus events such as Open House, Parent Nights, etc., have been temporarily suspended. Once the COVID situation has flatlined, we will reevaluate how to proceed with these activities. Campuses will use other means to keep parents and families up-to-date and engaged in their child's learning, including online platforms.

- **Drop-off, and Pick-up**
 - **Elementary-Arrival**
 - Separate entrances will be utilized for car riders, bus riders, and walkers.
 - Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry.
 - Staff will maintain a line of sight in hallways to help ensure social distancing.
 - Parents will not be allowed to walk students to classrooms.
 - There will be bus procedures, based on campus specific needs.
 - **Elementary-Dismissal**
 - Sibling connections will be done outside the building.
 - Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, and bus riders students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
 - Separate entrances will be utilized for car riders, bus riders, and walkers.
 - There will be bus procedures, based on campus specific needs.
 - **Secondary-Arrival**
 - Early bird arrivals are strongly discouraged. Students will go directly to zero hour or designated location upon arrival.
 - Staff will maintain a line of sight in hallways to help ensure social distancing.
 - Sanitizer stations will be placed at each entrance and students will sanitize hands upon entry.
 - Parents may not accompany students into the building.
 - **Secondary-Dismissal**

- Sanitizer stations will be placed at the entrance to each classroom and common area and students will be encouraged to sanitize hands prior to exit.
- Students should leave campus and not congregate after school to help maintain social distancing.
- **Parents picking up students during the day should call ahead so that students can be sent or accompanied to parent vehicles upon arrival. Parents will not be able to eat lunch at school until further notice.**
- **Classroom Configurations** – Spur ISD will arrange student learning spaces six feet apart, as feasible. In some instances, common areas may be used for instruction with similar distancing.
 - Each classroom will be outfitted with the following:
 - Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices.
 - Refillable alcohol-based hand sanitizer stations
 - Access to disinfectant to sanitize working surfaces
 - Desks or tables will be socially distanced as much as instructionally possible.
 - Remove blankets, pillows, and other shared non-essential items.
 - Students will have access to their own technology (Chromebook) to minimize sharing of electronic devices.
 - Students will use hand sanitizer upon entering the classroom.
 - Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom.
 - When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
 - Teachers will develop, teach and implement procedures that:
 - Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
 - Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, disinfectant wipes and other self-cleaning products.
 - Relate to entering and exiting the classroom. “Clean when you enter, clean before you leave.”
 - Outline hand washing protocols and the use of classroom hand sanitizer in intermittent, scheduled hand sanitizing such as when entering or exiting the classroom.
 - Reduce the use of large table seating in classrooms and replace with desks when possible. If tables are used, limit the number of students per table and identify which seats are to be used to provide as much social distancing as possible.
 - To the extent possible, keep doors open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.
 - Recommended procedures will be applied to all classroom settings, including special education programs when possible and appropriate. Students’ individual needs will be addressed on a case-by-case basis.

- **Collaborative Work and Projects**

- When possible, technology will be utilized when students are involved in collaborative work or manipulatives and/or supplementary aides.
- Group or pair work can be implemented while maintaining physical distancing.
- It is recommended that students who work in pairs or groups wear a mask or shield.
- Students will be provided the opportunity to opt-out of physical face-to-face group or pair work.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Additionally, supplemental services will be grouped by grade level when possible.

- **Restrooms and Water Fountains** – Students’ physical needs are extremely important. Social distancing and hand washing will remain the priorities during restroom breaks.

- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- Students must wash hands and then use hand sanitizer before entering the classroom.
- Increased disinfecting will occur throughout the school day.

Because water dispensers have shared surfaces, these will be disabled/turned off. Students will be provided with other options for hydration. Further information will be communicated prior to the start of the school year.

- **Materials and Supplies** – Students will be expected to use their own materials and supplies which will be kept in individually-assigned boxes. Sharing of materials will not be allowed. In instances where technology, books, calculators, etc., are used with multiple students, proper sanitation protocols will be enforced.

- For early childhood classrooms, nap mats will be spaced out according to physical distancing guidelines and will be sanitized daily.
- Signage will be posted in all classrooms regarding protocols and prevention.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.
- Each room will have a door stop to prop for no-touch entry between classes

- **Common Areas** – Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and other meeting rooms. In order to provide the safest environment possible in our common/collaborative spaces, while promoting disease prevention and mitigation, the following guidelines will be implemented:

- When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Visual reminders will be displayed for social distancing throughout common areas.

- Informational graphics and markers will be posted to help with 6 feet social distancing.
 - There will be procedures for students to sanitize their spaces before and after usage.
 - Students and staff will wash/sanitize hands upon entering and after visiting the library.
 - High touch surfaces (i.e. table tops, chairs, door handles) will be disinfected regularly.
 - Occupancy will be driven by available space and social distancing guidelines.
- **Meeting Spaces** – If meetings must be held in person, all social distancing protocols will be implemented.
 - Facial coverings during substantial and moderate transmission levels
 - Hand sanitizer will be provided
 - Social distancing
 - Limit the sharing of materials/supplies
- **Administrative Spaces - Reception, Offices, Conference Rooms**
 - Facial coverings or masks should be utilized when social distancing guidelines cannot be followed
 - Hand sanitizer will be provided in front office spaces.
 - Distances of 6 feet will be provided between all occupied seats and workspaces.
- **Transitions**
 - Students and staff will follow disease mitigation safety protocols for face coverings.
 - When transitioning between classes, students will travel corridors as far to the right as possible.
 - Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
 - Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
 - Classroom doors will be propped open to reduce high touch areas.
 - Access to hand sanitizer will be provided throughout the campus.
- **Additional Instructors in Classrooms** – In certain instances, additional staff members may be assigned to classrooms to instruct specific students. These individuals will sanitize prior to entering and exiting the classroom, and masks will be required as they interact with students when social distancing cannot be applied.
- **Outdoor and Off Campus Activities**
 - Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
 - Student participation in academic contests (UIL) will only be attended if specific guidance is provided by an authorized entity (e.g., TEA, the UIL, etc.)
- **On Campus Activities**
 - Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by TEA and UIL.

Instructional Models

- **Face-to-Face Instruction and Remote/Virtual Learning** – Our goal is to **educate Spur ISD students to the best of our ability and while also keeping them safe!** While Spur ISD is taking multiple precautions to protect both students and staff in school operations, we will offer parents the option for either face-to-face or remote/virtual learning. In both instances, students are expected to participate and remain engaged in high quality instruction. Each of these options is described below:
 - **Face-to-Face Instruction** – Students attend school daily, as with the regular school year, and follow safety, sanitation, and social distancing expectations.
 - **Remote/Virtual Learning** – Students participate in classroom instruction via remote/virtual learning and are expected to complete and submit assignments as communicated by the teacher(s). This home-learning model is an extension of the classroom and includes the same high-level expectations for participation and assignments as face-to-face.

In both models, the campuses must provide instruction in the Texas Essential Knowledge and Skills (TEKS) for the required grade level/subject/course. Monitoring student learning and progress remains integral to the success of the students. This includes attendance, grades, formative/summative assessments, and other monitoring systems that help teachers know how students are making progress.

Remote/virtual instruction will be delivered through Synchronous and Asynchronous instruction. Asynchronous instruction with Pre-K Through 2nd grade students and does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. Spur ISD will structure the students' learning schedule to require students Pre-k-2nd grade to participate in asynchronous learning. Students in 3rd -12th grade will be required to participate in Synchronous Learning for remote instruction. We will ensure open lines of communication between teachers, students and parents.

Instruction appropriately focuses on student progress on standards and the continuation of learning. During any periods of school closure and virtual instruction, students may receive instruction in the following ways (including, but not limited to):

- Authentic student work/assignments with timely and relevant feedback for continued progress in learning of the standard
- Hands-on activities which may need an extra pair of at "home" hands
- Choice boards and playlists
- Instructional activities within Google Classroom
- Portfolio tasks and turning in of assignments
- Assessments
- Video lessons
- Project based learning/assignments
- Group/partner projects
- Google Classroom assignments

Spur ISD expectations for asynchronous learning:

- Complete asynchronous activities assigned each day
- Students show 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. Please note, not all lessons must have an assignment, as there will be teacher discretion on the number of assignments, as they follow the Spur ISD grading guidelines.
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- Students MUST login and communicate with teachers daily in order to earn attendance for the day.
- Some electives may be only available in an in-person format.
- Some courses may require remote learners to come on campus to demonstrate certain skills (including tests).
- Accommodations and support services will be provided to all remote learners.
- Sufficient internet connection is required (internet hotspots may be passed out and there will be internet provided in designated areas.
- District computer device provided for students in 3rd-12th grade. Devices may possibly be offered through PK-2nd Grade.

Unless otherwise noted by the campus administrator, once a commitment to the instructional model has been communicated by the parent/family, a request must be submitted in writing to shift to the other model. These transitions must be approved and processed by the school and may only occur at the beginning of a new grading period, 3week, 6 week, or semester. 90% attendance is mandatory in order to earn credit and/or be promoted to the next grade level.

ARD/IEP Committees will determine the unique needs of students who are IEP-entitled in making support and service recommendations for students attending school virtually.

Role of Stakeholders within Virtual School Model

Student	Parent
<p>Follows principles of Spur ISD's learner profile</p> <ul style="list-style-type: none"> • Follow the designated schedule communicated by their campus to attend class and complete asynchronous/synchronous activities assigned • Students should take responsibility for advocating for themselves • Turn in school work at the direction of the assigned teacher 	<ul style="list-style-type: none"> • Monitor and ask for evidence that your child is on track with assignments and coursework. • Provide your child with assistance on their day-to-day activities with the exception of designated independent work • Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus

<ul style="list-style-type: none"> • Responsible for participation in the lesson • Daily participating in classes at designated times 	<ul style="list-style-type: none"> • Consider creating a designated learning space for your child at home to learn comfortably • Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership • Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.
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- **Attendance** – District funding and resources are linked to attendance. Attendance will be taken each day for both face-to-face and remote/virtual learning to ensure that students are actively engaged. During remote/virtual instruction, students are expected to participate and fully engage as communicated by the teacher to receive attendance credit. The *Spur ISD Remote/Virtual Learning Agreement* further details expectations for attendance and academic credit.

In addition, per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered 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. This requirement applies to both face-to-face and remote/virtual instruction.

- **Technology** – All students in grades 3-12 will check out a device for the 2020-21 school year to assist with in-person and at-home learning.
- **Grading** – State law requires each district to adopt its own grading policies. This policy must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment. Spur ISD grading policies are published annually in the Student Handbook. Progress reports and report cards, along with parent conferences, will be used to communicate each student's progress and performance.
- **Schedule** – While in the Virtual Academy, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If your student is struggling with time management, then he or she should contact his or her teacher for additional assistance. Classes within the Virtual framework will follow the schedule of classes at the student's campus, minus any hands-on electives and/or CTE that cannot be offered.

Within each course, teachers will plan for students to participate in asynchronous/synchronous learning. Teachers will structure small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

- **Intervention and Enrichment** – Intervention and enrichment time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project learning activities, small group instruction, and digital platforms. Teachers will communicate with students their plan for the designated time.

For students who are IEP-entitled, progress will be carefully monitored and ARD/IEP Committees will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the general education curriculum and on IEP goals and objectives.

- **State and Local Testing** – All students are expected to follow state and local testing requirements, whether participating in face-to-face or remote/virtual instruction.

Meals and Transportation

- **Meals** – Spur ISD must comply with child nutrition guidelines. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.
 - Cafeteria staff will follow all health and safety protocols.
 - Self-serve counters will be eliminated until further notice.
 - Students will be encouraged not to share food and drink.
 - Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat, as feasible. Lunch tables will be spread out across the cafeteria to maximize space between groups.
 - Signage and staff will reinforce physical distance and traffic patterns in the cafeteria.
 - Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device.
 - Cashiers will type in id's on keypad or individual id cards will be provided and scanned.
 - Hand sanitizer stations will be available at entrances and exits of the cafeteria.
 - Lunches will be staggered to limit the number of students in the cafeteria at the same time.
- **Transportation**
 - Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to board the bus.
 - A student should not board the bus or attend school if they have a measured temperature greater than or equal to 100.0 degrees Fahrenheit and guidelines must be followed before he/she is allowed to return to school.
 - Bus Drivers will check student's temperature as they get in district vehicles.
 - Elementary bus riders will be dropped off at the Cafeteria entrance. High school bus riders will enter through the Old Gym foyer doors. Neither will have temperature taken again if it was completed when entering the bus.
 - When possible, schools will open the windows to allow outside air to circulate in the bus.

- Buses will be thoroughly cleaned after each bus trip, focusing on the high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilations and air flow.

Electives: P.E., CTE Courses, Other Electives, Cheer, Athletics, etc.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Equipment will be disinfected after each use.
- Sanitizing areas and access to handwashing will be provided.

- **CTE Courses** – CTE courses include hands-on experiences. Social distancing and sanitation requirements will be further defined and communicated prior to the beginning of school. Students enrolled in advanced, hands-on CTE courses must enroll in a face-to-face instructional model. Remote/virtual learning is only available for “principles” courses in CTE.

Specialized Classrooms

- When appropriate, students will be provided face shields instead of facemasks for safety when there is an increased risk of burn or injury.
- Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit use of supplies of equipment to one group of students at a time.
- Procedures and protocols will be put into place to address locker rooms. Protocols will be in place for disinfecting of equipment, students changing clothes, students showering, distancing of students, etc.

- **Other Electives** – Each course will be reviewed individually to ensure that social distancing and sanitation requirements are established and communicated prior to the beginning of school. Remote/virtual learning may not be available for all electives.

Elementary Recess

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.

Elementary Specials

- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- Students will use their own supplies when possible.
- Music and PE equipment will be sanitized and wiped down after each use.

- All students and staff will be required to use alcohol-based hand sanitizer before entering and upon exiting.
- **Cheer** – Practices and performances will be conducted following safety protocols provided by guidance from UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- **Athletics**– Practices and performances will be conducted following safety protocols provided by guidance from UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
 - Athletic practices and contests will be conducted following safety protocol provided by guidance from UIL and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
 - Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis.
 - Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines.
 - Bus travel will follow transportation guidelines provided by TEA.
 - Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control capacity of facilities.
 - Event procedures will be in place to minimize face-to-face interactions.
 - Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
 - Spectator seats may be marked and/or configured in a way to enforce social distancing.
 - Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.

Special Programs

- **Program Participation and Services** – Students currently participating in special program services, e.g., special education, 504, Bilingual/ESL, etc., will continue to receive services whether through face-to-face or remote/virtual learning. Parent meetings may be held using virtual meeting platforms.
- **Evaluations and Testing** – District protocols have been established to evaluate students who have been referred for special programs. Social distancing and/or personal protective equipment (PPE) will be used, as appropriate.

Extracurricular and After-School Program

- **Extracurricular Programs** – Each program will be evaluated on a case-by-case basis to determine implementation guidelines. Program sponsors will provide information to students and parents/families as information is available.

Parent Communication

Providing families with clear and concise communication through the following outbound channels:

- Email/text messages (will be collected and registration)
- Social media
- Website
- Newsletters
- School Messenger system
- Spur ISD APP

TEA Requirement: Respond

Spur ISD must identify and implement responsive actions to address the situation if there are lab-confirmed cases in a school.

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

- 1. If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its 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). 5*
- 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 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, 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.*

FAQ's

Will health and safety training be provided for all staff and students?

Yes. All staff members will receive COVID-19 prevention training prior to the opening of school. All students will receive instruction on health protocols related to minimizing the spread of COVID-19.

How many students will be assigned to each classroom?

Spur ISD will follow TEA guidelines for class size. At this time, the class size requirements are the same as a regular school year. The maximum number of students per class varies by grade level and also varies by class at the secondary level.

Will cafeterias be open and will school lunches be served?

Cafeterias will be open to serve breakfast and lunch daily. The physical setup for the cafeteria and the schedule will be adjusted to reduce the number of students in the cafeteria at one time. Each campus cafeteria space will be evaluated to ensure social distancing. Some students will be eating in the cafeteria, spaced according to the recommended guidelines, and other students may eat in the classroom if necessary. All school meals will be served by employees, meaning student self-serve tables will not be used. Safety and health measures will be adjusted based on current guidelines and conditions.

Will bus transportation be provided for qualified students?

Yes, transportation will continue to be provided for all who qualify. Parents are encouraged to provide their own transportation

How will seating arrangements be determined on school buses?

Ridership will remain at typical district capacity. To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus driver. The bus driver and students will be highly recommended and encouraged to wear face coverings and use hand sanitizer provided when boarding and exiting the bus. Spur ISD will comply with all health and safety recommendations established by the Governor, the health department, and the Texas Education Agency. School buses will be cleaned and disinfected daily. Safety and health measures may be adjusted based on current guidelines and conditions.

How will social distancing be promoted in cafeterias, gyms, restrooms, and other commons areas?

Signage reminding students and staff about social distancing, handwashing, and infection prevention will be posted throughout the school.

Elementary classrooms will be assigned specific bathrooms, breakfast, lunch, and gym access times to reduce the number of students in any given area as much as possible.

Secondary students will be encouraged to follow social distancing guidelines.

What precautions will be in place for athletics, fine arts, and other extracurricular activities?

Safety guidelines are being developed for conducting all on-campus workouts, rehearsals, and practices. The district will continue to follow all guidelines provided by UIL, TEA, and the state. These safety guidelines will be published as soon as they become available.

Will students have recess or the ability to play and socialize with other students?

Elementary campuses will limit the number of students at recess at one time and may create different play areas for activities to further reduce student interactions. Students and staff will be required to use hand sanitizer and wash their hands before and after recess.

Will students in grades 7-12 be able to participate in extracurricular activities such as clubs and organization meetings?

Yes, students who select In-Person Learning may participate in clubs and/or organizations. Meetings may be held virtually, as applicable. Students must have their own transportation to and from campus.

What happens if a student or a teacher tests positive for COVID-19? Will the entire classroom have to quarantine? What if multiple classrooms and students/staff are impacted? Will students be able to participate in At-Home Learning during the quarantine?

Students or staff who test positive for COVID-19 will be sent home to recover. When notification of a possible exposure occurs, in coordination with local health authorities, the campus/district will conduct contact tracing. Based on the results, a determination will be made as to whether an entire classroom or multiple classrooms are required to quarantine. In the event students are required to temporarily quarantine, the education of these students will continue through At-Home Learning for the duration of the quarantine period.

What happens if my child's campus is temporarily closed during the school year?

During the period of the school closure, students will remain at home and will engage in learning activities that are primarily delivered through an online learning management system. Live, teacher-led instruction and peer collaboration will be scheduled throughout the day to expand students' opportunities to engage with content and interact with teachers and classmates. Daily student participation in the learning activities will be required. Instructional time will also be dedicated for independent learning activities. A structured schedule will be provided to students indicating required times for participation in live instruction.

Will computer devices be made available to students who need them?

Yes. All students in 3rd-12th grade will have a Chromebook checked out to them. We will do our best to check out machines to PK-2nd grade.

How will teachers address any potential learning needs from the school closure last spring?

To support all students, the district curriculum will highlight academic standards that teachers will consider as they plan to address the potential learning impacts resulting from the school closure. Teachers will use formative assessments and supplemental resources to personalize student learning to address areas of need.

How will student progress be reported?

Overall progress on learning outcomes will be communicated in a "traditional" format using numeric grades. Assignments and grades will be entered into our grading system. The expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same.

Will STAAR/EOC be administered in 2020-2021?

Yes. The Texas Education Agency (TEA) has indicated that STAAR testing will still occur during the 2020-2021 school year, in compliance with state and federal legislation.

How do parents commit to an instructional model of choice for their child?

For current students, parents will complete the commitment form no later than **August 14, 2020 at 8:00 a.m.** Upon enrollment, new students will be provided the opportunity to select their instructional model.

How will At-Home Learning be different from the instruction provided during the school closure last spring?

Students who select At-Home Learning will be required to virtually attend and participate in class daily. In the spring of last year, students' assignments were provided at a reduced amount of instructional minutes as compared to a traditional school day. At-Home Learning this year will be a full course load of instruction and assignments that is comparable to what students who are attending school in-person will be required to complete. In addition, grading procedures will be the same as In-Person learning. Teachers delivering At-Home instruction will receive additional training and support in best practices that are effective in a remote, online environment.

Will there be attendance requirements for At-Home students?

Yes, the Texas Education Agency (TEA) will require daily attendance and participation in At-Home Learning. Students will be required to participate in online classes daily and traditional attendance rules will be enforced. A student will be considered absent if the student does not engage in the designated live-instruction and/or independent learning activities each day.

Will students in At-Home Learning have access to instructional materials, such as guided reading books or other classroom resources?

Students will be provided with some instructional materials that will vary based on the grade level and coursework of the student. Some resources may be provided digitally. The design of classroom instruction will account for student's access to specific instructional materials in the home.

Will students participating in At-Home Learning need to purchase school supplies for the new year?

Yes. Families will need to purchase typical school supplies. Students who are participating in the At-Home Learning will need to purchase the necessary listed supplies from the grade level supply list in order to complete their assignments.

Will courses taken in At-Home Learning be included in GPA calculations and class rank for high school students?

Courses taken by students participating in At-Home Learning will be included in calculating GPA and class rank in accordance with EIC (Local) policy.

Will all courses be offered in At-Home Learning for students in Grades 7 - 8?

All courses, with the exception of athletics, will be offered virtually through At-Home Learning. In addition, there will be select courses that students in At-Home Learning may choose to attend in person, on campus. Transportation for At-Home Learners attending on-campus courses will not be provided, except as documented through IEP paperwork in order for students to have access to their Special Education services.

Will all courses be offered in At-Home Learning for students in Grades 9 - 12?

No. Based on the course requirements, there are some specialized courses that will not be available in At-Home Learning. For these courses, the student will have the option to attend the class on-campus or choose to have their schedule changed in order to remain in a fully remote environment. Campus staff will work with students choosing to have their schedule changed to identify a suitable replacement course and adjust their schedule.

In addition, there are some specialized courses that are offered in At-Home Learning but may require in-person laboratory learning experiences based on specific course learning outcomes regarding equipment, software, and technology.

In addition, there will be select courses that students in At-Home Learning may choose to attend in person, on campus.

Transportation for At-Home Learners attending on-campus courses will not be provided, except as documented through IEP paperwork in order for students to have access to their Special Education services.

Can students in grades 7-12 who select At-Home Learning still participate in UIL/Extracurricular competitions, including athletics, fine arts, etc?

No: *A student or an inter-district transfer student* who is voluntarily participating in an all-remote instructional method, whether synchronous or asynchronous, shall not be permitted to participate in any extracurricular activity, practice, or performance for the grading period in which the student is receiving all-remote instruction.

Will students in grades 7-12 be able to participate in clubs and organization meetings and/or activities?

No: *A student or an inter-district transfer student* who is voluntarily participating in an all-remote instructional method, whether synchronous or asynchronous, shall not be permitted to participate in any extracurricular activity, practice, or performance for the grading period in which the student is receiving all-remote instruction

Will meals be provided for students who select At-Home Learning?

Yes, Parents must contact cafeteria manager Marlena Alvarez @malvarez@esc17.net or 271-3272

Are immunizations required for students enrolled in At-Home Learning?

Yes, at this time the Texas Department of State Health Services has not waived the vaccine requirements for students.

Will my child have virtual access to their campus nurse during the school day?

Yes, parents and students may contact the school nurse by phone or e-mail during school hours.

Can students change their commitment from At-Home Learning to In-Person Learning after the start of the school year?

Yes after the 3 week, 6 week or semester grading periods. Parents will be allowed one week at the beginning of the school year to change their selection from Remote to Face to Face instruction. After the week they must stay in remote instruction till at least the progress period or 3 weeks are complete. Parents will only be allowed to switch their student from Face to Face instruction one time in a semester. If the parent decides to switch their child back to remote instruction they must receive remote instruction till the completion of the semester. Special circumstances that affect a family will be considered on a case-by-case basis by the campus principal. Please note that if a student switches between In-Person Learning and At-Home Learning, then that student may not have the same teacher(s) or course schedule, as teachers may or may not be teaching both an At-Home and an In-Person class. Students may not be guaranteed to be assigned to their home campus based on staffing and grade level/course seat availability.

Will resources be available for parents to support and monitor their child's At-Home Learning?

Yes. Resources will be available for parents to learn how to support students in navigating learning through these digital tools. These resources will be available in August.

Will students identified as English Learners, Dyslexic and/or Gifted and Talented receive services during At-Home Learning?

Yes. More information will be available at a later date.

Will students receiving services from Special Education or 504 be eligible for At-Home Learning?

Yes, all students in Spur ISD will have the opportunity to choose In-Person Learning or At-Home Learning.

Will an ARD/504 meeting be required if At-Home Learning is chosen?

ARD and 504 meetings will be scheduled on a case by case basis. For students served in special education, the schedule of instructional and related services should be accurately documented in the ARD/IEP to reflect the supports and services the student requires for FAPE. A parent/guardian may request an ARD or 504 meeting at any time.

What if my student does not currently receive 504 or special education services but I am concerned he/she might have a disability?

Contact your campus principal to request a meeting to discuss your concerns.

I have chosen At-Home Learning for my student, but he/she requires an evaluation for 504 or special education this school year. Will the evaluation also take place via virtual methods?

If your student requires an initial or re-evaluation, the parent/guardian will be contacted to discuss the evaluation and determine components that can be completed virtually versus those components that require face-to-face interaction. Appointments with evaluation staff will be scheduled at the campus to complete face-to-face components.