

**West Sabine ISD  
2021-2022**



**Return to In-Person Instruction  
&  
Continuity of Services Plan (RIPICS)**

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## TEA Requirement: Providing Notice

West Sabine ISD is providing notice to parents, families, and the community regarding back-to-school plans and instruction through this initial document. As further required, one week 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 – West Sabine 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:

Dr. Carnelius Gilder	Superintendent	<a href="mailto:carnelius.gilder@westsabineisd.net">carnelius.gilder@westsabineisd.net</a>
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## TEA Requirement: Prevent and Mitigate

West Sabine 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:

### Maintenance of Health and Safety Guidance (per CDC)

- **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). Teachers will be trained on strategies to promote students’ mental health and emotional well-being in the classroom. Staff members’ social and emotional well-being are also a top priority. All West Sabine ISD staff members will have access to their campus counselor in order to support any social, emotional, or mental health needs that may arise.
- **Masks** – While masks are recommended by CDC and AAP, West Sabine ISD will comply with GA-38 which states that school systems cannot require students or staff to wear a mask. (GA-38 addresses

- government-mandated face coverings in response to the COVID-19 pandemic.) Staff and students may choose to wear a mask but it is strictly optional. The District will continue to monitor and follow all mandates from the State of Texas, Texas Education Agency, and local government agencies regarding COVID-19 precautions and safety measures.
- **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.
  - Students will be socially distanced in the cafeteria when feasible and appropriate.
- **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 strongly encouraged 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.
  - 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 fog and disinfect.
  - Custodial and/or maintenance staff will fog 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 monitored to board the bus or to enter the building. If a student's temperature is at or above 100.0°, the student will not be allowed on the bus.

For students who are dropped off by parents, temperatures will be taken before the student is allowed on the campus. If a student's temperature is at or above 100.0° 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.

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 work, they 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 Superintendent. You may be asked to submit a healthcare provider's note before returning to work.

If a student becomes ill at school or is exhibiting symptoms of COVID19, the student will be sent to the nurse's office, assessed by the school nurse, and may be sent home at that time. In the event that the student will be sent home, a parent or guardian will be contacted.

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

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 if all of the below conditions for campus re-entry have been met:

- In the case of an individual who is symptomatic and is diagnosed with COVID-19, the

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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); and
  - 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 that is asymptomatic but has received a positive COVID-test result, the individual may not return to the campus until ten days have passed since a positive test.
  - In the case of an individual who has symptoms that could be COVID-19 and who is 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 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 alternative diagnosis is, or (b) obtain an acute infection test (at a physician's office or approved testing location) that comes back negative for COVID-19.
  - 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, thought for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or (b) obtain two PCR acute infections tests (at a physician's office, approved testing location or other site) at least 24 hours apart that come back negative for COVID 19.
  - If the individual lives in a household that has a COVID-19 pending PCR test result, the individuals must stay home pending the lab confirmed results.

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

West Sabine ISD will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

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

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, we are following the most up-to-date information from CDC, University Interscholastic League, Texas Education Agency, the Texas Department of State Health and the local Newton/Jasper County Health Department.

Please do the following if you have been exposed:

1. Quarantine yourself in a specific room away from others at home
2. Contact the following, and let them know you have been exposed to COVID19, then follow their instructions.
  - School Nursing Department (employees and students)
  - Your healthcare provider, at your discretion.
  - WSISD's HR department (employee's only)
  - Your supervisor (employee's only)
3. For employees, your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
5. WSISD recommends the student, teacher, staff, or visitors should stay at home through the 14 day incubation and not be allowed on campus. However, based on CDC recommendations WSISD can allow students to return sooner if the following conditions have been met:
  - 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.

If the individual experiences symptoms, they must stay at home until the conditions outlined below have been met.

- At least one day 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc) and
- At least 10 days have passed since symptoms first occurred

WSISD can use results from a rapid or PCR test (at a physician's office or approved testing location) for individuals who return to campus sooner than the 14 day incubation period.

### **Close Contact**

This document refers to "close contact" with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency.

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In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a total of approximately 15 minutes throughout the course of a day; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined two days prior to the confirming test and continuing for 10 days following the confirming test.

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

While research indicates masks may help those who are infected from spreading the infection, there is less information regarding whether masks offer any protection for a contact exposed to symptomatic or asymptomatic patient. Therefore, the determination of close contact should be made irrespective of whether the person with COVID-19 or the contact was wearing a mask.”

Individuals who are vaccinated are not considered close contacts by the Texas Education Agency Guidance on 08/05/2021.

***While West Sabine ISD does not offer COVID-19 Testing or Vaccinations, guidance regarding where these services can be received may be provided, if requested and/or available.***

### **Campuses and Classrooms: Protocol for Continuity of Services**

- **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 discourage non-emergency drop-offs...i.e. snacks, lunch, restaurants, etc. during school hours. Individuals who proceed beyond the lobby area will follow the following specific guidelines for visitors:
  - All visitors must check in with the school nurse or front office before proceeding.
  - 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, Pep Rallies, Concerts etc., will be planned and approved by administration, however these events will be postponed in any COVID-19 situation. We will reevaluate how to proceed with these activities. Campuses will continue to use other means to keep parents and families up-to-date and engaged in their child’s learning, including online platforms.

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- **Drop-off and Pick-up**
  - **Arrival**
    - Separate entrances will be utilized for car riders and bus riders/walkers.
    - Sanitizer stations will remain at each entrance and students will sanitize hands upon entry.
    - Parents will not be allowed to walk students to classrooms.
    - Early bird arrivals are strongly discouraged.
  - **Dismissal**
    - Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, and bus riders will help manage student movement in the building and decrease the risk of potential crowding at dismissal time.
    - Separate entrances will be utilized for car riders, bus riders, and walkers.
    - 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** - West Sabine ISD will arrange student learning spaces six feet apart, as feasible. In some instances, common areas may be used for instruction with similar distancing. It is important to note that not all students will be able to be placed 6 feet apart due to classroom size.
  - Each classroom will be outfitted with the following
    - Visual reminders of distancing requirements will be in all classrooms.
    - 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. Parents will need to wash blankets/towels for Pre-K students on high heat settings several times when sent home with students.
  - Students will have access to their own technology (school assigned laptop/tablet to be used at school only for elementary students) to minimize the sharing of electronic devices.
  - Students will use hand sanitizer upon entering the classroom.
  - When possible, eliminate communal supplies. Shared supplies will be sanitized between use.
  - Teachers are encouraged to 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 as age appropriate.
    - Provide reminders for students to sanitize upon entering and exiting the classroom.
  - Reduce the use of large table seating in classrooms and replace it 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.
- **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 are encouraged to wash hands and then use hand sanitizer before entering the classroom.
    - Increased disinfecting will occur throughout the school day. Each building has a water fountain that has equipment installed to fill up water bottles. Students may bring a water bottle and refill in these fountains.
- **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.
    - Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.
- **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.
    - Visual reminders will be displayed for social distancing throughout common areas.
    - Students and staff will be encouraged to 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.

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- Facial coverings, optional only.
  - Hand sanitizer will be provided
  - Social distancing
  - Limit the sharing of materials/supplies
- **Administrative Spaces - Reception, Offices, Conference Rooms**
    - Facial coverings or masks are recommended when social distancing guidelines cannot be followed.
    - Hand sanitizer will be provided in front office spaces, reception areas, and conference rooms.
    - Distances of 6 feet will be provided between all occupied seats and workspaces, when feasible.
- **Transitions**
    - Students and staff will follow disease mitigation safety protocols.
    - When transitioning between classes, students will be encouraged to travel corridors as far to the right as 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. Masks are recommended when 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 activities when possible.
    - Students participating in extracurricular activities will follow all protocols and guidelines put in place by West Sabine ISD and/or the host school or entity.
- **On Campus Activities**
    - Any school wide events that are approved to be held on campus need to adhere to social distancing requirements as outlined by West Sabine ISD, TEA, and/or UIL.

## **CONTINUITY OF EDUCATIONAL SERVICES**

- **Face-to-Face Instruction and Remote/Virtual Learning** – While West Sabine ISD is taking multiple precautions to protect both students and staff in school operations, we will no longer offer parents the option for either face-to-face or remote/virtual learning. All students will be required to attend school Face-to-Face and attend school according to compulsory attendance laws. All COVID protocol will still be followed if a student is tested positive or is a close contact to another positive COVID case.
  - **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 (only used if designated by school administration)** - Students participate in classroom instruction via remote/virtual learning and are expected to complete and submit assignments as communicated by the remote/virtual learning teacher(s). This home

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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 asynchronous instruction that 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. West Sabine ISD will structure the students' learning schedule to require students to participate in asynchronous learning. 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

**West Sabine 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 West Sabine 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 based on ARD committee and 504 committee decisions as change of placement and change in presentation of content is evaluated, in consideration of student needs and abilities.

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- District computer device provided and internet connection provided when determination of need is met.

**Students must meet the 90% mandatory compulsory attendance law in order to earn credit and/or be promoted to the next grade level.**

ARD/IEP, RTI, or 504 Committees will determine the unique needs of students who are RTI, 504 or IEP-entitled in making support and service recommendations for students attending school virtually.

- **Role of Stakeholders within Remote Learning (if needed)**

STUDENT	PARENT
<ul style="list-style-type: none"> <li>● Follow the designated schedule communicated by their campus to attend class and complete activities assigned.</li> <li>● Students should take responsibility for advocating for themselves.</li> <li>● Turn in school work at the direction of the assigned teacher.</li> <li>● Responsible for participation in the lesson.</li> <li>● Daily participating in classes at designated times.</li> </ul>	<ul style="list-style-type: none"> <li>● Monitor and ask for evidence that your child is on track with assignments and coursework.</li> <li>● Provide your child with assistance on their day-to-day activities with the exception of designated independent work.</li> <li>● Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus.</li> <li>● Consider creating a designated learning space for our child at home to learn comfortably.</li> <li>● Maintain communication with your child's teacher by phone, email, and/or online meetings to create a learning partnership.</li> <li>● Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.</li> </ul>

- **Attendance** – District funding and resources are linked to attendance. Attendance will be taken each day for both face-to-face **or** remote/virtual learning to ensure that students are actively engaged. Secondary Campus attendance will be taken each class period. During remote/virtual instruction, students are expected to participate and fully engage as communicated by the teacher to receive attendance 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 2021-2022 school year. This requirement applies to both face-to-face **and** remote/virtual instruction.

- **Technology** – Students in grades K-12 will be provided with a device for the school year to assist with in person or at-home learning **if needed**.
- **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. West Sabine 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 Remote/Virtual Learning, 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 during Remote/Virtual learning 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 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 RTI, 504, or IEP-entitled, progress will be carefully monitored and RTI, 504, or 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.

### **Continuity of Services: Meals and Transportation**

- **Meals** – West Sabine ISD must comply with child nutrition guidelines.
  - Cafeteria staff will wear gloves and will follow all health and safety protocols.
  - 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.
  - Hand sanitizer stations will be available at entrances and exits of the cafeteria.

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- Lunches will be staggered to limit the number of students in the cafeteria at the same time.
- If West Sabine ISD schools must close to a COVID-19 outbreak, then meals will be prepared and distributed on a weekly or bi-weekly basis by school staff. Families will be informed on when and where to pick up their students' meals.

- **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.
- When possible, drivers will open the windows to allow outside air to circulate in the bus.
- Buses will be thoroughly disinfected after each bus trip, focusing on the high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During disinfection, windows will be open to allow for additional ventilations and air flow.

**Continuity of Services: Electives: P.E., Band, CTE Courses, Other Electives, Cheer, Athletics, etc.**

- **Physical Education Classroom Protocols**

- 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** (Labs, Shops, Culinary)

- 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 encouraged to use alcohol-based hand sanitizer before exiting the building to depart for the playground and prior to entering the building from the playground.
- **Elementary Specials**
  - 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 encouraged to use alcohol-based hand sanitizer before entering and upon exiting.
- **Band and 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.

### **Continuity of Services for 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, if necessary.
- **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**

*Reviewed and Updated: 8/27/2021*

- **Extracurricular/After School 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 messages (will be collected with registration)
- Social media
- Website
- Newsletters
- School Messenger system
- Class Dojo, Remind 101, Group Me, or other School Texting App determined by teacher/sponsor.

### **TEA Requirement: Respond**

West Sabine 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).*
- 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 should notify all teachers, staff, and families of all students considered close contact.*