



**SWEET HOME
INDEPENDENT SCHOOL DISTRICT**

Fall 2020 Safe Start Plan

*This document is subject to change with the
Texas Education Agency and Texas Health Department's guidelines.*

Table of Contents

Screening Protocol	3
Isolation Protocol	3
Displaying Symptoms.....	3
Confirmed Diagnosis.....	4
Face Covering Protocol	5
Campus Visitor Protocol	5
Visitor Access to Building.....	5
Visitor Screening and PPE Requirements.....	5
Disinfecting and Hand Sanitizing Protocols	5
Handwashing and Sanitizing Expectations.....	5
Supplies & Materials.....	6
Campus Cleaning Protocols	6
Daily Campus Cleaning.....	6
Additional Cleaning Procedures for COVID-19 Positive Cases on Campus.....	6
Work & Learning Environment	6
Classroom Configurations & Procedures.....	6
Common Areas.....	6
Restrooms.....	7
Physical Education.....	7
Arrival, Dismissal, & Transitions	7
Daily Schedule.....	7
Arrival.....	7
Breakfast.....	7
Transitions.....	7
Morning Break/Recess.....	7
Lunch.....	7
Dismissal.....	8
Busing.....	8
Field Trips.....	8
Sweet Home ISD Instructional Plan	9
Asynchronous/Remote Learning.....	9
Enrollment.....	9
Instructional Delivery.....	9
Schedule.....	10
Remote Learning Grading.....	10
Intervention.....	10
Attendance.....	10
Responsibilities During Remote Learning	11
Student.....	11
Parent/Guardian.....	11
Important Information for Parents	11

SCREENING PROTOCOLS

All staff members are required to self-screen for COVID-19 symptoms prior to reporting to work each day. If a staff member is experiencing any of the symptoms listed below in a way that is not normal for them, the superintendent will be notified, and the staff member will not report to the campus. Symptoms to screen for include:

- 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

Students who are experiencing symptoms in a way that is not normal for the student will be kept home from school.

Parents/guardians are expected to screen their students for these COVID-19 symptoms each day prior to sending their student to school.

Students who ride the bus must be screened by the parent/guardians before boarding the bus each morning.

Sweet Home ISD staff will monitor students throughout the day and refer to the nurse/office if symptoms are present in a way that is not normal for the student.

ISOLATION PROTOCOLS

Displaying Symptoms

- When a student has displayed symptoms of COVID-19, the school nurse, if available, will provide a clinical assessment to determine if and when the student needs to be sent home.
- Students who are ill will be separated from their peers. Parents/guardians will be notified and should make arrangements to pick the student up within 30 minutes.
- Students exhibiting mild symptoms who are able to complete work from home may engage in remote learning while absent from school.
- Staff members displaying COVID-19 symptoms will follow district protocols for separation from students and other staff members, testing and returning to work. For individual guidance, staff members should contact the superintendent.

Confirmed Diagnosis

- If an individual who has been in school is lab-confirmed to have COVID-19, the school district will notify Lavaca County Health Department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will 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.
- When a student or staff member receives a confirmed diagnosis of COVID-19, the district will notify staff members and parents/guardians of students known to have had close contact with a COVID-19 positive student or staff member.

Note: Close contact is considered someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before the infected person's illness onset or 2 days prior to them being tested for COVID-19.

- Students and staff who have tested positive for COVID-19 will be required to submit a medical release from a physician's office or health department prior to returning to school. Any students or staff who themselves either:
 - are lab-confirmed to have COVID-19; or
 - experience the symptoms of COVID-19must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if any of the below conditions for campus re-entry have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. At least three days, 72 hours, have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ii. The individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. At least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
 - i. Obtain a medical professional's note clearing the individual for return based on alternative diagnosis or
 - ii. Receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

FACE COVERING PROTOCOL

- For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the mouth and nose), or full-face shields to protect eyes, nose, and mouth.
- Sweet Home ISD will follow the Texas Governor's Executive Order for face masks. All staff and students 10 years and older will utilize face coverings when moving through hallways and while in common areas including restrooms, library, etc. Face coverings will also be utilized to the greatest extent possible in the regular classroom setting.
- Sweet Home ISD will also rely on data from the Center for Disease Control (CDC), Lavaca County Office of Emergency Management, and the Texas Education Agency to determine appropriate protective measures.
- It may be impractical for students to wear masks or face shields while participating in some activities. Students who are actively exercising may remove masks or face shields, as long as they maintain at least six feet of distance from other students and staff who are not wearing masks or face shields.

CAMPUS VISITOR PROTOCOL

We always encourage family participation, but during this time we must collaborate and find new ways to partner with families while keeping staff and students safe and healthy. In order to limit campus visitors, virtual meetings will be encouraged.

Visitor Access to Buildings

- In order to limit potential exposure for staff and students, visitors will not be permitted into any parts of the buildings other than the school office.
- Families are encouraged to contact the office by phone rather than entering the building.

Visitor Screening & PPE Requirements

- All individuals entering the campus and visiting the office area must wear a face covering.
- In situations where individuals must move beyond the office area:
 - All visitors will be screened through the use of a symptom screening form.
 - Physical distancing of a minimum of 6 ft. will be followed.

DISINFECTING AND HAND SANITIZING PROTOCOLS

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available in classrooms, the cafeteria, and common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Hand sanitizer will be provided each time students enter or leave the classroom.
- Students will be required to wash or sanitize hands after recess, before eating, and following restroom breaks.

Supplies and Materials

- The sharing of supplies will be extremely limited. When supplies must be shared, they will be sanitized after each use.
- Staff will use disinfectant wipes or sprays to sanitize high-touch and working surfaces.

CAMPUS CLEANING PROTOCOLS

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily
- All high touch areas will be disinfected daily
- Cafeteria tables will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes or sprays 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 staff member or students receives a confirmed COVID-19 diagnosis, the school will close off areas that were heavily used by the individual and thoroughly disinfect the areas, unless more than 3 days have already passed since that person was on campus.

WORK AND LEARNING ENVIRONMENT

Classroom Configurations and Procedures

- Desks or tables will be socially distanced as much as instructionally possible.
- To the greatest extent possible, contact with individuals from other designated student groups will be limited.
- Group work may be implemented while maintaining appropriate distancing and safety measures.
- Any materials or furnishings that must be used by multiple students will be cleaned with disinfectant wipes or sprays following each use.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain separation from other classroom groups to the greatest extent possible.
- Supplemental services will be provided while maintaining safety protocols.
- The recommended procedures will be applied to all classroom settings, including special education settings when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

Common Areas

- Common areas include spaces that are used by multiple groups of students or staff for instructional activities, eating, play, or meetings. This includes cafeteria, gym, playground, and the library.

- Schedules will be developed for the use of common areas. All staff and students will be required to use hand sanitizer when entering and exiting common areas.

Restrooms

- The number of students in the restroom will be limited to assist with social distancing.
- After restroom breaks, students will be required to use hand sanitizer before reentering the classroom.

Physical Education

- Whenever possible, PE classes will be held outside to allow for maximum physical distance between students.
- Students will not be required to wear masks during recess and PE while maintaining social distancing.

ARRIVALS, DISMISSALS AND TRANSITIONS

Daily Schedule

School Start Time → 7:55 a.m.

School End Time → 3:30 p.m.

Arrival

- Campus gates will open at 7:35 a.m.
- Students will report directly to classrooms unless eating breakfast.
- All staff will be utilized for duty.
- Visitors will not be allowed in the buildings during arrival.

Breakfast

- Breakfast will be served to students in the cafeteria with social distancing guidelines practiced.
- Students who wish to eat breakfast should report directly to the cafeteria.
- When students finish eating breakfast they should go directly to their homeroom class.

Transitions

- When necessary transitions will be staggered to limit exposure between student groups.

Morning Break/Recess

- Staggered schedules will be used to limit interaction between student groups.
- All students and staff will be required to use hand sanitizer before entering the playground and before re-entering the classroom.

Lunch

- Lunches will be served in the cafeteria with social distancing guidelines being followed.
- If necessary, on a rotating basis, students may eat in their classroom.
- Grades 4th through 8th grade, on a rotating basis, eat at the tables under the canopy.

Dismissal

- Students will stay in their groups until called upon for pick-up.
- Students will be required to wear mask even though outside.

Busing

- In order to reduce the number of students on the bus, families are encouraged to provide their own transportation if possible.
- Masks are to be worn while on the bus.
- Students will use hand sanitizer when boarding the bus

Field Trips

- Fields trips are put on hold as of right now. If safe and possible, field trips may be rescheduled for a later date.

SWEET HOME ISD INSTRUCTIONAL PLAN

Sweet Home ISD will offer two instructional options for students during the COVID-19 pandemic. SHISD parents are expected to select the plan that is in their family's best interest.

The two options include:

1. Regular/In person instruction at school
2. Asynchronous (Remote Learning at Home)

ASYNCHRONOUS/REMOTE LEARNING

Instruction that does not require having the instructor and student engagement at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real-time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC §28.002.

Google Classroom will be our single Learning Management System used. Families choosing remote learning should make sure they have sufficient internet access and devices for the program, so their student(s) may be successful.

Enrollment

Students can enroll in the Remote Learning program at any point in the semester but are required to stay in the program until the end of the grading period. Any parent/student wishing to change their instructional platform needs to notify the district one week prior to the next grading period.

Instructional Delivery

The goal of the Sweet Home ISD Remote Learning Plan is to allow for continued instruction while acknowledging the additional challenges that come without traditional, face-to-face classroom learning. Parents/guardians must also commit to a sense of cooperation in supporting the school's decision-making role.

All remote instruction will include:

- Daily interactions with the teacher
- TEKS aligned curriculum resources that follow a logical course sequence
- Continued opportunities to review and reinforce essential skills
- Accommodations to support students with disabilities and/or students in need of enrichment.
- Instruction appropriately focuses on student progress on standards and the continuation of learning. During the period of remote learning, students may receive instruction in the following ways (including, but not limited to):

- Instructional activities through our Learning Management System – Google Classroom.
- Authentic student work/assignments with timely and relevant feedback for continued progress monitoring to determine level of learning on the standard addressed.
- Hands-on activities which may need adult assistance at home.
- Video Lessons/Discussions using the Google Meet program.

Schedule

The scope and sequence will follow the “At School” classroom model. During remote learning, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. If your student is struggling with time management, he or she should contact his or her teacher for additional assistance.

Remote Learning Grading

Grading for all remote learning courses will follow the same grading policy as the courses in the “At School” plan. In other words, every student is expected to stay on pace with students in the classroom. There is a risk of receiving a lower grade if a student falls behind.

Intervention

Intervention time will be scheduled regularly for students to best meet their academic needs. During this time, intervention will be provided to students in need. This may be scheduled during different times throughout the school day to include before and after school.

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

Attendance

State attendance requirements are much stricter than they were during our spring shut down. Students are still required by the State of Texas to meet the 90% attendance rule for each semester to receive credit. Time spent on daily assignments will be monitored along with educational progression. All students who meet the remote learning expectations for the day, will be counted as PRESENT for attendance. Improved communication with administration and teachers about transitioning into and out of remote learning during any illness will reduce the number of absences accrued during the year.

NOTE: There will be NO awards for “perfect attendance” during the 2020-2021 school year, as we focus on the importance of personal and public health through the current pandemic.

RESPONSIBILITIES DURING REMOTE LEARNING

Student

- Follow the designated schedule communicated by the teacher.
- Complete asynchronous activities assigned.
- Turn in schoolwork to the assigned teacher.
- Students are responsible for engaging in all parts of the lesson cycle.

Parent/Guardian

- Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach
- Ensure your child is on track with assignments and course work
- Provide your child with assistance on their day-to-day activities except for designated independent work
- Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher
- 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
- Help your child own their learning. Provide support and encouragement, and expect your children to do their part. There will be times of struggle and that is to be expected. Let the work be theirs. Their struggles help us to adjust and design individualized instruction for them not only academically but also socially and emotionally. With that said, please communicate these struggles when they occur.

IMPORTANT INFORMATION FOR PARENTS CHOOSING THE ASYNCHRONOUS PLAN

Choosing Asynchronous Instruction Without a Positive COVID-19 Test

Parents who choose the asynchronous model of instruction for their child will be required to remain in the asynchronous model for an entire grading period. Parents need to give one week's notice to the school when/if there will be a change of instructional plans during the school year.

Moving to Asynchronous Instruction With a Positive COVID-19 Test

Students who test positive for COVID-19 during a grading period, and are forced to move to the asynchronous plan, will be allowed to return to campus upon meeting the health requirements to return. This requirement may be met at any time during a grading cycle. Also, parents are required to report to the school district any positive test of a currently enrolled Sweet Home ISD student.

IMPORTANT NOTE:

For the safety of all, Sweet Home ISD requests that parents/guardians never send a student to school when they are showing any signs or symptoms of ANY illness. For any illness (COVID-19, Flu, common cold, etc...), parents/guardians may contact the campus to move to remote learning for the day(s) where the student is ill.