
Back to School Guidance



Smyer ISD
smyer-isd.org

TEA Requirement: Providing Notice

Smyer 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 – Smyer 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:

Summer Stracener, RN	District Nurse	sstracener@smyer-isd.org
Chris Wade	Superintendent	cwade@smyer-isd.org
Bill Black	Secondary Principal	bblack@smyer-isd.org
Tony Igo	Elementary Principal	tigo@smyer-isd.org
Mike Schaap	District Assistant Principal	mschaap@smyer-isd.org

TEA Requirement: Prevent and Mitigate

Smyer 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 – Face coverings are mandated at this time by the Governor’s order (Executive Order GA-29) for 5th grade and above. Masks are required when social distancing cannot be practiced. For example, in a classroom where the students may safely be social distanced, masks may not be worn. It is our intent to follow the Governor’s order and take care of the needs of our kids simultaneously. Students and staff are responsible to take the measures to protect themselves, others, and our district if we have reported COVID-19 exposures. Masks are available on campuses.

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, grade 5 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.

- **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 masks and gloves during work hours.
 - 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.

The bus drivers will take the temperature of each student before boarding the bus. If a student's temperature is at or above 100.0°, the student will not be allowed on the bus and will be given a medical/safety informational form with guidelines that must be followed before he/she is allowed to return to school.

For students who are dropped off by parents, temperatures will be taken before the student is allowed in 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.

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.

- 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;

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-1, two days prior to the confirming test.

- **SISD Over the Counter Medication Policy** - Due to existing School Board Policy, over the counter medications will not be provided by the school. Parents must provide any OTC medications that the child may need to receive during a school day to the school nurse. Medications provided by the parent will be labeled with the child's name and will only be used for the specified child/children.

The following criteria must be met in order for children to receive OTC medications at school:

1. The parent must provide the medications, and complete the appropriate form with the nurse,
2. The nurse will determine the use of OTC medications. The nurse must determine that the use of OTC meds will not mask the symptoms of COVID-19. An example is that Tylenol (acetaminophen) may be given during school hours as needed if dental work has been performed recently and the child needs pain relief.
3. If there is a doctor's order for a child to receive OTC medications while at school, the parent may provide this order to the nurse, and the nurse will follow the order.

If the child needs prescription medications administered during school hours, the parent must complete the appropriate form with the school nurse and provide the medication in its original prescription bottle, with the child's prescription label intact.

- **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 case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

Campuses and Classrooms

****Please refer to Campus Specific Appendices for more information****

- **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, 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.
 - 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 in 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** – Smyer 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 (laptop, tablet) 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.
- **Elevators**
 - Only students and staff with a physical impairment or the need to move large/heavy equipment will be able to use the elevator.
 - No more than 2 people will ride in the elevator at the same time.
 - Masks will be worn by adults when on the elevator.
 - 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 **Start and Stay Strong!** While Smyer 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

remote/virtual learning 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 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. Smyer 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
- Instructional activities within Schoology and/or Class Dojo
- Portfolio tasks and turning in of assignments
- Assessments
- Video lessons
- Project based learning/assignments
- Group/partner projects
- Schoology assignments
- Class Dojo assignments

Smyer 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 SISD 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.

Extracurricular activities are limited to students that are enrolled for and engage in campus based, face-to-face instruction. A student who is voluntarily participating in remote virtual instruction will not be permitted to participate in any extracurricular activity, practice, or performance for the grading period in which the student is receiving virtual instruction.

Students who are enrolled in on-campus instruction but are temporarily quarantined and engage in alternative learning other than campus-based education are still eligible to participate in extracurricular activities following their release from quarantine.

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 six week period. 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
<ul style="list-style-type: none"> • Follow the designated schedule communicated by their campus to attend class and complete asynchronous activities assigned • Students should take responsibility for advocating for themselves • Turn in school work at the direction of the assigned teacher • Responsible for participation in the lesson • Daily participating in classes at designated times 	<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 • 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.

- **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.

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 K-12 will have a device available to them 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. Smyer

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 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 within the Virtual Academy 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 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** – Smyer 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 wear face coverings and gloves and 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.
- 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 alcohol-based 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

- **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

TEA Requirement: Respond

Smyer 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.*

****Elementary- Specific Appendix:**

ARRIVAL-

1. Doors will open at 7:30 am each morning. Doors to enter are: Door under the awning, door by 3rd Grade and the doors by the Adm. Office. At 7:30 am, students will enter the building and go directly to the classrooms for breakfast. Students arriving after 8:00am must enter by the Adm. Office. Early arrival is discouraged.
2. Pre-K may enter the door under the awning. K-3 will enter by the 3rd Grade door. Grades 4-6 will enter under the awning.
3. Bus riders will be dropped off in the back of the school, by the PE Barn. Bus riders will also leave each day from the back of the school. This will be our new designated Bus Area.
4. Parents are asked to stay in their cars as they arrive using the drive-thru lane to unload students. Staff will be waiting there to help get them into the building.
5. Parents will not be allowed to walk with kids to the rooms. Pre-K and K may do so the first week of school, if so desired. Also, parents will not be able to eat lunch with students until further notice. These measures are all for the safety and well-being of all.

DISMISSAL-

1. End of the day is 3:30pm for Elementary. Staff will bring students to your vehicle as you pull through the drive-thru lane. Dismissal times will be slightly staggered to help with traffic and social distancing.
2. Car pick-ups and walkers will exit the front and bus-riders will load and leave from the back of the school.

BREAKFAST and LUNCH-

1. Breakfast will be served from 7:30am-7:50am in the classrooms.
2. Lunch will be in the cafeteria, with social distancing measures and staggered lines.

Please read our [Back to School Guidance](#) document to help clarify things.
Thank you in advance for this “learning as we go” and putting new procedures in place.

****Junior High/High School-Specific Appendix:**

MORNING PLAN

- There will be three entries into the building each morning for high school students.
- Doors will open for entry each morning at 7:30.
- All students entering the building before the start of the day will report to their 2nd period classroom. (Zero Period)
- Students will stay in Zero Period until they are released for the start of the instructional day.

Entry Points

1. North doors at end of junior high hallway.
 - a. Busses will drop off and pick-up outside the north doors
 - b. Bus riders will enter these doors and proceed immediately to their 2nd period classroom.
2. Awning Entry
 - a. Students who walk to school or are dropped off may enter the building through the awning entry and proceed immediately to their 2nd period classroom.
3. Superintendent's office door
 - a. Students who drive themselves to school and park in the student parking lot will enter the building through these doors and proceed immediately to their 2nd period class.

****The band hall and coach's doors will not be available until COVID restrictions are lifted. ****

****The back gym will not be available for student use before school until COVID restrictions are lifted. ****

****Students are not allowed to congregate or be in any area of the building except their 2nd period classroom between 7:30 and 8:10****

Breakfast

- Breakfast will be served in the classroom during Zero Period (2nd period classroom)
 - Pledges and announcements will also take place during this time.
 - Students will be released at 8:10 to go to their first period class to begin the instructional day

TRANSITION PLAN

PASSING PERIODS

7TH AND 8TH GRADE STUDENTS

- 7th and 8th grade students will be released by their teachers 3 minutes early for each class.
- Students will proceed immediately to their next class or they may go to the restroom in either the junior high hall or the Ag hall only. Junior high students are not allowed to use the restrooms in the high school locker area.
 - Students will not be allowed to congregate in the restrooms
- Anytime two students meet going in opposite directions in a hallway, both students will be required to stay to the right.
- Junior high students going to or coming from band will use the hallway behind the visiting bleachers.

9th – 12th GRADE STUDENTS

- 9th through 12th grades students will be released according to the bell schedule.
- Students will proceed immediately to their next class or they may go to the restroom in any of the restrooms in the high school locker area, junior high hall or Ag hall.
 - Students will not be allowed to congregate in the restrooms
- Anytime two students meet going in opposite directions in a hallway, both students will be required to stay to the right.

****No lockers will be assigned or allowed until all COVID restrictions are lifted****

LUNCH PLAN

- Students will be assigned either A Lunch or B Lunch.
- When going to the cafeteria for lunch students will be asked to have a seat while practicing social distancing.
 - At least one seat between each student with no one directly across the table.
- Students will be released by tables to get their lunch. Students will go through the line while practicing social distancing guidelines and then return to their seat.
- When it is time to return to class students will be released by table.

**** Students will be required to stay in the cafeteria for the duration of the lunch time****

****Microwaves will not be available for use until COVID restrictions are lifted****

DISMISSAL

Dismissal times will be staggered.

- Bus riders and students who walk home will be dismissed 3 minutes early
 - Bus riders will be required to go straight to the bus and walkers will be required to leave campus immediately
 - Bus riders will dismiss through the north doors in the junior high hallway
 - Walkers will dismiss through the awning or admin office doors.
- Students being picked-up or who drive themselves will be released by the regular bell schedule.
 - Students that drive themselves may dismiss through the coaches door.
 - Students being picked up will dismiss through the awning or admin doors.

****At no time will students be allowed to congregate or loiter in any part of the school or common area after school****

- **Students required to stay on campus for any reason must be supervised by an adult**

VISITORS TO SMYER HIGH SCHOOL CAMPUS

- Individuals wishing to visit the Smyer High School campus should schedule an appointment by calling the school office at 234-2935.
- Visitors to the high school campus will be required to report directly to the high school office.
- All visitors will follow the Smyer ISD Back to School Guidance policy.

VIRTUAL INSTRUCTION PLAN

Guidelines for all students engaged in remote virtual instruction at Smyer High School

- Expectations for coursework and guidelines for grading for virtual instruction will be the same as those for on-campus instruction.
- Students must demonstrate engagement each of the five days of the school week by logging into Schoology and engaging in the course via asynchronous learning with the teacher and submission of work.
 - Unless otherwise noted for dual-credit classes
- Accommodations and support services will be provided as feasible in a virtual learning environment.
- Internet connection is required.
 - Learning packets will not be utilized.
- Students will be expected to complete all campus and state assessments.
- Students must check in with every course instructor according to the students' assigned course schedule.
- Teachers will provide feedback to students using Smyer High School grading guidelines on all assignments.
- Assignments are due according to teacher-established deadlines.
- Virtual instruction will be developed in units that align with on-campus instruction.
- CTE courses
 - Students desiring to enroll in any CTE course other than a "principles" course will be required to enroll in face-to-face instruction.

ATTENDANCE

Attendance credit for Smyer high school students engaging in virtual instruction will be based on daily engagement and not just on completion of assignments. Texas Education Code 25.092 and Smyer ISD policy FEC(Local) and (Legal) require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

Attendance for virtual learning.

Students who log in to Schoology or any other learning platform used by the teacher each day during the times specified by their teachers and engage in teacher assigned learning will be considered “present”. Students who have not logged in by 2:00 p.m. each day will be marked absent.

Parents and students will receive absence notifications via Parent Portal.

*****Note. If a student is engaged in virtual learning and completes the entire weeks’ worth of learning activities on Monday and does not log in for the remainder of the week, she/she will be marked “present” on Monday only and counted “absent” for Tuesday-Friday.***

EXTRACURRICULAR ACTIVITIES

A student who is voluntarily participating in remote virtual instruction will not be permitted to participate in any extracurricular activity, practice, or performance for the grading period in which the student is receiving virtual instruction.