



## **Stephenville ISD Instructional & Operational Protocols for Protecting the Health of Students and Staff During the COVID-19 Pandemic**

***PLEASE NOTE: The guidelines in this document are subject to regular revision as directives from governing authorities and health officials or environmental conditions change. Updated 3/14/2021***

Stephenville ISD is committed to providing high-quality instruction to all students, regardless of instructional setting. Stephenville ISD is equally committed to providing a safe environment in which to learn and work. To that end, this document contains the essential instructional and operational protocols that Stephenville ISD will use to safely re-engage students and employees in the 2020-2021 school year. This plan is based on current constraints and considerations related to the COVID-19 pandemic and may be updated as additional guidance is provided. As these plans may shift quickly, we are also continuing to plan for the possibility of a completely remote start to the school year if conditions warrant.

No guidance can anticipate every unique situation that might result from COVID-19. As a result, Stephenville ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation and will update these plans, as needed. The District will comply with applicable federal and state employment and disability laws, workplace safety standards, and accessibility standards to address individual needs.

For the 2020-2021 school year, per the regulations from the Texas Education Agency, Stephenville ISD will offer all students in grades PK-12 the option of either remote instruction or face-to-face instruction. The District has asked parents to inform us of their preferred method of instruction in an online election form that went out mid-July that is due on July 29th. Any student whose parent selects the remote learning model will remain in that setting until the end of any six-week grading period. At that time, a request could be made to return to a face-to-face setting.

All staff members will report in person, even those exclusively serving remote learners. Staff members with an underlying health concern that may prevent them from safely resuming their duties in-person in August should contact the superintendent. A doctor's note may be required.

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## General Health and Safety Protocols

- Stephenville ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus until they meet the criteria for re-entry to the campus.
- All staff has been trained in COVID-19 safety protocols.
  - Staff development regarding everyday protective measures, including proper hand washing and the proper use, removal, and washing of cloth face coverings, will be provided to all staff members.
  - Beginning of the year education regarding school routines for students will include routines for hand washing, cough/sneeze protocols, keeping shared spaces clean, and mitigation practices adopted by the school.
  - Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if a tissue is not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Disinfectants will be used for deep cleaning campuses.
  - SISD outsources custodial services to [SSC Services](#) for Education. All supplies provided and utilized will be EPA approved according to the latest guidelines.
  - Custodial staff will increase cleaning, disinfecting, and sanitizing of commonly touched surfaces and all staff members will be provided with materials to safely disinfect items and materials, as needed.
  - The District will store these products safely and ensure that harmful cleaning products are not used near children.
- Social distancing and safety signage to promote everyday protective measures will be added and visible throughout school facilities.
- Hand sanitizer stations will be provided at entrances and throughout the buildings.
- Face shields will be provided to all instructional staff.
- Disposable masks will be available to all students and staff upon request.
- Traffic patterns in hallways will be revised to promote safe distance practices.
- Visitors and volunteers will be limited, until further notice. NOTE: Essential volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms before admittance to a campus.
  - No outside visitors or parents will be allowed to come to school for lunch, at least during the fall semester.
  - No deliveries will be accepted. (such as flowers or gifts).

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- Isolated health rooms will be identified on each campus for students or staff exhibiting COVID-19 symptoms.
- Per the CDC, the use of inhalers is allowed with completed documentation by the parent and physician in place of nebulizer treatments at school for asthma or other documented conditions. If that treatment is not effective, parents will be notified and they may take the student home to administer further treatment.

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## Health Self-Screening

All staff members must conduct a self-health screening every morning using the question below before reporting to work.

- Staff members exhibiting COVID-19 symptoms, including a temperature of 100.0 or higher, must not come to school or an SISD facility and, instead, contact their immediate supervisor as soon as possible.

Parents will be informed of the screening question/requirements below and that any child exhibiting those symptoms must not be brought to campus.

- Students exhibiting COVID-19 symptoms, including a temperature of 100.0 or higher, must remain at or be sent home.
  - A staff member will have thermometers available at the school entrance if a parent/guardian doesn't have one available at home.

### **The following question should be used for self-screening:**

Have you recently begun experiencing any of the following in a way that is not normal for you?

- 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
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

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- Nausea or vomiting
- Students and staff may be subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day.
- Teachers have access to a touch-free forehead thermometer to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100 or higher** temperature to the school health clinic for temperature verification and symptom check by the school nurse.
- Teachers, staff, and students must report to the campus/district administration if they 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.
  - Additionally, teachers, staff, and students must report to the campus/district administration if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined by this document, and, if so, must remain off campus until the **10-day** incubation period has passed.
- Stephenville ISD will be pre-screening all contracted workers and essential volunteers before they are allowed entrance to a campus.

**“Close contact” is defined by the Centers for Disease Control and Prevention (CDC) as:**

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. 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 cumulative duration of 15 minutes; 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 lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

**International Travel- Changed on 9-1-2020**

~~Per CDC recommendations, any individual that has traveled internationally must self-isolate at home for 14 days.~~

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## Protocols for Individuals Confirmed, Suspected, or Exposed to COVID-19

### Confirmed COVID-19

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

In the case of **an individual who is diagnosed with COVID-19**, the individual may return to school when **all three** of the following criteria are met:

- At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The individual has improvement in symptoms (e.g., cough, shortness of breath); and
- At least ten days have passed since symptoms first appeared.

**Stephenville ISD nurses will screen individuals after the above conditions have been met.**

### Suspected COVID-19

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**, the individual is assumed to have COVID-19. The individual may not return to the campus or attend any school activities until the individual has completed the same three-step set of criteria listed above.

If an **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.

### Exposed to COVID-19

**Individuals**, including students, teachers, staff or other campus visitors, and volunteers, **who have had close contact (as defined at the beginning of this section) with someone who is**

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lab-confirmed to have COVID-19, must/may stay at home through the 10-day incubation period, must not be allowed on campus, or allowed to attend any school activities. Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring. Based on CDC guidelines, the exposed individual may choose to stay in quarantine for the full 14 days. Changed on 12-7-2020

If the individual who has been exposed to COVID-19 wants to return to school before completing the stay at home period, the individual must:

- a) not have any COVID-19 symptoms based on daily monitoring (as listed under the Health Self-Screening Section)
- b) provide proof of a negative COVID-19 test that was administered at least 8 days after the original exposure date. After day 7 after receiving a negative test result (test must occur on day 5 or later)

NOTE: In both of these cases, individuals should be advised that if any symptoms develop, they should immediately self-isolate and contact the school nurse and/or their healthcare provider to report this change in clinical status. Changed on 12-7-2020

**Stephenville ISD nurses will screen individuals after the above conditions have been met.**

Fully vaccinated persons who meet criteria will no longer be required to quarantine following an exposure to someone with COVID-19. Changed 3-15-2021

### **Response if Symptoms Develop While at School**

- If a student, staff member, or any individual develops symptoms of COVID-19 while on a campus, a school nurse will provide a clinical assessment.
- The individual will be separated from others and will be required to wear a mask while waiting to be picked up. Students must be picked up within one hour from the time the campus contacts the student's parent/guardian.
- Other students will be removed from the classroom and other areas used by that individual 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/area can be disinfected.
- The district will communicate with the parents of students who came in close contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms must follow district protocols including isolation from students and other staff members.

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- Students, staff members or any individual who was in close, sustained contact with a COVID-19 positive individual must self-isolate and follow the guidelines prior to returning.

### **Response if Individuals with Lab-Confirmed Cases Have Been at School**

- 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).
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
- 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 in any on campus activities.

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## **Personal Protective Equipment**

- For this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Executive Order GA-29 requires a mask except:
  - If a person has a medical condition or disability that prevents wearing a face covering;
  - While consuming food or drink, or seated to eat or drink;
  - While exercising outdoors or engaging in physical activity outdoors while maintaining a safe distance from other people not in the same household;
  - While giving a speech to an audience while maintaining a safe distance.
- For Pre-K through 3rd grade students, parents may determine if masks or face coverings are developmentally appropriate. At this time, masks **remain an option** and are not mandated for students in grades Pre-K through 3. However, **masks are strongly recommended**. If your child is in close contact with an individual that tests positive for

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COVID-19 and both parties are not properly masked, your child may have to quarantine at home until the criteria for re-entry is met.

- For 4th through 12th grade students, masks or face coverings **required/recommended**, including on buses.
  - Some 4th grade students will be nine years old at the beginning of the year. To assist with compliance and safety, SISD requires masks for all 4th grade students regardless of age.
  - Students shall provide their own personal face masks for daily use. When/if a replacement is needed during the day, one will be provided.
  - Individual exceptions to the mask requirement from grades 4-12 will be made for those with a documented medical condition or disability that prevents wearing a face covering. Current medical documentation must be provided to the campus principals to qualify for an exception.
- For all SISD staff members, mask or face coverings **are required/recommended**.
  - Staff members shall provide their own personal masks for daily use. Should a replacement mask be needed during the day, one will be provided. Instructional staff will be provided with a face shield.
  - A staff member may remove a mask while alone in a separate room, or in the presence of only members of the same household or residence.
  - Individual exceptions to this requirement will be made for those with a documented medical condition or disability that prevents wearing a face covering. Current medical documentation must be provided to the campus principal to qualify for an exception.
- Failure to comply with the mask/face covering requirements will be handled through existing disciplinary procedures. Repeated instances of noncompliance will result in a transition from face-to-face instruction to remote instruction.
- The Texas Education Agency recently announced that PPE would be purchased and provided to each District for use as needed.
  - Stephenville ISD will receive:
    - 34,368 disposable masks to be received (10,310 adult and 24,057 students)
    - 8,592 reusable masks (6,205 adult and 2,386 student)
    - 15,470 gloves
    - 28 thermometers
    - 404 gallons of sanitizer
    - 455 adult face shields

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## Guidelines for Closure

Stephenville ISD will adopt the following guidelines for closure. Please note that these guidelines are subject to change.

- **When do we exclude an entire campus from face-to-face operations?** Any decision to close a campus for face-to-face operations will be made in collaboration with Cook Children's Health Care System and following guidelines from state authorities.
- **When do we close the District for face-to-face operations?** Any decision to close the District for face-to-face operations will be made in collaboration with Cook Children's Health Care System and following guidelines from state authorities. Two complete school closures may result in the school district moving to a virtual learning environment for all students.

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## Social-Emotional Support/Mental Wellness

- Stephenville ISD counselors have been trained in COVID-19 safety protocols.
- Counselors have developed strategies and support for students, families, and staff members for each phase of recovery (before opening, immediately after reopening, and long-term support).
- A process has been established to help identify and provide support to students or staff, perhaps at higher risk for significant stress or trauma from COVID-19.
- Students seeking outside social-emotional support will be provided with information for appropriate community mental health resources.
- The SISD Counselors will continue to maintain current information regarding mental health and community services available as a result of COVID-19 for students, families, and staff on each campus counselor webpage. The counselor pages may be accessed via the campus websites and/or the district website. [www.sville.us](http://www.sville.us)

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## Instructional Protocols

### Option A: Face-to-Face Instruction

The key to returning to successful, sustained, in-person instruction will be our commitment to upholding the health and safety guidelines in this document.

- In-person instruction resumes on August 19th for all students.

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- The face-to-face instructional option includes appropriate health protocols and minimized transitions.
- Routines for related services and other pull-out services will be adjusted to best preserve the safety of providers and students.
- Students who begin the year in face-to-face instruction at school may move into temporary remote instruction for a period of time if needed for school closure due to student/staff illness or for self-isolation in accordance with county or state regulations.
- Instruction in both the remote and face-to-face settings addresses the same Texas Essential Knowledge and Skills (TEKS).

### **FACE-TO-FACE INSTRUCTIONAL PROTOCOLS**

<b>PK-6th Grade</b>	<ul style="list-style-type: none"> <li>• The goal of face-to-face instructional &amp; operational protocols is to provide a balanced approach that upholds the safety of students and staff while also providing an environment that is developmentally appropriate.</li> <li>• Stephenville ISD prepares teachers to utilize the strategies and best practices associated with blended learning to design high quality learning activities for all students.</li> <li>• All students will be issued a District-owned iPad to ensure that mobile devices are not shared between students and to ensure quick access to devices in the event of an unforeseen closure.</li> <li>• Teachers will collaborate to plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary exclusion or school closure due to COVID-19 spread.</li> <li>• Both the remote and face-to-face experiences: <ul style="list-style-type: none"> <li>○ Utilize the grade-level LMS (Learning Management System) = Seesaw (PK-4) or Google Classroom (5-6);</li> <li>○ Provide similar expectations around coursework; and</li> <li>○ Follow the same grading guidelines.</li> </ul> </li> <li>• Although there will be dedicated teachers for remote learners in grades K-6, students that are temporarily excluded from face-to-face instruction for the purposes of required self-isolation related to COVID-19 will remain with their assigned teacher during the period of exclusion. As such, all K-6 teachers must prepare for the possibility of teaching a small, but fluid, number of online learners.</li> </ul>
<b>7th-12th Grade</b>	<ul style="list-style-type: none"> <li>• The goal of face-to-face instructional &amp; operational protocols is to provide a balanced approach that upholds the safety of students and staff while also providing an environment that is developmentally appropriate.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Stephenville ISD prepares teachers to utilize the strategies and best practices associated with blended learning to design high quality learning activities for all students.</li> <li>• All students will be issued a District-owned iPad to ensure that mobile devices are not shared between students and to ensure quick access to devices in the event of an unforeseen closure.</li> <li>• Teachers will collaborate to plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary exclusion or school closure due to COVID-19 spread.</li> <li>• Both the remote and face-to-face experiences: <ul style="list-style-type: none"> <li>○ Utilize the grade-level LMS (Learning Management System) = Google Classroom (7-8) and Canvas (9-12);</li> <li>○ Provide similar expectations around coursework; and</li> <li>○ Follow the same grading guidelines.</li> </ul> </li> <li>• All secondary teachers must prepare for the possibility of teaching a combination of face-to-face and online learners within the same section.</li> </ul>
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### Option B: Remote Instruction

The key to successful remote instruction will be our commitment to providing our remote learners with a strong instructional experience that provides the same expectations and experiences as students in the classroom.

- Remote instruction begins on August 19th for all students and follows all [TEA requirements for remote instruction](#).
- In accordance with TEA requirements, instruction for remote learners is delivered by Stephenville ISD teachers.
- If students in grades pre-kindergarten through second grade participate in remote instruction, a higher degree of parental/care-giver support is necessary.
- The remote instructional option is an asynchronous model that includes teacher-led instruction, regular "live" teacher-student engagement opportunities, and required daily check-ins/progress for attendance purposes. Per TEA's requirements for remote learning, student feedback will be provided by the teacher at least weekly.
- Teachers will teach remote instruction students from their classrooms or other assigned Stephenville ISD facilities.
- All students are assigned an iPad to use in both the face-to-face and remote settings.
- Both the remote and face-to-face settings utilize Seesaw, Google Classroom, or Canvas and follow the same grading guidelines.
- Students have access to online resources, textbooks, and materials on the District's single sign-on platform.

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- Instruction in both the remote and face-to-face settings addresses the same Texas Essential Knowledge and Skills (TEKS).
- Student expectations for remote instruction include:
  - Designating a home work space that is free from distractions;
  - Participating in a daily virtual check-ins/class meetings;
  - Dressing appropriately when participating in virtual check-ins/class meetings;
  - Showing their faces on the screen when engaging in virtual check-ins/class meetings;
  - Showing proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning ie. video, picture, or activities submitted as lessons and/or completing assignments;
  - Communicating with the teacher when there is a need for additional assistance, tutoring, etc.; and
  - In order to maintain academic integrity, students still will be expected to complete required exams at a proctoring location with limited person to person interaction and adequate space for social distancing.
- **It is important that parents and students understand that remote attendance is based on DAILY engagement, not solely on the completion of assignments.** State law TEC §25.092 and policy FEC (LOCAL) and (LEGAL) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance counts in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

#### REMOTE LEARNING PROTOCOLS

<b>PK-2nd Grade</b>	<p><i>*The District strongly recommends that this age-group have high levels of adult support at home to assist with accessing lesson materials and with ensuring that daily instructional expectations are met.</i></p> <ul style="list-style-type: none"> <li>● Stephenville ISD prepares teachers to utilize the strategies and best practices associated with virtual learning to design high quality learning activities for all students.</li> <li>● There will be at least one designated teacher for remote learning at each grade-level in PK-2. Students whose parents select the remote option will be assigned to this designated teacher.</li> <li>● All PK-2 remote learning classes are self-contained with the same teacher.</li> <li>● In accordance with TEA guidelines, virtual students will be expected to participate in approximately 3 hours of school per day or 15 hours per week.</li> <li>● Remote learning times follow the same schedule as the</li> </ul>
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	<p>face-to-face times. <b>Teachers are not expected to remain “on duty” during evenings and weekends.</b></p> <ul style="list-style-type: none"> <li>• Remote learning teachers will work closely with their professional learning community to ensure consistency of curriculum, instruction, and in the quality of assessments.</li> <li>• Teacher-created video lessons and assignments are delivered in the designated LMS (Learning Management System) = Seesaw (PK-2).</li> <li>• The student will complete and turn in assignments through the grade-level LMS. Students will have designated time periods that work will be due. Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.</li> <li>• Daily synchronous time may include activities such as: <ul style="list-style-type: none"> <li>◦ Read alouds</li> <li>◦ Small group instruction</li> <li>◦ Community Circles/Check ins</li> <li>◦ Direct instruction by teacher (mini-lesson)</li> </ul> </li> <li>• Daily asynchronous assignments are to be completed independently. These may include activities such as: <ul style="list-style-type: none"> <li>◦ Choice boards</li> <li>◦ Student self-selected reading and writing</li> <li>◦ Content specific assignments</li> <li>◦ Independent practice</li> </ul> </li> <li>• The teacher will schedule one-on-one tutorials, guided learning groups, and intervention time weekly and as needed.</li> <li>• Daily attendance is taken in Skyward. According to the Texas Education Agency, being marked “present” for asynchronous instruction is determined daily by one of three methods: teacher interaction with a student; progress documented in the LMS; and/or an assignment completed and turned in to the teacher.</li> <li>• Students will not receive direct instruction online for music, art, PE classes, but the District will provide teacher created video lessons for these areas. Students may access these lessons after completing work in the core areas.</li> </ul>
<b>3rd-8th Grade</b>	<ul style="list-style-type: none"> <li>• Stephenville ISD prepares teachers to utilize the strategies and best practices associated with virtual learning to design high quality learning activities for all students.</li> <li>• There will be at least one designated content pod of teachers for remote learning at each grade-level in 3-8. Students whose</li> </ul>

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	<p>parents select the remote option will be assigned to these designated teachers.</p> <ul style="list-style-type: none"> <li>• In accordance with TEA guidelines, virtual students are expected to participate in: <ul style="list-style-type: none"> <li>◦ Grades 3-5 = approximately 3 hours of school per day or 15 hours per week.</li> <li>◦ Grades 6-8 = approximately 4 hours of school per day or 20 hours per week.</li> </ul> </li> <li>• Remote learning times follow the same schedule as the face-to-face times. <b>Teachers are not expected to remain “on duty” during evenings and weekends.</b></li> <li>• Remote learning teachers work closely with their professional learning community to ensure consistency of curriculum, instruction, and in the quality of assessments.</li> <li>• Teacher-created video lessons and assignments will be delivered in the designated LMS (Learning Management System) = Seesaw (3-4) or Google Classroom (5-8).</li> <li>• The student will complete and turn in assignments through the grade-level LMS. Students will have designated time periods that work will be due. In order to maintain academic integrity, students are expected to complete required exams at a proctoring location with limited person to person interaction and adequate space for social distancing. The exams must be scheduled and completed within the time frame determined by the teacher.</li> <li>• The student is required to complete assignments similar to what is asked of in-person students.</li> <li>• In accordance with requirements from TEA, grading policies for remote student work will be consistent with those used for on campus assignments.</li> <li>• Teachers will create assignments/assessments that make academic dishonesty more difficult (e.g., non-traditional choice boards, projects, etc.)</li> <li>• Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.</li> <li>• Daily synchronous time may include activities such as: <ul style="list-style-type: none"> <li>◦ Small group instruction</li> <li>◦ Community Circles/Check ins</li> <li>◦ Direct instruction by teacher (mini-lesson)</li> </ul> </li> <li>• Daily asynchronous assignments are to be completed independently. These may include activities such as:</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Choice boards</li> <li>○ Student self-selected reading and writing</li> <li>○ Content specific assignments</li> <li>○ Independent practice</li> </ul> <ul style="list-style-type: none"> <li>● The teacher will schedule one-on-one tutorials, guided learning groups, and intervention time weekly and as needed.</li> <li>● Daily attendance is taken in Skyward. According to the Texas Education Agency, being marked “present” for asynchronous instruction is determined daily by one of three methods: teacher interaction with a student; progress documented in the LMS; and/or an assignment completed and turned into the teacher.</li> <li>● Students will not receive direct instruction online for music, art, PE, and gifted and talented classes, but the District will provide teacher created video lessons for these areas. Students may access these lessons after completing work in the core areas.</li> <li>● Student elective choices for those selecting remote learning may be limited.</li> <li>● Students who select remote instruction will be contacted regarding their schedule if any of the courses requested require an in-person component.</li> <li>● Students participating in remote instruction are permitted to participate in extracurricular activities in accordance with forthcoming guidelines established by the University Interscholastic League (UIL).</li> </ul>
<b>9th-12th Grade</b>	<ul style="list-style-type: none"> <li>● All secondary teachers must prepare for the possibility of teaching a combination of face-to-face and online learners within the same section.</li> <li>● In accordance with TEA guidelines virtual students are expected to participate in: <ul style="list-style-type: none"> <li>○ Grades 9-12 = approximately 4 hours of school per day or 20 hours per week.</li> </ul> </li> <li>● Remote learning times for students follow the same schedule as the face-to-face times. <b>Teachers are not expected to remain “on duty” during evenings and weekends.</b></li> <li>● Teachers facilitating remote learning will work closely with their professional learning community to ensure consistency of curriculum, instruction, and in the quality of assessments.</li> <li>● Teacher-created video lessons and assignments will be delivered in the designated LMS (Learning Management System) Canvas (9-12).</li> <li>● The student will complete and turn in assignments through the</li> </ul>

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	<p>LMS. Students will have designated time periods that work will be due. In order to maintain academic integrity, students are expected to complete required exams at a proctoring location with limited person to person interaction and adequate space for social distancing. The exams must be scheduled and completed within the time frame determined by the teacher.</p> <ul style="list-style-type: none"> <li>• The student is required to complete assignments similar to what is asked of in-person students.</li> <li>• In accordance with requirements from TEA, grading policies for remote student work will be consistent with those used for on campus assignments.</li> <li>• Teachers will create assignments/assessments that make academic dishonesty more difficult (e.g., non-traditional choice boards, projects, etc.).</li> <li>• Teachers and administrators will establish required synchronous instructional check-ins by subject/grade level.</li> <li>• Scheduled tutorials and interventions will be established.</li> <li>• Any course that is counted in the high school GPA will be taught and assessed by a Stephenville ISD staff member (e.g., not Edgenuity).</li> <li>• Daily attendance is taken in Skyward. Being “present” is determined daily by one of three methods: teacher interaction with a student; progress documented in the LMS; and/or an assignment completed and turned in to the teacher.</li> <li>• Student elective choices for those selecting remote learning may be limited.</li> <li>• Some courses for students who select remote instruction may require the student to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed remotely (e.g., welding, a/v production, etc.).</li> <li>• Students who select remote instruction have been contacted at the beginning of August regarding their schedule if any of the courses requested require an in-person component.</li> <li>• Students participating in remote instruction are permitted to participate in extracurricular activities in accordance with forthcoming guidelines established by the University Interscholastic League (UIL).</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Student iPads are provided to all remote learners through a drive-thru pickup service.</li> <li>• Students and families are expected to follow guidelines for care</li> </ul>

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	<p>and use devices in a way that ensures these resources are effectively maintained.</p> <ul style="list-style-type: none"> <li>• Relevant notifications, instructions, procedures, policies and processes related to instructional technology are available on the Stephenville ISD website. <a href="https://bit.ly/SISDtechnology">https://bit.ly/SISDtechnology</a></li> <li>• Technology staff are available in all instructional models to assist students and staff with technology support.</li> <li>• Students and families can submit a technology support request by using the help desk app on the student school issued iPad, calling 254-968-2476, or visiting the following URL <a href="https://bit.ly/sisdhelp">https://bit.ly/sisdhelp</a></li> <li>• Stephenville ISD purchased a limited number of mobile hot spots for families in need of internet access.</li> <li>• Stephenville ISD has outdoor wifi locations available to students located in the parking lots at Lem Brock Field and the SISD Administration building.</li> </ul>
<b>Special Education</b>	<ul style="list-style-type: none"> <li>• SISD is committed to implementing a child's IEP to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will arrive at workable solutions in the best interest of the child.</li> <li>• The remote instructional setting is available to all students in grades PK-12, including those receiving special education services.</li> <li>• ARD Committees will determine the unique individualized needs of students who receive special education services and will make service recommendations for students attending the remote instructional program.</li> <li>• The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This ensures continued growth in the general education curriculum and on IEP goals and objectives.</li> <li>• Please contact the campus Diagnostician when you have any questions.</li> </ul>
<b>Special Programs</b>	<ul style="list-style-type: none"> <li>• Parents can rest assured that Stephenville ISD is committed to implementing each child's plan to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will work together and arrive at solutions in the best interest of</li> </ul>

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	<p>the child.</p> <ul style="list-style-type: none"> <li>• Meetings will be held virtually when possible.</li> <li>• Please contact the principal at your campus if you need further assistance.</li> </ul>
<b>Food Service</b>	Families who select remote instruction may pick up breakfast and lunch from one designated site to be determined by the District. Information is disseminated via the District website/campus newsletters.

## Operational Protocols

As it has been, the health and safety of our staff and students remain our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information regarding practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, as well as advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe but will also keep their respective families safe, as well as staff and teachers.

### OPERATIONAL PROTOCOLS RELATED TO COVID-19

<b>Preparing for the Opening of Campuses</b>	<p>Stephenville ISD will implement health and safety plans that include:</p> <ul style="list-style-type: none"> <li>• Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand soap, hand sanitizer, etc.);</li> <li>• Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency;</li> <li>• Ensuring compliance with the Centers for Disease Control, Texas Health and Human Services, the Texas Education Agency and other jurisdictional policies; and</li> <li>• Providing communication of procedures and expectations upon entering facilities and throughout buildings.</li> </ul>
<b>Visitors / Volunteers</b>	<ul style="list-style-type: none"> <li>• No outside visitors or parents will be allowed to come to school for lunch until further notice.</li> <li>• Visitors will be limited, until further notice. Campuses will utilize virtual meeting options to limit campus visitors.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Pre-authorized essential volunteers scheduled for work at a campus will be pre-screened for temperature/symptoms before admittance to a campus.</li> <li>• Volunteers such as mentors, college representatives, guest speakers, etc., are not permitted to visit campuses at this time.</li> <li>• All pre-authorized essential volunteers permitted to proceed beyond the reception area must follow all safety and campus protocols and required to wear a mask throughout the duration of their visit.</li> </ul>
<b>Parent Meetings</b>	<ul style="list-style-type: none"> <li>• ARD meetings, 504 meetings, parent conferences, and other individual parent meetings will be held virtually.</li> <li>• All Meet the Teacher Nights in August and other beginning of the year routines will be held virtually unless otherwise announced.</li> </ul>
<b>Drop Off/Pick Up</b>	<ul style="list-style-type: none"> <li>• Separate entrances will be utilized for car riders and bus riders.</li> <li>• Parents are asked to avoid early drop offs in the morning.</li> <li>• Parents dropping off students in the morning must stay in their cars and are prohibited from walking students inside the school building.</li> <li>• Parents picking up students during the day may not enter the building and, instead, must call ahead so that students can be sent or accompanied to parent vehicles upon arrival.</li> <li>• As appropriate, parents will be invited to attend class parties and performances virtually.</li> <li>• Staff reporting times and non-classroom staff schedules may be adjusted to supervise arriving students.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Efforts will be made to limit the number of people in each classroom at a time, as well as on the number of people in and out of the space during the day.</li> <li>• Where feasible, students will be kept in cohorts to minimize the number of students in proximity to one another throughout the day in order to minimize viral spread in the school.</li> <li>• Procedures to limit the sharing of high touch materials (e.g., art supplies, pencils, etc.) are in place.</li> </ul>

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	<ul style="list-style-type: none"> <li>● To ensure that mobile devices are not shared between students and to ensure quick access to devices in the event of an unforeseen closure, all students are issued a District-owned iPad.</li> <li>● Signage and markings are placed in classrooms to encourage safe distancing practices.</li> <li>● Personal, labeled water bottles are encouraged to reduce shared water fountain usage.</li> <li>● Classroom visitors and volunteers are permitted until further notice.</li> <li>● Whenever possible and developmentally appropriate, there will be no group or pairs work requiring students to regularly interact within 6 feet.</li> <li>● Teachers will prop classroom doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.</li> <li>● Teachers will be provided with materials to safely disinfect items and materials, as needed.</li> </ul>
<b>Bus Transportation</b>	<ul style="list-style-type: none"> <li>● Families are encouraged to drop students off, carpool, or walk with their students to school.</li> <li>● Campus to campus busing will only be available to SISD staff and faculty this year due to the confined conditions on the bus and the need to provide as much distancing as possible. Please make arrangements to pick up your students at their home campuses.</li> <li>● All students 4th grade through 12th grade must wear a mask while on the bus (mandatory-no tolerance). Masks are encouraged, but optional, for PreK through 3rd grade students. Individual exceptions to this requirement will be made for those with a documented medical condition or disability that prevents wearing a face covering. Current medical documentation must be provided to the campus principal to qualify for an exception.</li> <li>● As the students enter the bus, they will use their SMART Tag to board.</li> <li>● The use of hand sanitizer will be required upon entry to the bus.</li> </ul>

Specific questions, concerns, or suggestions should be directed to:

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	<ul style="list-style-type: none"> <li>• At bus stops, students will practice social distancing whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.</li> <li>• All students must be screened prior to entry onto a bus by a parent or guardian using the screening protocol in this document.</li> <li>• Seating will be staggered as much as possible with assigned seating based on family units.</li> <li>• When possible, bus windows will be opened to allow outside air to circulate in the bus.</li> <li>• After each route, buses are routinely cleaned and disinfected with close attention paid to frequently touched surfaces.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Stephenville ISD plans to utilize the school cafeteria as much as possible for student meals. NOTE: No parents/visitors will be allowed during lunch until further notice.</li> <li>• Cafeteria staff are trained in COVID-19 safety protocols.</li> <li>• Lunches will be staggered to ensure time for appropriate disinfection between groups.</li> <li>• Limits will be placed on the number of people allowed in the cafeteria at a time.</li> <li>• In order to safely provide meals to all students in a timely fashion, lunch may be provided inside classrooms.</li> <li>• Signage and markings are placed in cafeterias to encourage safe distancing practices.</li> <li>• Students will not be allowed to pick up food from the office, and food deliveries to the campus are not allowed. All food must come with the student when arriving at school.</li> <li>• Non-classroom staff will be available for additional duties related to assisting in the cafeteria, as needed.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Schedules and routines that teach children to maintain safe distances from each other during recess will be implemented.</li> <li>• Outdoor play spaces may be marked with a physical barrier (e.g., cones, tape) to allow access to the playground by multiple groups at a time, as long as the groups remain separate.</li> <li>• Students will sanitize their hands at the beginning and end of recess.</li> </ul>

Specific questions, concerns, or suggestions should be directed to:

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	<ul style="list-style-type: none"> <li>• Older elementary students who are able to follow physical distancing protocols will be asked to keep six feet apart while using outdoor play spaces.</li> <li>• For younger students, including early childhood and early elementary students, as well as some students with disabilities, physical distancing on play spaces may not be possible or developmentally appropriate.</li> <li>• Playground equipment will be disinfected in the event of a potential exposure.</li> <li>• Non-classroom staff are available for additional duties related to assisting with recess, as needed.</li> </ul>
<b>Extracurricular/ Athletics</b>	<ul style="list-style-type: none"> <li>• All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League).</li> <li>• Athletic practices and contests will be conducted following safety protocol provided by guidance from Stephenville ISD, UIL, and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.</li> <li>• Hand sanitizing stations are in gym facilities and equipment is sanitized on a regular basis.</li> <li>• Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow physical distancing guidelines.</li> <li>• Bus travel will follow the transportation guidelines provided by Stephenville ISD and TEA.</li> <li>• Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control the capacity of facilities.</li> <li>• Postgame sign out procedures for athletes will be communicated to parents prior to the beginning of each season.</li> <li>• Event procedures will be in place to minimize face-to-face interactions.</li> <li>• Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.</li> <li>• Spectator seats may be marked and/or configured in a way to enforce social distancing.</li> </ul>

Specific questions, concerns, or suggestions should be directed to:

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	<ul style="list-style-type: none"> <li>• Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.</li> </ul>
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>• Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (TEA, UIL, etc)</li> <li>• Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (TEA, UIL, etc.).</li> <li>• Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (TEA, UIL, etc.), including but not limited to transportation procedures, number of attendees, and the orientation of concerts.</li> <li>• All fine arts performances will be streamed online when possible.</li> <li>• Booster club meetings will be held virtually or off-campus to minimize outside exposure to campuses.</li> </ul>
<b>Cleaning &amp; Disinfecting of Personal Work Spaces and Equipment</b>	<ul style="list-style-type: none"> <li>• Staff will be provided with access to disinfecting supplies and gloves, as needed.</li> <li>• Staff must ensure the daily disinfecting of personal workspaces, including appropriate disinfecting of touch points located within that workspace.</li> <li>• Staff must disinfect shared office equipment (e.g., copiers, fax machines, etc.) after use.</li> <li>• Staff working in facility reception areas must ensure that spaces and touch points are routinely disinfected after each visitor exits the building. This includes deliveries and visits by staff from other locations within the District.</li> <li>• In accordance with TEA guidelines, students may be asked to assist in disinfecting workspaces when appropriate.</li> </ul>
<b>Facility Rentals &amp; After-School Events</b>	<ul style="list-style-type: none"> <li>• Due to COVID-19 and the impact on facility management, Stephenville ISD is limiting rental of school facilities primarily to outdoor fields.</li> </ul>

Specific questions, concerns, or suggestions should be directed to:

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	<ul style="list-style-type: none"> <li>• TEA recommends that after-school providers and other programs that operate in conjunction with campuses follow this guidance in coordination with the campuses they serve.</li> <li>• Any operation of facilities must be done consistent with the Texas Governor's Executive Orders for similar events.</li> </ul>
<b>Large-Group Gatherings &amp; Special Events</b>	<ul style="list-style-type: none"> <li>• To begin the fall semester, SISD will avoid scheduling non-essential large group gatherings and events where adults and students must commingle or where students could be unnecessarily exposed to the virus in public places, such as field trips, assemblies, dances, public pep rallies PTO fun nights, etc.</li> <li>• Campuses and departments will reduce in-person staff meetings or other opportunities for adults to congregate in close settings. When meetings are absolutely necessary and cannot be done via electronic means, all attendees must follow the mask protocols and remain at least 6 feet apart.</li> </ul>

## Employee Support

### Remote Operation for Employees in Self-Isolation

- Teachers and staff must notify the District if they 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.
- Additionally, teachers and staff must notify the District if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus (and away from all school activities) until the 14-day incubation period has passed.
- Teachers and staff who must self-isolate, but who are otherwise willing/able to continue serving students remotely, may be placed on a temporary remote assignment.
- Employees placed on a temporary remote assignment who become ill and require leave related to COVID-19 must consult the guidelines in the next section.

### Employee Leave Related to COVID-19

Specific questions, concerns, or suggestions should be directed to:

<https://www.sville.us/apps/contact/>



There is a separate leave system called the Families First Coronavirus Response Act (FFCRA) that is available through December 30th (see link below). An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Has been advised by a health care provider to self-quarantine related to COVID-19;
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- Is caring for an individual subject to an order described above or self-quarantine as described above;
- Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
- Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

#### [EMPLOYEE RIGHTS](#)

#### [FAQ](#)

Additionally, employees may qualify for Emergency-FMLA for school/childcare closure for up to 400 additional hours (10 weeks) if they have been employed for at least 30 days.

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## **Communication**

- Stephenville ISD continues to communicate to inform key stakeholders regularly while offering opportunities for feedback to help shape the SISD 2020 Fall Plan.
  - The District and campuses will communicate official SISD news using SchoolMessenger, websites, and social media accounts.
  - Survey links were sent to each family to provide feedback, opinions, and preferences for fall 2020.
  - Survey links were sent to each faculty member to offer feedback, opinions, and preferences for fall 2020.
  - Specific questions, concerns, or suggestions should be directed to [www.sville.us/apps/contact](http://www.sville.us/apps/contact)
- 

Specific questions, concerns, or suggestions should be directed to:

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## Local COVID-19 Testing Sites

- **Affordacare Urgent Care Clinic:** 2857 W. Washington St., Stephenville, TX 254-965-5273
- **CVS:** 2565 W. Washington St., Stephenville, TX 254-965-5085
- **Dr. Kelly Doggett, MD:** 2216 W. Washington St., Stephenville, TX 254-965-5888
- **Stephenville Medical & Surgical Clinic:** 150 River North Blvd., Stephenville, TX 254-968-6051
- **Surepoint Emergency Center:** 2108 W. Washington St., Suite 184, Stephenville, TX 254-434-2093
- **Texas Health Harris Methodist Hospital:** 411 N. Belknap St., Stephenville, TX 254-965-1500

Specific questions, concerns, or suggestions should be directed to:

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