

Agenda of Special Meeting

The Board of Trustees Westwood Independent School District

A Special Meeting of the Board of Trustees of Westwood Independent School District will be held August 3, 2020, beginning at 6:00 PM Westwood Administration Office.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

Due to health and safety concerns related to COVID-19 coronavirus, the meeting will be conducted by video-conference. At least a quorum of the Board will be participating by videoconference or telephone call in accordance with the provisions of Sections 551.123 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

An electronic copy of the agenda packet is attached to the online notice www.westwoodisd.net. Members of the public who desire to address the Board regarding an item on this agenda must comply with the following registration procedures: send a request through Zoom Chat from 6:15 pm – 6:30 pm the day of the meeting. Including name and topic.

1. **CALL TO ORDER AND ESTABLISH QUORUM**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE/TEXAS PLEDGE**
5. **ACTION ITEM**
 - A. Board to consider approval of the agenda as presented
6. **PUBLIC COMMENTS**
7. **ACTION ITEMS**
 - A. Board to consider date for public hearing to adopt the budget and set the tax rate
 - B. Board to consider final budget amendment for the 2019-2020 school year
Presenter: Kyle Johnson
 - C. Board to consider Westwood ISD S-O-A-R (Safely Open and Return) Plan
Presenter: Wade Stanford/Kyle Johnson

Westwood ISD Agenda Item Information

Meeting Date: August 3, 2020

Subject: Review Westwood Back to School Plan during COVID-19

Administrator Responsible: Mr. Johnson

Summary: Read and Review the Westwood Plan to S.O.A.R. (Safely Open and Return)

Administration's Recommendation: Review the Plan to S.O.A.R. and discuss changes in order to have it ready to post on the Westwood website

Board Approval Required

YES

NO



WESTWOOD ISD

PLAN TO *SOAR* 2020-2021

*A GUIDE TO **SAFELY OPEN AND RETURN**
DURING COVID-19 CHALLENGES*

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Please note: The details in this plan are subject to change as directives are provided by governing authorities and/or health officials or as public health conditions change. Check back for updated, accurate information.

A LETTER FROM OUR LEADERSHIP TEAM

Westwood ISD continues to follow guidelines from the Texas Education Agency (TEA) for the start of the 2020-2021 school year. Preparing and leading a school start for 2020-2021 during a COVID-19 pandemic requires Westwood ISD faculty and staff to establish plans to mitigate the spread of COVID-19 and provide the best in-person and Home-Based learning instruction for our Westwood ISD students.

The Westwood ISD School Start Plan 2020-2021 has been developed based on the Texas Education Agency's information as of July 17, 2020, and is subject to change as public health guidelines and further information from the Texas Education Agency is released. As a result, we will modify our plan in response to new updates prior to the first day of school scheduled for Wednesday, August 19, 2020. We anticipate situations that necessitate Intermittent Closures (i.e. classroom, grade level, campus, district) due to positive COVID-19 cases in schools. Parents, staff, and students should be prepared for this in the event that it occurs, while actively working to implement district prevention and mitigation practices. Our curriculum and instruction team has developed an instructional plan that includes in-person instruction and fully virtual (Home-Based) instruction for students who choose to learn from home. Each campus also has a COVID-19 Response Team, composed of the campus administrators and nurses. You may contact them with any questions.

Parent(s)/guardian(s) will select In-Person Instruction or Home-Base Learning for their student(s) via the WISD Instructional Location Commitment Survey. This Survey will open Wednesday, August 5, 2020 and remain open until Friday, August 14, 2020. Parent(s)/guardian(s) may access the In Person/Home-Base Learning survey at www.westwoodisd.net. Parents who do not have online access may come to the Westwood ISD Administration Office to complete the survey on Wednesday August 5, 2020 through Friday August 14, 2020 anytime between 8:30 AM to 3:30 PM.

If a parent chooses home-based learning and later decides to switch his/her child to in-person instruction, the parent may do so, but only at the end of a grading period to limit transitions. Any parent wishing to make this change must notify the district prior to the next grading period.

In addition, Westwood ISD has developed a contingency plan to address the possibility of Intermittent Closure(s) during the 2020-2021 school year. Should a classroom, grade level, campus, or the district experience an Intermittent Closure due to COVID-19, our instructional plan will provide all students and staff the opportunity to pivot from in-person learning to temporary home based learning. The instructional design of In-Person instruction and Home-based learning along with the ability to pivot between both instructional models in the event of an Intermittent Closure will require all Westwood ISD students to have Internet access and a device for online instruction. Any student who does not have access to the Internet or a device will have those tools checked out to them at the start of school.

Most importantly, Westwood ISD's school start plan 2020-2021 will require all of us to do all we can to mitigate the spread of COVID-19 and be flexible as we provide teaching and learning for our Westwood ISD students. We sincerely want to thank our Westwood ISD leadership and educators who have worked so hard together to develop these guidelines.

WHAT FAMILIES CAN EXPECT WHEN SCHOOLS REOPEN

As we move towards the 2020-2021 school year, we will all need to work together as a Westwood ISD community of staff, students, and parents doing our best to mitigate the spread of COVID-19.

Like you and your family, our district leadership will continue to monitor and navigate circumstances that change while keeping the well-being of our students, staff, and families of Westwood ISD in mind. As this situation continues to evolve, we will communicate with you to provide concise information based on the most current guidance from our local, state, and federal authorities. On behalf of Westwood ISD educators, we are committed to your child's learning during this challenging time.

In-Person Instruction and Home Based Learning

Westwood ISD schools will open for the first day of instruction on Wednesday August 19, 2020 and provide both in-person (on-campus) instruction and Home-Based Learning. In-person instruction is traditional learning at the campus. Additional safety protocols and social distancing will be implemented as recommended per TEA for at-school learning. Westwood ISD instructional leaders have worked hard to prepare a quality at-home, home based learning experience for students and families who request this option. Home-Based Learning is more robust and structured than the At-Home Learning packets in the spring of 2020. The primary differences are the level of rigor and quality in Home-Based instruction.

INSTRUCTION

Registration by Parent & Commitment to Home Based Learning or On-Campus Instruction Period

Parents will select In-Person Instruction or Home-Base Learning for their child(ren) via Instruction Location Commitment Survey. This Survey will open Wednesday, August 5, 2020 and remain open until Friday, August 14, 2020. Parents may access the Instructional Location Commitment survey at www.westwoodisd.net. Parents who do not have online access may come to the Westwood Administration Office to complete the survey Wednesday, August 5, 2020 through Friday, August 14, 2020 anytime between 8:30 AM to 3:30 PM. If a parent chooses home-based learning and later decides to switch his/her child to in-person instruction, the parent may do so, but only at the end of a grading period to limit transitions. Any parent wishing to make this change must notify the district prior to the next grading period.

Instruction During Intermittent Closures Westwood ISD is developing a contingency plan in anticipation of Intermittent Closures. Intermittent Closures are temporary physical closures of a classroom, grade level, campus, or district. These closures may occur for both students and staff based on public health authority recommendations. Currently, Westwood ISD awaits guidelines and criteria for implementing an Intermittent Closure from TEA and the Department of State Health Services. In such a case, teaching and learning would move to a home based learning model for the duration of the temporary closure before reopening for in-person classes. For students attending in-person instruction, home-based learning will be the model during all potential Intermittent Closures.

Home-Based Learning The Texas Education Agency has approved two new methods of virtual (Home-Based) instruction referred to as asynchronous and synchronous learning. For Home-Based learning, **Westwood ISD will utilize asynchronous at the Primary campus (Pre-K - 2nd grade) and synchronous instruction at the Elementary through High School campuses (3rd - 12th grades).**

Asynchronous Instruction *does not require all participants to be virtually present at the same time.*

Asynchronous instruction may be provided in a self-paced online course with intermittent teacher instruction for grades Pre-K - 2nd Grade. Pre-assigned work with formative assessments will be posted for students in their Google Classroom account as well as participating in specific synchronous class meetings and watching pre-recorded videos for instruction to provide guided support.

In order to take attendance in the asynchronous model, teachers should check daily for student “engagement”. If students are engaged for the day, they would be marked as present. Staff may also determine “engagement” by student progress in the student’s Google Classroom account, the turn in of assignment(s) that day, or progress from teacher/student interactions made that day. Students are expected to be in attendance at least 90% of the time in order to receive credit or be promoted. As a note, TEA has notified all districts that Pre-K-12th grade students are eligible to earn school funding through the asynchronous model.

Synchronous instruction is a two-way, live instruction between a teacher(s) and student(s) through electronic devices for grades 3rd - 12th. In the synchronous instructional model, *students logged in at the teacher's attendance time are marked present for that day.*

Synchronous Instruction *does require all participants to be virtually present at the same time.*

This method replicates the current on-campus method of taking daily attendance in the Home-Based synchronous instructional setting. In a Home-Based Learning synchronous teaching and learning method, students who are logged in at the teacher's documented official attendance time are marked Home-Based synchronous present for that day, and students who are not logged in at the teacher's documented official attendance time are marked absent. The official attendance time will be posted on the district's Home-Based Learning page.

School grading guidelines for Home-Based Learning student work will be consistent with those used before COVID-19, and for on campus assignments. Students in both settings will follow the same policies and procedures for grading assignments, including late work. All GPA policies will be in effect.

Technology Support

Westwood ISD will provide students from Pre-K to 2nd Grade with iPads, and 3rd grade - 12th grade with Chromebooks. Instruction will be delivered through the Learning Management System, Google Classroom/Google Meets. WISD will have internet hotspots available for check out to assist families with internet access at home. *Note:* Preference will be made for students participating in Home-Based learning.

Special Programs: Section 504, Dyslexia, Special Education, Bilingual/ESL, and Gifted Talented Instructional Services

All services for Special Programs: Section 504, Dyslexia, Special Education, ESL, and Gifted Talented Instructional Services, will continue during in-person (on-campus) instruction and virtual (Home-Based Learning) instruction. All Special Programs staff will receive training in the district's COVID-19 safety protocols as well as virtual methods of service delivery. All Home-Based Learning instruction will be provided through the appropriate district approved online platform, Google Classroom.. The district will provide iPads or laptops for all students engaging in both in-person (on-campus) or Home-Based Learning instruction. The district will also provide access to manipulatives, charts/graphs, hands-on materials, and online tools.

Section 504 and Special Education Students will continue to receive access to all general education instruction as determined in the 504 Plan (IAP) or the IEP (ARD). Access to general education classes will be provided through accommodations and modification of the curriculum by the general education teacher, special education teacher and staff. Students requiring social skills instruction will continue to receive specially designed instruction by the special education teacher and staff. Students requiring an alternate curriculum will continue to receive specially designed instruction by the special education teacher and staff. Students requiring therapies or other related services will continue to be served by the appropriate service provider.

- During in-person (on-campus) learning, additional protective wear and protocols may be required for classrooms serving students requiring a high level of adult supervision due to significant communication or comprehension deficits.
- Related and/or other services (speech therapy, occupational therapy, physical therapy, direct psychological services, deaf/hearing impairment services and/or vision services) will be provided during in-person (on-campus) learning. During Home-Based learning, services may be provided via teletherapy.
- Some related and/or other services such as vision, orientation and mobility and adapted physical education may be provided via consultation and not as a direct service.
- Parents are encouraged to transport students to school in personal vehicles in order to practice social distancing guidelines. Specialized bus transportation will be provided as determined by the IEP during on-campus learning.
- Westwood ISD is utilizing ZOOM or Google Meet to conduct ARD/IEP and 504 meetings. The District will continue to utilize ZOOM or Google Meet as the preferred method for participation in these meetings.
- All students who receive mainstream instruction, will be assessed based upon grade level and program with their individualized accommodations/modifications being implemented by the teacher administering the assessment.
- During Home-Based learning, student 504 plans will be reviewed and IAP amendments may be

necessary to address the home setting. Also student IEPs will be reviewed and IEP amendments may be necessary to address the home setting.

- Student progress will be addressed by the 504 Committee or the ARD Committee. The 504 Committee or the ARD Committee will be responsible for determining student regression and the need for compensatory services.

Dyslexia Students will continue to receive Dyslexia services provided by trained teachers using the standard protocols from the district program. When participating in Home-Based learning, students will receive Dyslexia services through ZOOM or Google Meet. During in-person (on-campus) learning, Dyslexia services will be provided in a face-to-face, small group setting as prescribed by the district's program.

- State mandated screeners for Dyslexia will be administered to students in grades K-1 according to guidelines provided.
- Students may be required to be in a face-to-face setting in order to complete the assessment.
- All appropriate strategies and accommodations will be provided whether instruction is Home-Based learning or in-person, including testing accommodations.
- Progress will be monitored by the Dyslexia teacher, classroom teachers and the appropriate committee.
- Parents will be regularly informed of student progress.

ESL Students will continue to receive ESL services by appropriately trained/certified teachers in both the in-person (on-campus) setting and the Home-Based learning setting. When in Home-Based learning, ESL students will receive instruction through Google Classroom. During in-person (on-campus) instruction, students will be placed in classrooms according to the district ESL delivery plan.

- As part of the requirements, based upon the Home Language Survey, students will continue to take the LAS to determine program placement.
- Whether Home-Based learning or in-person, ESL students will be required to participate in TELPAS.
- Students may be required to be in a face-to-face setting for the TELPAS and other standardized assessments.
- All classroom accommodations and strategies will be provided, as determined by the Language Proficiency Assessment Committee (LPAC), including any testing accommodations.
- LPAC meetings, either face-to-face or by ZOOM/Google Meets, will be scheduled in accordance with TEA requirements and district timelines.

Gifted Talented Gifted Talented students will be provided services by appropriately trained teachers in both the in-person (on-campus) setting and the home-based (at-home) setting. GT teachers will use strategies to deliver content that is differentiated through the elements of depth, complexity, and pacing.

- The district will continue to provide testing for identification using the district assessments according to the district timeline.
- Students may be required to be in a face-to-face setting when testing for identification purposes.

Progress Monitoring will continue for all students:

All students receiving Dyslexia, ESL, and Gifted Talented services will be assessed using the following assessments based upon grade level and program (STAAR release tests, CBAs, semester exams, standards based tests, TX-KEA, TPRI/Tejas Lee, Circle, TELPAS, LAS, and dyslexia screeners) with their individualized accommodations/modifications being implemented by the teacher administering the assessment. Progress will be monitored by classroom teachers and the appropriate committee. Parents will be regularly informed of student progress.

STAFF & STUDENT HEALTH

Screening the Health of Students at Home Before Going to School

Westwood ISD will follow these guidelines as provided by the Texas Education Agency:

- It is important to remember that schools are required to exclude students with certain illness from school for periods of time according to state rules. Please do not send your child to school if they have a fever (measured temperature of 100.4°F) or higher, diarrhea, or symptoms of a contagious illness.
- Parents must ensure they do not send a child to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19. Students will receive Home-Based Learning instruction until the specified conditions for re-entry are met.
- Students will receive Home-Based learning instruction if they had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day quarantine period has passed.
- Students or parents are required to report to their school nurse, BEFORE arriving at school, if:
 - they had close contact with an individual who has tested COVID-19 positive, or
 - if they themselves have any symptoms of COVID-19.

Please watch for COVID-19 symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (measured temperature of 100.4°F or higher)
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Feeling feverish (chills, shaking, complains of having a fever)
- Muscle or body aches
- Headache
- Nausea or vomiting
- Diarrhea

IF YOUR CHILD HAS ANY OF THE SYMPTOMS LISTED ABOVE, PLEASE KEEP YOUR CHILD AT HOME AND CONTACT YOUR SCHOOL NURSE FOR EXCLUSION AND READMISSION CRITERIA.

Screening the Health of Staff at Home Before Going to School

Westwood ISD will follow these guidelines as provided by the Texas Education Agency:

- Teachers and staff are required to self-screen daily for COVID-19 symptoms before coming onto campus.
- If teachers and staff experience the following, they are to notify their supervisor and school nurse BEFORE arriving at school, if:
 - they have had close contact with an individual who has tested COVID-19 positive, or
 - if they themselves have any symptoms of COVID-19.

Please watch for COVID-19 symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (measured temperature of 100.4°F or higher)
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Feeling feverish (chills, shaking, complains of having a fever)
- Muscle or body aches
- Headache
- Nausea or vomiting
- Diarrhea

IF A TEACHER OR STAFF MEMBER HAS ANY OF THE SYMPTOMS LISTED ABOVE THEY MUST REMAIN OFF CAMPUS, AND NOTIFY THEIR SUPERVISOR AND THE HUMAN RESOURCES DEPARTMENT FOR EXCLUSION AND READMISSION CRITERIA.

Individual Confirmed or Suspected with COVID-19

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

1. At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications).
2. The individual has improvement in symptoms (for example: cough, shortness of breath).
3. At least 10 days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 related and who has not been evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to campus until the individual has met the listed three criteria above.

Notification Requirement to Teachers, Staff, and Families of Students in School Campuses 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.

Student Arrival at School, Transition From One Class to Another Class, and Departure From School

- Temperature checks will be conducted on students as they enter the facility.
- When developmentally appropriate, students 10 years and older along with teachers and staff are required to wear a face covering when social distancing is not feasible in compliance with Governor Abbott's Executive Order GA-29.
- Parents should plan to purchase multiple reusable face coverings for his/her child(ren) prior to the start of school. The school district will have a limited supply of face coverings for student use.
- Parents are highly encouraged to drop their child off at school or walk with their child to/from school to reduce possible virus exposure.
- Campus entry, exit, and transition procedures will be communicated by each campus and will take into consideration individual facility design. Depending on the facility design, students may be assigned specific entry locations to ensure even distribution of students. Procedures will be in place for guiding students to enter one at a time, wait six feet apart outside the entrance and encourage parents to remain outside during drop-off and pick-up.
- Any student who exhibits symptoms upon entering the building, will be given a mask and escorted by a campus staff member to the designated quarantine area where there will be further assessment to include re-checking the temperature and symptoms. A parent will be contacted to pick up their child within 30 minutes.
- Assigned staff will assist with taking student temperatures upon arrival; students with elevated temperatures (100.4) will be given a mask and escorted to the nurse's office. The above protocols will be followed.

- Assigned staff will supervise student arrival and dismissal, ensure students are wearing masks, direct students to waiting areas or to immediately leave campus if walking and encourage social distancing (except with family members).
- Assigned staff will monitor students to discourage congregating.

When Visiting the School

- Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering, and those who proceed beyond the reception area will follow specific guidelines for visitors.
- All visitors will be screened for temperature, symptoms and close contact
- Visitors and volunteers will be limited to only those activities essential to school operations. (Ex: delivery of mail, picking up an ill child, or as determined by building administration)
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc).
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.

OPERATIONAL SAFETY

Bus Transportation Services and Bus Safety Protocols

Transportation Staff

- All Transportation Department staff will be trained in COVID-19 safety protocols and subject to health pre-screening as will Westwood ISD employees.
- All Transportation Department staff will be required to wear masks and gloves.

Student Safety

- All students will be required to wear face coverings while on the bus. This requirement is based upon the following factors:
 - Prolonged period of time
 - In an enclosed space
 - Where social distancing (6 feet) is not feasible
- Any student who exhibits symptoms upon entering the bus will be directed to sit in designated, first two rows. Upon arrival at their campus, a staff member will greet the bus, ensure the student has a face mask and escort the child to the designated quarantine area.
- Hand sanitizer dispensers will be provided/mounted near the entry of every bus (TEA guidance).
- Students will be required/encouraged to sanitize hands at the beginning and end of each bus ride.
- Temperature checks will not be conducted as students enter the bus. Temperature checks will be performed as students enter the building/facility.
- Buses will be disinfected by either wiping down or electrostatic spraying with an EPA- approved disinfectant in between both the morning and afternoon services as well as the end of each day. Disinfecting would be focused on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles (TEA guidance).
- As students depart from the bus, they will immediately go to their designated area and maintain social distancing.
- The District's current plan is to continue providing shuttle services for academic, athletic and career and technical education programs.
- Per TEA, school systems should encourage families to drop students off, or walk with their students to school to reduce possible virus exposure on buses.
- Per TEA, when possible school systems should open windows to allow outside air to circulate in the bus.
- Procedures and guidelines are subject to change per TEA Health Guidance.

Parent

- If possible, assist at bus stops with child supervision for social distance and Personal Protective Equipment
 - Assigned staff will supervise student arrival and dismissal. Ensure that students are wearing masks (if applicable) and direct students to waiting areas.
 - Staff will ensure social distancing during arrival and dismissal.

- During dismissal, teachers/staff will supervise designated pre-loading areas for students waiting for the bus, waiting on parents, and driving personal vehicles.

Campus / Building Safety Modifications

- Floor markings every six feet, where feasible, will be installed in all primary and secondary corridors of Westwood ISD school facilities as a physical guide for students, visitors and staff to indicate safe distancing.
- Social distancing signs will be installed throughout Westwood ISD school facilities in an effort to remind students, visitors and staff about appropriate safety measures that prove effective in helping reduce the spread of COVID-19. These safety measures were derived from guidance provided by TEA and CDC.
- Additional hand sanitizing dispensers will be installed throughout Westwood ISD facilities.
- Plastic barriers will be installed at the reception areas throughout Westwood ISD facilities to minimize physical contact between Westwood ISD staff and visitors to the facilities.
- Traditional water fountains will be replaced with water bottle filling stations will remain operational in schools that are equipped with them as they are “non-contact.”

Daily Safety Precautions

While it is not possible to eliminate all risk to stop the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks for students, teachers, staff, and their families significantly, including but not limited to:

- Students and teachers will be encouraged to sanitize and or wash hands (20 seconds) frequently especially after they have touched something another person has touched.
- Each classroom will be provided with a poster for instructional purposes to teach and/or review proper handwashing procedures. Additional preventative information will include covering your cough or sneeze, avoid touching your face and maintaining physical distance when possible.
- Schools are required to comply with the Governor’s Executive Order GA-29 requiring the wearing of masks. Masks include non-medical grade disposable face masks, cloth face-coverings such as bandanas or scarves (over the nose and mouth), or full face shields to protect eyes, nose and mouth. Students 10 years of age and older will be required to wear a face covering wherever it is not feasible to maintain six feet of social distancing from another person not in the same household. Students 9 years of age and younger are permitted to wear a face covering or face shield at the discretion of their parent/ guardian. However, teachers will be encouraged to provide 5-10 minutes of mask-free time throughout the day. Students and staff will be educated on how to safely choose, wear, care for, clean and/or discard and store their masks.
- Schools will create procedures to limit the sharing of supplies between students.

Encouraging Other Important Safety Expectations

Schools are required to comply with the Governor’s Executive Order GA-29 requiring the wearing of masks. 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.

At the beginning of each grading period, schools will be required to show an instructional video regarding safety measures to all students in the face to face classroom.

Cleaning & Disinfecting

New Procedures & Best Practices

Westwood ISD’s Maintenance and Custodial Department has established procedures in accordance with industry “best practices” necessary to provide the high level of cleanliness expected for Westwood ISD facilities. As recommended in the TEA publication, SY 20-21 Public Health Planning Guide, the District’s cleaning program conforms to the Guidance for Cleaning and Disinfecting - Public Spaces, Workplaces, Businesses, Schools and Homes as provided by the Centers for Disease Control and Prevention (CDC).

Staff Training

- All Westwood staff will be trained in COVID-19 safety protocols and subject to health prescreening like all Westwood ISD employees.
- All Westwood staff will be required to wear masks and gloves.
- The district’s custodial program also includes a comprehensive employee training plan that incorporates the proper use of EPA-approved disinfecting products and the implementation of procedures required to meet both the District’s routine cleaning specifications as well as CDC’s recommended guidance on cleaning and disinfecting.

Routine Cleaning & Disinfecting

Cleaning and disinfecting will occur nightly and one additional time during the school day in every classroom, common areas and on high-touch surfaces, including but not limited to:

- All touchable surfaces to be wiped down with a towel and an EPA-approved disinfectant.
- All occupied spaces shall be further disinfected utilizing an electrostatic disinfectant spray application to address all surfaces both horizontal and vertical and all material types that are not easily disinfected by wiping down with a towel.
- All cleaning products utilized in the district have been reviewed and approved as safe for our students, employees, and environment.
- Examples of horizontal touchable surfaces and other vertical materials include, but are not limited to, tables, doorknobs, light switches, countertops, handles, desks, chairs, phones, keyboards, touch screens, interactive white boards, chalk trays, faucets, toilets, and sinks.

Deep Cleaning

Should it be required, the district's custodial program also includes best practices for "deep cleaning" and the disinfecting of horizontal surfaces and other vertical surfaces in spaces such as classrooms, cafeterias, libraries, corridors, restrooms, athletic areas, administrative areas, flooring and furnishings.

The School Nurse's Office and Campus Administrative Office

- Westwood ISD nurses and substitute nurses will be trained in COVID-19 safety protocols.
- Nurses' offices will be provided personal protective equipment to safely care for students.
- Attendance clerks will be trained to ask questions to screen students/staff who are absent due to COVID-19 symptoms.
- Students who come to the school health clinic showing symptoms will be required to put on a face covering/mask and will be isolated from their peers until their parent arrives to take them home.
- In the event that a student or staff member tests positive for COVID-19, the campus COVID Response team will follow procedures to track individual points of contact. This tracking will include but not be limited to; transportation to and from school, classroom assignments and schedules and areas the child visited throughout the campus.
- The school nurse's office and the campus administrative office will be cleaned and disinfected regularly.
- Procedures will be in place to prevent exposure in the school health clinic for students who need to visit the campus nurse for non-illness care such as an injury or a scheduled medication.

What To Expect While On Campus and In The Classroom

The Texas Education Agency requires all public schools to provide instruction for students face-to-face in person five days a week. In order to facilitate a safe, effective back-to-school transition process, during a period up to the first four weeks of school, which can be extended by an additional four weeks by vote of the school board, school systems may temporarily limit access to on-campus instruction. While it is not possible to eliminate all risk of furthering the spread of COVID-19, there are many steps schools may take to reduce the risks to students, teachers, staff, and their families. Campuses will implement some or all of the following strategies to help limit the spread of the virus.

- Modified drop-off and pick-up areas and procedures to reduce large group gatherings in close proximity and even distribution of students.
- Limit visitors and volunteers on campus. Limited visitors and volunteers must answer COVID-19 screening questions to determine if the visitors have any COVID-19 symptoms or have been in close contact with an individual who is confirmed COVID-19.
- Keep students in small group settings.
- Space desks further apart.
- Modify lunch procedures such as eating lunch at the student's desk or social distancing seating in

cafeterias.

- Large gatherings such as assemblies, pep rallies, field trips (consider virtual field trips), and/or dances are currently not approved.
- Students who appear ill or unwell will be sent to see the school nurse who will assess the student for illness and contact the parent to pick up their child. Students with symptoms of illness will be isolated from their peers until the parent arrives to pick them up. Parents should pick up their child within 30 minutes of being contacted.

Child Nutrition and Lunch Time Safety

Meal Offerings

- It is anticipated that meal options will still be provided but limited depending on grade level.
- To minimize frequent touchpoints, “grab-and-go” style meals will be the predominant serving method.

Students

- Students will enter serving lines with social distancing measures in place. Measures would include, social distancing signs, floor markings, and additional plastic barriers installed at the serving lines.
- Once receiving their meal, students will then be directed to the school-designated eating area[s] within the campus to ensure social distancing guidelines are maintained. The school-designated eating areas would be campus specific based on a number of factors, including but not limited to, availability of rooms, supervision, and number of students.

Child Nutrition Staff

- All Child Nutrition Department staff will be trained in COVID-19 safety protocols and subject to health prescreening like all WISD employees.
- All Child Nutrition Department staff will be required to wear masks and gloves.
- Additional plastic barriers will be installed near cashier stations to minimize close physical proximity to students.

Meal Service for Home-Based Learners

Similar to our Summer Feeding program, the United States Department of Agriculture (USDA) has provided a waiver for non-congregate meal service, meaning Home-Based learners will now have access to grab-n-go meals to be consumed off-campus during the 2020-2021 school year. In addition, USDA has provided a waiver to allow parents of enrolled students to pick up grab-n-go meals for Home-Based learners that are enrolled in the 2020-2021 school year. These waivers are in effect through June 30, 2021. The Westwood ISD Child Nutrition staff is currently developing meal service procedures for Home-Based learners. Communication with more information will be sent to parents.

Meal Service for Intermittent Closures

If a school campus or the entire district experiences an Intermittent Closure, it is expected that the meal service for Home-Based learners will be implemented for all enrolled in-person students during the Intermittent Closure. Home-Based learner serving times could be adjusted to better serve the community upon an Intermittent Closure.

PROGRAMS

Supporting Our Students' Social-Emotional Well-Being

The impact of a global COVID-19 pandemic can have a social and emotional impact on our students. Westwood ISD staff are committed to supporting the social-emotional well-being of each student as it relates to relationship building, transitioning back to school, in-person instruction, and Home-Based instruction. Westwood ISD staff will participate in professional learning that prepares us all to support one another during our reopening of schools and during Home-Based learning. Counselors, nurses, and student services staff may be contacted via the WISD webpage, www.westwoodisd.net, to receive guidance in areas that address:

- Academic and career advising
- Counseling and supportive guidance
- Solutions-focused problem-solving interventions
- Information, referral and connection to community resources
- Best practice-based academic or social, emotional, behavioral or mental and behavioral health skill-building lessons or targeted groups
- Consultation with educators
- Counseling services may also be provided under a student's individualized education program (IEP) through counseling as a related service.

Managing Courses and Activities That Require Students to Congregate Will Be Limited

Ensuring the health and safety of our students and staff will impact some courses and activities. Some courses may modify procedures to reduce the risk of virus spreading. Courses and or activities that may require modifications to procedures may include band, choir, theater, dance, PE, and other UIL activities. Each campus will partner with each family to ensure student accommodations and or alternative options for course participation if any. Large gatherings such as assemblies, pep rallies, field trips (consider virtual field trips), and/or dances are currently not approved.

Extracurricular Activities

Athletics

- Athletic practices and contests will be conducted following all safety protocols provided by guidance from UIL and Westwood ISD. This will include COVID-19 screening, sharing and sanitizing of equipment, locker room usage, laundry, etc.
- Hand sanitizing stations will be in athletic areas and hand washing will be emphasized before, during, and after activities. Equipment will be sanitized on a regular basis.
- Cleaning and sanitation of all athletic facilities will occur routinely.
- Locker room use will be determined by UIL. If locker rooms can be accessed, all locker room space will be utilized according to the guidelines.
- Bus travel to competitions will follow transportation guidelines provided by the TEA, UIL and Westwood ISD.
- Fan attendance and crowd sizes at games and contests will be in accordance with UIL guidelines and could be limited.
- All students who participate in athletics will be required to meet UIL requirements, be enrolled and attend the athletic class and after school practices in person. All students must attend classes in-person/on campus to be eligible for extracurricular activities.

Fine Arts, Band, Cheer, Choir, Dance, Drill Team, Music, Theater

- All students who participate in Fine Arts, Band, Cheer, Choir, Dance, Drill Team, Music, and Theater must attend classes in-person (on-campus). Westwood ISD values all students who are enrolled in fine arts courses and will continue to monitor and follow guidance from UIL and TEA with regard to students' participation in fine arts and extracurricular activities.
- Practices, sectionals, and rehearsals, will be conducted following safety protocols provided by guidance from Westwood ISD, UIL, and TEA (COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.).
- Concerts/performances will be adjusted based on health and safety guidelines provided by Westwood ISD, UIL, and TEA including, but not limited to, transportation procedures, number of attendees, and the orientation of concerts/performances.

- Bus travel to competitions or games will follow transportation guidelines provided by Westwood ISD, UIL and TEA.
- Fine Arts Independent Contractors, (private lesson teachers, choreographers, etc.) will be allowed to teach on campus facilities and will follow the same protocols as teachers. Independent Contractors can conduct their sessions virtually if agreed upon between individual families and the Independent Contractor. All district guidelines and pricing will continue to be adhered to.

Technology Help

Technology Devices

Westwood ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. Westwood ISD will ensure every student has access to a device and provide WiFi hotspots as needed. Students and families will be expected to follow applicable guidelines for care and use in order to ensure these public resources are effectively utilized and maintained.

Troubleshooting

Our technology team will provide help with Canvas, Seesaw, Laptops, hotspots, instructional resources or any classroom questions about technology. Available on the district website are parent/student resource pages with instructional resources, login information, etc.

Parents or students may email help@westwoodisd.net any time or call for technology support.

Facility Rentals & After-School Events

Due to COVID-19 and the impact on facility management, Westwood ISD will be limiting fall rental of school facilities primarily to outdoor fields and in compliance with the governor's executive orders for similar activities.

Communications Department

Westwood ISD will continue to inform our families and community regularly regarding ongoing planning for School Start 2020-2021. The district and campuses will continue to communicate official information using district website, parent square, school messenger, and social media.

- D. Board to consider 2020-2021 Synchronous Attestation Summary for the District
Presenter: Christine Bedre

Part I: Attestations

Student and Family Support

- Districts ensure that all students, including students with disabilities and English Learners, are able to receive instruction via synchronous methods and provide accommodations or resources to support when necessary.
- Student IEPs are followed regardless of learning environment such that students with disabilities receive a Free, and Appropriate Public Education (FAPE).
- Families and students are provided with clear communications about expectations and support for accessing and participating in synchronous instruction
- Families are aware of options for transferring between instructional settings and the design of the synchronous remote options allows for transitions to occur with minimal disruption to continuity of instruction

Educator Support

- Educators are trained and supported to do synchronous instruction on the district chosen platform, including practice with the platform prior to delivery with students.
- Educators receive ongoing, job-embedded support to continuously improve their practice in the synchronous remote setting.

Tech Support and Access

- District IT staff are trained on the platform and can troubleshoot access issues for parents and students when issues arise. A helpdesk or other support line is accessible for parents and students for this purpose.
- Consistent, daily platform is identified by the district for delivery of instruction to students
- Educators have technology equipment that allows them to deliver synchronous remote instruction including proper internet bandwidth and devices with enabled cameras and microphones.

Instructional Framework

- Curriculum is fully aligned to the TEKS and designed to ensure all TEKS are covered by the end of the year
- Instructional schedule meets the minimum number of daily minutes to meet full day funding:
 - 3rd through 5th grade – 180 instructional minutes
 - 6th through 12th grade – 240 instructional minutes
 - PK - 2nd grade are not eligible to earn funding through the synchronous model.
- School grading policies for remote student work are consistent with those used before COVID for on campus assignments

Part II: Final Attestation

This draft is for guidance only. Plans must be submitted through a survey link after July 9.

- The Superintendent and the Board attest that these commitments are being met as of the date the attestation is submitted.
- Include the date the Board approved the final attestations or pre-approved the Superintendent's submission of the attestations.

8. Information
 - A. Budget Workshop
9. **Closed Session**
 - A. Board to consider Assistant Principal Contracts - Primary and Elementary
10. Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the ~~Texas Open Meetings Act~~, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on:
Westwood ISD, Thursday July 30, 2020

For the Board of Trustees