

MENARD ISD AUGUST 2020 INSTRUCTIONAL PLAN FOR STUDENTS/PARENTS/GUARDIANS

(August 12, 2020 - subject to change)

INTRODUCTION

Menard ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a remote instructional setting. We recognize that 2020-2021 may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. Toward that end, we will offer **remote/virtual and face-to-face instruction** for all students for the 2020-21 school year. We will ask parents to inform the school district if they will select remote learning as their preferred method of instruction in a separate survey scheduled to go out toward the end of July. Parents who plan to send their children to regular, in-person instruction, will need to respond. We ask that parents notify us by Wednesday, August 5th, should their decision be to request the remote learning option. Parents/guardians can decide up until two weeks before school starts, so we are giving until the 5th of August because we need to be able to assign teachers to students/classrooms as soon as possible. We also need to be gathering necessary inventory for remote learning. The sooner we are made aware of the numbers; the sooner we can make necessary assignments. Once parents/guardians select a model, the student will remain in that setting until the end of the first grading period before a change can be made to return to a face-to-face, in-school setting.

All students, remote or in-person, must still register by completing the survey. Registration must be completed for each returning student in the district prior to the start of the new school year. The process typically takes only a few minutes per student and family.

Reminder: The first day of school is Monday, August 17.

The following document will serve as a guide for Menard ISD's preparedness in responding to the COVID-19 crisis. In no way is the document comprehensive. It will serve as a starting place for MISD's response. This document is 'living', in that the District may have to add or terminate existing/new protocols as the need arises. Experts agree that the COVID-19 crisis changes daily. This document will be able to respond, as changing circumstances dictate. Each procedure was scrutinized using the following questions: 1) Will it make our kids safer? 2) How much time will it take from the instructional day? 3) Is it financially possible or feasible? 4) Will this add or take away from our children's education?

REMOTE /VIRTUAL LEARNING

There are two important definitions in the descriptions for remote learning below that the Texas Education Agency has provided and parents must be familiar with. **Asynchronous instruction** refers to self-paced instruction with intermittent teacher interaction. This is what Menard ISD utilized in the spring of 2020 when we issued packets to students on a weekly basis. There is pre-assigned work with formative assessments on paper or on the learning management system (LMS). Menard ISD will use Google Classroom, Zoom, or other technology for the LMS. Students may also watch pre-recorded videos of instruction with guided support. Students must engage daily to be counted present.

Students will be counted as present by:

- Watching recorded lessons.
- Completing daily assignments in allotted time as determined by teachers based on the guidelines presented in the Menard ISD Student Handbook.
- Making daily contact with teachers either by email, messaging service (such as Remind), or through online classroom platforms.

ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING

STUDENTS	PARENTS/ GUARDIANS
<ul style="list-style-type: none">● Follow the designated schedule communicated by the school to attend class during touch points during asynchronous learning.● Complete daily asynchronous activities and assignments.● Participate daily in scheduled learning activities, including intervention and tutorials.● Use proper etiquette during online learning.● Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions.● Turn in school work daily and/or at the direction of the assigned teacher.● Show up to asynchronous instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class if it is live.	<ul style="list-style-type: none">● Monitor and ask for evidence that your child is on track with assignments and coursework.● Check the campus homepage for links to teacher lessons.● Provide your child with assistance on their day-to-day activities with the exception of designated independent work.● Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus.● Create a designated learning space for your child at home to learn comfortably.● Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership.● Allow your child to struggle; it is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

ELEMENTARY

<p>PRE-K FIRST GRADE SECOND GRADE CORE AREAS</p>	<p>Students will receive <u>Asynchronous Instruction</u>. It is the only model approved by the Texas Education Agency for this age group. It is based on:</p> <ol style="list-style-type: none"> (1) There must be daily progress in an LMS (learning management system) = Google Classroom, Zoom, or some other means of communication. (2) There will be a daily teacher-student interaction (touchpoint). (3) The student must be able to complete and turn in assignments on a daily basis. (4) A teacher will schedule one-on-one tutorials and intervention time as needed.
<p>PRE-K FIRST GRADE SECOND GRADE SPECIAL CLASSES</p>	<p>We will not provide direct instruction for music, art, PE, and gifted and talented classes, but the district can provide you with lessons for these areas. Students may access these lessons after completing work in the core areas.</p> <p>The physical education teacher will provide instructional videos for the home teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p>
<p>THIRD GRADE FOURTH GRADE FIFTH GRADE SIXTH GRADE CORE AREAS</p>	<ul style="list-style-type: none"> ➤ Students will receive Asynchronous Instruction in all core areas. ➤ Regular grading policies apply. ➤ Students are required to complete daily assignments. ➤ Scheduled tutorials and interventions will be established. ➤ Teachers will establish mandatory, asynchronous touchpoints as needed.
<p>THIRD GRADE FOURTH GRADE FIFTH GRADE SIXTH GRADE SPECIAL CLASSES</p>	<p>We will not provide direct instruction for music, art, PE, and gifted and talented classes, but the district will provide lessons for these areas. The physical education teacher will provide instructional videos for the home teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p>
<p>COUNSELING SERVICES</p>	<p>The School Counselor will:</p> <ul style="list-style-type: none"> ➤ Be available to meet with students receiving remote/virtual instruction via phone with parent consent. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Menard ISD Board Policy and Student Handbook. ➤ The Counselor will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 resources webpage.

JUNIOR HIGH SCHOOL

<p>JUNIOR HIGH CORE CORE AREAS</p>	<ul style="list-style-type: none"> ➤ Students will receive Asynchronous Instruction in all core areas. ➤ Regular grading policies apply. ➤ Students are required to complete daily assignments. ➤ Scheduled tutorials and interventions will be established. ➤ The school will assign one teacher per subject, and they will teach all grade levels. ➤ Teachers will establish mandatory, Asynchronous touchpoints as needed.
<p>MIDDLE SCHOOL 6TH-8TH ELECTIVE AREAS</p>	<p>Career and Technical Education, Gifted and Talented, and Elective courses will be offered with Asynchronous instruction. Teachers will post lessons on Google Classroom or zoom and students will complete work independently.</p>
<p>COUNSELING SERVICES</p>	<p>The School Counselor will:</p> <ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, 7-8, for a time for the middle school counselor to provide face-to-face instruction as needed regarding individual planning and guidance curriculum. ➤ Provide students, 6-8, with access to College and Career Readiness Online Platform to support future-ready learning and planning. ➤ Be available to meet with students receiving remote/virtual instruction via phone with parent consent. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Menard ISD Board Policy and Student Handbook. ➤ The Counselor will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 resources webpage.

HIGH SCHOOL

<p>HIGH SCHOOL 9TH -12TH CORE AREAS AND LOTE (Languages other than English)</p>	<p>Students will receive Asynchronous Instruction in all core areas. Regular grading policies apply.</p> <ul style="list-style-type: none"> ➤ Students are required to complete daily assignments. ➤ Scheduled tutorials and interventions will be established. ➤ The school will assign one teacher per subject, and they will teach all grade levels. ➤ Teachers will establish mandatory, synchronous touchpoints as needed. ➤ Courses can be offered through Odyssey Ware.
<p>HIGH SCHOOL ELECTIVE AREAS</p>	<p>There are a limited number of courses available in an online setting. Elective courses will be offered online through the Odyssey Ware platform.</p>
<p>DUAL CREDIT</p>	<p>We have not received final word on how Angelo State University and Howard College will conduct its courses. We expect to have this information mid-July to late July and will communicate directly with students.</p>
<p>COUNSELING SERVICES</p>	<p>The School Counselor will:</p> <ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, 9-12, for a time for the high school counselor to provide face-to-face instruction as needed regarding individual planning and guidance curriculum. ➤ Provide information on graduation, post-secondary opportunities, FAFSA, etc., via text, email, MHS website, and a Classroom platform for the Class of 2021 students. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Menard ISD Board Policy and Student Handbook. ➤ The Counselor will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 resources webpage.

OTHER SERVICES

SPECIAL EDUCATION	We are working on a number of plans; but many of our options depend upon how many and which students with special needs are opting for online learning. Parents should rest assured that we are committed to implementing a child's IEP to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will come together and arrive at workable solutions in the best interest of the child.
FOOD SERVICES	Menard ISD will be serving remote meals, and the pick-up time will be 10:00 for breakfast and lunch in front of the junior high. The virtual home learner must call each day to order by 8:00 AM in order to have a meal available for pick up. 325-396-2348
TECHNOLOGY DEVICES FOR STUDENTS	Children who do not have access to a device at home will have the ability to check out a chrome book for in-home use from the district with a deposit required . Hot spots may be available for checkout for a complete grading period. <ul style="list-style-type: none"> ● Contact the campus principal for more information
PARENT TECHNOLOGY SUPPORT	The district Parent Support Team is in the process of developing High-Quality Family Training for all remote learning tools including Google Classroom and/or Zoom. We will provide training via: <ul style="list-style-type: none"> ● Webinar ● Live-support session (in-person or virtual, Covid-19) ● Posted on district website

FACE-TO-FACE / IN-PERSON INSTRUCTION

The key to returning to successful, sustained in-person instruction will be our commitment to health and safety guidelines (below). In-person instruction will resume on August 17. Students will follow regular schedules and course assignments. We support [The American Academy of Pediatrics](#) guidance that strongly advocates for policy considerations for the coming school year that starts with the goal of having students physically present in school. They further state that "Schools are fundamental to child and adolescent development and Well-being."

SAFETY GUIDELINES FOR IN-PERSON INSTRUCTIONAL SETTINGS

The District has budgeted for the necessary cleaning and sanitization supplies that will be needed to open the school in August. The Texas Education Agency also provided additional supplies to school districts. All classrooms will be equipped with plenty of hand sanitizer and bathrooms will be stocked with soap and paper towels.

All students will receive instruction during the first week of school on appropriate hygiene practices and mitigation strategies and will be reinforced throughout the school year. We have faith that our students will embrace doing their part to keep their home and school families safe.

PUBLIC HEALTH STATEMENT

As it has always 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 on four sets of practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, and 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.

AT HOME BEFORE SCHOOL SCREENING	Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. We need parents' cooperation in not sending children to school who are exhibiting COVID symptoms, especially if they are running a fever. Other parents will depend upon your diligence in this endeavor.
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<p>ARRIVAL / DISMISSAL</p>	<p>ARRIVAL</p> <ul style="list-style-type: none"> ● Avoid early drop-offs in the morning as much as possible. ● Students should not arrive before 7:30 AM. ● Students will arrive by walk-up, car drop-off, or school bus but parents/guardians will not be able to leave their cars. ● For the first 12 weeks of school, parents/guardians/older siblings, etc. will not be permitted to walk students inside the school building. ● Alcohol-based hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. ● Upon picking up breakfast, students will report to their homeroom or first-period class. <p>DISMISSAL</p> <ul style="list-style-type: none"> ● We will designate staggered dismissal groups. Staggering the groups of car riders, bus riders or grade levels will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. ● Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. ● Early pick-ups should be avoided one hour before the dismissal time.
<p>MASKS / FACE COVERINGS</p>	<ul style="list-style-type: none"> ● We will require students and staff to wear masks on school buses. ● Students will need to provide their own personal facemasks. ● Our face mask policy will be based upon TEA guidance and the orders of Governor Abbott. ● Students and staff may remove their masks once they are in the classroom if guidance allows. ● 4th grade and up must wear face coverings

<p>CLASSROOM</p>	<ul style="list-style-type: none"> ● Teachers will greet students at the door for greeting and health check. ● Teachers will monitor students throughout the day and refer to the office if symptoms are present. ● Each classroom will be outfitted with the following: <ol style="list-style-type: none"> 1. Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices. 2. Refillable alcohol-based hand sanitizer stations 3. Access to disinfectant wipes to sanitize working surfaces ● Teachers will: <ul style="list-style-type: none"> ○ Require hand hygiene before entering the classroom and after group activities. ○ Increase the space between desks and utilize every square inch of available space to create distance between students ○ Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, disinfectant wipes, and other self-cleaning products ○ Incorporate outdoor teaching when appropriate. ○ Keep classroom doors open to improve circulation and reduce the touching of the door handles. ● Teachers and staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly. ● Teachers and staff will limit the use of shared supplies when possible; shared supplies will be sanitized between uses. ● Students are asked to bring headphones for the computer lab.
<p>ISOLATION PROTOCOLS</p>	<p style="text-align: center;">Student or Staff Displaying COVID-19 Symptoms</p> <ul style="list-style-type: none"> ● When a student has displayed symptoms of COVID-19, the office will provide an assessment to determine if and when a student needs to be sent home. ● Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student’s parent/guardian. ● Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected. ● District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member. ● Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members. ● Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met: <p style="text-align: center;">In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:</p> <ol style="list-style-type: none"> i. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing

	<p>medications);</p> <ul style="list-style-type: none"> ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and iii. at least ten days have passed since symptoms first appeared. <p>In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.</p> <p>If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive an acute infection tests at an approved COVID-19 testing location found at https://tdem.texas.gov/covid-19/.</p>
<p>COMMON AREAS AND TRANSITIONS</p>	<ul style="list-style-type: none"> ● Students and staff are encouraged to wear protective face coverings. ● Staggered releases from each class may be organized to limit the number of students in the hallway during transitions. ● When transitioning between classes, students will travel corridors as far to the right as possible. ● Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. ● Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible. ● Where possible, one-way traffic throughout campus corridors may be established. ● Classroom doors will be propped open to reduce high touch areas. ● Access to hand sanitizer will be provided throughout the campus.

<p>WATER</p>	<ul style="list-style-type: none"> ● Students will need to bring water bottles from home. ● Students may fill their water bottles at school, but they cannot use the water fountains (to prevent touching the surfaces). ● Water fountains will not be used at this time.
<p>CAFETERIA: BREAKFAST AND LUNCH</p>	<p>Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.</p> <ul style="list-style-type: none"> ● Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each seat. ● All cafeteria staff will wear prescribed PPE (masks, gloves, hairnets, aprons) ● Meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating locations. ● Signage and staff will reinforce physical distance and traffic patterns in the cafeteria. ● Hand sanitizer stations will be available at entrances and exits of the cafeteria. Also, hand washing will be done before lunch. ● Eating in classrooms may be an option if we cannot safely distance children. ● Every campus will devise lunch schedules and formats, including outside areas, which allow students to eat safely apart from each other. ● The tables and seating will be disinfected after each group has eaten a meal. ● Microwaves for students will not be used at this time.
<p>RECESS</p>	<ul style="list-style-type: none"> ● Playground equipment will be sanitized during the day. ● We will be working on schedules and routines that teach children to maintain safe distances from each other. ● Children will sanitize their hands at the beginning and the end of recess.

VISITORS	<ul style="list-style-type: none"> • All visitors will be restricted for at least the first 12 weeks of school.
PARENT MEETINGS	<ul style="list-style-type: none"> • The format for the annual elementary conferences and open house will be determined at a later time.
TRANSPORTATION	<ul style="list-style-type: none"> • Parents should screen children daily before allowing them to board the bus. • Students must wear face coverings while on the school bus. • Hand sanitizer will be provided upon entering the bus. • The bus will be sprayed after each route or trip for sanitation.
EXTRACURRICULAR / ATHLETICS	<ul style="list-style-type: none"> • All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League). • Athletic practices and contests will be conducted following safety protocol provided by guidance from Menard ISD, UIL, and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc. • Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis. Hand washing will also be utilized. • Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines. • Locker rooms will be disinfected daily. • Bus travel will follow the transportation guidelines provided by Menard ISD and TEA. • 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. • Postgame sign-out procedures for athletes will be communicated to parents prior to the beginning of each season. • Event procedures will be in place to minimize face-to-face interactions. • Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles. • Spectator seats may be marked and/or configured in a way to enforce social distancing. • Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines. • Students must be attending in class instruction to participate in extracurricular activities.

<p>DAILY CLEANING</p>	<ul style="list-style-type: none"> ● Each classroom and restroom will be disinfected daily. ● All high touch areas will be disinfected daily. ● Cleaning cloths will be provided in each classroom and common area to maximize room to room cleanliness. ● The cafeteria will be disinfected between lunch periods. ● Staff will have access to disinfectant cloths to sanitize working surfaces and shared objects after each use and during breaks in instruction. ● Every campus will have an electrostatic disinfection device for quick clean up jobs.
<p>MISCELLANEOUS ACTIVITIES</p>	<ul style="list-style-type: none"> ● <i>The single most important activity that we can do, as MISD Stakeholders, is to monitor our personal health and the health of our students.</i> When students and staff come to school while they are ill, all of us are exposed. This is a fact, no matter the illness. Students that are ill, no matter the illness, are not as likely to learn as well, because of their symptoms. Similarly, staff that are ill are not as likely to perform up to their capacity, due to the symptoms of the illness. Students and staff should be evaluated at home and not come to school if they are ill. ● <i>Hand Sanitizer.</i> All available evidence states that maintaining our hands as clean as possible, aids in the contraction and the spreading of COVID-19. Having said that, hand washing is by far the most effective and safe way to comply with this. Sometimes, this is not always possible, and MISD will provide as many hand sanitizer stations as possible to facilitate this. ● <i>Doors.</i> An area of concern is doors and door handles. All doors that can be propped open will be (Example- cafeteria doors when lunch is in session). All classroom doors will be held open during passing periods. Additionally, all exterior doors will remain closed at all times. Doorknobs and handles will be disinfected as many times a day as possible. ● <i>Education.</i> In many ways, MISD staff will have to <i>educate</i> all children on how to behave in during this time. This will include handwashing, social distancing, behavior while in line, cafeteria behavior, and bus behavior. ● <i>Separation of classes.</i> While it is impossible to completely accomplish this in a school setting, MISD will implement every measure possible to ensure that classes remain as separate as possible. (Example – Kindergarten students will have as little as possible contact with first graders and so on) This will help us mitigate the possibility of the spread of COVID. Should there be children in a particular class that test positive, we may be able to ‘contain’ exposure to a minimum of students by implementing these procedures.
<p>DECISION POINTS ON WHEN TO CLOSE A CLASSROOM AND/OR BUILDING</p>	<p>In the absence of state guidelines (08/11/20), Menard ISD will has a infectious disease plan. We will it and guidance from local health authorities until official guidance is created.</p>

**SCREENER
QUESTIONS**

Have you experienced any of the following symptoms that indicate a possible COVID-19 infection?

- 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
- Diarrhea
- Nausea or vomiting

Please answer YES or NO.

Have you had close contact with any individual who is lab-confirmed with COVID-19 in the last 14 days?

Close contact is defined as:

- being directly exposed to infectious secretions (e.g., being coughed on);
- 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.

Please answer YES or NO.

Staff will be required to check temperature daily.