**BOSQUEVILLE ISD**

**(2020-2021) SCHOOL YEAR**

**OPERATIONAL PLAN**

**(*August 14, 2020 – Please understand that this document is subject to change based on revised guidance from Federal, State, and Local authorities)***

***Introduction***

Bosqueville ISD is committed to providing the best academic instruction to our students and at the same time provide a physically safe environment as possible under the current conditions. BISD recognizes that this school year will come with new challenges that we have not experienced in the education of our students, we will embrace the opportunity as presented and do our very best to create a positive experience for our students.

BISD will be offering **remote** and **in-person instruction** for our students during the 2020-2021 school year. **Parents and students please understand that Remote Learning will be very different from what you experienced in the Spring of 2020.** Parents and students who choose the remote learning instruction method will be held to the same standards as students receiving in-person instruction. The Texas Education Agency (TEA) has created remote learning guidelines for students that school districts must abide by, these guidelines will be outlined in this plan.

***REMOTE LEARNING***

There are two methods of Remote Learning that are allowed by the Texas Education Agency (TEA):

1. **Synchronous Instruction** – This method requires all participants to be present in real time with the teacher and in-person students. This is two-way, real time, live, instruction between teachers and students, through some sort of electronic device.
2. **Asynchronous Instruction** – This method does not require all participants to be virtually present at the same time. This is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via an electronic device.

**Roles and commitments from Students and Parents in Remote Learning:**

STUDENTS:

* Must follow the designated schedule communicated by the assigned campus to attend class in Real Time when receiving Synchronous instruction. Must complete Asynchronous activities and assignments daily. ***Students who are not logged on and participating at the appropriate time for SYNCHRONOUS INSTRUCTION will be counted absent for that day. Students who do not engage daily that are receiving ASYNCHRONOUS INSTRUCTION will be counted absent for that day.***
* Students will be held to the Compulsory State Attendance Guidelines and the Districts normal grading guidelines when receiving Remote Instruction.
* Students must participate daily in all scheduled learning activities including remediation and tutorials as needed.
* Students participating in Asynchronous remote learning must meet the engagement guidelines for all classes.
* Use proper etiquette during online learning.
* Students are responsible for communicating with teachers when needing assistance with academic assignments.
* Students are required to complete and turn in assignments at the direction of their teacher.
* Students receiving Synchronous instruction are required to be dressed appropriately, be on time, and follow appropriate classroom guidelines when engaged in remote learning.

PARENTS/GUARDIANS:

* Monitor and ask for evidence that your child are completing assignments and coursework based on the teacher requirements.
* Use the District resources to check teacher assignments/communicate with teacher as needed.
* Provide your child with support on day-to-day activities.
* Help establish and manage a daily schedule for your child.
* Create a learning space for your child that supports a positive learning environment.
* Allow your child to work and learn independently.

**BISD ELEMENTARY (PreK-5) REMOTE LEARNING GUIDELINES:**

1. **PreK – 5th Grade** – Students in these grades will receive **Asynchronous** **Instruction** based on the following:

* There must be daily progress made through Google Classroom.
* There will be daily teacher/student interaction for instructional purposes as needed.
* The student should be able to complete and turn in assignments as required by the teacher.
* **Daily** progress on assignments is required to be counted present for attendance purposes….attendance will be taken each day.
* Regular grading policies will apply.
* The teacher may schedule tutorial time as needed.
* Electives/Special classes (We will provide instruction for music, art, PE and gifted/talented classes. Students should access these lessons after completing work in the core subject areas. The PE teacher will provide instruction to the grade level assigned teacher to send to students).

1. **Counseling Services for Elementary Students**:

* Coordinate with classroom teachers a communication system that will allow teachers to notify the Counselor when they feel a remote learning student may be in need of assistance.
* Create a way for parents/guardians to communicate with Counselor if they feel their child is in need of assistance.
* Be available to meet with students receiving remote instruction by electronic device with parent consent.
* Provide monthly information to all parents regarding your services and contact information.

**BISD MIDDLE SCHOOL (6-8) REMOTE LEARNING GUIDELINES:**

1. **Grades 6th-8th**  – Students will receive **Asynchronous** **Instruction** in all subject areas based on the following:

* There must be daily progress made through Google Classroom.
* There will be daily teacher/student interaction for instructional purposes as needed.
* The student should be able to complete and turn in assignments as required by the teacher.
* **Daily** progress on assignments is required to be counted present for attendance purposes….attendance will be taken each day.
* Regular grading policies will apply.
* The teacher may schedule tutorial time as needed.
* Teachers may establish touchpoints for Synchronous Instruction as needed.

1. **Counseling Services for Middle School Students**:

* Coordinate a with classroom teachers a communication system that will allow teachers to notify the Counselor when they feel a remote learning student may be in need of assistance.
* Create a way for parents/guardians to communicate with Counselor if they feel their child is in need of assistance.
* Be available to meet with students receiving remote instruction by electronic device with parent consent.

**BISD HIGH SCHOOL (9-12) REMOTE LEARNING GUIDELINES:**

1. **Grades 9th-12th All Subject Areas** – Students will receive **Asynchronous** **Instruction** in all subject areas based on the following:

* There must be daily progress made through Google Classroom.
* Regular grading policies will apply.
* There will daily teacher/student interaction for instructional purposes as needed.
* The student should be able to complete and turn in assignments as required by the teacher.
* **Daily** progress on assignments is required to be counted present for attendance purposes….attendance will be taken each day.
* Scheduled tutorials and remediation will be required as needed.
* Teachers may establish touchpoints for Synchronous Instruction as needed.

1. **Counseling Services for High School Students:**

* Coordinate with classroom teachers a communication system that will allow teachers to notify the Counselor when they feel a remote learning student may be in need of assistance.
* Create a way for parents/guardians to communicate with Counselor if they feel their child is in need of assistance.
* Be available to meet with students receiving remote instruction by electronic device with parent consent.
* Communicate information to parents/students regarding post-secondary opportunities, FAFSA, scholarships, GPA information, SAT/ACT testing, HS class scheduling….etc.

**IMPORTANT FACTORS REGARDING REMOTE INSTRUCTION**

* Attendance will be taken daily for each student participating in Remote Learning. If the student is not present for Synchronous instruction or not engaged daily by the prescribed time for Asynchronous instruction they will be counted absent.
* State Compulsory Attendance Guidelines apply to Remote Learning students.
* Regular grading guidelines will apply to Remote Learning students.
* Asynchronous remote learning students must meet the definition of “engaged” in order to be marked as present for attendance purposes.
* Students who are remote learning using the Asynchronous method may be asked to use the Synchronous method by their teacher when necessary.
* If a student chooses Remote Learning they will be required to stay on that method of instruction for an entire grading period (6-weeks) before they can change their method of instruction.

**OTHER SERVICES**

1. **Special Education/504** – Special Education/504 services for students will be addressed on an individual basis based on student need. Once we are notified if a special education student is choosing remote learning the District will take necessary steps towards implementing the students IEP.
2. **Child Nutrition** – Families who choose remote instruction and qualify for the free/reduced lunch program may pick up breakfast and lunch at a designated location and time that is TBD at a later date.
3. **Technology Devices for Students** – All students who choose remote instruction will be furnished with an electronic device from the District that will allow them to participate in and complete all academic requirements of remote learning. These devices will also be supported by the BISD Technology Department.
4. **Parent/Guardian Technology Support** – The District will offer tutorials/training information to parents/guardians that will allow them to participate in the remote learning of their child. Once this is fully operational you will be given information on how to access it.

***FACE-TO-FACE/IN-PERSON LEARNING***

The most important aspect of students returning to actual school buildings for In-Person/Face-to-Face Instruction will be the commitment by BISD to ensure the health and safety of staff and students. BISD will use the Public Health Planning Guidance provided by the Texas Education Agency (TEA) for the implementation of safety guidelines for the day to day operations in the District.

In-person instruction for the 20-21 school year will begin on Thursday, August13th. Students will follow regular class schedules and course assignments as well as being instructed on appropriate guidelines on how to protect themselves and others from risk of COVID-19.

**SAFETY GUIDELINES FOR IN-PERSON INSTRUCTIONAL SETTINGS**

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, the current science suggests there are steps that school can take to reduce the risks of students, staff, and their families.

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

BISD facilities will have the necessary cleaning and sanitizing supplies needed to ensure that students and staff will be operating in the best possible environment.

**Please Note**: *Any student who refuses to comply with the Safety Guidelines* for *In-Person Instruction will be transitioned to Remote Learning.*

**Safety Guidelines**:

1. **Screening**

* Parents/Guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. BISD needs complete cooperation from parents/guardians to not send their students to school who are exhibiting any of the symptoms of COVID-19. School staff may screen the students as well once they arrive on campus, BISD staff will take student temperatures once they arrive at their designated classroom. (Symptoms are listed at the end of this document).
* All BISD staff members are required to self-screen daily (including a temperature scan upon arrival to campus) for COVID-19 symptoms before arriving on campus. If staff members do have symptoms or are lab tested positive for COVID-19 they are required to report the information to their immediate Supervisor immediately.
* Before visitors are allowed onto campuses, schools must screen the visitors (including taking their temperature) to determine if the visitors have COVID-19 symptoms or are lab confirmed positive for COVID-19.
* Any person(s) who have had close contact with an individual who is lab confirmed positive with COVID-19 must remain off campus until the 14-day incubation period has passed.
* When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
* Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

1. **Individuals Confirmed or Suspected with COVID-19**

* Any individuals who themselves either…a) are lab-confirmed to have COVID-19….b) experience 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:
* 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: 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 (cough, shortness of breath)….3) at least ten days have passed since symptoms first appeared.
* In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
* A staff member or student who is tested for COVID-19 due to having symptoms of COVID-19 must remain at home until ….a) confirmed negative lab results are returned to the school…..b) a medical professional clears them for return to school.
* 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…..b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location.
* Identifying Possible COVID-19 Cases on Campus
* Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent/guardian.
* Schools must clean the areas used by the individual who shows COVID-19 symptoms while at school (student/staff) as soon as possible.
* Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Response: Practices to Respond to a Lab-Confirmed Case in the School

* Required Actions if individuals with Lab-Confirmed Cases Have Been in a 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 American 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/staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
* Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all staff members families of all students in a school if a lab-confirmed COVID-19 case is identified among students/staff who participate in any on campus activities.

Close Contact:

Close contact is defined as: …a) being directly exposed to infectious secretions (ex. – being coughed on while not wearing a mask of face shield, 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.

Individuals are presumed infectious at least 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. School districts and local public health departments will work in coordination to determine who will need to stay at home and for what time frame.

1. **Arrival/Dismissal of Students**

* Avoid early drop-offs in the morning.
* Parents/Guardians who drop-off students will not be allowed to leave their vehicles.
* For the first (12 weeks) of school, parents/guardians/older siblings…etc. will not be allowed to walk students inside the school building.
* Hand sanitizing stations will be available at the main entrance of the building, classroom/hallway areas, cafeteria and other commons areas throughout the campuses.
* Students eating breakfast will pick up a breakfast in the cafeteria and report to your designated classroom.
* Once students arrive on campus in the mornings they will be directed to designated/pre-determined areas….students will not be allowed to congregate in groups.
* Dismissal guidelines will be developed by each campus in order to manage the student movement to designated areas.
* Students who need to leave school during the day will be brought out to the parent/guardian vehicle by a school employee.

1. **Masks/Face Coverings**

* Schools are required to comply with the Governor’s Executive Order regarding the wearing of face masks. Order requires for persons 10 years of age or older to wear a mask in designated areas….Bosqueville ISD will **require** all students in **(Grades 4-12)** to wear face coverings in the required areas…..it is **highly recommended** that students in **(Grades 1-3)** wear a face covering.
* 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. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.
* It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students/staff who are not wearing masks or face shields. However, schools must require students/staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

1. **Classrooms**

* Teachers will monitor students throughout the day for symptoms of COVID-19.
* Each classroom will be equipped with visual reminders of required guidelines regarding safe practices.
* Hand sanitizer will be available in classrooms.
* Disinfectant spray and/or wipes will be available in classrooms.
* Desks/student seating will be spaced appropriately to ensure that the maximum amount of space between students is created.
* At times classes may move outside if appropriate.
* Keep classroom doors open to improve circulation and reduce touching of door handles.
* Teachers will limit the use of shared school supplies among students.
* Teachers/students will periodically clean high-touch areas during the school day.

1. **Common Areas and Transitions**

* Staff/Students who are required to wear face coverings will have them on during movement throughout the building and during transition to classes.
* Staggered releases from classes may be utilized to limit the number of students in hallways at one time.
* When transitioning to classes students will practice appropriate social distancing guidelines.
* Visual markers may be utilized in areas to direct and minimize student traffic flow in hallways.
* Staff will guide students as needed to ensure separation of students to the greatest extent possible.
* Hand sanitizing stations will be available in these areas.
* Water fountains will not be accessible to students and staff. Students will be able to bring bottled water or water bottles to school and have opportunities to fill them during the day.

1. **Cafeteria**

* Depending on the number of students in the school, students may have meals both in the cafeteria and in classrooms.
* Social distancing guidelines will be practiced in the cafeteria.
* Meals will be served in a way to ensure ease of managing student movement.
* Visual markers may be set up in the cafeteria to guide students and promote appropriate distancing.
* Hand sanitizer stations will be set up at the entrance/exit to the cafeteria.
* Each campus will schedule lunches and designate eating areas that create the safest environment possible for students/staff.

1. **Recess (Elementary)**

* Playground equipment will be sanitized after each use.
* Schedules and routines will be created in order for students to maintain safe distances from each other.
* Students will sanitize their hands at the beginning and end of recess.

1. **Visitors to Campuses**

* Before visitors are allowed onto campuses, school systems must screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted in this document.
* Visitors to campuses will be restricted for a minimum of the first 12 weeks of school, visitors may be required to do the following:….a) must meet the Governor’s Executive Order regarding face masks,…b) may be required to remain in a designated area,…..c) will have to remain with school personnel during the duration of the visit,…..d) must adhere to social distancing guidelines.
* Parent meetings – Parents/Guardians will receive guidelines on meeting protocols prior to arriving at the school, in some cases virtual meetings will be recommended.

1. **Transportation**

* Parents will screen students before allowing them to board the school bus.
* Only one (1) student per seat will be allowed…..siblings who live in the same household may sit (2) in a seat.
* Hand sanitizer will be available upon entry to the bus.
* **All** students must wear face coverings while on the bus.
* When possible, school buses will operate with the windows open in order to allow air to circulate through the bus.
* Spacing of students in seats will be utilized on buses.
* Routes may be adjusted in order to limit the number of students on a bus at one time.

1. **Extracurricular Activities**

* All extracurricular and athletic activities/events will follow participation guidelines set forth by the University Interscholastic League (UIL).
* Athletic practices and contests will be conducted by following safety protocol provided by the (UIL)/(TEA). This will include COVID screening, group sizes, sanitizing equipment and facilities, locker room usage…etc.
* Transportation will follow guidelines from (TEA) as stated under the transportation portion of this document.
* Spectator attendance at contests may be limited based (UIL/(TEA) guidelines. The District will provide those guidelines once they are finalized.
* Events will be live streamed when possible.
* Event procedures for entering, during the contest, and exiting the venue will be provided by the District.
* Booster club meetings should be held virtually when at all possible in order to minimize outside exposure to campuses by non-essential school personnel.

1. **Fine Arts**

* Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by the (UIL), (TEA), and BISD.
* Fine arts music private lesson teachers will not be allowed to teach on-site or use campus facilities until further guidance is given by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue in place.
* Off-campus fine arts performances will only be conducted if specific guidance is provided by authorized entity. Including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
* All fine arts performances will be streamed online when possible.
* Booster club meetings should be held virtually when at all possible in order to minimize outside exposure to campuses by non-essential school personnel.

***BISD (CLEANING AND SANITATION PLAN)***

* Cleaning and disinfecting supplies will be available to all staff to use throughout the school day.
* Hand sanitizer and/or hand washing stations will be available to all students/staff daily.
* Each classroom and restroom will be disinfected daily.
* School buses will be disinfected after each use.
* High touch areas will be disinfected daily.
* Cleaning cloth and/or wipes along with disinfectant will be provided in each classroom and common area to be used throughout the day to maximize room cleanliness.
* Custodians will wear masks and gloves during work hours.
* Cafeterias will be disinfected between lunch periods.
* All staff members will have access to disinfectant spray/wipes to sanitize student work areas periodically (at least twice a day) during breaks in instruction.
* BISD custodial staff will have access to electrostatic disinfectant devices for quick clean ups.
* Staff members will be trained specifically on the protocols outlined in this document regarding COVID-19 as well as best practices for prevention purposes.
* Cleaning products will be stored securely to ensure students do not have access to them.
* Whenever possible staff will open windows/doors to improve air flow throughout the buildings.
* Signage will be utilized to promote appropriate health and hygiene for staff and students.
* At the beginning of school all students will be provided instruction on appropriate hygiene practices.
* All classrooms will be arranged in a manner to promote prescribed social distancing guidelines.
* When feasible classes may be held outside using prescribed social distancing guidelines.
* Use of school facilities to outside entities will be limited and be in accordance with the Governor’s Executive Order.
* Activities that bring large groups of students together such as assemblies, pep rallies will be limited to guidelines provided by authorized entities.

**COVID-19 SYMPTOMS**

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

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

* Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit (students and visitors will have their temperature taken upon arrival to the building)
* Loss of taste or smell
* Cough
* Difficulty breathing
* Shortness of breath
* Headache
* Chills
* Sore throat
* Shaking or exaggerated shivering
* Significant muscle pain or ache
* Diarrhea