

# CHINA SPRING ISD AUGUST 2020

## INSTRUCTIONAL PLAN FOR

### PARENTS/GUARDIANS

(July 9, 2020 - subject to change)

#### INTRODUCTION

China Spring 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 this 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 on July 9th. We ask that parents complete the survey no later than Wednesday, July 15th. Although parents can decide up until two weeks before school starts, we need to be able to assign teachers to students/classrooms as soon as possible. The sooner we have numbers; the sooner we can make necessary assignments. If parents choose remote instruction for their student, the student will remain on remote instruction until the end of the grading period before they can decide to attend in-person. However, a student can be moved from in-person learning to remote learning during the six-weeks but must remain on remote learning until the end of that grading period.

**All students, remote or in-person, must still register.** China Spring ISD utilizes online returning student registration in our parent portal. Online 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 allows you to verify all of your student's data is correct and provide updates for any important information that has changed, such as contact phone numbers, emergency contacts, and student health history. [Returning student registration](#) must be completed before students receive schedules or homeroom teacher assignments for the upcoming school year. If you are having trouble, please contact your campus PIEMS official.

**Reminder:** The first day of school is Wednesday, August 19.

#### REMOTE /VIRTUAL LEARNING

There are two important definitions in the descriptions for remote learning below that everyone needs to know. **Asynchronous instruction** refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with formative assessments on the learning management system (LMS). China Spring ISD uses Schoology as their LMS. Students may also watch pre-recorded videos of instruction with guided support, work on assigned lessons through Newsela, and/or other instructional activities assigned. **Synchronous** instruction refers to live, scheduled, interactive classes with teachers and students in real-time, teacher-supported work time, and scheduled and timed, online tests. Regular **grading policies** apply to both settings. **Both virtual learning styles REQUIRE students to log in DAILY and make progress in the LMS for the minimum number of minutes required per grade level to be counted present that day.** (For example: If a student logs in on Monday for the minimum number of minutes, does not log in Tuesday or Wednesday, logs in Thursday & Friday but completes all assignments for the week they will only be counted present 3 days that week. The 90% rule still applies)

## ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING

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

## ELEMENTARY

<p><b>PRE-K, 1st GRADE, 2nd GRADE, 3rd GRADE (CORE AREAS)</b></p>	<p>Students will receive <b>Asynchronous Instruction</b>. It is the only model approved by the Texas Education Agency for this age group. It is based on:</p> <ul style="list-style-type: none"> <li>➤ There must be <b>daily</b> progress in the LMS (learning management system) = Schoology is the LMS our district will use.</li> <li>➤ There will be teacher-student interaction (touchpoint) weekly.</li> <li>➤ The student must be able to complete and turn in assignments on a <b>daily</b> basis.</li> <li>➤ The teacher will schedule one-on-one tutorials and intervention time as needed.</li> <li>➤ <b>Daily</b> progress on assignments in the LMS is required to be counted present every school day.</li> </ul>
<p><b>(SPECIAL CLASSES)</b></p>	<p>We will not provide direct instruction for music, art, PE, and health classes, but the district will provide 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><b>**Pre K- 3rd grade students are required to log 180 minutes a day in the LMS.</b></p>

<p><b>4th &amp; 5th GRADE (CORE CLASSES)</b></p>	<p>Students will receive <b>Asynchronous Instruction</b> in most cases. It is based on:</p> <ul style="list-style-type: none"> <li>➤ There must be <b>daily</b> progress in the LMS (learning management system) = Schoology is the LMS our district will use.</li> <li>➤ There will be teacher-student interaction (touchpoint) weekly.</li> <li>➤ The student must be able to complete and turn in assignments on a <b>daily</b> basis.</li> <li>➤ <b>Daily</b> progress on assignments in the LMS is required to be counted present every school day.</li> </ul> <p>The teacher will schedule one-on-one tutorials and intervention time as needed.</p>
<p><b>(ELECTIVE CLASSES)</b></p>	<p>We will not provide direct instruction for music, art, PE, and health classes, but the district will provide 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><b>**4th and 5th grade students are required to log 180 minutes a day in the LMS.</b></p>
<p><b>6th GRADE (CORE AREAS)</b></p>	<p>Students will receive <b>Asynchronous Instruction</b> in all core areas in most cases.</p> <ul style="list-style-type: none"> <li>➤ Teachers will post lessons, videos, and activities on Schoology (LMS) and students will complete work independently.</li> <li>➤ Regular grading policies apply.</li> <li>➤ Students are required to complete <b>daily</b> assignments.</li> <li>➤ Scheduled tutorials and interventions will be established.</li> <li>➤ Teachers will establish mandatory, synchronous touchpoints as needed.</li> <li>➤ <b>Daily</b> progress on assignments in the LMS is required to be counted present every school day.</li> </ul>
<p><b>(ELECTIVES)</b></p>	<p>We will not provide direct instruction for music, art, PE, and health classes, but the district will provide 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><b>**6th grade students are required to log 240 minutes a day in the LMS.</b></p>

<p><b>Pre-K through 6<sup>th</sup> Grade Counseling Services</b></p>	<p>Counselors will:</p> <ul style="list-style-type: none"> <li>➤ Be available to meet with students receiving remote/virtual instruction as well as in- person instruction through face to face, phone, or zoom conferences.</li> <li>➤ The Counseling &amp; Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the campus counseling resources webpage.</li> </ul>
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## MIDDLE SCHOOL

<p><b>7TH &amp; 8TH GRADE</b></p>	<p>Students will receive <b>Asynchronous Instruction</b> in all areas in most cases.</p> <ul style="list-style-type: none"> <li>➤ Teachers will post lessons, videos, and activities on Schoology (LMS) and students will complete work independently.</li> <li>➤ Regular grading policies apply.</li> <li>➤ Students are required to complete <b>daily</b> assignments.</li> <li>➤ Scheduled tutorials and interventions will be established.</li> <li>➤ Teachers will establish mandatory, synchronous touchpoints as needed.</li> <li>➤ <b>Daily</b> progress on assignments in the LMS is required to be counted present every school day.</li> </ul> <p><b>**7th and 8th grade students are required to log 240 minutes a day in the LMS.</b></p>
<p><b>COUNSELING SERVICES</b></p>	<p>Middle School Counselors will:</p> <ul style="list-style-type: none"> <li>➤ Be available to meet with students receiving remote/virtual instruction as well as in-person instruction through face to face, phone, or zoom conferences.</li> <li>➤ The Counseling &amp; Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the campus counseling resources webpage.</li> </ul>

## HIGH SCHOOL

<p><b>9TH -12TH GRADE</b></p>	<p>Students will receive <b>Asynchronous Instruction</b> in all areas in most cases.</p> <ul style="list-style-type: none"> <li>➤ Teachers will post lessons, videos, and activities on Schoology (LMS) and students will complete work independently.</li> <li>➤ Regular grading policies apply.</li> <li>➤ Students are required to complete <b>daily</b> assignments.</li> <li>➤ Scheduled tutorials and interventions will be established.</li> <li>➤ Teachers will establish mandatory, synchronous touchpoints as needed.</li> <li>➤ <b>Daily</b> progress on assignments in the LMS is required to be counted present.</li> </ul> <p><b>**9th -12th grade students are required to log 240 minutes a day in the LMS.</b></p>
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<p><b>DUAL CREDIT PROGRAM</b></p>	<p>We have not received word on how MCC will conduct its courses. We expect to have this information in late July and will communicate directly with dual credit students.</p>
<p><b>COUNSELING SERVICES</b></p>	<p>High School Counselors will:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Provide information on graduation, post-secondary opportunities, FAFSA, etc., via social media, email, CSHS website, and the counseling resource pages for the Class of 2021 students.</li> <li>➤ Provide students in grades 9-12 with access to Naviance College and Career Readiness Online Platform to support future-ready learning and planning.</li> <li>➤ Be available to meet with students receiving remote/virtual instruction or in-person instruction as needed.</li> <li>➤ The Counseling &amp; Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the campus counseling resources webpage.</li> </ul>

## OTHER SERVICES

<p><b>SPECIAL PROGRAMS</b> (SPED, DYSLEXIA, ESL, RTI, GT, 504, &amp; INTERVENTION)</p>	<p>We are working on a number of plans, but a lot depends on how many and which students in special programs are opting for online learning. Parents should rest assured that we are committed to implementing every child's plan 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.</p>
<p><b>FOOD SERVICES</b></p>	<p>Families who select remote instruction may pick up breakfast and lunch at one designated site to be determined by August 15th. Watch for the announcement on the district website and from campus principals.</p>

## FACE-TO-FACE / IN-PERSON INSTRUCTION

The key to returning to successful, sustained in-person instruction will be our commitment to the health and safety guidelines (below). In-person instruction will resume on August 19th. Students will follow regular schedules and course assignments. The in-person instruction schedule will be run like any other school day prior to COVID-19 with the exception of several safety measures. Below are bullet points that help describe the in-person instruction and requirements:

- Per the Texas Education Code students must attend 90% of the semester/school year to receive credit for the course/grade level. The code remains in effect for the 2020-2021 school year.
- Student attendance may be earned through in-person or virtual instruction. However, daily activities & minimum minutes are required of both in-person and virtual learning.
- If a parent chooses for their student to be on campus at in-person instruction, they may at some point choose for them to move to on-line instruction. That is allowed, but the student must remain in on-line instruction until the end of that grading period. If a parent chooses for their student to start school in on-line instruction, then they change their mind and want them to be on campus with in-person instruction, they will remain on-line until the end of that grading period before they can move to in-person.
- Schools are required to offer daily in-person instruction to students whose parents choose in-person instruction for them.
- All faculty and staff members are required to self-screen for COVID-19 symptoms before coming to school each day. This will include taking their own temperatures. Faculty and Staff must report to their campus principal or the superintendent if they themselves have COVID-19 symptoms or have been lab-confirmed with COVID-19. If they have symptoms or have a positive lab test they are required to remain off campus until they meet the re-entry criteria. Additionally, they must report to their campus principal or superintendent if they have had “close contact” with an individual with a lab-confirmed positive COVID-19 test. **(Close contact with an individual with a lab-confirmed positive COVID-19 test is defined by a. being directly exposed to infectious secretions, such as being coughed on or sneezed on while not wearing a face mask or face shield; or b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a face mask or a face shield.)**
- Parents must ensure they do not send their student to school on campus if the student has COVID-19 symptoms, is lab-confirmed with COVID-19, or has come into “close contact” with an individual who is lab-confirmed positive for COVID-19. Parents should contact the school immediately to switch to remote instruction. After the student meets the re-entry criteria, they will be allowed to re-enter in-person instruction at that end of a grading period.
- Schools will screen all visitors for COVID-19 symptoms, lab-confirmed positives for COVID-19, and those that have come in “close contact” with a lab-confirmed individual with COVID-19. All visitors meeting any of those conditions must remain off campus until the re-entry criteria is met.

- Any individual who themselves are: a) lab-confirmed to have COVID-19; or b) experience the symptoms of COVID-19 must stay home throughout the infection period and cannot return to campus until the school system screens the individual to determine if the re-entry conditions have been met.
  - In the case of an individual who was lab-confirmed with COVID-19, the individual may return to school when all three criteria below have been met.
    - At least three days (72 hours) have passed since recovery (resolution of fever without fever-reducing medications);
    - The individual has improvement in symptoms (such as shortness of breath, cough, etc.) and
    - At least 10 days have passed since symptoms first appeared.
  - In the case an individual who has symptoms that could be COVID-19 and who has not been 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 campus until the individual has completed the same three-step re-entry criteria.
  - 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 alternate diagnosis or 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.
- Schools will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by the parent or guardian. The areas the student was in will be immediately disinfected.
- If an individual who has been at school is lab-confirmed to have COVID-19, the school will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of ADA and FERPA.
- The school will also notify all faculty, staff, and families of all students of the campus if the campus has a lab-confirmed positive case.
- We have ordered hand sanitizers for every classroom as well as having them available to students and staff in all common areas. Students and staff will be encouraged to sanitize their hands often.
- Water fountains will be closed to everyone. Students will be allowed to bring a clear water bottle and campuses equipped with water bottle filling stations will remain open. Others may refill their bottles with the classroom sinks.
- Our age-appropriate students will be taught how to properly wash their hands and will engage in washing their hands with soap and water at least twice a day.
- Schools will be instituting a more frequent cleaning and sanitization schedule to help kill germs and to help prevent the spread of disease. This will also include door handles, tables/desks, shared supplies when necessary, electronic devices, and any other high-touch areas.
- When possible, windows will be opened to allow air to circulate through the classroom/area.

- Signs/posters for best practices with cleanliness, social distancing, health/hygiene practices will be displayed.
- Schools are required to follow the Governor's Executive order which requires masks/face coverings for everyone 10 and older. Our district will abide by the orders as long as they are in effect. If the order expires and masks/face coverings are no longer required, students and staff can choose to still wear masks/face coverings. Face coverings will not be provided to students but we will have them at every campus except the elementary in case a student does forget their face mask and wants to wear one.
- When at all possible, social distancing will be encouraged/required. In classrooms, students will not sit in groups unless their tables have divider shields. Desks will be spread out as much as possible to utilize all possible square footage.
- Space permitting and when possible, teachers will be allowed to teach outdoors in the open air flow.
- All UIL extracurricular activities will follow the requirements on the UIL website at [www.uil texas.org](http://www.uil texas.org). Private lessons by outside individuals will not be allowed on campus.
- Campuses will work to create entry/exit plans as well as traffic patterns in hallways to reduce the gathering of groups and to promote social distancing. Those will be communicated by the campus to the students when age appropriate and to the parents of non-age appropriate students.
- Hand sanitizers are mounted on every bus and students will be required to use upon entry and exit. Due to extremely close quarters all 4<sup>th</sup>-12<sup>th</sup> grade students will be required to wear masks/face coverings on the bus even if the Governor's orders expire.
- Buses will be cleaned and disinfected after each route.
- When possible, bus windows will be down for increased air flow.
- All parents/visitors will be screened for COVID-19 symptoms and temperature checked upon entering the building. Visitors/Watch Dogs/PTA will be restricted until the health concerns dissipate.
- Until the health situation and concerns are better, all parents/guardians/etc. will not be allowed to eat lunch with their student. We will send home communication when it is allowed.
- Classroom doors will remain open to reduce high touch areas and to improve air circulation.
- Elementary will utilize both the MPR and the Cafeteria for more social distancing at lunch. All other campuses will spread out tables as much as physically possible to provide as much social distancing as possible.
- Playground equipment, weight room equipment, and other high use areas will be sanitized multiple times a day.
- ARD meetings, 504 meetings, and parent conferences will be held virtually when possible. The format for parent/teacher conference day will be decided upon at a later date.



## **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
- 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