

Bellville Independent School  
District

**2020-2021  
OPERATIONAL  
GUIDELINES**

LEARNERS TODAY. LEADERS TOMORROW.

All of the information contained in this draft of the 2020-2021 BISD Operational Guidelines are subject to the future allowances and guidelines

provided by the Governor of Texas  
and Commissioner of Education.

“It may never be evident if we did  
too much; it would be tragically  
evident if we did too little.”

-Unknown



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## LETTER FROM THE SUPERINTENDENT

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Dear BISD Families & Staff,

Our first priority is the safety and well-being of our staff and students. This includes physical, mental, and emotional safety. Following well-being, our aim is to foster learning in a way that:

- connects learners to their strengths and interests,
- gives learners accountable ownership of purposeful work, and
- provides learners with timely and meaningful feedback.

In the context of COVID-19, learning will look differently for us throughout the 2020-2021 school year. BISD is committed to taking a reasonable approach to promote the health of students, staff, families, and community. We understand that there is a wide range of perspectives on how to best respond to the invisible threat of COVID-19.

We do not want to disregard a virus that at this time has no preventative measures with medical vaccines or treatments, nor do we want to put extreme measures in place that prohibit the collaborative nature of the academic and social growth and development of our students. Our aim is to be reasonable and responsible in our response to current circumstances.

The content of this document is intended to provide clarity and information to our parents and staff as we work together to support the learning and development of our students. While we have tried to be as comprehensive as possible, the fluid nature of our current context makes it impossible to pre-plan for all situations that will arise.

We ask all who are partnering with us to continue to give grace as we work through this year together. Our teachers, leaders, and parents will be stretched to the max trying to provide the greatest levels of instructional and emotional support to our students onsite and online.

Please honor the need to protect the health of your child, his/her friends and classmates, and our staff. If your child is exhibiting any signs of illness, please keep him/her home until he or she is symptom free. And please take every chance you get to say thank you and show appreciation to all of the people on our team, in your home, down your street, and in our community who are pouring their hearts and endless effort into making the 2020-2021 school year happen for us with as much in-person connection as is safe and possible.

Respectfully,



Nicole Poenitzsch  
Superintendent



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## DEVELOPMENT OF OPERATIONAL GUIDELINES

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### CONTRIBUTING STAKEHOLDERS:

Nicole Poenitzsch, Superintendent  
Dennis Jurek, Assistant Superintendent  
Natalie Jones, Chief Academic Officer  
Tony Hancock, Chief Talent Officer/Principal  
Casey Hollomon, BHS Principal  
Daniel Symm, BJHS Principal  
Marcus McLemore, OBI Principal  
Kandis Krueger, OBP Principal  
Alyssa Werner, Child Nutrition Director  
Tiffany Sootoo, Transportation Director  
Brian Reid, Technology Director  
Michael Coopersmith, Director of Administrative Operations  
Matthew Mahlmann, Director of Future Readiness  
Megan Pape, Director of Special Education  
Suzanne Lockett, Lead Nurse  
Canice Garner, DAC Member-Parent  
Christine Hranicky, DAC Member-Parent  
Jessica Gordons, DAC Member-Parent  
Jennifer King, DAC Member-Parent  
Kelly Schumann, BHS Teacher  
Nikki Peck, OBP Interventionist  
Sheridan Malota, OBP Teacher  
Susan Brewer, BHS Coach/Coordinator  
Terri Lowe, OBP Interventionist  
Amber Helmcamp, BHS Teacher  
Cay Arant, DAC Member-Faith Academy  
Derek Anderson, DAC Member-Parent  
Melissa Prowell, DAC Member-Parent  
Sarah Jordan, DAC Member-Community

### THOUGHT PARTNERS:

Juanita Romans, CEO Bellville Hospital



## BISD CONTACT INFORMATION

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The best way to stay informed regarding Bellville ISD News & Information is to follow the Bellville ISD Facebook page and regularly check the BISD homepage. Additionally, to get in touch with our campus and district leaders during our summer hours, please see the contact information listed below.

BISD Central Administration  
Superintendent: Nicole Poenitzsch  
518 S. Mathews Street. Bellville. TX. 77418  
PH: (979) 865-3133  
E: [npoenitzsch@bellvillebrahmas.org](mailto:npoenitzsch@bellvillebrahmas.org)

BISD Special Education Dept.  
Director: Megan Pape  
518 S. Mathews Street. Bellville. TX. 77418  
PH: (979) 865-7020  
E: [mpape@bellvillebrahmas.org](mailto:mpape@bellvillebrahmas.org)

BISD Technology Department  
Director: Brain Reid  
850 Schumann Rd. Bellville. TX 77418  
PH: (979) 865-3681  
E: [breid@bellvillebrahmas.org](mailto:breid@bellvillebrahmas.org)

BISD Transportation Department  
Director: Tiffany Sootoo  
518 S. Mathews Street. Bellville. TX 77418  
PH: (979) 865-3673  
E: [transportation@bellvillebrahmas.org](mailto:transportation@bellvillebrahmas.org)

BISD Child Nutrition Department  
Director: Alyssa Werner  
518 S. Mathews St.  
PH: (979) 865-3133  
E: [awerner@bellvillebrahmas.org](mailto:awerner@bellvillebrahmas.org)

BISD Athletic Department  
Director: Grady Rowe  
850 Schumann Rd, Bellville, TX 77418  
PH: (979) 865-3681  
E: [growe@bellvillebrahmas.org](mailto:growe@bellvillebrahmas.org)

Bellville High School  
Principal: Casey Hollomon  
850 Schumann Rd. Bellville. TX 77418  
PH: (979) 865-3681  
E: [chollomon@bellvillebrahmas.org](mailto:chollomon@bellvillebrahmas.org)

Bellville Junior High  
Principal: Daniel Symm  
1305 S. Tesch. Bellville. TX. 77418  
PH: (979) 865-5966  
E: [dsymm@bellvillebrahmas.org](mailto:dsymm@bellvillebrahmas.org)

O'Bryant Intermediate  
Principal: Marcus McLemore  
414 S. Tesch. Bellville. TX. 77418  
PH: (979) 865-3671  
E: [mmclemore@bellvillebrahmas.org](mailto:mmclemore@bellvillebrahmas.org)

O'Bryant Primary  
Principal: Kandis Krueger  
413 S. Tesch. Bellville. TX. 77418  
PH: (979) 865-5907  
E: [kkruieger@bellvillebrahmas.org](mailto:kkruieger@bellvillebrahmas.org)

West End Elementary

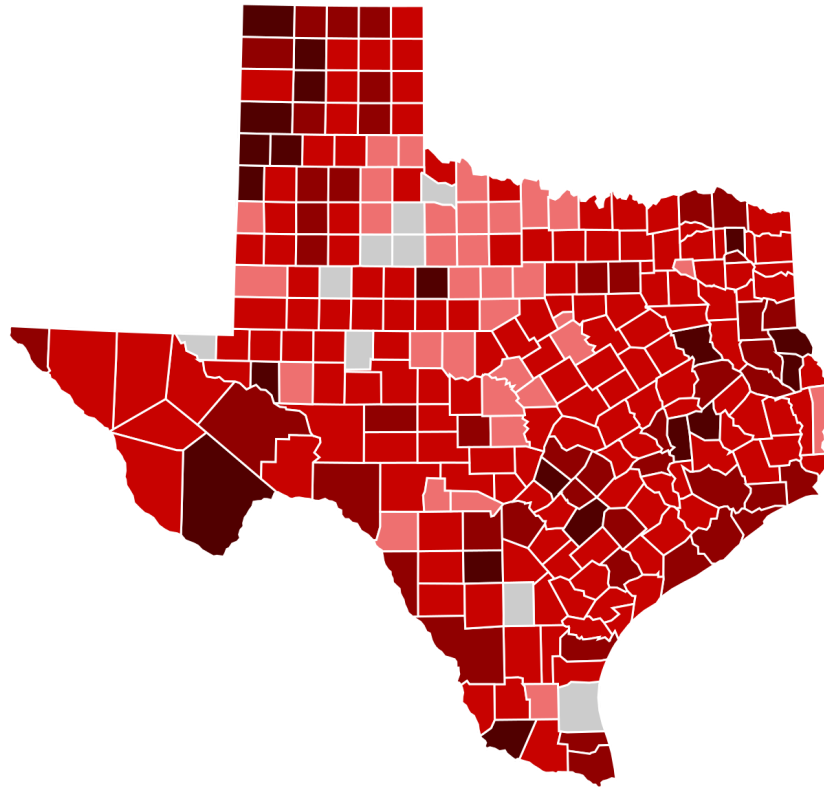
Principal: Tony Hancock  
7453 Ernst Parkway. Industry. TX. 78944  
PH: (979) 357-3595  
E: [thancock@bellvillebrahmas.org](mailto:thancock@bellvillebrahmas.org)

## GUIDING RESOURCES

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### GUIDING RESOURCES

- Executive Orders issued by Governor Abbott. See: <https://gov.texas.gov/>
- Guidelines provided by the Texas Education Agency. See: <https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance>
- Information and recommendations from the Center for Disease Control. See: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- [Department of State Health Services Dashboard](#)
- [SY 20-21 Attendance & Enrollment](#)
- [SY 20-21 Health Guidelines](#)
- [COVID-19 Re-Entry Planning from the American Association of Pediatrics](#)
- [CDC: The Important of Re-Opening Schools](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- <https://www.tasb.org/services/hr-services/hrx/hr-trends/return-to-work-preparation.aspx>
- <https://drive.google.com/file/d/1dqvBwwwdEtcnYou6ANXJq68Rl14voVIT/view?usp=sharing>
- <https://www.osha.gov/Publications/OSHA3994.pdf>
- <https://www.tasbrmf.org/learning-news/insiderm/home/safety-security/coronavirus-and-mental-health-q-a-with-am-y-grosso.aspx>
- <https://www.tasb.org/services/legal-services/tasb-school-law-esource/instruction/documents/faq-about-remote-instruction.pdf>
- <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>



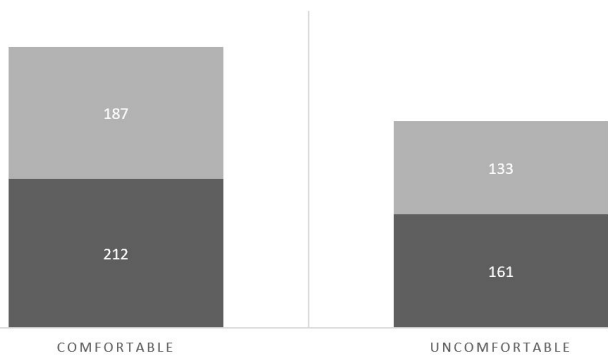
## GUIDING DATA

Bellville ISD received approximately 1,200 responses to our Brahma Nation Health & Well-Being Input Survey for the 2020-2021 school year. The Information below highlights the data received.

### PARENT INPUT DATA

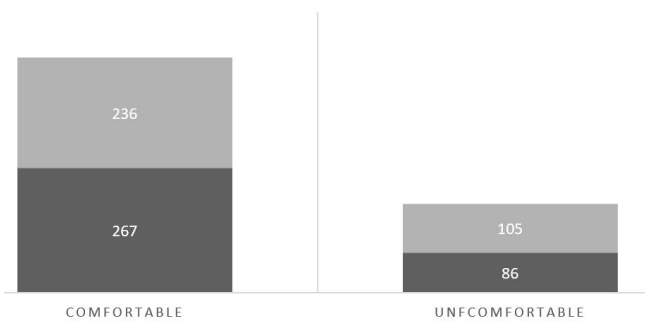
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Very Somewhat



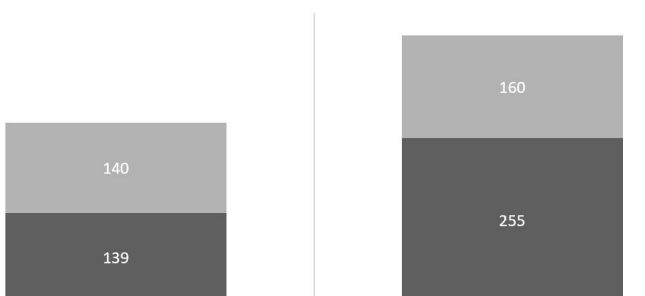
#### 100% RETURN W/ HEALTH PROTOCOLS IN PLACE

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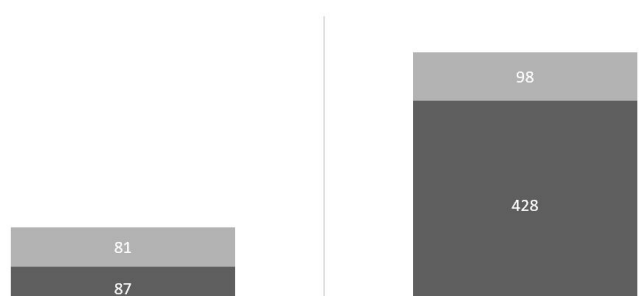
#### ONLINE LEARNING UNTIL CONCERNS DECREASE

Very Somewhat

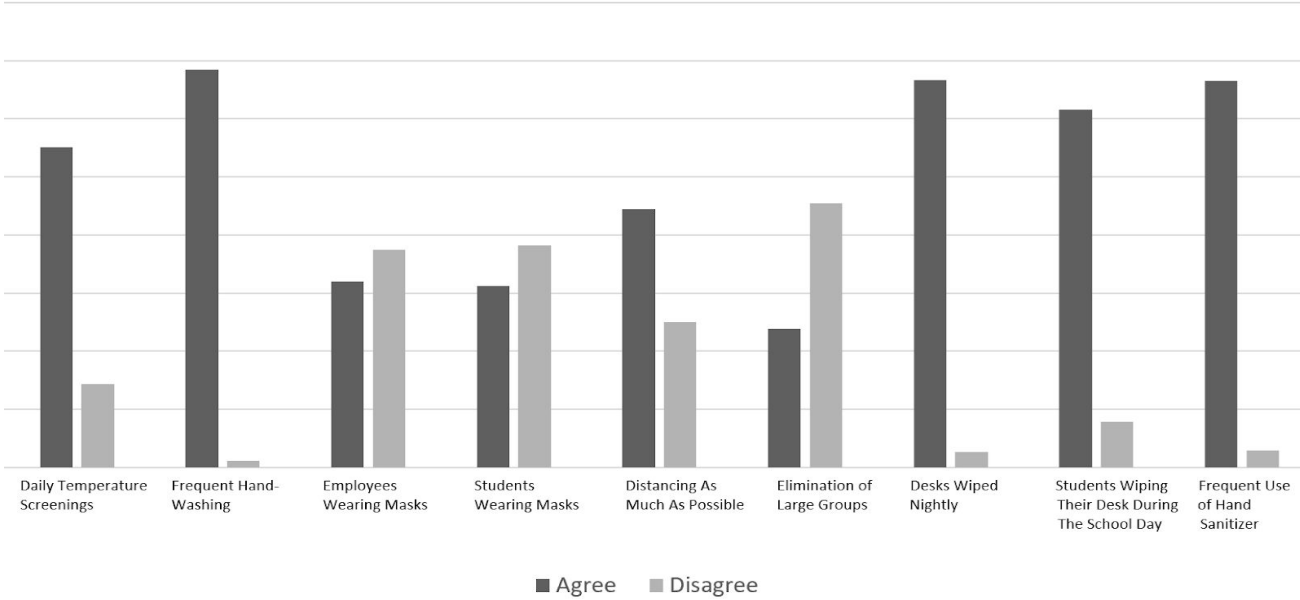


#### ONLINE LEARNING FOR THE ENTIRE 2020-2021 SCHOOL YEAR

Very Somewhat



## HEALTH AND WELL-BEING PROTOCOLS

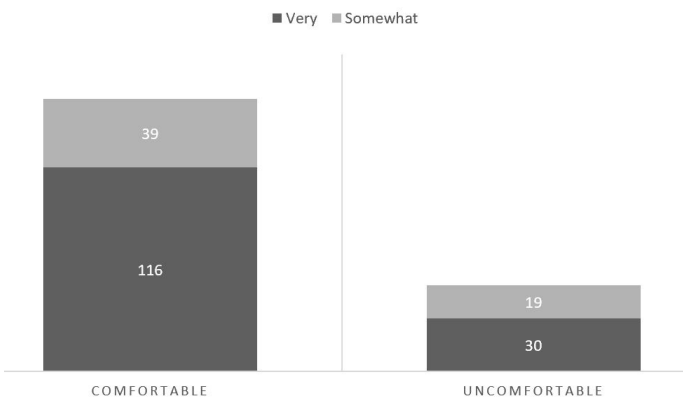


## GUIDING DATA

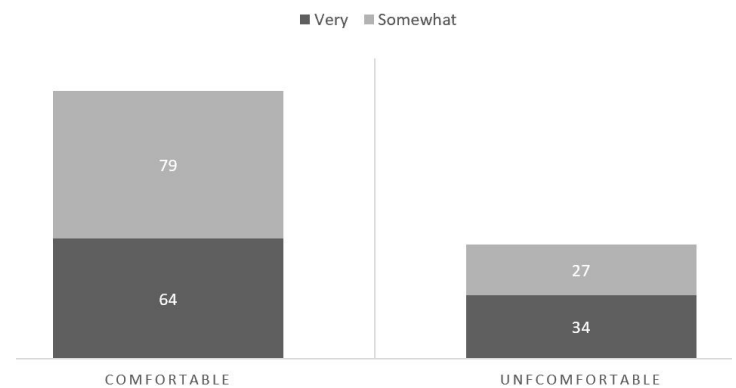
Bellville ISD received approximately 1,200 responses to our Brahma Nation Health & Well-Being Input Survey for the 2020-2021 school year. The information below highlights the data received.

### STUDENT INPUT DATA

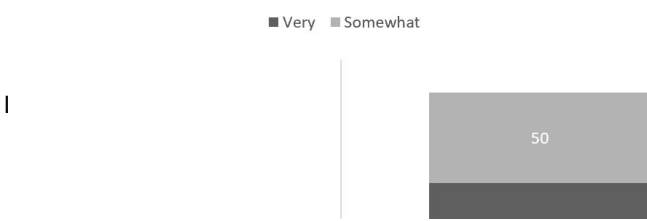
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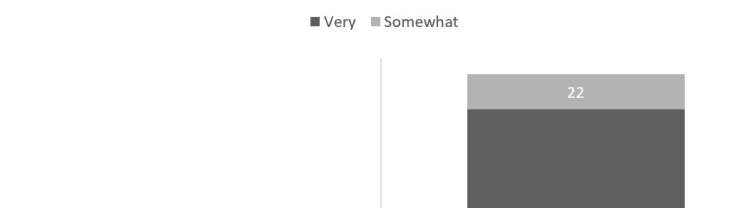
#### 100% RETURN W/ HEALTH PROTOCOLS IN PLACE



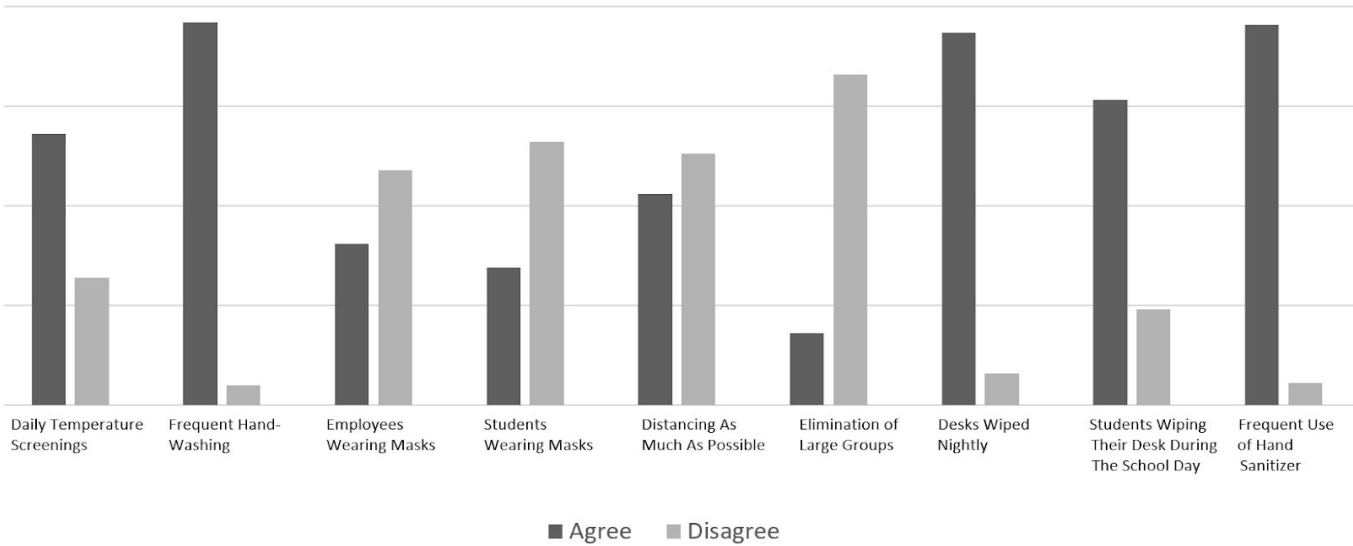
#### ONLINE LEARNING UNTIL CONCERNS DECREASE



#### ONLINE LEARNING FOR THE ENTIRE 2020-2021 SCHOOL YEAR



## HEALTH AND WELL-BEING PROTOCOLS



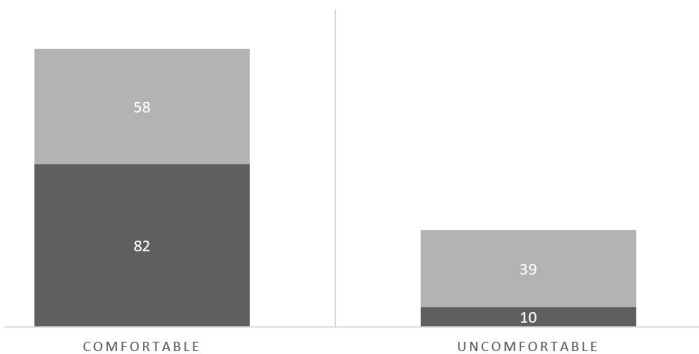
## GUIDING DATA

Bellville ISD received approximately 1,200 responses to our Brahma Nation Health & Well-Being Input Survey for the 2020-2021 school year. The Information below highlights the data received.

### STAFF INPUT DATA

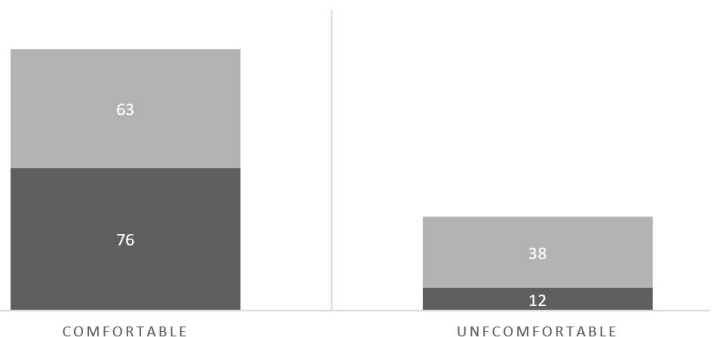
#### 100% RETURN LIKE NORMAL

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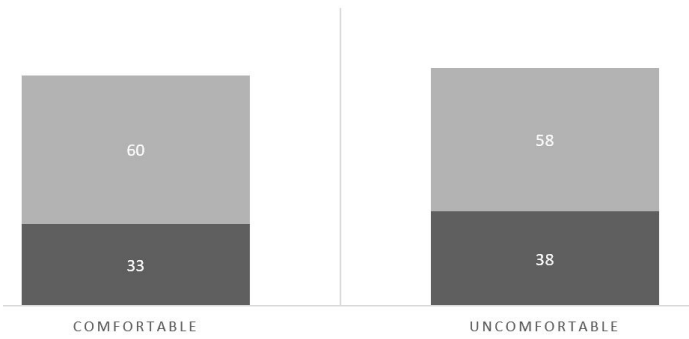
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■ Very ■ Somewhat



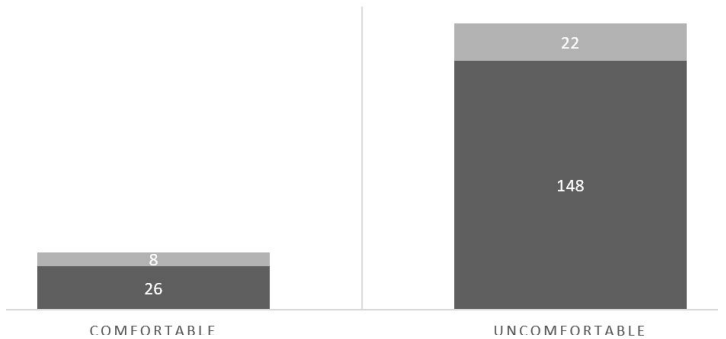
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■ Very ■ Somewhat

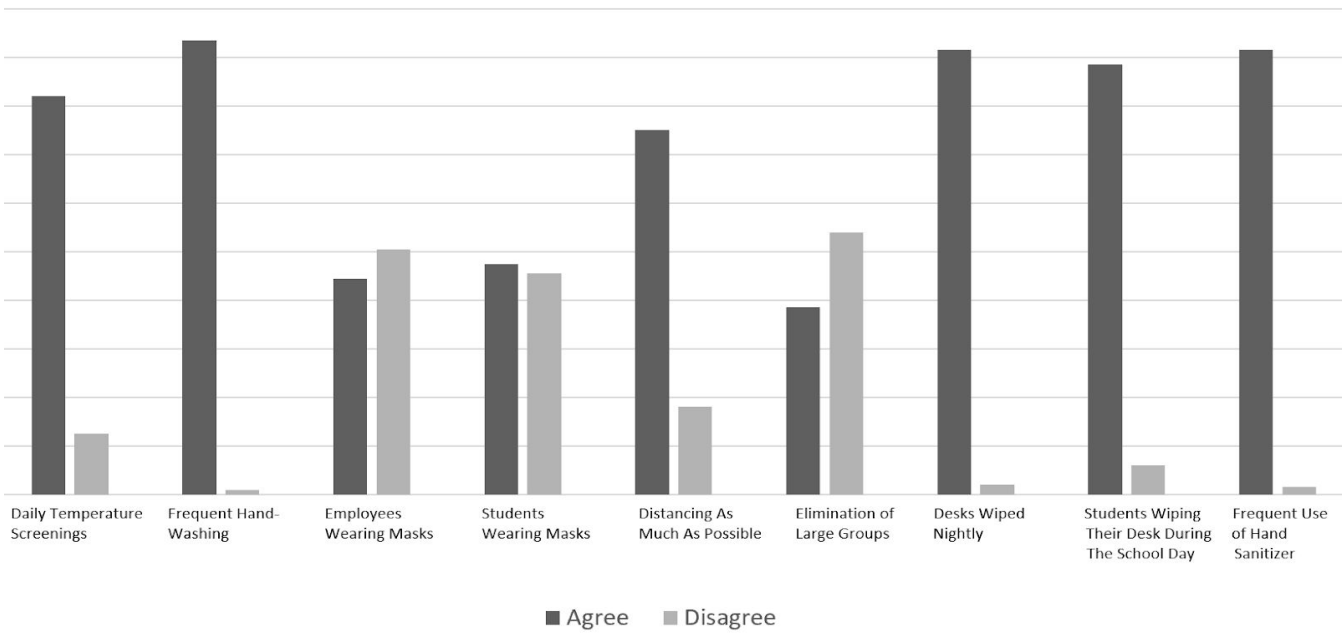


### ONLINE LEARNING FOR THE ENTIRE 2020-2021 SCHOOL YEAR

■ Very ■ Somewhat



### HEALTH AND WELL-BEING PROTOCOLS



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## 2020-2021 BISD

# OPERATIONAL GUIDELINES

## 2020-2021 BISD ACADEMIC CALENDAR

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JULY 2020

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

JANUARY 2021

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

AUGUST 2020

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

FEBRUARY 2021

| S  | M  | T  | W  | TH | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

LEARNERS TODAY.  
LEADERS TOMORROW.

518 S. Mathews Street. Bellville, TX. 77418  
PH: (979) 865-3133. [www.bellvilleisd.org](http://www.bellvilleisd.org).

**First Day of School: August 18, 2020**  
**Last Day of School: May 26, 2021**

**School Hours: 7:55am-3:35pm**  
**Early Release Hours: 7:55am-12:00pm**

First Semester: 78 Student Days  
Second Semester: 91 Student Days

SEPTEMBER 2020

MARCH 2021



# Requirements & Required Notices

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The information below is provided in response to the Requirements and Required Notices from the Texas Education Agency.

## Attendance and Enrollment

- 1. School systems must post for parents and the general public, one week prior to the start of the on-campus activities and instruction, a summary of the plan they will follow to mitigate COVID-19 spread in their school based on the requirements and recommendations provided by the Texas Education Agency.**

Please review the 2020-2021 BISD Operational Guidelines to be aware of the protocols and procedures BISD has in place to mitigate the risks related to COVID-19. The plan is accessible on our BISD homepage and Health Alerts tab at [www.bellvilleisd.org](http://www.bellvilleisd.org).

- 2. Per Texas Education Code (TEC), Section 25.092, students must attend 90% of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.**

However, BISD has included an exception from this requirement in our local Innovation Plan. The district will honor local policies regarding the awarding of credit based on demonstrated mastery levels of applicable curriculum. The district will continue to abide by UIL requirements regarding attendance standards and will ensure absences allowed are related to extra/co-curricular and or alternative learning related activities. Absences not related to learning opportunities will continue to be monitored and addressed relative to individual students' needs and learning supports.

- 3. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.**

See the Distance Learning in BISD section in this manual and the Distance Learning tab at [www.bellvilleisd.org](http://www.bellvilleisd.org) for more information.

- 4. Any parent may request that their student be offered virtual instruction from any school system that offers such instruction.**

5. School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic.

## Requirements & Required Notices

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Please review the parent notice of public education enrollment and attendance rights and responsibilities during COVID-19 pandemic.

### Attendance and Enrollment

1. Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.
2. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
3. Any parent may request that their student be offered virtual instruction from any school system that offers such instruction. If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, but school systems are permitted to limit these transitions to occur only at the end of a grading period, if it will be beneficial to the student's instructional quality. If a parent requests virtual instruction and the school does not offer it, the parent may enroll in another school that does offer it for transfer students.
4. School systems must provide on-campus attendance as an option for students otherwise entitled to attend school who follow this document's required public health procedures and whose parents wish them to attend on campus, subject to school closure and the exceptions listed in this document. In high school, school systems may offer a less than daily on campus instructional experience if there is a need to reduce the total count of people on campus at any one time to maintain social distancing.
5. 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. As a result, some parents opting for their student(s) to attend on campus may be required to start with remote instruction temporarily, although any family who does not have Internet access and/or devices for distance learning at home is still entitled to have their student receive on-campus instruction each day during this transition period, as they are during the rest of the year. School systems must clearly describe this transition process in their posted summary of their plans to operate campuses safely, as required above.
6. School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.

>> BISD will have online enrollment verification July 27-August 7. During this time all parents will be required to indicate whether their child will be engaging in onsite or online learning for the first nine week grading period.

>> Parents will be allowed to change their decision through August 28, 2020. Beyond that point, transition between onsite and online enrollment will only be able to occur in alignment with each 9 week grading cycle.

## BISD LEARNING MODELS

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### Online Learning through BISD



or

### Onsite Learning at BISD



- Fully Online
- Facilitated by BISD Teachers
- Google Classroom & Zoom Platforms
- Daily Attendance Requirement
- Standard Grading & GPA Policies Apply
- Students may participate in onsite extracurricular activities.
- Asynchronous instruction with Synchronous Connections with Teachers
- Technology devices will be issued.
- Students may choose to remain online or re-engage in onsite learning at the beginning of each grading period
- See the Online Learning section of this manual for more information.

- Fully Onsite
- Daily connection with BISD Teachers
- Compliance with health protocols required.
- Daily Attendance Requirement
- Standard Grading & GPA Policies Apply
- Students will participate in onsite extracurricular activities.
- Enrichment, PE, Recess will be included in the day.
- Personal Protective Equipment will be issued.
- Students may choose to remain online or re-engage in onsite learning at the beginning of each grading period
- See the Onsite Learning section of this manual for more information.

# Student Health Protocols

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

All BISD students and their parents are asked to pay attention to their own health management behaviors to be personally protective and limit the risks posed to others. It is impermissible to act negatively toward any student who is actually (or is suspected of being) infected with COVID-19 or whose family members are infected or suspected. It is very likely that this situation will impact all of us in some form. We need to assure that we work together as a district-community family to successfully meet the challenges posed by COVID-19.

### STUDENT HEALTH SCREENING PROTOCOLS

#### COVID-19 Health Screening

All students participating in onsite instruction will be required to have a completed Return to School: COVID-19 Health Screening questionnaire on file as part of their re-enrollment paperwork. Health Screening questionnaires must be completed prior to the student receiving a course schedule or class assignment for the 2020-2021 school year. [See Appendix B.]

### WEEKLY HEALTH CERTIFICATION

Additionally, for the duration of the 2020-2021 school year, (or until concerns with the COVID-19 pandemic subside) secondary students and parents of elementary students will be required to complete a weekly COVID-19 health screening.

- For students in grades PK-5, weekly health certification will be included in students' take-home folders/agendas.
- For students in grades 6-12, weekly verbal health certifications will be conducted on Monday's upon entry into the building or during their 1st/5th period class. Teachers will certify receipt of the weekly health screening.
- Parents of students who do not have a completed health certification on file at the start of each week will be required to either complete the certification verbally over the phone or pick up their child to return home to participate in learning remotely until the weekly health certification is complete.

**The health and well being of our community begins with responsible self-screening at home. Students who are not feeling well and/or are exhibiting a fever SHOULD NOT be sent to school until they are symptom and fever free for at least 72 hours.** Parents of Bellville ISD students are expected to conduct a personal health screening of their children on a daily basis. The personal health screening includes self-assessment of all of the following symptoms on a daily basis:

- Daily temperature screening prior to arrival. Temperature must be less than 100.0.
- Affirmation that you have not been in contact with anyone who is positive for COVID-19 in the last 14 days.
- Affirmation of not having a new or worsening cough or shortness of breath/difficulty breathing.
- Affirmation of not having two or more of the following symptoms: chills, repeated shaking with chills, muscle pain/aches, headache, sore throat, new loss of taste or smell, cough or shortness of breath, diarrhea.

#### Required Home Screenings: District Provided Thermometers

BISD will provide a thermometer to any family who does not have an accurate thermometer to take temperatures at home. Any family in need of a thermometer should contact their child's school nurse.

#### Student Temperature Screening Upon Arrival (PK-12) and Mid-Day (PK-5):

Beyond the initial screenings expected to take place with parents at home on a daily basis, BISD will use handheld non-touch thermometers to screen all students upon arrival to campus and will screen PK-5 students a second time mid-day. Students who ride BISD buses will be screened by our drivers prior to getting off of the bus at their home campus. Students who arrive as walkers, bike riders, or car riders will also be screened in drop off areas or upon entering the school building. Students

exhibiting a fever will be quarantined in the school nurse's office and a parent/guardian will be required to immediately pick them up from school.

#### RETURN TO SCHOOL PROTOCOLS

Students who have been absent for any health reason should not return to school until they are 72 hours fever free. The student should return with a note identifying illness or symptoms and report to the nurse's office. The school nurse will assess to ensure all symptoms have cleared and there are no concerns for onsite attendance.

# Student Health Protocols

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### Personal Practices & Personal Protective Equipment: Face Coverings

All BISD students are expected to be aware of how they are feeling and report to a responsible adult (parent, teacher, counselor, or nurse) if they are not feeling well or are exhibiting any of the symptoms related to COVID-19. Additionally, we ask parents and teachers to be very intentional in helping our younger students realize how easily germs are spread when they put their fingers and/or objects in their nose or mouth.

Governor Abbott's current Executive Orders require individuals 10 and older to wear a cloth face covering. Additionally, the Center for Disease Control has stated that face coverings are a critical preventive measure and are **most** essential in times when social distancing is difficult. As outlined by the CDC and Texas Education Agency, individuals wearing masks are not at-risk for contraction COVID-19 due to proximity with an infected individual. Therefore, students and staff wearing masks are most likely to be able to maintain onsite attendance.



**All staff and students in grades 4-12 will be expected to wear a cloth face covering throughout the school day. Students in grades ECE-3 are encouraged to wear cloth face coverings but not required.**

- BISD will provide an adjustable, reusable mask to all staff and onsite students at the beginning of the 2020-2021 school year. Additionally, the Texas Education Agency has provided disposable masks to our District that will be available for students onsite who forget, lose, or damage their reusable mask.
- Preferred cloth face coverings that are personally provided are allowed and encouraged.
- All masks should comply with dress code standards regarding content of images, language, advertisements, etc.
- Masks should be properly cared for and cleaned at home.
- Students will be permitted to take short intermittent breaks to remove their mask during the day as needed when they are seated in a classroom (not in transition).
- Safe breaks from masks will also be facilitated by our teachers throughout the day.
- Students or staff with medical conditions, such as difficulty breathing, may provide certification to be exempt.
- Parents and students who disagree with committing to this preventative health measure should select the online learning option.

**BISD leaders will meet with committees of staff, students, and parents every three weeks to review the appropriateness and effectiveness of our expectations regarding face coverings and will adjust accordingly.**

### General Sanitization:

Students may take regularly scheduled breaks from instruction to participate in frequent supervised hand-washing. Students may also be asked to assist with tasks such as using cleansing wipes to wipe off their own desk/table top surface during the instructional day. Classrooms will be thoroughly cleaned by our BISD custodial team on a daily basis.

### Personal Hygiene:

All BISD students are expected to:

- Wash hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, after blowing your nose, coughing, or sneezing;
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol content;

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- Avoid touching eyes, nose, and mouth with hands;
- Cover a cough or sneeze with a tissue, throw the tissue away and wash your hands with soap and water;
- Avoid contact with people who are sick;
- Assist with light cleaning tasks such as using disinfectant wipes on their desk surfaces and or using hand sanitizer upon entry into classrooms/other school spaces.
- Instruction on appropriate hygiene practices will be included regularly in campus announcements.

## COVID-19 Self-Assessment

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BISD expects each stakeholder to conduct the following self-screening each day prior to accessing BISD buses or buildings. If you answer YES, to any of the following questions you are to stay home until you have been symptom free for at least 72 hours.

### Screening Questions:

- Have you been in contact with anyone who is positive for COVID-19 in the last 14 days?
- Are you feeling feverish or have you had a fever greater than 100.0 in the last 24 hours?
- Have you had a new or worsening cough or shortness of breath/difficulty breathing?
- Have you had any two or more of the following symptoms:
  - ◆ cough
  - ◆ chills,
  - ◆ repeated shaking with chills,
  - ◆ muscle pain/aches,
  - ◆ headache,
  - ◆ sore throat,
  - ◆ new loss of taste or smell,
  - ◆ diarrhea



# District Response Protocols

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### Students Showing Symptoms:

If any Bellville ISD student has symptoms of cough, fever, and shortness of breath, they should stay at home until all symptoms are cleared for no less than 72 hours or they have been screened by a medical professional and cleared from suspicion of having the COVID-19 virus. Parents should consult with the campus nurse before returning to school.

Students who demonstrate symptoms of the COVID-19 virus and/or have a fever while at school will be initially screened by the school nurse. Pending the outcome of the nurse's evaluation, the student may be immediately sent home and not able to return to school until they are symptom free for no less than 72 hours or have clearance from a medical professional.

BISD will not communicate beyond the child's immediate guardians and educators who regularly serve the student for instances of symptoms that are directed home for further observation. However, the suspected instance may be communicated (without any personally identifying information) if there are two or more risk factors which warrants elevated concern of contagion of the COVID-19 virus. Communication with those who have been in regular and close proximity to the individual may be necessary to prevent potential spread.

### RESPONSE TO INFECTION

**If any BISD student is infected or suspected of being infected with the COVID-19 virus, the parents shall immediately notify their child's teacher who will notify the school nurse, school principal, the director of administrative operations, and superintendent.**

- The BISD Executive Cabinet Team, Director of Administrative Operations, and Director of Maintenance shall take appropriate actions to sanitize all potentially infected sites to prevent the spread of infection, identify the potentially impacted personnel and/or students, and notify them of measures necessary to prevent the potential spread resulting from exposure to the virus.
  - BISD will handle each confirmed or suspected case of COVID-19 individually.
  - We will not automatically call for classroom, campus, or district closures in response to an identified case of COVID-19.
  - Per the guidance provided by governing agencies and medical professionals, BISD will first seek to identify any individuals who have had "regular and close contact" with the individual who is infected.
  - Students and/or staff who have been in "regular and close contact" **while not wearing a mask** with the infected individual on the bus, in the classroom, cafeteria, or other common area may be required to stay at home for 14 days of self-observation or self-quarantined for five days and be medically cleared for return prior to arriving back on campus.
  - TEA has defined "regular and close" contact as:
    - being directly exposed to infectious secretion (e.g. being coughed on while not wearing a mask or face shield); or
    - being within 6 feet for a cumulative duration of 15 minutes; however, additional factors such as case/contact masking (i.e. both the infectious individual and the potential close contact individual have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- Those determined to be in "regular and close contact" may be limited to students seated closest to the individual or may include all classmates in a particular class based on the nature of interaction and movement in the room and whether other mitigating measures were effectively in place.
  - Students who wear a cloth face covering with fidelity while onsite may not be subject to otherwise specified quarantine requirements dependent upon the nature of proximity and contact with infected individuals.



# District Response Protocols

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### RESPONSE TO INFECTION

#### Return Protocols

It is required that any BISD students or staff medically confirmed to be infected with the COVID-19 virus stay at home until all three of the following criteria are met:

- At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- The individual has improvement in symptoms (e.g. cough, shortness of breath; and
- At least ten (10) days have passed since the symptoms first appeared.

#### Response to Symptoms of Infection

BISD students & staff suspected of having the COVID-19 virus should not return to school until they are 72 hours symptom free or have been cleared by a medical professional.

#### Return to school protocols

Students who have been absent for any health reason should not return to school until they are 72 hours fever free. The student should return with a note identifying illness or symptoms and report to the nurse's office. The school nurse will assess to ensure all symptoms have cleared and there are no concerns for onsite attendance.

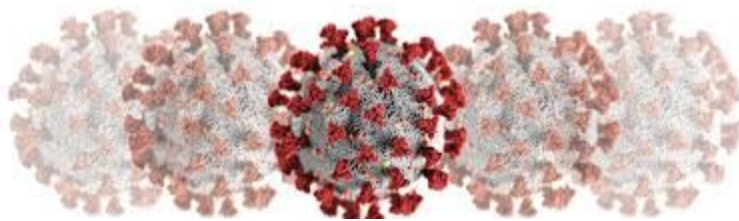
#### Students Coming in Contact with Infected Individuals:

If any Bellville ISD student becomes aware of being in "regular and close" contact with anyone who is or later becomes infected with the COVID-19 virus, parents of the student are to immediately notify their child's teacher of their situation before returning to school. The teacher will report to the building principal and school nurse who will work with the Director of Administrative Operations and Superintendent to address such health concerns. Any such disclosures will be treated confidentially unless determined that the individual's presence among others poses risks to others.

- Students and staff who have been in "regular and close contact" (while not wearing a face covering) with an individual who is lab-confirmed to have COVID-19 should stay at-home through the 14-day incubation period or self-quarantine for five days and be cleared by a medical professional prior to return.

#### Communications, Continuity of Instruction, & School Closures

- See District Communications for additional information on what will be communicated by the district to our stakeholders upon awareness of positive cases of COVID-19.
- BISD's aim is to maintain on-site operations to the greatest extent possible while still being responsive to the nature and number of cases that occur as we progress through the 2020-2021 school year. If we experience an outbreak on a campus or across the district, we may need to proceed with a district closure for intermittent periods of time.
- Please see Online Learning [p. 29] for additional information on the District's expectations and measures in place for student accountability in the remote learning process either as a result of an isolated self-quarantined case or a district-wide closure.
- If we experience a district-wide closure that reduces our overall instructional time to be less than the required 76,500 minutes for the 2020-2021 school year, we may be required to extend our school year beyond the originally slated last day of school. Please see the 2020-2021 BISD Calendar for specific dates of potential extension.





# District Communications

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

Bellville ISD has the responsibility of balancing individuals need to know relevant health information to protect and promote their own well being, with the rights of our staff and students provided by the protections of the Health Insurance Portability & Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

We know that relative to COVID-19, we cannot anticipate every scenario that we will be faced with upon resuming on-site instruction. However, we also want to ease the anxieties that our parents may have regarding their need for information to make decisions that are in the best interests of their children's health and safety. As such, we have outlined the guidelines below so that our stakeholders know what information we will communicate regarding confirmed and suspected cases of COVID-19.

### POSITIVE CASE/S OF COVID-19:

- If BISD is made aware that a staff member or student has tested positive for COVID-19, but is able to confirm that the individual HAS NOT been on any BISD properties, buses, or campuses since the onset of symptoms, BISD will list the positive case on our Health Alerts website but WILL NOT make district-wide phone calls.
- If a BISD staff member or BISD student is identified as testing positive for the COVID-19 virus and HAS BEEN on BISD properties, buses, or campuses the district will follow the chain of communication identified below:
  - BISD will notify our local health department and local governing agencies.
  - Parents of students and staff members who are known to have been in “regular and close” contact will receive an individual phone call from the school nurse or a campus administrator informing them of the exposure and if there are requirements to self-quarantine or be medically cleared prior to return to campus;
  - BISD will use the school messenger system to issue a campus-wide phone call to all parents for campus locations where positive cases are identified among staff and/or students. (Those who are not suspected of being in regular and close contact with the infected individual will not receive individual phone calls.)
  - BISD will post the campus and grade level of the identified staff member or student on the BISD Health Alerts Website.
- BISD will reserve district wide phone calls through the school messenger system for wide-spread occurrences and/or campus/district closure information. For individual instances those most directly impacted will receive a phone call and the district at-large will be informed by up-to-date information provided on our district website.

# District Communications

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### FIRST-HAND EXPOSURE:

If your child has had first-hand exposure through “regular and close” contact to a positive case of COVID-19 please immediately inform your child’s campus nurse.

- Those who have had first-hand exposure through regular and close contact should not report to school until they have self-quarantined and been symptom free for 14 days or have self-quarantined for no less than 5 days and been cleared by a medical professional for return.
- If you find out that your student has had first hand-exposure after they have been on-site at a BISD campus, you should immediately inform your child’s nurse and subsequently have your child refrain from attendance until he/she has self-quarantined and been symptom free for 14 days or have self-quarantined for no less than 5 days and been cleared by a medical professional for return.
- BISD WILL NOT communicate information regarding first-hand exposure of individuals with “regular and close” contact with someone who has tested positive for COVID-19 **unless** the individual has been on a BISD campus and exhibited two or more risk factors themself.

### SECOND-HAND EXPOSURE:

While BISD welcomes all information that can help us keep our staff and students safe, BISD does not intend at this time to put any responsive measures or communication protocols in place for individuals who have had second hand (or beyond) exposure to the COVID-19 virus.

- Second-hand exposure are instances in which an individual has been around someone, who has been around someone who tested positive for the COVID-19 virus but HAS NOT been directly exposed to the positively identified individual themself.



# Student Attendance

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### ONSITE STUDENT ATTENDANCE

Students attending onsite will have their attendance recorded by their teacher at the official attendance taking time established for the campus. (See Campus Handbooks for each campus's official attendance taking time.)

Anyone in regular close contact with an infected individual is required to quarantine for 14 days or quarantine for no less than 5 days and be cleared by a medical professional. Absences due to COVID-19 cases that have been medically certified for an individual student or a household family member will be considered excused absences- however, academically, the student should be engaged through our BISD online learning program and to the extent physically able aim to comply with assignment timeframes established and communicated by the teacher.

Medical certification will be required for all types of absences related to compromised health conditions and precautionary absences, confirmed cases of the COVID-19 virus in students and or immediate family members. All questions regarding reports of concern related to COVID-19 should be directed to building principals, campus nurses, or Dr. Michael Coopersmith, Director of Administrative Operations.

Students who are required to be absent from school due to the precautionary measures outlined in these guidelines, are expected to engage in learning remotely in accordance with the District's Distance Learning Guidelines.

To earn daily attendance while participating in remote instruction, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form by 10:00am each day.

### ONLINE LEARNING ATTENDANCE

Students whose parents elect to keep them off-site for the entirety of the grading period, semester, or school year are expected to complete online learning activities as provided by our BISD Teachers through our Google Classroom and Zoom platforms.

#### **Requirements for Daily Attendance**

To earn daily attendance while participating in remote instruction, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form by 10:00am.

#### **Requirements for Course Credit**

To earn secondary course credit while participating in remote instruction, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form for each class period assigned for the day.

**Additionally, students must participate in all scheduled synchronous instructional opportunities and complete all asynchronous instructional activities in accordance with the schedule established by the teacher.**



# Transportation

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### TRANSPORTATION:

Bellville ISD will be introducing the use of a SmartTag system on our buses that allows parents and BISD administrators to know which students boarded each bus and where our buses are on route.

The BISD Transportation Department will coordinate two routes in the morning to bring students to school and two routes in the afternoon to return students home. Running two separate routes will allow seating on buses to be reasonably distanced.

Students will have seats assigned to sit either with a sibling who lives in the same household or sit individually in the seat if there are no other household family members riding the bus. Students will be seated so that the first students on the bus are seated at the back and are the last students to get off the bus to avoid cross traffic on the aisles to the extent possible.

**All students will be required to wear a cloth face covering while on the bus unless they have a medically certified condition that exempts them from this expectation.**

The first bus route will begin picking up students at 6:00am and will drop students off at campuses beginning at 7:15am. The second bus route will begin at 7:15am and will drop students off at campuses before 8:00am. Buses will be wiped down and/or otherwise sanitized in between routes.

Bus drivers will screen students' temperatures using a handheld non-touch thermometer prior to getting off of the bus at campus. Parents of students with a temperature over 100.0 will be sent to the nurse's office for a secondary temperature reading. Students who have a second temperature reading over 100.0 will have the parents contacted to pick them up.

### ARRIVAL:

- 7:15am campuses open to receive students arriving on the first bus route.
- 7:30am campuses open for all students to arrive.
- All students will have their temperature screened by a staff member using a handheld non-touch digital thermometer upon arrival.
- Upon arrival students may go immediately to their teacher's classroom or go to the cafeteria for breakfast. We will not have large groups of students gathered in centralized areas.
- 7:30am-8:00am Breakfast will be served in campus cafeterias.
- 7:55am students on the second bus route are expected to arrive.  
\*(Students eating breakfast upon arrival will be excused if late to class until 8:15am)
- 7:55am first bell rings
- 8:05am tardy bell rings

### DISMISSAL

The BISD Transportation Department will coordinate two routes in the afternoon to bring students home from school. Running two separate routes will allow seating on buses to be reasonably distanced.

Students will have seats assigned to sit either with a sibling who lives in the same household or sit individually in the seat if there are no other household family members riding the bus. Students will be seated so that the first students on the bus are seated at the back and are the last students to get off the bus to avoid cross traffic on the aisles to the extent possible pending who needs to get off at each drop-off location.

The first bus route will depart from campuses at 3:20pm and will drop students off at stops beginning at 3:25pm. The second bus route will begin at 3:40pm and will aim to drop students off at bus stops before 5:30pm. Buses will be wiped down and/or otherwise sanitized in between routes.

# Food Service

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### LUNCH SERVICES & SOCIAL DISTANCING

The aim of our BISD Child Nutrition Department is to ensure all students have access to healthy meals and have an opportunity to learn appropriate socializing skill sets as they take a brain break in their day. In order to do this safely amidst the concerns of a virus that is not yet preventable, BISD will be staggering lunch times, narrowing our menu, adjusting our procedures for lunch serving lines, slightly shortening individual class lunch times, and seating students with a space in between each other.

Students will be issued individual cards for use on our buses, lunch lines, and libraries to ensure contactless entry of their individual student numbers and accounts for each of these services. Additionally, we will be shifting to disposable and pre-plated serving trays to reduce surface contact with food distribution.

Students in grades 4-12 will be expected to wear their cloth face covering while standing in line and prior to leaving their table upon completion of their meal. While seated at the table students will be able to take a break from their face covering.

Staff serving our students and on duty will wear gloves and face coverings.

For specific lunch times and additional details please see the information published at the beginning of the school year on your child's campus website and the BISD Child Nutrition Department at [www.bellvilleisd.org](http://www.bellvilleisd.org).

# Guests on Campuses

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### GUESTS ON CAMPUSES

In order to be able to best provide for the health and well-being of our students, staff, parents, and community members, we will must restrict the allowance of guests who are able to be on-site.

Because our timeframe for breakfast does not allow for us to stagger meal service times, we are not able to additionally include external guests. Additionally, because we are doing our best to limit flow of traffic and expand distance between students during our lunch periods, we are not able to allow visitors on-site for our lunch periods either.

Guests visits on campuses will be limited to those required for educational purposes such as ARD meetings, 504 meetings, parent-teacher conferences, student drop-off or pick-up, nurse office visits, and/or other conferences or meetings at the request of the campus or parent.

All guests will be screened for COVID-19 symptoms upon arrival, and are expected to wear a cloth face covering in order to protect the health of our internal stakeholders.

**Until health concerns regarding the potential exposure to COVID-19 are resolved, we are unable to accommodate external guests on our campuses beyond the exceptions outlined above.**

Additionally, to ensure we do not open ourselves to the possibilities of spread of COVID-19 through contact, any items being brought to school for distribution such as cupcakes/cookies, etc. for birthdays must be "store-bought" and preferably individually pre-packaged. Store-bought items provide the certainty of compliance with preventative health measures during the preparation process.

# Extracurricular Activities, Assemblies, & Programs

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### ASSEMBLIES, & EVENTS

Bellville ISD believes that authentic learning happens when students enjoy the learning process. We see learning come to life through the dedication and effort our students put into preparing for extracurricular and co-curricular activities, assemblies, and events.

For the 2020-2021 school year, BISD will continue to host and support student participation in all extracurricular and co-curricular activities that are orchestrated by local, area, state, and national organizations such as UIL and FFA.

We will coordinate local assemblies and events such as Grandparents Day, Constitution Day, Thanksgiving Luncheons, Band Concerts, Theater Productions, and Christmas programs in accordance with what is allowable per the guidelines published by the Governor, the Texas Education Agency, and the Center for Disease Control at the time the events are being coordinated.

### ONLINE LEARNERS PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students who choose to engage in learning online will be welcome to participate in extracurricular and co-curricular activities including:

- UIL One Act Play, Theater Production, & Thespian Society
- Academic UIL Events
- Speech & Debate
- Athletics
- Band & Color Guard
- Cheerleading
- Brahmadoras
- FFA Judging & Leadership Teams
- FFA Stock Show Participants
- Science Olympiad
- Robotics
- FCCLA
- Skills USA
- NHS/NJHS
- Student Council
- Art Shows/Competitions

For certain activities, such as those that are heavily dependent upon team and group coordination, online learners may be required to be onsite during the period of the day assigned to the team/group for onsite learners. Example: varsity boy athletes may be required to attend onsite during 2nd and 6th periods each day. For details regarding onsite requirements for specific activities, please contact the appropriate sponsor/coach/director.

Online learners who come onsite to participate in extracurricular activities will be required to comply with all onsite health protocols including certification of COVID-19 health screening, daily temperature screenings, hand washing and use of hand sanitizer, and compliance with expectations to wear cloth face coverings when appropriate relative to the nature of the activity and presence on campus.

### EXTRACURRICULAR TRAVEL

BISD will coordinate travel to and from events and host onsite events in alignment with UIL requirements and recommendations (to the extent possible). At this time, UIL guidelines include requirements for student athletes to wear cloth face coverings while on buses traveling to and from events.

Additionally, UIL recommends distancing between students on buses to the greatest extent possible. Details on how this standard will be met will be communicated out by our coaches specific to the size of our teams, availability of district drivers for additional buses, and the travel distance of off-site competitions.

### EXTRACURRICULAR COMPETITION VENUES

Currently, districts must limit attendance at extracurricular activities to no more than 50% capacity for the site. While onsite, audience members from separate households must be seated with distance in between.

BISD procedures for hosting onsite extracurricular competitions and processes to limit capacities will be communicated out specific to each event. Please see [www.bellvilleisd.org/athletic\\_department](http://www.bellvilleisd.org/athletic_department) and the BISD Facebook page for the most up to date information.



# Technology Access & Expectations

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### TECHNOLOGY ACCESS:

Bellville ISD has committed to providing each 6-12 grade student with a district-issued chromebook for the 2020-2021 school year. Onsite learners may be advised to store their devices onsite with their homeroom teachers if not needed to complete work at home.

- Devices will be distributed as soon as they have been received and inventoried which is scheduled to occur within the first three weeks of the school year.
- Students who would prefer to use a personal technology device may do so. However, the individual student is responsible for the device while on campus. The district **will not** assume responsibility if the students' personal technology device is lost, damaged, or stolen.
- Please see the complete BISD Bring Your Own Device (BYOD) Policy available on the Online Learning tab on our website at [www.bellvilleisd.org](http://www.bellvilleisd.org).
- Online learners in any grade level in need of a district issued should complete the request form available on the Online Learning tab on our website at [www.bellvilleisd.org](http://www.bellvilleisd.org).
- **Acceptance of a district device requires compliance with district use guidelines and the personal liability of up to a \$150 fee if the device is lost, stolen, or damaged prior to being returned to the district.**
- Devices are to be returned to the district at the conclusion of the 2020-2021 school year.

BISD has limited ability to expand internet coverage to students outside of our school walls. However, wireless access points will be made available with 24 hour access at designated hubs in the district. Locations will be listed on our BISD website. Additionally, BISD is working to secure internet hot-spots that may be issued to individual families or positioned in high-need area neighborhoods to broaden access and support to our learners.

### ONLINE LEARNING: PARENT RESPONSIBILITY FOR TECHNOLOGY ACCESS

- Parents choosing online learning for their students are expected to be able to provide the technology equipment necessary for successful engagement in virtual classrooms.
- BISD has devices that can be distributed at a ratio of one device per student household.
- BISD has limited ability to provide internet access outside of our district sites. Internet hotspots will be set up for 24 hour access in designated areas in the district, but parents choosing this mode of enrollment are expected to ensure their child has access to the connectivity needed to engage in all online activities.



### PARENT SUPPORTS:

Resources to assist parents in utilizing our BISD Online Learning Platforms are available at: <https://sites.google.com/bellvillebrahmas.org/bisdinstructionaltech/home>

Students or parents in need of additional technology support are encouraged to email:

- Brian Reid, Director of Technology at [braid@bellvillebrahmas.org](mailto:braid@bellvillebrahmas.org) or
- Laura Swearingen, Instructional Technologist at [lswearingen@bellvillebrahmas.org](mailto:lswearingen@bellvillebrahmas.org)

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# Onsite Instruction

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## STUDENT ON-SITE EXPECTATIONS & DAILY SCHEDULES

Bellville ISD intends to respond responsible and reasonably to the circumstances created by the onset of COVID-19. Procedural adjustments have been planned to promote as much orchestrated distancing as possible without hindering the collaborative nature of student learning and social and emotional development.

Remote Learning: Access & Expectations

## ON-SITE LEARNING ENVIRONMENTS

Learning is a collaborative process. Bellville ISD had recently made great strides in creating collaborative learning spaces with flexible seating arrangements. While we anticipate a return to these settings soon, the closeness of students can and has led to the spread of viruses such as the flu and strep throat. With there being no preventative vaccine for COVID-19, Bellville ISD wants to be as precautious as necessary until more information is known about what the spread of the virus may look like when students and staff are back together in our buildings.

At the start of the 2020-2021 school year, students will be seated with as much distance in between as is possible within the classroom setting. Bellville ISD is not restricting the number of students in classes beyond our standard student-teacher ratios.

## CLASSROOM ROTATIONS & ELEMENTARY ENRICHMENT PROGRAMS:

At our elementary campuses, students in grade levels who partner or team teach will transition between classrooms and will still transition and receive instruction in multiple locations for enrichment classes and instructional support programs such as: Library, Art, PE, Music, STEM, Technology, GT, ESL, Special Education, etc.

Procedures will be in place with the assistance of staff and students to ensure sanitization of surface areas in between classes rotating through these common spaces.

## SECONDARY TRANSITIONS

At our secondary campuses, dismissal for students to rotate between classes each day will be coordinated to limit crowding and traffic flow to the greatest extent possible. Detailed procedures for transitions in between classes at the secondary level will be communicated at the campus-level.

In all campuses, classroom desks and commonly used surfaces, including technology resources such as chromebooks, will be wiped or sprayed with sanitizing materials to the extent possible between each use.

## WATER BOTTLES & WATER FOUNTAINS:

Use of water fountains on all campuses will be prohibited. Students are encouraged to bring their own personal water bottle, marked with their name or initials (even on disposable bottles) to minimize opportunities for contamination. Bottle fillers will be accessible on the campuses that have them in place.

## PE/RECESS:

At the elementary and secondary level, PE classes will be orchestrated in alignment with the guidelines provided by UIL regarding athletic activities to the greatest extent possible within the district's facilities and staffing assignments. PE classes will take place outside as often as the weather permits.

For recess at our elementary campuses, we will limit the number of classes in the play area at a time. "Tag" and other games requiring direct-touch between kids will not be permitted. Playground equipment will be sprayed/wiped by a staff member between usage.





# Onsite Instruction

## SAMPLE: ONSITE LEARNING ELEMENTARY WEEKLY SCHEDULE

|         | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|---------|---|---|---|---|---|
| 8:00AM  | Temperature Screening<br>SEL w/ Homeroom<br>Teacher | Temperature Screening<br>SEL w/ Homeroom<br>Teacher | Temperature Screening<br>SEL w/ Homeroom<br>Teacher | Temperature Screening<br>SEL w/ Homeroom<br>Teacher | Temperature Screening<br>SEL w/ Homeroom<br>Teacher |
| 8:25AM  | ELAR  | ELAR  | ELAR  | ELAR  | ELAR  |
| 9:55AM  | SOCIAL STUDIES                                      | SOCIAL STUDIES                                      | SOCIAL STUDIES                                      | SOCIAL STUDIES                                      | SOCIAL STUDIES                                      |
| 10:45AM | LUNCH   | LUNCH   | LUNCH   | LUNCH   | LUNCH   |
| 11:15AM | RECESS  | RECESS  | RECESS  | RECESS  | RECESS  |
| 11:30AM | LIBRARY   | ART   | STEM  | MUSIC   | TECHNOLOGY  |
| 12:00   | Temperature Screening<br>MATH                       | Temperature Screening<br>MATH                       | Temperature Screening<br>MATH                       | Temperature Screening<br>MATH                       | Temperature Screening<br>MATH                       |
| 1:30    | PE  | PE  | PE  | PE  | PE  |
| 2:15    | SCIENCE   | SCIENCE   | SCIENCE   | SCIENCE   | SCIENCE   |
| 3:35    | DISMISSAL   | DISMISSAL   | DISMISSAL   | DISMISSAL   | DISMISSAL   |

# Onsite Instruction

## SAMPLE: ONSITE LEARNING SECONDARY WEEKLY SCHEDULE

|       | MONDAY                        | TUESDAY                       | WEDNESDAY                     | THURSDAY                      | FRIDAY                        |
|-------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 8:00  | Temperature Screening<br>FLEX | Temperature Screening<br>FLEX | Temperature Screening<br>FLEX | Temperature Screening<br>FLEX | Temperature Screening<br>FLEX |
| 8:45  | 1ST PERIOD                    | 5TH PERIOD                    | 1ST PERIOD                    | 5TH PERIOD                    | 1ST PERIOD                    |
| 10:30 | 2ND PERIOD                    | 6TH PERIOD                    | 2ND PERIOD                    | 6TH PERIOD                    | 2ND PERIOD                    |
| 12:00 | LUNCH                         | LUNCH                         | LUNCH                         | LUNCH                         | LUNCH                         |
| 12:30 | 3RD PERIOD                    | 7TH PERIOD                    | 3RD PERIOD                    | 7TH PERIOD                    | 3RD PERIOD                    |
| 2:00  | 4TH PERIOD                    | 8TH PERIOD                    | 4TH PERIOD                    | 8TH PERIOD                    | 4TH PERIOD                    |
| 3:35  | DISMISSAL                     | DISMISSAL                     | DISMISSAL                     | DISMISSAL                     | DISMISSAL                     |

Beginning in the 2020-2021 school year BJHS and BHS will operate a “rolling block schedule”. This means that students will attend periods 1-4 on “Red” Days and periods 5-8 on “White” days with a daily 45 minutes FLEX period at the beginning of the day each day. “Red” and “White” days will alternate on a rotating basis. See weekly rotation example below.

- August 18-21: (M) Holiday (T) Red (W) White (TH) Red (F) White
- August 24-28: (M) Red (T) White (W) Red (TH) White (F) Red
- Aug. 31-Sept. 4: (M) White (T) Red (W) White (TH) Red (F) White
- Sept. 7-11: (M) Holiday (T) Red (W) White (TH) Red (F) White

# Onsite Instruction: Need-to-Know Information

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### NEED-TO-KNOW INFORMATION:

BISD is committed to meeting the needs of our learners. Our aim is to create an onsite environment that meets students needs while also recognizing that the spread and contraction of COVID-19 poses the greatest risk to our staff. Creating an onsite environment that is safe for our staff while open to our students requires that all onsite honor the precautionary health measures put in place in accordance with the recommendations of the Center for Disease Control.

### TRANSPORTATION:

- Transportation services will be provided to all interested and eligible students.
- All students (with the exception of those who have a medical exemption) will be expected to wear a cloth face covering while on the bus.

### ATTENDANCE:

- Onsite instruction will resume on August 18, 2020 and follow the traditional BISD Academic Calendar.
- Students learning onsite will be expected to be in attendance on a daily basis.
- Students who have any sign of illness SHOULD NOT report to school until all symptoms have cleared.

### PRECAUTIONARY HEALTH MEASURES:

- All parents should take their child's temperature and screen for symptoms of COVID-19 on a daily basis.
- Students who have any sign of illness SHOULD NOT report to school until all symptoms have cleared.
- Students choosing to participate in onsite learning are expected to comply with precautionary health measures.
- All students will have their temperature taken upon arrival. Elementary students will also have midday temperature screenings.
- Students will be required to use hand sanitizer upon entry into each class and regularly wash their hands.
- Students will be asked to wipe down their desk/work area and instructional supplies during the day.

### FACE COVERINGS:

- Upon resumption of onsite instruction on August 18, 2020, students in grades 4-12 will be expected to wear a cloth face covering throughout the school day.
- BISD will provide a reusable cloth face covering to all students and staff.
- Disposable face masks will also be available onsite.
- Preferred cloth face coverings that are personally provided are acceptable and encouraged.
- Students will be able to take intermittent air breaks as needed throughout the day they are seated in a classroom (not in transition).
- Teachers will also facilitate safe opportunities for students to distance and remove their masks.
- The BISD Superintendent will be meeting with staff, students, and parents, every 3 weeks to review the appropriateness and effectiveness of this expectation and will adjust accordingly.
- Parents and students who do not feel this is an acceptable expectation should choose to initially engage in online learning until circumstances have alleviated the need for this to be an onsite expectation.

### LEARNING:

- Our onsite learning environments will feel differently with all of the health precautions we've put in place.
- Onsite learning will provide daily in-person connections with teachers and peers.
- Onsite learning will aim to create engaging experiences and safe collaboration for all students.
- Daily schedules will include opportunities for lunch breaks, transition and movement, and engagement in all traditionally scheduled classes for students in grades PK-12.
- K-5 students will daily participate in lunch, recess, PE, and an enrichment class. [Art, Technology, STEM, Music, Library]

# Online Learning

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### INSTRUCTIONAL SCHEDULE/ATTENDANCE:

Students who elect to learn remotely must commit to do so for the duration of the grading period. Re-enrollment in onsite instruction will only be available in alignment with established BISD grading periods.

Students participating in remote learning due to sporadic absences from onsite instruction due to concerns regarding COVID-19 are expected to maintain their learning process online until cleared for return onsite.

### ATTENDANCE & COURSE CREDIT REQUIREMENTS:

Students engaged in online learning should expect to have learning commitments M-F during regular instructional hours from 7:55am-3:35pm though there will be intermittent breaks within the day.



- **To earn daily attendance** while participating in remote instruction, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form by 10:00am each day.
- **To earn secondary course credit** while participating in remote instruction, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form for each class period assigned for the day.
- Per the Texas Education Agency, students must be in attendance 90% of the time the course is in session in order to earn credit for course completion.
- BISD is intending online learning instructional requirements to mirror the time commitment of on-site instruction. While asynchronous instruction allows some flexibility, in order to meet the attendance and credit standards established by the Texas Education Agency, students engaging in Online Learning through BISD should intend to dedicate 60-90 minutes per class/subject per day to complete all course requirements and receive credit.
- Students will be required to participate in live synchronous instructional opportunities with their teachers according to the schedule established by the teacher. If there is an overlap with scheduled live synchronous sessions, it is the student's responsibility to inform their teachers of their personal schedule conflict.
- Exams and assessments may be required to be completed during synchronous proctoring sessions through ZOOM, Google Meet, or other remote proctoring platform.
- Students must complete all asynchronous instructional activities and assignments in accordance with the schedule and deadlines outlined by their teachers. Penalties for incomplete, missing, or late work will be applied.

### TEACHER CONNECTION & INSTRUCTIONAL DESIGN:

BISD teachers will host online Google Classrooms that run parallel to on-site instruction and assignments. As such, expectations for student participation in online learning for those who choose to learn remotely for the duration of the grading period, semester, or school year and those who are required to stay-home in light of health circumstances regarding COVID-19 are outlined below:



- Content in Google Classrooms will be updated weekly and will mirror the instruction, instructional resources, and required assignments of on-site instruction.
- Direct instruction will be provided through live synchronous instructional sessions, recorded instruction from the teacher, or video resources either created by the teacher or available through the district's online curriculum resources.
- Students learning remotely will be required to complete the same assignments as students learning on-site. Necessary accommodations or modifications due to the difference in nature of instructional delivery may be made, but grade requirements and completion of work will not be waived.

# Online Learning

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### STUDENT PROGRESS & GRADING GUIDELINES:

BISD teachers will host online Google Classrooms that run parallel to on-site instruction and assignments. As such, expectations for student participation in online learning for those who choose to learn remotely for the duration of the grading period, semester, or school year and those who are required to stay-home in light of health circumstances regarding COVID-19 are outlined below:

- Grades are to be assigned in accordance with the same standards and requirements as those of on-site instruction. [See BISD Grading Policies and Guidelines Manual.]
- Students participating in remote learning will be subject to the same standards, grading guidelines, and penalties as those learning on-site including UIL eligibility, etc. Standard grade and GPA calculations will be applied.
- Students will receive feedback on assignments with the same frequency as is intended with onsite instruction.

### IMPLEMENTATION

Students' successful participation in online learning requires routine daily engagement and consistent supervision and support from an adult at home. BISD teachers and staff will support through all means outlined and designed for in addition to being responsive to learners individual needs; but their limited ability to have daily contact necessitates the need for high levels of parental support at home.

- Students needing instructional support beyond what is being provided through synchronous instructional sessions with their teachers and the online instructional resources provided must take the initiative to request additional support by emailing their teachers to schedule a phone or Zoom conference.
- To address questions or concerns regarding instructional accommodations and/or modifications for students receiving specialized instructional services under 504, Special Education, Dyslexia, ESL, and/or GT should be met to the greatest extent possible. Any need to alter the modifications or accommodations students are receiving in response to the different nature of remote learning should be discussed and agreed upon by the appropriate committee. Refer questions to Dr. Pape, Director of Special Education, at [mpape@bellvillebrahmas.org](mailto:mpape@bellvillebrahmas.org).
- Students in need of additional technology resources to foster remote learning should contact Brian Reid, BISD Technology Director, at [breid@bellvillebrahmas.org](mailto:breid@bellvillebrahmas.org) to secure the tools BISD can make available to support learners who are required to learn remotely due to circumstances surrounding COVID-19.
- Students who are not able to attend on-site learning due to health concerns, and are not able to utilize the technology tools and resources issued by the district will be supported with resources downloaded on a Chromebook as to eliminate the need to wifi coverage and hard copy resources, in addition to remote support through phone conferences with BISD team members as needed. Please contact your child's principal if you have any concerns or individual needs regarding access to our BISD distance learning resources.



# Online Learning

## SAMPLE: ONLINE LEARNING ELEMENTARY WEEKLY SCHEDULE

|       | MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY                                 | FRIDAY  |
|-------|--|--|---|--|---|
| 8:00  | ELAR:<br>Instructional Video & Independent Practice        | ELAR:<br>Instructional Activity/Resource & Independent Practice            | ELAR/SS:<br>Zoom Meeting w/ Teacher                   | ELAR:<br>Independent Practice            | ELAR:<br>Instructional Activity & Graded Assignment Due         |
| 9:00  | Social Studies:<br>Instructional Video and Article to Read | Social Studies:<br>Response to Guiding Question:<br>Independent Self-Check | Social Studies:<br>Instructional Video                | Social Studies:<br>Graded Assignment Due | Social Studies:<br>Response to Guiding Questions:<br>Self-Check |
| 10:00 | Art Activity   | Technology Activity  | Music Activity  | Library:<br>Read for 30 minutes          | STEM Activity   |
| 11:00 | Lunch Break  | Lunch Break  | Lunch Break   | Lunch Break                              | Lunch Break   |
| 12:00 | Math:<br>Instructional Video & Independent Practice        | Math:<br>Independent Practice w/<br>Self-Check Answer Key                  | Math:<br>Instructional Video & Graded Assignment Due  | MATH/SCIENCE:<br>Zoom Meeting w/ Teacher | Math:<br>Graded Assignment Corrections/<br>Independent Practice |
| 1:00  | PE:<br>Physical Activity                                   | PE:<br>Physical Activity   | PE:<br>Physical Activity                              | PE:<br>Physical Activity                 | PE:<br>Physical Activity  |
| 2:00  | Science:<br>Instructional Video and Article to Read        | Science:<br>Virtual Lab Activity or at-home lab instructions               | Science:<br>Lab Follow-Up Activity/Writing Assignment | MATH/SCIENCE:<br>Zoom Meeting w/ Teacher | Science:<br>Graded Assignment/Quiz                              |
| 3:00  | Zoom Meeting with Homeroom Teacher                         |  |   |  |   |

# Online Learning

## SAMPLE: ONLINE LEARNING SECONDARY WEEKLY SCHEDULE

|       | MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY   |
|-------|--|---|---|---|--|
| 8:00  | FLEX   | FLEX  | FLEX  | FLEX  | FLEX   |
| 8:45  | 1ST PERIOD<br>Live Instructional Session   | 5TH PERIOD<br>Instructional Video & Independent Practice  | 1ST PERIOD<br>Live Instructional Session  | 5TH PERIOD<br>Review Instructional Resources & Complete Graded Assignment                                       | 1ST PERIOD<br>Complete and submit graded assignment                            |
| 10:30 | 2ND PERIOD<br>Instructional Video & Review Instructional Resources                               | ZOOM MEETING w/<br>5th Period Teacher<br>6TH PERIOD<br>Instructional Video & Independent Practice | 2ND PERIOD<br>Independent Practice w/ Answer Key Self-Check   | 6TH PERIOD<br>Complete graded assignment  | ZOOM MEETING w/ 3rd period Teacher<br>2ND PERIOD<br>Complete graded assignment |
| 12:00 | LUNCH BREAK  | LUNCH BREAK   | LUNCH BREAK   | LUNCH BREAK   | LUNCH BREAK  |
| 12:30 | 3RD PERIOD<br>Instructional Video & Independent Practice   | 7TH PERIOD<br>Instructional Video and Reading Assignment  | ZOOM MEETING w/ 7th Period Teacher<br>3RD PERIOD<br>Reading Assignment & Complete Graded Assignment | ZOOM MEETING w/ 2nd Period Teacher<br>7TH PERIOD<br>Reading Assignment & Independent Work on Writing Assignment | 3RD PERIOD<br>Proctored Exam via ZOOM  |
| 2:00  | ZOOM MEETING w/ 6th Period Teacher<br>4TH PERIOD<br>Instructional Video & Instructional Activity | 8TH PERIOD<br>Instructional Video & Review Instructional Resources                                | 4TH PERIOD<br>Virtual Lab or At-Home Lab Activity   | ZOOM MEETING w/ 4th Period Teacher<br>8TH PERIOD<br>Complete Graded Assignment                                  | 4TH PERIOD   |
| 3:30  | CONCLUSION   | CONCLUSION  | CONCLUSION  | CONCLUSION  | CONCLUSION   |

Beginning in the 2020-2021 school year BJHS and BHS will operate a “rolling block schedule”. This means that students will attend periods 1-4 on “Red” Days and periods 5-8 on “White” days with a daily 45 minutes FLEX period at the beginning of the day each day. “Red” and “White” days will alternate on a rotating basis. See weekly rotation example below.

- August 18-21: (M) Holiday (T) Red (W) White (TH) Red (F) White
- August 24-28: (M) Red (T) White (W) Red (TH) White (F) Red
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- Sept. 7-11: (M) Holiday (T) Red (W) White (TH) Red (F) White

# Online Learning: Need-to-Know Information

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### NEED TO KNOW INFORMATION:

All members of our BISD are struggling to accept the circumstances that have been created by the existence of COVID-19. We respect that many may choose to engage in online rather than onsite learning at this time to mitigate the risks associated with the spread and contagion of COVID-19.

### COURSE SELECTION

Per the Texas Education Agency, certain classes may have onsite requirements. In Bellville ISD, this online/onsite blended learning requirement may be applicable for certain AP Science and CTE courses. Please see our BISD Online Learning website for the list of courses that have onsite requirements.

### LEARNING:

- Online learning through BISD will look much differently in the 2020-2021 school year than it did last spring.
- Teachers will engage in live instructional sessions with their students no less than 45 minutes once per week.
- Students will be expected to participate in all live instructional sessions designated by each of their teachers.
- Direct instruction will be provided by our BISD teachers through one of the following methods:
  - Live instructional sessions which may occur during the regularly assigned class period;
  - Recorded instructional sessions uploaded in Google Classroom;
  - Recorded instructional videos created by the teacher uploaded in Google Classrooms;
  - Online instructional videos created by a BISD Curriculum Publisher/Company.
- Online assignments will be designed to be completed and submitted electronically with the exception of projects that may require physical creation and submission to campus offices on designated dates.
- Students participating in online instruction will be eligible to participate in onsite extracurricular activities which may include attendance onsite for designated periods dependent upon the nature of the activity.

### GRADES & GPA:

- Standard work requirements, deadlines, penalties, grades, reporting, and GPA will apply online as is established through BISD Board Policies and the BISD Grading Guidelines for onsite learning.

### ATTENDANCE:

- Students will be expected to be engaged in learning during traditional instructional hours from 7:55am-3:35pm Monday through Friday.
- To earn daily attendance, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form by 10:00am each day.
- To earn secondary course credit, students must sign-in to their teacher's Google Classroom and submit their attendance certification on the designated Google Form for each class period assigned for the day.

### PARENTAL COMMITMENT:

- Student success and appropriate academic development through online learning requires an extensive commitment from parents;
- Parents should be able to provide safety and supervision to their children during the day and be accessible to ensure their child is:
  - Engaging in all scheduled live instructional sessions;
  - Effectively accessing and consuming all instructional materials provided remotely;
  - Completing all independent practice and graded assignments with fidelity;
  - Seeking additional instructional support from their teachers as needed.

### TECHNOLOGY ACCESS:

- Parents choosing online learning for their students are expected to be able to provide the technology equipment necessary for successful engagement in virtual classrooms.
- BISD has devices that can be distributed at a ratio of one device per student household.
- BISD has limited ability to provide internet access outside of our district sites. Internet hotspots will be set up for 24 hour access in designated areas in the district, but parents choosing this mode of enrollment are expected to ensure their child has access to the connectivity needed to engage in all online activities.



# Social & Emotional Well Being

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BISD is committed to ensuring the needs of all learners are met whether learning occurs on-site in good health or remotely for precaution and protection of our students and others. There has been growing recognition at the local, state, and national levels of the elevated need to be intentional in promoting and supporting the social and emotional well-being of our students.

Researching appropriate resources and supports to promote Social and Emotional Learning (SEL) began through efforts of a specialized task force and our School Health Advisory Committee throughout the 2019-2020 school year. Additional information on the state-wide resources and research related to SEL can be found at:

<https://tea.texas.gov/about-tea/other-services/mental-health/building-skills-related-to-managing-emotions-establishing-and-maintaining-positive-relationships-and-responsible-decision-making>.

Bellville ISD is taking a step-by-step approach to incorporating intentional opportunities to support the development and well-being of our students socially and emotionally.

The 2020-2021 school year holds promise to be challenging and potentially overwhelming for our students and staff. We want to support the incorporation of social and emotional well-being for our students in balance with the unusual circumstances and elevated learning curves and responsibilities being placed on our staff. We deeply believe that developing a climate that promotes positive relationships and a feeling of emotional safety begins with supporting the emotional and mental needs of our adults first.

## PROFESSIONAL CAPACITY BUILDING

All BISD team members will receive explicit information through our professional learning workshops provided online and in person in July & August to develop their ability to recognize and tend to their own personal social and emotional well-being so that they in turn can support the development of these skills in our students. On-going check-ins, supports, and resources will be provided to staff throughout the 2020-2021 school year.

## SEL AT OUR ELEMENTARY/INTERMEDIATE CAMPUSES

Our campus leaders are designing time in their daily schedules for teachers to spend time connecting with their students and working through skills to identify emotions and stressors and implement positive strategies to build relationships, cope with work loads, decompress, and thrive in the midst of challenges that arise.

Our elementary and intermediate campuses will continue daily announcements with SEL tips and tools and will incorporate these lessons into their Google Classrooms on a weekly basis.

## SEL AT AT THE SECONDARY LEVEL

All secondary teachers will enter the year with a more developed understanding of the need to recognize and respond to the social and emotional states of their students, especially in response to the multiple changes that have arisen in our current context and times. Teachers will incorporate opportunities to develop SEL skill sets with our secondary students through natural learning moments that present themselves in addition to some intentional opportunities carved out to be both proactive and responsive.

Additionally, our SEL learning has been built into students' course content and class schedules through our junior high course sequence (See BISD Academic Planning Guide for more details) and additional time allowed in FLEX and certain double-blocked courses at both our junior high and high school campuses.



# Special Programs: GT, Sped. Ed., RTI, 504, Dyslexia, BE/ESL

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

BISD is committed to ensuring the needs of all learners are met whether learning is allowed to occur on-site in good health or remotely for precaution and protection of our students and others. As such, the protocols below are outlined to ensure provision of services during periods of remote learning. On-site services will take place in a traditional format.

### GIFTED & TALENTED

Students identified and participating in BISD's GT program (elementary and middle school) will work on a Genius Hour Project: Pursuit of Passion with the following goals:

- Understand the relationship between personal interests and society
- Become familiar with various career and study opportunities related to their interests
- Learn about the purpose of a field of study within a society
- Develop the essential skills of logical thinking, creative problem solving, intellectual risk taking, and communication
- Explore unanswered questions and generate new questions
- Generate new ideas
- Build and apply critical thinking skills

Students will take digital interest inventories to explore their interests to determine several areas of exploration. They will narrow their choice to one area of research and draft a timeline for their research. Students will answer daily reflection questions about what they've learned and what new questions they have as a result. Finally, students will produce a presentation of their research in a variety of ways. Teachers will communicate with students throughout the project but will check in no less than once per week for guidance, encouragement, and feedback. Once students have completed their Passion Project, there are extension activities for all four core areas of instruction, and students may elect to complete another Passion Project by completing the same process as before.

### SPECIAL EDUCATION:

Our student population is a diverse group of students who may have multiple areas of disability. The current supports are designed to provide a remote program that will meet these needs. We will be using Zoom as our communication tool for face to face interaction for instruction, therapy, and meetings. Many of our students are accessing the general education curriculum like their peers, with special education support. We will be utilizing the District curriculum platform, Google, for students receiving services in Resource and In-class support. Support will be accomplished by weekly meetings with parents/students, collaboration with students' general education teachers and materials being provided through email and US mail. Collaborative planning is occurring, and online instruction is being provided in a shared format. For students with more complex needs, special provisions are being put in place. Students will receive contact from their related service providers, and speech therapists. Students in PPCD/ECSE, Applied and RISE will receive support through our designated teachers for each of these programs. When services determined in an ARD cannot be replicated, ARD Amendments will be conducted to describe the specific services that the students will be receiving during this remote learning time period. ARD meetings will continue throughout the year. These meetings will occur on-site, using Zoom or over the telephone. Staff is available through email if contact is needed.

# Special Programs: GT, Sped. Ed., RTI, 504, Dyslexia, BE/ESL

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### **SPECIAL PROGRAMS:**

Continuing to meet our students' needs that are served within Special Programs: RTI, Dyslexia, and 504 is extremely important to BISD.

### **RTI:**

Our RTI specialists will continue to assist classroom teachers with meeting the needs of TIER 2 and 3 students in addition to providing on-site small group targeted instruction sessions. For students who are not able to participate in on-site learning due to health concerns, our interventionists will contact parents of TIER 3 students to provide additional assistance and additional resources for parents to use with their struggling students.

### **Section 504:**

Our 504 coordinators will host on-site 504 meetings in accordance with traditional parameters for review of student needs and progress. For students unable to participate in on-site learning due to health concerns, our 504 coordinators will contact parents of students who are served by Section 504, to explain their child's Interim Accommodation Plan which outlines how their child's accommodations will look during the COVID-19 Pandemic. A copy of this plan was emailed or mailed to parents and a copy has also been sent to all teachers.

504 staff will ensure that all students have had a meeting within the last three years. Any meetings needed for current students and initial meetings will be held through on-site, through Zoom, or by phone.

### **Dyslexia:**

Students with Dyslexia will receive on-site small group instructional support in accordance with the District's plan for dyslexia services. Students with dyslexia who are not able to attend on-site instructional services due to health concerns will be granted access to the FastForward online dyslexia program to continue instruction at home. Additionally, our dyslexia specialist will work to provide synchronous and asynchronous supports and materials to promote students continued progression and growth remotely for students learning through the Google Classroom and Zoom platforms. Dyslexia and Dysgraphia evaluations will be decided on an individual basis, but those that require face to face testing will be conducted on-site.

### **BE/ESL:**

Our Bilingual teachers and ESL specialists will continue to provide on-site instruction and language supports for all students enrolled in a bilingual class or identified to receive language-based instructional supports through our ESL program. Our ESL coordinator will work with all parents and staff to ensure annual reviews, language assessments, and needed supports and accommodations are in place throughout the year. Students who are not able to attend on-site instruction due to health concerns will receive instructional accommodations and supports provided by their teachers through online learning resources with the support and assistance of the district's ESL coordinator.

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LINK: [TABLE OF CONTENT](#)

2020-2021 BISD

**PROTOCOLS & EXPECTATIONS  
FOR STAFF**

# Health Protocols for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

This policy applies to all BISD employees. All BISD team members are asked to pay attention to their own health management and behaviors to be personally protective and limit the risks posed to others. It is impermissible to act negatively toward any employee who is actually (or is suspected of being) infected with COVID-19 or whose family members are infected or suspected. It is also impermissible to act negatively toward any team members who choose to take more extensive precautionary measures such as participating in meetings and trainings remotely when the opportunity allows. It is very likely that this situation will impact all of us in some form. We need to assure that we work together to meet the challenge successfully as a team.

### STAFF HEALTH SCREENING PROTOCOLS

Bellville ISD employees are expected to conduct a personal health screening on a daily basis. The personal health screening includes self-assessment of all of the following symptoms on a daily basis:

- Temperature screening daily prior to arrival. Temperature must be less than 100.0.
- Affirmation that you have not been in contact with anyone who is positive for COVID-19.
- Screening and affirmation of not having a new or worsening cough or shortness of breath/difficulty breathing.
- Affirmation and screening of not having any two or more of the following symptoms: chills, repeated shaking with chills, muscle pain/aches, headache, sore throat, new loss of taste or smell, diarrhea.

### STAFF SELF-REPORTING

#### **Staff Showing Symptoms:**

Any Bellville ISD employee that has symptoms of cough, fever, or shortness of breath, must immediately notify their supervisor of their situation to determine if they should remain at work or before returning to work. The supervisor will then address such health issues with the Director of Administrative Operations. BISD employees who exhibit symptoms of COVID-19 may be required to be tested for the virus prior to being cleared to return to work. Positive test results for the COVID-19 virus should immediately be reported to direct supervisors. Any such disclosure by Bellville ISD employees will be treated confidentially unless determined that the individual's presence among others during the time of exhibiting symptoms poses risks to others who work in regular and close contact with the employee. If any Bellville ISD employee does not feel comfortable discussing such conditions with their supervisor, they should contact the District Director of Administrative Services, Dr. Michael Coopersmith at (979) 865-3133 or [mcoopersmith@bellvillebrahmas.org](mailto:mcoopersmith@bellvillebrahmas.org).

#### **Staff Coming in Contact with Infected Individuals:**

Any Bellville ISD employee who becomes aware of being in regular and close contact (while not wearing a cloth face covering) with anyone who is or later becomes infected with the COVID-19 virus, must immediately notify their supervisor of their situation before returning to work. The supervisor will then address such health concerns with the Director of Administrative Operations. Any such disclosures will be treated confidentially unless determined that the individual's presence among others poses risks to those who work in regular and close contact with the employee. If any employee does not feel comfortable discussing any contact disclosure with their supervisor, they should contact the District Director of Administrative Services, Dr. Michael Coopersmith at (979) 865-3133 or [mcoopersmith@bellvillebrahmas.org](mailto:mcoopersmith@bellvillebrahmas.org).



# Health Protocols for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### Personal Protective Equipment & General Cleaning

All BISD team members are responsible for closely monitoring their health and well-being. Staff may be assigned to conduct such duties as using handheld non-touch thermometers to screen student temperatures upon arrival and/or throughout the school day.

Staff may be required to take regularly scheduled breaks from instruction to facilitate frequent supervised hand-washing for their students. Staff may also be required to perform general cleaning and disinfecting tasks such as using or facilitating the use of cleansing wipes across desks/table top surfaces, doorknobs, and light switches throughout the instructional day. Classrooms will be more thoroughly cleaned by our BISD custodial team on a daily basis.



### FACE COVERINGS: STAFF

BISD recognizes that our staff members are the most vulnerable individuals within our organization relative to the potential contraction of COVID-19.

- All staff are expected to wear a mask while onsite.
- Staff who have regular and close contact with individuals who may not be able to appropriately wear a face covering such as our youngest students and/or those with disabilities should wear gloves while performing specific tasks such as feeding, toileting, cleansing, and medicating students.
- BISD will provide masks to all employees.
- Any preferred personal protective equipment is encouraged to keep our team members as healthy as possible so that we can serve our students.
- Staff with medical conditions, such as difficulty breathing, should provide a health certification to their supervisor if seeking to be exempt from this requirement.
- Staff may take short intermittent air breaks as needed throughout the day and use their reasonable discretion as to when it is safe for them to remove their mask (such as when working alone in your classroom or safely distanced 6 feet apart from others.)

Additional requests for PPE or instructional materials to ensure staff feel safe and successful in their onsite work requirements can be submitted through the link provided [HERE](#).

### FACE COVERINGS: STUDENTS

- Students in grades 4-12 will be expected to wear a face covering throughout the day.
- BISD will provide a reusable mask to students.
- Preferred cloth face coverings personally provided are also acceptable and encouraged.
- Disposable masks will also be provided to teachers for their classrooms in case a student forgets, loses, or damages their mask.
- Students are to be allowed short intermittent air breaks as needed when they are seated in a classroom (not in transition).
- Teachers should also facilitate opportunities for students to safely remove their masks throughout the day.
- Students who do not comply with the expectation for cloth face coverings to be worn with fidelity should be referred to the campus administration office. Parent conferences will be conducted and if the parent/student continues to disagree and not comply they will be expected to transfer to the online rather than onsite learning model.

BISD leaders will meet with students, staff, and parents every three weeks to review the effectiveness and appropriateness of our expectations regarding face coverings.

**BISD faculty members are expected to use their reasonable good judgment and lenses of empathy, respect, and compassion in complying with and enforcing all established precautionary health measures for onsite instruction.**

LINK: [TABLE OF CONTENT](#)

# Health Protocols for Staff

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### Personal Hygiene

All BISD team members are expected to:

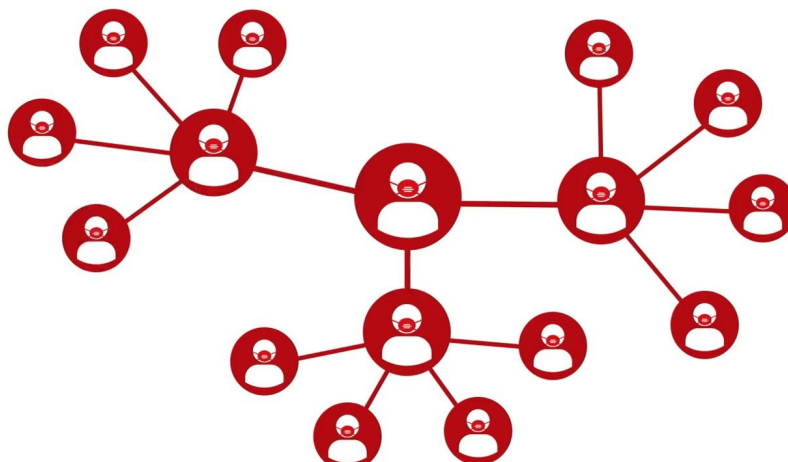
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, after blowing your nose, coughing, or sneezing;
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol content;
- Avoid touching eyes, nose, and mouth with hands;
- Cover a cough or sneeze with a tissue, throw the tissue away and wash your hands with soap and water;
- Avoid contact with people who are sick;
- Clean public surfaces with disinfectant wipes often, perform routine cleaning such as wiping down workstations, desks, telephones, keyboards, cell phones, etc. with disposable disinfectant wipes.
- Maintain professional appearance. (Scrubs are not permitted professional attire for educators.)



### Response to Infection

If any BISD employee (or any household family member) is infected or suspected of being infected with the COVID-19 virus, the employee shall immediately notify their supervisor who will notify the Director of Administrative Operations. If any employee does not feel comfortable discussing any contact disclosure with their supervisor, they should contact Dr. Michael Coopersmith, the Director of Administrative Operations directly.

- The BISD Executive Cabinet Team, Director of Administrative Operations, and Director of Maintenance shall take appropriate actions to sanitize all potentially infected sites to prevent the spread of infection, identify the potentially impacted personnel and/or students and notify them of measures necessary to prevent the potential spread resulting from exposure to the virus.
- It is required that any BISD employee medically confirmed to be infected with the COVID-19 virus stay at home until all three criteria below have been met:
  - At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - The individual has improvement in symptoms (e.g. cough, shortness of breath); and
  - At least ten (10) days have passed since the symptoms first appeared.
- It is required the BISD employees suspected of being infected notify their supervisor to receive district clearance for mandatory stay-at-home orders pending the outcome of medical testing for detection of the COVID-19 virus.
- Any employee who is quarantined pursuant to these guidelines must obtain clearance from their supervisor prior to returning to work.





# Absences & Leave Policies for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

All BISD team members are asked to pay attention to their own health management and behaviors to be personally protective and limit the risks posed to others. It is impermissible to act negatively toward any employee who is actually (or is suspected of being) infected with COVID-19 or whose family members are infected or suspected. It is very likely that this situation will impact all of us in some form. We need to assure that we work together to meet the challenge successfully as a team.

### STAFF ATTENDANCE & TRADITIONAL PAID LEAVE DAYS:

BISD employees are expected to be onsite to fulfil their roles on all days that they and their families are healthy. BISD employees will receive the traditional 5 state paid leave days and 5 local paid leave days for the 2020-2021 school year.

### PAID LEAVE DUE TO COVID-19

Any Bellville ISD employee who has the need to request leave due to their own health or the health of an individual they provide direct care for should contact Kim Spacek in the BISD Payroll and Accounts Payable Department. Ms. Spacek will, in turn, review the specific employee's case to determine all forms of leave applicable to assist the employee. Additional information regarding the Families First Coronavirus Response Act can be reviewed at:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

#### Emergency Paid Sick Leave (EPSL)

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay up to \$500/day where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;

#### OR

- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor;

#### AND

#### Expanded Family & Medical Leave Act

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

### MEDICAL CERTIFICATION REQUIREMENTS

To access EPSL, the employee must provide documentation of a health care provider's advice to self-quarantine, Eligibility under the Expanded Family and Medical Leave Act requires medical certification for all types of leave related to compromised health conditions and precautionary absences, confirmed cases of the COVID-19 virus in employees and or immediate family members in employees care and or claims of association with positive cases constituting the need for qualifying leave to be issued. All questions regarding reports of concern related to COVID-19 should be directed to Dr. Michael Coopersmith, Director of Administrative Operations. All questions regarding qualification for applicable leave and associated documentation should be directed to Kim Spacek, Payroll and Benefits Coordinator.

# Remote Work & Pay While Idle Provisions for Staff \_\_\_\_\_

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

The health and well being of our staff, students, and families relies on all individuals making responsible decisions regarding their health and presence on-site. The position of our staff to be exposed to the virus through contact with multiple students onsite each day may require employees to self-quarantine and be absent from work as a result of the nature and risks of their jobs.

To the extent financially responsible, BISD has put the following provisions in place to protect our employees from having their pay negatively affected by conditions resulting from COVID-19.

### REMOTE WORK ELIGIBILITY AND REQUIREMENTS:

Eligibility for remote work is highly dependent upon the nature of an employee's roles and responsibilities. Remote work eligibility and responsibilities will be determined by each employee's direct supervisor. Below are general provisions to support an overall understanding of remote work as it applies in Bellville ISD for the duration of the 2020-2021 school year or until concerns regarding the spread and contraction of COVID-19 subside. Employees who are eligible and able to complete remote work responsibilities are eligible for standard pay.

#### **Administrations/Office Personnel:**

An administrator or office personnel who are directed to self-quarantine due to exposure or contraction of COVID-19 may be approved to work remotely if the nature of their responsibilities can be effectively completed off-site and if the individual is in well enough health to complete all required tasks.

Remote work may include:

- Submission of completed documents
- Participation in scheduled meetings remotely
- Availability for contact and consultation within the workday hours
- Replying to and communicating with internal and external stakeholders via phone or email

#### **Teachers/Instructional Paraprofessionals:**

Teachers and instructional paraprofessional who design and deliver elementary enrichment instruction who are directed to self-quarantine due to exposure or contraction of COVID-19 may be approved to work remotely if the nature of their responsibilities can be effectively completed off-site and if the individual is in well enough health to complete all required tasks.

Remote work may include:

- Development and submission of on-site lesson plans and curriculum content
- Live synchronous instruction with students throughout the instructional day via Zoom or Google Meet
- Hosting scheduled live instructional sessions with remote students
- Participation in scheduled meetings remotely
- Availability for contact and consultation within the workday hours
- Replying to and communicating with internal and external stakeholders via phone or email

### PAY WHILE IDLE:

Due to the nature of certain roles, there are not applicable ways for work to be completed remotely. Those in positions that are student-oriented such as in-class support or food-service, or positions that require physical work onsite such as custodial services and maintenance are not eligible to be completed remotely.

Employees who are required to remain off site due to COVID-19 related concerns but are not eligible to work remotely should first utilize the 10 days of fully-paid leave available under the Federal Emergency Sick Leave Act. This can be done by contacting Kim Spacek, Payroll and Benefits Coordinator. Once these 10 days have been exhausted, individuals may be eligible for pay while idle so long as their health condition remains precautionary and requirements to quarantine have been district directed and approved. .

ANY INDIVIDUAL WHO IS SICK SHOULD UTILIZE APPROPRIATE FEDERAL, STATE, & LOCAL SICK LEAVE DAYS.

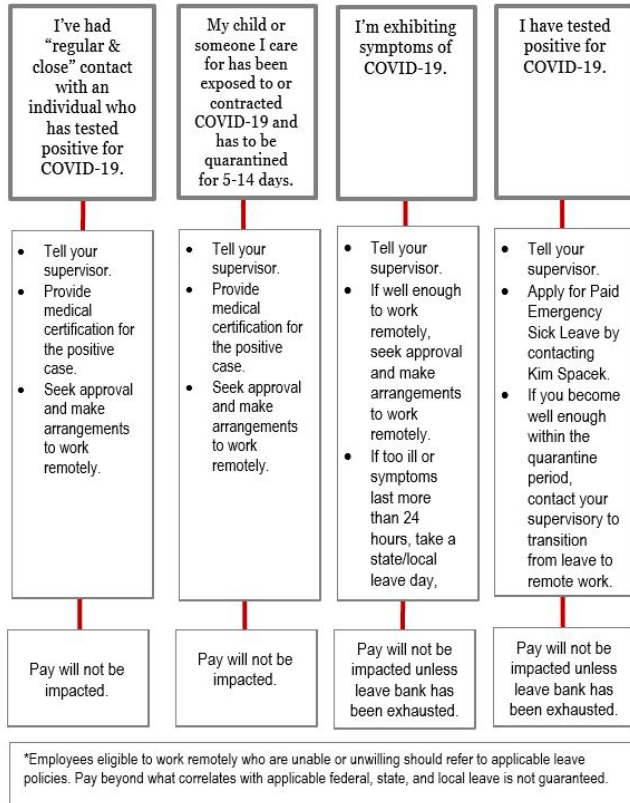
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# Attendance, Leave, & Pay Flow Chart

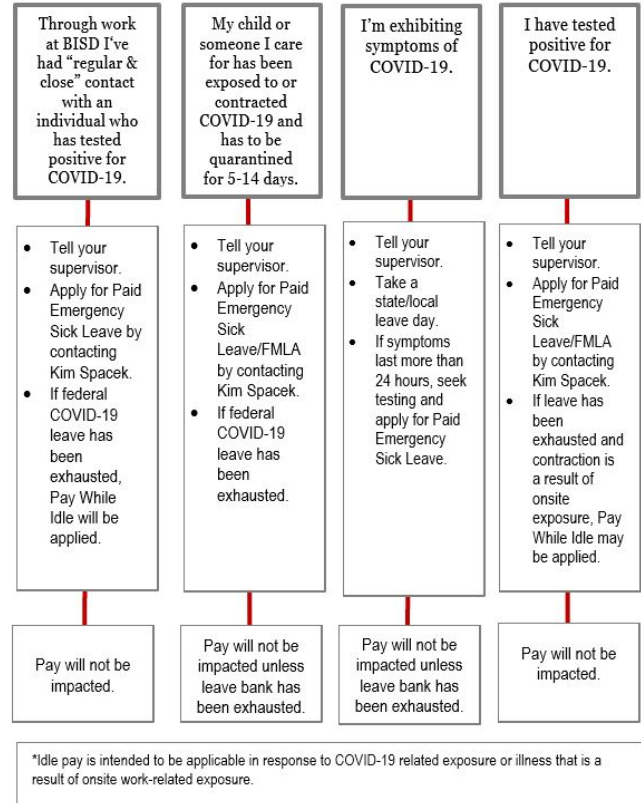
## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19



### Employee Eligible for Remote Work



### Employee Eligible for Pay While Idle



>>> Remote Work and Pay While Idle eligibility is dependent upon what has been district directed and approved.

>>> Any "regular and close" contact should be reported to your direct supervisor.

>>> Quarantine and leave requirements are applicable when "regular and close" contact with an infected individual occurred **while not wearing a cloth face covering**.

>>> Dependent upon the nature of the exposure, individuals who were wearing a cloth face covering at the time of their interaction with an infected individual may not be subjected to quarantine requirements.

# Daily Operations for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### STAFF ON-SITE EXPECTATIONS

Success of all in the 2020-2021 school year highly depends on the continued commitment and elevated levels of flexibility from all BISD team members. Due to adjustments in arrangements for transportation, food service, student transition, and health screening protocols, the workday hours and assigned duties and responsibilities may be different than what has been traditionally expected.

### ARRIVAL & DISMISSAL

BISD campuses will receive students who ride the first bus route at 7:15am. Additionally, students who depart from school on the bus may not leave campus until as late as 4:15pm. Staff work day will be adjusted to accommodate earlier arrival and later dismissal of students in order to allow for greater distancing between students. Outside of individual campus adjustments staff should expect their day to align with the information outlined below:

- Staff may drop off their own personal children at other campuses beginning at 7:15am with first bus drop off.
- Staff should expect to be onsite in their classrooms to receive students upon arrival at 7:30am.
- Dismissal duties may be assigned in teams for later afternoon dismissal responsibilities until all buses have departed from campuses.

Additionally, teachers should expect that some students may arrive 10-15 minutes late to the first instructional hour of the day due to late bus arrival and the need to accommodate breakfast prior to reporting to class. Some students may also need to be released 10-15 minutes prior to the conclusion of the last instructional hour in order to accommodate an early bus route for dismissal in the afternoon.

### DUTY-FREE LUNCH BREAK

Teaching staff will have a 30 minute duty-free lunch period each day in accordance with campus lunch schedules.

### DAILY CONFERENCE PERIODS

In the next section entitled, Instructional Expectations for Staff, you will see the roles and responsibilities teachers will be asked to fulfill in order for BISD to support learners onsite and online. We realize this is a large expectation. Prior to the onset of COVID-19, BISD had designed instructional schedules for the 2020-2021 school year to accommodate:

- Two 45 minute conference periods for all PK-5 teachers each day; and
- One 90 minute conference period for all 6-12 teachers each day.

The additional time outlined above will be reserved for staff to:

- Plan instruction, grade student work, and provide feedback;
- Create and upload online instructional materials; and
- Host live instructional sessions with remote learners at least 45 minutes once per week.

\*This can be done independently or as a teaching team at the elementary levels.

### STUDENT HEALTH SCREENINGS

All teachers may serve in the role of their morning duty being assigned to use a non-touch digital thermometer to screen all students upon arrival. Additionally, PK-5 teachers will all be issued a non-touch digital thermometer to conduct midday temperature screenings in class.

All PK-5 students are to have a weekly COVID-19 health screening certification included in their take home folders/agendas. Teachers should report to the Assistant Principal the names of any students who do not have a signed health certification at the start of each week.

Secondary teachers will be required to verbally conduct the health screening questionnaire with their students on Monday morning during the first instructional period of the day. Students unable to certify that they are free from all symptoms and/or risk factors should be immediately sent to the nurse's office.

# Instructional Expectations for Staff

## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### ONSITE EXPECTATIONS FOR STAFF

All BISD team members are expected to demonstrate high regard for the severity of the concerns surrounding the contraction of COVID-19. While the continuum of perspective on the level of concern varies greatly among individuals, it is our job as instructional leaders and servants to our students and families to honor the right of all to be able to come to school without fearing risks related to their health and well-being. While not all risks can be eliminated, proper practices from staff are the first step at mitigating the spread of COVID-19 to create a safe climate for all.

### CLASSROOM ARRANGEMENTS & IN-CLASS SANITIZING PROCEDURES

All classrooms are to be arranged in a way that promotes the greatest possible distance between individual students. This may mean desks in rows, seats at tables all facing one direction, or any other physical arrangement possible within individual classrooms to promote distance between learners.

All classrooms will be equipped with tissues, hand sanitizer, spray bottles with surface cleaner, paper towels, and gloves. All desks, table tops, light switches, door knobs, and other commonly touched surfaces should be wiped down multiple times a day in elementary classrooms, and between each instructional period for elementary enrichment rotations and secondary classes.

### SCHOOL SUPPLIES & INSTRUCTIONAL MATERIALS

To the greatest extent possible, all classrooms should be equipped with individual student school supplies to eliminate cross contamination of items such as pens, pencils, highlighters, scissors, etc. As a teacher, if you need assistance securing enough materials and organizing containers (such as ziploc baggies) to promote individual students having access to personal school supplies, please reach out to your building principal. Larger items (such as chromebooks) and/or curriculum specific manipulatives that must be shared should be wiped or sprayed down between each student's use.

### INSTRUCTIONAL DELIVERY, STUDENT ENGAGEMENT & COLLABORATION

Learning is a collaborative process. It does not happen in a void. BISD expects teachers to use their best judgment in designing opportunities for students to collaborate with minimal physical contact or sharing of supplies. Verbal collaboration with as much distance as possible is encouraged.

Learning activities such as science labs that require extensive touch on common surfaces should be designed to be teacher-demonstrations or conducted virtually with individual students on personal computers.

We encourage teachers to be as creative as possible to continue to make learning engaging while honoring the health protocols that have been put in place to keep us in school onsite as much as possible.

### STUDENT TRANSITIONS & BRAIN BREAKS

Within all classrooms, teachers are expected to limit and orchestrate any necessary transitions. This will allow us to reduce the number of students subject to being quarantined when a positive case of COVID-19 is identified in a classroom.

With limited movement in the classroom and 90 minute class periods at the secondary level, teachers are encouraged to implement regular non-contact brain

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breaks with students in the classroom. Ideas for in-class brain break activities will be added to our instructional team drive.

#### PE/RECESS:

Please see the guidelines outlined on page 30 regarding procedures for hosting RECESS & PE.

# Instructional Expectations for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### STAFF EXPECTATIONS FOR ONLINE LEARNING

Bellville ISD realizes that without the existence of a vaccine to prevent the spread of COVID-19, we will be faced with positive cases within our schools upon return to on-site instruction. We also realize that we may serve families with high-risk family members causing increased concern and need for precaution. Some may not be comfortable re-engaging in on-site instruction until further progress has been made for prevention and treatment.

As such, BISD will offer remote learning opportunities to support those who opt to engage in distance learning rather than on-site instruction for a grading period, semester, or the school year and for those who have been required to stay-at-home due to an identified or suspected case of COVID-19.

### BISD GOOGLE SITES & CLASSROOMS

Teachers are expected to create a Google Site to link their Google Classrooms which should run parallel to their on-site instruction and assignments. BISD will provide a Google Classroom template inclusive of classroom requirements, including a daily attendance log-in, video instruction, independent practice, graded work and feedback. Additional details outlining the intent of this requirement are outlined below:

### STUDENT INSTRUCTIONAL SCHEDULE & ATTENDANCE:

All students are required to log-in and complete the daily attendance certification through the designated Google Form with their homeroom teacher (grades PK-5), or 2nd/6th period teacher (grades 6-12) by 10:00am to be counted present for the day.

- To receive course credit, students in grades 6-12 must complete the daily attendance certification through the designated Google Form for each class assigned for the day.
- Teachers or representatives for a team of teachers are required to set, communicate, and host a 45 minute synchronous instructional support session with remote learners no less than once per week on a routine day and time. This can be done through virtual meetings such as Zoom or Google Meet.
- Remote learners should be provided enough instructional content and learning activities to engage in:
  - 60 minutes of content per course per A/B day in grades 6-12; and
  - 60 minutes of Math & ELAR instruction each day; 45 minutes of Science & Socials Studies each day; with 30 minutes of PE per day, and 30 minutes of enrichment content (Music/Art/STEM/Technology/Library) content per week.

### TEACHER-STUDENT CONNECTIONS, INSTRUCTIONAL DELIVERY, & MATERIAL DESIGN:

Google Classrooms may be created and supported by an individual teacher or a team of teachers. A Google Classroom must exist for all grade level and content area courses offered on-site.

- A Google Site & Google Classroom should be created for every course offered onsite.
- Content in Google Classrooms should be updated by 8:00am on Monday mornings and should mirror the instruction, instructional resources, and required assignments of on-site instruction.



- All direct instruction should be provided by the teacher. This can be done through:
  - Live instructional sessions which may occur during the regularly assigned class period;
  - Recorded instructional sessions uploaded in Google Classroom;
  - Recorded instructional videos created by the teacher uploaded in Google Classrooms;
  - Online instructional videos created by a BISD Curriculum Publisher/Company.
- Assignments administered online should either be able to be completed online (editable for student response entry) or designed to be submitted through a student created document, presentation, or video.
- Hands-on assignments that require physical materials may be required with designated days to be turned into campus offices.

# Instructional Expectations for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### STUDENT PROGRESS, FEEDBACK, & GRADES:

Learning happens when students are connected to their interests and strengths, have accountable ownership of purposeful work, and receive timely and meaningful feedback.

- Students learning remotely will be required to complete the same assignments as students learning on-site. Necessary accommodations or modifications due to the difference in nature of instructional delivery may be made, but minimum grade requirements and completion of work will not be waived.
- Feedback on work/grades on assignments should be provided by the teacher to the student within the same time frames established for onsite instruction. [See BISD Grading Policies and Guidelines Manual.]
- Grades are to be assigned in accordance with the same standards and requirements as those of on-site instruction. [See BISD Grading Policies and Guidelines Manual.]
- Students participating in remote learning will be subject to the same standards, grading guidelines, and penalties as those learning on-site including UIL eligibility, etc. Standard grade and GPA calculations will be applied.

### IMPLEMENTATION:

We realize hosting an online classroom and onsite classroom is a massive undertaking. We encourage teachers to work together, and ask for help and support. Designate one of your conference periods to maintain your onsite classroom and one of your classrooms to contribute to, build out, host weekly synchronous instructional sections virtually, and respond to students' work online.

### Special Programs:

All required accommodations and/or modifications for students receiving specialized instructional services under 504, Special Education, Dyslexia, ESL, and/or GT should be met to the greatest extent possible. Any need to alter the modifications or accommodations students are receiving in response to the different nature of remote learning should be discussed and agreed upon by the appropriate committee. Refer questions to Dr. Pape, Director of Special Education, at [mpape@bellvillebrahmas.org](mailto:mpape@bellvillebrahmas.org).

### Technology for Teachers:

Teachers in need of additional technology resources to foster remote learner must take the initiative to communicate with Brian Reid, BISD Technology Director, at [breid@bellvillebrahmas.org](mailto:breid@bellvillebrahmas.org) to secure all necessary tools to effectively support learners who are required to learn remotely due to circumstances surrounding COVID-19.

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# FREQUENTLY ASKED QUESTIONS

# FREQUENTLY ASKED QUESTIONS

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>>>> For the most up-to-date information, please see [www.bellvilleisd.org](http://www.bellvilleisd.org) and visit the BISD Facebook page.

**Q:** Will all students be allowed to return to school in August?

**A:** Yes. BISD is putting procedures in place to ensure safe distancing and sanitization on-site without limiting the on-site capacities. The only students not allowed to be on-site are those who have current symptoms or diagnosis of COVID-19.

**Q:** What if I don't think it's safe for my child to be back in school?

**A:** BISD is providing a fully online learning environment for all students who choose to remain home until concerns with COVID-19 have subsided. Parents may choose to have their children engage in online learning for an entire grading period, an entire semester, or the entire school year.

**Q:** Will students and staff be required to wear masks?

**A:** Yes. This decision has been made based on the current state mandates, continually rising numbers of COVID-19 cases in Austin County, risks factors of our team members and their families, and recommendations from the Center for Disease Control, the wearing of cloth face coverings is the most effective way to mitigate the spread and contraction of COVID-19.

All students riding a BISD bus (with the exception of those who have a medical exemption) will be required to wear a mask while on the bus.

At the beginning of the school year, students in grades 4-12 who choose to participate in onsite learning will be expected to wear a cloth face covering throughout the day. Students will be allowed to take short intermittent air breaks as needed and safe mask-free breaks will be facilitated by our teachers throughout the day.

BISD will provide reusable masks to all students and staff. Disposable masks will also be available in classrooms for students who forget, have lost, or damaged their masks.

Preferred cloth face coverings that are personally provided are allowed and encouraged.

**Q:** Will students have to do "remote learning" again?

**A:** Possibly. Students who are required to self-quarantine in response to concerns of having or being exposed to the COVID-19 virus will be required to participate in remote learning during the time that they are away from school.

Students may also choose to engage in distance learning rather than onsite instruction. Students who have chosen remote learning must remain in the online program for the duration of the grading period.

- Q:** If my child chooses to learn through the online learning program can he/she still participate in extracurricular activities?
- A:** Yes, however, for team activities such as athletics, band, cheer, theater, and brahmadoras, remote learners may be required to attend onsite during assigned class periods in order to be eligible to compete or perform with the group or team.

## FREQUENTLY ASKED QUESTIONS

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>>>> For the most up-to-date information, please see [www.bellvilleisd.org](http://www.bellvilleisd.org) and visit the BISD Facebook page.

- Q:** Will work done via “remote learning” be counted as a grade and affect GPA’s?
- A:** Yes. For the 2020-2021 school year, remote learning resources created by BISD teachers will be parallel to the instruction and assignments being provided and required on-site. Students learning remotely will have the same levels of expectation for engaging with instructional resources and completing assignments as students on-site. Assignment deadlines will be honored, grades will be taken, and GPA will be applied.

**Q:** What if my child is required to self-quarantine but we do not have internet access to participate in remote learning?

**A:** BISD will provide chromebooks to any household in need of a device to engage in remote learning. BISD will also have internet hotspots available with 24 hour access in designated public locations and is in the process of securing hotspot devices that can be issued to personal households for school use.

Additionally, the BISD tech team will assist teachers in downloading resources onto devices to mitigate the need for wifi access, and BISD is prepared to individually accommodate through provision of hard-copy resources and phone-support for students who aren’t able to overcome technology limitations through the supports provided by the district.

**Q:** How will I know if someone in my child’s class has COVID-19?

**A:** The District will make personal phone calls to anyone who has been in “regular and close” contact with an individual who has COVID-19. The District will also use our school messenger system to make all parents on a campus aware if a positive case is identified.

**Q:** If I have already had COVID-19 will I still be required to quarantine if exposed?

**A:** The District will consult with medical professionals as additional information about the virus becomes known. If this individual circumstance arises, please consult with the school nurse.

**Q:** What should I do if my child or I might have been exposed to someone with COVID-19?

**A:** Contact your child’s teacher or the school nurse. Do not send your child to school until the campus nurse or principal has cleared you to do so based on the nature of potential exposure and risks presented to others.

**Q:** What will happen if the district has to shut down again?

**A:** BISD is prepared to facilitate remote learning throughout the year to accommodate individual students who must self-quarantine in response to COVID-19 and for periods in the school year when the district

may have to call for a campus or district-wide shut down due to the number of cases of COVID-19 that arise at any given time. Pending the requirements of the Texas Education Agency, Bellville ISD may have to extend instruction through the first few weeks of June to make-up for days missed if a campus or district-wide shutdown is required during the year.

## FREQUENTLY ASKED QUESTIONS

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>>>> For the most up-to-date information, please see [www.bellvilleisd.org](http://www.bellvilleisd.org) and visit the BISSD Facebook page.

**Q:** What do I do if I am an employee and my child contracts COVID-19?

**A:** Contact your direct supervisor and Ms. Kim Spacek to navigate available leave options and discuss the possibility of working remotely to the extent possible given the nature of your role and responsibilities. Traditional annual state and local paid leave options are available in addition to extended COVID-19 specific Federal Leave provisions. BISSD is also in the process of researching and considering local leave and remote work options under the advice of the Texas Association of School Boards.

**Q:** What type of investment is this plan requiring of our district?

**A:** In February of 2020, (prior to onset of concern regarding COVID-19), BISSD purchased an electrostatic cleaning machine to address the elevated spread of flu and strep throat that ran through our elementary and junior high campuses. This device will be of great assistance to us we combat COVID-19 but was not an investment made specific to the purpose of COVID-19.

The Texas Education Agency is providing a generous amount of PPE materials including masks, thermometers, hand sanitizer, and gloves to all Texas school districts.

BISSD has invested in reusable monogrammed masks for our staff, and is investing in additional digital non-touch thermometers to support the ease of implementation of our on-site screening protocols. We will also be purchasing additional spray bottles and paper towels for use throughout the school day in our classrooms.

Additionally, in alignment with recommendations made by our BISSD Technology Committee prior to the onset of COVID-19, BISSD is looking to expand the number of personal technology devices and internet access points we have available to students and staff.



# APPENDIX A

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## ON-SITE SIGN-IN SHEET: COVID-19 HEALTH SCREENING CERTIFICATION

SITE

LOCATION: \_\_\_\_\_

By signing below I am certifying that I have completed the required COVID-19 Personal Health Screening and am able to answer NO to all of the items identified. Additionally, I affirm that to my awareness I am not at-risk nor do I pose risk to others as it relates to COVID-19. I understand that if I am not able to attest to this certification and/or I have not completed the required personal health screening, I am NOT allowed to be on any BISD property.

### Screening Questions:

- Have you been in contact with anyone who is positive for COVID-19 in the last 14 days? Y / N
- Have you had any two of the following symptoms in the last 72 hours? Y / N
  - ◆ feeling feverish or had a fever greater than 100.0
  - ◆ Loss of taste or smell
  - ◆ Cough
  - ◆ Difficulty breathing
  - ◆ Shortness of breath
  - ◆ Headache
  - ◆ Chills
  - ◆ Sore throat
  - ◆ Shivering or exaggerated shivering
  - ◆ Significant muscle pain or aches
  - ◆ diarrhea

### ON-SITE SIGN IN & PERSONAL HEALTH CERTIFICATION

| Name | Reason for Presence | Location On-Site | Date | Time | Personal Health Certification (Initials) |
|------|---------------------|------------------|------|------|--|
|      |                     |                  |      |      |  |

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# APPENDIX B

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## RETURN TO SCHOOL: COVID-19 HEALTH SCREENING

STUDENT NAME: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

Each question below must be answered in the process of enrollment and enrollment renewal for the 2020-2021 school year. Additionally, this screening questionnaire will be required to be certified electronically on a weekly basis. **If the status of any of the items below changes, the district must be informed and a new screening document should be filled out immediately.**

**Screening Questions:**

Y  N Has your student been in contact with anyone who is positive for COVID-19 in the last 14 days?

Y  N Has your student had any two of the following symptoms in the last 72 hours?

- feeling feverish or had a fever greater than 100.0
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shivering or exaggerated shivering
- Significant muscle pain or aches
- diarrhea

\_\_ Y \_\_ N Does your student have any pre-existing health conditions that may be erroneously mistaken as symptoms of COVID-19, (such as: regularly elevated body temperature, asthma/allergy related cough or shortness of breath, etc.) ?

By signing below, I am certifying that to my present levels of awareness my child does not have any symptoms of COVID-19 nor has he/she had any potential exposure to the virus that may cause risk to other staff and students. Additionally, my signature below affirms that I have read and reviewed the 2020-2021 BISD Operational Guidelines and I acknowledge that BISD makes no promise of prevention or limitation related to the risks of contraction of COVID-19 through the nature of on-site educational operations.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

## APPENDIX C

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### **Resolution of the Board Regarding Extension of Leave during Precautionary Exclusion**

WHEREAS, the Board is authorized by Texas Education Code section 45.105 to expend funds of Bellville Independent School District for purposes necessary in the conduct of the public schools as determined by the Board;

WHEREAS, the Board acknowledges that during an epidemic, District employees may be instructed not to report for work;

WHEREAS, the Board finds that a need exists to address additional leave for employees who are instructed not to report for work and if conditionally required per Bellville ISD's Operational Guidelines have exhausted all applicable and available federal, state, and/or local leave days;

WHEREAS, the Board determines that employees who are instructed not to report to work may suffer a loss of pay if they do not report for work; and

WHEREAS, the Board concludes that providing additional paid leave to all regular employees—contractual and noncontractual, salaried and non-salaried—who are instructed not to report to work due to an epidemic the public purposes of protecting students and staff, maintaining morale, and reducing turnover;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellville Independent School District authorizes providing additional paid leave for all regular employees—contractual and noncontractual, salaried and non-salaried—who are instructed not to report to work during an epidemic and if conditionally required per Bellville ISD's Operational Guidelines have exhausted all applicable and available federal, state, and/or local leave days;

The authority granted by this resolution to provide additional paid leave for all employees instructed not to report for work provides additional leave for the duration approved by the Bellville Independent School District Superintendent through December 31, 2020 unless the Board takes action to authorize leave for a longer duration.

Adopted this 21st day of July, 2020 by the Bellville ISD Board of Trustees.

## APPENDIX D

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### **Resolution of the Board Regarding Employee Pay & Modified Work Responsibilities**

WHEREAS, the Board acknowledges that the district will experience requirements for alternative work responsibilities and leave allowances in response to the operational impact of health and safety concerns related to COVID-19 throughout the 2020-2021 school year.

WHEREAS, the Board finds that a need exists to require an employee to self-quarantine and work remotely or close the district for normal business operations due to elevated public health risks associated with COVID-19 or orders from governing agencies.

WHEREAS, the Board concludes that, in order to serve students in the operational and instructional arrangements for on-site and remote instruction, and be responsive to COVID-19 related health concerns, employees may have health exceptions or be required by the district to work remotely or refrain from onsite work due to precautionary measures ordered or approved by the district.

WHEREAS, The Board concludes, that the superintendent has the authority to determine employee's status as district-directed idle or district-directed remote responsibilities to fulfill. Employees under this resolution are to comply with fulfilment of roles and duties as directed by the superintendent or superintendent's designee.

WHEREAS, the Board concludes that continuing wage payments to all regular employees—contractual and non contractual, salaried and non-salaried—whose duties may be modified as a result of the method of student instruction, precautionary directives related to health concerns, or after the emergency closing serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Bellville Independent School District authorizes the continued closure of the school district for normal operations, but authorizes the return of certain instructional services and support staff.

Adopted this 21st day of July, 2020 by the Bellville Independent School District Board of Trustees.



# APPENDIX E

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## COVID-19 CONFIRMED CASE GUIDELINES

In the event that an individual staff or student who has been on a BISD bus or in a BISD facility has a confirmed case of COVID-19, the following guidelines will be followed:

1. The individual staff member should immediately inform their supervisor. Parents of children with confirmed cases of COVID-19 are to immediately inform their child's building principal.
2. The campus and departmental leaders will contact the superintendent who will then, in turn, work with the Executive Cabinet team, Director of Administrative Operations, and Director of Maintenance to address specific actions at the campus/bus/department. Such actions will include:
  - a. Notification & Coordination:
    - Immediately notifying all employees and parents of students at the campus/department that a COVID-19 infection has been confirmed at the location.
    - Identify other students or staff that came in regular and close contact with the infected individual. If quarantining is required of any other individuals, that directive will be relayed at this time.
      - If there is elevated fear of spread due to the nature of the contact with the infected individual other students and/or staff may be required to be tested for the virus, self-quarantine, and monitor for symptoms for up to 14 days.
      - If the fear of spread is not of an elevated nature- the directive communicated will be to closely self-monitor and ensure daily temperature screenings are done at home with fidelity for a period of 14 days while allowing on-site attendance.
      - Bellville ISD is working in partnership with Bellville Hospital and together we have put provisions in place for screening of any staff or students who have been in regular close contact with infected individuals. Test results may take from 24-48 hours for return. Students or staff required to be screened will be asked to work and learn remotely pending the receipt of their test results.
    - The district will strive to protect and maintain the confidentiality of all personal information of employees and students. Applicable privacy laws prohibit the identification of any infected individuals by name. No personal details will be included in any communication such as the infected individual's name, gender, ethnicity or other details that would expose the individual's identity.
  - b. Cleaning & Disinfecting:
    - Immediately notifying and coordinating with the district custodial team to thoroughly sanitize using the electrostatically charged disinfecting machine and spray in all potentially infected areas of the facility where the employee and/or student was on-site.
  - c. Operations:
    - The sanitization of the potentially infected area will happen immediately upon awareness of the district. This may result in students or staff being temporarily relocated from the area.
    - Pending the nature and number of positive cases and the elevation of potential spread among others, there may be a need for the district to require the an entire class, grade level, campus, and/or our district to quarantine for a specific period of time.

- During any mandatory stay-at-home orders, it is intended that BISD employees and BISD students engaged in continued learning remotely in accordance with the Remote Learning Expectations outlined in these guidelines.
- d. Ongoing Monitoring:
- All BISD employees and students who were in contact with the infected individual shall immediately commence performing self-temperature checks daily at home. If their temperature is at or above 100.0 degrees and/or they experience a cough or shortness of breath, they must immediately notify their supervisor or building principal and must not report to work or school until cleared.

## APPENDIX F

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### Bellville Independent School District Addendum to Teacher Job Description EFFECTIVE APRIL 1, 2020

This addendum outlines the requirements and working conditions of a teacher in Bellville ISD who is providing distance learning or virtual instruction because of school closures in response to COVID-19. The responsibilities outlined below are in addition to the regular duties described in the classroom teacher job description.

**Primary Purpose:** Provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

#### Responsibilities and Duties:

##### Instructional Strategies

1. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of the district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
2. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflects understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

##### Communication

3. Be available by phone, email, or video conferencing between the hours of 8:00am and 4:00pm to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
4. Communicate with students or parents for a minimum of one time per week via phone, virtual meetings, chat forums within District authorized platforms for instructional delivery, or other mode deemed appropriate by the District.

##### Student Growth and Development

5. Provide ongoing feedback of student achievement through formal and informal methods.
6. Be a positive role model for students and support the goals of the campus and school district.

##### Classroom Management and Organization

7. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

**Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Personal computer, phone system, video/instructional equipment, and peripherals
- **Posture:** Prolonged sitting
- **Motion:** Repetitive computer work with frequent use of hands and wrists
- **Environment:** Work inside from home or location other than school building
- **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

