

Terrell County Independent School District
Sanderson Schools

Safe Return to School Staff Guidance Fall 2021



Excellence Is Our Expectation

Terrell County Independent School District

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Board Reviewed and Approved – June 23, 2021

****Information and procedures are subject to change. The district will follow the recommendations and directives from the local and state government.****

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| Teacher/Staff Public Health Procedures | |
| <u>Enrollment/School Attendance Options</u> | During the 2021-2022 school year, the district will not offer any remote learning options to students. If the need arises for a whole school remote learning option due to a COVID-19 outbreak or other concerns related to COVID-19, the administration and board of trustees will adjust the policy/options accordingly. Individual students/families will not have the option for remote learning during the 2021-2022 school year. TCISD will only offer in-person learning. |
| <u>Instructional Continuity</u> | <ul style="list-style-type: none"> • To ensure that gaps/lost learning are addressed and supported to improve student academic performance, the district will implement the following: <ul style="list-style-type: none"> ○ Interventions, specially at PreK-6th grade, with a focus on reading and writing ○ Tutorials – 3rd through 12th grade ○ Computer-based programs to support student learning in areas of concern – iStation Math and Reading, Exact Path, Study Island, Reading Eggs, Renaissance Learning (reading), Edmentum ○ Summer reading program ○ Split the combined 1st and 2nd grade classroom to address academic needs. <p>Utilize a teacher assistant to support elementary teachers with interventions.</p> |
| <u>School Arrival</u> *Refer to Appendix for Entrance/Exit Map* | <ul style="list-style-type: none"> • All staff members are required to arrive at school by 7:35 am. <ul style="list-style-type: none"> ○ Staff members with students who attend TCISD will be allowed to bring their children with them at 7:35 am. TEMPERATURE SCREENINGS WILL ONLY TAKE PLACE IF THERE IS AN OUTBREAK CONCERN. • Masks are NOT required; however, they are highly recommended for unvaccinated staff members. • Prior to entering the building, staff members are expected to self-screen for any COVID symptoms or other contagious illnesses. <ul style="list-style-type: none"> ○ Staff members must be free of a fever for a minimum of 24 hours, without antipyretics, before returning to the building. If a staff member has been exposed to COVID-19 or has tested positive for COVID-19, that staff member will be required to quarantine according to the CDC requirements at the time of the exposure or diagnosis. |
| <u>Mask & Symptom Information and Requirements</u> | <ul style="list-style-type: none"> • Staff members have a professional responsibility to make accurate and timely reports about their health to the district's superintendent. This is critical for the protection of all staff members, students, and the community. • Has the employee or student begun experiencing any of the following in a way that is NOT normal for them? <ul style="list-style-type: none"> ○ COVID-19 Symptoms Checklist: |

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| | <ul style="list-style-type: none"> ▪ Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit. ▪ Loss of taste or smell ▪ Cough ▪ Difficulty breathing ▪ Shortness of breath ▪ Headache ▪ Chills ▪ Sore Throat ▪ Shaking or exaggerated shivering ▪ Significant muscle pain or ache ▪ Diarrhea <ul style="list-style-type: none"> • Failure to seek medical treatment or follow medical advice that impacts the health and well-being of others could result in consequences issued by the district. • Masks are NOT required, but highly recommended for unvaccinated staff. • Because masks are optional, staff members must respect the space of other employees, students, and visitors. Not everyone is comfortable without a mask; therefore, staff members must be cognizant of other’s personal space. |
| <p style="text-align: center;"><u>Close Contact</u></p> | <p>This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of “close contact” continues to evolve with new research of COVID-19 and individual scenarios should be determined by an appropriate health agency. In general, close contact is defined as:</p> <ul style="list-style-type: none"> ○ Being directly exposed to infectious secretions (e.g., being coughed on; or ○ Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination. <p>An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation (per CDC guidelines).</p> |
| <p style="text-align: center;"><u>Return to Work Guidelines</u></p> | <ul style="list-style-type: none"> • In the case of an employee or student who is diagnosed with COVID-19, the individual may return to work when all three criteria below are met: <ol style="list-style-type: none"> 1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); 2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); |

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| | <ul style="list-style-type: none"> 3. and at least 10 days have passed since symptoms first appeared (subject to change with guidance from TEA and the CDC). <ul style="list-style-type: none"> ○ In the case of an employee or student who has symptoms that could be COVID-19, the individual is assumed to have COVID-19 and the individual may not return to work until the individual meets the same criteria listed above. <li style="text-align: center;">OR ○ If the employee or student has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. ● An employee or student with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to the building until the end of the CDC recommended quarantine period (7-14 days). |
| <p><u>Student Arrival at 7:40 & 7:45</u></p> | <ul style="list-style-type: none"> ● Students will be allowed into the building beginning at 7:40 am for PreK-4th grade and 7:45 am for 5th -12th grade. <ul style="list-style-type: none"> ○ Teachers are expected to be at their door, greeting students and inviting them into their classroom. ○ Teachers are expected to actively monitor students as they move in the hall into the classrooms. ● Teachers cannot be in the workroom or other classrooms when students begin entering the building. In order to ensure that active monitoring is occurring, teachers MUST be visible in the hallway upon student arrival. ● Temperature checks will only be required if an outbreak occurs amongst the students and staff. |
| <p><u>Classroom Procedures</u></p> | <ul style="list-style-type: none"> ● Prior to the start of each class, the teacher must wipe down each desk/area used with the provided disinfectant. ● Before entering or exiting the classroom, the students must sanitize their hands with the hand sanitizer provided. ● Students are NOT required to wear masks; however, if a student chooses to wear a mask, he/she should be allowed without any fear of retaliation or teasing. ● Masks will be available for students in each classroom. ● Sign-in and sign-out forms must be utilized at all times. If a student leaves the classroom for any reason (other than whole group transitions), the student must sign-out, and indicate where he/she is going. Upon returning to the classroom, the student must sign back in. This is a requirement for contact tracing and to limit mobility within the school. |

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| | <ul style="list-style-type: none"> • Lockers will be assigned; however, if an outbreak occurs, locker use may be temporarily suspended. When available, lockers should be spaced out accordingly to minimize group gatherings. • Community classroom supplies should be limited, not only for COVID concerns, but to prevent other illnesses that are easily contractable. • When possible, staff members should open windows to improve air flow by allowing outside air to circulate in the building. • On the first day of school, teachers and staff MUST provide instruction to students on appropriate hygiene practices consistent with the mitigation practices adopted. |
| <p style="text-align: center;"><u>Classroom Spacing</u></p> | <ul style="list-style-type: none"> • Group work and collaborative assignments may occur; however, teachers and students must respect other’s space and wear masks if they feel more comfortable doing so. Research indicates that group and collaborative work is one of the most effective teaching strategies. As a district we must reintroduce this strategy to the classrooms, and attempt to close achievement gaps. • Desks should be at least 3 feet apart, providing students with a comfortable and risk-free work environment. |
| <p style="text-align: center;"><u>Outdoor Instruction</u></p> | <ul style="list-style-type: none"> • When appropriate, teachers may teach a class or classes outside. If a teacher decides to teach outside, the front office must be notified of where the class will be held. |
| <p style="text-align: center;"><u>Library</u></p> | <p><u>ELEMENTARY</u></p> <ul style="list-style-type: none"> • Elementary students will continue to utilize the library as they have in previous years. • The tables, chairs and seating areas will be arranged to ensure that social distancing occurs (minimum of 3 feet). • Books, tables, bookmarks, and computers will be disinfected throughout the day. • Community supplies will be limited and sanitized when used. <p><u>SECONDARY</u></p> <ul style="list-style-type: none"> • Secondary students will have access to the library. • The secondary teachers must make arrangements with the library personnel to determine when students can go to the library and how many students they can accommodate during the requested time. |
| <p style="text-align: center;"><u>Computer Lab and Chromebooks</u></p> | <ul style="list-style-type: none"> • All students in grades 3-12 will be assigned a Chromebook. The students will be allowed to take their devices home. The JH computer lab will be closed and will not be utilized for whole class lessons. What you would do in a computer lab can be completed with the Chromebooks in the classroom. <ul style="list-style-type: none"> ○ If a school closure where required, students would have their Chromebooks readily available for at-home learning. |

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| | <ul style="list-style-type: none"> • The only classes that will take place in the JH computer lab will be Mr. Carrasco’s assigned classes. Other classes may make arrangements with Mr. Carrasco if lab space is needed for a special project. • The only classes that will take place in the HS computer lab will be Mrs. Garza’s assigned classes. Other classes may make arrangements with Mrs. Garza if lab space is needed for a special project. • Mrs. Roberts’ students will utilize iPads for their “computer time.” This will take place within the classroom. • Mrs. Harkins’ students will utilize iPads and a few desktop computers within the classroom for their “computer time.” • Mrs. Lowrance’s students will utilize Chromebooks, allowing them to complete their “computer time” within their classroom. |
| <p><u>Nurse Visits</u></p> | <ul style="list-style-type: none"> • Students will need to visit the nurse for issues not related to COVID-19. Before sending a student to the nurse’s office, staff members must call the nurse to ensure that she is available. We must limit the number of students within the nurse’s office. We must also ensure that any student in the office who might be experiencing COVID-19 symptoms is isolated. <ul style="list-style-type: none"> ○ For elementary students (PreK-4), the nurse will be making daily rounds to the different rooms to offer medical support. If a student needs to visit with the nurse during the day, please contact her and she will either visit the student in the hall outside your classroom or request that the student be sent to her office. ○ Secondary students (5-12) will not be allowed to just “drop by” the nurse’s office. If a student is ill, they will be sent to the nurse’s office when she is available, after a staff member has contacted the nurse. • Due to the close contact that is required when examining a student in the nurse’s office, a student may be asked to wear a mask during an examination. • A log will be kept by the nurse, of all students seen and the symptoms experienced by the student. These detailed logs will assist with any contact tracing that might be required. |
| <p><u>Grading Policy</u></p> | <ul style="list-style-type: none"> • The grading policy that was adopted during the 2020-2021 school year will remain in effect. The grading policy will NOT be modified. |
| <p><u>Homeroom</u></p> | <ul style="list-style-type: none"> • Homeroom will not resume during the 2021-2022 school year. The class periods will remain extended to accommodate this change. <ul style="list-style-type: none"> ○ 1st 7:55 – 8:50 ○ Break 8:53 – 9:08 ○ 2nd 9:11 – 10:06 ○ 3rd 10:09 – 11:04 ○ 4th 11:07 – 12:00 ○ Lunch 12:00 – 12:40 ○ 5th 12:43 – 1:38 |

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| | <ul style="list-style-type: none"> ○ 6th 1:41 – 2:34 ○ 7th 2:37 – 3:25 |
| <u>Break/Breakfast</u> | <p><u>SECONDARY STUDENTS (5-12)</u></p> <ul style="list-style-type: none"> • At the end of 1st period, secondary students will report to the HS foyer if they are going to eat breakfast. • After students pick-up their breakfast, they will report to their 2nd period class where they will eat their breakfast prior to the start of the class period. <p><u>ELEMENTARY STUDENTS (PreK-6th)</u></p> <ul style="list-style-type: none"> • Upon arriving at school, elementary students, grades PreK-4, will receive their breakfast. The students will eat their breakfast in their classroom prior to the start of the school day. |
| <u>Lunch/Recess</u> | <p><u>LUNCH</u></p> <ul style="list-style-type: none"> • During the 2021-2022 school year, the students will have the option of going home for lunch or bringing a sack lunch to eat at the school during the lunch period. • The district will not have a lunch program during the 2021-2022 school year; however, students may remain on campus and eat their sack lunch. • Elementary students who bring a sack lunch will report to the cafeteria during the lunch period. Secondary students who bring a sack lunch will report to the HS foyer for their lunch period. <p>The district’s goal is to keep this lunch option available throughout the 2021-2022 school year; however, if an outbreak occurs, students may be required to go home for lunch until further notice.</p> <p><u>RECESS</u></p> <ul style="list-style-type: none"> • Elementary students will be provided a brief recess period. The recess period will allow students to run and play immediately after lunch. Recess will be accommodated as long as there are no health concerns due to a COVID-19 outbreak or other illness concerns. |
| <u>Snacks/Parties/Etc.</u> | <ul style="list-style-type: none"> • Due to the restrictions in place for shared food, the following will NOT be allowed: <ul style="list-style-type: none"> ○ School Parties ○ Birthday cupcakes/treats ○ Snack time • For PreK and Kindergarten ONLY- Snack time can only occur when a student brings his/her own snack or when prepackaged snacks are provided. <p><i>***Some accommodations can be made on an individual basis, per teacher request from the superintendent.</i></p> |

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| <u>Water Fountains</u> | <ul style="list-style-type: none"> • All water fountains will remain turned off and will not be in use. • Students should bring a clear water bottle if they wish to have water throughout the day. <ul style="list-style-type: none"> ○ Yeti tumblers or any other containers that are not clear will not be permitted for students. |
| <u>Student Dismissal</u> | <ul style="list-style-type: none"> • Prekindergarten students will be dismissed at 12:00 pm. • K-12th grade students will be dismissed at 3:25 each day. • Prekindergarten students will be picked up in front of the old gym at 12:00 pm. • Kindergarten students will be picked up at the Band Hall. • 1st – 5th grade students will be picked-up along Hackberry, entrance/exit 1 on the map located in the appendix. • 6th – 8th grade students will be picked-up along second street, entrance/exit 3. • 9th – 12th grade students should be picked-up at the field house or gym, depending on their sport. Students not in athletics should be picked-up at entrance/exit 3, along 2nd Street. |
| <u>Visitors</u> | <ul style="list-style-type: none"> • Visitors will be allowed on campus. • Masks will not be required; however, they are highly recommended for non-vaccinated individuals. |
| <u>Faculty Meetings and Training</u> | <ul style="list-style-type: none"> • Faculty meetings and training will resume to in-person sessions. <ul style="list-style-type: none"> ○ Virtual and distance learning will occur when appropriate, dependent on the current status and situation. |

APPENDIX – School Map

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Sanderson Schools - Entrance and Exit Map

Entrance Times

- 7:35 a.m. – Staff Members (Entrances 1 and 3 only)
- 7:40 a.m. – PreK-4th grade (Band Hall and Entrance 1)
- 7:45 a.m. – 5th – 8th grade (Entrance 2)
- 7:45 a.m. – 9th – 12th grade (Entrance 3)



Hackberry Street

2nd Street

PreK & Kinder will be at the Band Hall.

- Entrance/Exit 1 1st through 4th grade students
- Entrance/Exit 2 All 5th – 8th grade student
- Entrance/Exit 3 All 9th -12th grade students