

Terrell County Independent School District
Sanderson Schools

Start of School
Public Health Procedures
Student/Parent Guidance
Fall 2020



Excellence Is Our Expectation

Terrell County Independent School District

Sanderson Schools

Start of School – Public Health Procedures – Students Fall 2020

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Board Reviewed – July 15, 2020

****Information and procedures are subject to change. The district will follow the recommendations and directives from the Texas Education Agency and the local and state government. Any decisions and adjustments that the district makes to this plan will be made to ensure that the health safety of all students and staff comes first.****

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Student Public Health Procedures	
<p data-bbox="321 426 492 457"><u>School Arrival</u></p> <p data-bbox="220 562 591 594">*Refer to Appendix for Entrance/Exit Map*</p>	<ul data-bbox="683 426 1419 1854" style="list-style-type: none">• The earliest students will be allowed to arrive at school will be 7:40.• To limit social gatherings and to develop a procedure that allows for temperature scans, the following students will report to the following entrances:<ul data-bbox="776 590 1365 747" style="list-style-type: none">○ PreK/Kinder – Band Hall○ 1st – 4th grade – Front of Junior Building○ 5th – 8th grade – West entrance of the Junior High, along 2nd street○ 9th – 12th grade – High School entrance• Upon arrival, PreK-4th grade students must remain in their vehicle until a school employee approaches the vehicle to conduct the temperature scan.• Upon arrival, 5th – 12th grade students must stand in line, at least 6 feet apart.• If a student’s entrance temperature is greater than or equal to 100 degrees, the student will NOT be allowed to enter the building and the student will be sent home.• Parents must screen their children each morning. If a student exhibits any of the following symptoms, the student is not allowed to attend school on that day:<ul data-bbox="776 1115 1398 1556" style="list-style-type: none">○ COVID-19 Symptoms Checklist:<ul data-bbox="873 1146 1398 1556" 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• When allowed to enter the building, the student is required to immediately sanitize their hands with the hand sanitizer provided.• After the hand sanitizing, the student is required to immediately report to their first period classroom.• Students are NOT allowed to gather in the foyer to visit with peers.• Masks are required. Students must wear masks until they begin 1st period and the teacher has effectively ensured that

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	<p>social distancing is in place. Masks cannot be removed until guidance to do so is provided by the teacher.</p> <p><i>***The requirement for daily temperature scans may be adjusted after the first three weeks of school. Temperature scans for all students and employees will be required until it is determined that they are not needed daily.***</i></p>
<p><u>Mask & Symptom Information and Requirements</u></p>	<ul style="list-style-type: none">• Parents and students have a responsibility to make accurate and timely reports about their health to the district’s administration and nurse. 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:<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• 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 will be required. Masks MUST be worn in the hall, restrooms, office and in the classroom when social distancing is not in place.<ul style="list-style-type: none">○ Masks may be temporarily removed when a teacher or staff member advises the students that it is safe to temporarily remove the mask.○ Students will not be required to wear masks during physical education classes.○ Students in PreK-4th grade should have a mask with them for safety purposes. PreK-4th grade students will not be required to wear masks the entire day (per CDC guidance). Students in these grade levels should have masks available for transitions, small groups and to teach the students the importance of hygiene and safety.○ Students in grades 5th-12th will be required to have a mask at all times. While there will be times that masks will not be required (per teacher/staff

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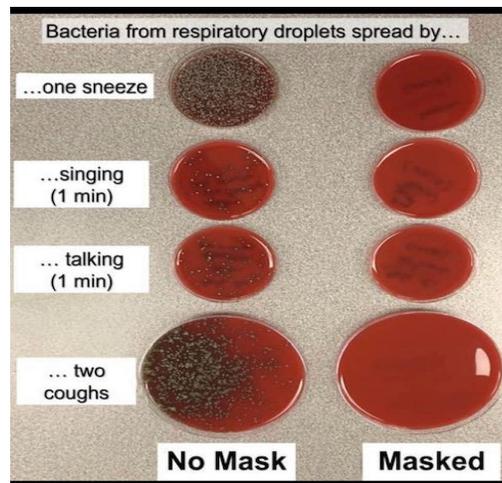
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directive), 5th-12th grade students will be required to wear them during the multiple transitions, when moving around the classroom, utilizing the restroom, purchasing breakfast, etc.



Research indicates that masks slow the spread of COVID-19, masks save lives, masks reduce risks, and masks protect staff, students and the community. Masks will be new to many students and staff members. It is our responsibility as a district to focus on safety. Masks are one of the safety measures that will be put into place for the safety of our students, staff and community. Below is an image of the droplets that spread when a mask is worn vs. when a mask is not worn.



****Masks could become mandatory at all times, dependent on the counties COVID-19 positive counts and executive orders from the Governor. Mask expectations are subject to change at any time. Consequences for noncompliance will be enforced. ****

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<p><u>Close Contact</u></p> <p>UPDATED 8-5-2020 per TEA guidance</p>	<p>This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of “close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by 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>If either occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset.</p> <p>In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.</p>
<p><u>Return to School Guidelines</u></p>	<ul style="list-style-type: none">● In the case of an employee or student who was 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);3. and at least 10 days have passed since symptoms first appeared.○ 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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">○ 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.

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	<p>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 14-day self-quarantine period from the last date of exposure.</p>
<u>Classroom Procedures</u>	<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 the classroom, the students must sanitize their hands with the hand sanitizer provided.• At the end of each class period, students must sanitize their hands with the hand sanitizer provided.• Students must enter the classroom with their masks on, covering their nose and mouth.• When a teacher determines that social distancing within the classroom is effective and sufficient, a student may be allowed to temporarily remove his/her mask, per teacher guidance.• Sign-in and sign-out forms will 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.• Community classroom supplies will NOT be allowed. Students must have their own supplies. Sharing supplies will NOT be allowed.• When possible, staff members will open windows to improve air flow by allowing outside air to circulate in the building.• On the first day of school, teachers and staff will provide instruction to students on appropriate hygiene practices consistent with the mitigation practices adopted.• After each class period, the staff will sanitize the desks/chairs prior to the next class entering the classroom.• Classrooms will be provided door stops for “no touch” the entrance and exit into the classroom.
<u>Outdoor Instruction</u>	<ul style="list-style-type: none">• When appropriate and when space is available, teachers may take a class or classes outside to engage in a lesson. As long as social distancing is in place, while outside instruction is occurring, students will not be required to wear masks.
<u>Lockers</u>	<ul style="list-style-type: none">• Students will not have access to lockers due to the close proximity and the gathering that it promotes. Students will take their backpacks to each class period. Textbooks will be shelved and kept in the classroom. If a student needs the textbook for an at-home assignment, the students will be allowed to check-out the book.
<u>Physical Education</u>	<u>ELEMENTARY</u>

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	<ul style="list-style-type: none">• Physical Education is important for all students. Students will engage in non-contact activities during their PE class. The PE areas will allow for adequate social distancing, which will NOT require students to wear masks during PE.• When appropriate, PE classes will be held outside to provide additional safety measures for the students and staff.• Any equipment used will NOT be shared and will be sanitized after each use.• Additional personnel will be utilized to support the PE classes and ensure social distancing occurs. <p><u>SECONDARY</u></p> <ul style="list-style-type: none">• Physical Education/Athletics will occur for students. The appropriate social distancing will be put into place and the sanitizing of equipment will occur, per UIL and CDC regulations.• When appropriate, PE/Athletics will be held outside to provide additional safety measures for the students and staff.• The district will comply and follow the recommendations established through UIL, TEA and the CDC.
<p><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.• Masks will only be required in the library when social distancing cannot occur.• Books, tables, bookmarks and computers will be disinfected throughout the day.• Community supplies will not be available for use in the library. <p><u>SECONDARY</u></p> <ul style="list-style-type: none">• Secondary students will have access to the library; however, whole classes will not be allowed to gather in the library.• The teachers will 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.• Masks will be required in the library when social distancing cannot occur.
<p><u>Computer Labs 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, with a signed agreement from the parent/s. This ensures that only the student assigned to the Chromebook is touching and using that device. The computer labs will be closed for non-computer - based courses. This helps ensure that multiple surfaces are not

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	<p>touched and reduces the opportunity for the virus to be spread. The only classes that will utilize the JH and/or HS computer labs will be the students enrolled in courses specifically taught in those labs: Accounting, BIM, Princ AVTC, etc.</p>
<u>Nurse Visits</u>	<ul style="list-style-type: none">• There will be students who will need to visit the nurse for issues not related to COVID-19. Before a student is sent to the nurse's office, teachers and/or staff members will be required to call the nurse to ensure that she is available. There will be a limited number of students allowed within the nurse's office. As a district, we must ensure that any student experiencing COVID-19 symptoms is isolated, also requiring that a teacher or staff member contact the nurse before a student is sent to the nurse's office.<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, the teacher will contact the nurse and she will either visit the student in the hall outside the 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 teacher or staff member has contacted the nurse.• When a student is sent to the nurse's office, the student must wear his/her mask.• 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.
<u>Grading Policy</u>	<ul style="list-style-type: none">• The original grading policy adopted by the school board will be the grading policy that will be followed during the 2020-2021 school year. The grading policy will NOT be modified.• The grading policy will be the same for students participating in "at-home" learning and "in-person" learning.
<u>Homeroom</u>	<ul style="list-style-type: none">• Homeroom has been temporarily removed from the schedule. The class periods have been extended to accommodate this change. The lunch time has changed for all students.<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○ 6th 1:41 – 2:34

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	<ul style="list-style-type: none">○ 7th 2:37 – 3:25
<u>Break/Breakfast</u>	<p><u>SECONDARY STUDENTS (7-12)</u></p> <ul style="list-style-type: none">• At the end of 1st period, the students will report to the HS foyer if they are going to purchase breakfast. (Masks MUST be worn.)• After students purchase breakfast, the students will report to their 2nd period class where they will eat their breakfast prior to the start of the class period.• Students will NOT be allowed to eat in the foyer or “hang-out” in the foyer. During break they either immediately report to 2nd period or they purchase their breakfast and then report to their 2nd period class. <p><u>ELEMENTARY STUDENTS (PreK-6th)</u></p> <ul style="list-style-type: none">• Upon arriving at school, elementary students, grades PreK-6, 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 (12:00 – 12:40 for all students)</u></p> <ul style="list-style-type: none">• Due to the district’s limited spacing and the recommendations provided by the CDC regarding lunch periods, ALL students will be required to go home for lunch, with the exception of the following students:<ul style="list-style-type: none">○ Students whose primary residence is on a ranch.○ Students who require busing to and from their residence.All other students are required to go home for lunch. <p>While we understand that this may be an inconvenience for some families, this is a measure the district is putting into place to reduce the potential for the virus to spread.</p> <p><u>RECESS</u></p> <ul style="list-style-type: none">• Elementary students will NOT participate in recess at this time. This decision is based on the limited recess space, limited personnel and the unstructured environment that recess presents. The students will have a structured PE time that will allow them to run, play and exercise.
<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

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	<ul style="list-style-type: none">For PreK and Kindergarten ONLY- Snack time can only occur when a student brings his/her own snack. If a student does not bring his/her own snack, the student will be unable to participate in snack time for that day.
<u>Water Fountains</u>	<ul style="list-style-type: none">All water fountains will be 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 is not clear will not be permitted for students.
<u>Classroom Spacing</u>	<p>The district is moving teachers and staff to rooms that can accommodate the size of their student population. Because of the moves and accommodations that the district is making, each classroom will provide the recommended 6-foot distance between students.</p> <p>Most classrooms are furnished with desks, providing the students their own workspace.</p> <p>Group work and collaborative assignments will not occur until the district receives additional guidance from the Texas Education Agency and/or CDC. While research indicates that group and collaborative work is one of the most effective teaching strategies, as a district we must focus on the health and safety of our students, staff and community. Collaboration will temporarily be limited to online technological collaboration.</p> <p>Unneeded furniture has been removed from classrooms to ensure that there is adequate space to keep students and staff members safe. Examples of items removed: sofas, cloth chairs, additional tables</p>
<u>Student Dismissal</u>	<ul style="list-style-type: none">Students will be dismissed at 3:25 each day.PreK and Kindergarten students will be picked up at the Band Hall beginning at 3:20 pm.1st – 6th grade students will be picked-up along Hackberry, entrance/exit 1 on the map located in the appendix.7th – 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 only be allowed in the building with a mask.Prior to entering the building, all visitors are subject to symptom checks, by way of screening form.Visitors will be limited to the front foyer and the main school office, unless they are deemed “essential.”<ul style="list-style-type: none">Law EnforcementService Center Employees

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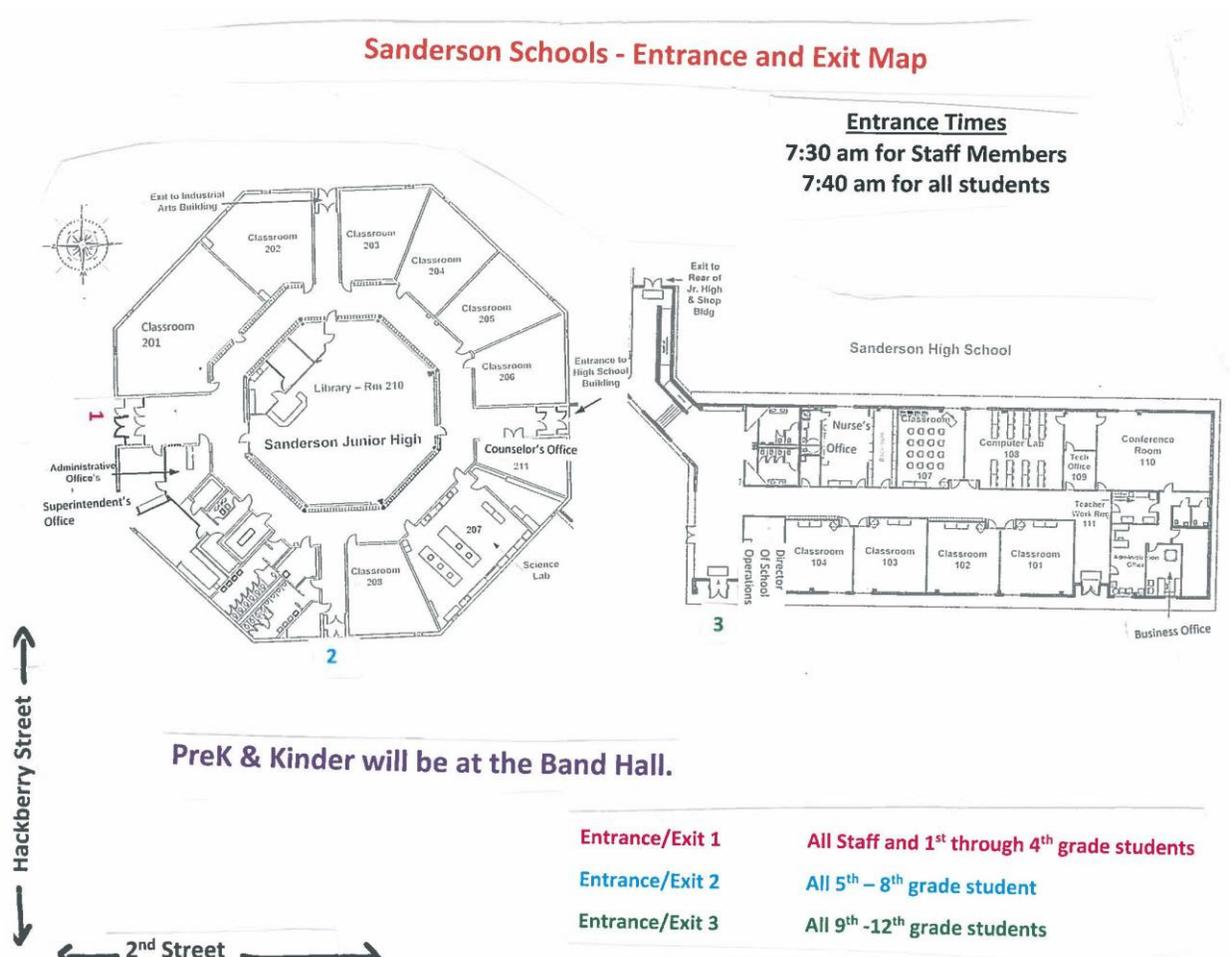
	<ul style="list-style-type: none">○ Auditors○ 588 Co-op Employees and Evaluators○ Other as determined by the school administration● Visitors will not be allowed into the classrooms, library, hallways, or other areas where students and staff are located.● All parent-teacher conferences will occur via video conferencing or phone calls until further notice.● ARD meetings and 504 meetings will be accommodated on campus, when possible, with the required social distancing in place. <p><i>***Adjustments to the visitors' temporary policy will be made to accommodate the adjustments that must be made due to the pandemic and future executive orders issued by the Governor.***</i></p>
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APPENDIX A – School Map



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APPENDIX B – Instructional Options

I _____ (parent/guardian), have selected **OPTION 1, IN-PERSON INSTRUCTION** for my child/children, for the 2020-2021 school year.

STUDENT'S NAME: 1) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 2) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 3) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 4) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 5) _____ 2020/21 GRADE LEVEL: _____

- Terrell County ISD will begin the 2020-2021 school year on August 10, 2020.
- All students are required to enter the building/s wearing a mask. A mask worn, covering the nose and mouth is required during transitions, when entering the buildings and classrooms, in the hallways, in the restrooms, during break and during group or collaborative instruction. Masks may be removed when the staff member/teacher provides the students with guidance indicating that it is safe to remove their masks, if they wish to do so. Masks will not be required during any activity, indoor or outdoor, where 6-feet of social distancing is available. Masks will not be required during physical education classes or athletic periods.
- Attendance is crucial. Students must be in attendance. The 90% attendance requirements have been reinstated by the Texas Education Agency. Students who are in violation of the attendance requirements will be filled on for truancy.
 - If a student is required to stay at home due to COVID-19 symptoms or exposure, the student MUST login to the live lessons from home (per grade level requirements) to receive credit for those days. This helps avoid attendance violations and ensures that the student does not fall behind academically. These accommodations are only made for students who require extended absences due to COVID-19 related issues.
- Temperatures will be taken daily, before a student is allowed to enter the building. Students must arrive at school between 7:40 and 7:54 for their temperature checks. The students must arrive at their entrance area, social distance and wait for their temperature to be checked. Any student arriving after 7:54 MUST request admittance into the building through the main school entrance (JH entrance).
 - After students are admitted into the building, the student is required to immediately report to 1st period, sanitize their hands with the provided hand sanitizer and wait for instructions from the teacher. Masks are to be worn until all students have arrived and the teacher notifies the student that the masks can be temporarily removed.
- Prior to attending school, parents/guardian and students have a responsibility to self-check for COVID-19 symptoms and make accurate and timely reports about their health to the district's administration. This is critical for the protection of all staff members, students, and the Sanderson community.
- COVID-19 Symptoms Checklist:
 - Feeling feverish or a measured temperature greater than or equal to 100.00 degrees Fahrenheit.

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- 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
-
- If a student has come into “close contact” with an individual who is lab-confirmed to have COVID-19 the student is NOT allowed to return to the building until the end of the 14-day self-quarantine period from the last date of exposure.
 - If a student is diagnosed with COVID-19, the student may return to school when all three of the criteria are met:
 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 respirator symptoms (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared;
 - 3a. In the case of a student who has symptoms that could be COVID-19, the individual is assumed to have COVID-19, and the individual may not return to school until the individual meets the same criteria listed above;
- OR**
- 3b. If the 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.
-
- Students are required to go home for lunch, unless the student’s primary residence is on a ranch or the student requires school transportation to and from their residence.
 - PreK-2nd grade students will be picked-up in front of the old gym (on 2nd Street).
 - Pick-up begins at 11:55 for PreK-2nd, to allow for parents to move towards the other pick-up areas for 3rd – 12th grade students.
 - 3rd – 8th grade will be picked-up in front of the JH (on Hackberry Street).
 - Lunch pick-up begins at 12:00.
 - 9th – 12th grade will be picked-up in front of the HS (on 2nd Street).
 - Lunch pick-up begins at 12:00.
 - If a parent/guardian wishes to change their student/s from **IN-PERSON INSTRUCTION** to **AT-HOME LEARNING**, this change can only occur at the end of a grading period. A letter of request to change the form of instruction for your student/s must be received at least 5 days before the end of the grading period, to allow the district and teachers to make the appropriate accommodations for the change in your student/s instructional modality.

I HAVE CAREFULLY READ AND UNDERSTAND ALL PROVISION OF THIS AGREEMENT. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE SCHOOL IF MY STUDENT HAS A LAB-CONFIRMED DIAGNOSIS OF COVID-19, HAS BEEN IN CLOSE CONTACT WITH A LAB-CONFIRMED CASE OR IS EXPERIENCING SYMPTOMS. I ALSO UNDERSTAND THAT THE DISTRICT IS MAKING EVERY EFFORT TO KEEP THE STAFF, STUDENTS AND COMMUNITY SAFE; HOWEVER IF THE DISTRICT IS DIRECTLY IMPACTED BY COVID-19, A SCHOOL CLOSURE MAY BE REQUIRED, REQUIRING ALL STUDENTS TO PARTICPATE IN AT-HOME LEARNING, UNTIL IT IS SAFE TO RETURN TO THE BUILDING FOR IN-PERSON INSTRUCTION.

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Parent/Guardian Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____

I, _____ (parent/guardian), have selected **OPTION 2, AT-HOME INSTRUCTION** for my child/children, for the 2020-2021 school year.

STUDENT'S NAME: 1) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 2) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 3) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 4) _____ 2020/21 GRADE LEVEL: _____

STUDENT'S NAME: 5) _____ 2020/21 GRADE LEVEL: _____

- Terrell County ISD will begin the 2020-2021 school year on August 10, 2020.
 - Students are required to attend classes according to the adopted school calendar from 7:50 – 3:25 daily.
- All students in grades **PreK-2** who have elected to participate in **AT-HOME INSTRUCTION** are required to attend class daily.
 - PreK-2 students are required to attend live lessons at the time indicated daily. This schedule will be established by the teacher to ensure that the students participate in the most beneficial live lessons: phonics, reading, math, etc.
 - PreK-2 students are required to communicate with the teacher daily, in addition to the live lesson. The modality of communication could occur via phone or teleconference.
 - PreK-2 students are required to complete all “at-home” assignments and computer programs daily.
 - If a student does not attend the daily live lesson, does not communicate with the teacher daily and/or does not complete assignments or computer programs daily, the student is considered absent for that day.
- All students in grades **3-12** who have elected to participate in **AT-HOME INSTRUCTION** are required to attend all class periods, via Zoom and/or Google Meets each day.
 - The students will follow the class schedule per their course enrollment. They will attend all classes via live lessons each day. Example: The student will login to period 1 at 7:50 and remain in class via the online platform until that class period is over. The student would then login to period 2 at 9:10 and remain logged in until that class period is over. This continues for each class period.
 - 3rd and 4th live lesson exemptions: library time, computer time and PE.
 - 5th – 8th live lesson exemptions: keyboarding, computers and PE.
 - 9th – 12th live lesson exemptions: PE, Plato Courseware courses, Dual Credit Courses
 - Even through their may be some live lesson exemptions, students are still required to complete the daily required **AT-HOME INSTRUCTION** in order to earn credit and to be considered present for that course.
 - In some cases, if **AT-HOME INSTRUCTION** will not be appropriate for some classes. Students who enroll in courses such as Welding, and Athletics may be required to attend

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those classes **in person** because of the required participation and hands-on-experiences required for course credit.

- Students attending Sanderson Schools via **AT-HOME INSTRUCTION** are required to have their camera and microphone on during the class period. The camera must be on the student's face, as evidence that they are in attendance in class.
 - Failure to have the camera and microphone on during the live lesson will result in an absence for that student, for that class period.
- Students participating in **AT-HOME INSTRUCTION** are required to participate in the class discussions and activities via distance learning.
- Students participating in **AT-HOME INSTRUCTION** are required to submit assignments daily, as part of the requirements for attendance.
- Attendance is crucial. Students must be in attendance daily. The 90% attendance requirements have been reinstated by the Texas Education Agency, regardless of whether the students are enrolled via **AT-HOME INSTRUCTION or IN-PERSON INSTRUCTION**. Students who are in violation of the attendance requirements will be filled on for truancy.
 - If a student is participating in **AT-HOME INSTRUCTION**, and the student acquires three or more unexcused absences within a grading period, the student's opportunity for **AT-HOME INSTRUCTION** may be revoked, and the student may be required to attend **IN-PERSON INSTRUCTION**.
 - Failure to attend **IN-PERSON INSTRUCTION** after **AT-HOME INSTRUCTION** has been revoked, will result in the student and parent being filled on for truancy and the student could be retained in their current grade level due to non-attendance.
- If a parent/guardian wishes to change their student/s from **AT-HOME INSTRUCTION to IN-PERSON INSTRUCTION**, this change can only occur at the end of a grading period. A letter of request to change the form of instruction for your student/s must be received at least 5 days before the end of the grading period, to allow the district and teachers to make the appropriate accommodations for the change in your student/s instructional modality.

I HAVE CAREFULLY READ AND UNDERSTAND ALL PROVISIONS OF THIS AGREEMENT. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE SCHOOL IF MY STUDENT HAS A LAB-CONFIRMED DIAGNOSIS OF COVID-19, HAS BEEN IN CLOSE CONTACT WITH A LAB-CONFIRMED CASE OR IS EXPERIENCING SYMPTOMS. I ALSO UNDERSTAND THAT AT-HOME INSTRUCTION REQUIRES MY STUDENT/S TO BE ENGAGED IN LIVE LESSONS, AT-HOME ASSIGNMENTS, AND REQUIRES THAT MY STUDENT/S ACTIVELY PARTICIPATE ACCORDING TO THE TEACHER'S REQUIREMENTS. FAILURE TO COMPLY WITH THE AT-HOME REQUIREMENTS COULD RESULTS IN A STUDENT'S ACADEMIC REGRESSION. STUDENTS WHO ARE NON-COMPLIANT AND UNENGAGED COULD SEE GRADES BEGIN TO BE NEGATIVELY IMPACTED. STUDENTS WITH EXCESSIVE ABSENCES WHILE PARTICIPATING IN AT-HOME LEARNING WILL BE REQUIRED TO ATTEND IN-PERSON INSTRUCTION. I UNDERSTAND THAT THE DISTRICT IS OFFERING MY STUDENT/S AN AT-HOME INSTRUCTIONAL OPPORTUNITY DUE TO THE CURRENT HEALTH PANDEMIC. AT ANY TIME, THE AT-HOME INSTRUCTIONAL MODEL COULD BE SUSPENDED AND ALL STUDENTS COULD BE REQUIRED TO ATTEND IN-PERSON.

Parent/Guardian Signature: _____ Date: _____

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Printed Name of Parent/Guardian: _____

APPENDIX C – Grading Policy

NOTE:

Procedural guidelines give specific suggestions and district expectations for the implementation of a district policy. This set of guidelines is intended to provide guidance for teachers to follow in determining grades for students. Many of the following procedures are already contained in various district curriculum guides as developed by teachers and coordinators and others have been sent in the form of memos to administrators through the years.

The rationale for this set of guidelines is to achieve fair, accurate, and consistent assessment of student achievement based on standards as established by the State of Texas, and to ensure students and parents receive feedback related to academic progress.

REPORTING ASSESSMENT

Teachers will report assessments to students in a timely manner. The following guidelines should be observed:

A. Students will receive minor assignment feedback within three to five school days.

(Minor assignments include, but are not limited to: daily work, group work, homework, and AR reading. If AR reading is used within the minor category, it cannot exceed 10% of the minor category.)

B. Major assignments such as research projects, group projects, and research papers or other long-term projects shall receive a final cumulative grade within ten school days. However, the teacher shall award interim minor assessment grades for individual steps in the process within the guidelines stated previously.

(Major assignments include, but are not limited to: quizzes, unit tests, six-week tests, project-based learning, research papers, labs, etc. A minimum of three grades is required in this category.)

C. Student grades are confidential and will be treated accordingly. (Practices such as oral group disclosure, students grading other students' work where a grade is placed on the assignment or posting of grades by name will not occur.)

D. Interim progress reports with assignments listed will be issued to every student at the midpoint of the grading period. Notice of a student's consistent unsatisfactory performance will

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be issued in accordance with EIA (Local). According to this policy, unsatisfactory performance will be defined as a failing grade, achievement that has dropped two or more letter grades, and/or conduct that is unsatisfactory and/or would receive a grade of U.

Teachers are expected to use a variety of types of student work performance to assess student achievement. The teacher should choose those which are most appropriate to the class, the students, and the TEKS/SEs under study.

BASIS FOR EVALUATION

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments appropriate to the class, the students, and the TEKS/SEs under study. Regular and periodic assessment of student progress should be made using the following specific procedures:

The following percentages shall determine the cumulative grade for each reporting period.

Kindergarten

The summative evaluation of a student's program during a recording period will be based on sufficient data. Teachers will utilize a variety of assessments, observations, and keep accurate documentation of a student's progress during a recording period.

The teachers will use S (Satisfactory), N (Needs Improvement) and – (Not tested) to indicate a student's progress on the Kindergarten Standards Performance Report. A 'Satisfactory' grade may also include a '+' or a '- beside it. A '+' indicates better than satisfactory, while a '-' indicates room for improvement. Kindergarten students will be evaluated on Reading Readiness, Phonological Awareness, Writing/Language Skills, Math Readiness, all based on the required Kindergarten TEKS.

Grades 1-2

Minor grades: 80%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 20%

(A minimum of two grades is required in this grading category)

Special Note: Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

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Grades 3-6:

Minor grades: 70%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 30%

(A minimum of two grades is required in this grading category)

Special Note: Social Studies and Science grades will not be placed in specific grading categories. All grades in Social Studies and Science will be weighted the same. The minor and major grade categories only apply to Reading, ELAR, and Math.

Grades 7-8:

Minor grades: 60%

(Accelerated Reading may be included in the minor grades; however, it may not constitute for more than 20% of the minor assessment summative grade. Homework may be used in the minor category; however, it may not constitute for more than 10% of the minor assessment summative grade.)

Major grades: 40%

(A minimum of three grades is required in this grading category)

Grades 9 -12:

Minor grades: 40% - Homework and other forms of formative assessment should be utilized as a method of ongoing assessment of student achievement. Homework is best used as independent practice of material taught and practiced under the teacher's direction. It should not be used to introduce concepts or skills learning. It is appropriate to use for extension, enrichment, and application. In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average.

Major grades: 60% - In the determination of a six weeks grade, no single grade should constitute more than 30% of the student's six weeks average. If long-term projects are used, the teacher should award grades for individual steps in the process with periodic assessments of progress being made. In this way, a teacher is aware of progress throughout the grading period and can issue interim progress reports with accuracy.

(A minimum of three grades is required in this grading category)

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***Teachers are encouraged not to leave semester or six-week grades on a “9” (Example: 59, 69, 79, and 89).

FACTORS NOT TO BE USED IN GRADING

- A. A teacher may not deduct points from a student’s academic grade because of disciplinary infractions other than academic dishonesty.
- B. When a student fails to clear a record on textbooks, library books, or other school owned equipment, the academic grade may not be lowered.
- C. A teacher may not award points or deduct points for bringing supplies to class. The course grades should reflect knowledge learned from the required TEKS.

REDO/RETAKE

Upon notification of an unsatisfactory **major grade**, a student will be provided supplemental instruction and given an opportunity for reassessment within five days of the original assignment/test. A retest/redo may include corrections. If corrections are used as the redo/retake, they must require a student to justify the new answers and provide the student with the opportunity to reflect on his/her errors. Redo/retakes are not limited to failing grades; however, any student completing a redo/retake assessment may only earn half the points lost on the original assessment (example – if a student’s original score was a 65, the student is eligible to earn half of the 35 points not earned [17.5] allowing the student to increase his/her score to 83). All redo/retake grades must be completed one week prior to the end of the grading period. These guidelines do not apply to late work.

INCOMPLETE GRADES

A report card grade for six weeks is a report to parents of the student’s achievement at that time. Even though a unit of study may not be a completed or any area of study may be in progress, a grade must be reported:

- A. A grade of incomplete should be given to a student for a grading period only if:
 - 1. The student had excused or school absences during the final days of the grading period and still had allowable days (1 per each day of absence) in which to complete make-up work or

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2. The student had excused absences which extended beyond the end of the grading period and had not yet returned to school when the grading period ended.

B. Each teacher must submit to the Superintendent written explanation for any “I” given prior to verifying grades (forms will be available for this written explanation).

C. A grade of incomplete should not be given to a student for any grading period if the student has simply failed to complete work. Late work may certainly be accepted during the grading period as teachers attempt to move students to mastery levels, but students should understand that only illness or school related absences can extend any grading period.

D. According to UIL rules of extracurricular eligibility, grades of “I” are treated as a failing grade until they are changed to a passing numerical grade.

E. All incomplete grades must be converted to a numerical assessment of the student’s actual achievement level for that grading period within two weeks of the end of the grading period or of the student’s return to classes.

AWARD CREDIT

A student’s semester grades in a full-year course will be averaged for award of credit purposes. If the average of the two semester grades is 70 or above, the student shall be awarded credit for the full-year course. If the average of the two semester grades is below 70, the student shall be required to successfully earn a passing grade (70 or above) in the next upcoming, current summer school session to make-up the semester failed. However, if the student does not attend summer school immediately after the course was failed to earn a 70, then the entire course (both semesters) must be repeated during the long term. This rule does not apply to new students transferring to the District with prior failed semesters on their transcripts.

MONITORING OF GRADEBOOKS

A teacher’s gradebook or computerized grading program is an auditable, legal document. Therefore, the district is responsible for monitoring gradebooks to ensure that the recording of student assessment is accurate. During any formal observation for T-TESS, the gradebook may be examined to determine if policy is being followed and that timely and periodic assessments of student achievement are being made. A minimum of one grade should be recorded in the gradebook per week, per subject area.

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HOMEWORK PURPOSE AND OBJECTIVES

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give the student practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the student prepare for classroom work.
6. To allow the student to make up work after an absence.
7. To provide a means of reteaching essential knowledge and skills.

SEMESTER EXAMS/GRADES

Semester exams are required for all graded courses in grades 7-12. Students may earn exemptions from courses according to the exemption criteria.

The semester grade will be determined by the following percentages:

6 weeks grades = 80%

Semester exam grade = 20%

SECONDARY SEMESTER TEST EXEMPTIONS (GRADES 7-12)

Students who meet certain grade and attendance criteria may be exempt from semester exams.

In grades 7-9, students may be eligible to be exempt from one exam per semester; however, they cannot be exempt from the same exam each semester (within the same school year).

In grade 10, students may be eligible to be exempt from two exams per semester.

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In grades 11-12, students may be eligible to be exempt from all exams, with the exception of one core subject (Science, English, Math, History) exam, even if exemptions are granted in every class.

The semester test that will be taken will be the class with the student's lowest average. The cumulative average for exemptions will be calculated at the end of the fifth week of the third six weeks of the semester.

Students who earn exemptions must be exempted from the exam. Teachers do not have the discretion to allow or disallow exemptions in their classrooms. Students will be eligible for exemptions in core content subjects and electives. All graded courses require a semester exam.

Students enrolled in Dual Credit or TXVSN courses that require semester exams may use these courses for their required semester exams in grades 10-12.

Students are subject to loss of exemptions for disciplinary infractions. Placement in ISS or DAEP automatically prohibits text exemptions.

Exemption Criteria

- 95–100 average, 3 or fewer excused absences or tardies (combined)
- 90-94 average, 2 or fewer absences or tardies (combined)
- Dual Credit students must have a 90 or above average to be exempt from attending school on the scheduled high school exam day for that class period.

Student MUST have passed the STAAR test for the subject the previous year.