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ALC Building



SFISD-Connecting the Future 2020

The following safety guidelines have been put together based on guidance from TEA, work from many stakeholders involved in sub committees, and the SFISD administration and staff. These policies are fluid and ever changing as we monitor this pandemic and listen to the guidance of healthcare officials. We will continue to send out new information as we receive guidance and we have an FAQ set up on our district home page.

COVID-19 Standard Response Protocols

Student Health Protocols

- Students will be screened daily as they enter the building or board transportation. This screening may look different at the elementary levels or secondary levels. Temperature checks may be done for younger children.
 - As a student enters the building and is checked into the ALC campus, they will be asked by an ALC staff member to proceed through the metal detector. A DAEP/ISA teacher will check students in, lock up their cell phones, and screen the students in the same process. All staff will be trained on this process in the event that the assigned personnel is unavailable.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
 - Student desks will be distanced 3-6 feet apart or split by a partition. If Governor Abbott has a mask order in place, students will be required to wear masks at all times.
- All students should practice appropriate social distancing, hand hygiene, and respiratory etiquette.
 - All students will utilize hand sanitizer upon entering the building. Sanitizer will also be readily available in each classroom.
- All students should regularly wash their hands when reporting to school and after using the restroom.
 - All students will utilize hand sanitizer upon entering the classroom.
- All students will be trained on proper hand-washing techniques and participate in scheduled handwashing times throughout the day.
 - As part of DAEP/ISA intake, we will show students the location of the restroom and ensure they understand proper hand-washing techniques.
 - Students will be asked to utilize the restroom 1 person at a time.
- All students should maintain social distancing from others whenever possible. If this is not possible, face covering are recommended. All students (age-appropriate) are encouraged to use non-medical grade facemasks, covering nose and mouth, while in indoor common spaces.
 - Lines will be taped on the ground for entry to ensure students stand 6 feet apart as they enter the building.
 - Students will only move from their desks with permission. This will allow the teacher to control the number of students who are up at the same time and assist in managing social distancing.

Employee Health Protocols

- All Santa Fe ISD employees will be required to complete a self-screening daily.
 - Teachers will be complete the self-screening as they enter the ALC each day.

- All employees will be trained on appropriate methods and practices to protect themselves and others.
 - During in-service week, we will ensure all employees understand all procedures to protect themselves and others.
 - When searching a student's personal items, teachers will wear gloves and disinfect gloves before searching the next student's items.
- All employees will be trained on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees shall regularly wash their hands when reporting to work and after using the restroom.
- All employees shall maintain social distancing from others when possible. If this is not possible, face coverings must be used.
 - For anything beyond a simple redirection, employees will request the student enter the hall for a corrective conversation. This will allow for better distancing during the conversation while still respecting the student's privacy among other students.
 - Teachers will promote social distancing in their classes and ensure that their conversations to assist students are also done at a safe distance.

Arrival/Dismissal/Transitioning

Arrival

- Students will report straight to designated areas to limit the size of student groupings.
 - Three staff members will be assigned to check in arriving students while all other staff members are in the classrooms. This will allow all students to report directly to class.
- Santa Fe ISD already has designated student entry points for school safety. However, students may be asked to wait at designated markers as they enter the buildings in order to follow social distancing.

Metal Detector Entry

- The following procedures will be in place until further notice:
 - Students will only be permitted to bring a cell phone or small purse into the building.
 - Students will follow markers on the floor to practice social distancing.
 - The goal for students is to be able to walk through the metal detector and only place their phone in the bend.
 - DAEP students will be required to turn their phone in upon entry and may retrieve it prior to exit each day.
 - Sanitizer will be available for use before and after entering the metal detectors.
 - Teachers checking bags will use gloves
 - Teachers, coaches, and parents will work with students to reduce the amount of materials brought back and forth from school.

Dismissal

- Campuses will implement staggered release procedures with multiple exits.
 - The ALC campus will release students by calling their name one by one ensuring a 6-foot gap between each student as they exit the building.
 - DAEP Students will be dismissed systematically to receive their items from the front. This will allow the teaching staff to control the number of students moving through the hallway at one time.

Meal Service

- All child nutrition staff will use Personal Protective Equipment (PPE) while performing job responsibilities and will be trained to practice health and hygiene regulations.

- To ensure the safety of students and staff, no outside food deliveries will be accepted.
- Visitors will not be allowed during breakfast/lunch times.

Serving Students

- We encourage parents and students to limit cash exchanges by using the School Café app for online payments.
- Serving items will be disposable and students will not be allowed access to self-serve items in order to prevent cross contamination.
- All cafeteria staff will wear gloves and masks and clear barriers will be installed around the cashiers.
- At the ALC Campus, Students will be called up one at a time to grab their lunches so that they are never within 6 feet of one another or the teacher. The teacher who is gathering the meals will wear gloves and a mask.

Breakfast/Lunch:

- Students will eat at their assigned locations for breakfast/lunch to promote social distancing.
- Students are not allowed to share food at any time.
- Eating will only be allowed during designated breakfast/lunch times.

Transportation

- Students will sit in the window and aisle seats and skip the middle seat.
- Hand sanitizer will be available as they enter the bus.
- Busses will be cleaned with a fogger system and wipe down between routes.
- Encourage windows down during good weather to provide fresh air.
- All drivers will wear masks.
- DAEP students will be responsible for their own transportation to and from the Alternative Learning Center.

Campus Organization/Procedures

In the classroom setting:

- Students will be seated with as much separation as feasible without disrupting the educational experience.
 - When a teacher needs to be close to students, they will wear a mask.

Campus Cleaning

- Ongoing use of flu and contagious disease cleaning protocols.
- Distribute written disinfection protocol for teachers and staff.
- Distribute disinfecting supplies to teachers and staff.
- Install hand sanitizer stations in every class and all hallways.

Extra-Curricular/Field Trips

- Athletics and Extracurricular Activities will be conducted in alignment with UIL guidelines.
- Non-UIL activities will follow the same COVID-19 related guidelines as UIL activities.
- No indoor Pep-Rallies during the Fall Semester. Outdoor Pep-Rallies or gatherings must be in compliance with state social distancing guidelines.
- Until further notice, the use of field trips to enhance the educational experience may be limited or postponed.

- Student social activities may be limited due to healthcare requirements and may come with rules and regulations depending on the activity.
- Hand sanitizing/washing stations must be available for any activity.
- DAEP students are prohibited from participating in or attending any extra-curricular activities until they have completed their disciplinary placement.

Visitors/Deliveries/Miscellaneous

- To limit exposure, informal campus visits will be restricted. (including during meal time)
- Essential meetings will be done by appointment or through a virtual format. Parents are encouraged to call first. Many meetings can be done online.
- In the event an individual visits a campus, they must pass a screener to access a school campus.
- To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e. food, gifts, doordash, etc.).

Face-to-Face Instruction

Students in Santa Fe ISD will have the opportunity to attend schools and receive instruction via face-to-face format for the 2020-2021 school year. All health restrictions and requirements will be followed as listed above.

Digital Instruction

In preparation for the 2020-2021 school year, Santa Fe ISD will provide an option for instruction via digital format. Final decisions for offering digital instruction will be made based on the number of students who enroll and acceptance of the specific procedures and guidelines

Grades PK-2 Digital Synchronous/Asynchronous Instruction- Teacher driven instruction with a blend of real-time/self-paced learning. *(More guidelines and conditions provided soon. Expectations for digital learning in the 2020-2021 school year are far more specific for students to be awarded credit and attendance.)*

Grades 3-12 Digital, Synchronous Instruction - Two-way, real-time/live, digital instruction between teachers and students when students are not on campus. Students are expected to be actively engaged in learning with their teacher during a specific time during the school day. *(More guidelines and conditions provided soon. Expectations for digital learning in the 2020-2021 school year are far more specific for students to be awarded credit and attendance.)*

Secondary Specifics

- Students enrolled in certain performance-based electives will be required to attend class at times. These times can be worked out with the teacher to limit exposure. (For example, welding classes will require hands on work with an instructor.) Course requirements will be sent out in the future.
- Secondary students will be required to log into the virtual classroom during the original scheduled class time. If they do not, it will constitute as an absence for that class. Student attendance is required like that of the face-to-face student.
- Students wanting to play sports may still enroll in virtual instruction. However, they will need to be enrolled in the correct class and attend practices. Coaches will communicate in-person attendance expectations.

Pre-Kindergarten- 2nd Grade

- Instruction that does not require having the instructor and student engaged at the same time. The student is required to be engaged daily with work and the teacher is required to give daily feedback.

Digital Instruction Requirements:

Digital instruction in the 2020-2021 school year in Santa Fe ISD will look vastly different from digital instruction during the Spring semester closure. Students must have access to the following:

- Broadband internet access
- Laptop or desktop computer for use a minimum of 4 hours each school day (Monday-Friday)
- The laptop or computer must be able to run live streaming, video, and have the capability for the student to respond through live chat and video.

In addition, the following requirements must be met before a student can be enrolled:

- The student had passing grades at the end of the 2019-2020 school year in all subjects.
- The student participated fully in remote learning during the Spring of 2020 closure due to the COVID-19 pandemic.
- Santa Fe ISD students receiving specialized instruction *may* be required to attend in person with all safety measures in place.

In order to continue in digital learning once enrolled, the following requirements must be met:

- The student will participate in all required coursework and digital lessons during normal school hours.
- The student will have passing grades at the end of each grading period (failure to have passing grades will result in being unenrolled in digital learning and enrollment in face-to-face learning at their assigned school).
- The student will participate in all tutoring sessions required by the teachers.
- For accelerated and advanced high school weighted courses, students will need to be able to come to a designated campus on assigned days and times to take assessments on units of study.

Social/Emotional Needs—SFISD understands that situations like a Pandemic are considered to a trauma events for students and staff. Therefore, the following measures will be put in place to support the emotional wellbeing of our learning community.

- Staff will receive training on Social Emotional Learning, Trauma-informed Practices, Counselor support training, and promoting a positive culture.
- Students will also receive training based on campus needs and the 7-Mindsets.
- Parents trainings will be offered throughout the year.

Grading

The evaluation of student learning through grading and assessment will be revised for the 2020-2021 school year. The process for evaluation and grading will be similar to what they were during the 2019-2020 school year prior to the COVID-19 closure. Grades received in a digital format will follow the same grading guidelines as face-to-face instruction. Teachers and staff will receive additional support and guidance on effective grading practices to ensure that grades are valid and reliable for all students.

High School Courses:

- GPA will be included for the digital learning platform as it will be for the in-person learning.
- SFISD is not sure if NCAA will accept the digital learning platform to meet their requirements. Until then, it is encouraged that athletes expecting to play sport at the collegiate level attend our traditional classroom.