

Penelope ISD

2022-2023

**Return to In-Person Instruction
Continuity of Services Plan**



Revised June 2022

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Introduction and District Priorities

Penelope ISD looks forward to the 2021-2022 School year. Despite all the challenges with COVID-19, our district will continue to provide an excellent education to our students that not only encompasses core curriculum courses but extracurricular activities and organization as well. We have been planning for the opening of the 2021-2022 school years with a focus on continuity of services.

Our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials. Centers for Disease and Control Prevention Website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/reopening-schools.html>.

Texas Education Agency Website:

<https://tea.texas.gov/texas-schools/healthsafety-discipline/covid/coronavirus-covid-19-support-and-guidance>

Penelope ISD is honored to provide education to the children in our district and we look forward to a successful school year.

KEY PRIORITIES AND FOCUS AREAS

- Educational Excellence
- Emotional Wellness
- Public Health and Safety
- Instructional Continuity
- Communication

GUIDANCE

Throughout the ongoing efforts of reopening our district, Penelope ISD will continue to respond to guidance from:

FEDERAL

- Centers for Disease Control and Prevention (CDC)

STATE

- The Office of the Texas Governor
- Texas Department of Health and Human Services
- Texas Education Agency (TEA)
- University Interscholastic League (UIL) LOCAL

LOCAL

- Hill County Emergency Management
- Penelope ISD Administration and Staff

Section 1 Health and Safety Standards

Penelope ISD will follow the Operational Strategy for K-12 Schools through Phase Prevention guidance for health and safety standards. The latest guidance is available at

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operationstrategy.html>

Health and Safety of Students, Educators, Staff

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Universal and Correct Wearing of Masks

Penelope ISD will follow Executive Order no. GA-36. Effective 11:59 p.m. on June 4, 2021, no student, teacher, parent, or other staff member or visitor may be required to wear a face covering. Individuals choosing to wear a face covering are advised to follow the Center for Disease Control's universal and correct use of masks guidance.

Facilities - Physical Distancing

Core principle for physical distancing: Between students in classrooms:

- Elementary school students should be at least 3 feet apart.
- Middle schools and high schools, students should be at least 3 feet apart in areas of low, moderate, or substantial community transmission. In areas of high community transmission, middle and high school students should be 6 feet apart when possible.

Maintain 6 feet of distance in the following settings:

- Between adults (teachers and staff), and between adults and students, at all times in the school building when possible.
- During activities when increased exhalation occurs, such as singing, shouting, or sports and exercise.

Other measures when possible:

Remove nonessential furniture and make other changes to classroom layouts to maximize distance between students.

Face desks in the same direction, where possible.

Eliminate or decrease nonessential in-person interactions among teachers and staff during meetings, lunches, and other situations that could lead to adult-to-adult transmission.

Visitors:

Visitors will be required to check in with the main office and asked to physically distance from others when possible.

Transportation:

Create distance between children on school buses when possible. Open windows to improve ventilation when it does not create a safety hazard.

Bus Disinfecting Protocol:

- Between each AM & PM Routes - Disinfecting spray and wipe down high touch items with disinfecting wipes.)
- Weekly Disinfecting Process - Spray buses with disinfecting spray and wipe down high touch items with disinfecting wipes.

Hand washing and Respiratory Etiquette

Teach and reinforce hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students, teachers, and staff. If hand washing is not possible, hand sanitizer containing at least 60% alcohol should be used.

Encourage students and staff to cover coughs and sneezes with a tissue and immediately wash their hands after blowing their nose, coughing, or sneezing.

Some students with disabilities might need assistance with hand washing and respiratory etiquette behaviors.

Hand Washing/Sanitizing and Disinfecting Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Disinfecting wipes will be provided in all classrooms and offices to use for all high touch areas.
- Staff and students will be expected to regularly wash their hands and use hand sanitizer. Disinfecting Expectations
- Staff will have access to disinfectant solutions to clean high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

Cleaning and Maintaining Facilities

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected daily.
- All high-touch areas will be disinfected throughout the day.
- Cafeterias will be disinfected between lunch times.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom.
- If a classroom or facility is closed due to COVID-19 spread, the area will be fogged and disinfected. The following disinfectant will be used and are recommended for use on the virus that causes COVID-19:

P-4D

- Custodial staff will disinfect classrooms, restrooms, athletics and all additional areas throughout the school facility.

Cleaning/Sanitizing/Disinfecting Agents

Cleaning Sanitizing-Disinfecting Agents (and links to MSDS information sheets)

Disinfecting Materials for Fogging and Spraying

- P-4D

Disinfecting Spray

- Clorox Disinfecting Spray
- Lysol Disinfecting Spray

Disinfecting Cleaners

- Envy Foaming Disinfectant Cleaner
- Lysol Foaming Disinfectant Cleaner

Disinfecting Wipes

- Generic Sanitizing Multi-Surface Wipes
- Clorox Disinfecting Wipes

Hand Sanitizers

- Antimicrobial Hand Sanitizer
- Symmetry Foaming Hand Sanitizer
- Hand Gel Sanitizer

Contact Tracing

Penelope ISD will follow CDC guidelines for contact tracing.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/contacttracing.html>

Penelope ISD will ensure compliance with applicable laws related to privacy and the collection/sharing of this information.

- Students and staff diagnosed with COVID-19 should isolate and stay away from the school/campuses until requirements for end of isolation are met.
- Positive COVID-19 cases will be reported to the health department, in accordance with applicable privacy and other laws.
- Close contacts and families of close contacts will be notified in accordance with applicable privacy and other laws, of exposure as soon as possible.

Diagnostic and Screening

Screening Protocols

- Staff members are asked to self-screen for COVID-19 symptoms daily prior to arrival at the campuses
- Any staff member who is experiencing COVID-19 symptoms must contact their immediate supervisor as soon as the symptoms are noticed.
- Parents/guardians are asked to screen their child for COVID-19 symptoms each day, prior to sending them to school and before they ride a bus.

- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19.
- Teachers will monitor students and refer them to the campus office if symptoms are present.
- All visitors are asked to self-screen for COVID-19 symptoms before entering any Penelope ISD facility.
- Staff, students, and visitors should not enter campuses or district buildings if any of the following apply.
 - Were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
 - Provided care at home to someone who is sick with COVID-19
 - Had direct physical contact with the person (hugged or kissed them)
 - Shared eating or drinking utensils
 - Sneezed, coughed, or somehow got respiratory droplets on you
- Students and staff who have tested positive for COVID-19 are required to isolate and will be permitted to return to school when:
 - At least 5 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Other symptoms of COVID-19 are improving.

Efforts to Provide Vaccinations

Penelope ISD will communicate information from Texas Department of State Health Services, Public Health services and local health providers on location and availability of Covid-19 vaccination.

Health and Safety Accommodations for Children with Disabilities

Penelope ISD will follow ARD Committee and 504 Plan recommendations for children with disabilities.

Section 2 Continuity of Services

Penelope ISD will continue instructional practices to provide consistency and ensure the safety of students and staff.

Campus instructional schedules are as follows:

- Penelope ISD – 8 am – 3:30 pm

Penelope ISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- Penelope ISD will utilize the strategies and best practices to design learning activities for all students.
- Learning experiences are designed to meet the needs of the learner.
- Students will engage in high quality learning experiences aligned to Penelope ISD curriculum and Texas Essential Knowledge and Skills.

Instruction

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide in-person instruction, learning resources and support utilizing Google Classroom if applicable.
- District-directed and campus-designed safety procedures will be implemented.
- Scheduling for In-Person Learning
 - Grades PreK-3rd – Self-contained schedule with some rotations
 - Grades 4-5 – Schedules assigned based on grade level specific requirements
 - Grades 6-8 – Schedules assigned based on grade level specific requirements
 - Grades 9-12 – Schedules assigned based on their course selections.

Teachers can design small group time to differentiate instruction within the instructional block.

Intervention and Enrichment

Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students and parents their plan for the designated time.

Special Education Support

ARD Committees will determine the unique needs of students who receive special education services. The nature of special education interventions will likely require a heavier concentration to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

Penelope ISD is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES

Preparation for Learning

Student

- Be prepared for learning each day and have work and assignments completed and ready.
- Complete coursework by deadline set by teachers.
- Check district assigned email each day.
- Ensure you are receiving class and district communications via Google Classroom or emails. If not, contact your teacher/campus.

Parent

- Encourage your child to have their appropriate supplies in their backpack the night before.
- Help your child check their district assigned email each day, possibly multiple times each day.
- Ensure you are receiving district communications via All-Call. Contact District if not receiving.

Teacher

- Utilize the district curriculum documents and follow the Year at a Glance (YAG) and Scope and Sequence Documents as closely as possible.
- Communicate with parents regularly.
- Upload daily/weekly instructional materials into Google Classroom: Grades PreK- 5, at teacher's discretion.
- Be prepared to teach daily lessons

Learning & Teaching Expectations

Student

- Attend classes according to school schedule and give your best efforts in your school assignments.
- Participate in learning activities as instructed by teachers.
- Be organized in your work and in getting projects completed.
- Ask questions and communicate with your teacher.
- Be aware of what you should be learning each day.
- Become familiar with the structure of Google Classroom, if being used by the teacher.
- Turn in assignments on time.

Parent

- Access Parent Portal (grades 1-12) to view student grades.
- Check in with student(s) to monitor completion of homework and assignments.
- Discuss your child's favorite part of their day and what they learned in school.
- Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year.
 - Maintain communication with your child's teacher by phone, email, or in-person to create a learning partnership.
- Monitor and ask for evidence that your child is on track with assignments and coursework.

Teacher

- Teach students how to access learning materials through Google Classroom if using.
- Provide instruction and facilitate learning throughout the day.
- Manage resources to provide consistency and routines for students.
- Provide clear learning goals for students.
- Follow the expectations established across the district.
- Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.
- Post all grades weekly in accordance with district grading guidelines

Support and Intervention

Student

- Attend intervention/tutorial sessions as established by your teacher or school.

Parent

- Allow your child to attend intervention/tutorial sessions as needed.
- Assist in supporting your child's needs by communicating with the teacher.
- Help your child own their learning. Provide support and encouragement and expect your children to do their part.

Teacher

- Provide intervention or tutorial sessions as needed.
- Follow student IEPs/504 accommodations in all learning environments.
- Use data to pinpoint students' specific needs for enrichment and intervention.
- Monitor student progress with fidelity according to recommendations.
- Provide and communicate conference period for student/parent support.
- Attend and participate in professional learning

LEARNING TOOLS

Device

- Students in Grades 1-12 will use Chromebooks to supplement learning as needed.
- Student can bring personal devices such as laptops or tablets for instructional purposes only—Penelope ISD will not be able to support or responsible for the devices. Students are required to see the principal prior to bringing these devices.

Instructional Program

- Google Classroom, Edgenuity, Envision Math, Study Sync
- Teachers in PK-12 might enhance instruction through the use of online resources to engage students in high quality learning experiences.
- Students will have access to online resources, textbooks and materials through.
- No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.

Communication

- Communicating with teachers:
 - All teachers will establish and communicate conference period times.
 - Teachers will communicate with students and parents via email or phone.
- Students in Grades K-12 will be provided a district managed email account.
- All students are assigned a Google account, which allows any student to login to a Chromebook.
- These accounts should be utilized for all communication directly between teachers and students.

Technology

- Penelope ISD recognizes the need to ensure all students have reliable access to adequate technology resources in order to fully participate in academic programming. As such:
 - Chromebooks are used during the school as needed and must remain at the school.
 - Personal devices may be used such as laptops and tablets for instructional purposes only. Please note students must see the principal prior to bringing their own device.

Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch if needed. These areas could include classrooms, gyms, the library or other large areas within the school building.

Administration and Teachers will monitor the cafeteria and hallways to promote social distancing practices. Cafeteria capacity will be based on current guidelines. Microwaves will be available for student use. Hand sanitizing stations will be available at entrances and exits of the cafeteria.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, and hand washing or sanitizing, etc. Teachers and staff will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Refillable alcohol-based hand sanitizer .
- Access to disinfectant wipes and hand sanitizer.
- In classroom spaces that allow it, student seating/desks will be placed three feet apart when possible.

Extracurricular Activities

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from Penelope ISD, UIL and TEA, per the most current guidelines available at:

<https://www.uil-texas.org/policy/2021-22-policy-info/2021-2022-UIL-riskmitigation-guidelines>

School Events and Activities Guidelines for School Wide Events/Activities

- Administration and campuses will follow all Penelope ISD, UIL and CDC guidelines in regard to school wide events and activities.
- Most events will be livestreamed when possible.

Emergencies and Drills

Penelope ISD will continue to follow our Emergency Operations Plan for all emergencies and drills.

Weekly Door Sweeps

Safety and Security Committee Meeting

Emergency Evacuation Protocols

- Penelope ISD will take preventive safety actions to successfully fulfill our primary mission, which is educating students in a safe and secure environment. These preventative measures include planning, drilling and training for a variety of emergencies.
- Penelope ISD continually self-assess our emergency management processes. Safety plans will be coordinated with our local emergency management agencies, law enforcement, health department and fire department.
- Evacuation, fire and lockdown drills will be conducted throughout the school year with social distancing when possible.
- Actual Emergency Situation: Penelope ISD emphasizes that social distancing might not be required or followed during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc

Section 3 Plan Review

All revisions will be consistent with the most recent CDC requirements

Revision Date: June 2022

Six-Month Review Dates:

December 2021

June 2022

December 2022

June 2023

Section 4 Plan Accessibility

Published on Penelope ISD Website – www.penelopeisd.org

Available in print format by contacting the District by phone at 254-533-2215, or by email penelopewolverine@penelopeisd.org, or in person at 309 Avenue D, Penelope, TX 76676.

Section 5 Elementary and Secondary School Emergency Relief Fund (ESSER III) Use of Funds

Providing mental health services and supports, including through implementation of evidence based full-service community schools by the employment of a counselor to provide support to students. The counselor will also work with teachers to ensure that they can implement evidence-based strategies to meet the comprehensive needs (including academic and social/emotional needs) of all students.

Planning and implementing activities related to summer intervention, credit recovery, and state assessment tutorials targeting students at risk of failure, English learners, children with disabilities, students experiencing homelessness or in foster care, and students from low-income families.