

WELLMAN-UNION I.S.D.  
SCHOOL PROCEDURES and HEALTH  
PLANNING GUIDELINES 2020 - 2021



# WUISD Learning Options

## Face to Face

- Present daily
- Daily screening
- Eligible to participate in extracurricular activities
- **Pre-K will only be available for face to face learning. Online will not be offered unless a mandatory closure occurs**
  
- ***The following classes will provide HS credit for JH students:***
  - Principles of Human Services-8th grade
  - Professional Communications-8th grade
  - Principles of Agriculture Food and Natural Resources-7th/8th grade
  - Principles of Business Marketing and Finance-7th/8th grade
  - Touch System Data Entry -7th grade

## 100% Online

- Must login daily by 8:00AM to be counted present
- Complete assignments daily
- NOT eligible to participate in extracurricular activities (Athletics/UII)
- NOT eligible for hands-on CTE classes
  
- ***We are not offering a hybrid option, therefore if a student chooses the following classes, they will need to attend all classes face to face:***
  - Art-JH/HS
  - Theater-JH/HS
  - All Dual Credit classes
  - Odyssey classes
  - Greenhouse Operation and Production
  - Ag. Equipment Design and Fabrication (Welding)

## Option 1: Face to Face

### Daily school screening

If a student has fever:

1. Go to the doctor, Doctor must give a note to return to school. Notify school immediately if positive for COVID or flu.

OR

2. Must go home and do remote learning

If no symptoms without medication for 24 hours student may return to school

## Option 2: Remote

**\*\*Remote learning is no longer an option unless a student is required to quarantine. Effective February 16, 2021**

### 100% Online Attendance policy

Must log into online platform by 8:00 AM each school day, and follow the daily bell schedule/classroom schedule

(Online platforms include Texas Virtual School Network, Google Classroom, etc.)

- Students have until 3:45 PM to complete assignments for all classes
- If daily assignments are not completed they will be treated as late work per school policy

The student is counted absent if:

- They are not logged in by the beginning of each class period
- Students must attend 90% of the days a course is offered in order to be awarded credit for the course and/or to be promoted to the next grade. Failure to complete this requirement may result in denial of credit, summer school, and/or repeat of grade/class

## **How do I choose my option?**

### **Registration**

During the registration process that opens August 3rd, parents and/or students will choose face to face OR online instruction

## **How do I change my option?**

### **Face to Face**

If a student is attending face to face classes, the student may go online only with the permission of the campus principal.

THE STUDENT WILL NOT BE ELIGIBLE TO RETURN TO FACE TO FACE, EXCEPT AT THE BEGINNING OF THE NEXT SIX-WEEK GRADING CYCLE.

### **Online**

If a student is attending through online instruction, the student may go face to face at the beginning of the next six-week grading cycle.

## Important Information

- Attendance at home and/or at school is vital to the survival of our school. Funding is based on attendance. A decline in funding could result in the school having to cut programs, electives, extracurriculars, and staff.
- If a student is at home for more than two days, they are encouraged to continue to work remotely.
- All students will be issued a Chromebook to complete assignments at school and at home as available.
- If a student/staff member tests positive for COVID, family members will be required to quarantine and do remote learning for fourteen days.
- If you have problems with WIFI connection:
  1. Select face to face
  2. Use free WIFI in public locations or in the parking lot of the school by the commons. Pokalambro has also provided a hotspot across from the old Wellman Diner.
- Face to face instruction is the best academic option for students. Due to COVID we understand why some students/parents are not comfortable with this option and may select online to ensure the medical safety of their family. Please understand that this is the same reason they will not be eligible to participate in any extracurricular activities during that time. We want to ensure we support the same standards of safety for your child whether it is academic or extracurricular.

# 2020-2021 Wellman-Union Guidance and Procedures

## Attendance and Enrollment

- Per Texas Education Code (TEC), §25.092, **students must attend 90%** of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.
- Given the public health situation, student attendance may be earned through the delivery of in person and/or virtual instruction.
- Any parent may request that their student be offered virtual instruction from any school system that offers such instruction. **If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, but school systems are permitted to limit these transitions to occur only at the end of a grading period, if it will be beneficial to the student's instructional quality.** If a parent requests virtual instruction and the school does not offer it, the parent may enroll in another school that does offer it for transfer students.
- School systems must provide daily on-campus attendance for students otherwise entitled to attend school who follow this document's required public health procedures and whose parents wish them to attend on campus each day, subject to school closure and the exceptions listed in this document.
- School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA. PREVENT: Practices to Prevent the Virus from Entering the School Screening Questions for COVID-19

## Virtual Learning Outline

- Any parent may request that their student be offered virtual instruction from any school system that offers such instruction. If a parent chooses virtual instruction, and then wants to switch to an on-campus setting, a school district may limit these changes in placement to only occur at the end of a grading period.
- If a parent requests virtual instruction, and the school does not offer it, the parent may enroll in another school that does offer virtual instruction.
- Wellman-Union ISD will offer virtual instruction for parents that request it. Virtual instruction will take place in accordance with TEA guidelines. For more information, please contact the main office.
- **Attendance will be recorded. All students must attend 90% of the days a course is offered in order to gain credit whether in an in-school or virtual classroom setting.**
- The grading guidelines for a virtual setting will be the same as students in an on-campus setting.

## Elective Courses and Extracurricular Activities

- Students that do not choose to attend on-campus courses may not be allowed to select certain courses that cannot be successfully completed in an off-campus setting. Examples include, but are not limited to, Athletics, certain Agricultural Education courses, and Theater.
- If a class is offered for an Extracurricular Activity and a student is not enrolled in that class, they may not participate in that Extracurricular Activity.

# Campus Closures or Change to 2020-2021 Calendar

Wellman-Union ISD will utilize the campus call out system and the following media resources to communicate any changes. A revised calendar has been posted on our school website as of July 2020.

- Honeywell Callout and Text System
- Wellman-Union Facebook Page
- Wellman-Union website [wellman.esc17.net](http://wellman.esc17.net)

## Arrival, Dismissal and Visitors

- Early bird arrival is strongly discouraged. Any exceptions would need to be specifically arranged with campus administration.
- Staff will be at drop off location and entry ways to screen students' wellness.
- Bus riders will be screened by bus personnel and will communicate any concerns to administration.
- All parents will be asked to remain outside of the school building, unless attending a scheduled appointment with a faculty member or alerted to an emergency situation.
- Parents will not be allowed to eat with students in the cafeteria.
- All lunches should be sent with the student prior to the start of school. Parents will not be allowed to bring lunches for students during school hours.
- Until further notice, in-class birthday parties, school holiday parties, homecoming festivities, etc. will be suspended. We will assess each function on a case-by-case basis.
- When checking out a student, parents will be asked to call the front office when you arrive in the school parking lot. The student will be called down to the office while the parent signs their student out in the foyer.

# COVID-19 Protocols

## COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them?

- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- o Loss of taste or smell
- o Cough
- o Difficulty breathing
- o Shortness of breath
- o Fatigue
- o Headache
- o Chills
- o Sore throat
- o Congestion or runny nose
- o Shaking or exaggerated shivering
- o Significant muscle pain or ache
- o Diarrhea
- o Nausea or vomiting

### **Close Contact**

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 9 scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. 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.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. 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. .

## **Students & Staff Safety**

- Parents/Guardians of students must be knowledgeable of the afore-mentioned symptoms and ensure they do not send a child to school if the child has COVID-19. Each day parents are expected to screen their students for COVID-19 prior to entering the school by conducting an at-home temperature check and having a discussion regarding student wellness. Report any concerns to a campus administrator or nurse prior to entering the building.
- Teachers and Staff will monitor students and refer to the nurse if symptoms are present during the academic day. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.
- Staff must ensure they do not come to school if exhibiting any COVID-19 symptoms. Each day staff are expected to screen themselves for COVID-19 prior to entering the school by conducting an at-home temperature check and assessing their current health status. All staff will report any concerns to a campus administrator or nurse prior to entering the building.
- Any staff, students, and/or parents that suspect they may have been exposed to an individual who is lab-confirmed with COVID-19, may be asked to remain off-campus until a 14-day incubation period has passed. Please contact the main office and health provider to provide more information regarding the possible exposure.

As Referenced by TEA document [Public Health Guidance for School Year 2020 -2021](#)

## **Identifying Possible COVID-19 Cases on Campus**

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- School will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## **Screening Questions for COVID-19 Before Campus Access**

- School systems must require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed at the end of this document. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for reentry are met. Parents may also opt to have their students receive remote instruction

if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed. School systems may consider screening students for COVID-19 as well. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school. Regularly performing a 4 forehead temperature check of otherwise asymptomatic students in school but the practice is also not prohibited by this guidance.

- Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campuses, school systems must screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, school systems must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.

## **Individuals Confirmed or Suspected with COVID-19**

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when three of the following criteria are met: A. at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); B. the individual has improvement in symptoms (e.g., cough, shortness of breath); and C. at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>

## **Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School**

- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Schools must close off areas that are heavily used by the individual with the lab confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

## **Health and Hygiene Practices:**

- WUISD will attempt to have hand sanitizers available in all classrooms, buses, and high traffic areas.
- All students will be instructed on proper handwashing procedures.
- Students, teachers, staff, and campus visitors should be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows.
- Campus janitorial staff will work to increase the cleaning of high traffic areas and utilize equipment and materials aimed at mitigating the spreading of disease.
- Best practices informational resources will be posted in high traffic areas.
- Attempts will be made to improve air quality and flow by opening windows and by taking students outside when possible.
- Students will be spaced (social distanced) to the best of campus ability.

**Mask and Face Coverings will be worn at user discretion.**

## **Stakeholder Assurances**

These procedures have been established in accordance with State and County guidelines and with the approval of the Wellman-Union ISD Board of Trustees. Please be aware that State and County guidelines will supersede in any moments of conflict with this document. Government and School responses to the COVID-19 Pandemic is a fluid and evolving situation; Wellman-Union ISD reserves the right to make changes to these policies and procedures in response to new developments or regulations regarding the COVID-19 virus.

**Adopted July 27, 2020**

**Updated February 16, 2021**

