



District Instructional Plan – 4th Quarter of School

Southgate Instructional Options

OPTION 1. ON-CAMPUS: Students will attend full-day on-campus learning on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays beginning Monday, March 8. The instructional day begins at 8am and concludes at 3pm. Students will be socially distanced as much as possible throughout the school day.

OPTION 2. OFF-CAMPUS: Families may choose a fulltime virtual option for their child(ren), where students stay off campus and work virtually from home. Students will be expected to log in every day to watch teacher instructional videos, complete work, and connect online. The virtual option will offer an instructional platform that focuses on the standards while having a contact person provide support as needed.

Parents who wish to utilize this instructional option must notify the school administration no later than Tuesday, March 2. Students who are currently enrolled in Option 2 will remain there unless the school administration is notified otherwise. Students enrolled in Option 2 will be expected to remain in the virtual option until the 4th quarter concludes on Tuesday, May 25.

The Schedule

All Day Instruction (Monday, Tuesday, Wednesday, Thursday, and Friday)

7:40-8:00 AM Arrival and Breakfast

8:00 AM – Instructional Day Begins

3:00 PM Dismissal

***The Southgate Preschool Program will continue to operate on a normal schedule with AM/PM classes being held on Mon.-Thurs. and no school on Friday. The AM preschool session will be 8:00-11:00 AM, and the PM preschool session will be 12:00-3:00 PM.

Chromebooks

Students in grades K-3 will need to return their chromebooks to school on Monday, March 8 so that they are available for daily use. These are Acer or HP chromebooks. Students in 4-8 who have the older Lenovo chromebooks may continue to keep and use their chromebooks at home.

For Your Planning

If at any point our district chooses to close for an extended period of time, all students in Option One will move into Non-Traditional Instruction (NTI). This plan could be a combination of paper schoolwork and digital schoolwork that may require students to log in every day to access teacher instructional videos, participate in virtual class meetings, complete assigned work through Class Dojo and Google Classroom, etc. The school district will work with the families to ensure that our students have the appropriate technology device (i.e. Chromebook) and adequate internet service to participate in the remote learning plan.

Student Meals

Because of social distancing restrictions, our Kindergarten – 8th grade students will not gather or eat in the cafeteria. However, they will still receive free meals. Students may choose to pack their meal on a daily basis. Students in grades K-8 will eat breakfast and lunch in their respective classrooms. Students will be able to remove their masks while eating their meals and will be socially distanced as much as possible.

Families who choose the fulltime virtual option (Option 2) will be able to pick up meals, if they choose, each day between 9:00 AM and 12:00 PM at the side cafeteria door located on Evergreen Ave.

Entrance Procedures

Since we must limit the congregation of students, students will have specific entrances and exits they may use. Students in kindergarten and middle school (5th-8th) will use the main entrance by the office. Students in first, second, third and fourth grades will use the library media center entrance under the red awning. Preschool students will be entering through the 1903 building entrance just east of the library media center entrance. Upon entering, students will have their temperature taken. If the temperature is higher than 100.4 degrees, the child will be sent to the school nurse for a temperature recheck and a health assessment. If necessary, a parent will be contacted to pick up the child. If the temperature is normal, the child will go to the classroom and eat breakfast while socially distancing as much as possible.

All students in first through eighth grades must come to school with a mask that covers their nose and mouth and must wear a mask except when eating, drinking or learning outside. Students in preschool and kindergarten are strongly encouraged to wear a mask just as the older students do. The school will have cloth masks (small child and adult size) and disposable masks (adult size) available for students. However, students can choose to wear their own face covering as long as it covers the nose and mouth securely. All masks and face coverings should be washed regularly.

Parents/Guardians, your support is critical with this process. We ask for support with reinforcing the importance of mask-wearing and proper hand-washing. Please help monitor your child's health. Remember that you have signed a school assurance form (see excerpt below) stating that you will keep a sick child home. Please don't administer medicine to break a fever prior to sending them to school.

I agree to perform a health assessment for the following symptoms, on a daily basis, before allowing my child to attend school in-person or to come to the school campus:

- Temperature greater than 100.4
- Cough
- GI symptoms (vomiting/diarrhea)
- New rash
- Exposure to a COVID-19 case during the prior 48-hour period

If any of these symptoms are present, I assure the Southgate Independent School District that my child will not attend school on the day these symptoms are present. I will notify the school of my child's absence. If my child develops any of these symptoms during the school day, I assure the district that I, or my designee, will pick up my child as soon as possible.

Clean Those Hands

Hand sanitizing stations are in every classroom and throughout hallways and common areas. Students will be expected to hand sanitize as they enter and leave a room. Students will be washing their hands with soap and water in the restroom after touching playground equipment.

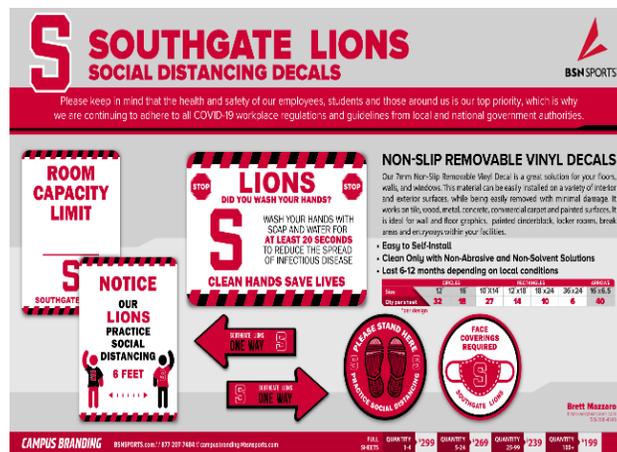


Maintaining a Healthy School Environment

We are taking many, many steps to ensure a healthy environment, following the [Healthy at School Guidelines](#):

- Staff and students (Grades 1-8) will wear masks (that cover nose and mouth) as they enter the building and all times while inside the building except when actively eating or drinking.
- Students in Grades P-K will need to wear a masks/face coverings as they enter and exit school and are strongly encouraged to wear them while inside the building.
- All teachers will maintain a seating chart for each class. Seating charts will be implemented consistently in homeroom/core classes, special class, and during breakfast/lunch.
- Students will only be permitted to be with their grade-level class during recess.
- Hand sanitizing stations have been installed in all rooms and throughout hallways. Students will be asked to use hand sanitizer as they enter and exit a room. Proper hand-washing technique will be reminded and encouraged.
- Desks or tables will be used in classrooms, students will all face the same way, and they will be socially distanced as much as possible. Desks and tables will be sanitized in between each class change throughout the school day.

- Hallway traffic will be directional. When changing classes, students will travel in the same direction, as designated, in each hallway.
- Lockers will not be used. Students will keep their backpacks with them.
- Each evening, rooms will be sanitized using an 80% alcohol solution routine. Common areas such as restrooms, stairwell rails, and door handles will be cleaned often throughout the day.
- We have already installed water fountain stations that allow for filling water bottles. Students are encouraged to bring a water bottle to school with them to use during class. Drinking directly from a fountain will be prohibited.
- An Isolation Room will be set up for students not feeling well so that they may be secluded and not sit in the main office area. Parents/Guardians will be contacted for pickup.
- Large group activities, such as assemblies, will not take place. We will limit the number of visitors/guests admitted into the building. Guests coming to school, such as for a parent meeting, will be temperature-checked and will need to wear a mask, answer health assessment questions and sign in.
- We will follow the Health Department's guidance if there is a positive test of COVID-19 for a student or staff member. Once that is reported to the health department, they will assist us with contact tracing, and will notify the appropriate person/group as dictated by their regulations.
- We will close our campus as needed based on guidance from the health department due to exposure or positive test results of students or staff members. These closures could last from a day or two, to a week or more, or for an extended period, depending on the situation. Families will be notified as soon as these decisions are made. Please be aware that they could be announced quickly due to the circumstances, and students should be ready to work from home as needed.



How Can Families Assist with the Year?

Following these steps can help ensure a safe and enjoyable school year:

- Help reinforce the importance of the safety rules. Let your child(ren) know they need to wear a neck buff/mask, they should use the hand sanitizer, and use proper hand-washing techniques regularly. Practice social distancing as much as possible. We can all remind students of our positive behavior motto: Lions are *Respectful, Responsible, and Safe*.
- Keep your child at home if they aren't feeling well. If their temperature is over 100.4 degrees, they should stay home. Please do not administer medication to break the fever prior to sending them to school. When calling your child in sick, letting our office staff know his/her symptoms is helpful as we gather data on illnesses.
- Don't hesitate to contact someone in the school office or your child's teacher if you are concerned or need assistance with their emotional, social, or academic progress.
- If your child has a Chromebook at home, please help them charge it each night and report any issues you are having with it to your child's teacher.

- We ask for your confidence in our handling of sick students or staff members. We assure you that we will follow proper regulations with the health department when it comes to notifying families about positive tests or possible exposures. We are required to follow their steps. Please, please, please help by refraining from social media posts to ask about possible sick students or staff members. Many of our students, or even staff members, may be in the office, the isolation room, or visiting the nurse for a wide variety of reasons, many not COVID-19 related. Please help remain calm if your child tells you that a friend, classmate, or staff member was seen in the office or with the nurse, or is rumored to be positive for the virus. We promise that the safety of our students and staff members will remain our top priority throughout the year.



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