

South San Antonio ISD

Remote Conferencing Program



2021 - 2022



South San Antonio ISD Remote Conferencing Program



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South San Antonio ISD Remote Conferencing Program

Introduction

South San Antonio ISD is committed to the safety of its students and personnel. The Remote Conferencing Program will provide opportunities for students to continue instruction through remote conferencing at home (20 days maximum per school year) if certain conditions are met.

Implementation

The District will begin implementing the Remote Conferencing Program beginning Monday, August 16, 2021.

Eligibility

In accordance with guidance from the Texas Education Agency, students are eligible to receive remote conferencing services under the following conditions:

- A student is unable to attend school because of a temporary medical condition;
- The total amount of remote conferencing does not exceed 20 days per school year.

In addition, **at least one of the following requirements must be met:**

- The student's medical condition must be documented by a physician licensed to practice medicine in the United States;
- The student has a positive test result for a communicable condition listed in [25 TAC §97.7](#);
- The student has been identified as having been in close contact with COVID-19.

Please note: If remote conferencing must exceed the 20-day time limit, parents or legal guardians can request a waiver. Upon submission and review, waivers will be granted on a case-by-case basis.

*Students who receive Special Education services are also eligible for remote conferencing services if the requirements listed above are met and "the student's ARD committee must have determined, in a manner consistent with state and federal law, that the remote instruction to be provided is required for the provision of FAPE and the ARD committee must have documented that determination in the student's individualized education program." **Remote conferencing is different from Homebound Instruction.**

Returning to in-person instruction

If a student has a temporary medical condition, the student must have clearance from a physician licensed to practice medicine in the United States to return to in-person instruction. If a student has a positive test result for a communicable condition, the student can only return to in-person instruction if one of the criteria of [25 TAC §97.7\(c\)](#) is met. If the student has been identified as having been in close contact with COVID-19, the District will follow district protocols for students to return to in-person instruction.

For more information about remote conferencing from the Texas Education Agency, please access the following ["Frequently Asked Questions" resource](#).





South San Antonio ISD Remote Conferencing Program

Remote Conferencing Procedures

Step One: Parent or Legal Guardian contacts school and notifies designated personnel of need for Remote Conferencing.

Step Two: Parent, Legal Guardian, or designated school personnel completes the [Remote Conferencing Services Request Form](#):

- Parent or Legal Guardian name
- Current address
- Current email address
- Contact phone number
- Student name
- Current grade level
- Special populations information
- Hotspot needs
- Other information you would like to share
- Submit appropriate documentation for confirmation of eligibility for remote conferencing (**via fax, email attachment, or in-person delivery**)

Step Three: Designated school personnel confirms eligibility for Remote Conferencing with District personnel and receives Remote Conferencing teacher assignment.

Step Four: Designated school personnel prepares student resources for Remote Conferencing Program

- Gather technology hardware for student
- Obtain student schedule and provide copy to District Remote Conferencing Support Team, if necessary
- Complete Remote Conferencing Information Form
- Contact parent or legal guardian to confirm schedule for drive-thru technology distribution

Step Five: Parent or Legal Guardian picks up Remote Conferencing Resources

- Parent or Legal Guardian will pick up Remote Conferencing Resources from the student's home campus at the scheduled time
- Parents or legal guardians should remain in vehicles with the window rolled down
- Return policy and steps on where to return resources will also be provided

Step Six: Student begins Remote Conferencing on the next school day

- Student will log onto video conferencing program at scheduled time to begin Remote Conferencing with an assigned Remote Conferencing Teacher.





South San Antonio ISD Remote Conferencing Program

Remote Conferencing Procedures

Step One

Parent or Legal Guardian notifies Designated Campus Personnel.

Step Two

Parent, Legal Guardian, or Designated Personnel complete the Remote Conferencing Form.

Step Three

District personnel confirms student eligibility and assigns Remote Conferencing Teacher.

Step Four

Designated school personnel prepares resources for Remote Conferencing.

Step Five

Parent or Legal Guardian picks up Remote Conferencing Resources from campus.

Step Six

Student begins Remote Conferencing on the next school day.

Important Contacts (District Level)

Office	Phone Number	
Main Office	1-210-977-7000	
Health Services Coordinator	1-210-977-7000	x3637
Remote Conferencing Support	1-210-977-7000	x3575, x3588, or x3643
Technology Help Desk (Hardware)	1-210-977-7095	





South San Antonio ISD Remote Conferencing Program

Examples of Required Documentation

Submit required documentation to student's school via fax, email, or in-person.

COVID 19 or temporary medical confirmation: Notification from a physician licensed in the United States. **COVID-19 home tests are not accepted forms of confirmation.**

Accepted documentation Includes, but are not limited to:

- Doctor's note
- Notification from pharmacy (with ordering physician)
- Notification from Urgent Care Center or similar healthcare facility
- Notification from district healthcare or testing partner

Example of notification from pharmacy

COVID-19

SPECIMEN INFORMATION

SPECIMEN: [REDACTED]

REQUISITION: [REDACTED]

Lab ref no: [REDACTED]

COLLECTED: [REDACTED]

RECEIVED: [REDACTED]

REPORTED: [REDACTED]

PATIENT INFORMATION

DOB: [REDACTED]

AGE: [REDACTED]

GENDER: [REDACTED]

FASTING: [REDACTED]

Clinical Info: [REDACTED]

REPORT STATUS: FINAL

ORDERING PHYSICIAN: **Abraham**

CLIENT INFORMATION: [REDACTED]

Sample

Communicable disease confirmation: notification from campus or district nurse followed by notification from a physician licensed in the United States under the guidelines of 25 TAC §97.7.

notes home[®]
FROM
YOUR SCHOOL NURSE/HEALTH CLERK

TO: _____ STUDENT NAME: _____ DATE: _____

Your child came to me at _____ today with the following:

TIME: _____ INJURY: _____ TYPE: _____

Headache _____

Fever _____

Nausea _____

Dizziness _____

Stomach ache _____

Breathing problem _____

Other _____

Sample

COVID-19 close contact confirmation: documentation from South San ISD, parent, or legal guardian.

NOTIFICATION
CONFIRMED COVID-19 CASE ON CAMPUS

May 27, 2021

Dear Parent/Guardian,

In keeping with South San Antonio ISD's practices to respond to COVID-19, we are notifying all families that we have just learned that an individual who was recently tested is lab-confirmed to have

Sample





South San Antonio ISD Remote Conferencing Program

Technology Needs (Hardware)

Students who receive remote conferencing instruction will receive the following technology hardware:

- Laptop or Chromebook
- Internet Hotspot* (*if necessary)

Families can collect technology hardware from their home campuses after students are approved for remote conferencing.

Helpdesk Information

For technical support please call the South San Antonio ISD Technology Help Desk at (210) 977-7095 Monday - Friday from 7:30 am to 5:00 pm.

Help Desk email address: helpdesk@southsanisd.net

Families may also enter a support request after hours by completing the Remote Support Help Desk Request form online at www.southsanisd.net.

Instructional Technology Needs (Software)

Students who participate in remote conferencing may use one or more of the following software programs:

- Learning Management System: Seesaw (Grades PreK - 2) or Schoology (Grades 3 - 12)
- SAVVAS (Math, Social Studies)
- Ed: Your Friend in Learning - HMH (ELAR)
- STEMScopes (Science)
- Google Apps for Education
- Other instructional technology programs based on grade and subject level as needed

Instructional Technology Contacts

Brad Cloud, Director of Instructional Technology and Media Services: brad.cloud@southsanisd.net
Erika White, Instructional Technology Specialist: erika.white@southsanisd.net





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Remote Conferencing Program

Remote Conferencing Schedule

In accordance with the Texas Education Agency, students will follow a four-hour instructional schedule based on grade bands. During this time, students will engage in live (synchronous) instruction with a Remote Conferencing Teacher. Students in pre-kindergarten through fifth grades will also have to complete assignments on their own during asynchronous learning blocks.

Hours of Remote Conferencing Live Instruction (per Grade Level Band)

Pre-Kindergarten - 5th grade	6th grade - 12th grade
Two hours (synchronous instruction) and two hours (asynchronous instruction)	Four hours (synchronous instruction)

Attendance

Remote Conferencing Teachers (RCTs) will take attendance during each remote conferencing session in accordance with local attendance policy. RCTs must see students' faces on screen, and students must remain engaged throughout the live instruction (synchronous) session. RCTs will submit their attendance rosters to the designated Remote Conferencing Coordinator, who will be responsible for notifying campus attendance clerks. Please note: if a family chooses not to participate in the Remote Conferencing Program, standard district policies regarding attendance and absences apply.

Instructional Focus

Students who participate in remote conferencing will receive instruction in core subject areas (Math, ELAR, Science, Social Studies) and will have opportunities to engage in additional learning activities in areas such as fine arts and physical education.

Submission of Work

Students will submit work through Schoology, the District's Learning Management system (grades 3 - 12) or through Seesaw (grades PreK - 2). Remote Conferencing Teachers will collaborate with students' teachers of record to ensure students receive credit for completed work. Any assigned packets will be returned to the student's campus when the student returns to in-person instruction.

Counseling and Mental Health

Students receiving remote instruction will have access to all counseling and mental health services provided by South San Antonio Independent School District. Students and parents can contact their [campus counselor](#) directly or can complete this counselor [request form](#).





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Remote Conferencing Program

Remote Conferencing Program Teachers

Remote Conferencing Teachers (RCTs) are certified substitute teachers who are designated to serve students under the Remote Conferencing Program. RCTs will meet daily with students during live instruction sessions (synchronous) and support students during office hours.

In addition to delivering instruction, RCTs will make determinations regarding the completion of assignments. They will communicate with families to ensure students have a successful remote conferencing experience.

Remote Conferencing Teachers (Human Resources)

Certified teachers interested in serving as Remote Conferencing Teachers (RCTs) can contact South San ISD Human Resources. RCTs may be able to serve students remotely (determinations made on a case-by-case basis).

To inquire about Remote Conferencing Teacher positions, visit the “Employment” page on www.southsanisd.net or call South San ISD Human Resources at 1-210-977-7000.

Remote Conferencing Teacher Training (Instructional Technology)

Instructional technology is a critical component of the Remote Conferencing Program. Remote Conferencing Teachers can access training videos to learn about the District’s instructional technology offerings by visiting the Instructional Technology Department’s [training playlist](#).

Remote Conferencing Teacher Resources

- Laptop
- Hotspot
- Document camera
- Online access to instructional technology platforms
- Pacing calendars
- Hours of instruction and office hours
- Planning resources (Math in Practice, district resources)
- Parent communication log





South San Antonio ISD Remote Conferencing Program

Remote Conferencing Program Campus Support Personnel

Campus	Phone Number	Primary Campus Support	Secondary Campus Support/Nurse
Armstrong Elementary	1-210-623-8787	Maguey Lozano	Nicole Martinez
Athens Elementary	1-210-977-7055	John Gonzalez	Krystal Morales
Benavidez Elementary	1-210-977-7175	Robert Green/Vanessa Dominguez	Kimberly Willis
Carrillo Elementary	1-210-977-7550	Cynthia Farr	Richard Guerra
Five Palms Elementary	1-210-645-3850	Jacob Gonzales	Lorraine Gomez
Hutchins Elementary	1-210-977-7200	Sandra Lomas	Dianza Gomez
Kindred Elementary	1-210-977-7575	Laura Ramirez	Christina Seely
Madla Elementary	1-210-645-3800	Leonor Delgado	Aurora Valderas
Palo Alto Elementary	1-210-977-7125	Ramona Vedia	Vanessa Bocanegra
Price Elementary	1-210-977-7225	Lydia Ibarra	Elizabeth Medrano
Dwight Middle School	1-210-977-7300	Juan McClain	Edy Sanchez
Kazen Middle School	1-210-977-7470	Judy Benavidez	Larry Machado
Shepard Middle School	1-210-623-1875	Cesar Bezan	Maria Spain
Zamora Middle School	1-210-977-7278	Dan Mauldin	Desiree Flores
DAEP	1-210-977-7474	Gary Long	Gina Rojas
South San High	1-210-977-7400	Brian Pfeiffer	Diane Olivo
West Campus High	1-210-977-7015	Roger Gonzales	Christina Cardenas

Primary campus support personnel are responsible for ensuring completion of the Remote Conferencing Request Forms and coordinating technology and lesson distribution. Secondary campus support personnel will provide additional support and serve as primary campus support if needed. Nurses should receive and maintain eligibility documentation. Campus principals may alternate support roles if necessary.





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