

Support Services

12. Public Education Information Management System (PEIMS) and Pupil Services



**Attendance
Matters**

Every student. Every day.

In support of the campuses and department in BISD during the 2020-2021 school year, the PEIMS department has implemented the following:

- Immediate telephone availability of PEIMS staff
- Continue to collaborate with Pupil Services and Technology Team to outline attendance coding for new instructional schedule
- Continue collaboration with Pupil Services staff to facilitate new enrollment of new students to the district
- Continue to work with technology staff to provide attendance procedure training to campus staff
- On-going communication via e-mail to all PEIMS campus staff
- Consistent utilization of Microsoft TEAMS for trainings and meetings
- On-going virtual and remote collaboration with Region I ESC PEIMS staff



TRANSPORTATION DEPARTMENT

Phase 2/3 (Date & time TBD)

Actions:

1. Transport students according to CDC/TEA/District guidelines
2. Drive with windows down as recommended by TEA
3. Sanitize bus after each run
4. Implement and support the district's monitoring and checking of students to make sure they wear the mask and keep the social distance
5. Drivers assign seat to students
6. Follow the reporting protocol when a student or employee is found to be infected with COVID-19
7. Follow all instruction from the school processes to load and unload students on site
8. If rider student is positive for the virus, the bus will be sanitized immediately

Assumptions:

1. School Bell schedules will be adjusted or staggered on/or will open the gaps between MS/Elem/ECHS.
2. Families drop students off, carpool, or walk with their students to reduce possible exposure on buses.
3. Arrival and drop-off locations and/or times should also be staggered, changed, and adjusted.
4. School Staff will be available early during the morning and after school to assist on receiving and dismissing students.
5. May need to execute multiple runs
6. Parents will be able to inform us of any health changes of the students immediately
7. Schools will be able to isolate sick students immediately

TRANSPORTATION DEPARTMENT

Phase 1 (21 Aug to TBD)



Facts: (What we know)

1. **Total staff:** 177 drivers and 73 Monitors (250 as of July 20, 2020)
2. **Routes:** 115 regular and 65 Special Needs routes
3. **Buses:** 161 Regular route and 90 Special needs
4. **Other purpose buses:** 20 will equipped with Hot Spots by August 15, 2020.

Staff Requirements

1. Required to use protective masks
2. Maintains social distancing of 6+ feet apart
3. Follow all district protocol for this pandemic
4. Use masks provided by the district at all times
5. Ensure hand sanitizer is available on all buses

Plan :

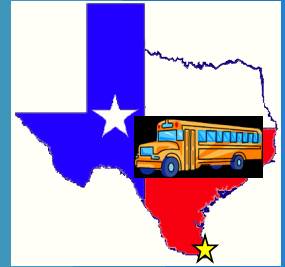
Description	Schools	Drivers/ Monitors
Buses with hotspots		20
2 Buses per school	54	108
Assign 1 per school		54
Food and Nutrition Services	34	68
Total Personnel		250

Timeline:

- 21 Aug - Drivers assigned to a bus (128) will report to Trans Dpt. to prepare buses and drive buses to assigned school
- 21 Aug - rest of drivers/Monitors (122) report to assigned location
- Personnel reports directly to schools - punch in/out at sites
- Buses will be parked at the schools
- PPE will be provided at the schools
- Drivers clean and sanitize assigned buses
- Transportation Department will train 10 drivers per day on the new tablets starting after 25 Aug until completed

Well-Being and Safety

11. Transportation Department



Transportation support plan to open schools using remote instruction:

- ❑ **Phase 1:** Support the delay of reopening on-campus instructions (all on line instructions) by placing drivers to work at different location; District Schools, buses with internet HOTSPOT locations, and/or Food and Nutrition Services Department or any other location as required.

Time of Duration: 4+ weeks & as required..

- ❑ **Phase 2:** Provide a tailored support as required by the district's school reopening plan moving ahead with; on-campus instructions with on line instructions and/or a combination of both.

Time of Duration: TBD

- ❑ **Phase 3:** Move to a full Support of the legacy or traditional transportation requirements for ALL on-campus instructions once approved by the Superintendent.

Time of Duration: TBD

Well-Being and Safety continued Maintenance Department



- ▶ Maintain complete records of daily maintenance activities
- ▶ Maintain work area clean, safe and organized
- ▶ Ensure staff operates maintenance equipment safely to avoid accidents
- ▶ Maintain the maintenance tools and equipment in safe, clean and good working conditions
- ▶ Provide guidance and assistance to co-workers when needed
- ▶ Provide job training and safety programs organized by maintenance department
- ▶ Adhere to BISD's policies, safety regulations and OSHA requirements
- ▶ Perform maintenance tasks based on pictures, blueprints, written descriptions and oral instructions from Supervisors

Support Services

10. Maintenance Department

- ▶ Continue to support campus administration with general repairs
- ▶ Conduct routine inspections of campus facilities
- ▶ Perform preventative maintenance as budgeted for the school year
- ▶ Handle basic repairs and maintenance district-wide
- ▶ Oversee contractors as necessary
- ▶ Diagnose mechanical and electrical issues and correct them
- ▶ Perform installations, assembling, fittings, repairs, and replacements as needed.
- ▶ Handle emergency maintenances and repair works
- ▶ Stock adequate maintenance materials and equipment to avoid shortages and excesses.



Support Services

continued Parent Engagement

SCHEDULE:

- A daily schedule for Parent Liaisons and the Attendance Initiative Team will be recommended to ensure maximum efforts are implemented to seek students who are “no shows” or have consistent absenteeism.
- Parent contact information must be updated to ensure parent notifications are delivered via phone call, email, mail, or text.



Brownsville Independent School District
Parent Liaison - Data Management Clerk – Clerical Assistant
Daily Schedule
ELEMENTARY

8:00 a.m. – 12:00 a.m.	Generate student list of Absences and No Shows Generate School Messenger report Update parent/guardian phone number and email in eSchoolPlus Addresses require proof of residence and inputted by Data Clerk Scan and upload student absent excuses and/or documents into eSchoolPlus student folder *All information must be documented into eSchools at the time it is obtained. Home Visits / Phone Calls / Virtual Conference / **Virtual Parent Meeting
12:00 p.m. – 1:00 p.m.	LUNCH
1:00 p.m. – 2:20 p.m.	Home Visits / Phone Calls / Virtual Conference / **Virtual Parent Meeting Follow up and verify student absences and complete Attendance Packet for every; 3 days (Attendance Notice Letter) 5 days (Principal’s Plan) 7 – 9 days (Court Warning Notice) Input data into Student Information System (eSchoolPlus) ** Plan, coordinate, and prepare items for virtual parent meetings
2:20 p.m. – 3:15 p.m.	Meeting with Campus or District personnel
Weekly Reports	Due every Friday to Parent and Family Engagement Department by 3:00 p.m. <i>Contact Log</i> <i>Weekly Composite</i> <i>Mileage Log</i>
** Parent Liaison.....	Parent Virtual Meetings should be scheduled at a time most parents can attend and recorded for parents to view independently. Post recording onto campus website.

Support Services

continued Parent Engagement



Professional Development	District/Campus	Virtual	Platform/Resources
Staff	Provide Parent Liaisons following proper safety protocols regarding parents/volunteers.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams
	Provide updates to campus personnel on Guardian/Student Contact in eSchoolPlus.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams eSchoolPlus User Manual
	Provide training on the use of accessing and utilizing different platforms.	The Parent/Attendance Liaison District Staff Development will be provided virtually.	Microsoft Teams Google
Parent Training	Provide parents with updates following proper safety protocols.	Information/training will be provided virtually and recorded.	Microsoft Teams School Messenger Campus/District Website
	Provide parent orientation on the use of electronic device/platform.	Information/training will be provided virtually and recorded.	Microsoft Teams Google Zoom
	Notify parents of their role/responsibility during distance learning.	Information/training will be provided virtually and recorded.	Microsoft Teams Zoom
	Provide parent with information of Community and District resources.	Information/training will be provided virtually and recorded.	Microsoft Teams Zoom Facebook

Monthly Needs Assessment checkpoints will be conducted to meet the needs of families.

Support Services

9. Parent Engagement



ELECTRONIC EQUIPMENT:

- Tools to facilitate to conduct and document parent contact and track student attendance.
- Parent/Attendance Liaisons have been issued a tablet and cellular phone. The cellular phone also serves to get a hotspot when out in the community.
- Data management clerk, attendance clerk, clerical assistants have received a scanner, printer and all new PC's.

PARENT GUARDIAN COMMUNICATION:

- eSchools - Update and monitor parent/guardian contact information; phone numbers, emails and addresses.
- School Messenger - through our current parent notification system, we have the capability to do phone messaging, email and text.
- Home Access Center - Parents can access and view student grades, attendance and communicate with the teacher(s).