



# **MALAKOFF ISD**

**Parent and Student  
Back to School Plan  
2020-2021**





## Malakoff Independent School District

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July 28, 2020

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Dear Parent/Guardian:

Welcome to the 2020-21 school year. Education as we knew it last spring has changed. We are in a new era and together we will meet the challenges that are before us. I want you to be aware that the Board and administration's first priority is everyone's safety. We have taken every step necessary to make sure that our buildings are clean and that everyone is properly trained in the procedures needed to ensure the safety for all.

We must remember that our goal also is to educate our students. We are in education because we love to teach and that's what we will be doing, making sure our students are prepared for their future. Our staff looks forward to seeing each of you on August 19<sup>th</sup>. Tiger Nation is ready!

Sincerely,

Don Layton,  
Superintendent





## Table of Contents

<b>Letter from Superintendent of Schools</b>	<b>2</b>
<b>Introduction and District Priorities</b>	<b>6</b>
<b>Feedback &amp; Input: Surveys, Task Force &amp; Advisory Groups</b>	<b>7</b>
<b>Fall 2020: Instructional Information for Families</b>	<b>8</b>
<b>Instructional Roles &amp; Learning Tools for Both Learning Environments</b>	<b>14</b>
<b>Return to School Protocols</b>	
<b>17</b>	
Protocols for Screening and Isolation	18
Protocols for Personal Protective Equipment	19
Protocols for Campus Visitors	20
Protocols for Disinfecting and Hand Sanitizing	21
Protocols for Campus Cleaning and Disinfecting	21
Protocols for Common Areas and Meetings	22
Protocols for Positive COVID-19 Cases on Campus	22
<b>Campus Health &amp; Safety Protocols</b>	<b>23</b>
Training	23
School Arrival & Dismissal	21
Bus Transportation	24
Cafeteria - Breakfast and Lunch	28
Standard Classroom Procedures	29
Water Fountains	28
Recess/Playground	30
Elementary Specialized Classrooms/Areas	31
Secondary Specialized Classrooms & Extracurriculars	32
School Events and Activities	35
On- and Off-Campus Student Activities	35
Hallways and Lockers	36
Emergencies and Drills	37
Cleaning/Sanitizing/Disinfecting Agents	38



## Introduction and District Priorities

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As a school district, Malakoff ISD looks forward to welcoming students back to school August 19, 2020. Despite the challenges with COVID-19, our district will continue to provide the excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community.

While Malakoff ISD is planning for two different instructional environments, 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.

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**The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Malakoff ISD website will provide you with the most up-to-date information.**

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Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Administrative/Advisory Team has planned with the following key priorities and focus areas in mind:

### KEY PRIORITIES AND FOCUS AREAS

- Public Health and Safety
- Instructional Continuity
- Maintaining Workforce
- Parent Choice
- Equity
- Innovation
- Communication

## Feedback & Input: Surveys, Administrative/Advisory Team

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In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and teaching staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement.

Families and staff were surveyed in July 2020.

- **Family Survey - 800 participants**

Family Survey - focused on seeking feedback on their overall learning experience, connectivity/technology, student engagement, social emotional well being, and feedback on what improvements could be made for the fall, and what are the greatest concerns with returning to school for the 20-21 school year

- **Teacher Survey - 125 participants**

Teacher Survey - focused on seeking feedback on instructional barriers and obstacles faced during the closure, student engagement, student instructional support, communication with students, staff and leadership, and overall well being.

### ADMINISTRATIVE/ADVISORY TEAM MEMBERS

Tammy Baker	Christal Calhoun	Danielle Copeland
Stacy Dunacusky	Jennifer Gonzales	Stacy Hillhouse
Laurie Holcombe	Kodi Huff	Kevin Korompai
Don Layton	John Miller	Sybil Norris
Chris Robinson	Ronnie Sparks	Kim Spencer
Quintin Watkins	Trudy Watson	Randy Webb
	Debbie Vierrege	

## PARENT SURVEY

Over 800 parents responded via an online survey covering the following topics:

- Parent Preference for On-Campus or Remote Learning
- Parent Safety Concerns
- Campus Health & Safety Protocols
- Technology and Internet Services
- Transportation

## STAFF & TEACHER INPUT

Nearly 150 teachers responded via an online survey to offer feedback on plans for the return of school. In order to effectively capture feedback from teachers and staff, all members were asked to complete a more in-depth survey regarding safety measures and preferences for opening school on August 19.

## Fall 2020: Instructional Information for Families

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This fall, Malakoff ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

Regardless of learning environment, Malakoff ISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- Malakoff ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to Malakoff ISD curriculum and Texas Essential Knowledge and Skills.
- Students who begin the year in face-to-face or virtual/remote learning may make changes to the learning setting only at the end of a six weeks; the only exception will be for those students in school who may be required to move into remote learning for a period of time if needed when student/family COVID quarantine is required and/or school closure due to student/staff illness or county or state regulations.
- Both the remote and face-to-face experience will utilize Seesaw or Google Classroom, provide similar expectations around coursework and follow the same grading guidelines.

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## FACE-TO-FACE LEARNING

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 face-to-face instruction, learning resources and support utilizing Seesaw (Grades PK-5) and Google Classroom (Grades PK-12).

Students in face-to-face learning will attend school for the duration of the entire school day per the start and end times for the campus on which the student is enrolled.

- ❑ Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread
  - ❑ District-directed and campus-designed safety procedures will be implemented.
  - ❑ Gr. 6-12 students will be assigned schedules.
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## MALAKOFF ISD AT-HOME LEARNING

Malakoff ISD At-Home Learning is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize Malakoff ISD instructional resources and connect meaningfully with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

TEA requires that students who participate in At-Home Learning are actively engaged in their own learning for a minimum number of minutes daily:

Grades PK-5	180 minutes or 3 hours of instruction
Grades 6-12	240 minutes or 4 hours of instruction

[See ATTENDANCE FOR AT\_HOME LEARNING, p.11.]

NOTE: Students in the At-Home learning program will NOT be on-line for the entire duration of minutes but rather engaged in a blended learning program that will include a variety of learning activities and assignments.

In addition to student engagement, teachers are required to monitor each students' learning progression towards mastery of the grade appropriate TEKS. [See REMOTE SYNCHRONOUS LEARNING, p. 10 for further information.]

## Support Structures for At-Home Learning

- ❑ Teachers will teach At-Home Learning students from their classrooms or other assigned MISD facilities.
- ❑ In this setting, teachers will also provide instruction, learning resources and support through the use of Seesaw (Grades PK-2) and Google Classroom (Grades PK-12).
- ❑ Parents will support students as a “learning coach” and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- ❑ Open lines of communication between teachers, students, and parents will ensure each student is progressing academically and social-emotional needs are addressed in a timely manner .
- ❑ Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- ❑ Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

**Remote Synchronous Learning** is defined as two-way, real-time, live, instruction between teachers and students through the computer or other electronic device. Students enrolled in MISD At-Home Learning will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

Malakoff ISD student expectations for asynchronous learning:

- ❑ Students attend class on time, per their class schedule.
- ❑ Students will follow Malakoff ISD dress code.
- ❑ Students are ready to engage and learn.
- ❑ Students should have designated, distraction-free workspace to engage in learning.
- ❑ Students will show their face on the screen to engage in learning.
- ❑ Students will participate in the class activities, discussions, and assignments.

**Remote Asynchronous Learning** is instruction that refers to self-paced learning where students engage in the institutional materials on their own time, interacting intermittently with the teacher via the computer, other electronic devices, or the phone. Students engaged in the day will be marked “present”. Engagement is defined as progress in the learning activities and

assignments planned for that day that are posted to the assigned teachers Google classroom as evaluated and or graded by the teacher of record for the class.

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## Malakoff ISD student expectations for At-Home Learning:

- ❑ Students will complete At-Home Learning activities assigned each day.
- ❑ Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- ❑ Students and parents will communicate with the teacher when needing support/ additional assistance, tutoring, etc.

### Schedule for At-Home Learning

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

### Attendance for At-Home Learning

Students who login to the Malakoff ISD learning platform each day and engage in teacher-assigned learning apps (Seesaw, Google Classroom) are considered “present” and **will not** be marked absent. Students who have not logged in by 3:00 pm each school day **will** be marked absent. **This absence can be resolved if the student engages in daily learning assigned by their teachers via the Malakoff ISD learning platform by 11:59 pm that same day.**

Parents and students will receive absence notifications via School Messenger after 6:00pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in daily assignments and for the duration of instructional minutes learning before 11:59 pm of the same day. ([Notifications may be controlled by parents via Parent Portal.](#))

Any absences recorded, but resolved by the student before 11:59 pm on the same day, will be reconciled based on login records of the Malakoff ISD Seesaw and Google Classroom.

If a student is engaged in asynchronous learning and completes the entire week’s worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” for Tuesday-Friday.

It is important that students understand that At-Home Learning attendance is based on **daily engagement, not solely the completion of assignments**. State law [TEC §25.092](#) and Malakoff ISD Policy FEC ([Local](#)) and ([Legal](#)) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

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*\*Students should access all learning platforms, including Seesaw and Google Classroom, via the Malakoff ISD platform, so that we have accurate accounting of their logins and duration of engagement on a particular learning app.*

### **At-Home Learning Design for Grades PK-5**

Teachers will structure the instructional day to ensure there are a total of 180 instructional minutes total (PK-5) and 240 total instructional minutes (grades 6-12) to include content for each subject area, chunked into some synchronous (live) times and some asynchronous times.

- ❑ Daily synchronous time may include activities such as:
  - Read alouds
  - Small group reading instruction
  - Community Circles/Check ins
  - Direct instruction by teacher (mini-lesson)
- ❑ Daily asynchronous assignments are to be completed independently. These may include activities such as:
  - Independent reading and writing assignments
  - Writing assignments
  - Independent practice

Teachers will design small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during the At-Home Learning remotely. Parents may be needed at home to assist their student with logging into Seesaw, Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

### **At-Home Learning Design for Grades 6-12**

Classes within this environment will follow the schedule of classes at the student's home campus. Teachers will structure the instructional day to ensure there are 240 total instructional minutes (grades 6-12) to include content for each subject area, chunked into some synchronous (live) times and some asynchronous times.

Teachers will structure the instructional day to follow their campus bell schedule.

Revised July 2020

Within each course/subject, teachers will plan for students to participate in synchronous and asynchronous learning.

All courses will be offered in both settings, including advanced level courses such as Honors, and .

Some elective courses for students who select MISD At-Home Learning may require the student to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed remotely, e.g., CNA, a/v production, etc.

The district is working to finalize which elective courses will require in-person assignments; later in August, more information will be made available to better assist families with their elective choices.

Students who select MISD At-Home Learning will be contacted in early August regarding their schedule if the elective courses requested require an in-person component.

**Students in grades 6-12 choosing MISD At-Home Learning WILL NOT be able to participate in on-campus extra-curricular activities.**

### **Intervention and Enrichment for Remote Learning**

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 their plan for the designated time.

### **MISD At-Home Learning Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. MISD At-Home Learning courses that earn high school credit will count in GPA calculation and class rank as specified in MISD Board Policy.

### **Special Education Support**

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the MISD At-Home Learning program remotely. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services 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.

## Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in two different environments, Malakoff ISD is committed to providing consistency in high quality instruction and learning tools for all students.

### INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

#### 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.
- For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.

##### Parent

- Access parent resources to learn how students will navigate Google Classroom.
- For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.
- For MISD At-Home Learning: Create a designated place in your home for your student to use as their remote classroom.

#### Learning and Teaching Expectations

##### Student

- Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.
- Participate in face-to-face learning activities or live synchronous virtual sessions 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 and how your teacher organizes information.
- Turn in assignments on time.

##### Parent

- Access Parent Portal 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 coach” to motivate and guide your child throughout the school year in your role as a learning coach.
- Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
- Consider creating a designated learning/study space for your child at home to learn comfortably.
- Maintain communication with your child’s teacher by phone, email and/or online meetings to create a learning partnership.
- Monitor and ask for evidence that your child is on track with assignments and coursework.

**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 establishing and managing the daily schedule communicated by the teacher.
- Help your child own their learning. Provide support and encouragement and expect your children to do their part.

**LEARNING TOOLS FOR BOTH ENVIRONMENTS**

	<b>Information</b>	<b>Resources</b>
<b>Device</b>	All students in grades 6-12 will be offered a Chromebook to use in either learning environment.	
<b>Instructional Platform</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All teachers, grades PK-2, , will utilize Seesaw as their primary learning management system and communication tool for the 2020-2021 school year.</li> <li><input type="checkbox"/> All teachers grades 3-12 will use Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year. Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.</li> <li><input type="checkbox"/> Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.</li> </ul>	

	Information	Resources
<p><b>Online Resources</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.</li> <li><input type="checkbox"/> Students will have access to online resources, textbooks and materials through Seesaw or Google Classroom.</li> <li><input type="checkbox"/> No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.</li> </ul>	
<p><b>Communication</b></p>	<p><b>Communicating with teachers:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.</li> <li><input type="checkbox"/> Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.</li> </ul> <p><b>Use of student email:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students in grades 6-12 will be provided a district managed email account and Google Drive beginning in the fall of 2020.</li> <li><input type="checkbox"/> These accounts should be utilized for all communication directly between teachers and students.</li> </ul>	
<p><b>Technology</b></p>	<p>Malakoff ISD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. Malakoff ISD is preparing for At-Home Learning and possible school closures due to COVID-19 as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learning devices and/or WiFi hotspots will be provided as needed.</li> <li><input type="checkbox"/> No deposit is required.</li> <li><input type="checkbox"/> Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.</li> <li><input type="checkbox"/> Relevant notifications, instructions, procedures, policies and processes will be available on the Malakoff ISD website.</li> </ul>	

## Return to School Protocols

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Following are the return to onsite work protocols for Malakoff ISD campuses and administration buildings.

Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community.

Please note, health guidance cannot anticipate every unique situation. As a result, Malakoff ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Malakoff ISD expects all employees, students and families to rigorously follow these practices.

### Preparation for the Opening of School

Malakoff ISD will ensure all staff, resources and supplies are prepared for returning to school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Malakoff ISD will implement health and safety plans that include:

- ❑ Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.).
- ❑ Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency.
- ❑ Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies.
- ❑ Providing communication of procedures and expectations upon entering facilities and throughout buildings.

## Protocols for Screening and Isolation

### General

Staff and students will be required to submit an attestation form weekly stating they are free of COVID-19 symptoms. If at any time a staff member experiences any change they must notify their direct supervisor. Parents will notify the school office.

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated from others and sent home.

### Screening Protocols

- Staff will be required to complete a self-screening process prior to entering a Malakoff ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines.
- Staff are expected to sign in any time they are accessing a District facility/building utilizing a campus sign-in sheet.
- A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- 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 re-entry are met.

Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:

- Sick or has been sick in the past 14 days.
- Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19.
- These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.

- ❑ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
- ❑ Has traveled internationally or on a cruise in the past 14 days.

These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)

Teachers will monitor students and refer them to the nurse if symptoms are present.

### **Isolation Protocols**

- ❑ For students displaying symptoms of COVID-19 or are feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ❑ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- ❑ Other students who were in class with the ill student will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ❑ 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 were heavily used by the ill individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- ❑ District communication will be provided to the individuals who came in contact with a student or staff member displaying COVID-19 symptoms.
- ❑ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- ❑ Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
  - ❑ They are 3 days (72 hours) fever-free without using fever-reducing medication;
  - ❑ Improved symptoms (cough, difficulty breathing, etc.);
  - ❑ 10 days have passed since symptoms began.

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### **Protocols for Personal Protective Equipment**

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. (This requirement is subject to change, per the governor's mandate).

- ❑ Masks include: non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- ❑ Staff and students will appropriately wear face coverings at all times. Per the governor's mandate, this is subject to change.
- ❑ Students in pre-k through third grade WILL NOT be required to wear face coverings in buildings.
- ❑ All students are required to wear face coverings on the bus .
- ❑ Students in grades 4 through 12 will wear face coverings while at school, and during arrival and dismissal. Per the governor's mandate, this is subject to change.
- ❑ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- ❑ Students will not be required to wear face coverings while eating.
- ❑ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- ❑ Additional protective equipment will be provided to school nurses for use in the clinic.
- ❑ Students and staff will be provided with a disposable face covering.
- ❑ Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.

## Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.

### Visitor Screening/PPE Requirements

- ❑ Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- ❑ Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- ❑ Virtual tools will be used to conduct meetings such as PTO meetings, ARDs, LPAC, etc.
- ❑ All visitors will be subject to screening by way of a symptom screening form before entering any off Malakoff ISD facility.
- ❑ If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- ❑ All individuals entering the building will be required to wear face coverings.
- ❑ Visitors will stand behind the shield guard installed at reception desks.
- ❑ Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

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## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### Hand Washing/Sanitizing 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.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of Malakoff ISD-provided hand sanitizer.

### Elementary & Secondary

- Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.

### Disinfecting Expectations

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

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## Protocols for Campus Cleaning and Disinfecting

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.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- 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.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

## Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ❑ All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- ❑ Classes/grade levels will sign up to reserve common areas.
- ❑ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- ❑ There will be procedures for students to sanitize their spaces before and after usage.
- ❑ Number of students in a common area will be based upon social distancing practices.
- ❑ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- ❑ The use of virtual meetings/videoconferencing is preferred when possible, including PTO meetings, ARDs, LPAC, booster club meetings and events.
- ❑ When necessary, administration must create a plan for PTO/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- ❑ If meetings must be held in person, all social distancing protocols will be implemented:
  - ❑ Facial coverings
  - ❑ Six-foot social distancing when possible
  - ❑ Limiting the sharing of materials/supplies

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## Protocols for Positive COVID-19 Cases on Campus

If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to mist and disinfect.

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

# Campus Health & Safety Protocols

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## Training

On the first day of school, school systems are required by TEA to provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.

The training will include the practice of covering coughs and sneezes with a tissue, and if not available, to cover coughs and sneezes 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.

### Safety Training for Protocols & Procedures

<b>Student</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students will participate in training specific to newly adopted health and safety protocols.</li> <li><input type="checkbox"/> All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li><input type="checkbox"/> If a student is experiencing symptoms they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul>

## School Arrival & Dismissal

### Arrival

- When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares.
- All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Students will go straight to the designated areas set by each campus.
- Parents will not be allowed to walk students to classrooms.

### Dismissal

- Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.

- ❑ Sibling connections at Elementary campuses will be done outside the building. Separate exits will be utilized for car riders, bus riders, walkers and daycares.
- ❑ Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

## **BUS TRANSPORTATION**

*Parents: In an effort to mitigate the spread of Covid-19, please consider the option of transporting your child(ren) to school in lieu of riding the school bus whenever possible.*

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

### **Transportation COVID-19 Protocol: Parent Information**

The Malakoff ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes.

Bus routes will run at regular capacity.

Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses.

***We are requiring all of our drivers and students to wear masks while on the school bus.***

## **General Education/Special Needs/Shuttle Loading and Unloading Procedures**

### **Bus Stop Expectations**

- ❑ Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- ❑ Students should NOT share food, drinks or personal devices.

### **Morning Boarding Bus Procedures**

- ❑ Students should practice social distancing as they approach and board the bus.
- ❑ Use hand sanitizer (provided near the bus stairwell).
- ❑ Seating: Students will be seated starting from the back seats, then toward the front.
  - ❑ Considerations for siblings & younger students mixed with older students
- ❑ Bus in motion rules: Standard Malakoff ISD bus rules apply.
- ❑ Students should NOT share food, drinks or personal devices.

### **Unloading at Campus**

- ❑ Unloading will start from the front to the back.
- ❑ Students should practice social distancing and follow campus guidelines.

### **Afternoon Campus Boarding Bus Procedures**

- ❑ Students should practice social distancing as they approach and board the bus.
- ❑ Use hand sanitizer (provided near stairwells).
- ❑ Seating: Students will be seated starting from the back seats then toward the front.
  - ❑ Considerations for siblings & younger students mixed with older students
- ❑ Bus in motion rules: Standard Malakoff ISD bus rules apply.
- ❑ Students should NOT share food, drinks or personal devices.

### **Unloading at Bus Stop**

- ❑ Unloading will start from the front to the back.
- ❑ Students should practice Social Distancing and avoid gathering in groups of 10 or more.
- ❑ Students should NOT share food, drinks or personal devices.

### **Disinfecting Protocol**

#### **Between each AM & PM Campus drop-off**

- ❑ School bus drivers, bus assistants and staff will be spraying and wiping down seats and high-touch items with disinfecting spray.
- ❑ Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
- ❑ When possible, bus windows will be open to allow outside air to circulate in the bus.

#### **Weekly Deep Disinfecting Process**

- ❑ Deep cleaning: Spraying of bus interiors will occur at a minimum of twice weekly.

### **Bus Arrival & Dismissal**

#### **Student**

#### **Arrival**

- ❑ Students will load and unload the bus at the direction of the bus driver.
- ❑ As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.
- ❑ Students will not congregate with other students after exiting the bus.
- ❑ Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.

**Dismissal**

- Students will wait in a designated "pre-loading" area for each bus to arrive.
- Students will load onto the bus at the direction of the bus driver.
- Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.

**Parent**

- When possible, parents should help with student supervision at the bus stop.

**Walkers**

**Student**

- It is recommended that walkers keep social distance and use a face covering while walking to and from school.
- Students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
- Students will be asked to immediately leave campus and begin walking home at the end of the school day.

**Parent**

- Parents are encouraged to talk with their child about the health benefits of social distancing.
- Parents should follow campus guidance on how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

**Car Pool**

**Student**

- As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.
- Students will remain at a social distance while waiting to be picked up in the carpool area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.

**Parent**

- Parents should follow pick up protocols regarding how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

**Bike Rack**

**Student**

- Students will use every other space in the bike rack to keep distance when arriving at school.
- Students will immediately leave campus and begin riding their bike home at the end of the school day.

- Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day.
- It is recommended that students keep social distance and use a face covering while riding their bike home.

**Parent**

- Parents are encouraged to talk with their child about the health benefits of social distancing.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.

**General Building Arrival**

**Student**

- Wash hands or use hand sanitizer upon arrival.
- Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
- Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- It is required that students and staff wear masks when entering the building and waiting in the designated waiting area.
- Students should choose seats that have empty space (seats) empty in between seats.
- Students are expected to stay seated until they are dismissed by a staff member.
- Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom.
- Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.

**Parent**

- Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.
- Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
- Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.

## Cafeteria - Breakfast and Lunch

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

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device. Hand sanitizing stations will be available at entrances and exits of the cafeteria.

### Seating & Directions

#### Student

- Students will be expected to follow campus guidelines for cafeteria procedures.
- Elementary students will be served “grab and go” meals for breakfast.
- Campus principal will determine a rotating schedule for eating lunch either in the classrooms and/or cafeteria.
- Students will be seated according to a seating plan for students consistent with social distancing guidelines
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.

#### Parent

- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
- Parents are encouraged to speak to their children about safety protocols and social distancing.
- Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
- Parents should talk to their students about COVID-19 symptoms and prevention strategies.

## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

Classroom Training	
<b>Student</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students should wash their hands or use hand sanitizer upon entering each classroom.</li> <li><input type="checkbox"/> Students will participate in training specific to newly adopted health and safety protocols.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parents are asked to read all school communication regarding health and safety protocols.</li> <li><input type="checkbox"/> Parents should talk to their students about COVID-19 symptoms and prevention strategies.</li> <li><input type="checkbox"/> Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.</li> <li><input type="checkbox"/> Teachers will receive training to deliver classroom lessons on health protocols.</li> </ul>

### Classroom Setup

- Student**
- Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
  - Students will avoid sharing school supplies and will sanitize shared items after each use.
  - Students will sit one per table when it is possible.
  - Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.
  - Students may bring a personal classroom snacks as long as they are not shared

### Classroom Arrival

- Students**
- After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
  - Students should avoid touching high-touch areas if possible.

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## Water Fountains

Mitigate the use of water fountains.

### Water Fountain Usage

- Student**
- Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Parent**
- Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.
  - Parents are asked to assist students, as needed, to clean water bottles on a daily basis.

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## Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized. (Allow small groups of students to play together? Develop structured games that take into account social distance protocols?)

## Guidelines for Outdoor Play

- Students will wear masks during outdoor activity. Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- While in the classroom, brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

## Elementary Specialized Classrooms/Areas

### Elementary Specials

- |                |  |
|----------------|--|
| <b>Music</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate social distancing measures will be followed.</li> <li><input type="checkbox"/> Music equipment will be sanitized and wiped down after each use.</li> </ul>   |
| <b>PE</b>      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.</li> <li><input type="checkbox"/> Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided</li> <li><input type="checkbox"/> PE equipment will be disinfected and wiped down after each use.</li> <li><input type="checkbox"/> Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.</li> <li><input type="checkbox"/> Procedures will be implemented in the locker rooms to limit social distancing.</li> <li><input type="checkbox"/> Students should avoid touching their face at all times, but especially while playing games.</li> <li><input type="checkbox"/> Sanitizing areas and access to handwashing will be provided.</li> <li><input type="checkbox"/> If enrolled in a PE class, students should bring tennis shoes to participate in class activities.</li> </ul> |
| <b>Art</b>     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Students will use their own art supplies and avoid sharing equipment, utensils and supplies as much as possible.</li> <li><input type="checkbox"/> Students should complete cleaning protocols and sanitize their areas in between use.</li> <li><input type="checkbox"/> Art equipment will be sanitized and wiped down after each use.</li> </ul>  |
| <b>Library</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library. Soft furniture will be removed.</li> <li><input type="checkbox"/> Students and staff will wash/sanitize hands upon entering and after visiting the library.</li> </ul>   |

- ❑ High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.
- ❑ Occupancy will be limited.

## Secondary Specialized Classrooms & Extracurriculars

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from MISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

**Students opting for the MISD At-Home learning environment WILL NOT be permitted to participate in on-campus extracurricular activities**

All students will communicate with Athletic Trainers, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

### Secondary Specialized Classrooms and Extracurricular Programming

#### Physical Education

- ❑ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ❑ Any activities bringing students into close physical contact will be avoided.
- ❑ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ❑ Procedures will be implemented in the locker rooms to limit social distancing.
- ❑ Equipment will be disinfected after each use.
- ❑ Activities requiring multiple students to touch or handle the same equipment will be avoided.
- ❑ Sanitizing areas and access to handwashing will be provided.

#### Athletics

- ❑ Similar to summer strength and conditioning activities, practices and contests will follow protocols established by UIL, TEA and Malakoff ISD. In-season and off-season activities will follow the most current guidelines available.
- ❑ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- ❑ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- ❑ Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.

- ❑ Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols.
- ❑ Equipment used during practices will be sanitized frequently during practice sessions.
- ❑ Athletic areas will be frequently disinfected during the week with an electrostatic misting tool.
- ❑ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- ❑ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
- ❑ Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ❑ Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as volleyball and basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

**Cheer/  
Drill Team**

- ❑ Practices and performances will be conducted following safety protocol provided by guidance from MSD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.
- ❑ Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
- ❑ Students will enter the locker room to change on a staggered schedule.
- ❑ Students will be asked to wash or sanitize their hands before and after class.
- ❑ Equipment, such as ballet barres, will be disinfected/wiped down after each class period by the dance teacher.
- ❑ During center work and across the floor drills, dance students should maintain at least 6 feet apart, but preferable 8-10 ft. between each other.
- ❑ Dance, cheer and drill team students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
- ❑ Cheer and Drill Team students will not share equipment/props (i.e. pom poms, megaphones, etc.)

- ❑ Students will be encouraged to wear appropriate dance attire and will rotate through the dressing rooms in small groups to change before/after class. If a student isn't comfortable using the shared dressing room space they can participate in class while wearing the clothes they wore to school.
- ❑ Students will be asked to bring their own mask.

## **Fine Arts**

- ❑ Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., MISD, TEA, UIL, etc.).
- ❑ Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to.
- ❑ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., MISD, TEA, UIL, etc.)
- ❑ Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., MISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- ❑ All fine arts performances will be streamed online when possible.
- ❑ Booster club meetings should be held virtually to minimize outside exposure to campuses.
- ❑ Students will access private practice rooms and communicate virtually with private lesson instructors.

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## **School Events and Activities**

### **Guidelines for School Wide Events/Activities**

- ❑ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- ❑ Administration will follow all MISD, UIL and CDC guidelines in regards to games, practices, etc.
- ❑ Any school wide events that are approved to be held on campus must adhere to requirements outlined by Malakoff ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.

- ❑ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- ❑ PTO and Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.
- ❑ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

## On- and Off-Campus Student Activities

### ❑ On/Off Campus Activities, Field Trips & School Wide Events

#### ❑ On-Campus Activities

- ❑ PTO event and fundraising information is pending.
- ❑ After school club information is pending.
- ❑ No in-person assemblies will be held in the fall.
- ❑ Meet the teacher, open house, parent conferences, etc. will be held virtually.
- ❑ Parents will be allowed to attend class parties and performances virtually.

#### ❑ Off-Campus Activities

- ❑ Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- ❑ Student participation in academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, MISD, TEA, the UIL, etc.).
- ❑ Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

#### ❑ School Wide Events

- ❑ Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by MISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)
- ❑ School wide events will be live streamed and/or occur virtually when possible.
- ❑ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

## Hallways and Lockers **START HERE**

### Classroom Transitions, Hallways & Lockers

#### Elementary

- Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Where possible, one-way traffic throughout campus corridors will be established.
- In two-way halls students are expected to stay to the far right of the hall when walking.
- When possible, it is recommended that students make transitions outside of the building.
- Students will not be assigned a locker. Students will be permitted to bring backpacks to class.
- For grade levels that implement departmentalization of subject areas, teachers will move to students for transitions in instruction and students will remain in their homeroom class.
- Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

#### Secondary

- Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
- In two-way halls students are expected to stay to the far right of the hall when walking.
- Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- Students should immediately report to their next class and not congregate in the hallway.

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## Emergencies and Drills

Malakoff ISD will continue to follow the Emergency Response Guidelines and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

## Emergency Evacuation Protocols

- ❑ Administration will implement a protocol to assign each physical classroom to one of two groups (“Red Group” / “Green Group”), designated by a campus-printed sign at each classroom.
- ❑ An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the Red/Green Groups will stagger their re-entry to the building to maintain social distancing.
- ❑ **Note:** this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- ❑ **Actual Emergencies:** Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.