

Hale Center  
Independent School District  
2020-2021  
Safe School Re-entry Plan



January 12, 2021

# 2020-21 School Calendar

## Hale Center ISD 2020-2021

August						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Semester	
8/18-10/16	41.5
10/19-12/18	40.5
<b>Total</b>	<b>82</b>

September						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Second Semester	
1/6-3/12	45.5
3/22-5/17	39.5
<b>Total</b>	<b>85</b>

October						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Yearly Total	167
<b>Student Holidays</b>	
Labor Day	Sept. 7
October Break	Oct. 12
Thanksgiving	Nov. 25-30
Christmas	Dec. 21-Jan 5
MLK Day	Jan. 18
February Break	Feb. 8
Spring Break	Mar 15-19
Good Friday	April 2

November						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Bad Weather	**930 minutes added
Early Release	10/16; 12/18; 3/12; 5/17
Jr. High Promotion	May 17
HCHS Graduation	May 14

December						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>Staff Holidays and Contract Days:</b>	
New Teacher Orient.	August 6
Pre-Inservice	Aug. 10-17
Labor Day	Sept. 7
October Comp Day	Oct. 12
Thanksgiving	Nov. 26-27
Thanksgiving Comp.	Nov. 25 & 30
Christmas	Dec. 21-Jan 1
Jan. Inservice/WD	Jan. 4-5
MLK Day	Jan. 18
February Comp Day	Feb. 8
Spring Break	Mar 15-19
Good Friday	April 2
End of School WD	May 18
Memorial Day	May 31

January						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>Minutes:</b>		
Akin	77,745	4.5
Carr	78,425	6
High School	78,485	6
<b>State Required</b>	<b>75,600</b>	

SYMBOL KEY:			
Inservice	IN	Workday	WD
Waiver (Comp)	X	New Teacher	NT
Holiday	H	Early Release	*
6 Wk Period	(-)	COVID Makeup	
Graduation		STAAR	

February						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>Staff Days:</b>	
In Class	167
Early Release	2
Inservice	7
Work Days	2
Comp Days	4
<b>Total Staff</b>	<b>182</b>

July 7, 2020

\*\*Please Note: Additional School Closure could extend the 2020-2021 Calendar.

# Staff and Student Safety Protocols

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Because COVID-19 can be contracted by people of all ages, it is crucial that Hale Center ISD take appropriate action to keep its employees and students safe. The following protocols shall be followed by each staff member and student at Hale Center ISD during the 2020-21 school year. The ongoing emergency pandemic is continuously evolving, and these protocols will be periodically reviewed and revised as appropriate to reflect orders and/or recommendations from local, state, and national government officials and/or health authorities.

## Screening

- All staff members will self-screen for the COVID-19 symptoms listed below prior to reporting to campus each day.
- Staff members who experience COVID-19 symptoms or receive a positive, lab-confirmed diagnosis of COVID-19 must report such symptoms or diagnosis to the District and must remain off campus until completing the Isolation Procedures below.
- Additionally, staff members are required to notify the district if they come in "close contact" with an individual who receives a positive, lab-confirmed diagnosis of COVID-19.
- "Close contact," unless defined otherwise by local health officials, is defined as the following contact in the last 14 days with an individual who is lab-confirmed to be infected with COVID-19:
  - Being directly exposed to infectious secretions (e.g., being coughed on); **OR**
  - Being within 6 feet for a total duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- Students will be screened and monitored throughout the day by the staff.
- The following is the recognized list of COVID-19 symptoms:

### **COVID-19 Symptoms for Screening**

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue

- o Headache
- o Chills
- o Sore throat
- o Congestion or runny nose
- o Shaking or exaggerated shivering
- o Significant muscle pain or ache
- o Diarrhea
- o Nausea or vomiting

- Parents must not send a student to District campuses if the student is exhibiting any of the above COVID-19 symptoms, test positive for the virus, or come in “close contact” with an individual who tested positive for the virus, as defined herein. Throughout the school day, teachers will monitor students and notify the campus nurse if a student begins exhibiting COVID-19 symptoms.
- Any student who exhibits symptoms while at school will be **immediately** separated from other students until they can be picked up by a parent or guardian. Students must follow the Isolation Procedures listed below to return to school.
- If a student or staff member begin showing COVID-19 symptoms while at school, appropriate personnel will promptly clean all areas used or occupied by that individual.
- If a student reports feeling feverish during the school day, they shall immediately receive a temperature check to determine if they are symptomatic for COVID-19.
- Prior to entering a District campus, visitors will be screened to determine if they exhibit COVID-19 symptoms, tested positive for COVID-19, or came within “close contact” with an individual who tested positive for COVID-19, as defined herein. Screening will include temperature checks when practical.

## **Isolation Procedures**

- The following procedures must be followed by staff members and students before they may return to campus following exposure to the virus and recovery.
- If a student or staff member tests positive for COVID-19:
  - o At least ten days have passed since symptoms first appeared; **AND**
  - o At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
  - o The individual has improvement in symptoms (e.g., cough, shortness of breath, etc.) **OR**
  - o Staff and students with COVID-19 related absences must provide the school a medical professional’s note or Health Department Return to

School Order for re-entry and for staff to be paid for days absent without using paid time off.

- If a student or staff member exhibits symptoms of COVID-19 without obtaining a positive, lab-confirmed result, that individual may return back to campus upon satisfaction of the following criteria:
  - At least ten days have passed since symptoms first appeared; **AND**
  - At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); **AND**
  - The individual has improvement in symptoms (e.g., cough, shortness of breath, etc.) **OR**
  - Staff must provide the school a medical professional's note or Health Department Return to School Order for re-entry and to be paid for days absent without using paid time off.
- If a student or staff member comes into "close contact" with an individual that receives a positive lab-tested diagnosis for COVID-19:
  - New CDC guidance states that in absence of specific orders issued by the local health authority, the stay-at-home period can end for individuals experiencing no symptoms:
    - On Day 10 after the last close contact, so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14.
    - On Day 7 after close contact exposure and after receiving a negative test result (administered at least 5 days after the last close contact), so long as they continue to monitor themselves daily for symptoms and take appropriate precautions through day 14.
  - Unless the student or staff receives a return to school note from a physician or the health department.
  - Staff must provide the school a medical professional's note or Health Department Return to School Order for re-entry and to be paid for days absent without using paid time off.
- Each campus will close off areas that are heavily used by any individual who tests positive for COVID-19 until surfaces in those areas can be disinfected.

## **Reporting**

- In the event that a student or staff member tests positive for COVID-19, the District shall notify its local health department, in observance of applicable federal, state, and local laws.
- Consistent with local policies and legal confidentiality requirements, the District shall notify all staff members and families of all students within that campus if a lab-confirmed COVID-19 case is identified among students or staff members who participate in any on-campus activities.

## **Health and Hygiene Protocols**

- Masks, or full-face shields must be worn by all staff members while attending on-campus instruction and related activities, unless teaching behind a sneeze-guard.
- Students aged 10 and older will be required to wear masks, full-face shields, or be seated behind an individual desktop sneeze-guard while attending school with the exception while eating lunch, exercising, or band (According to GA-29 and TEA guidance). Masks will be allowed even when not required.
- During extracurricular activities where it is determined by District officials to be impractical for students to wear masks or face shields, students must still wear masks or face shields when entering and exiting facilities and practice areas and when they are not actively engaged in those activities.
- If during participation in extracurricular activities, it is determined that the mask requirement is impractical, students and staff members must wear masks or face shields until they can arrange themselves in positions that will allow them to maintain safe distancing.
- On the first day of on-campus instruction, the District will provide instruction to all students on appropriate hygiene practices and other illness mitigation practices.

### **Safe Instruction**

- Hand sanitizer will be made available at each campus entrance, each classroom, cafeterias, common areas, gyms, restrooms, and offices.
- Staff members, students, and visitors will be encouraged to sanitize and/or wash hands frequently throughout the day.
- Staff members and students will be encouraged to practice good hygiene relating to virus transmission, including coughing and sneezing into tissues or elbows as well as immediate handwashing or sanitizing.
- District janitorial staff will regularly sanitize all areas occupied by students and staff members according to cleaning schedules.
- District janitorial staff will sanitize cafeteria between uses.
- Students will clean personal space and items with provided cleaning supplies.
- Students will not share school supplies.
- Items that are dropped off for students will be left in the office or designated place.
- Where space permits, desks will be separated by a distance of no less than six feet.

- Water fountains will not be used, students are encouraged to bring a filled water bottle from home or fill their water bottle at water bottle refill stations.
- When feasible and appropriate, outdoor spaces may be utilized for certain classes in an effort to reduce risk of virus transmission.
- The District will reduce the number of assemblies and other activities that bring large groupings of students and/or staff members together at once.
- Returned library books will be sanitized before being recirculated to other students.
- Beginning the Spring Semester, Field Trips will be allowed. All participants, regardless of age, must wear masks or face shields during the trip, except when eating or drinking.
- See the Appendices for Individual Campus Plans for Safe Instruction.

### Safe Transportation

- Parents are encouraged to drop off students at the school in order to limit potential transmission of COVID-19 while riding the bus.
- When feasible and appropriate, bus windows will be opened to allow outside air to circulate in the bus.
- Buses will be thoroughly sanitized after each bus trip, with special focus on “high-touch” areas.
- When feasible, students will maintain social distancing on buses by occupying every other seat.
- Face masks and/or full-face shields must be worn on all buses by students aged ten and older.

### Safe Visits

- All guests shall enter through the main doors of the District campuses.
- Only one person per student should enter the building – if possible. Please keep all other family members in the car. Parents with small children may bring them if needed.
- Guests will push the call button located at the main doors.
- Guests must be screened before entering the building by answering a series of questions.
- When the guest is cleared, the front door will unlock, and the guest should go to the appropriate place as requested by the secretary.
- During the COVID-19 Pandemic, no parent will be allowed to eat lunch with their student(s).
- Parents and other adults may still visit District campuses when such visits are essential to school operations: teacher/parent conferences, ARD meetings, LPAC meetings, or meetings with principal or counselor. At all times, visitors must adhere to the District’s virus transmission prevention and mitigation requirements set forth in this Plan.

## **Virtual Instruction**

- Even during the emergency pandemic, students are required by state law to attend 90% of the days a course is offered in order to be awarded credit for the course and/or to be promoted to the next grade.
- Virtual instruction is an option for students when determined by the school administrator to be in the students' best interest.
- Given the serious concerns regarding public health, **student attendance may be earned through the delivery of virtual instruction.**
- Meals will be provided daily for virtual students and must be picked-up between the following times daily:
  - Breakfast – 7:00-7:15am
  - Lunch – 12:45-1:00pm
  - Must use the Food Service Entrance at the High School to receive the meals.
  - The student must come to pick up the meals. It cannot be just the parent or guardian.

## **Extracurricular Activities**

- Athletic practices, performances, and contests will be conducted according to safety protocols provided by the District, UIL, TEA, and other state authorities. This includes staff member and student screening, sanitation, locker room usage, travel, spectator attendance, etc.
- Hand washing and/or handwashing stations will be made available in extracurricular facilities and all equipment will be sanitized on a regular basis.
- Locker room use will be determined by TEA and UIL. If locker room use is permitted by the relevant authorities, rules regarding face coverings and social distancing will be enforced.
- For those clubs or organizations that typically meet after regular school hours, such activities may occur in accordance with the health protocols contained in this Plan.
- Extracurricular activities are limited to students that are enrolled for and engage in campus-based education. HCISD does not permit students who



enroll only for virtual learning to participate in extracurricular activities. Students who are enrolled for campus-based education but are temporarily quarantined and engage in alternative learning other than campus-based education are still eligible to participate in extracurricular activities following their release from quarantine.

## **Appendices**

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Appendix A - Akin Elementary

Appendix B - Carr Middle School

Appendix C - Hale Center High School

Akin Elementary  
Procedures 2020-2021

Student Drop off

Buses arriving before 7:40, students will enter through Main Door and report to Gym.

Grades 1 & 4 will enter through the Southwest door (Red)

Grades Pre-K & K will enter through the Southeast door (Blue)

Grades 2 & 3 will enter through the main doors (Yellow)

Students will go straight to their classrooms for breakfast.

Teachers will arrive at 7:30

Signs will be posted to help parents find the correct door

Student Pick up

Students will remain in their home room class until called from the office.

Bus students will be called out as follows:

3:15 PK then Kinder

3:20 1<sup>st</sup> then 2<sup>nd</sup>

3:25 3<sup>rd</sup> then 4<sup>th</sup>

Grades 1 & 4 will exit through the Southwest door (Red)

Grades Pre-K & K will exit through the Southeast door (Blue)

Grades 2 & 3 will exit through the main doors (Yellow)

Teachers will be in the parking lot and will use the walkie talkies to call office for which students they need. The office will call them out of their room.

If there are multiple grade students in a family, they will exit through the door assigned to the youngest family member.

There will be hall monitors to help students find their correct exit door

## Classrooms

Custodians will spray disinfect classrooms twice daily, once before school and once when cleaning room.

Students will use the hand sanitizer stations when entering and exiting the classroom.

Teachers will social distance as much as possible.

Manipulative will be cleaned between uses.

Students will not share supplies.

## PE /Gym

Hand sanitizer will be used entry/exit

Spray sanitizer will be used before school and mid-day

Equipment will be stored on gym stands

Equipment will used once in the morning, stored on stands sanitized and used one time in the afternoon.

Coach will plan activities that do not require sharing of equipment

Students will go outside as much as possible.

## Library

Students can check out books

Books will be sanitized when they are returned

Teachers need to send no more than two students at a time.

Library surfaces will be wiped down 3 times a day

## Hallway

Students will walk on the right side of the hall and social distance as much as possible

## Cafeteria

All food will be plated by the cafeteria staff

Each grade will have a row of tables to use.

They will sit on one side of the table.

Students will be limited to three per table

Trash containers will be moved to the other side of the cafeteria (South) to prevent student congestion and crossover.

Students will hand sanitize on entry and exit.

Parents will not be allowed to eat in the cafeteria.

**CARR MIDDLE SCHOOL  
On-Campus Specific Procedures**

1. Entry – 5<sup>th</sup> and 6<sup>th</sup> Graders
  - a. 6<sup>th</sup> Grade go to library
    - i. Seating will be spaced out
  - b. 5<sup>th</sup> Grade go to commons area
    - i. Seating will be 2 people per sofa – one at each end.
    - ii. Seating on benches will be 2 – one at each end.
    - iii. Seating at tables will be 2 – as chairs are set.
  - c. 7:40am – 6th Grade Band students move to the band hall
  - d. 7:50am – 5th Grade Students move to Classroom
2. Entry – 7<sup>th</sup> and 8<sup>th</sup> Graders
  - a. PE or Athletics – refer to and follow Athletic Procedures
3. Transitions – Passing Periods
  - a. 5<sup>th</sup> and 6<sup>th</sup> Grade school day will start at 7:55am and end at 3:39pm
    - i. Each class period for 5<sup>th</sup> and 6<sup>th</sup> grade classes will move 5 minutes prior to 7<sup>th</sup> and 8<sup>th</sup> grade classes.
  - b. 7<sup>th</sup> and 8<sup>th</sup> Grade school day will start at 8:00am and end at 3:44pm
  - c. Movement down the hallway
    - i. Students will walk on the right side of the hall and social distance as much as possible.
    - ii. When released from class, students will need to move immediately to next class. Teachers will allow restroom breaks as the students arrive in the room. This is to be able to monitor number of students in restrooms.
4. Lockers
  - a. Will be assigned and should only be opened at the beginning of the day, at lunch (if needed), and before moving to 9<sup>th</sup> period.
  - b. Students should use lockers only for essentials: i.e, jackets, coats, and/or lunch boxes.
  - c. Students will be using papers given by teachers and/or online materials including textbooks. Therefore, students will not have to carry heavy textbooks around.
5. Lunch Plans
  - a. All food will be plated by cafeteria staff.
  - b. Most students finish eating in 10 to 15 minutes.
  - c. Lunch divided by grade level in 15-minute increments.
  - d. Cafeteria tables and chairs will be adequately spaced out to allow social distancing.
  - e. Students are to keep masks on until they sit down at the table to begin eating.

- f. 5<sup>th</sup> and 6<sup>th</sup> Graders
  - i. 11:09am –
    1. 6th grade moves from gym to library and set up their sneeze shields and put their backpacks on the back of their seats. Then they will have a seat and wait to be dismissed to get their lunch.
    2. 5th grade teachers will take their classes to the cafeteria. Then they will set up their sneeze shields and put their backpacks on the back of their seats. Then they will have a seat and wait to be dismissed to get their lunch.
    3. Once they receive their lunch they will return to the seat and unmask and begin to eat their lunch.
    4. When finished, students will be given the opportunity to go to the restroom and wash their hands.
  - ii. 11:39am – move to 5<sup>th</sup> period class
  
- g. 7<sup>th</sup> and 8<sup>th</sup> Graders
  - i. 12:02pm –
    1. 7th grade moves from classroom to the cafeteria. Then they will set up their sneeze shields and put their backpacks on the back of their seats. Then they will have a seat and wait to be dismissed to get their lunch.
    2. 8th grade non-band students will move to library and set up their sneeze shields and put their backpacks on the back of their seats. Then they will have a seat and wait to be dismissed to get their lunch.
    3. Once they receive their lunch they will return to the seat and unmask and begin to eat their lunch.
    4. When finished, students will be given the opportunity to go to the restroom and wash their hands.
  - ii. 12:32pm – move to 6<sup>th</sup> period class

6. Restrooms –

- a. All restrooms will be open.
- b. Restrooms will be designated according to closest classroom.
- c. Students will be required to use the closest restroom to their classroom.
- d. Students are encouraged to only go to the restroom as necessary not for socializing.

7. Exit

- a. Buses will be spaced out on the South side of the school.
- b. Reminder – 5<sup>th</sup> and 6<sup>th</sup> Graders will dismiss 5 minutes prior to 7<sup>th</sup> and 8<sup>th</sup> Graders.
- c. We will use 4 exits for students.
  - i. Students in Mrs. Branson's room or Science rooms will exit through East Door.
  - ii. Students in library will use library outside doors.

- iii. Students in Mr. Velasquez's room or Dyslexia room will exit through South door by the classrooms.
- iv. Students in South hall will exit through South exit.

8. Parent's Picking Up Students Before End of Day

- a. Call office and let secretary know that student is going to be picked-up.
- b. Secretary will sign student out and call student to the office.
- c. Once parent arrives, please press the ringer and once office has made identification, the student will be released.

## HALE CENTER HIGH SCHOOL PLAN

### MORNING ENTRY

**There will be two entry points every morning.**

#### **1. DOORS BY THE BAND HALL**

**Bus riders** - The bus will still drop off in the bus lane. Students will enter the building through the entrance next to the band hall. Students will then sit in the commons area maintaining social distancing with overflow into the library.

**Students who drive themselves** - Students who drive themselves will be asked to stay in their car until all buses have dropped off their students or 7:45. After 7:45, they will be allowed to enter the school through the entrance next to the band hall maintaining social distancing rules. They will sit in the commons area maintaining social distancing with overflow into the library.

#### **2. MAIN ENTRANCE (FRONT DOORS OF THE SCHOOL)**

**Drop offs** - Students who get dropped off by their parents (or others) will be required to be dropped off at the front of the building in the circle drive. They will enter through the main entrance at the front of the building. They will proceed to the commons where they will sit maintaining social distancing protocols, with overflow into the library.

**At 7:50**, all students will be released in an orderly fashion, following social distancing rules, to go to their first period classes. Students who arrive after 7:50 will go straight to their first period classes.

ANY STUDENT ARRIVING AFTER 8:00 WILL BE REQUIRED TO ENTER THROUGH THE FRONT ENTRANCE OF THE BUILDING.

### AFTERNOON EXIT

**AG Building** - Students will be released to the parking lot or the bus lane directly from the AG building.

**A Wing** - Students will be released through the exit doors at the end of the wing.

**B Wing** - students will be released through the commons and out the exit doors by the band hall.

All students in the A and B wings will be released one class at a time following social distancing rules.

**Bus riders** will remain in the commons following social distancing rules until their bus arrives.

### HALLWAY PLAN (Passing Periods)

#### **B WING CLASSES**

At each passing period, the classes in the B Wing will be released one minute early to go:

1. to the Commons area where they will be held until students from the A wing have moved to the B Wing, or
2. to another class in the B Wing, or
3. through the commons and out the West door by the band hall to the AG building.

#### **AG BUILDING**

Students will be released one minute early to go to the main building at the bell. All students will enter through the East door at the band hall entrance.



## **A WING CLASSES**

At each passing period, the classes in the A Wing will be released at the bell to go:

1. to another class in the A Wing, or
2. to the B Wing for their next class, or
3. out the south exit doors to go to the AG building.

**Any time** that two students meet going opposite directions in a hallway, both students will be required to stay to the right.

**No lockers** will be assigned or allowed until all COVID-19 restrictions have been lifted. Students will need to carry all jackets with them and will be required to make arrangements to drop off athletic bags in a location following their coach's directions before school begins.

## **LUNCH PLAN**

Each lunch, students will be asked to have a seat at a table either in the commons or the library. Students will be seated following social distancing rules. The teacher in charge will call tables one at a time to go get their lunch. Students will go through the line following social distancing rules and return to their seat. When it is time to be released to the next class, students will be dismissed to go one table at a time.

## **GUEST PROCEDURES**

When it is necessary to visit the school in person, district procedures will be followed. When allowed entrance to the foyer of the school, the secretary will attend to your needs.