

2020-2021
Hudson ISD
Return-to-School
Guidance Document for
On-Campus Learning



Hudson ISD Return to School Guide

Please note: This guide is to provide general operational procedures for the safe operations of school. This document is 'fluid', meaning that changes should be expected as determined by state agencies, legal obligations, and district procedures. The most updated copy can be found on our district website at www.hudsonisd.org.

Introduction:

Hudson ISD is dedicated to providing a safe atmosphere in the most realistic manner possible. This guide serves to cover a wide range of campus/district operations. One thing we have certainly learned over the last few months is the importance of remaining flexible and ready to make adjustments when the need arises. Our goal is to offer face-to-face (on-campus) instruction and remote (asynchronous) instruction beginning August 17th, 2020. There is no 'one size fits all' approach to reopening schools across the state of Texas. We must be prepared for any quick decision regarding the operation of campuses. There will be situations that may necessitate temporary school closure due to positive COVID-19 cases in our schools. Parents/guardians, staff and students should be prepared for this in the event that it occurs, while actively working to prevent it through prevention and mitigation practices. It is the desire of Hudson ISD to provide on-campus instruction in the most 'normal' way possible, while providing remote instruction that is equivalent to the standards and expectations of on-campus learning.

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General Guidance

Arrival and Dismissal at School:

Arrival

- Campuses will develop entry and arrival plans to meet social distancing guidelines. The campuses will communicate the plans with staff, students and families.
- Bus riders will be taught to space themselves out from others as they exit the bus and walk into the school building.
- Students will be encouraged to use hand sanitizer or wash their hands immediately upon entering the building.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Parents will not be allowed to walk students to classrooms, with the exception for primary grades (PK-2) on the first day of school only.

Dismissal

- Campuses will develop arrival and dismissal plans to meet social distancing guidelines. The campuses will communicate the plans with staff, students and families.
- Campuses will develop a plan for staggering dismissal as needed. Staggering students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

Attendance and Enrollment:

- Hudson ISD will be required to take daily attendance with both face-to-face, in-person instruction and remote, at-home distance learning models. This means students will have to be present in-person and/or engaged in learning each day to be counted as present for credit purposes. Daily Engagement Measures are required for attendance. "Engagement" is defined by TEA as daily progress or completion and submission of assignments.
- For Remote Learning, attendance requirements (as required by the TEA) will be documented by the interactions with educators and the engagement level with lessons and assignments within the Learning Management System (SeeSaw, grades PK-2; Canvas, grades 3-12).
- Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.

Bus Transportation:

- Bus Drivers will be trained in COVID-19 safety protocols.

- Students will be required to wear masks at all times when riding the bus according to the current orders of the Governor (ages 10 and older).
- Drivers will wear a face covering/mask.
- Seats, handles and high-touch areas will be disinfected between routes.
- When possible and weather permitting, bus windows may be opened to allow outside air to circulate in the bus.
- Siblings will be seated together or in close proximity to one another.
- Hand sanitizer will be available on each school bus.
- Students will be seated as socially distant as possible.

Campus Events, Large-Group Gatherings, and Special Events:

During the fall semester, Hudson ISD will avoid scheduling non-essential large group gatherings and events where adults and students must commingle indoors or where students would be unnecessarily exposed to the virus in public places such as field trips, assemblies, dances, public pep rallies, PTO events, etc. Meet the Teacher, Open House, parent conferences, etc. will be held virtually as appropriate. Non-school use of facilities will be limited if not prohibited altogether.

Campus Visitors:

Campuses will use virtual meeting options to limit campus visitors, when possible. Visitors who enter the building will be required to wear a face covering as required by the Governor's orders. Individuals who proceed beyond the reception area will have to follow specific guidelines for visitors.

- No outside visitors or parents will be allowed to come to school for lunch, at least during the fall semester.
- Main school entrances will be locked immediately after arrival times and remain that way throughout the day to help ensure effective management and safe screening of visitors.
- Visitors and volunteers will be limited, at least during the fall semester. *NOTE: essential volunteers scheduled for work at a campus will be pre-screened for COVID-19 temperature/symptoms before admittance on campus.*
- Hudson ISD is permitted to prevent any individual who fails the health screening criteria from being admitted to the campus.
- Visitors and staff will maintain physical distancing for meetings in smaller conference areas.

Cleaning and Disinfectant Protocols:

- Cleaning and disinfecting will occur nightly in every classroom, commons area and on high-touch surfaces.
- Teachers will be supplied with cleaning supplies to be used as needed in the classroom.
- Restrooms, cafeterias, nursing facilities and labs will undergo extensive cleaning after each day's use.
- Custodians will wear masks and gloves during work hours as deemed appropriate.
- Staff will limit the use of shared supplies when possible.
- Cafeteria tables will be cleaned with disinfectant after every lunch session.
- Student and Staff Restrooms will be cleaned with disinfectant every night.
- Locker rooms, restrooms & showers will be cleaned with disinfectant every night.

- If a classroom or facility is closed due to COVID-19 spread, CDC-approved cleaning measures will be utilized.

Commitment and Enrollment:

Hudson ISD is committed to supporting a parent’s choice of instructional format. It is not the desire to directly or indirectly force a student to participate in on-campus or remote instruction. However, students that attend remote learning must remain in that setting until the end of the grading period (9-week grading period). Due to unforeseen circumstances, students may opt out of on-campus instruction at any time. If a student must be quarantined that is enrolled in the on-campus model, he/she will be placed on ‘temporary remote status’ and may return to the campus after meeting the requirements established in protocol. *Notice: the district did update this policy to allow remote learners to return to the campus for instruction during the first week of school if it is determined to be in the best interest of the student.*

Extracurricular and Special Course Participation:

Hudson ISD, in an effort to prohibit indirect coercion, will allow a student in the remote learning model to participate in extracurricular/athletic programs. Likewise, there are certain courses (i.e. Welding, etc.) that do require some hands-on experiences to meet the requirements of the course. Students in these courses will be required for some on-campus instruction to earn credits.

Handwashing and Hand Sanitizers:

- Students and staff will be trained in proper hand washing protocols to prevent COVID-19 and the spread of germs.
- Alcohol-based hand sanitizer will be available throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Elementary teachers will be encouraged to supervise student handwashing for 20 seconds throughout the day, in addition students will be encouraged to wash hands after using the restroom and before eating.
- Handwashing stations are available in restrooms and some classrooms.

Health Pre-Screening for Staff and Students:

- Students and staff are expected to take their own temperatures daily before arriving at school. Anyone with a fever of **100.0 degrees Fahrenheit or higher** should **NOT** come to school or visit a Hudson ISD facility.
- Students and staff should also prescreen themselves for any of the following COVID-19 symptoms prior to coming to school:
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills

- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Teachers will monitor students and refer to the nurse if symptoms are present.
- Campuses will have access to a touch-free, forehead thermometer to check/verify temperatures and will immediately send anyone with a **100.0 or higher** temperature to the school health clinic for a temperature verification and symptom check by the registered nurse.
- Students and staff will be required to report to Hudson ISD if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or b) they themselves have COVID-19 symptoms.
- Hudson ISD will be pre-screening all contracted employees and essential volunteers before they are allowed entrance on campus.

Covid-19 Positive Cases and Close Contact:

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); and
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. at least ten days have passed since symptoms first appeared.

- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above (10-day) stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

This process is called 'self-isolation'.

What is quarantine? If a student is in '**close contact**' with another person who is COVID-19 positive or assumed COVID-19 positive, he/she should not attend school for 14 calendar days during the incubation period. This period of time may be extended if the individual lives in a home where close contact is not avoidable. Please see the CDC link following this section. Close contact is defined below:

The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative 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. (Please feel free to contact our director of nurses for any questions)

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

[CDD Guidance regarding quarantine](#)

Child Nutrition/Food Service:

On Campus Learners:

- Teachers and staff will monitor cafeteria and hallways to ensure social distancing.
- Breakfast and lunch to be eaten in the cafeteria.
- Students can bring a lunch from home in a lunch kit or paper bag.
- There will be limited entrée items.
- When possible, food items will be prepackaged and boxed to minimize face-to-face contact in the cafeteria line.
- Students will not be able serve themselves. Cafeteria staff will put all items on a cafeteria tray and hand to the student.
- Social distancing rules to be in place while in cafeteria. All tables will have plexiglass dividers.
- Signage will be in place to reinforce physical distance and traffic patterns in the cafeteria.
- Lunch times to be staggered with students having opportunity to wash hands before arriving at cafeteria.
- Campuses may add extra lunch times to follow social distancing.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- Cafeteria staff will be wearing masks, face shields, and gloves while preparing and serving students.
- The cafeteria will be cleaned and disinfected between lunch periods. Seats, tables, door handles and high-touch areas will be disinfected between lunch periods/use.
- Computers, pin pads, optical readers will be cleaned and disinfected between lunch periods.

- Hand sanitizers will be located at the entrance to each serving line.
- If a student pays with cash, the change will be put on his/her lunch account. No cash will be given out.
- Students will wash hands and/or sanitize before and after eating.

General Information:

We are also asking our staff and families to help us as we institute the following practices:

- Hudson ISD is encouraging cashless payments. Make payments through Family Access Rev Trak.
- No parent/visitors during breakfast or lunch due to limited space and social distancing protocol.
- No outside delivery of food will not be allowed until further notice.

Virtual Learner Meal Service:

Parents must prove their child attends school on the campus. Student PIN number. Cafeteria staff will verify enrollment and verify with attendance office that child is in attendance for the school day, prior to serving the meal. Students are not allowed to receive a meal if they are not in attendance at school for the day. Parents will be charged for meals based on the benefit status of the student. Students are either paid, free or reduced.

All meals will be served only on the campus the student attends. Serve students/parents at their assigned campus.

Monday Breakfast Only picked up from the pick location of each campus cafeteria from 7:45 am to 8:00 am.

Monday Lunch through Friday

Serve the last 15 minutes of the campus lunch period.

PEAVY: 1:15 pm to 1:30 pm

BONNER: 1:20 pm to 1:35 pm

HMS: 12:45 pm to 1:00 pm

HHS: Monday-Thursday 12:30 pm to 12:45 pm & Friday 12:40 pm to 12:55 pm

Parents a choice of hot entrée for the day, required grain, vegetables, fruit and milk for lunch and a shelf stable breakfast for the next day.

Monday Breakfast – served at breakfast time listed above

Monday lunch Tuesday breakfast – served at lunch times listed above on Monday

Tuesday lunch and Wednesday breakfast – served at lunch times listed above on Tuesday

Wednesday lunch and Thursday breakfast – served at lunch times listed above on Wednesday

Thursday lunch and Friday breakfast – served at lunch times listed above on Thursday

Friday lunch only – served at lunch times listed above on Friday

Where to pick up meals:

Peavy -- Parents go to the side door of the cafeteria where the windows are located. We will have signs on the door. Parents will be charged for all meals at the free, reduced, or paid rate. Parents must have student name & PIN number confirming the student is enrolled at Hudson ISD. Cafeteria staff will come speak to you to confirm student enrollment and then serve parents and record meals on daily roster and then the computer.

Bonner -- Parents go to the side door of the cafeteria where the windows are located. We will have signs on the door. Parents will be charged for all meals at the free, reduced, or paid rate. Parents must have student name & PIN number confirming the student is enrolled at Hudson ISD. Cafeteria staff will come speak to you to confirm student enrollment and then serve parents and record meals on daily roster and then the computer.

HMS -- Parents go to the back door of the kitchen which is the loading dock. We will have signs on the door. Parents will be charged for all meals at the free, reduced, or paid rate. Parents must have student name & PIN number confirming the student is enrolled at Hudson ISD. Cafeteria staff will come speak to you to confirm student enrollment and then serve parents and record meals on daily roster and then the computer.

HHS -- Parents side door of the cafeteria across from the maintenance shop. We will have signs on the door. Parents will be charged for all meals at the free, reduced, or paid rate. Parents must have student name & PIN number confirming the student is enrolled at Hudson ISD. Cafeteria staff will come speak to you to confirm student enrollment and then serve parents and record meals on daily roster and then the computer.

Specific Guidance:

Peavy Primary:

Back to School Procedures

- Meet the teacher will be held virtually this year. Look for an email from your student's teacher to get the specifics.
- School supplies may be dropped off on Thursday, August 13th, at a designated time in groups by last name. 1 parent and 1 student may be allowed to enter the building to take supplies to their classroom. Supplies must be in a bag and labeled with student and teacher names. School supplies will be left in the hallway by the student's classroom (no one will be allowed to enter the classroom). A face covering must be worn in order to enter the building, per governor's orders.
 - 8:00-9:00 (R-Z)
 - 9:30-10:30 (A-H)
 - 11:00-12:00 (I-Q)
- Teachers will be required to wear masks or face shields
- Students 9 and under will not be required to wear masks.
- Entry doors will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- To keep our campus as safe as possible, we will be closed to visitors/volunteers for the foreseeable future. Parents will not be allowed to eat lunch with their child.
- Only visitors essential to school operations will be allowed to enter the building and must follow the following protocol:
 - Wear a mask at all times.
 - Have a temperature check.
 - Sanitize hands upon entering.
- Where possible, establish one-way traffic throughout campus corridors. Any changes should be made so as not to disrupt emergency routes or prevent students from seeking the nearest exit.
- When it is not possible for one-way hallways, students should stay to the far right side of the corridor to reduce the possibility of contact ("Stay Right, Stay Safe").
- Signage will be provided to help assist students and staff with social distancing in common spaces and hallways.

Morning Procedures

- 7:15 Doors open for bus riders- Students who do not eat breakfast will walk to their grade level hallway and sit on a polyspot. 5 inch poly spots will be placed on the wall. There will be two tiles in between each poly spot. There will be 3 teachers on duty in each hallway.
- 7:25 Doors will open for car riders- To prevent overcrowding in hallways, front doors will open at 7:25 for car riders. This will cut down on the number of students in the hallways before teachers arrive on campus. All parents will drop students off in the front circle driveway in the morning. Parents will not be allowed to enter the building with students.

- 7:30 Teachers must be in their rooms to greet students. At this time all students in the hallway will go to their classrooms.

Classrooms/PE/Recess

- Desks will be spaced out
- Hand Soap and sanitizer dispensers will be available in all classrooms.
- Classroom doors will be propped open to reduce the use of high touch areas when possible.
- Students will use a reusable water bottle during the day.
- Students will use their own supplies. We will not share school supplies this year.
- PE will be held outside as often as possible weather permitting.
- Students will go outside for recess every day. Classes will be assigned to different areas outside to ensure proper distancing between classes.
- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.
- All teachers will use the online platform, SeeSaw, for classroom and online instruction.

Buses/Car Riders

- Cafeteria tables will be left down daily. Students will sit on the floor in between the tables. First wave of buses- 12 buses, Second Wave- 14 buses
- Arrival and dismissal times will be staggered to ensure we are taking appropriate measures to keep students safe.
 - Front Car Riders will have 3 exit doors- Red Hall for students whose class is located on the red hall, front door for students whose class is located on the blue hall, and yellow hall for prek students. Students will be loaded into cars in 2 car rider lines. The right lane will be designated for yellow and blue hall students and the left lane will be designated for red hall students. Three teachers will be assigned to place students in cars, one at each door.
 - Siblings will be grouped together for car rider dismissal
 - Sidecar Riders- 1st and 2nd grade students will dismiss on the side. Students will be spaced out appropriately in the multipurpose room

Cafeteria

- Students will be provided a barcode identification tag that is attached to their backpack that will be scanned to purchase breakfast.
- Students will be provided a barcode identification to purchase lunches to avoid using a keypad to purchase their lunch. Barcode cards will be placed on lanyards.
- Plexiglass will be placed on each table
- Students will sit in every other seat. Poly Spots will be placed on chairs to help guide students where to sit.
- No visitors will be allowed at lunch
- Students may bring a lunch, but no drop-off or delivery of lunch allowed

Bonner Elementary:

Back to School Procedures

- There will not be Meet the Teacher this year, due to current health concerns. School supplies may be dropped off on Thursday, August 13, at a designated time in groups by last name (see below). One parent and one student may be allowed to enter the building to take supplies to their classroom. Supplies must be in a bag and labeled with student and teacher names. School supplies will be left in the hallway by the student's classroom (no one will be allowed to enter the classroom). A face covering must be worn in order to enter the building, per governor's orders.
 - 8:00 - 9:00 (A-H)
 - 9:30 - 10:30 (I-Q)
 - 11:00 - 12:00 (R-Z)
- Teachers will be required to wear face masks or face shields.
- Students 10 and over will be required to wear face coverings. The school nurse will assist in reminding parents/teachers, when students turn 10, to wear a face covering.
- Front doors will not open until 7:15 a.m. each morning. Car riders may not be dropped off prior to 7:15 a.m.
- Entry doors (front and cafeteria) will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- To keep our campus as safe as possible, we will be closed to all visitors/ volunteers. Parents will not be allowed to eat lunch with, or deliver food to, their child during the school day.
- Signs/visuals will be provided to help assist students and staff with social distancing in common spaces and hallways.
- Parent Meetings/Conferences will be held virtually, as appropriate; masks must be worn by all participants when a face-to-face meeting is necessary.

Morning Procedures

- 7:15 Doors open - Students who do not eat breakfast will walk to their grade level hallway. There will be 1 teacher on duty in each hallway. Students will be spaced out in front of their homeroom teacher's classroom.
- 7:45 Instructional day begins; 7:50 tardy bell rings

Classrooms

- All teachers will use the online platform, Canvas, for classroom and online instruction
- Desks separated for distancing as much as appropriate.
- Hand sanitizer will be available in all classrooms. Students will be required to use hand sanitizer upon entry/reentry into the classroom.

- Classroom doors will be propped open to reduce the use of high touch areas when possible.
- Students will need to have their own supplies. We will not be sharing school supplies this year. Teachers will contact parents when additional supplies are needed for their child.

PE/Music/Technology Applications

- PE will be held outside as often as possible, weather permitting.
- Facemask coverings will still be in effect for those kids that are 10 years of age or older when inside the building.
- Hand sanitizer is available in the gym, music classroom, and computer lab.

Recess

- Students will go outside for recess, weather permitting. PE has been extended by 15 minutes to allow for recess/free play time.
- All students will be required to use hand sanitizer before entering the playground and upon exiting the playground.

Cafeteria

- Students will be provided a barcode identification to purchase lunches to avoid using a keypad to purchase their lunch. Barcode cards will be placed in school provided lanyards. Lanyards will remain at school and will not go home with students.
- Plexiglass will be placed as dividers on each table
- Students will sit in every other seat during breakfast and lunch. Seats will be marked with tape to identify where students are allowed to sit.
- No visitors will be allowed at lunch.
- Teachers may eat in the teacher break room. Plexiglass dividers will be on the tables in the break room.

Buses/Car Riders

- Cafeteria tables will be left down daily. Students will sit at the tables during dismissal. Side car riders will sit at labeled tables for dismissal (I-Z). Bus riders will be called in 2 waves. An assigned teacher will walk bus riders from each grade level to the cafeteria.
- Dismissal times will be staggered to ensure we are taking appropriate measures to keep students safe.
 - 3:15 - Daycare and Faculty bus dismissed
 - 3:20 - Car riders are dismissed into hallways and will walk with designated teachers.
 - Front Car Riders will have 2 exit doors to the front driveway
 - Side Car Riders- Students (I-Z) will sit at tables in the cafeteria

- 3:40 - 1st wave of bus riders are dismissed into hallways and will walk with designated teachers.
- 3:50 - 2nd wave of bus riders are dismissed into hallways and will walk with designated teachers.

Hudson Middle School:

Morning Operating Procedures:

Before 7:35:

6th grade students/7th grade students, report to - *6th grade gym*

8th grade students report to - *Hornet Gym*

- At 7:35, all students will be dismissed to 1st/6th period class.

Dismissal Operating Procedures for Car rider Students Only:

Staggered dismissal:

- 6th grade and siblings in the same household will dismiss daily at 3:20
- 7th and 8th grade will dismiss daily at 3:30

Bus Rider Procedures:

Bus riders will dismiss daily at 3:30.

Class Transitions:

Class changes will be staggered to minimize traffic in the hallways.

Restroom Procedures:

As applicable to the new transition schedule, student's restroom privileges will remain the same.

Water Fountains:

Water fountains will be available for students to use at their discretion.

Handwashing Procedures:

Each class period should have normal hand cleaning procedures as part of daily routines. If at all possible, this should be done in the classroom utilizing hand sanitizer. Hand sanitizer stations will be located in each classroom.

Student Lunch Procedures:

Additional lunch periods have been added to reduce the numbers of students in the cafeteria.

The lunchroom will be equipped with plexiglass dividers on the tables.

Microwaves will be allowed in the cafeteria with procedures.

No change will be returned if paying for lunch or breakfast. The change will be rolled over into the student's lunch account.

Classroom Cleaning procedures

- Computers and keyboards will be cleaned by the teacher by spraying the microfiber towel and then wiping the keyboard.
- Every classroom will be provided a spray bottle, cleaning supplies, paper towels, and a microfiber towel for the keyboards.

Hudson High School:

Arrival/Dismissal

- Parents or guardians are expected to screen their child/ren for COVID-19 symptoms each day prior to sending their students to school.
- When arriving on campus, students are expected to report to the cafeteria or other designated locations where students will be required to maintain socially distanced. All cafeteria tables will be limited to no more than 4 students per table and will be required to wear face masks unless eating or drinking.
- Doors to the building will be open at 7:00 each morning.
- Hand sanitizer stations will be placed at entrances, exits, and other major corridors of the high school building.
- Upon the conclusion of the school day, students will be expected to go directly to their vehicle or bus and to not congregate.

Transition Between Classes

- The high school will be following a block schedule this year to limit the movement of students throughout the day. Periods 1,3,5, and 7 will meet on Mondays and Wednesdays; 2,4,6, and 7 will meet on Tuesdays and Thursdays; Friday will be an abbreviated 7 period day.
- Students and staff will follow disease mitigation safety protocols for face coverings.
- When transitioning between classes, students will travel corridors as far to the right as possible and maintain social distancing.
- Access to hand sanitizer will be provided throughout the campus.

Common Areas

Restrooms

- Students must wash hands after using the restroom.
- Increased cleaning and disinfecting of restrooms will occur throughout the school day.

Hallways/Corridors

- Congregating in hallways is discouraged.
- Access to hand sanitizer will be provided throughout the campus.
- HISD will rely on executive orders or directives from Governor Greg Abbott to determine the use of face coverings throughout the 2020-2021 school year.

Media Center

- Will be treated in the same manner as classrooms.
- Consider digital resources to limit the sharing of paper copies.

Work Areas

- Schedule usage time.
- Limit the number of people in the workspace.
- Staff ensure equipment is sanitized before and after use.

Cafeteria Breakfast and Lunch Procedures

- Students will socially distance as much as possible.
- Hand sanitizer stations will be available at entrances and exits of the cafeteria.
- Lunch deliveries will not be permitted.
- Students will sit maximum 4 per table inside the cafeteria as well as utilizing the outside cafeteria space. Plexiglass dividers will be used at each table to separate students.
- Schedule allows for 4 different lunches with approximately 175 students in each lunch; cafeteria holds up to 425 which is greatly reduced
- Students will be provided a barcoded identification card which will allow them to purchase meals without using the keypad.

Student & Staff Safety Protocols

Protocols for Campus Visitors/Volunteers

- Visitors/volunteers must follow the virus prevention and mitigation requirements of the school.
- Individuals who proceed beyond the reception area will be asked a series of questions about their health and maintain physical distancing for ARDs and other meetings in smaller conference areas.
- Campuses will utilize virtual meeting options to limit campus visitors when possible.

Protocols for Hand Sanitizing and Disinfecting

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

- Hand sanitizer will be available at the main entry to the campus, in the cafeteria, and in common areas throughout the campus.
- Recommended hand washing upon return from outdoors, before eating, and following restroom breaks.
- Staff will have access to disinfectant spray to sanitize working surfaces and shared objects.
- Each classroom and restroom will be cleaned and disinfected daily.
- The cafeteria will be disinfected between lunch periods.
- If a classroom or facility is closed due to COVID-19 spread, it will be cleaned and disinfected.
- Custodial staff will clean and disinfect classrooms, restrooms, weight rooms, athletic facilities, and all additional areas in the entire building.

Work and Learning Environments

General Classroom Configurations and Procedures

- Hand sanitizer stations will be strategically placed around the building.
- Desks should be spaced as far apart as much as instructionally possible.
- Teachers should:
 - Eliminate communal supplies as much as possible.
 - Limit student movement within the classroom as much as possible.
 - Outline hand washing and sanitizer protocols.
- Minimize teacher workspace to increase student work area and eliminate extraneous furniture.

Physical Education Classroom Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. Weather/temperature will be a consideration. Appropriate social distancing will be followed.
- Any activities bringing students into close physical contact will be avoided as much as possible.
- Procedures will be implemented in the locker rooms to promote social distancing.
- Equipment will be disinfected.
- Sanitizing areas and access to handwashing will be provided.

Instructional Considerations

- Teachers should limit the number of students participating in small group instruction.
- When possible, technology should be utilized when students are involved in collaborative work.

Technology

- Students at Hudson High School will each have their own device, and the device should only be used by the owner.

Off Campus Student Activities

- Student participation in academic contests will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, TEA, the UIL, etc.).
- Field trips for the first semester have been canceled.

On Campus Events/Meetings

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by HISD, TEA and UIL. (Examples: pep rallies, assemblies, performances, etc.)

- School wide events may be live-streamed and/or occur virtually as needed.
- 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.
- Meetings should be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols should be implemented.

Extra-Curricular Programming Considerations

Cheer/Dance

- Practices and performances will be conducted following safety protocol provided by guidance from HISD, UIL and TEA (COVID screening, group sizes, sharing & sanitizing of equipment, locker room usage).

Athletics

- Athletic practices and contests will be conducted following all safety protocols provided by guidance from UIL and HISD. This will include COVID screening, sharing & sanitizing of equipment, locker room usage, laundry, etc.
- Hand sanitizing stations will be in athletic areas and hand washing will be emphasized before, during, and after activities. Equipment will be sanitized on a regular basis.
- Cleaning and sanitation of all athletic facilities will happen routinely.
- Locker room use will be determined by UIL. If locker rooms can be accessed, all locker room space will be utilized according to the guidelines.
- Bus travel will follow transportation guidelines provided by the TEA, UIL, and HISD.
- Spectator attendance at games and contests is TBD by the UIL guidelines. Crowd sizes could be limited and HISD will follow all UIL guidelines.
- All aspects of all athletic events will be evaluated after receiving guidance from the TEA and UIL to minimize the risk of exposure for both athletes that are participating and spectators that are observing.
- If athletes choose remote learning, they are required to attend every practice during the athletic period, as well as before and after school practices to be recorded present and receive credit. Transportation will not be provided to and from athletic practices for students who choose remote learning, it will be the responsibility of the student

Fine Arts

- Large group practice sessions, sectionals and rehearsals should adhere to social distancing guidelines provided by an authorized entity (e.g., HISD, TEA, UIL, etc.)
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., HISD, TEA, the University Interscholastic League, etc.)

including but not limited to transportation procedures, number of attendees, and the orientation of concerts.

- Booster club meetings should be held virtually to minimize outside exposure to campuses.

Career and Technology Education

- Welding helmets were purchased for individual student use.
- Five UV safety glass cabinets have been budgeted for purchase.
- New lockers will be installed in for Ag Mechanics for welding helmets. (already shipped and waiting on arrival)
- Motion sensor paper towel dispensers have been installed in Health Science, Ag. Science, and Culinary Arts buildings.
- Health Science Clinical students will be completing rotations in the Hudson simulation lab and not at the hospital or other off campus clinical sites.

Stubblefield Learning Center:

Students must decide which instructional plan they are committing to by August 21, 2020 at 4:00 P.M. The student may change their instructional plan ONE time during the first segment of this process ending October 9, 2020. Any changes of a student's instructional plan will be done with administrative approval ONLY.

On Campus Instructional Plan

The campus will open to students each day at 8:00 A.M. The campus will schedule ahead of time which students will be in specific classrooms to determine available space for students to work in a physically distanced environment. There will be signs posted on the door showing students what they can/cannot bring to school as well as marked areas in the common areas, classrooms and hallways to guide students on where to adhere to social distancing guidelines/protocols. There will also be a strict adherence to cleaning/disinfecting protocols following safety guidelines per the Centers for Disease Control and Prevention (CDC), Texas Education Agency (TEA) and the district.

Movement on campus:

Students will be in the classroom with their peers no closer than 6-feet apart. They will be prompted on where to get coursework and interact with the teacher in accordance with markers placed on the ground with where to stand or conduct classwork. The students will be allowed a restroom break when needed, but only one student will be allowed in their respective bathrooms at a time. Students coming in the building, and leaving for the day, will be scheduled to do so at increments in order to limit proximity through the front foyer.

*Classroom Cleaning/Disinfecting – The teacher will only allow one student to use a working station for that 2-hour increment only. When that class increment is over, then the teacher will disinfect the area to prepare for a different student. At the end of each instructional day, the custodial staff will thoroughly clean and disinfect the entire classroom before the next instructional day occurs.

*Bathroom Cleaning/Disinfecting – Bathrooms will be disinfected every hour starting at 8:00 A.M. and ending at 4:00 P.M. Cleaning and wiping down of high-touch surfaces will be done every hour starting at 8:00 A.M.

Class schedules:

Classes will be held in 2-hour increments starting at 8:00 A.M. and ending at 4:00 P.M. each day. The student courses will be pre-scheduled in order to know how many and which students will be in each classroom throughout the day. Student numbers will be limited in each class in order to meet physical distancing requirements.

Attendance:

Attendance will be taken daily by a staff member through an electronic verification system. Teachers will also take a daily attendance in the classroom to further verify a student’s presence on campus. A weekly report will be sent to each district to verify the students on campus attendance.

Remote/Distance Learning – Asynchronous Instructional Plan

Remote/Distance learning will take place via the online learning platform, Edgenuity and each teacher’s Google classroom. Returning students will be allowed to continue as usual from their previous use of Edgenuity. New students will go through an initial enrollment process with a one-on-one tutorial from a staff member on how to use the online platform and what the requirements will be for daily work/progress. They will also be given the opportunity to conduct assignments through each teachers’ Google classroom.

*Attendance – Attendance will be measured through the online platform reporting capabilities and through student/teacher discourse to determine the 240-minute minimum. The remote-asynchronous attendance/participation will be compiled with the cumulative campus weekly report.

Remote/Asynchronous Requirements

Learner	Educator	Parent/Guardian	Administrator
Log-in to Edgenuity each day, and Google classroom when prompted by the teacher of record in all coursework. Total time each day should be 240 minutes. Communicate with the teacher via phone call or email to designate additional assignment progression/completion.	Log-in to the educator portion of Edgenuity each day between 8:00 A.M. – 4:00 P.M. each day. Gather attendance for on-campus and remote learning daily. Communicate via email and phone with parents and students regarding student asynchronous progress on a weekly basis.	Designate whether or not their student will be on-campus, or a remote learner by August 21, 2020. Communicate needs and concerns via phone call or email. Sign up for weekly reports in the Edgenuity platform.	Facilitate teacher and student initiation into the remote learning phase of the campus. Verify daily and weekly attendance reporting by the campus staff and teachers. Monitor instruction and learning occurring on-campus and through asynchronous platforms.

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Staff & Student Wellness - Safety Guidance

A district wide protocol has been issued to handle COVID-19 cases (or potential/exposure) with staff members and students alike in order to preserve the health and wellness of all who are involved in the educational process. The following are practices that will be followed to lessen the spread of the COVID-19 virus:

- All staff will self-screen before each workday and verify on the sign-in sheet that they have done so and are free of any CDC listed symptoms or other illness factors.
 - *Staff & Students are expected to pre-screen before they come into the building.*
- Students and staff will be encouraged to stay home if they have become ill, and/or are having CDC mentioned symptoms associated with the virus.
- Signs will be posted at the main entrance to notate the wearing of masks or approved face coverings while inside the building or around others in a classroom or common area.
- Sanitizing and the washing of hands for 20 seconds with soap and water for 20 seconds will be encouraged and posted throughout the building.
- Anyone revealing symptoms related to COVID-19 will be checked out immediately by an appropriate staff member to make a determination for their furtherance of physically being in the building.
- Non-touch thermometers will be available to check staff or student temperature from a safe distance when necessary.
- All visitors to campus (as designated and known by the campus administrator) will be screened for symptoms, close contact, and temperature before approval to come into the building for necessary purposes.
 - Student family members (parents/guardians) are only allowed in the building for direct enrollment or situations related to their student. Up to two parents/guardians will only be allowed in after proper health screening. No siblings or friends will be allowed in.
- If a student is known to test/have tested positive for COVID-19, or another serious related illness, then district protocol will be followed for when they may/can come back to campus.
 - *Remote instruction will be provided to students who are subject to the protocol prohibiting them from coming on campus.*

Transportation & Student Transition

Students are dropped off by a vehicle or drive themselves to and from Stubblefield. A student will either wait in the vehicle or wait outside on the patio for their scheduled start time. A student or visitor will not be allowed to come in the building unless they have pre-scheduled their arrival, or they are subject to administrative discretion for entry/placement. Social/physical

distancing will be promoted outside on the patio as it will be required inside the campus upon arrival of each day.

Custodial & Sanitizing Protocols

The entire campus will be cleaned each day after students and staff have exited with enhanced priority given to “high traffic” and “high touch” areas. The following will be practices utilized each day to minimize/mitigate the spreading of microbes in the building:

Teacher Responsibilities

- Maintain a distance of 6-feet or more between themselves and students and staff members.
- Clean and sanitize each student work area after the class increment is over, and before the new set of students come in.
- Promote use of the hand sanitizer at the entry of the classroom each time a new set of students come in.
- Alert the administrator or designee that a student may be revealing symptoms for possible screening.

Custodial Responsibilities

- Maintain ALL normal cleaning practices within the facility on a daily basis.
- Wipe clean and sanitize all “high touch” surfaces every hour from 8:00 AM - 4:00 PM
- Clean and sanitize the student and staff bathrooms every hour beginning at 8:00 AM - 4:00 PM
- Communicate with the administrator or designee if there is an area that needs extended cleaning during the school hours.

Hudson DAEP:

- Intake meetings – Staff at one end of 8’ table with student and parent(s) at other end
- Remote Instruction will not be counted toward a DAEP placement. The number of days assigned to DAEP must be successfully completed in person at DAEP.
- Entry – Temperature check each student upon entry each day
- Seating – Level 1: A student in every other cubicle
Level 2: One student per table and zigzag pattern on each row
Level 3: One student per table and, if need, separate tables
- Meals – Staff will wash hands and distribute meals
- Counseling – Two students at a time in office or five to six students upstairs in large room
- Computers – Wiped down at the end of each day.
- Water Bottles – Each student will be allowed to bring one clear, sealed bottle per day and can refill it at the water fountain.

Special Services:

CAMPUS PROCEDURES:

- Instructional support/Assessment will following daily screening protocol prior to campus entry
- Areas for assessment and therapy will be equipped with plexiglass dividers, hand sanitizers and cleaning supplies. Area will be cleaned between each individual and/or group of students
- Staff will wear masks but they may be removed once behind plexiglass
- Depending on student age and developmental level, working behind plexiglass may not be appropriate. In those cases, wearing a mask and/or face shield is required for staff
- ECI and Child Find students may come on campus/SPED office for assessment. Screening protocol will be followed upon student arrival.
- Students participating in remote learning, whose parents have signed consent for an evaluation through Special Education/Dyslexia may come on campus for assessment. Screening protocol will be followed upon student arrival.
- ARD/504/LPAC meetings will be conducted through a virtual platform

SMALL GROUP PROCEDURES:

- Small group instruction will occur each school day within classroom settings
- Staff will wear masks/face shields throughout instruction, it may not always be appropriate for students 10 and over to wear a mask. For example: Dyslexia instruction may require the student's mouth placement be observed
- Chairs will be arranged in a format to promote social distancing while simultaneously, maintaining the integrity of instruction
- Students will each be provided a set of supplies for instruction to avoid contact through sharing
- Teachers will sanitize area between each small group