

# High Island ISD



## Opening Plan Student and Staff Safety Protocols 2020-2021

High Island ISD is committed to the health and safety of every student and staff member as well as our community. We will follow the guidance and best practices of the Center for Disease Control (CDC), Texas Department of State Health Services (TDSHS), Galveston County Department of Health, and the Texas Education Agency.

This document will serve as a guide as we open High Island ISD for the 2020-2021 school year. This document is not comprehensive. As the situation with COVID-19 changes within our state and in our community, this document will also change. Policies, guidelines, and procedures may be added or removed at any time to adapt to new situations or challenges. It is also important to note that these guidelines, policies, and procedures will not completely remove the threat of COVID-19, but hopefully lessen the threat as much as possible. High Island ISD will be monitoring and assessing the COVID-19 situation daily and will make changes to these protocols that keep the best interest of our students, staff, and community at the forefront.

### General Safety and Health Procedures

- Staff and students are required to wear face coverings when in hallways and common areas (such as classrooms, cafeteria, etc.) as well as during arrival and dismissal. For the purposes of this document, face coverings 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. **(This is per the Governor's executive order. Schools are required to comply with this order).** Individuals who do not comply with this order will not be able to attend in-person instruction. The exception to this is medical documentation.
- Social distancing of at least six feet is encouraged at all times.
- Students and staff should wash hands and use hand sanitizer frequently throughout the day as well as during specified times.
- PPE will be provided to the extent it can be obtained for staff and students. It is the individual's responsibility to keep up with their PPE.
- Visitors will be required to complete a health screening upon entry to the campus.
- Through at least the fall semester, High Island ISD will avoid scheduling non-essential large group gatherings and events.

### Screening and Isolation

- COVID-19 Symptoms:
  - Feeling Feverish or a measured temperature greater than or equal to 100°F
  - 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

## Screening

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day. If symptoms are present, they will be asked to remain at home.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school.
- High Island ISD will also do temperature checks each morning and throughout the day as necessary. If a student has a temperature of 100°F or higher, they will not be allowed on the bus. If a student is on campus with a temperature of 100°F or higher, the student will be sent home.
- Teachers will monitor students and refer them to the nurse if symptoms are present. Individuals who show symptoms will be separated from the general population and sent home.

## Isolation: Student or Staff Displaying COVID-19 Symptoms

- Should a student display COVID-19 symptoms, they will be sent to the school nurse.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than one hour from the time the school contacts the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g., go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- According to Galveston County Health Guidelines and the Texas Education Agency, students or staff who have tested positive for COVID-19 or are showing symptoms (presumed positive) will be required to isolate for 10 days (from the onset of symptoms). Additionally, they must be fever free for 72 hours.
- High Island ISD will follow District and State policies and procedures for applying sick leave as well as FFCRA and FMLA requirements should a staff member become ill.

## Face Coverings

The use of face coverings is required for staff and students ages 10 and above during the school day (arrival, departure, and inside buildings). Per CDC recommendations, face coverings for children ages 2 to 9 are strongly recommended. Face coverings are not required when outside, unless students are in close contact. The District will rely on guidance from the Texas Department of State Health Services (TDSHS), Galveston County Health Department and the Center for Disease Control (CDC) along with executive orders from Governor Greg Abbott and local city and county officials.

## Visitor Screening/PPE Requirements

- All individuals entering a building will be required to wear a face covering.
- Virtual meetings will be used whenever possible.
- Individuals proceeding beyond the reception area will follow the following guidelines:
  - All visitors will be subject to screening by completing a symptom screening form.
  - Visitors and staff will maintain physical distance (6 feet or greater) for ARD and other meetings in smaller conference areas.
- Visitors will not be allowed for lunch until further notice.
- Visitors will not be allowed to walk students to classrooms upon arrival until further notice.

## Disinfecting and Hand Sanitizing

- Hand sanitizer will be available throughout the district, in classrooms, in the cafeteria, and in common areas throughout the buildings.
- Staff will limit the use of shared supplies.
- Staff and students will be expected to regularly wash and/or sanitize their hands.
- Requirements for hand washing and/or use of district-provided hand sanitizer:
  - Provide hand sanitizer upon entry to classrooms and have periodic teacher reminders throughout the day.
  - Thoroughly wash hands upon entry to the campus, when returning from outside, before eating, and after restroom breaks.
  - Staff will have access to disinfectant to regularly sanitize high-touch areas, working surfaces, and shared objects.

## Campus Cleaning

### General Procedures

- Ensure ventilation systems are working properly and increase circulation of outdoor air as much as possible if this does not pose a safety threat to students or staff.
- Campuses are deep cleaned during the summer months, prior to schools opening. In addition, the district has purchased hospital grade cleaning solution that will be administered as recommended/required. If a case is identified, that area of the school will be disinfected immediately.

### Daily Campus Cleaning

- Each classroom and restroom will be cleaned daily.
- Custodians will wear masks during work hours.
- The cafeteria will be cleaned and disinfected daily.
- Staff will sanitize working surfaces during breaks in instruction.

## Transportation

Although High Island ISD 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.

- Students should practice social distancing while waiting at the bus stop.
- Students temperature will be checked upon entering the bus.
- Drivers will wear face masks.
- Students are required to wear face masks while on a school bus.
- Windows will be lowered as often as possible.
- Students will have assigned seats on the bus. Seating will be assigned in family groups (siblings).
- All efforts will made to ensure social distancing whenever possible.

## Work and Learning Environments

### Classroom Configuration

- Desks and/or tables will be socially distanced as much as possible.

- When possible, eliminate shared supplies. Sanitize supplies between use.
- Remove bean bags, chairs, couches, blankets, pillows, and other shared, non-essential items from the classroom.
- Recommended procedures will be applied to all classrooms, including special education when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

### **Collaborative Work and Projects**

- Technology will be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining social distancing.

### **General Classroom Supplies**

- Multiple locations of hand sanitizer, tissues, and trash cans will be available to limit student and staff movement.
- Each teacher will have their classroom door open to allow for no touch entry between classes.

### **Physical Education Classes**

- 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 as much as possible.
- Equipment will be disinfected as needed.
- Activities requiring multiple students to touch or handle the same equipment will be limited.
- Sanitizing areas and access to handwashing will be provided.

## **Common Areas**

### **Meeting Spaces**

- If meetings must be held in person, all social distancing protocols will be implemented to the maximum extent possible.
- Face coverings will be required.
- Limited sharing of materials/supplies.

### **Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room**

- Facial coverings will be required.
- Hand sanitizer will be provided in front office spaces.
- Social distancing will be present.

### **Restrooms**

- Students and staff should wash hands and then use hand sanitizer when entering the classroom.
- The district will comply with health agency recommendations and social distancing to the maximum extent possible.

### **Library**

- Students will maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. tabletops, chairs, door handles) will be disinfected regularly.

## Transitions

- Students and staff will follow protocols for face coverings.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
  - Breaks in elementary will be taken by individual classes.
  - Grades 6-8 will each have three minutes between passing periods (a total of nine minutes). Each grade will transition separately in three-minute intervals.
  - High school classes, grades 9-12, will have 4 minutes between passing periods where 9<sup>th</sup> and 10<sup>th</sup> grade will transition together and 11<sup>th</sup> and 12<sup>th</sup> grade will transition together (totaling eight minutes).
- Classroom doors will be propped open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- When walking in the hallways, students shall travel as far to the right as possible.
- Staff will be present to reinforce social distancing expectations.

## Arrival

- Entry protocols will be established to maintain social distancing.
- Car riders entering the cafeteria will have their temperature checked.
- After arriving, either on bus or in car, students will go to the cafeteria and get their breakfast. Students in grades PK – 5 will eat breakfast in the cafeteria. Grades 6-12 will get their breakfast and then walk directly to their first period class.
- Lockers will not be assigned - students will carry all needed materials with them.
- Parents may not accompany students into the building.

## Dismissal

- Dismissal times will be staggered to limit the number of students in hallways and exit areas at any given time.
- Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.

## Breakfast and Lunch

High Island ISD will provide breakfast and lunch for all students on campus.

- Students in grades 6 – 12 will start the year out having breakfast in the classrooms. However, due to staggered lunchtimes, lunches will still take place in the cafeteria. If social distancing becomes a problem during lunch, then this procedure will change.
- Staff will reinforce social distancing in the cafeteria.
- Hand sanitizers will be available in the cafeteria.

## On-Campus Activities

- Any school-wide event that is approved to be held on campus should adhere to social distancing requirements outlined by High Island ISD, TEA, and UIL.

## Extracurricular Programs

### Cheer

- Practices and performances will be conducted following safety protocol provided by guidance from High Island ISD, UIL, and TEA. This will include COVID-19 screening, sharing and sanitizing of equipment, etc.

### Athletics

- According to UIL policy, if a student chooses remote learning, the student is eligible to participate in athletic and UIL sponsored events.
- Athletic practices and contests will be conducted following safety protocol provided by guidance from High Island ISD, UIL and TEA. This will include COVID screenings, sharing and sanitizing of equipment, locker room usage, etc.
- Hand sanitizing stations will be in gym facilities.
- Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines as much as possible.
- Bus travel will follow transportation guidelines provided by High Island ISD and TEA.
- Spectator attendance at games and contests may be limited based on TEA, UIL, and district guidelines.
- Concessions and/or concession sales will be controlled to allow for social distancing and to follow health and safety guidelines.

## Instructional Delivery Models

For the 2020-2021 school year, High Island ISD will offer both in-person (on-campus) learning and remote instruction. Parents will have the option to choose either in-person or remote learning each six weeks (according to TEA guidelines). Regardless of which option is selected, grading will return to High Island ISD grading policy standards, not the flexible grading process used this past Spring.

It will be assumed that all students are participating in on-campus instruction UNLESS otherwise specified by the parent. If you choose to have your student participate in remote instruction, you must fill out the online instruction form found at [www.highislandisd.com](http://www.highislandisd.com). This form will be available beginning on July 28<sup>th</sup> and will close August 9<sup>th</sup>. Therefore, if you do not fill out the survey located on the HIISD website, the expectation is your child will be in school, in-person on August 17<sup>th</sup>.

Instruction will be delivered using the following models:

1. On-Campus Learning in a traditional classroom setting (Pre-K through 12)
2. At-Home Learning (Synchronous/Asynchronous Model, Grades Pre-K through 12)

### On-Campus Learning

This option consists of in-person instruction, which includes face-to-face, in-classroom learning using safety protocols to protect our students and staff. On July 7, the Texas Education Agency released its public health planning guidance for reopening schools in August for the 2020-2021 school year. The District has reviewed these guidelines and incorporated them into the draft protocols for health screenings, social distancing, and modifications to campus operations. The in-person instruction will be held Monday through Friday. Students will also complete

projects and assignments on-line, making it easy to transition to virtual learning should there be a need to cancel school or limit access to a campus building.

For on campus learning:

- Students will attend school on a regular instructional schedule.
- Students will have a traditional schedule that includes core courses and electives.
- Students who require support (special education) and interventions will receive them in person.
- Parents or guardians will complete daily student health screenings before school.
- Classroom instruction will be designed for mastery of student learning outcomes based on the Texas Essential Knowledge and Skill (TEKS) for each content area.
- Students and teachers will prepare for potential future distance/remote learning by increasing blended (face-to-face with technology) learning opportunities. Teachers will directly instruct students on the processes to access online instruction.
- Coursework expectation and grading for in-person and at-home learning will be the same.
- Students participate for five full days each week.
- Implementation of preventative safety measures occurs throughout the day.
- Should students participating in on-campus learning be required to quarantine, instruction will continue through remote at-home learning for the duration of the quarantine period.

## At-Home Learning

This option is entirely virtual and requires students to have a consistent online presence to complete their assignments. High Island ISD will use a blended model of both synchronous and asynchronous instruction, with synchronous instruction being predominately used.

### SYNCHRONOUS LEARNING:

Synchronous learning will require students to log in daily and follow a schedule with their teacher, completing assignments on-line.

- Students remain at home and engage in learning activities that are primarily delivered by their teacher using on-line instruction.
- Teacher-led instruction and peer interaction may be scheduled throughout the day for students to interact with their teacher and classmates.
- Teachers will teach from on-campus classrooms and will be on campus for the full contract day.
- Parents/guardians commit to support and cooperate with the learning process and the unique requirements of virtual instruction
- Daily student participation in the learning activities is **REQUIRED**.
- A portion of the instructional time may be dedicated for teacher-directed independent learning activities.
- Students are required to follow a structured schedule, which includes hours of participation in live, synchronous instruction each day.
- The schedule will include breaks and lunch.
- For secondary students, the at-home learning schedule will follow the same daily schedule as in-person learning.
- Remote at-home instruction will be designed for mastery of student learning outcomes based on the Texas Essential Knowledge and Skill (TEKS) for each content area.
- Coursework expectation and grading for in-person and at-home learning will be the same.
- At-home courses that earn graduation credit will count in GPA calculation and class rank.
- Student participation is required five days (Monday, Tuesday, Wednesday, Thursday, and Friday) each week.
- Accommodations and support services are provided.
- Internet connectivity and a computer are required. (Can be provided by High Island ISD, if needed)
- Students and teachers will interact using Google Classroom online learning management system.
- Teachers will provide assistance for students on how to use digital tools.

## ASYNCHRONOUS LEARNING:

When participating in asynchronous learning, students will need to be self-motivated and capable of logging in daily to complete assignments on-line. This mode of instruction will be determined by the teacher.

- Students remain at home and complete assignments without direct teacher instruction;
- The teacher of record for the class will be the point of contact when questions arise or assistance is needed.
- Teachers will teach from on-campus classrooms and will be on campus for the full contract day, unless otherwise specified.
- Time management is critical to the success of this model for students.
- Students and teachers must stay in communication regarding daily schedules and successful completion of assignments.
- Students may show proof of participation in daily student learning by satisfactorily completing assignments that demonstrate evidence of student learning (i.e., video, picture, activities submitted as lessons and/or completed assignments)
- Virtual Self-Directed Learning will be designed for mastery of student learning outcomes based on the Texas Essential Knowledge and Skill (TEKS) for each content area.
- Coursework expectation and grading for in-person and at-home learning will be the same.
- At-home courses that earn graduation credit will count in GPA calculation and class rank.
- Student participation is required five days (Monday, Tuesday, Wednesday, Thursday, and Friday) each week.
- Parents/guardians commit to support and cooperate with the learning process and the unique requirements of virtual instruction.
- Accommodations and support services are provided.
- Internet connectivity and a computer are required. (Can be provided by High Island ISD, if needed)
- Students and teachers will interact using Google Classroom online learning management system.
- Teachers will provide assistance for students on how to use digital tools.
- Daily progress must be made in order to be considered present in asynchronous learning.

\*\*\*When a student is enrolled in the blended remote learning platform, the teacher determines what method of instruction will take place (synchronous or asynchronous model) each day.