

2020-2021

COVID- 19 Supplemental Handbook

HOME OF THE BLUE DEVILS

Please Note:
The details in this document are subject to
change as directives are provided by TEA,
local health officials, or as conditions change.

CURRICULUM AND INSTRUCTION

1. During At-Home Learning, teachers will use the designated Learning Management System (LMS)* as the primary delivery method for online classroom learning from the teacher. CELESTE ISD has designated the following LMS platforms to be used by all PreK-12 teachers:
 - a. PreK-2 – SeeSaw
 - b. 3rd-12th - Google Classroom
2. At-Home Learning may not be available for the following programs:
 - a. Special Education students who cannot make progress in their Individualized Educational Program (IEP) from online learning as determined by their ARD Committee.
 - b. Courses with hands-on learning (i.e. Welding, Ag, etc.)
 - c. Courses such as athletics, drum corps, theatre, or specialized art classes will not be provided remotely.
 - d. Advanced courses or Dual Credit at the high school could have additional limitations in At-Home Learning availability.

ONLINE TEACHER EXPECTATIONS

1. CELESTE ELEMENTARY

- a. All student work and assignments will be delivered via Google Classroom (3-5) or Seesaw (PK-2).
- b. Lesson plans for online work will be due on Monday morning, in addition to your regular lesson plans.
- c. Daily message from the teacher for Mon-Fri with a Social Emotional Activity included.
- d. You will upload all classroom assignments into your grade level platform. Online and in class work will mirror each other.
- e. The online platform should include a weekly agenda with assignments and due dates.
- f. You are required to check-in with families daily regarding progress and to answer questions. This will include email and phone calls. You must log your communication. Mrs. Stacey and Ms. Jordan will help with this through Zoom check-ins weekly.
- g. Upload daily Target Math and Reading assignments. K-5
- h. Weekly spelling and vocabulary practice and activities. 1st-5th
- i. Instructional videos for all new material. This can be a video of you working the problem with voice and not a video of you standing by the board.
- j. 2 Science lessons and 2 Social Studies activities weekly.
- k. Grades will be due at the same time as in person student grades are due.
- l. Assignments should be meaningful and engaging.
- m. SpED, 504, and ESL accommodations are required to be met.
- n. Coordinate with Mr. Norwood and Mrs. Blackwell to make sure we are meeting accommodations.

2. CELESTE JUNIOR HIGH SCHOOL

- a. All online student work and assignments will be delivered via Google Classroom.
- b. Lesson plans for online work will be due on Monday morning.
- c. Remote learning assignments will mirror in person assignments.
- d. Google classroom should include a weekly agenda with assignments and due dates.
- e. Instructional videos for new material must be included in Google classroom. This could be through pre-recorded lessons, zoom, Khan academy, etc.
- f. Assignments will be graded the same as if the student was attending school.
- g. SpEd, 504, and ESL accommodations are required to be met.
- h. Daily contact with students must be maintained. This could be done through email, phone, zoom, or submitted assignments.
- i. Teachers will be expected to be on campus even during times of 100% remote learning.

3. CELESTE HIGH SCHOOL

- a. All online student work and assignments will be delivered via Google Classroom.
- b. Lesson plans for online schooling and/or in person instruction will be due each Monday at 10:00 am.
- c. Remote learning assignments will mirror in person assignments and be graded the same.
- d. Your Google classroom should include a weekly agenda with assignments and due dates.
- e. Instructional videos for new material must be included in google classroom. This could be through pre-recorded lessons, Khan academy, etc..
- f. SpEd, 504, and ESL accommodations are required to be met.
- g. Daily contact with students must be maintained. This can include email, phone, Google Classroom and/or submitted assignments.
- h. Conference periods should be used to conference with online students in need of tutorials.
- i. Teachers will be expected to be on campus even during times of 100% remote learning.

MAINTENCE AND OPERATIONS PROTOCOLS

1. Celeste ISD operations maintenance team members will clean and disinfect frequently touched surfaces, such as tables, chairs, door handles, and windows daily and between use as much as possible.
2. Hand sanitizing stations and temperature check stations will be provided at campuses.
3. Each classroom and restroom will be disinfected daily.
4. All high touch areas will be disinfected daily.
5. The cafeteria will be disinfected between lunch periods.

6. Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.
7. If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
8. Custodial staff will defog and disinfect classrooms, restrooms, weight room and buses after each route.

SCREENINGS

1. All students and staff will be screened for COVID-19 symptoms regularly and individuals who present symptoms will be quarantined, seen by nurse, and sent home per nurse.
2. Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
3. Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending them to school.
4. All students and staff will be required to enter in front of a thermal temperature camera that will detect elevated body temperatures.
5. Teachers will monitor students and refer to the nurse if symptoms are present.

ISOLATION PROTOCOLS - Student or Staff Displaying COVID-19 Symptoms

1. When a student or staff activates the thermal temperature camera, the school nurse will take them to our designated quarantine area and check their temperature with a thermometer.
2. When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine when a student needs to be sent home.
3. Staff that have an elevated temperature of 100 or above will be sent home.
4. Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent or guardian.
5. Other students will be removed from the classroom and taken to an alternate location on campus so that the classroom can be disinfected.
6. District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
7. Staff members displaying COVID-19 symptoms will be sent home immediately.
8. Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
9. Students of staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus or school sponsored activities during that time.

MASK PROTOCOLS

1. At this time face coverings will not be required for 9 year olds and below, but will be provided for anyone who wishes to utilize them. If your student is a bus rider, they will

be required to use a face covering while being transported to and from the school. (this is because we only have a limited area we can social distance our students)

2. Students individual needs will be addressed on a case-by-case basis. Request for accommodations should be submitted to campus principal.

VISITOR PROTOCOLS

1. Campuses will utilize virtual meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering. We will not allow any lunch visitors.

HAND WASHING AND SANITIZING PROTOCOLS

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

1. Alcohol-based hand sanitizer will be available at the main entry to all campuses, in classrooms, in the cafeteria, and in common areas throughout Celeste ISD.
2. Staff will be expected to regularly wash or sanitize their hands.
3. Requirement for hand washing and/or use of CISD-provided hand sanitizer.
4. Teacher will provide hand sanitizer upon entry to classroom and will give periodic reminders during the instructional day.
5. Thorough hand washing will be required after recess, before eating, and following restroom breaks.

CLASSROOM DISINFECTING AND SAFETY PROTOCOLS

1. Staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.
2. Staff will limit the use of shared supplies when possible.
3. Desks or tables will be socially distanced as much as instructionally possible.
4. Group or pair work can be implemented while maintaining physical distancing.
5. When possible, technology can be utilized when the use of manipulatives are needed. Teachers can consider assigning cohorts of students specific manipulatives in order to reduce the possibility of exposure or create individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
6. The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
7. Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
8. The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

CLEANING AND USE OF COMMON AREAS PROTOCOLS

1. Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and other meeting rooms.
2. Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use.
3. When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
4. The use of virtual meetings will be considered when possible.
5. In-person meetings will maintain social distancing.

RESTROOM PROTOCOLS

1. Proper handwashing technique will be taught to students and consistently reinforced.
2. The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
3. After a restroom break, students will be required to wash hands or use hand sanitizer before reentering the classroom.

TRANSITION PROTOCOLS

1. Where possible, one-way traffic throughout campus corridors will be established.

ARRIVAL AND DISMISSAL PROTOCOLS

1. 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.
2. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
3. Parents will not be allowed to walk students to classrooms.
4. There will be bus entrance and exit procedures, based on campus specific needs.
5. Separate entrances/exits may be utilized for car riders, bus riders, and walkers.

BREAKFAST PROTOCOLS

1. Teachers will monitor in the cafeteria and hallways to ensure social distancing.
2. Visitors will not be allowed for the 2020-2021 school year.

LUNCH PROTOCOLS

1. Teachers will monitor in the cafeteria and hallways to ensure social distancing.
2. Visitors will not be allowed for the 2020-2021 school year.
3. Lunch times will be staggered.

RECESS PROTOCOLS

1. Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
2. All students and staff will be required to wash hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

SPECIALS PROTOCOLS

1. PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
2. Music and PE equipment will be sanitized and wiped down after each use.

A Day in the Life of an Online Kindergarten Student at Celeste Elementary

Time Frame	Activity	Explanation
8:00-8:15	Student watches Morning message from the teacher.	The Morning message will set the tone for the student and prepare them for their daily activities. Student will participate in a Social Emotional Learning activity.
8:15-8:30	Zoom Check-in	Students and their families will participate in a whole group Zoom Check-in. This will allow students and families to ask questions and report on their day.
8:30-8:45	Handwriting Without Tears	The student will work on a select Handwriting Without Tears practice page. The family will upload the finished product to Seesaw when the student has completed the task.
8:45-9:15	Individual Reading Practice	The family will work on letters and sounds, phonics practice, letter arcs, sight word practice, mini lesson on word work, picture walk, listening to the story, echo read, choral read. All activities will be provided in Seesaw. Families will record and upload to Seesaw student working on these activities.
9:15-9:30	Story Time	Students will listen to a pre-recorded story or the family will read a specific book that the teacher has provided. Students will answer questions provided by the teacher. Students will answer these questions using pictures and words that they know. The answers will be uploaded to Seesaw.
9:30-9:45	Recess/Break time	Students will take a short break from instruction.
9:45-10:15	Hands-on activity time	Students will participate in three activities or their choice; pretend, math, literacy, science, writing, art.
10:15-10:30	Target Math	Students will participate in daily spiral review, Target Math, through Seesaw.
10:30-11:00	Math Practice	Students will participate in hands-on, written, and verbal math skills led through Seesaw and supported by their family.
11:00-11:30	Science/Social Studies	Two days per week students will participate in Science activities, the other two days the students will participate in Social Studies activities provided by the teachers.
11:30-12:00	Lunch time	
Independent:		
12:00-1:00	Hands-on activity time	Students will participate in three activities or their choice; pretend, math, literacy, science, writing, art.
1:00-2:00	Online practice time	Students will work on iStation and other online learning practice platforms.

A Day in the Life on an online 7th Grade student at Celeste Junior High School

Time Frame	Activity	Explanation
8:00-8:15	Morning Routine	Student prepares for the day, logs in to Google Classroom, Checks grades and Feedback from Previous Day. Check Agenda and plan for English Zoom.
8:15-9:15	ELAR	Grab Novel and prepare for ELAR zoom class novel discussion. Teacher discusses novel and prepares students for writing the next day.
9:15-9:30	Morning Break	I make popcorn for myself and my siblings.
9:30 – 10:10	Math	Review new learning notes from yesterday's lesson on Zoom. Watch the Khan academy video and then complete the Google form about my understanding of the content. Meet with my project partner in Google Meet.
10:10-10:50	Science	Prepare for tomorrow's live Zoom experiment by reading the chapter on chemical reactions, and submit lab equipment quiz as an exit ticket.
10:50-11:00	Break 2	Students will take a short break from instruction. Stretch! Do a chore to help the family.
11:00-11:40	Social Studies	Students will participate in three activities or their choice from the Citizenship menu. I choose to draw a picture connecting the ideas of manifest destiny.
11:40-12:10	P.E.	Students will participate in daily assignments and activities. Today I am learning about how to count score in Tennis and practicing some pushups and situps.
12:10-12:45	Tech – Mon, Wed Fine Art – Tues, Thursday, Friday	Students will enjoy Tech time today, creating Google Slides and collaborating on a Google Jamboard.
12:45-1:15	Lunch time	
Independent:		
12:00-1:00	Study Time	2 upcoming quizzes, work on Google Slide presentation for book report
1:00-2:00	Online practice time	Choose from: AR reading, Accelerated Math, iStation

A Day in the Life of an online Student at Celeste High School

Time Frame	Activity	Explanation
7:55-8:43	Geometry	Students log in to period 1 in to Google Classroom, join Google Meet and receive new instruction from Geometry Teacher.
8:47-9:35	English 2	Grab Novel and prepare for ELAR zoom class novel discussion. Teacher discusses novel and prepares students for writing the next day.
9:39-10:27	Chemistry	Prepare for tomorrow's live Zoom experiment by reading the chapter on chemical reactions, and submit lab equipment quiz as an exit ticket.
10:31-11:19	World History	Review new learning notes from yesterday's lesson on Zoom. Watch the Khan academy video and then complete the Google form about my understanding of the content. Meet with my project partner in Google Meet.
11:23-12:11	Athletics	Check athletics Google Classroom complete workout, answer in Google Forms
12:15-1:00	Lunch	Students will take a short break from instruction. Stretch! Do a chore to help the family.
Independent:		
1:00-2:00	Study/Tutoring Office Hours	Meet with a couple of teachers to get questions answered.
2:00-3:00	Ag	Continue Ag Project, Zoom with Mr. Dillard

CISD Student Process Map for COVID-19



CISD Employee/Workplace Process Map for COVID-19

