

# Return to In-Person Instruction and Continuity of Services Plan (RIPICS)

Board Mask Resolution added 3/23/2021

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5/27/22, 6/20/2022

## Plans and Protocols for a Safe and Healthy School



**Hedley I.S.D.  
2021-2023**

*Please know that the COVID19 situation is constantly evolving and this document could change as needed to maintain a healthy and safe school environment.*



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# INTRODUCTION

Our goal is to provide in-person learning safely by providing a learning environment where our employees, students, and families feel safe while reducing the impact of COVID-19.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) as well as our state health department. As COVID19 presents a fluid situation, regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies when appropriate.

## GUIDING PRINCIPLES

To ensure the continued well-being of our employees the following guiding principles have been put in place:

- EMPLOYEE AND STUDENT SAFETY MEASURES
- HEALTH GUIDELINES
- SUPPORT FOR FAMILIES

# SECTION I

## SAFETY OF STUDENTS STAFF AND VISITORS

## PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	June	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	July	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies</li> </ul>
Phase 3	August	<ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>

## EMPLOYEE AND STUDENT SAFETY

In order to provide students a safe learning environment at school, employees of Hedley ISD will be expected to follow the guidelines and protocols as outlined below.

### ~~VISITOR RESTRICTIONS~~ 7-05-2021 Restriction may return if situation changes.

~~Hedley ISD will not allow normal visitation in our campus buildings until the state eases restrictions. If you need to come to campus to make an in-person visit, please make an appointment with the district.~~

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. We request that all visitors call ahead to schedule an appointment. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a screening questionnaire prior to entry. All visitors must wear a mask or face shield while on campus. Visitors will not be able to deliver lunches and will not have access to the student hallways or commons areas unless a scheduled meeting is to take place.

### ~~TRAVEL RESTRICTIONS~~ 7-05-2021 Restriction may return if situation changes.

~~Hedley ISD will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the HR department and the office of the Superintendent. Any special considerations for travel should be submitted through the campus principal to the human resource department and the superintendent for approval.~~

~~Hedley ISD will discontinue all student travel to non UIL academic, athletic or other extracurricular activities through the first semester, at which time we will reevaluate the travel restrictions. As of now, all UIL academic, athletic, and extra-curricular activities are eligible for restricted travel.~~

## EMPLOYEE SCREENING AND PROTOCOLS

### Screening for Communicable Diseases, including Covid-19

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring All stakeholders to **self-screen** for communicable disease symptoms, including COVID-19 symptoms before coming onto campus each day. Stakeholders should not be on campus if they have symptoms of a communicable disease, including COVID-19.

Stakeholders should not be on campus if they, or an immediate family member, is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until a physician releases them to return.

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

The self-screening process should include a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- Have you taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above?
- listed symptoms?
- Have you been tested for COVID-19 in the last 2 weeks?
- Have you had close contact\* with someone with a confirmed diagnosis of COVID-19 in the past 14 days?
- Have you had close contact\* with someone with a suspected diagnosis of COVID-19 in the past 14 days?
- Have you traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus.

\*What counts as close contact?

- You have been within 6 feet of someone who has COVID-19 for at least 15 minutes
- Someone in your home is sick with COVID-19
- You have had direct physical contact with the sick person (touched, hugged, or kissed them)
- You have shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on you

*If you are experiencing any of the symptoms above, stay home and contact your medical provider for further instructions. Also contact the school nurse, principal, or superintendent. All screening information will be kept confidential.*

**\*\*If any of the above-listed symptoms are sudden or severe, seek immediate medical attention. \*\***

## Vaccinations

Search [vaccines.gov](https://www.vaccines.gov), text your zip code to 438829, or call 1-800-232-0233 to find COVID-19 vaccine locations near you

## EMPLOYEE GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If an employee has been in close contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for their health and safety and those around them.

### ***Employees shall:***

1. Quarantine themselves in a specific room away from others and contact the following persons to report the exposure to COVID-19, and follow their instructions.
  - Employee's supervisor
  - Employee's healthcare provider
2. The supervisor will work with administration to determine appropriate next steps.
3. In case of an emergency, employees should call 911 and report the exposure to COVID-19.

### ***Identifying Possible COVID-19 Cases on Campus:***

- The school must immediately separate any employee who shows COVID-19 symptoms while at school.
- Employees who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- The school will clean the areas used by the individual who shows COVID-19 symptoms while at school as soon as is feasible.

## EMPLOYEE HEALTH PROTOCOL

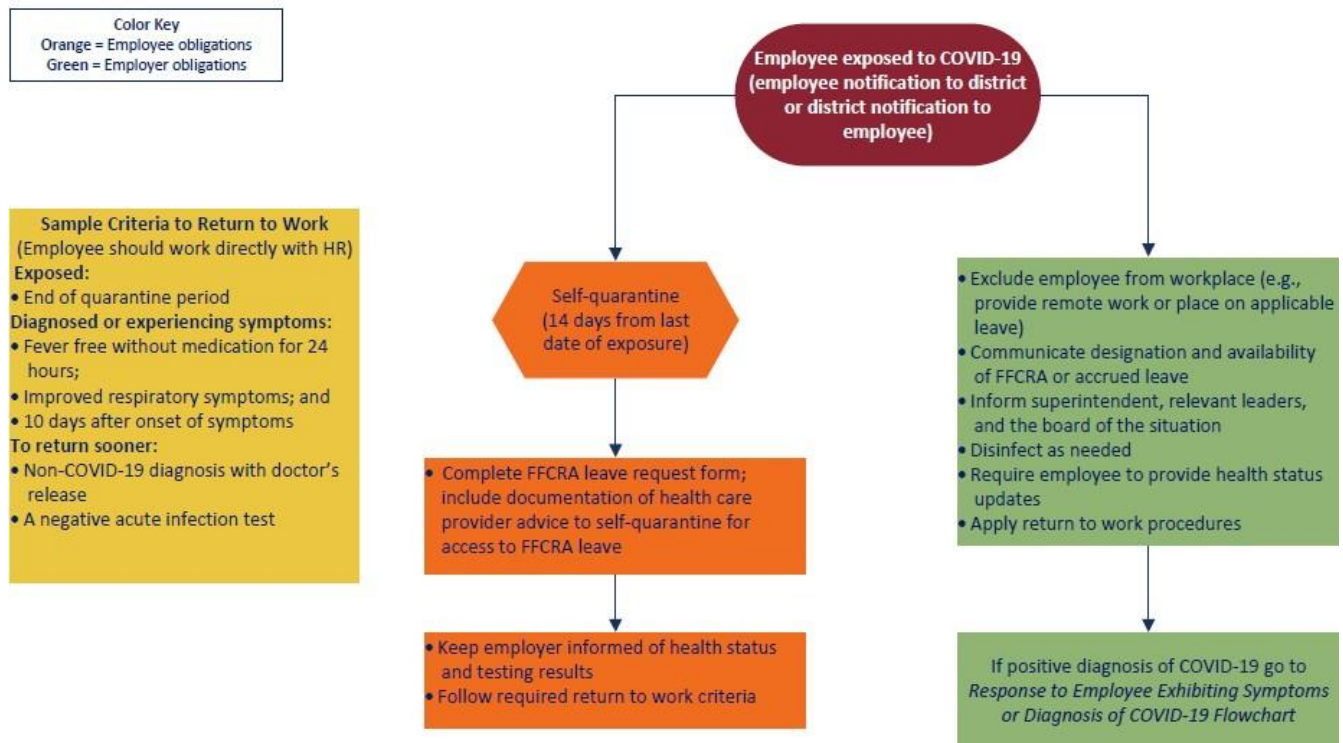
If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center. Employees returning to work from an approved medical leave should contact administration. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the three criteria listed above have been met.

### Response to Employee Exposure to COVID-19 Flowchart





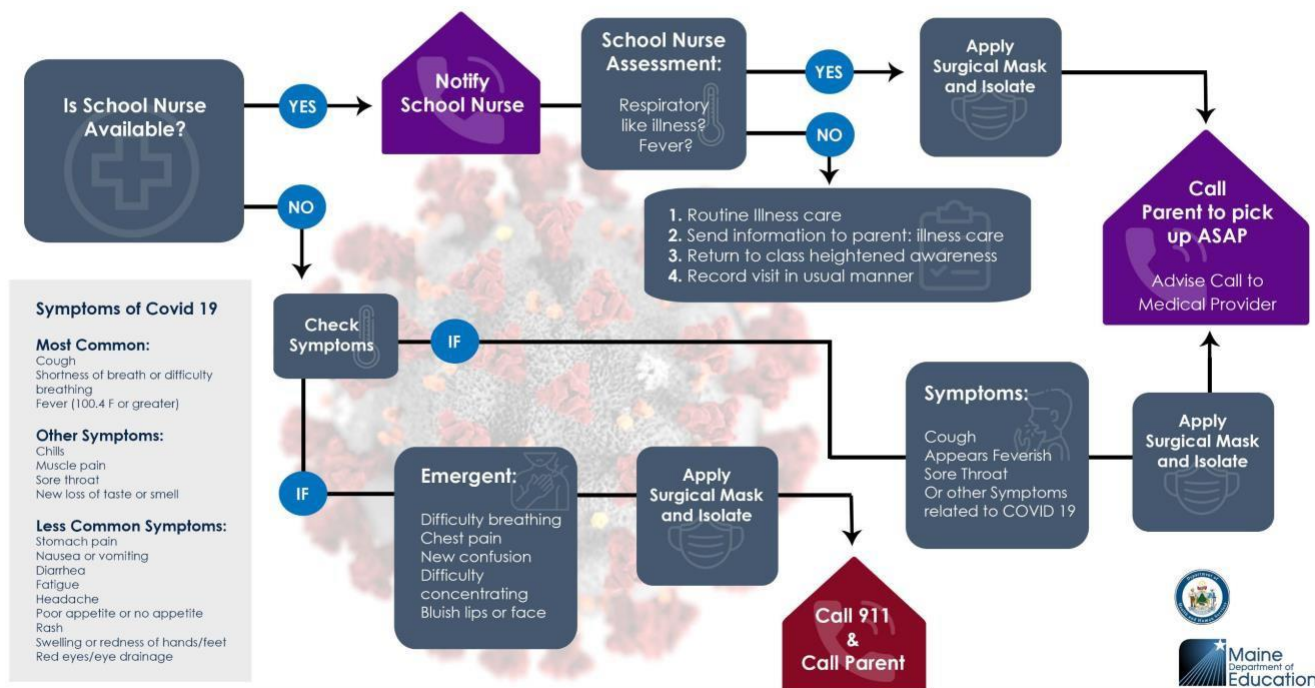
# STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring parents and students to complete a daily self-screening process which should include a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID

## COVID-19: Child Feels/Appears Unwell Flowchart

Updated 7.16.20



## STUDENT GUIDANCE IF EXPOSED OR EXHIBITING SYMPTOMS

Hedley ISD is committed to providing a safe and healthy learning environment for our students. While we are planning to avoid exposing students to COVID-19, we must prepare for that possibility. If a student has been in contact with someone who has a lab-confirmed positive test for COVID-19, our first concern is for your health and safety and those around you.

### Students should do the following:

- Quarantine at home and away from others. Do not come to campus. **Students will be asked to quarantine for 14 days OR follow medical experts advise.**
- Parents should contact the following and let them know you have been exposed to COVID-19, then follow their instructions.
  - The school nurse and or the campus principal on the campus where the student attends
  - The student's regular healthcare provider
- School administration will help you determine the appropriate next steps.

### Identifying Possible COVID-19 Cases on Campus:

- Schools must immediately separate any student who shows COVID-19 symptoms while at school.
- Students must remain in isolation until the student can be picked up by a parent or guardian.
- "Isolation Rooms" will be monitored and will be near the main office.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

## STUDENT HEALTH PROTOCOL

Please know that if a student becomes ill at school they may be asked to go home or to the nearest health center. The student may also be asked to submit a healthcare provider's note before returning to school. Please visit with district administration if COVID-19 is the suspected illness.

If students have been diagnosed with COVID19, you may return on-campus when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the three criteria listed above have been met.

## ENTRY INTO THE BUILDING

**Bus** – To start the year, all students, regardless of age, are required to wear masks at all times in district buses and vehicles. Bus drivers will prescreen all riders prior to entry on a bus. If the student has a fever of 100.4 or greater, the student will not be allowed on the bus. If no person is home to provide supervision for the child, the student will continue to wear their mask and be transferred to a designated isolation room once at the school. The school will then contact the parent/guardian to have them taken home.

**Car** – Temperature will be checked as students exit the car. Fever free students will then enter the building and continue their day as normal. If a student does have a temperature of 100.4 or above, he or she will not be allowed into the building and will be sent home with instructions concerning when to return to school. The nurse will need their name and temperature to document and ensure the student, parent or guardian understands the guidelines for when to return to school.

**Staff** – Staff will enter the building wearing a mask and report to the designated staff assessment point to have their temperature taken and ensure that they are free of COVID-19 symptoms. After the staff has been determined to be fever free they can clock in and or report to duty.

Please know that temperature checks will be revisited after the third week of school. At that time, we may move to a self-monitor system.

## ISOLATION ROOM

There will be a designated isolation that will hold at a minimum 3 students that is separate from the nurse clinic. Anyone in isolation will be required to wear a face mask and remain at a distance of at least 6 feet apart. The school nurse will complete a COVID form for each student that enters isolation or that presents with fever and/or 3 or more symptoms. The isolation monitor will be required to wear full PPE and there will be signage to show proper procedure. This is to ensure the safety of students and staff.

## MEDICATION

Nebulizer treatments will not be given at school except emergency situations. This is due to the excessive droplets that are given off from the treatment. There is not a safe place to administer the medication without extreme risk for contamination if there is an unknown COVID-19 diagnosis. Inhalers will need to be administered with a chamber to decrease risk of contamination.

## EMPLOYEES WITH POSSIBLE COVID SYMPTOMS

When a staff member will be missing work due to fever and/or 3 or more COVID-19 symptoms they will be required to contact district administration. They will be advised to contact the school nurse. The nurse will advise the staff member to seek medical attention.

## COVID-19 CASE Procedures

- If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse's room.
- Once the employee or student arrives at the isolation room, if they do not have a mask, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home. The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person.
- Unless required by the local health authority, the name of the employee should not be provided.
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## RESPONSE AND NOTIFICATION

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

# Response to Covid-19

## Symptomatic Individuals

- Should stay home and seek medical guidance from a physician.
- Students with symptoms will be sent to the campus nurse. The nurse will determine if the student should be sent home. Students will isolate until picked up. Parents should pick up ASAP.
- Obtain a medical professional's note clearing you for return based on an alternative diagnosis

## Individuals that are Positive

- HISD will follow current CDC guidance regarding length of isolation
- In addition to the length of isolation, the following criteria must be met:
  - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications)
  - the individual has improvement in symptoms (e.g., cough, shortness of breath)

## Household Member is Positive

- Well individuals should not have contact with sick individuals during the isolation period.
- Household members will be allowed entry based on current CDC length of isolation.
- See "additional options for return"

## Additional Options for Return (must be documented)

- Individuals that have positive antibodies may return if no symptoms are present
- Individuals that are fully vaccinated may return if no symptoms are present
- Individuals that are lab-confirmed positive within 90 days may return if no symptoms are present

## Notification for Positive COVID-19 Cases on Campus

- District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- Close contacts will receive a phone call from a school nurse or campus administrator

## Close Contact

- HISD will use the current definition of close contact/exposure
- Individuals in close contact will be notified; and close contacts outside of school should notify the campus nurse
- Those exhibiting symptoms will stay off campus and seek medical advice

# HEALTH AND HYGIENE PRACTICES

## **MASKS** 3-23-2021 Board Mask Resolution supersedes but restriction may return if situation changes.

~~For the purposes of this document, masks include non-medical grade disposable facemasks, cloth face coverings (over the nose and mouth), or full face shields to protect eyes, nose, and mouth. All employees are required to comply with the governor's executive order regarding the wearing of masks or shields. Students may be required to wear masks or shields based on age requirements, current state mandates, executive orders and the current best guidelines from healthcare authorities. Currently, the Governor's order states that students 10 years of age and up must wear masks and or face shields. TEA as well as the CDC recommend students under the age of 10 also wear masks and we will allow them to do so if their parents desire. Masks are required on buses.~~

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Hedley ISD employees, students, parents, and visitors should practice staying approximately six feet away from others and eliminating contact with others whenever it is feasible.

**Ad-hoc Interactions/Gatherings** – Nonessential / informal meetups and visiting should be avoided

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **PERSONAL WORKSPACE/CLASSROOM**

Hedley ISD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked to limit visits to classrooms outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Students that use multiple desks per day will be asked to sanitize their desks with approved products to limit exposure after each use.

## SHARED WORKSPACES

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Hedley ISD has non-alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Hedley ISD Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

Workspace usage is as follows:

**Capacity** – Hedley ISD will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Conference Rooms** – Hedley ISD will be monitoring the number of employees / visitors allowed in the conference rooms while the risks of infection exists and begins to diminish. Signage indicating closure/capacity limits will be placed on conference room doors.

**Breakrooms or Teacher Lounge/Multipurpose Room** – These spaces could be closed for use at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Hedley ISD will monitor the number of visitors these areas allow.

## LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

### Restrooms/Water Fill Stations

- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.
- Students are expected to bring their own reusable water bottle for use throughout the day and will be expected to take water bottles home to be cleaned on a daily basis.

## MODIFIED ARRANGEMENTS

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart when feasible. Teachers have the ability to structure their desks in a configuration to keep their rooms as safe as possible.
- Hedley ISD will create distance between children on the school buses when feasible.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Common areas such as cafeterias and playgrounds will be staggered and cleaned after each use.

# FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TVs, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

### Common Areas

- Classes/grade levels will sign up to reserve common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use.
- Elevators will be used only by students and staff with a physical impairment or the need to move large/heavy equipment.
- There will be procedures for students to sanitize their spaces before and after usage.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

### DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Crisis Team.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, we may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.



## SIGNAGE

Signage will be placed throughout the offices and school.

## PREVENTIVE MATERIAL INVENTORY

- The school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues;
- A supply of gloves and other protective gear;
- And thermometers on-site for employee and student screening

## CAFETERIA AND MEAL PERIODS

Meal service will be conducted in accordance with guidance from the Texas Department of Agriculture. **When mandated by the Department of Health, the following protocols will be instated:**

Students will have meal service in the classroom or in a socially distanced cafeteria / space. Food will be served directly on a tray or portioned in containers. Condiments will be individually packaged. The line will be sanitized before and between each meal service.

**Safety & Sanitation:** All tables, contact surfaces, and serving lines will be sanitized after each line/ meal period with a quaternary sanitizer.

### All Meal Service

- Pre-K through 5th Grade, silverware, spoons and napkins will be wrapped and placed on the tray by the child nutrition employee. Condiments and vegetables will be served in individual containers and Plexiglas shields and face shields will be in place.

### Breakfast

- **Pre-K through 12th Grade:** Students will sanitize their hands before entering the serving line. Students will eat in a socially-distanced cafeteria or other area and then be dismissed to their classrooms after eating.

### Lunch

- **Pre-K-12:** All students will eat in a socially distanced cafeteria setting or other space (e.g. other sanitized commons area). Meal times have been spaced to allow for adjusted seating. Students will sanitize hands before entering serving line and select items that are individually portioned.

# TRANSPORTATION CHECKLISTS

When mandated by the Department of Health the following protocols will be instated:

Sanitation logs will be turned in to the Hedley ISD Superintendent after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.

## BUS DRIVERS/BUS PROTOCOLS

~~**Important note:** Because of our need to social distance on the bus, please deliver and or pick up your child when possible. If your child must ride the bus (which is understandable), please know that they will be required to wear a mask. We also ask that you self check your child each morning and look for symptoms related to COVID19.~~

Bus drivers and or custodial staff must disinfect the buses right before starting a route to pick up students and right after the morning and afternoon routes. Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Hedley ISD will work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## CAMPUS STAFF TRAINING

**Pre-return to school training** - Presented to ensure understanding and preparedness to align with this manual.

**First Day Training/Orientation** - Align local protocols and procedures with this manual; ~~meeting areas will adhere to social distancing protocols.~~ [to be reinstated when advanced sanitation protocols are mandated by the Department of Health]

**Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences. The content to be covered includes:

- All training topics can be reinforced with signage in the buildings.
- School/District checklists
- Response Teams
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

- Teachers, students, and parents need to check their email.
- Visit our district website.
- Follow our social media platforms.
- Download the free Appetegy alert app / School to phone messenger.

# SECTION II

## ACADEMICS AND ONLINE LEARNING

In the event of another wide-spread health concern, Hedley ISD will use our Site Based Decision Making Committee to organize and monitor systems in place for the district's reopening. The committee members are selected from various departments and grade levels to get a diverse set of knowledge and skills. The committee members will be divided into sub-committees.

The sub-groups are as follows:

### 1. Professional Development Committee

Tasks: Develop a plan for professional development for our staff for:

1. Implementation of instruction for in-class and online instruction
2. Aligning online and in person classroom instruction
3. Online resources that can be used at each grade level both in class and at home

The professional development will highly consist of **technology-based training**.

A professional development survey was developed to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers. The goal of this committee is to develop leveled training for beginning teachers or experienced technology teachers.

### 2. Optimize Instructional Services Committee

**Re-entry Plan:** We will gather data through varied assessments for K-12 during the first three weeks of school in Reading and Math. These will be given to both online and in class learners.

**Instructional Gaps:** We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-3 since they are foundational grade levels.

**Scope and Sequence:** Since we will not be starting out like a normal school year, our scope and sequence will be different. We will need to integrate previous grade level TEKS with our current grade level instruction. We will use the TEKS Resource Gap Plan to help close gaps, all while staying on track to cover our required grade level TEKS.

**Online Learning:** Online learners will receive equivalent instruction through Google Classroom. The TEKS taught in class during a week will be the same as the TEKS taught online. If the district or state finds it necessary to move all students to online instruction for a period of time, all teachers will already be using Google classroom in class and will transition to online learning.

**TEKS Resource System Gap Plan:** A tool to help close instructional gaps by building instruction for TEKS not taught or mastered the previous year into the current year's curriculum.

### 3. Optimize Facility, Safety, and Security Committee

This committee will develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans are outlined in the back-to-school plan template.

### 4. Optimize All Available Resources Committee

A survey was created to help the district understand the technology needs of the families. Parents will be asked to share the level of technology available in each home at registration. This committee will work to ensure all students have the access needed for online learning.

### 5. Optimize Student Services Committee

This committee is made up of our district counselor, campus principal, and special services teachers. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

## GRADING POLICY: Online Learners

### Grading and Attendance for Online Learners

~~All parents will have the choice to allow their student to learn on campus in the traditional classroom or at home through an online platform. Below is information important to online learning as well as some of the guidelines.~~

~~Parents that choose the online program will be asked to commit to a full six weeks of "at home" learning. The first grading period is six weeks long, which creates a natural break for returning to class. All grading policies will be the same for online learners as they are for on-campus learners. Please know that if your student starts at home, and you quickly realize "this isn't for you", your campus principal will be flexible in allowing you to return. In that situation we ask that you communicate your issues clearly so that we can best serve your needs.~~

Attendance for online learners will require the student to show progress in each course each day. These guidelines are set by the Texas Education Agency. This means that a progress check will be required each day for each course in which a student is enrolled.

### Online Learning Plan:

- All material taught through online learning will be taught at the comprehensive level of the TEKS of the "on-line" learner and will keep pace with what is taught on campus.
- Online material will be designed so a student can reenter the campus classroom at any point, and if a student has to stay home for a period of time, he or she is able to keep learning with their peers.
- Core subjects include Reading, Writing, Math, Science, and Social Studies. (Writing can be included with another core subject. It does not have to be its own lesson.)
- Efforts will be made to create instructional opportunities equivalent to in class opportunities. Students will be graded on the same material.
- The grading policy of online learners is the same as the grading policy for students learning in the classroom.
- Online students will be required to take all state and local assessments that students attending on campus are required to take.
- Virtual meeting times will be scheduled for interactive, live lessons. These meetings will vary in length and frequency based on the student's grade level. The expectation is that all online students attend the virtual class time. The meetings will be recorded so students who cannot attend can watch them later. Attending or watching the virtual lesson will be a requirement.
- A recommended daily schedule that mirrors in-class instruction will be provided for each grade level.

- Lessons can require reasonable school supplies to be kept at home.
- Daily progress is REQUIRED each day. These may be short progress checks. This is how the student will be counted as “present”, so the progress check MUST be done daily. The number required each day varies by grade level. (See chart above)
- Summative assessments will match the summative assessment given on campus, in class. These will include the content taught since the previous assessment, in addition to any content previously taught but not yet mastered.
- Guidance lessons could include lessons from counselors, administrators, or teachers. These lessons are designed to support students with their social, communication, organization, and coping skills.
- High school course / elective options may require students to attend class on campus when there is no way to create an online equivalent. (EX: Welding) If a student is unable to or uncomfortable with attending on campus, his or her schedule may need to be changed to accommodate the need to stay home.

**Grades:** Grades and assignments for at-home learners will parallel grades of on-campus learners.

**Progress:** For attendance and funding purposes, At-Home learners must show progress each day. As we all know, some days in-person learners do not turn in assignments to be graded, but they will still show progress towards learning by taking part in discussions, etc. That said, because at-home learners require student progress each day to be proven so that the student is counted present and the school gets funding, the “progress monitoring” may come in the form of traditional or non-traditional assignments. Examples of activities to “show progress” include, but are not limited to:

- Practice
- Written response
- Creation of a video using the district provided technology
- Participation in a discussion board
- Use of Google Classroom with the teacher
- Interactive videos (with questions embedded)
- Presentations and or participation in a live virtual class meeting

**Assessments:** Assessments will be administered online when they are given in class. This may be weekly depending on the grade and subject. On an assessment day, the assessment will be the assignment.

**Packets for At Home Learning:** Most at home learning will be done through Google Classroom, the Learning Management System. Packets will be mailed home for students to complete in extenuating circumstances. If a teacher has a book, information packet, workbook, etc. that the student needs for learning at home, it can be picked up on the campus or mailed to the student.

## Completion Protocols

Grades will be recorded in ~~TXEIS~~ **Ascender** by the online instruction teacher. Some daily progress grades may be completion or participation grades. District policies related to late work and makeup work will apply. If a student's grades begin to drop, parent contact will be made to create a plan to get the student back on track.

# INSTRUCTIONAL OFFERINGS FOR “AT-HOME” LEARNING

[below are the three forms of at-home learning. One or more may be offered if school closure events that affect an entire campus or the District occur:]

Several parents/guardians indicated a desire for their student(s) to take advantage of the “At Home” learning models we plan to offer as a district. The potential “at home” learning opportunities we discussed offering were 1) Asynchronous 2) Synchronous and 3) a potential hybrid model.

All three models will require some sort of at-home technology. The minimum requirement will be a telephone, but ideally “at home” students will have access to the internet (or be able to drive to a district designated hotspot) to download pre-recorded lessons and or to watch live instruction. Hedley ISD plans to make available electronic devices to all students as they become available.

All grades, PK-12, will be offered asynchronous instruction at various times throughout the day. Students could very well have mostly synchronous instruction throughout the day even though we will use the asynchronous model for funding and attendance.

Hedley ISD has prepared an Asynchronous plan to be approved by the Texas Education Agency and it is summarized below. TEA must approve all various models of “at home” instruction. At this time, Hedley ISD has opted to have an Asynchronous plan which has components of synchronous instruction. The secondary school will offer synchronous instruction throughout the day. The elementary grades PK-5 will utilize an asynchronous model of instruction for those that choose “at home” learning for the first part of the year, but will offer a synchronous classroom connection time for 20-30 minutes daily. Those classroom connections will begin soon after school starts and your child’s teacher will inform you of when to expect those synchronous classroom connections to begin. Finally, we will also offer at-home small group instructional opportunities via synchronous gatherings as needed.

## Asynchronous Instruction

Asynchronous instruction refers to self-paced instruction where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone. For students engaged and showing progress each day, they would be marked as present. Engagement is defined as meeting one of these three: 1) progress in the LMS (Google Classroom) made that day 2) progress from teacher to student interaction made that day, and or 3) evaluating the completion and understanding of assignments that day. Students will be graded on the same standards as their “in-school” cohort and will be expected to cover the same TEKS each day. All teacher lessons will be recorded for use in the asynchronous model. Synchronous instruction will be offered as part of the asynchronous model. As the year progresses, the synchronous opportunities may increase depending on the grade level.

## Synchronous Instruction

Synchronous instruction is similar to on-campus learning. It is two-way, real-time, live instruction between student and teachers through the computer or other electronic devices or over the phone. Students will be graded using the same standards as their “in-school” cohort and will be expected to cover the same TEKS each day. Teachers and students can interact over the internet through the LMS Google Classroom for at-home instruction. Synchronous instruction will be offered through the asynchronous plan. However, the school understands that some at-home learners may not be able to attend each session, therefore recordings will be offered so the “at-home” learner can show progress daily.

# Instructional Roles & Learning Tools

## Preparation for Learning

<b>Student</b>	<p>Be prepared for learning each day and have work and assignments completed and ready.</p> <p><input type="checkbox"/> Complete coursework by the deadline set by teachers.</p>
<b>Parent</b>	<p>Access parent resources to learn how students will navigate Google Classroom.</p> <p><input type="checkbox"/> Encourage your child to have their things in their backpack/device and ready for school the night before.</p> <p><input type="checkbox"/> Create a designated place in your home for academics.</p> <p><input type="checkbox"/> Assist students with time management and goal setting.</p>
<b>Teacher</b>	<p>Meet weekly with collaborative team to plan instruction for all students.</p> <p><input type="checkbox"/> Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.</p> <p><input type="checkbox"/> Upload instructional materials into Google Classroom.</p>

## Learning & Teaching Expectations

<b>Student</b>	<p>Attend classes and give your best efforts in your school assignments.</p> <p><input type="checkbox"/> Be organized in your work and in getting projects completed.</p> <p><input type="checkbox"/> Ask questions and communicate with your teacher.</p> <p><input type="checkbox"/> Be aware of what you should be learning each day.</p> <p><input type="checkbox"/> Become familiar with the structure of Google Classroom and how your teacher organizes information.</p> <p><input type="checkbox"/> Practice digital citizenship.</p> <p><input type="checkbox"/> Attend intervention/tutorial sessions as assigned. This will be established by your teacher or school.</p>
<b>Parent</b>	<p>Access Skyward Parent Portal (grades 2-12) to view student grades.</p> <p><input type="checkbox"/> Check in with student(s) to monitor completion of homework and assignments.</p>
	<p><input type="checkbox"/> Discuss your child's favorite part of their day and what they learned in school.</p> <p><input type="checkbox"/> Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year.</p> <p><input type="checkbox"/> Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.</p> <p><input type="checkbox"/> Help your child own their learning. Provide support and encouragement and expect your children to do their part.</p>



**Teacher**

Teach students how to access learning materials through Google Classroom.

- ☐ Manage online and offline resources to provide consistency and routines for students.
- ☐ Provide clear learning goals for students.
- ☐ Follow the expectations established across the district for Google Classroom.
- ☐ Check student assignments in a timely manner and give feedback in verbal or written form regularly to provide next steps or necessary academic intervention/extension.
- ☐ Post grades in a timely manner according to district grading guidelines.
- ☐ Classroom teachers - provide intervention or tutorial sessions as needed.
- ☐ Intervention teachers - provide intervention to align with campus schedules and/or individual education plans.
- ☐ Follow student IEPs / 504 accommodations.
- ☐ Provide services for ESL and Gifted learners.
- ☐ Use data to pinpoint students' specific needs for enrichment and intervention.
- ☐ Monitor student progress with fidelity according to HISD policy.

**Mental Health, Social Emotional Learning****Student**

Participate in, and be open to, Social Emotional curriculum provided in class

- ☐ Seek guidance from a trusted adult when feeling anxious or struggling with feelings of depression

**Parent**

Maintain open lines of communication and listen without judgement.

- ☐ Communicate with school personnel if you need help. School counselors are great resources.

**Staff**

Provide engaging Social Emotional lessons per campus policy

- ☐ Watch for warning signs for mental health struggles.
- ☐ Report all concerns to campus counselors or administration so that a proper plan can be made with parents.
- ☐ Attend and participate in professional learning.

## Support for Special Populations

<b>Special Education</b>	ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.
<b>English Learners</b>	LPAC Committees will determine the unique needs of students who receive English Learner services and will make service recommendations for students. <input type="checkbox"/> Progress will be carefully monitored through TELPAS results, STAAR results, local assessments, and intervention progress monitoring.
<b>504</b>	504 Committees will determine the unique needs of students who receive services and will make service recommendations for students. <input type="checkbox"/> Progress will be carefully monitored through STAAR results, local assessments, universal screeners, and intervention progress monitoring.
<b>Dyslexia &amp; Related Services</b>	Students will receive support as outlined in the Texas Dyslexia Handbook. Progress will be carefully monitored through STAAR results, local assessments, universal screeners, and intervention progress monitoring.
<b>Gifted and Talented</b>	Students will receive support as outlined in the HISD Gifted & Talented handbook.

## Mental Health, Social Emotional Learning

### SEL Mental Health

- ☐ Safe, inclusive environment for learning
- ☐ Curriculum embedded in the school day
- ☐ Lessons on bullying prevention, suicide prevention, child abuse prevention, teen dating/violence prevention, sexual harassment prevention
  - ☐ Licensed Professional Counselor for the district
  - ☐ Multi-Tiered System of Support for students in need
  - ☐ Kindness initiatives
- ☐ For students - Substance abuse awareness campaigns - Red Ribbon Week, Catch My Breath anti-vaping lessons, DARE, Shattered DUI campaign

## Academic Acceleration

- ☐ Reading intervention grades K-8
- ☐ Math intervention grades K-8
- ☐ Science intervention grade 5
- ☐ Writing intervention grade 4

# SECTION III

## EXTRACURRICULAR

### Athletics

[The following protocols will be reimplemented in the event of a virus outbreak or other widespread health risk as mandated by the Department of Health]

For sport practices prior to the start of school, please adhere to the following: All athletes will need to be dropped off at the fieldhouse no earlier than 6:30 AM. Male athletes must enter from the lower level of the track side of the coliseum, go past the trophy area and down the steps to the field house. Female athletes must enter the coliseum through the upper back doors nearest the JH parking lot. No athlete is to use the long stairs except during games.

- All current 6th grade students and new students must have a UIL physical from a doctor before they may participate.
- Student temperatures will be checked upon arrival.
- Sign-in screening tables will be monitored by coaches at the drop-off area, spaced at least six (6) feet apart with hand sanitizer available.
- Upon arrival students will enter the east side of the indoor facility and will sit in lines 6 feet apart, monitored by coaches.
- All students and coaches will be educated and reminded daily of sanitation and distancing requirements and procedures.
- The weight room will only be used at 50% capacity (two kids per station and bar).
- Hand sanitation stations will be placed throughout the workout areas.
- Weight room equipment must be disinfected (sprayed and wiped with paper towels) between individual use.
- Coaches and students must use hand sanitizer at each rotation.
- No shared water, towels or gloves are allowed.
- All water fountains will be covered and not used.
- All outside equipment and balls will be disinfected at regular intervals and between group rotations.
- Staff will clean and disinfect all equipment and workout areas after workouts each day.
- All dressing facilities are open, following district guidelines.

UIL has determined that fall sports will start on schedule for A through AAAA schools. Members of the Hedley ISD football, cross-country and cheerleader programs will begin participation in the fall as originally planned. However, there will be a need for flexibility as we enter this post-COVID world. There are going to be stadium limits that may alter how many persons may travel to various events. As well, there are transportation nuances we must adhere. That said, there could be some away football games where we must limit the number of persons allowed to travel. We will keep you posted on those matters as soon as we know more.

## Classroom Safety Measures

[The following protocols will be reimplemented in the event of virus outbreak or other widespread health risk as mandated by the Department of Health]

- Each chair, door and fixtures will be sanitized between all classes.
- Each student will be given hand sanitizer as they enter the room. Students may use their own hand-sanitizer if they prefer.
- Folders stored in the room will be sanitized with spray at the end of each day.
- Each student will be seated 4-6 feet apart, and are required to keep the distance at all times.
- Face masks/coverings are encouraged.
- All backpacks and belongings will be stored underneath the student's seat each day.

## Cheerleaders

[The following protocols will be reimplemented in the event of virus outbreak or other widespread health risk as mandated by the Department of Health]

- Students will be expected to maintain social distancing as much as possible while in the gym and locker room.
- Areas of the gym and locker room will be disinfected before and after practices.
- The students will not share props, equipment, food or drinks.
- Any cheerleader choosing to learn online will still be eligible to participate on the cheer team. Online students have the option to attend the on-campus class period and will be required to attend all after school rehearsals and performance.