

# Bay Colony Elementary COVID Campus Plan

## CAMPUS PRIORITIES

The following plan was created based on three priorities.

1. Maintain social distancing expectations for students and adults by adhering to TEA/CDC guidelines.
2. Limit student exposure to students and adults. Create cohorts of students for contact tracing purposes.
3. Limit adult exposure to large groups or multiple groups of students to the maximum extent possible.

*Please know the plan can change as circumstances and guidelines change.*

## GENERAL CAMPUS PROCEDURES

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Custodial staff will disinfect classrooms, restrooms, fine arts areas, and all additional areas throughout the school facility daily. In addition, all classrooms will have disinfectant spray and paper towels.
- Staff and students (parents complete) should be self-screened each day before entering the campus.
- Students and faculty are expected to wear masks while in the building. Mask breaks will be provided throughout the day for students to safely remove their masks.
- When a student is outside, masks are not required if two criteria are met: (1) the student is engaged in physical activity and (2) students are able to maintain a 6-foot physical distance from others.
- Drinking fountains will be closed. Students are permitted to bring their own water bottle from home.
- Any backpacks and/or lunch bags/boxes brought to school by students/staff must be disinfected each evening.
- Staff and students will be educated in rigorous hand-washing and scheduled hand sanitation times will be a part of the daily schedule.

## PLAN ORGANIZATION

Arrival  
Restrooms  
Meals  
Classroom Hygiene/Safety  
Common Areas  
Nurse's Clinic  
Dismissal  
Technology Distribution  
Drills  
Student Engagement

## ARRIVAL

### STAFF/STUDENT ARRIVAL

#### CAMPUS PROCEDURES:

- All staff and students (parents will complete) are required to self-screen for COVID-19 symptoms daily, and individuals with symptoms will be isolated and sent home. The student screener codes are available on the campus website and on student folders.
- Multiple entrances will be utilized for arrival to maximize social distancing.
- Staff and students (parents) will be required to complete a self-screening process prior to entering Bay Colony Elementary, and the district may require further screening of employees at any time based on current state and federal guidelines. Signage will be posted at each door to remind staff/students of the expectation to complete screening questions before entry.
- Staff and students should not enter campuses or district buildings if any of the following apply. The individual:
  - Has been sick with symptoms of COVID-19 within the past 10 days. Symptoms include: feeling feverish or a measured temperature (100°F or higher), - new loss of taste or smell, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or exaggerated shivering, significant muscle pain or ache, nausea/vomiting, diarrhea. **(SEE DISD RE-ENTRY PLAN on district webpage for current updates)**
  - Has a confirmed case of COVID-19, regardless of whether or not symptoms are present, within the past 10 days.
  - Has been in close contact with a person with lab-confirmed case of COVID-19.
- Staff and students are required to have masks on when in the building (brief mask breaks will be provided during the day)

- Staff and students will wash/sanitize hands upon arrival.

## **STUDENT ARRIVAL - BUS**

### **CAMPUS PROCEDURES:**

- Parents are expected to screen their child for COVID-19 symptoms daily, including temperature checks, and must ensure that their child is not ill prior to placing them on the bus. (QR code screeners should be completed each morning. Each teacher has a QR code posted on the campus webpage, and students will have a QR code on their daily agenda/folder. )
- Buses will be monitored during unloading times and students will go to assigned areas to maintain social distancing.
- Students are required to wear a mask/shield both on and when exiting the bus.

### **STUDENT EXPECTATIONS:**

- Students will exit the bus and enter through assigned doors (only one bus will be unloaded at a time).
- Students should maintain appropriate social distance guidelines as they enter the building and report to assigned areas.
- Students will use hand sanitizer upon entering the building.

### **STAFF EXPECTATIONS:**

- Assigned staff will ensure that only one bus is unloaded at a time.
- Staff will ensure all students are wearing a mask/shield before entering the building.
- Staff will ensure that students are utilizing hand-sanitizing stations.
- Staff will monitor students to ensure social distancing expectations are followed.

## **STUDENT ARRIVAL - CAR RIDER**

### **CAMPUS PROCEDURES:**

- Parents are expected to screen their child for COVID-19 symptoms daily, including temperature checks, and must ensure that their child is not ill prior to sending them to school. (QR code screeners should be completed each morning.)
- Car drop off will take place in the front circle or back circle behind the gym.
- Car drop off will begin at 8:00.
- Only 5 cars will be allowed to release students at time. Staff will monitor social distancing.
- Parents are requested to adhere to personnel's instructions to help maintain the safety of both students and staff.

- Students will need to exit from the passenger side independently, if possible. \*\*Staff will wear gloves to open passenger door, as needed, and will maintain social distancing protocols as they are able.

**STUDENT EXPECTATIONS:**

- Students will be responsible to unbuckle and exit the vehicle on the passenger side ONLY.
- Students will wear a mask/shield and maintain social distancing.
- Students will go immediately to assigned areas.
- Students will use hand sanitizer upon entering the building.

**STAFF EXPECTATIONS:**

- Staff will ensure all students are wearing a mask/shield before entering the building.
- Staff will ensure that students are utilizing hand-sanitizing stations.
- Staff will monitor students to ensure social distancing expectations are followed.

**STUDENT ARRIVAL - WALKER/BIKE****CAMPUS PROCEDURES:**

- Parents are expected to screen their child for COVID-19 symptoms daily, including temperature checks, and must ensure that their child is not ill prior to sending them to school. (QR code screeners should be completed each morning. Each teacher has a QR code posted in his/her Google classroom.)
- It is recommended that walkers keep socially distant and use a mask/shield while walking to and from school.
- As much as possible, students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
- Students will follow the same timelines as car riders with an 8:00 building entry time.
- Students will place bikes on the rack if needed and will enter through the cafeteria to go to their assigned areas.
- Staff will monitor social distancing.

**STUDENT EXPECTATIONS:**

- Students will wear a mask/shield and maintain social distancing.
- Students will go immediately to assigned areas.
- Students will use hand sanitizer upon entering the building.

**STAFF EXPECTATIONS:**

- Staff will ensure all students are wearing a mask/shield before entering the building.

- Staff will ensure that students are utilizing hand-sanitizing stations.
- Staff will monitor students to ensure social distancing expectations are followed.

## VISITOR ARRIVAL

### CAMPUS PROCEDURES:

- **Volunteers and other visitors are not allowed to visit campuses at this time.**
- **Visitors are not allowed during meal times or during arrival/dismissal.**
- All individuals will be required to wear a mask/shield when entering the building.
- Essential visitors are expected to abide by maximum occupancy requirements and wait outside (6 feet apart) if 4 people are present in the foyer.
- Essential visitors will remain behind the shield guard installed at the reception desk and must complete the screener before entrance.
- Outside deliveries will not be permitted (food, school supplies, etc.). Only essential deliveries (student medications) will be allowed.
- Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
- All visitor must have a scheduled appointment. Parents with a scheduled ARD, teacher conference or other meeting should wait in their car until a staff member notifies them that they are ready for the meeting.
- Virtual platforms will be utilized, as much as possible, to conduct meetings such as PTO meetings, ARDs, LPAC, 504, Conferences, etc.

### STAFF EXPECTATIONS:

- Teachers will make every effort to contact parents utilizing virtual tools to minimize in person contact.

## STUDENT RESTROOMS

## STUDENT BATHROOM

### CAMPUS PROCEDURES:

- Staff should supervise and limit the number of students that enter the bathroom to comply with health agency recommendations and social distancing.

- Whole class restroom breaks will occur when possible to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Custodial staff will follow DISD/CDC guidelines on cleaning and disinfection.
- 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.

**STUDENT EXPECTATIONS:**

- Students will wear a mask/shield and maintain social distancing.
- Students will wait their turn while remaining socially distanced in line.
- Students will respect the privacy of others.
- Students will wash/sanitize hands with soap and water when exiting the restroom areas.
- Students will dispose of paper towels appropriately to keep the restroom areas clean.

**STAFF EXPECTATIONS:**

- Staff will actively monitor social distancing requirements for students.
- Staff will notify custodial staff if additional cleanings are required.
- Staff must wash/sanitize hands upon exiting the restroom area.

**HANDWASHING**

**CAMPUS PROCEDURES:**

- All students will receive direct instruction on handwashing techniques.
- Staff and students will be expected to regularly wash or sanitize their hands.

**STUDENT EXPECTATIONS:**

- Students will sanitize their hands when exiting and entering the classroom, cafeteria, restroom, or campus.
- Students will wash hands at the restroom.

**STAFF EXPECTATIONS:**

- Staff will sanitize their hands when exiting and entering the classroom, cafeteria, restroom, or campus.
- Staff will provide instruction on handwashing techniques.
- Staff will provide visual and verbal reminders to follow handwashing techniques.

## MEALS

### BREAKFAST

#### CAMPUS PROCEDURES:

- All students will hand sanitize upon arrival.
- Breakfast will be delivered to the pods for all students.
- Visitors are not permitted in the cafeteria at this time.

#### STUDENT EXPECTATIONS:

- Students will eat breakfast in the classroom.
- Students will remain socially distanced at all times and wear a mask/shield when not eating.
- Students will follow classroom procedures for waste disposal.

#### STAFF EXPECTATIONS:

- Staff will allow students to eat breakfast for the first few minutes of class.
- Staff will ensure that students sanitize hands upon arrival.
- Staff will ensure students are wearing masks/shields when not eating.

### CAFETERIA - LUNCH

#### CAMPUS PROCEDURES:

- Hand sanitizing stations will be available at the entrance to the cafeteria.
- Students will eat at assigned tables and/or with assigned groups each day.
- Traffic patterns will be established and taught to ensure social distancing.(Signage/floor markings will be used)
- Partitions will be utilized between the servers, cashier and students.
- Meal times will be staggered to allow for disinfecting between meals

- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
- If a student forgets their lunch, a brown bag lunch will be provided to them from the cafeteria. Lunch deliveries will not be allowed.

**STUDENT EXPECTATIONS:**

- Students will be expected to wear masks/shields when not eating.
- Students will sit in designated seating. (Seating charts will be maintained)
- Students will not share food.
- Students will follow cafeteria procedures for waste disposal.

**STAFF EXPECTATIONS:**

- Staff will wear masks/shields during lunch duty.
- Staff will monitor students to ensure social distancing in the cafeteria lines, at tables, and during dismissal.
- Staff supervises students in cafeteria lines, direct students to appropriate seats, and ensures that students follow all safety protocols.

**CLASSROOM HYGIENE/SAFETY****CLASSROOM HYGIENE/SAFETY****CAMPUS PROCEDURES:**

- Students will be taught appropriate hygiene practices on the first day of school.
- Frequent hand sanitizing/washing will be encouraged throughout the day.
- Students should wash their hands or use hand sanitizer upon entering each classroom.
- Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office. (QR code screeners)
- Students will avoid sharing school supplies.
- Students will wear masks/shields. (Breaks will be provided when social distancing can be maintained)
- Personal touching (high fives, hugs, handshakes, etc., will not be permitted.
- Teachers will monitor student movement within the classroom such as turning in assignments, materials being passed out, etc.
- Teachers will create assigned seating arrangements to ensure social distancing when possible. (Seating charts will be maintained)
- Any backpacks and/or lunch bags/boxes brought to school by students/staff must be disinfected each evening.



**STUDENT EXPECTATIONS:**

- Students will utilize hand sanitizer when entering and exiting classrooms.
- Students will avoid sharing supplies.
- Students will maintain social distancing expectations/protocols set by teachers/staff.

**STAFF EXPECTATIONS:**

- Staff will post signs with clear class protocols that are consistent with CDC guidelines. Teachers will monitor student movement within the classroom such as turning in assignments, materials being passed out, etc.
- Staff will create assigned seating arrangements to ensure social distancing when possible. (Seating charts will be maintained)
- Staff will create systems to limit the sharing of items such as school supplies so that more than one student is not using an item.
- Staff will have access to disinfectant to sanitize working surfaces.

**COMMON AREAS****COMMON AREAS****CAMPUS PROCEDURES:**

- Common areas include spaces that are used for meetings and collaboration. This includes computer labs, cafeteria, conference rooms and other meeting rooms.
- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- There will be procedures for students and/or staff to sanitize their spaces before and after usage.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- Only one person at a time will be allowed to use the copy machine. Staff is responsible to clean after each use.
- Congregating will not be permitted in hallways, common areas, faculty workrooms or breakrooms.
- The use of virtual meetings/videoconferencing is preferred, including PTO meetings, ARDs, LPAC, 504 meetings, Fine Arts programs.
- If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings

- Six-foot social distancing when possible
- Limiting the sharing of materials/supplies

## HALLWAYS

### CAMPUS PROCEDURES:

- Direct instruction will be provided to all students on traveling as a class while maintaining social distancing.
- Schedules will be staggered to help minimize students in hallway areas.
- Students/staff will walk on the right side of hallway at all times.

### STUDENT EXPECTATIONS:

- Students will wear masks.
- Students will walk in a line on the right side of the hallway.
- Students will adhere to protocols for social distancing.

### STAFF EXPECTATIONS:

- Staff will ensure that all students are wearing masks.
- Staff will provide direct instruction on how to maintain social distancing in the hallways.
- Staff will ensure social distancing are followed.
- Staff will follow campus schedule/protocols to ensure minimal contact within hallways.

## RECESS

### CAMPUS PROCEDURES:

- Masks are not required outside if two requirements are met: (1) the student is engaged in physical activity and (2) students are able to maintain a 6 foot physical distance from others.
- Recess areas will be limited to one class (or 25 students) at a time and schedules will be created to ensure minimal contact between classes.
- The campus will continue walking the Daily Mile following the campus safety protocols.

**STUDENT EXPECTATIONS:**

- Students will maintain social distancing.
- Students will stay within assigned areas.
- Students will follow all recess procedures/expectations.

**STAFF EXPECTATIONS:**

- Staff will engage with students.
- Staff will actively monitor to ensure social distancing.
- Staff will instruct students on appropriate recess procedures/expectations.

**LIBRARY****CAMPUS PROCEDURES:**

- A cart will be provided inside the library for campus learners to return books.
- Books will be set aside for a minimum of 3 days for quarantine.
- Books will be checked in after the 3 day quarantine by the librarian.
- The library space will only be used for library services. Meetings will be held in other locations to minimize the risk to librarians and patrons.
- Spaces will be sanitized between classes. (sit spots, door handles, counters, tables, devices, etc.)

**STUDENT EXPECTATIONS:**

- Students will wear mask/shield when entering the library.
- Students will use hand sanitizer when entering and exiting the library.

**STAFF EXPECTATIONS:**

- Staff will ensure that all book return protocols are followed.
- Staff will ensure that all students use hand sanitizer when entering the library.
- Staff will ensure that all students are wearing a mask/shield when entering the library.
- Staff will schedule library visits to minimize contact with others.
- Staff will monitor students to ensure social distancing.

**SPECIALS CLASSES****CAMPUS PROCEDURES:**

- Homeroom classes will be scheduled for specials daily.

- Students will have assigned seats and seating charts will be maintained.
- All equipment, supplies, devices will be sanitized between classes.
- All students and staff will be required to use hand sanitizer when entering and exiting specials classrooms.
- Students and staff will be required to wear a mask/shield except when outside and criteria listed below can be met.
- The classes will have visual cues to help students maintain social distancing.
- When a student is outside, masks are not required if two criteria are met: (1) the student is engaged in physical activity and (2) students are able to maintain a 6-foot physical distance from others.

**STUDENT EXPECTATIONS:**

- Students will wear mask/shield except when outside.
- Students will maintain social distancing expectations/protocols.
- Students will use hand sanitizer when entering and exiting specials classrooms.

**STAFF EXPECTATIONS:**

- Staff will ensure that all students are wearing masks/shields except when outside.
- Staff will provide direct instruction on how to maintain social distancing in assigned areas.
- Staff will create and maintain seating charts for each class.
- Staff will ensure social distancing are followed.
- Staff will collaborate to ensure minimal contact with other classes.
- Staff will sanitize the work/play spaces before and after each usage.

**DYSLEXIA / TIER III INTERVENTION**

**CAMPUS PROCEDURES:**

- Personal bags with supplies will be provided.
- Face Shields will be utilized for Dyslexia class instruction.
- Area will be disinfected between each class period.

**STUDENT EXPECTATIONS:**

- Students will utilize hand sanitizer when entering and exiting classrooms.
- Students will avoid sharing supplies.
- Students will maintain social distancing expectations/protocols set by teacher/staff.

**STAFF EXPECTATIONS:**

- Staff will ensure that all students are wearing mask/shield.
- Staff will create and maintain seating charts.
- Staff will provide direct instruction on how to maintain social distancing in assigned areas.
- Staff will ensure social distancing protocols are followed.
- Staff will sanitize the work spaces/supplies before and after each usage.

## **CLINIC and ISOLATION ROOM**

### **CLINIC USE PROTOCOL**

#### **CAMPUS PROCEDURES:**

- The clinic will be reserved for sick students and other health related symptoms.
- Teachers will handle all first aide and basic health issues in the classroom as much as possible. Chapped lips, paper cuts, small scrapes, etc must be triaged in the classroom to prevent exposure.
- The nurse will deliver medication to students in the classroom.
- Students who go to the clinic will be escorted, and they must sit in a chair outside the clinic until the nurse calls them inside the clinic area.
- Students will be triaged before they enter the clinic area to determine placement.
- Students must wear masks/shield in clinic area.
- A screening area has been identified for the nurse to utilize.
- Teachers will **CALL** the nurse **BEFORE** a student is sent for screening of COVID-like symptoms.(If the nurse does not answer, please call 6200)
  - Students with non-COVID-like symptoms will be seen by the nurse in the general clinic area.
  - Students with COVID-like symptoms will be seen in the isolation area.
- Designated staff will be trained to cover the nurse's clinic when the nurse is in the isolation screening room.
- The nurse will provide teachers with information regarding students who have been screened for COVID-like symptoms.

#### **STUDENT EXPECTATIONS:**

- Students will wear masks/shields at all times.
- Students will maintain six-feet social distancing when possible.
- Students will follow clinic protocols.

#### **STAFF EXPECTATIONS:**

- Staff will monitor students for COVID symptoms.
- Staff will notify nurse before sending student to the nurse.

- Staff will ensure students are wearing mask/shield.
- Staff will ensure social distancing is maintained at all times.

## COVID-19 SYMPTOM PROTOCOL

### CAMPUS PROCEDURES:

- Staff will monitor students for COVID-19 symptoms.
- Staff will notify the nurse **BEFORE** a student who presents with COVID-19 like symptoms.
- Students will wear mask/shield. (per nurse's instructions)
- Staff will ensure that students (in the classroom) do not touch work areas (desks/chair) of student who is displaying symptoms.
- The nurse will screen student and/or staff in the screening area to determine any need for isolation.
- If students and/or staff display symptoms of COVID-19 the school nurse will provide a clinical assessment to determine appropriate plan of action.

**(SEE DISD RE-ENTRY PLAN on district webpage for current CDC updates and protocols)**

### STAFF EXPECTATIONS:

- Teachers will monitor students for COVID-19 symptoms and notify the school nurse immediately when symptoms are present.
- Staff will monitor students for COVID-19 symptoms.
- Staff will notify nurse when students present with COVID-19 symptoms.
- Staff will ensure students are wearing mask/shield.
- Staff will ensure social distancing is maintained at all times.

## PARENT NOTIFICATION IN CASES OF LAB-CONFIRMED COVID-19 POSITIVE

### CAMPUS PROCEDURES:

- The campus (staff and parents) will be notified of any new lab-confirmed COVID-cases at the end of each day.
- In addition, parents of students who were in class(es) with a person who has been lab-confirmed to have COVID-19 will be notified.
- Parents of students who were in class(es) with a person who has been lab-confirmed to have COVID-19 will be notified.

- The campus will send and document these communications.

**\*\*STEPS FOR ISOLATION OF STUDENT IN CLINIC AND ESCORTING TO PARENT TO BE SENT HOME\*\***

- Nurse will wear PPE and place student in isolation room to assess student symptoms on arrival to clinic.
- If student has difficulty breathing and or is unstable, 911 will be called. Nurse will immediately notify administrative team of student in distress.
- Nurse will contact parent and administration of student being sent home for symptoms of COVID.
- Nurse will discuss with parent steps to take for a child with symptoms of COVID as per DISD policy and CDC recommendations.
- Nurse will explain to student purpose of isolation room and instruct that student must remain in isolation room until parents arrive.
- Any student who enters the clinic while another student is in isolation will be instructed and monitored to insure no contact with student in isolation.
- Nurse will have direct visual contact of student in isolation room at all times.
- Student will wear mask and be escorted to parent on arrival.
- Nurse will remove PPE on exiting isolation room and place in red contamination bags.
- Nurse will wear new clean mask to escort student to parent and or when exiting isolation room.
- Isolation room will be disinfected as soon as possible once student has been sent home.

**DISMISSAL**

**STUDENT DISMISSAL/BUS RIDERS**

**CAMPUS PROCEDURES:**

- Buses will be dismissed one at a time to limit contact.
- Hand sanitizer will be available on all buses, and students will be required to use hand sanitizer upon boarding the bus.
- All drivers will complete a self-screener upon arrival to the Transportation Department, and they will wear face masks or face shields on the buses.
- Face masks must be worn by students while riding a bus.
- Riders will be kept as far apart as possible while riding the bus.

- Buses will be loaded from rear seats to front seats and unloaded from front seats to rear seats, where possible. **(Grades will enter buses in the following order: 4<sup>th</sup> grade/3<sup>rd</sup> grade/2<sup>nd</sup> grade/1<sup>st</sup> grade/Kindergarten/PK.)**
- Disinfectant supplies will be on each bus.
- Buses will be cleaned/disinfected after morning and afternoon routes.

**STUDENT EXPECTATIONS:**

- Students will follow hallway traffic flow and social distancing in order to report to the cafeteria circle for loading buses.
- Students will practice social distancing as they approach and board the bus.
- Students will wear masks/shields at all times.
- Students will be required to use hand sanitizer when entering the bus.

**STAFF EXPECTATIONS:**

- Staff will release students at dismissal time.
- Staff will ensure that students are wearing masks/shields at all times.
- Staff will actively monitor and provide reminders regarding social distancing.

**STUDENT DISMISSAL/CAR RIDERS**

**CAMPUS PROCEDURES:**

- Students will wait in the gym to be called for pick up in the car line. They will follow social distancing guidelines.
- Car dismissal will take place from the back driveway.
- Assigned staff will supervise student dismissal, direct students to waiting areas and help students adhere to social distancing guidelines.

**STUDENT EXPECTATIONS:**

- Students will follow hallway traffic flow and social distancing in order to report to the gym.
- Students will practice social distancing as they approach the loading area.
- Students will wear masks/shields at all times.

**STAFF EXPECTATIONS:**

- Staff will release students at dismissal time.
- Staff will release students from homeroom when called and hallway monitors will assist students to the gym.



- Staff will actively monitor and provide reminders regarding social distancing.
- Staff will ensure that students wear masks/shields.

### **STUDENT DISMISSAL/ WALKERS/BIKE RIDERS**

#### **CAMPUS PROCEDURES:**

- Bike riders/walkers will dismiss from the art room hallway.
- Staff will be strategically located to monitor students as they leave the campus area.
- It is recommended that walkers/biker riders keep social distance and use a face mask while walking to and from school.
- As much as possible, students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
- Students will be asked to immediately leave campus and begin walking home at the end of the school day.
- Parents are encouraged to talk with their child about the health benefits of social distancing.
- Parents are asked to not congregate in large groups with other parents if they wait for their child to be dismissed from campus (across the street).
- Parents are not allowed to park and walk up to pick up their student.

#### **STUDENT EXPECTATIONS:**

- Students will follow hallway traffic flow and social distancing in order to report to art room hallway.
- Students will practice social distancing as they approach the dismissal area.
- Students will wear masks/shields.

#### **STAFF EXPECTATIONS:**

- Staff will release students at dismissal time.
- Staff will actively monitor and provide reminders regarding social distancing.
- Staff will be strategically located to monitor students as they leave the campus area.

### **STUDENT DISMISSAL/DAYCARE**

#### **CAMPUS PROCEDURES:**

- Students will report to the library
- Students will be loaded one daycare facility at a time.

- Assigned staff supervises student to ensure social distancing.

**STUDENT EXPECTATIONS:**

- Students will follow hallway traffic flow and social distancing in order to report to the library
- Students will practice social distancing as they approach the waiting area.
- Students will wear masks/shields.

**STAFF EXPECTATIONS:**

- Staff will escort students to daycare facility vehicles (one daycare at a time).
- Staff will actively monitor and provide reminders regarding social distancing.

**DRILLS - LOCKDOWN, EVACUATION, BAD WEATHER**

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**CAMPUS PROCEDURES:**

Bay Colony Elementary will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate, and Shelter. Drill procedures may be modified to ensure that recommended health precautions are followed while still preparing students and staff for effective responses in the case of an actual emergency.

Emergency Evacuation Protocols

- An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the different groups will stagger their re-entry to the building to maintain social distancing.
  - Note: this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- Lockdown drill may include tabletop exercise to ensure social distancing.
- Multiple, monitored exits and entrances will be utilized to maintain social distancing
- Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

**STUDENT EXPECTATIONS:**

- Students will wear masks, even when outside during a drill.
- Students will maintain social distance to the maximum extent possible.
- Students will listen and follow directions.
- Students will maintain a level 0 voice level.

**STAFF EXPECTATIONS:**

- Staff will ensure that all students/staff wear masks, even when outside during drill.
- Staff will ensure students are maintaining social distancing.
- Staff will ensure that all Standard Response Protocol expectations are met to ensure student safety.

**TRACKING STUDENT ENGAGEMENT**

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**CAMPUS PROCEDURES:**

Student academic work ensures **engagement that is equivalent to direct content work that a student would be engaged in over a normal school year.** Bay Colony Elementary will implement the DISD Instructional Continuity Plan Asynchronous Responses.

- Teacher interaction with students is predictable, sufficient to support schedule.

- Teacher availability for students (e.g. office hours schedule) is planned in advance, predictable, sufficient for student progress, clearly defined, and published by the teacher.
- Students can access instructional support from teachers when needed, direct instruction is delivered by teachers, and students know how and when they can interact with their teachers.
- Students are provided clear means to engage with academic material on a daily basis.
- Student IEPs are followed regardless of learning environment such that students with disabilities receive a Free and Appropriate Public Education (FAPE).
- Student academic work ensures engagement that is equivalent to direct content work that a student would be engaged in over a normal school year. As guidance, this direct work with academic content matches or exceeds the following average daily minimums across all subjects:
  - Half day PreK – 90 instructional minutes
  - Full day PreK – 180 instructional minutes
  - K through 5th grade – 180 instructional minutes
  - 6th through 12th grade – 240 instructional minutes

### **Materials Design**

- Dickinson ISD uses a **full, TEKS-aligned curriculum that can be executed in an asynchronous remote learning environment**. This includes:
  - Assessments that ensure continued information on student progress remotely.
  - Instructional materials that support a coherent, logical course sequence that reinforces concepts at appropriate times to ensure continuity of learning remotely.
  - Instructional materials consistently reinforce concepts at appropriate times to ensure retention of knowledge in asynchronous environments.
- Instructional materials include specifically designed resources and/or accommodations and modifications to support students with disabilities and English Learners in an asynchronous environment.
- There is a plan to ensure district-adopted instructional materials are used during instruction and in the hands of students.

### **Student Progress**

- Expected student progress in remote asynchronous learning is planned in advance, defined by day, and ties to the overall course coverage for the content area.
- Daily, trackable student engagement exists to ensure curricular progress in asynchronous learning. Curricular progress can be measured through any of the following means:
  - Data from the learning platform (Google classroom) showing daily progress.
  - Curricular progress as evidenced from teacher/student interactions made daily.
  - Completion and submission of daily assignments.
- Districts have systems to measure academic progress of all students to inform instructional practice in an asynchronous environment.

- Progress monitoring includes all students and can be done in any proposed at-home scenario (digital or print)
- Student feedback is provided from instructor at least weekly in asynchronous learning environments including next steps or necessary academic remediation to improve performance.
- School grading policies for remote student work are consistent with those used before COVID for on campus assignments.

### **PARENT RESPONSIBILITIES:**

**Access** - Ensure student has a technology device and home access to the Internet. (Technology assistance will be provided to students who qualify for the free or reduced-price school meals.)

**Attendance** - Every minute a student spends online or offline working on their courses accumulates into hours of attendance, and teachers will document daily attendance. Absences for the student's attendance must be reported to the home campus by the parent/guardian. If the student is absent for any reason, parents must ensure the student completes make-up assignments for the dates missed. If a student has excessive absences of more than 10 days, the parent is responsible to appear before the campus Attendance Review Committee at the scheduled time to provide information relating to their student's absences and to support prescribed activities. As long as students login each day and submit assignments prior to 11:59 p.m., they will not be counted absent.

**Monitor Time on Task** - Students must be scheduled for a minimum of four hours of Remote Learning each day. Students must be engaged each day as defined by the teacher's daily plan in Google Classroom. Daily engagement between the student and teacher is required, which may include, but is not limited to:

- Logging into and making progress in Google Classroom.
- Daily progress via teacher-student interactions (Google Classroom, emails, Zooms, etc.).
- Completion/turn-in of daily assignments (potentially via Google Classroom or email).

Parents must keep a log of the time their student participated in Remote Learning each day. This log will need to be submitted to the school/district upon request.

**Monitor Assignments and Assessments** - Student progress will be monitored, and all students are required to show growth and proficiency. **Grading procedures will be the same as face-to-face instruction in the classrooms.** In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of assignments, online class sessions, producing projects, and reviewing for assessments. Students may be required to come to a district facility at scheduled times for assessments (beginning of year diagnostics, middle of year diagnostics, end of year diagnostics, curriculum-based assessments, state assessments), and parents will need to provide transportation.

**Program Exit** - Exit from Remote Instruction will only be permitted at the end of a grading period (end of 1<sup>st</sup> 9 weeks, end of 1<sup>st</sup> semester, end of 3<sup>rd</sup> 9 weeks). If a student chooses to return to face-to-face instruction, parents must contact campus administration at least two weeks prior to the end of a grading period.

### **STUDENT RESPONSIBILITIES:**

**Time on Task** - The Academic Calendar includes 173 days of instruction for students. Students must be scheduled for a minimum of four hours of Remote Learning each day. Students must be engaged each day as defined by the teacher's daily plan in Google Classroom. Daily engagement between the students and teacher is required, which may include, but is not limited to,

- Logging into and making progress in Google Classroom.
- Daily progress via teacher-student interactions (Google Classroom, emails, Zoom, etc.).
- Completion/turn in of daily assignments (potentially via Google Classroom, email or mail).

**Assignments** - Student assignments must be completed by the student. This ensures students acquire the knowledge and the ability to apply the information learned to assessments and real-life situations. Students may not use another student's submission as their own. When days are missed, students will be counted absent and all assignments must be completed following the DISD grading guidelines. Failure to make-up assignments will result in lower assessment of the student's academic progress and grade.

**Technology Usage** - Students must adhere to the DISD Internet Use and Student Electronic Mail Policies. Failure to abide by these expectations will not be tolerated at any level.

### **TEACHER EXPECTATIONS:**

- Teachers will communicate asynchronous activities on a weekly agenda.
- Teachers will have set office hours; when outside of office hours, teachers will reply within 24 hours.