

Henrietta ISD

Strong Start 2020-2021

“Commitment to Excellence”



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Dear HISD Families and Staff,

Thank you all for your continued patience and flexibility as we collectively work together to provide the best educational opportunities for our students. While the COVID-19 pandemic has changed the landscape of education, it has not changed our commitment to excellence.

In the midst of many unknowns, we have planned for the opening of the 2020-2021 school year with a continued focus on the health, safety, and well-being of our staff, students and community. The Henrietta ISD follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), and state and local health officials.

Henrietta ISD looks forward to welcoming students back to school on August 20. Families will have a choice of in-person or remote learning. Information about how to express/document your choice will be coming soon.

HISD is committed to opening school for in-person instruction with guidelines that prioritize public health and that protect our students and staff to the greatest extent possible. While we strongly believe that face-to-face learning and connection is most beneficial for the vast majority of students, we are also committed to ensuring continuity of instruction for those students who do not yet feel comfortable coming to school in person. Please know that adjustments may be necessary throughout the coming school year.

Sincerely,

A handwritten signature in black ink, reading "Scot Clayton". The signature is fluid and cursive, with the first name "Scot" and last name "Clayton" clearly visible. It is positioned above the printed name and title.

Scot Clayton
Superintendent

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Henrietta ISD website will provide you with the most up-to-date information.

Our planning process has continuously evolved as we have received new information and guidance from the Texas Education Agency (TEA). Our School Reopening Task Force and administrative teams have planned with the following key priorities and focus areas in mind:

KEY PRIORITIES AND FOCUS AREAS

- Protect the health of all students, staff, and community
- Implement high-quality curriculum and instruction
- Communicate with and incorporate feedback from stakeholders
- Identify, meet, and support the needs of all students
- Provide social-emotional support for students and staff
- Build for long-term, sustainable, and continuous improvement
- Expect the need for flexibility and adjustment as conditions warrant

Feedback & Input: Surveys, Task Force & Communication

In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and teaching staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement.

Families and staff were surveyed June 26-July 10:

- Family Survey - 475 participants
- Staff Survey - 78 participants

Family Survey – focused on seeking feedback regarding their preferences and concerns for the 20-21 school year, their overall learning experience during the closure in regards to connectivity/technology, student engagement, social emotional well-being, and for any improvements that could be made for the fall

Staff Survey - focused on seeking feedback regarding their preferences and concerns for the 20-21 school year, their overall experience during the closure in regards to instructional barriers and obstacles faced, student engagement, student instructional support, communication with students, staff and leadership, and overall well-being, and for any improvements that could be made for the fall or professional development needed

TASK FORCE MEMBERS		
Kendra Bennett	Ginnie Gaskey	Paige Liggett
Brittanie Brown	Annie Gunter	Terry McCutchen
Joy Campbell	Kellie Harris	Sam Powers
Nala Chambers	Jessica Hoffman	Joy Schaffner
Scot Clayton	Nicki Holbert	Sarah Scribner
Julia Crain	Bill Holcombe	Annie Sims
Angie Duncan	Jeanette Holding	Jerri Skelton
Cindy Dunkerley	Merileigh Johnson	Michael Smiley
George Essler	Michael Johnson	David Smith
Jana Fletcher	Derek Leach	Tammy Weaver

COMMUNICATION

The designated communication team regarding all COVID-19 related issues at Henrietta ISD will consist of the following personnel. If you have any questions or concerns, please direct those to our designated team.

Superintendent	Scot Clayton
Chief Learning Officer	Kendra Bennett
High School Principal	Michael Smiley
Junior High Principal	Terry McCutchen
Elementary Principal	Debbie McClure
Technology Director	Derek Leach
Athletic Director	Michael Johnson
Transportation Director	George Essler
Food Service Director	Brittanie Brown
Student Health	Jeanette Holding, R.N.
Mental Health	Campus Counselors

Return to School Protocols

Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Henrietta ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

Preparation for the Opening of School

The Centers for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), state and local health officials provide guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Henrietta ISD will implement health and safety plans that include:

- Providing supplies (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
 - Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
 - Providing communication of procedures and expectations upon entering facilities and throughout buildings
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Protocols for Screening and Isolation

General

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

Close contact

This document refers to “**close contact**” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes,

if either occurred at any time in the last 14 days at the same the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

COVID-19 Symptoms

Any of the following symptoms indicate a possible COVID-19 infection:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- Sore throat
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

Screening Protocols

Staff

- Staff will be required to complete a self-screening process which includes taking their own temperature before coming on campus each day, and the district may require further screening of employees, at any time, based on current state and federal guidelines. (Symptoms to screen for are listed above in COVID-19 symptoms).
- Staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and if so, they must remain off campus until they meet the criteria for re-entry (see Isolation protocols). Additionally, they must report to the school system if they have had close contact (as defined in this document) with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

Students

- A parent or guardian will be required to screen their children for COVID-19 symptoms each day before sending them to school. Additional screening may be conducted during the school day.
- Parents must not send a child to school on campus if the child has COVID-19 symptoms.
- Parents must not send a child to school if they are lab-confirmed with COVID-19. Parents can opt for the child to receive remote instruction until the conditions for re-entry are met.
- Staff will monitor students and refer them to the campus office if symptoms are present.

Staff and Students

- Individuals should not enter campuses or district buildings if any of the following apply. The individual:
 - Has experienced COVID-19 symptoms in a way that is not normal for them.
 - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
 - Has a household member who is awaiting COVID-19 test results or is awaiting their own test results.
 - Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations.](#)

Visitors

- Visitors will also be screened as explained in the section “Protocols for Campus Visitors”.

Isolation Protocols

Staff

- Staff must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined previously in this document, and, if so, must remain off campus until the 14-day incubation period has passed.

Students

- For students displaying symptoms of COVID-19 or are feeling feverish, school office personnel will provide an assessment to determine if a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.

Staff and Students

- Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine if any of the below conditions for campus re-entry have been met:
 - In the case of any individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - at least one day (24 hours) have 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); and
 - at least ten days have passed since symptoms first appeared.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
- Campus staff will clean the areas used by the individual (student or staff) who shows COVID-19 symptoms while at school as soon as is feasible.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas

can be disinfected, unless more than 7 days have already passed since that person was on campus.

- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must 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 on any on campus activities.
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Protocols for Personal Protective Equipment/Masks

For the purpose of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

Schools in counties with 20 or more active COVID-19 cases must comply with the governor's executive order regarding the wearing of masks during school hours.

- Clay County currently has LESS THAN 20 active COVID-10 cases as of 7-22-20.
- At this time, Henrietta ISD staff and students in 5th grade and above will be highly encouraged to appropriately wear masks, especially in hallways, common areas, on buses, and during arrival and dismissal.

Henrietta ISD plans to promptly adhere to the following requirements regarding the wearing of face masks IF Clay County active COVID-19 cases exceed 20 or more.

- Henrietta ISD staff and students in 5th grade and above will wear masks, especially in hallways, common areas, on buses, and during arrival and dismissal.
 - It may be impractical for students to wear masks or face shields while participating in some extracurricular or co-curricular activities.
 - Students will not be required to wear face coverings while eating and drinking.
 - Face masks will not have inappropriate pictures, emblems or writing that is offensive, vulgar, or obscene. Masks may not advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Masks must not contain innuendos, gang references, or double meanings.
 - Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
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Protocols for Campus Visitors

For the purpose of this document, visitors include anyone that is not a current staff member or student.

Visitor Screening/PPE Requirements

- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry as stated under Isolation Protocols on page 9.
 - Visitors will be screened by office staff with questions regarding symptoms and will be denied access if any symptoms are reported or witnessed.
 - At this time, visitors will be required to appropriately wear masks, especially in hallways, common areas, on buses, and during arrival and dismissal.
 - Only essential visits will be allowed.
 - UIL guidelines will be forthcoming. They will be enforced and can change at any given time.
 - Virtual tools will be encouraged for meetings such as ARDs, LPAC, 504, parent conferences, etc.
 - Visitors will stand behind the shield guard installed at reception desks.
 - Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
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Protocols for Hand Washing/Sanitizing

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

Hand Washing/Sanitizing Expectations

- Multiple hand washing and/or sanitizing opportunities will be available for Henrietta ISD employees and students throughout the campus in locations such as the office, classroom, lunchroom, etc.
 - Staff and students will be expected to frequently wash and/or sanitize their hands.
 - Staff will provide periodic reminders and opportunities for students to wash and/or sanitize their hands; especially after recess, before eating, and following restroom breaks.
 - Everyone will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
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Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning and Disinfecting

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be highly encouraged to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.
- Staff will limit the use of shared supplies when possible.

Restrooms

- Staff should supervise and limit the number of students that enter the bathroom at one time to comply with Texas Education Agency (TEA) recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- 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

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes science labs, computer labs, media centers, 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.
- The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- If meetings must be held in person, all social distancing protocols will be implemented:
 - Facial coverings will be highly recommended
 - Six-feet social distancing when possible
 - Limiting the sharing of materials/supplies

Campus Health & Safety Protocols

Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures

Student	<ul style="list-style-type: none">• Students will participate in training specific to newly adopted health and safety protocols.• All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.• If a student is experiencing symptoms, they need to immediately notify a teacher.
Parent	<ul style="list-style-type: none">• Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/Staff	<ul style="list-style-type: none">• Teachers attend training and develop classroom procedures consistent with TEA, District, and CDC guidance.• All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.• All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival & Dismissal

Arrival:

- When possible, separate entrances will be utilized.
- Staff will be utilized for duty to highly encourage social distancing in hallways and common areas.
- Students will go straight to the designated areas set by each campus.

Dismissal:

- Campus will utilize staggered dismissal groups and/or separate exits to decrease the risk of potential crowding outside at dismissal time.
 - Students will be encouraged to sanitize their hands prior to leaving for the day.
 - Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.
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Bus Transportation

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

- Although the district is implementing the safety protocols and disinfecting, families are encouraged to drop students off, carpool, or walk with their students to school to reduce possible exposure on buses.
 - Students will be required to use hand sanitizer upon boarding the bus.
 - Masks/face coverings are highly encouraged for staff and students while on the bus.
 - Bus windows will be open, as permitted by weather, to allow outside air to circulate.
 - Students will be highly encouraged to sit by family and/or socially distance as much as possible on bus routes.
 - Buses will be thoroughly cleaned after each trip, focusing on high-touch surfaces such as seats, steering wheels, knobs, and door handles.
-

Cafeteria - Breakfast and Lunch

- Efforts will be made to encourage physical distance.
- The campus principals will determine areas that may be utilized for lunch. These areas could include classrooms, the library, or other large areas within the school building.
- Henrietta ISD staff will monitor the cafeteria and hallways to promote social distancing practices.
- Microwaves will not be provided in the cafeteria due to the opportunity for cross-contamination with a high-touch device.
- Hand sanitizing will be available in the cafeteria.
- Posted signage and staff will reinforce traffic patterns in the cafeteria.
- Parents/visitors will not be allowed to eat in the cafeteria with students.
- Each student will be provided an ID badge with a bar code and his/her name on it. It will be used to purchase items in the cafeteria.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, group work, and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes.

- Each classroom will be outfitted with the following:
 - Visual reminders of best practices for health and safety protocols.
 - Hand sanitizer and/or hand washing stations.
 - Access to disinfectant to sanitize working surfaces.
 - In classrooms that allow it, desks will be spaced apart as much as possible.
 - The use of outdoor space for learning will be considered when possible.
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Water Fountains

- Each campus will have specific protocols for the use of water fountains and/or water bottle filling stations.
 - Students are encouraged to bring water bottles from home. Water fountains will not be workable, but students can use the refilling stations.
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Recess/Playground

- Efforts will be made to encourage physical distance.
 - Administrators will determine areas that may be utilized for recess.
 - Administrators will provide training for staff on guidelines and procedures associated with outdoor play and student activities.
 - Administrators will develop a schedule for students to access the playground equipment.
 - Staff will monitor students to ensure safety guidelines are followed.
 - Staggered schedules will be utilized.
 - All students and staff will be required to wash their hands or use hand sanitizer before entering and upon exiting the playground.
 - While in the classroom, brain breaks will be implemented as needed, at the discretion of the campus/teacher.
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Hallways, Lockers, and Transitions

- Students in 5th grade and above and staff are highly encouraged to wear face coverings in the halls and avoid gatherings in large groups during passing periods.
 - Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
 - Students are encouraged to observe and follow hall traffic flow directions while maintaining social distancing guidelines.
 - Students are expected to stay to the far right of the hall when walking.
 - To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.
-

School Events and Activities

- Campuses are discouraged from planning large attendance events during school hours until further notice. This includes things such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time.
 - Campuses will follow all HISD and UIL guidelines in regards to games, practices, etc.
 - Any school wide events that are approved to be held on campus must adhere to requirements outlined by HISD and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)
 - Some school events may be live streamed and/or occur virtually when possible.
 - To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
 - PTA and boosters will collaborate with and seek approval from campus/district administration prior to any event that is planned.
 - Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.
-

Off-Campus Student Activities

- Academic contests will only be attended if specific safety guidance is provided by an authorized entity (e.g., host site, HISD, TEA, the UIL, etc.)
 - Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.
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Extracurricular Activities

Students opting for remote learning will be permitted to participate in on-campus extracurricular activities unless decisions from TEA or UIL are communicated that restrict participation. It will be the responsibility of the parent to arrange transportation for their student to/from practice sessions, rehearsals, and on-campus contests. Parents and students choosing remote learning will need to communicate with the appropriate campus staff (band director, athletic coach, cheer coach, etc.) of their intention to participate.

Fall 2020: Instructional Information for Families

This fall, Henrietta ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

Regardless of the learning environment, HISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction to ensure equitable learning opportunities for all students.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to the Texas Essential Knowledge and Skills.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- Both the remote and face-to-face experience will utilize Microsoft TEAMS and Schoology, provide similar expectations around coursework and follow the same grading guidelines.
- Students/parents who choose a remote learning environment will be committed for a six weeks grading period.
- Parents/guardians will be allowed the opportunity to select and/or change their student's learning pathway two weeks prior to the start of each six weeks grading period throughout the school year.

On-Campus Learning

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Microsoft TEAMS and Schoology.
 - Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
 - District-directed and campus-designed safety procedures will be implemented.
 - Grade 7-12 students will be assigned schedules based on their course selections.
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Remote Learning

Henrietta ISD will provide a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize HISD instructional resources, and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending on-campus learning. Expectations for remote instruction are based on TEA's guidelines.

- Teachers will deliver remote instruction from their classrooms or other assigned HISD facilities.
- In this setting, teachers will also provide instruction, learning resources and support utilizing Microsoft TEAMS and Schoology.
- This pathway requires access to reliable internet/Wi-Fi and an appropriate technological device.
- Parents/guardians will support students by providing a place to work, ensuring engagement, and monitoring progress in virtual learning activities.
- HISD will establish open lines of communication between teachers, students, and parents.
- Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- Grading will be consistent with the guidelines and practices used in all on-campus instruction.
- Students/Parents who choose a remote learning environment will be committed for a six weeks grading period.
- Students/Parents will be allowed the opportunity to select and/or change their student's learning pathway two weeks prior to the start of each six weeks grading period throughout the school year.

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in remote classes will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

Henrietta ISD student expectations for *synchronous* learning:

- In order to be counted present, students will attend class on time, per their class schedule.
- Students will follow Henrietta ISD dress code.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions and assignments.

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Microsoft Teams and Schoology.

Henrietta ISD student expectations for *asynchronous* learning:

- Students will log in to Schoology and complete assignments/tasks each day in order to be counted present.
- Students must be engaged in online learning for an average minimum of 180 minutes for PK – 5th grade per day, and 240 minutes for 6th-12th grade per day.
- Students will show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

Schedule for Remote Learning

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

Attendance for Remote Learning

Students who login to Schoology each day and engage in teacher-assigned learning experiences are considered “present” and **will not** be marked absent. Students who have not logged in by 3:00 p.m. Central Standard Time (CST) each school day **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers via Schoology by 11:59 p.m. CST that same day.

Depending on your School Messenger account settings, parents and students will receive absence notifications via School Messenger and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 p.m. CST of the same day via Schoology.

Any absences recorded, but resolved by the student before 11:59 p.m. CST on the same day, will be reconciled based on login records of Schoology.

If a student is engaged in asynchronous learning and completes the entire week’s worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” for Tuesday-Friday.

It is important that students understand that Remote Learning attendance is based on **daily** engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Henrietta ISD Policy FEC ([Local](#)) and ([Legal](#)) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

Grading

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. HISD remote courses that earn high school credit will count in GPA calculation and class rank as specified in HISD Board Policy.

Special Education Support

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending remotely. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. 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.

Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in different environments, Henrietta ISD is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

Preparation for Learning

Student	<ul style="list-style-type: none"> • Be prepared for learning each day and have work and assignments completed and ready. • Complete coursework by deadline set by teachers.
Parent	<ul style="list-style-type: none"> • Access parent resources to learn how students will navigate in TEAMS and Schoology. • For on-campus learning: Encourage your child to have their things in their backpack/device and ready for school the night before. • For remote learning: Create a designated place in your home for your student to use as their remote classroom.
Teacher	<ul style="list-style-type: none"> • Meet weekly with collaborative team to plan instruction for all students. • Utilize curriculum documents and follow the scope and sequence. • Upload weekly instructional materials into Schoology. • Be prepared to teach daily lessons. • Take all materials and devices home each day in order to be prepared for possible school closure.

Learning & Teaching Expectations

Student	<ul style="list-style-type: none"> • Attend classes according to school schedule (either on campus or remotely) and give your best efforts in your school assignments. • Participate in on campus learning activities or live synchronous virtual sessions as instructed by teachers. • Be organized in your work and in getting projects completed. • Ask questions and communicate with your teacher. • Be aware of what you should be learning each day. • Become familiar with the structure of Schoology and how your teacher organizes information. • Turn in assignments on time.
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Parent	<ul style="list-style-type: none"> • Access Parent Portal (grades K-12) to view student grades. • Check in with student(s) to monitor completion of homework and assignments. • Discuss your child's favorite part of their day and what they learned in school. • Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year, • Provide your child with assistance on their day-to-day activities with the exception of designated independent work. • Consider creating a designated learning/study space for your child at home to learn comfortably. • Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership. • Monitor and ask for evidence that your child is on track with assignments and coursework.
Teacher	<ul style="list-style-type: none"> • Teach students how to access learning materials through Schoology. • Provide face-to-face or live synchronous instruction and facilitate learning throughout the day. • 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 Schoology. • Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension. • Post grades in a timely manner according to district grading guidelines.
Support and Intervention	
Student	<ul style="list-style-type: none"> • Attend intervention/tutorial sessions as established by your teacher or school.
Parent	<ul style="list-style-type: none"> • Allow your child to attend intervention/tutorial sessions as needed. • Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher. • Help your child own their learning. Provide support and encouragement and expect your children to do their part.
Teacher	<ul style="list-style-type: none"> • Provide intervention or tutorial sessions as needed. • Follow student IEPs / 504 accommodations in all learning environments. • Use data to pinpoint students' specific needs for enrichment and intervention. • Monitor student progress with fidelity according to recommendations. • Provide and communicate office hours or conference period for student/parent support. • Attend and participate in professional learning.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information
Instructional Platform	<ul style="list-style-type: none">• All teachers, grades K-12, will utilize Schoology as their primary learning management system and communication tool for the 2020-2021 school year.• Schoology will use a similar structure by grade level in order to provide consistency for all students and classes.
Online Resources	<ul style="list-style-type: none">• All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.• Students will have access to online resources, textbooks and materials through Schoology, the district's single sign-on platform.