SCHOOL YEAR REOPENING PLAN: A GUIDE TO ADDRESS THE CHALLENGES OF COVID-19
A MESSAGE FROM PAISD BOARD OF TRUSTEES & SUPERINTENDENT, DR. MARK PORTERIE

The Port Arthur Independent School District is committed to working together to prepare for the reopening of schools for the 2020-2021 school year.

As COVID-19 continues to change our lives, causing us to make unforeseen adjustments in all aspects of our everyday existence, the Port Arthur Independent School District is working to use its resources to enable us to provide the best educational environment for our students and the best work environment for our staff.

There is no perfect approach to reopen our schools. Based on information available to us as of the present time, the Port Arthur Independent School District will create contingency plans for the reopening of our schools. Our plans are subject to change as public health guidelines are updated.

Sincerely,

PAISD Board of Trustees &
Dr. Mark Porterie, Superintendent
Port Arthur Independent School District
GUIDANCE FOR OPENING AND CLOSING SCHOOLS

PAISD GOALS

The health and safety of our students, employees, families, and community are of utmost importance. The main goal is for students and staff to return in a manner that is safe, efficient, effective, and aligned with the needs of the Port Arthur Independent School District. Unfortunately, conditions are not likely to improve quickly enough to allow schools to resume normal (pre-pandemic) operations for the 2020-2021 school year.

The mission of the Port Arthur ISD is to create a safe, clean, learning and working environment for students and staff that will help in the reduction of the spread of COVID-19. As part of that pre-return activity, we have developed and will continue to monitor and update a COVID-19-specific workplace plan, How to Guide for Re-opening Our Schools, that outlines strategies and tactics to combat and/or minimize the spread of the Coronavirus.

The Port Arthur Independent School District will take direct and practical actions to ensure that leading up to, during, and after the return to school and work, we are successful in helping our students and staff thrive. Over the following pages, we have prepared a How to Guide for Re-opening Our Schools that addresses many of the most pressing questions.

CONTINUED COMMITMENT TO EQUITY

PAISD remains committed to providing all students opportunities to achieve academic success that are accessible, personalized, culturally relevant, and responsive. PAISD has a responsibility to be culturally and linguistically responsive and meet the needs of ALL students, including Special Populations and students from low-income backgrounds, students with disabilities, students experiencing homelessness, foster youth, English learners, and students from diverse cultures.

A WHOLE-SCHOOL WELLNESS APPROACH

PAISD will take a systems approach to promoting student academic achievement, social-emotional learning, physical well-being, and college, career, and civic readiness. PAISD will adopt a whole-school wellness approach to ensure student and adult success in school, work, and community.

PUBLIC HEALTH CONSIDERATIONS

The virus that causes COVID-19 can infect people of all ages. While it is not possible to eliminate all risk of furthering the spread of COVID-19, current science suggests there are many steps schools can take to significantly reduce the risk to students, teachers, staff, and their families. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone will rigorously follow the practices specified in these protocols, all of which facilitate
a safe and measured reopening of the Port Arthur Independent School District. All staff and students will be trained specifically on the protocols outlined in this document.

**COLLABORATIVE PARTNERSHIPS**

PAISD is committed to collaborating with families, community partners, government entities, and other groups to build collective impact in order to improve the well-being and academic success of our students. We will actively seek to:

- Maximize the resources of the entire community to promote health care, expanded learning, and early childhood development.
- Work collaboratively to implement health and safety protocols.
- In collaboration with government, community, and higher-education partners, PAISD will continue to meet the physical and mental needs of our students, their families, and the wider Port Arthur community (such as: food, shelter, clothing, job support, mental health needs).
- Work with stakeholders such as community, city leaders, and Lamar State College Port Arthur to maintain a standard and consistency in communicating with families and students.
COMMUNICATION

- Continue pro-active communication to staff, students, families, and communities that includes timely information on returning to school, as well as ongoing updates of policies, procedures, and conditions.
- Follow established procedures when staff or student reports testing positive for COVID-19 that includes communication with health officials, the community, families, and staff.
- Continue to strengthen parental involvement and keep contact information updated.
- Continue to provide training and support to families on the use and access of technology and learning platforms.

GUIDELINES FOR PAISD

The health and safety of our students, employees, families, and community are most important. As part of this commitment, the Port Arthur Independent School District is closely monitoring the fluid developments regarding COVID-19. There is no one-size-fits-all approach to reopening schools. We will adapt to evolving guidance from health and other government officials as we implement plans with strategies best tailored to our needs.

Planning for reopening schools creates the opportunity to strengthen partnerships and our commitment to work together as a community with the shared goal of improving outcomes for all students. To that end, PAISD will:

- Ensure compliance with TEA, CDC, and local guidelines and policies.
- Keep lines of dialogue open and approach discussions with the intent of working on solutions that can benefit all of our students and staff.
- Train staff and students on the proper use, disinfection, and disposal of appropriate Personal Protective Equipment (PPE - such as masks, gloves eye protection, and hand sanitizer), as well as recommend students and staff to have their own PPE.
- Publicize, monitor, and maximize hand-washing and social-distancing.
- Treat all surfaces using government-approved disinfectants, ensuring adherence to all chemicals.

See Appendix C for detailed Custodial Department Plan

NEW POLICIES AND PRACTICES

- All students and staff will be screened for COVID-19 symptoms. Individuals who present symptoms will be separated and sent home.
- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Parents/Guardians are expected to screen their child(ren) for COVID-19 symptoms each day prior to sending their child(ren) to school.
- Hand sanitizers are placed at each entrance. It is recommended that all students and staff use it when entering the building.
• Limited visitation policies are in place at every facility to reduce nonessential visits.
• Staff, students, and visitors gaining entry to campus are required to wear masks.
• Access to certain workplace areas are restricted to essential personnel.
• Policies apply to all employees, including temporary and substitute staff.
• Employee travel to conferences and non-essential travel are not permitted at this time.
• Staff professional development and other meetings will be conducted virtually or by limiting number of participants while practicing safe distancing guidelines.
• Field trips are not permitted at this time.
• Assemblies and dances are not permitted at this time.
• Students and staff will frequently wash hands or use hand sanitizer after they have touched something another person recently touched.
• Students will be instructed in good hand washing techniques and be given frequent opportunities to wash their hands.
• Personnel handling mail and parcels will be required to wear PPE to receive parcels, mail, and other deliveries.

STUDENT & STAFF SAFETY PROTOCOLS

In collaboration with families and the community, PAISD seeks to meet the academic, physical, and social-emotional needs of all students, while maximizing a healthy school environment.

BUILDING ENTRY

• The number of entrances or entry points are limited, while complying with local and state building codes.
• Hand sanitizing equipment is available at each entry point and common area.
• Detailed procedures for building access are as follows:
  • Every teacher and student will use hand sanitizer when they enter the building.
  • All staff and students must wear PPE (masks).
  • All staff/students will be screened (e.g., take temperature and assess symptoms prior to entering any campus or district building).

See Appendix A for detailed Campus Procedures

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the school environment that are also touched by others, we will create a safe and clean learning and working environment for students and staff that will help reduce the spread of COVID-19.
All staff and students will follow these procedures:

- Leave lights on, so light switches are not touched in the rooms that do not detect movement.
- Interior doors will remain in a fully-open position.
- Teachers/Students will have their own supplies. There will be no sharing of school supplies.

*See Custodial Department Plan in Appendix C for further information*

**HEALTH PRACTICES FOR STAFF/STUDENTS**

**Screening at Home**
- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4°F or higher should not go to a school site.
- Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.

**Arriving at School**
- Staff may be wearing face coverings.
- Students will arrive on buses with fewer students.
- Parents and visitors may have limited access to the school campus.
- It is likely that arrival and dismissal times may vary depending on grade level.

**Preventive Health Practices**

- All staff will self-screen for COVID-19 symptoms before coming onto campus each day.
- 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 as noted below.
- Staff must report to the school system if they have had close contact 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.
- Parents/Guardians are expected to screen their child(ren) for COVID-19 symptoms each day prior to sending their child(ren) to school.
- Parents/Guardians are expected to notify the school system if they have had close contact with an individual who is lab-confirmed with COVID-19. Parents may opt to have their students receive remote instruction, if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
- Students and staff who have displayed symptoms of (presumptive positive) or lab confirmed with COVID-19 will be required to isolate for 14 days from the onset of symptoms and be fever-free for 72 hours and symptoms resolved before returning to campus; unless a written alternative diagnosis is received from the healthcare provider and discussed with the campus nurse prior to the student or staff member’s return.
Students who have to be in isolation can become synchronous learners during that time.

- 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) receive two separate confirmations at least 24 hours apart that they are free of COVID.

- All students/staff will be screened upon returning to school/work and each day thereafter with a temperature and symptoms check before entering any campus or district building. Employees will not be allowed to work with a fever over 100.0 degrees Fahrenheit.

- Health checks will be conducted safely and respectfully, with measures in place to ensure confidentiality, as well as in accordance with any applicable privacy laws or regulations. Confidentiality will be maintained.

**Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School**

- 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 3 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.

**Close Contact**

- “Close contact” refers to an individual who is lab-confirmed to have COVID-19.

- Close contact is determined by an appropriate public health agency and is defined as:
  - Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield).
  - Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

- If either of the above occurred at any time in the last 14 days at the same time 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.
HEALTH AND HYGIENE PRACTICES FOR STAFF/STUDENTS

Frequent disinfection, hand washing, and hand sanitization will ensure the health and wellness of students and staff. We encourage good personal hygiene and infection control practices for all students and staff, both in school and while away from PAISD, including:

Respiratory etiquette:

- Encourage covering coughs and sneezes.
- Turn away from others when coughing or sneezing.

Hand hygiene:

- Conduct frequent and thorough handwashing.
- Use hand sanitizers available located throughout each campus, classroom, and facility.

Disinfectant sprays:

- Doorknobs, desks, copiers, remote controls, and frequently touched surfaces will be disinfected by employees before and after each use.

Helpful hints:

- Avoid using or borrowing other people’s phones, desks, offices, or equipment.
- Increase the frequency of cleaning and disinfecting commonly touched surfaces, equipment, and other surfaces.

SOCIAL DISTANCING

Port Arthur Independent School District students and employees will practice social distancing at every available opportunity to help limit the spread of the virus. The following strategies will be in place:

- All individuals must maintain six feet of distance from each other. Recommendations from the federal and state government will be followed (such as in classrooms, gyms) at all times.
- The six feet distancing will be maintained throughout the school day, including arrival and dismissal.
- The movement of students within buildings will be limited and minimized.
- Group activities, such as athletics, extra-curricular, and after-school tutoring and child care will follow all CDC guidelines and state recommendations.
- Each campus will reduce classroom capacities to allow for social distancing to the maximum extent possible. As guidelines are released from the state, desks and other classroom furniture will be rearranged to maximize student individual space.
- In PK classes where students take naps, sleeping will be head-to-toe with maximum distance between students. Students will have individually assigned mats. The use of items (for example, soft or plush toys) will not be allowed.
- Every facility and campus will remove or rearrange furniture in meeting rooms and other common spaces to promote social distancing.
• Campuses/facilities will structure entry and exit only flows of traffic.
• Hallways/stairs will be designated with one–way traffic flow.
• School wide events may be live-streamed and/or occur virtually as needed, including Meet the Teacher, Open House, etc.

**SUMMARY**

Since the start of the COVID-19 crisis, PAISD leaders have worked closely with health experts and state leaders. In consultation with them, our district leadership team has drafted a guiding set of health standards that will serve as “guardrails” in planning for reopening schools. These safety standards address health precautions and are a working draft that will continue to evolve as we learn more from health experts.

**FAQ ON COVID-19 RESPONSE**

*What about our students and staff who are medically vulnerable?*

The district has provided an extra level of protection and care for our students and staff who are at a higher medical risk, either because of their own health or because they live with someone who is at a higher medical risk. Opportunities for their child to fully engage in remote learning will be provided. District leaders will strive to identify sustainable workloads for staff; especially for those caring for children and other medically vulnerable at home. The appropriate medical and administrative personnel should be notified and all outlined procedures followed.

*What happens if a student in my child’s class tests positive for coronavirus?*

If a student or staff member tests positive for COVID-19, health officials recommend the entire class (students and staff) stay at home and move to synchronous learning for 14 days. See above for more detailed information.

*Who can I call if I have questions about COVID-19 during this time?*

The school nurse should be contacted.
### FAQ ON SYNCHRONOUS/ASYNCHRONOUS INSTRUCTION

**How will the synchronous/asynchronous assignments be graded?**

Grading for all synchronous/asynchronous assignments will follow the same grading policy as the courses in the face-to-face model. According to TEA guidance, the grading policies for remote instruction must be consistent with the District’s grading policies for on-campus assignments.

**Why isn’t PAISD offering all courses such as Fine Arts, Athletics, Career and Technical via the synchronous/asynchronous model?**

Many courses have requirements that cannot be offered virtually. Many courses also involve the use of specialized equipment or software or require in-person time to achieve certifications.

PAISD understands that attempting to offer certain courses such as welding in an online environment would result in a substandard course or the inability to cover all the Texas Essential Knowledge and Skills (TEKS) required for the course. As a result, PAISD is unable to offer many courses valued by students and parents in a virtual setting. District leaders recognize that this is inconvenient and disappointing for some families, but the District must also work to provide a consistent rigor between in-person and virtual courses. It is simply not possible to offer the quality of course needed in an online format for all courses.

**What about students receiving specific related services?**

Students who are received related services through Special Education, English as a Second Language, Bilingual Education, 504, etc. and choose the synchronous/asynchronous method will be provided the opportunity to convene a meeting to revise their supports and services to ensure we meet the needs of our students virtually.

**If my child participates in the synchronous/asynchronous model, how will they get the extra help when they have questions?**

Students will be provided “live” synchronous virtual opportunities to ask questions.
DEPARTMENTAL PLANS

CURRICULUM AND INSTRUCTION

Whether engaged in face to face, synchronous, or asynchronous instruction, quality instruction continues to be the cornerstone to the success of our educational programs. Coursework delivered synchronously or asynchronously will meet the same standards as coursework offered face to face. The synchronous/asynchronous model will provide opportunities for students to accelerate their learning in order to close gaps that may have occurred during previous school closings and will allow our students to continue learning in the event of school closures.

Instruction

- Schoology will be the learning instructional platform for all K-12 students and teachers. This platform for instruction is aligned to the state standards and will provide continuous access to instruction.
- Face to Face – Traditional “in-person” classroom instruction.
- Synchronous Instruction - Two-way, real-time/live, virtual instruction between teachers and students while students are not on campus. With this method, the required amount of instructional time is scheduled each day. Synchronous instruction via Schoology is provided through a computer or other electronic device.
- Asynchronous Instruction - Instruction that does not require having the instructor and student engaged at the same time. Through this method, students learn from instruction that is not necessarily being delivered in-person or in real-time. This type of instruction may include various forms of digital and online learning, such as pre-recorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. Students who choose this model must be self-motivated.

Attendance

- Attendance for elementary students will be taken daily for both face to face and online.
- Attendance for secondary students will be taken each period daily for both in-person and online.
- The 90% attendance rule is for all students, whether attending in-person or synchronous/asynchronous.
EXTRA-CURRICULAR PROGRAMMING CONSIDERATIONS

Cheer/Dance/Drill Team
- Practices and performances will be conducted following safety protocol provided by guidance from PAISD, UIL, and TEA (COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage).

Athletics
- Athletic practices and contests will be conducted following all safety protocols provided by guidance from UIL and PAISD. This will include COVID-19 screening, sharing and sanitizing of equipment, locker room usage, laundry, etc.
- Hand sanitizing stations will be in athletic areas, and handwashing will be emphasized before, during, and after activities. Equipment will be sanitized on a regular basis.
- Cleaning and sanitization of all athletic facilities will happen routinely.
- Locker room use will be determined by UIL. If locker rooms can be accessed, all locker room space will be utilized according to the guidelines.
- Bus travel will follow transportation guidelines provided by the TEA, UIL, and PAISD.
- Spectator attendance at games and contests is to be determined by the UIL guidelines. Crowd sizes could be limited, and PAISD will follow all UIL guidelines.
- All aspects of all athletic events will be evaluated after receiving guidance from the TEA and UIL to minimize the risk of exposure for both athletes who are participating and spectators who are observing.
- If athletes choose virtual learning, they are required to attend before and after school practices to be recorded present and receive credit.

Fine Arts
- Large group practice sessions, sectionals, and rehearsals should adhere to social distancing guidelines provided by an authorized entity (e.g., PAISD, TEA, UIL, etc.)
- Booster club meetings should be held virtually to minimize outside exposure to campuses.
# 2020-2021 District Calendar

**Board Approved**

**Port Arthur Independent School District**

4801 9th Avenue
Port Arthur, Texas 77642

## 2020-2021

### Professional Development & Holidays

- Aug 5-7: New Tchr Training/Returning Tchr Wkdays
- Aug 10: Convocation/Campus-based PD (1/2 day)
- Aug 11: Elem/Sec Campus-based PD - Full Day
- Aug 12: Secondary District PD / Elem Tchr Wkday
- Aug 13: Elementary District PD / Sec Tchr Wkday
- Aug 14: Elem/Sec Campus-based PD - Full Day
- Aug 18: First Day of School for Students
- Sep 7: Labor Day
- Oct 2: District-wide PD - Full Day/Student Holiday
- Oct 22: Elem Early Release for P-T Conferences
- Nov 20-27: Thanksgiving
- Dec 17: Early Release (ELEM/SEC) / Campus PD
- Dec 18 - Jan 1: Winter Break (Students/Staff)
- Jan 4: Tchr Wkday/Student Holiday, Jan 18: MLK Day
- Feb 8: Campus-based PD - Full Day/Student Holiday
- Feb 15: TET/Comp Day/Student Holiday
- Mar 15-19: Spring Break
- Apr 2: Good Friday
- Apr 22: Elem Early Release for P-T Conferences
- May 20: Last Day for Students/Early Rel. for Campus PD
- May 27: Tchr Workday & May 31: Memorial Day

### Major Testing Dates

- December 8-11: Alg I, Biology, US History
- Dec 8: English I / Dec 10: English II / Make-ups: Dec 11
- Feb 22 - April 1: K-12 TELPAS Window
- March 29 - Apr 23: STAAR Alt 2 Gr 3-8/EOC
- April 9: Writing (Gr 4-7), Eng I & Math (Gr 5-8)
- Apr 7: Rdg (Gr 5, 8), Apr 8: Eng II, Make-ups - Apr 9
- May 4-7: Alg I, Bio, U.S. History
- May 6: Science (Gr 8) / May 7: Social Studies (Gr 8)
- May 11: Math (Gr 3, 5, 8, 7) / Math Retests (Gr 5/8)
- May 11: Eng III, May 12: Rdg (3, 4, 5, 7) / Retests (5/8)
- May 13: Science (Gr 5) and Alg II, Makeups: May 14
- June 22-25: Alg I, Bio, U.S. History
- Jun 22: Math Retests (Gr 5, 8, 5)

### Graduation Dates

- Graduation Date: TBD

### Nine-Week Grading Periods

- **1st: Aug. 18 - Oct. 16**
  - Days: Students (42) & Teachers (52)
  - Days: Students (38) & Teachers (38)
  - District of Innovation Designation

- **2nd: Oct. 19 - Dec. 17**
  - Days: Students (42) & Teachers (52)

### District Professional Development (Student Holiday) / Teacher Preparation Day / Student Holiday

- **3rd: Jan. 4 - Mar. 12**
  - Days: Students (48) & Teachers (48)
  - *Longer grading period due to holidays*
  - Days: Students (47) & Teachers (48)
  - HB 2442 Compliant

### Bad Weather Make-ups

- May 27 to May 28

### 2020-2021 Bell Schedule

- **Elem (PK-5):** 8:00 a.m. - 3:25 p.m.
- **Middle Schools (6-8):** 8:40 a.m. - 4:05 p.m.
- **MHS (9-12):** 7:30 a.m. - 3:00 p.m.
- **Wilson ECHS:** 7:35 a.m. - 3:15 p.m.

### 187 Day Rule Applies to Teaching Staff

- First & Last Day of School

---

Port Arthur Independent School District 2020-2022 Re-Opening Plan
APPENDIX A

CAMPUS PROCEDURES

- Assign someone (and a back-up) for routine staff/student check-in and pre-screening.
- Post signs in every school building regarding social distancing and other health practices per CDC guidelines.
- Label hallways and common areas with traffic patterns – social distancing wait strips for using copiers, water fountains, restrooms, etc.
- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should clean/sanitize the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

CDC Guidelines:

- Teach and reinforce washing hands and covering coughs and sneezes to students and staff.
- Teach and reinforce use of face coverings to all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of face coverings.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and children who can safely use hand sanitizer), paper towels, and tissues.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Administrators must be committed to monitoring the implementation of these procedures and redirecting staff and students when the plans are not followed with fidelity.

Building entry procedures for staff and students:

- All staff will enter through the designated entrances ONLY.
- A staff member (nurse, assistant principal, or secretarial staff) will be assigned to take and record the temperature of all staff/students before they enter the building.
- Staff/students with a temperature of over 100.0 or showing symptoms of illness (such as a severe cough) will not be allowed entry into the building.
Building entry procedures for visitors:

- All campus visitors must enter through the front doors of the campus. No non-district staff are allowed on campus premises without permission from the front office. Non-authorized visitors will be considered as trespassing and will be subject to citation by police.
- All exterior doors must be locked and notices to enter through the front doors will be posted.
- Front office staff will use the intercom to ascertain the reason an individual is seeking entrance to the building. If possible, the front office staff will seek to meet the individual’s need without providing access to the building.
- The campus nurse is responsible for providing immediate notice to the campus principal or designee of any symptomatic student or staff (name, date, symptom). The campus nurse will maintain a log of any ill student or staff with the date notice was given to the campus principal.

APPENDIX B

SAMPLE MORNING ROUTINES

ELEMENTARY MORNING ARRIVAL VISION

1. What is the leader doing?
*Before doors open, school leader is doing quick walk-through to ensure all teachers are transitioning to morning duty, greeting and checking in with every teacher.

- Assistant Principals will go to their designated posts and greet teachers as they come in. AP’s will make eye contact and check uniforms as students come in.
- AP’s open doors at student arrival time (4 entrances) and stand right inside of the door to greet students with a smile and a nod.

2. What are the adults/teachers doing?
*Before arrival bell rings, adults/teachers must have all copies made and instructional materials prepared for instruction of that day.

- When bell rings, teachers stand right outside their classroom doors upon doors opening to greet students as they arrive.
- Teachers position themselves at the door to have visual of both the hallway and the classroom.
- Teachers will ask students to stand up and form a single file line to start morning greeting.
• As teacher greets students, teacher is also scanning student uniforms for cooperation.
• Teacher will stop every fourth or fifth student to scan the classroom and ensure students are working on warm-up.

3. What will happen immediately when a teacher/adult does not fully meet expectations?
• Leader will ask the teacher/adult to model the action steps in the vision

4. What are the students doing?
• Students greet AP upon arrival at the door.
• AP nods with a warm smile and observes uniform protocol.
• Students walk to their designated classrooms and greet teacher.
• Students take breakfast to designated seat and deposit backpack in designated area.
• Students eat breakfast silently and begin working on morning warm-up.
MIDDLE SCHOOL MORNING ARRIVAL VISION

8:25: Leadership team members and teacher assistants report to their assigned posts.

8:30: Students begin morning arrival:
   1. Enter the building and go to assigned arrival location.
   2. Go to cafeteria for breakfast/restroom.
   3. Eat breakfast and throw away trash when finished.
   4. Leave cafeteria to walk to homeroom.

6th Grade Morning Procedure

8:30: 6th graders report to the gym and have a seat in the bleachers upon their arrival, keeping 6ft social distance.

8:56: Report to the cafeteria for breakfast. Students will be seated by homeroom in the cafeteria. All restroom breaks will happen during the breakfast time, and students will be expected to use the restrooms near the cafeteria. Students will remain in the cafeteria until the first bell rings, and then they will be dismissed to go to their respective classes. **All students will be expected to wash/sanitize their hands before and after breakfast.**

9:10: Students dismissed to their homeroom classes.

7th Grade Morning Procedure

8:30: 7th Graders report to the auditorium and have a seat in the center of the auditorium. Students will need to fill up the front rows first, skipping every 3 seats.

8:40: Students will report to breakfast in the cafeteria from 8:40-8:50, where they will be seated by homeroom. All restroom breaks will happen during the breakfast time and students will be expected to use the restrooms near the cafeteria. Cafeteria monitors will ensure tables are left clean prior to students leaving the cafeteria. All students will be expected to wash/sanitize their hands before and after breakfast.

9:10: Students report to their respective classes.

8th Grade Morning Procedure

8:30: 8th Graders report to the auditorium and have a seat on the right side of the auditorium. Students will need to fill up the front rows first, skipping every 3 seats.

8:48: Students will report to breakfast in the cafeteria from 8:48-8:58, where they will be seated by homeroom. All restroom breaks will happen during the breakfast time and students will be expected to use the restrooms near the cafeteria. After breakfast, students will return to the auditorium and be seated. Cafeteria monitors will ensure tables are left clean prior to students leaving the cafeteria. **All students will be expected to wash/sanitize their hands before and after breakfast.**
9:10: Bell rings, students report to their homeroom classes.

*If students report after their assigned breakfast time, students will report to the cafeteria. They will then report to their assigned grade level locations after finishing their breakfast.

**Classroom Entry:**

9:05: Teachers report to classrooms.

9:08: Bell ringers are posted on board for students.

9:10: Teachers are posted outside door with view of classroom and hallway to begin greeting students. Leadership team members transition to assigned grade level locations to monitor classroom entry.

9:15: Students are in classroom working on bell ringer. Teachers return to classrooms.

**Entry Routine:**

- Students line silently.
- Teachers greet the line outside while students enter class, nod, and give positive greeting. (Students are expected to begin working within 60 seconds upon entering.)
- Stand at the doorway to scan inside the classroom while greeting students.
- Narrate the positive and lightning quick correction.

**Greeting the line outside:**

- “Eyes on me. Thank you, (name of scholar)! Thank you, (name of scholar)!”
- “Good morning. On the board there is a do now: it’s a review of yesterday’s induction.”
- “You have 4 ½ minutes to complete it. Please get started as soon as you get to your seats.”

**If a student is not moving with purpose:**

- “(Name of scholar), (Name of scholar), are moving urgently to their desk.”
- “(Name of scholar not following direction), I know you can do that faster. Go back and do it again.”
- “(Name of scholar), (Name of scholar), have already started the problem set.”
- “(Name of scholar **now** following direction), thank you for your urgency.”
APPENDIX C

CUSTODIAL DEPARTMENT

Procedures for Opening Schools

Staff preparing our buildings to reopen will be provided with the following:

- Appropriate PPE will be used by all custodial staff (such as masks, gloves, and eye protection).
- Staff will be trained in fitting, wearing, and using PPE as well as safe removal, sanitizing, and disposal of items.
- All staff will be required to follow social distance set forth by district.

Disinfecting Guidelines

- Hand sanitizing equipment and disinfectant spray will be available at each entry point and common areas along with disinfectant spray, which will be available in areas of concern.
- Electric ULV Cold Disinfectant Sprayers will be used in all gym/weight room areas to create a disinfectant barrier around surfaces.
- The custodial staff will routinely clean and disinfect areas that experience high traffic for both students and staff.
- Frequently touched surfaces such as restrooms/bathrooms, doorknobs, paper towel dispensers, faucets, lunchrooms/cafeterias, refrigerator door handles, microwave door handles, table & desk tops, vending machines, drinking fountains, locker rooms, stairway handrails, etc., will be cleaned and disinfected along with soap and water.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Classrooms, hallways, school buses, and other areas will undergo regular deep cleanings to minimize the spread of COVID-19.

CHILD NUTRITION DEPARTMENT

- The district will prepare meals that include individually packaged items (individually wrapped, individual containers with lids, Styrofoam clamshell (“to go”) boxes) that will minimize contact with the food products and promote ease of service to both line, kiosk, classroom, or curbside meal delivery service.
- The district will reduce self-service access to foods. Food items, even pre-packaged will be handled by nutrition services staff who have properly washed their hands, utilizing gloves to minimize potential contamination of food or packaging.
- Students will be allowed to bring lunch to school.
• To maintain social distancing while eating, students will eat in various locations throughout their campuses: including their classrooms, in the cafeteria, or other areas where appropriate social distancing measures can be met.

• Proper handwashing techniques, hygienic practices, and sanitizing are staples in food service. All FDA and CDC guidelines for hygiene and sanitization will be followed. The strictest guidance will be utilized whenever there is an apparent or perceived conflict in the guidance.

• PAISD Child Nutrition staff will work with the principals and other campus staff to develop and execute feeding plans for meal prep, service, and/or distribution of meals to all individuals on campus.

• PAISD Child Nutrition staff will assist in maintaining social distance cues for students in lines.

• PAISD students and staff may be provided food for consumption in various settings: in the classroom, in the cafeteria, or grab & go curbside (subject to TDA approval).

• PAISD Child Nutrition will strive to serve a robust menu providing the variety that has typically been expected. Menus are subject to modification due to product availability, student acceptance, nutrition standards, and food safety.

**TECHNOLOGY DEPARTMENT**

• The technology department will provide support to staff/students during the implementation of Schoology.

• Guidelines for student use of technology while at home will be provided.

• Provide support and assistance to parents/students during the implementation of Schoology, online registration, and access to home learning apps.

**TRANSPORTATION DEPARTMENT**

• All drivers and bus aides will be responsible for cleaning and disinfecting the bus to which they are assigned.

• Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, windows will be opened to allow for additional ventilation and air flow.

• When possible, buses should open windows to allow outside air to circulate in the bus.

• Each driver will be provided a disinfectant bottle with solution every day.

• Every student boarding a PAISD school bus must wear a mask. Parents will keep sick students at home. If driver(s)/aide(s) notices that student is sick, it will be reported to the school nurse.
REFERENCES


Centers for Disease Control and Prevention (CDC), (2020, May). CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again


