

HUTTO ISD AUGUST 2020 INSTRUCTIONAL PLAN FOR PARENTS/GUARDIANS

(July 2, 2020 - subject to change; updated July 24, 2020)

INTRODUCTION

Hutto ISD is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a remote instructional setting. We recognize that this may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. Toward that end, we will offer **remote/virtual and face-to-face instruction** for all students for the 2020-21 school year. We will ask parents to inform the school district if they will select remote learning as their preferred method of instruction in a separate survey scheduled to go out on July 6. Parents who plan to send their children to regular, in-person instruction, do not need to respond. We ask that parents complete the remote learning survey no later than Sunday, July 30. Although parents can decide up until two weeks before school starts (August 4), we need to be able to assign teachers to students/classrooms as soon as possible. The sooner we have numbers, the sooner we can make necessary assignments. Once parents select a model, the student will remain in that setting until the end of the six/nine-week grading period before a change can be made to return to a face-to-face, in-school setting.

All students, remote or in-person, must still register. Hutto ISD utilizes online returning student registration in our Skyward Family Access portal. Online registration must be completed for each returning student in the district prior to the start of the new school year. The process typically takes only a few minutes per student, and allows you to verify all of your student's data is correct and provide updates for any important information that has changed, such as contact phone numbers, emergency contacts, and student health history. [Returning student registration](#) must be completed before students receive schedules or homeroom teacher assignments for the upcoming school year.

Reminder: Per Board approval on July 23, the first day of instruction will be August 18. All learning will be remote/virtual through September 4. On-campus/in-person learning option begins September 8.

REMOTE /VIRTUAL LEARNING

There are two important definitions in the descriptions for remote learning below that everyone needs to know. **Asynchronous instruction** refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with formative assessments on paper or on the learning management system (LMS). Hutto ISD uses Google Classroom as its LMS. Students may also watch pre-recorded videos of instruction with guided support.

Synchronous instruction refers to live, scheduled, interactive classes with teachers and students in realtime, teacher-supported work time, and scheduled and timed, online tests.

Regular **grading policies** apply to both settings.

ROLES AND COMMITMENTS FROM THE STUDENTS AND PARENTS IN REMOTE LEARNING

STUDENTS	PARENTS/ GUARDIANS
<ul style="list-style-type: none"> ● Follow the designated schedule communicated by the home campus to attend class during synchronous times or touch points during asynchronous learning. ● Complete daily asynchronous activities and assignments. ● Participate daily in scheduled learning activities, including intervention and tutorials. ● Use proper etiquette during online learning ● Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. ● Turn in school work daily and/or at the direction of the assigned teacher. ● Show up to synchronous instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class. 	<ul style="list-style-type: none"> ● Monitor and ask for evidence that your child is on track with assignments and coursework. ● Check the campus homepage for links to teacher lessons. ● Provide your child with assistance on their day-to-day activities with the exception of designated independent work. ● Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher and the campus. ● Create a designated learning space for your child at home to learn comfortably. ● Maintain communication with your child’s teacher by phone, email messages, and/or online meetings to create a learning partnership. ● Allow your child to struggle; it is allowed and encouraged! Don’t help too much. Becoming independent takes lots of practice.

ELEMENTARY	
<p>PRE-K FIRST GRADE SECOND GRADE CORE AREAS</p>	<p>Students will receive Asynchronous Instruction. It is the only model approved by the Texas Education Agency for this age group. It is based on:</p> <p>(1) There must be daily progress in an LMS (learning management system) = Google Classroom</p> <p>(2) There will be a daily teacher-student interaction (touchpoint).</p> <p>(3) The student must be able to complete and turn in assignments on a daily basis.</p> <p>(4) The teacher will schedule one-on-one tutorials and intervention time as needed.</p>
<p>PRE-K FIRST GRADE SECOND GRADE SPECIAL CLASSES</p>	<p>We will not provide direct instruction for music, art, PE, and gifted and talented classes, but the district will provide lessons for these areas. Students may access these lessons after completing work in the core areas.</p> <p>The physical education teacher will provide instructional videos for the home teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p>

THIRD GRADE FOURTH GRADE FIFTH GRADE CORE AREAS	<p>Students will receive Synchronous instruction based on:</p> <ul style="list-style-type: none"> ➤ Dedicated schedule ➤ 3 hours of daily face-to-face instruction followed by independent work time ➤ Dedicated daily attendance time ➤ Scheduled tutorials and interventions ➤ One teacher* will be assigned per grade level and teach all subjects. <p>*Teachers will not be responsible for face-to-face instruction in a classroom and children in synchronous settings. Teachers assigned to virtual classrooms will work from a campus setting and be responsible only for the students assigned to them.</p>
THIRD GRADE FOURTH GRADE FIFTH GRADE SPECIAL CLASSES	<p>We will not provide direct instruction for music, art, PE, and gifted and talented classes, but the district will provide lessons for these areas. The physical education teacher will provide instructional videos for the home teacher to post. The Texas Education Agency requires students to have 135 minutes of physical activity per week.</p>
COUNSELING SERVICES	<p>Elementary School Counselors will:</p> <ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, PreK-5, for a time for the elementary school counselor to provide face-to-face instruction once a month from the Hutto ISD Comprehensive Elementary Counseling Program. ➤ Support classroom teachers, PreK-5, in providing face-to-face instruction twice a month in alignment with the Hippo Way (CharEd / SEL) Program. ➤ Be available to meet with students receiving remote/virtual instruction via phone with parent consent. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Hutto ISD Crisis & Emotional Concerns Protocol for At-Home Learning. <p>The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 counseling resources webpage.</p>
<h2 style="margin: 0;">MIDDLE SCHOOL</h2>	
MIDDLE SCHOOL 6TH - 8TH CORE AREAS	<p>Students will receive Synchronous instruction based on:</p> <ul style="list-style-type: none"> ➤ Dedicated schedule ➤ Four hours of required face-to-face instruction followed by independent work time. ➤ Daily attendance required. ➤ Scheduled tutorials and interventions. ➤ The school will assign one teacher per subject and they teach all grade levels. ➤ The teachers will be housed on campus; preferably the home campus.
MIDDLE SCHOOL 6TH - 8TH ELECTIVE AREAS	<p>Music / Art / Career and Technical Education courses will be offered with asynchronous instruction. Teachers will post lessons on Google Classroom or Canvas (LMS) and students will complete work independently.</p>
COUNSELING	<p>Middle School Counselors will:</p>

<p>SERVICES</p>	<ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, 6-8, for a time for the middle school counselor to provide face-to-face instruction as needed regarding individual planning and guidance curriculum. ➤ Support classroom teachers, 6-8, in providing face-to-face instruction in alignment with the Hippo Way (CharEd / SEL) Program and other state-mandated topics as needed. ➤ Provide students, 6-8, with access to Naviance College and Career Readiness Online Platform to support future-ready learning and planning. ➤ Be available to meet with students receiving remote/virtual instruction via phone with parent consent. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Hutto ISD Crisis & Emotional Concerns Protocol for At-Home Learning. <p>The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 counseling resources webpage.</p>
------------------------	--

HIGH SCHOOL

<p>HIGH SCHOOL 9TH -12TH CORE AREAS AND LOTE (Languages other than English)</p>	<p>Students will receive Asynchronous Instruction in all core areas. Advanced Placement courses will be handled on a case by case basis.</p> <ul style="list-style-type: none"> ➤ Regular grading policies apply. ➤ Students are required to complete daily assignments. ➤ Scheduled tutorials and interventions will be established. ➤ The high school will assign one teacher per subject and they will teach all grade levels. ➤ Teachers will establish mandatory, synchronous touchpoints as needed. ➤ Courses taken through Edgenuity will not be factored into GPA.
<p>HIGH SCHOOL ELECTIVE AREAS</p>	<p>There are a limited number of courses available in an online setting. Elective courses will be offered online through the Edgenuity platform.</p>
<p>DUAL CREDIT AND REACH PROGRAM</p>	<p>We have not received word on how Temple College will conduct its courses. We expect to have this information mid-July to late July and will communicate directly with students. However, due to the gap between the regular school start date and college start date, the high school will hire a teacher who will be dedicated solely to these students.</p>
<p>COUNSELING SERVICES</p>	<p>High School Counselors will:</p> <ul style="list-style-type: none"> ➤ Coordinate with classroom teachers, 9-12, for a time for the high school counselor to provide face-to-face instruction as needed regarding individual planning and guidance curriculum. ➤ Support classroom teachers, 9-12, in providing face-to-face instruction in alignment with the Hippo Way (CharEd / SEL) Program and other state-mandated topics as needed. ➤ Provide information on graduation, post-secondary opportunities, FAFSA, etc.,

	<p>via text, email, HHS website, and a Google Classroom for the Class of 2021 students.</p> <ul style="list-style-type: none"> ➤ Provide students, 9-12, with access to Naviance College and Career Readiness Online Platform to support future-ready learning and planning. ➤ Be available to meet with students receiving remote/virtual instruction via phone with parent consent. ➤ Provide responsive services to students receiving remote/virtual instruction according to the Hutto ISD Crisis & Emotional Concerns Protocol for At-Home Learning. <p>The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the district COVID-19 counseling resources webpage.</p>
--	---

OTHER SERVICES

SPECIAL EDUCATION	<p>We are working on a number of plans, but a lot depends on how many and which students with special needs are opting for online learning. Parents should rest assured that we are committed to implementing a child's IEP to the fullest extent possible in a remote setting. If there are difficulties with implementation, we will come together and arrive at workable solutions in the best interest of the child.</p>
FOOD SERVICES	<p>Families who select remote instruction may pick up breakfast and lunch at one designated site to be determined by August 1. Watch for the announcement on the district website and from campus principals.</p>
TECHNOLOGY DEVICES FOR STUDENTS	<p>Children who do not have access to a device at home will have the ability to check out a Chromebook for in-home use from the district. Hot spots are available for checkout for a complete grading period.</p> <ul style="list-style-type: none"> ● July 22-23, 27-30, August 3-7, 10 → 1:1 Watch for a separate email for your pick up time.
PARENT TECHNOLOGY SUPPORT	<p>The district Parent Support Team is in the process of developing High-Quality Family Training for all remote learning tools including SeeSaw, Google Classroom, and Canvas. We will provide training via:</p> <ul style="list-style-type: none"> ● Webinar ● Live-support session (in-person or virtual, Covid-19) ● Multiple Languages ● Posted on district website (use Vimeo, you-tube)

FACE-TO-FACE / IN-PERSON INSTRUCTION

The key to returning to successful, sustained in-person instruction will be our commitment to health and safety guidelines (below). In-person instruction will resume on August 11. Students will follow regular schedules and course assignments. We support [The American Academy of Pediatrics](#) guidance that strongly advocates for policy considerations for the coming school year that starts with the goal of having students physically present

in school. They further state that "Schools are fundamental to child and adolescent development and well-being."

SAFETY GUIDELINES FOR IN-PERSON INSTRUCTIONAL SETTINGS

The District budgeted for the necessary cleaning and sanitization supplies that will be needed to open the schools in August. The Texas Education Agency also provided additional supplies to school districts. All classrooms will be equipped with plenty of hand sanitizer and bathrooms will be stocked with soap and paper towels. Parents do not need to send additional cleaning supplies to the campuses.

All students will receive instruction during the first week of school on appropriate hygiene practices and mitigation strategies and will be reinforced throughout the school year. We have faith that our students will embrace doing their part to keep their home and school families safe.

PUBLIC HEALTH STATEMENT

As it has always been, the health and safety of our staff and students remain our highest priority. While it is not possible to eliminate all risk of furthering the spread of COVID-19, this guidance document contains information on four sets of practices that minimize the likelihood of viral spread. These protocols and guidelines will be modified based on public health and governmental directives, and advancing scientific knowledge on the transmissibility of COVID-19. We also believe that educating our students about proper hygiene techniques and necessary safety measures to prevent the spread will not only keep them safe but will also keep their respective families safe.

AT HOME BEFORE SCHOOL SCREENING	Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. We need parents' cooperation in not sending children to school who are exhibiting COVID symptoms, especially if they are running a fever.
ARRIVAL / DISMISSAL	<p>ARRIVAL</p> <ul style="list-style-type: none"> ● Avoid early drop-offs in the morning. ● Students will arrive by walk-up, car drop-off, or school bus but parents/guardians will not be able to leave their cars. ● For the first 12 weeks of school, parents/guardians/older siblings, etc. will not be permitted to walk students inside the school building. ● Alcohol-based hand sanitizer will be available at the main entrance to the campus, in classrooms, in the cafeteria and in common areas throughout the campus. ● Upon picking up breakfast, students will report to their homeroom or first-period class. (All students in Hutto ISD are eligible to receive a free breakfast.) <p>DISMISSAL</p> <ul style="list-style-type: none"> ● Campuses may designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade levels will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. ● Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit.

	<ul style="list-style-type: none"> • Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival. • Early pick-ups are not permitted one hour before the dismissal time.
<p>MASKS / FACE COVERINGS</p>	<ul style="list-style-type: none"> • We will require students and staff to wear masks on school buses, upon entry into the school, and any time in transition as students move from one classroom or space to another. • Students will need to provide their own personal facemasks. • Students and staff may remove their masks once they are in the classroom, but staff can require students to wear them. • Students will need to wear a face mask any time they leave their classrooms such as when going to the bathroom, and any time in transition.
<p>CLASSROOM</p>	<ul style="list-style-type: none"> • Teachers will monitor students throughout the day and refer to the nurse if symptoms are present. • Teachers may require masks. • Each classroom will be outfitted with the following: <ol style="list-style-type: none"> 1. Visual reminders of distancing requirements will be in all classrooms, marking off areas for common spaces and distancing best practices. 2. Refillable alcohol-based hand sanitizer stations 3. Access to disinfectant wipes to sanitize working surfaces • Teachers will: <ul style="list-style-type: none"> ○ Require hand hygiene before entering the classroom and after group activities. ○ Increase the space between desks and utilize every square inch of available space to create distance between students ○ Establish student responsibilities to clean personal areas and materials/supplies with hand sanitizer, disinfectant wipes, and other self-cleaning products ○ Incorporate outdoor teaching when appropriate. ○ Keep classroom doors open to improve circulation and reduce the touching of the door handles. • Teachers and staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly. • Teachers and staff will limit the use of shared supplies when possible; shared supplies will be sanitized between use.
<p>ISOLATION PROTOCOLS</p>	<p style="text-align: center;">Student or Staff Displaying COVID-19 Symptoms</p> <ul style="list-style-type: none"> • When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when 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 contacted the student's parent/guardian. • Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different

	<p>classroom, etc.) so that the classroom can be disinfected.</p> <ul style="list-style-type: none"> ● District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member. ● Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members. ● Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school. ● Students or staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to campus during that time.
<p>COMMON AREAS AND TRANSITIONS</p>	<ul style="list-style-type: none"> ● Students and staff will wear protective face coverings. ● Staggered releases from each class may be organized to limit the number of students in the hallway during transitions. ● When transitioning between classes, students will travel corridors as far to the right as possible. ● Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. ● Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible. ● Where possible, one-way traffic throughout campus corridors may be established. ● Classroom doors will be propped open to reduce high touch areas. ● Access to hand sanitizer will be provided throughout the campus.
<p>WATER</p>	<ul style="list-style-type: none"> ● Students will need to bring water bottles from home. ● Students may fill their water bottles at school, but they cannot use the water fountains (to prevent touching the surfaces). ● Drinking fountains will be transitioned to water fill stations on all campuses but this process will take time.
<p>CAFETERIA: BREAKFAST AND LUNCH</p>	<p>Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.</p> <ul style="list-style-type: none"> ● Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. ● Meals will be packaged as “grab and go” to ensure ease of pick up and transport to eating locations. ● Signage and staff will reinforce physical distance and traffic patterns in the cafeteria. ● Hand sanitizer stations will be available at entrances and exits of the cafeteria. ● Eating in classrooms may be an option if we cannot safely distance children. ● Every campus will devise lunch schedules and formats, including outside areas, that allow students to eat safely apart from each other.

<p>RECESS</p>	<ul style="list-style-type: none"> ● Playground equipment will be sanitized during the day. ● We will be working on schedules and routines that teach children to maintain safe distances from each other. ● Children will sanitize their hands at the beginning and the end of recess.
<p>VISITORS</p>	<ul style="list-style-type: none"> ● All visitors (including mentors and watchdogs) will be restricted for at least the first 12 weeks of school. ● PTA members may access the building after hours but not during instructional time.
<p>PARENT MEETINGS</p>	<ul style="list-style-type: none"> ● ARD meetings, 504 meetings, and parent conferences will be held virtually. ● The format for the annual elementary conferences will be determined at a later time.
<p>TRANSPORTATION</p>	<ul style="list-style-type: none"> ● Parents will screen children daily before allowing them to board the bus. ● Students must wear face coverings while on the school bus. ● If your student will be riding a bus, please make sure to sign up for EZRouting or verify your information if previously enrolled. ● To assist our Transportation Department, please complete this Transportation Survey before July 20 if you intend to utilize Hutto ISD bus transportation.
<p>EXTRACURRICULAR / ATHLETICS</p>	<ul style="list-style-type: none"> ● All extracurricular and athletic events will follow participation guidelines set by the UIL (University Interscholastic League). ● Athletic practices and contests will be conducted following safety protocol provided by guidance from Hutto ISD, UIL, and TEA. This will include COVID screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc. ● Hand sanitizing stations will be in gym facilities and equipment will be sanitized on a regular basis. ● Locker room use will be determined by TEA/UIL. If locker rooms can be accessed, all locker room space will be utilized to follow social distancing guidelines. ● Bus travel will follow the transportation guidelines provided by Hutto ISD and TEA. ● Spectator attendance at games and contests may be limited based on TEA and UIL guidelines. Ticketing for events may be utilized to control the capacity of facilities. ● Postgame sign-out procedures for athletes will be communicated to parents prior to the beginning of each season. ● Event procedures will be in place to minimize face-to-face interactions. ● Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles. ● Spectator seats may be marked and/or configured in a way to enforce social distancing. ● Concessions and/or concession sales may be limited to encourage social distancing and to follow health and safety guidelines.

<p>FINE ARTS</p>	<ul style="list-style-type: none"> ● Large group practice sessions, sectionals, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., HuttoISD, TEA, UIL, etc.) ● Fine arts music private lesson teachers will not be allowed to teach on-site/ campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. All district guidelines and pricing will continue to be adhered to. ● Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., HuttoISD, TEA, UIL, etc.). ● Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., FISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts. ● All fine arts performances will be streamed online when possible. ● Booster club meetings should be held virtually to minimize outside exposure to campuses.
<p>DAILY CLEANING</p>	<ul style="list-style-type: none"> ● Each classroom and restroom will be disinfected daily. ● All high touch areas will be disinfected daily. ● Cleaning cloths and wipes will be provided in each classroom and common area to maximize room to room cleanliness. ● Custodians will wear masks and gloves during work hours. ● The cafeteria will be disinfected between lunch periods. ● Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction. ● Every campus will have an electrostatic disinfection device for quick clean up jobs.
<p>DECISION POINTS ON WHEN TO CLOSE A CLASSROOM AND/OR BUILDING</p>	<p><i>In the absence of state guidelines (7/2/20), Hutto ISD will adopt the guidelines for the closure of a classroom and/or a school building. We have preliminary data points that we are considering but are awaiting official guidance. We will publicize these decision points and the plan for possible closure once we have more information, which includes consultation with local health authorities.</i></p>