



DALLAS ISD REENTRY PLAYBOOK

FOR PARENTS

Education Evolution

Preparing for Today, Tomorrow and Beyond

CONTENTS

Introduction	2
Commitments	3
School Safety Measures	5
Dallas ISD's Approach to Safety	
Safety Protocols and Safety Items	
Cleaning, Sanitizing and Disinfecting	
Health Screening and Preventative Hygiene	
Physical Distancing	
Communication, Training and Coordination	
Specific Protocols	15
Transportation	
School Nurse Assessment	
COVID Positive Report Steps	
Standard Response Protocols (SRP) Drills	
Discipline Steps Related to COVID-19	
Metal Detector	
Required Equipment and Personal Protective Equipment (PPE)	
Youth and Family Centers (School-Based Health Clinics)	
COVID Positive Report Steps	
Service Delivery Based on District Instructional Models	
2020 Summer Cleaning Details	
Instructional Models	25
Face-to-Face	
Hybrid Model	
Distance Learning	
Considerations for Special Populations	
Specialty Schools and Programming	
On- and Off-Campus Activity Summary	
Specialized Locations	
Whole Child Supports	36-37
Technology Framework	38
Operational Considerations and Support	39
Communication and Engagement	41

INTRODUCTION

The Dallas Independent School District is looking forward to the 2020-21 school year and beyond in planning and preparing for the future of our students. We are committed to do everything we can to reopen our campuses as we believe that doing so is in the best interests of our students, families, and communities. And yet, we recognize that Dallas ISD needs to find a variety of options for reopening campuses safely with the health and well-being of our entire community in mind.

The Education Evolution guide has been developed by the assumption that a vaccine will not be available for 12-18 months, which means that Dallas ISD needs to be able to respond rapidly to circumstances in its own school community as well as to conditions in the city of Dallas and the state of Texas. Even as we plan to reopen our campuses in August, we know we may need to close them again with very little advance warning. This means that Dallas ISD, staff, students and parents will need to be prepared to quickly move between learning models designed to fit a variety of circumstances and situations.

During this COVID 19 event, it is expected that our community band together to strive to provide a premier education for students in an environment that maintains the safety and well-being of its members. Although there is possibility that exposure may occur upon re-entry into school, all members of the Dallas ISD community should expect that every effort is being made to take appropriate precautions to safeguard the health and well-being of our school family.

In addition, the district will work closely with the Texas Education Agency and the Centers for Disease Control to ensure we are meeting the needs of our students within the allowable guidelines.



COMMITMENTS

It is the responsibility of Dallas ISD to understand and make reasonable efforts to respect and protect the emotional and physical safety of every student, teacher and staff member while continuing to provide a high-quality educational experience focused on student achievement. This playbook was developed around seven commitments that will uphold the Dallas ISD tenets of striving to be a premier urban school district.

COMMITMENT 1

The safety of our students, staff, families and the community is our topmost priority. We are committed to ensuring that all appropriate safety measures are implemented in order to reduce and/or prevent exposure to COVID 19 through the consistent implementation of:

- Social Distancing Practices
- Cleaning and sanitizing practices for all facilities, equipment, buses, etc.
- Use of personal protective equipment (PPE) as these are sourced by the district
- Implementation of screening practices to adhere to recommended guidelines for symptoms of illness and requirements for return to school/work
- Implementation of protocols to ensure that students who are ill to remain at home until all fever/symptoms improve without the use of fever reducing medication and that students who become ill will be sent home

COMMITMENT 2

Dallas ISD is committed to supporting the social emotional needs of the students. Stakeholders will be trained to be aware and understanding of the impacts of trauma induced by COVID-19. Through this training and collaboration model, students' social emotional needs will be addressed by:

- Collaborating across child-serving systems to coordinate supports for intervention
- Providing students with the tools to practice a healthy lifestyle
- Engaging in professional development so that staff will be able to facilitate a physically and emotionally safe learning environment
- Actively monitoring the progress of students to identify necessary supports for student engagement in learning connected to the school and the broader community
- Collaborating with parents and staff to ensure student access to personalized learning

COMMITMENT 3

During this crisis, Dallas ISD maintains the goal of providing a premier urban education to all students through engaging learning models and rigorous instruction while prioritizing student and family safety. Models will value student needs and maintain a focus on increased student achievement through:

- Use of rigorous and engaging face to face pedagogy and distance learning tools to participate in knowledge building experiences
- Balance of synchronous and asynchronous instruction that provides academically, emotionally and socially sound interactions and growth as needed during model implementation
- Progress monitoring of student growth, interaction, completion of content and assessments for feedback and support
- Opportunities to provide intervention, enrichment and acceleration to ensure that students maintain agency and movement toward both short- and long-term graduation goals
- Continuation of opportunities for extra-curricular and co-curricular activities that meet safety protocols
- Development of support systems for social and emotional well being

COMMITMENT 4

Every family must have appropriate options available in order to make the best educational decisions for their student(s). Dallas ISD is committed to providing high quality face to face instruction in the safest manner possible upon re-entry into school. However, for those who choose to maintain students in the home environment for safety purposes, a comprehensive and rigorous full-time distance learning model will be available as an option. In the event that crisis circumstances require intermittent school or district closures, the distance learning model will be implemented for all impacted students and staff. The various models will be outlined in a later section, but a quick delineation is below:

- Face-to-face model with all safety precautions in place
- Distance learning (entire school day is completed at home)

COMMITMENT 5

The technological needs of students and families required to participate in the Dallas ISD learning models must be met. We are committed to providing a 1:1 device for every student, as well as internet connectivity options for every household in the district.

- Systems will be in place to issue and track devices for each student
- Information will be collected, and the necessary internet connectivity options will be provided for every household

COMMITMENT 6

Dallas Independent School District will provide and ensure that professional development for staff accounts for operational and safety elements as well as support for digital instructional platforms, programs and practices.

- Operational and training elements will include the safety guidelines and protocols that are established in this document, as well as any additional recommendations by the Center for Disease Control and the State of Texas
- Professional development for the instructional platforms and programs will be on-going and include topics such as the on-line learning management platforms PowerSchool or Google Classroom, specific applications such as See-Saw and Zoom, as well as content specific training to include the Reading Academies (Grades K-3)

COMMITMENT 7

Developing close connections within our school community and families will be imperative in moving forward so that two-way communication is established to keep all stakeholders informed. Current information such as address, phone number(s), email address and health information for each child will need to be updated as appropriate. This connection will allow us to quickly and correctly communicate effectively for all unknown circumstances that might arise. To create this system, the district will:

- Develop a system in which information can be updated by the parent/guardian
- Monitor returned mail to reach out and update information
- Utilize School Messenger, school marquees, e-mail groups, school websites, and district websites to communicate effectively

SCHOOL SAFETY MEASURES

The challenge of planning for the re-entry of students and staff to Dallas Independent School District campuses started with thinking through, “What would an average school day for a typical student in Dallas ISD look like?” This process included boarding a school bus or being dropped off by a parent at the school; walking onto the campus to reach their classroom or first period; how would the classrooms need modifications; where students would go such as music, art, PE, other classes, and where they would eat breakfast and lunch; what a visit to another office such as counselor, nurse, or office look like; how recess at elementary schools might look; and how to get them home safely and/or any extracurricular activities. We quickly realized that every practice would need to be reviewed with the goal of ensuring preventative hygiene, safety measures as recommended by the CDC are employed and establishing some new practices within the system. As a district, the following principles governed our safety planning:

- Prioritize student and staff health, safety and well-being as a top priority.
- Ensure hygiene and health-related practices are CDC approved, clearly communicated, effectively implemented and diligently enforced.
- Promote practices and protocols to reduce risk of virus transmission and support our capacity to be responsive and agile when facing changing health circumstances.

The district safety sub-committee came together to lead and outline this important work. The following shared understandings were used to frame this section of the guide:

- Focus on variables we can control;
- Use reliable, scientific sources to guide our understanding of the virus and how to best effectively prevent our community’s exposure to it;
- Seek ways to reduce risk of virus (COVID-19) transmission, not eliminate it;
- Identify external and internal entities that would lead us to tighten or loosen restrictions; and
- Ensure new practices, policies and regulations are flexible and can be implemented and maintained.

This guide will continue to be refined through dedication and commitment to opening the doors to a safe campus in August.

DALLAS ISD'S APPROACH TO SAFETY

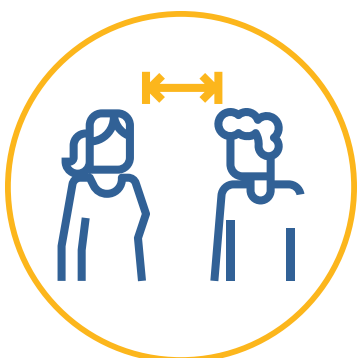
The Dallas Independent School District's approach to safety includes Cleaning, Sanitizing and Disinfecting; Health Screening and Preventative Hygiene; Physical (Social) Distancing, and Communication, Training and Coordination.



Cleaning, Sanitizing
and Disinfecting



Health Screening and
Preventative Hygiene



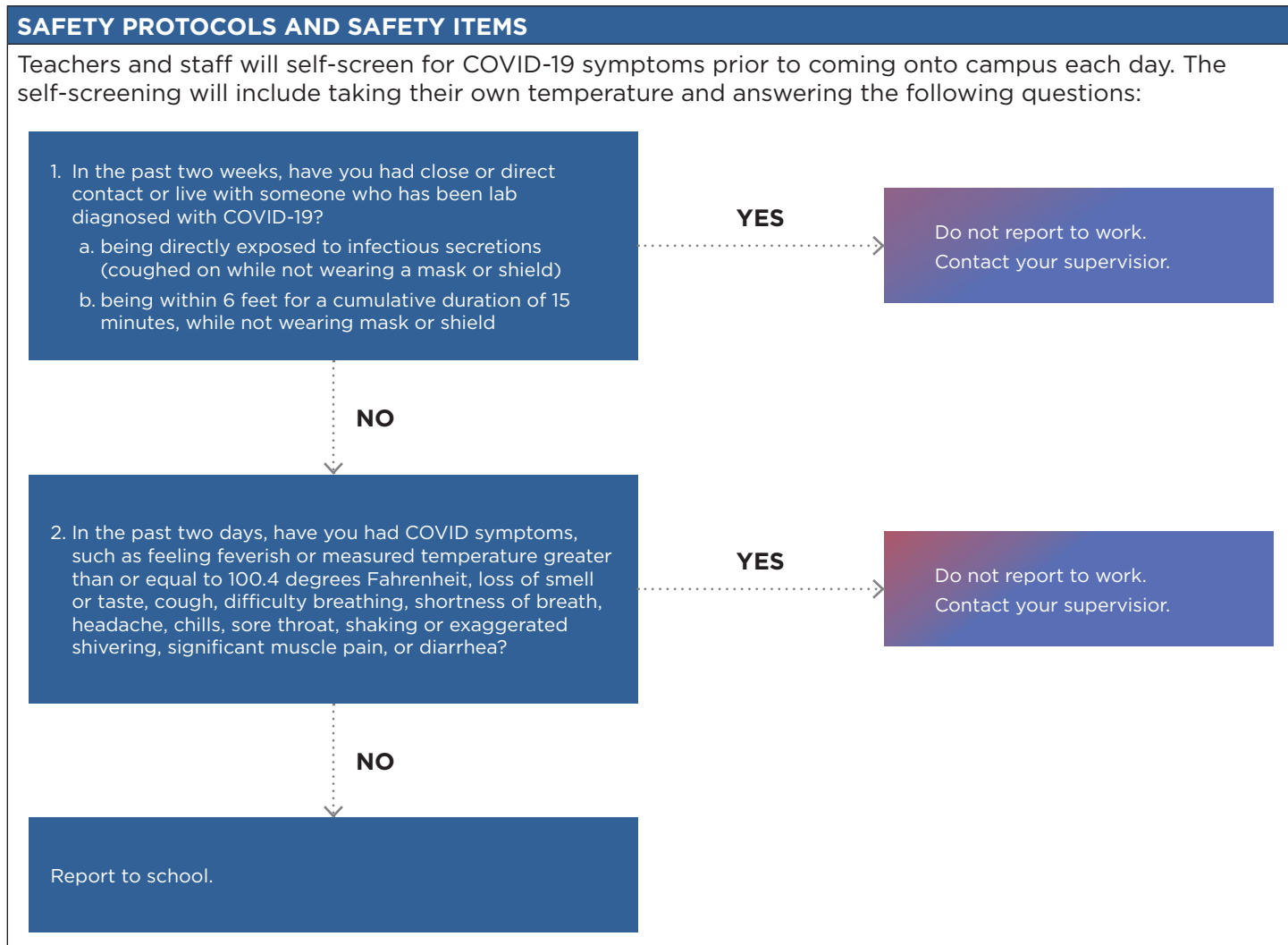
Physical (Social)
Distancing



Communication, Training
and Coordination

These four critical areas have defined how we approached our work in the area of safety to reduce the risk of transmission of the virus. Each section below details the district's efforts in each of the approaches in our operations. Incorporating these approaches into the typical school day for our students will be critical to establishing our "new normal" and to continue to allow school to be a special place for students to come and experience the joys of learning.

The district will secure and provide the following items and require the following activities for safety measures:



DISTRICT SAFETY RESPONSES

Dallas ISD's safety measures are based on the guidelines and recommendations of the Centers for Disease Control, Dallas County Health and Human Services, Texas Education Agency and orders from Texas Governor Greg Abbott. This table indicates actions the district is taking in response to the official recommendations of these authorities.

Recommending Agency	District Response
Centers for Disease Control, Dallas County Health and Human Services, Texas Education Agency and the Governor's Executive Order recommend face coverings.	This district will issue each student and staff member three reusable cloth masks and one face shield.
Centers for Disease Control, Dallas County Health and Human Services and the Texas Education Agency recommend frequent hand washing or hand sanitizing.	Each classroom will be provided a poster to display detailing proper handwashing steps, and teachers will review these steps with students. Portable hand sanitizing stations will be located outside classrooms and teachers will receive gallons of hand sanitizer for use by students. Students will also be provided individual bottles of hand sanitizer to hang on their back packs. School restrooms will be stocked with soap and paper towels.
Centers for Disease Control and Dallas County Health and Human Services recommend physical distancing, as possible. TEA recommendations cover activities such as non-UIL athletics or other extracurricular activities.	Graphic markers will be placed on sidewalks, hallways, gyms and classrooms to remind students to maintain six feet of physical distance from others. At times such as emergency drills, secondary passing periods, and on school buses when physical distancing is not possible, students will wear face masks or shields.
Centers for Disease Control, Dallas County Health and Human Services and Texas Education Agency recommend extra cleaning and disinfecting.	Each campus will have a backpack sprayer to spray an electrostatic disinfectant weekly. The disinfectant lasts 90 days. In addition, each classroom teacher will be issued disinfectant wipes for accidents or spills, or for use on items not sprayed. Each classroom teacher will be issued aerosol disinfectant for use as needed when students are not present. The district has increased the cleaning schedule for frequently touched items such as door handles and door knobs.

DISTRICT SAFETY RESPONSES

Recommending Agency

District Response

Centers for Disease Control (CDC), Dallas County Health and Human Services, Texas Education Agency (TEA) and the Governor's Executive Order recommend a reduction in the sharing of supplies.

Elementary classrooms will be equipped with individual plastic bins where students can store personal school supplies. Any shared classroom supplies will be sprayed with the electrostatic disinfectant or wiped with disinfectant.

Centers for Disease Control, Dallas County Health and Human Services and Texas Education Agency recommend physical distancing. TEA provide additional information where students are frequently within 6 feet of each other.

The district is providing Plexiglas dividers in classrooms, office areas, and cafeterias where student congregate. This will add additional protection for students wearing masks or face shields when physical distancing is not possible. In addition, when physical distancing is not possible, but students are wearing face masks or shields, more frequent hand washing or sanitizing is recommended. The district will provide hand sanitizing stations within and near all classrooms.

Texas Education Agency recommends increased air flow when possible in situations where students are less than six feet apart.

The district will increase the frequency that air filters are changed. In addition, teachers may open classroom windows to allow improved air flow, while also maintaining a comfortable temperature within buildings.

Centers for Disease Control, Dallas County Health and Human Services, Texas Education Agency and the Governor's Executive Order recommends reduction in large group gatherings.

Each campus will assign designated entrances and exits for various student groups. Extracurricular activities or approved after-school activities will follow the same safety guidelines as the regular school day. UIL activities will follow UIL guidelines. Large student assemblies or events will not be permitted at this time. Cafeteria tables will be fitted with Plexiglas dividers to separate and shield students.

Texas Education Agency recommends covering coughs or sneezes with a tissue or elbows.

Each campus will receive cover your cough reminder posters and campus staff will reinforce the message.

Centers for Disease Control, Dallas County Health and Human Services, Texas Education Agency and Governor's Executive Order recommends holding certain activities outdoors if possible.

Activities such as PE, recess and singing will occur in outdoor spaces, weather permitting.

DISTRICT SAFETY RESPONSES

Recommending Agency

District Response

Texas Education Agency recommends certain bus transportation protocols.

Students entering a bus will have their temperature checked, be required to wear a mask and sanitize their hands. Bus windows will be opened between routes to increase the airflow. Buses will be cleaned after routes, to include high touch areas.

Texas Education Agency recommends local school systems restrict visits to campuses to only those essential to school operations.

Each campus will develop systems for curbside pick up and drop off students and materials. Meetings such as ARDs, LPACs, etc. will be conducted virtually. If parents must come into schools, they will be requested to make appointments and required to follow safety procedures, such as wearing a mask and sanitizing hands. Any large group will require safety procedures in a larger space. Essential operations are defined as those providing direct student services.

Texas Education Agency requires districts to inform students of COVID-19 symptoms and safety procedures.

The district is creating a video for each teacher to view with their students at the beginning of each grading period.

CLEANING, SANITIZING, AND DISINFECTING

The district will enhance daily cleaning of all facilities, with special attention to specific high use areas such as door handles, knobs, and buttons. Daily cleaning will utilize the safest and most effective products as approved by the Centers for Disease Control and the Environmental Protection Agency (EPA).

The district will establish an operational strategy to prevent the spread of COVID-19 that includes requiring each school to apply GermBlast on a weekly basis. The product is a safe, environmentally friendly and powerful disinfection product. The product systematically removes and destroys dangerous microorganisms in the environment. Surfaces are treated with a protective polymer that inhibits growth of microorganisms for up to 90 days. The chemical is registered with the EPA and approved for contact services.

The weekly spraying of facilities and buses will permit classroom teachers to leave out in the open any items they want disinfected, including face shields, computer keyboards, math manipulatives, books, etc. This will allow students the ability to utilize materials in the classroom without transmission of germs.

This weekly disinfecting complies with the Centers for Disease Control (CDC) guidelines regarding disinfecting facilities and will allow students to engage in classroom activities.

Campus custodians will receive professional development on the process to deep clean facilities or specific sites within a facility should a confirmed case of COVID-19 be identified on a campus or site requiring the site to be closed for a designated amount of time as recommended by the CDC.

Each classroom will be provided with CDC approved disinfectant wipes and disinfectant spray to be utilized as determined by the classroom teacher.

The district will continue to utilize the CDC guidelines and recommendations to ensure we implement the safest and most current practices for the cleaning, sanitizing, and disinfecting our school campuses.

HEALTH SCREENING AND PREVENTATIVE HYGIENE

One of the most effective measures to prevent the spread of the virus is the utilization of face masks. ALL students in Dallas ISD will be REQUIRED to wear a face mask at the beginning of their journey to their classrooms. Whether riding a bus or being transported to school in a vehicle, students will be required to wear a mask prior to entering the bus or leaving their vehicle to enter the school building.

At the beginning of each grading period, schools will be required to show an instructional video regarding safety measures to all students in the face to face classroom.





The district will issue each student three reusable masks. Parents will be asked to wash the face masks to ensure they are properly cleaned between wearing. IF a student arrives to campus without a mask, a disposable mask will be provided until the student reaches their classroom.

Upon arrival in the classroom, each student will put on their individual face shield. The face shields will be issued to specific students and the student's name placed on the band. Students will not share face shields. The face shields may be placed out and disinfected weekly during the campus disinfection process. Secondary students will also pick up desk guards to utilize in their classrooms.

At the end of the day, students will remove their face shields and don face masks to exit the campus and return home.

Upon boarding the bus or arriving at school, staff will check each student's temperature with a non-contact thermometer. Students who have an elevated temperature will be picked up by a white fleet (bus) or sent to the nurse's office (walkers and drop offs). The nurse will ask the student (or parent) a series of screening questions and the parent will be notified to pick up their child. Specific transportation information is included later in the manual regardless of model of transportation.

Each elementary student will have a bin in their homeroom to contain their personal one-use items such as pencils, crayons, scissors, earbuds, face shields, etc. Students will exchange their masks for face shields at the beginning of the day and reverse the process at the end of the day, storing their masks and/or face shields in their bins. At the secondary level, students will attend the same first period every day, to secure their face shields and store their masks in their backpack. Secondary students will also pick up desk guards and return them at the end of each day.

Each district classroom will be provided with a poster for instructional purposes to teach and/or review proper handwashing procedures. Additional preventative information will include covering your cough or sneeze, avoid touching your face, maintaining physical distance when possible, and removing/donning face shields and masks.

The campus restrooms will be stocked with soap and paper towels.

Nurses' offices will be provided instructional posters for "covering your cough" to put up in an area identified by the campus nurse. Nurses will also receive personal protective equipment (PPE) to safely care for students as recommended by public health authorities.

In addition, portable hand sanitizer stations will be set up between classrooms for use by students. Each teacher will be provided a gallon of hand sanitizer for replacement and campuses will be able to order more hand sanitizer for use within the classroom.

PHYSICAL DISTANCING

The CDC has identified social (physical) distancing as a strategy in the containment of the COVID-19 virus. While by nature, schools are designed to be more compact, so that students have access to all amenities such as the main office, nurse's office, library, etc. we are investigating various ways to manage our student numbers and space. Our instructional models also address the density issue within our buildings.

We did conduct checks at various campuses to identify the number of students that could fit into an average classroom with six feet distancing. The experiments conducted revealed that with only student desks and a teacher space, 19-20 desks could fit in a classroom with six feet of distance. However, to allow a more normal classroom environment, the district will provide two sets of Plexiglas dividers for each classroom. The Plexiglas dividers, along with the face shields will allow the district to create two groups of four in a classroom with space to distance the remaining desks, allowing our classrooms a more normal and natural feel.

Physical distancing will be established through the placement of graphics on each campus. The graphics package is designed to identify six feet from the curb to the entrance and within the hallways. Each teacher should design their classroom space and be provided with the 6 feet physical distancing markers to delineate space within their individual classroom. The district will take the following measures:

- Provide each campus a graphics package to indicate 6 feet distancing
- Divide hallways into two sides with periodic arrows
- Establish various entry doors for specific grades, students, etc.
- Provide Plexiglas dividers (2) for each classroom
- Utilize Plexiglas dividers for all cafeteria tables
- Grid mark gymnasium floors for student spacing
- Identification of seating on buses, in auditoriums and any other common areas
- For PE, recess and other physical activities (NON-UIL); students will wear masks/shields if six feet of physical distance cannot be maintained. If six feet of distance can be maintained, students do not have to wear masks/shields.

SEATING CHARTS

All teachers at all levels are required to have a seating chart and maintain any changes to identify students in close proximity in event of a positive case and notification is needed.

BUBBLE GROUPS

At the elementary level, the classroom teacher has the option to create bubble groups. A bubble group is a group of 4 or 5 students that wear the face mask/shield but do not distance at the 6 feet. This group remains together while walking in the hallways, working in the classroom, etc., with space between bubble groups, this is to ensure monitoring and provides a method for close proximity in the event of a positive case and notification is needed.

COMMUNICATION, TRAINING AND COORDINATION

Multiple strategies will be employed to communicate to students, staff and families based on our guidelines and expectations aimed at reducing the transmission of COVID-19. One primary goal is to:

Ensure hygiene and health-related practices are research-based, clearly communicated, effectively implemented and diligently enforced.

In order to clearly communicate, the district will develop and publish our Education Evolution guidebook on the district and campus websites.

A REQUIRED video will be produced to be shown to students at the beginning of each grading period that outlines COVID symptoms, screening and safety measures (wearing of masks, hand washing, sanitizing, disinfecting work area, and distancing).

The district will create specific professional development modules that all campus-based staff must complete prior to the first day of school and practice appropriate routines, such as arrival and dismissal, hand-washing procedure, covering your cough, etc.

Specific professional development will be held for specific job groups such as custodians, bus drivers, and nurses, who may deal specifically with students or staff that exhibit symptoms.

In addition, key access points of buses, campuses, bathrooms, cafeterias, will have specific messaging as appropriate.

The district Communications Department will assist with developing the following communications:

The district will utilize all outlets to include district and campus websites, social media, mobile app, weekly top guidelines for parents to remember, School Messenger, school marquees, email groups, PTAs/booster clubs and other parent groups to share our messaging. Once our communications avenues are developed and established, more specifics will be developed and shared throughout the community, prior to the start of reopening campuses.

Everyone will have a role in the communication of the district's expectations and guidelines and will be an integral part of the safety process.

CAMPUS VISITORS

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering, and those who proceed beyond the reception area will follow specific guidelines for visitors.

Visitor Screening/PPE Requirements:

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any Dallas ISD facility.
- 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.
- All individuals entering the building will be required to wear face coverings.
- 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.
- Parent curbside pick up of students and materials
- Limit of central staff going to campuses; not going to multiple campuses.
- Approved partnerships that provide direct student contact or specific district function may NOT visit more than one campus per day.

SPECIFIC PROTOCOLS

Various departments are developing specific protocols for various important topics. These protocols will be provided to all campuses, in that some of the protocols are very campus specific, such as egress and ingress which are dependent on the campus configuration and layout.

TRANSPORTATION

BUS WORKER SAFETY

- All drivers will be pre-screened upon arrival prior to receiving their keys / route.
- Drivers must wear appropriate PPE including face mask while driving.

STUDENT BUS RIDERS

■ Arrival:

- All students will be pre-screened prior to boarding the bus. All students with a normal temperature will be allowed to board.

If a student has a higher than normal temperature and the weather outside is considerably warm, the bus driver may attempt a second reading to confirm the elevated temperature. If the temperature remains high, the driver will contact dispatch to deploy alternate transportation for the student. The alternate transportation will keep the student safe until a parent can be reached.

- Hand sanitizer shall be available to all passengers and all passengers must sanitize prior to boarding the bus.
- Students should wear appropriate PPE.
- When loading the bus, students will enter and start at the back of the bus, filling seats to the front.
- When unloading, students will exit front to back.
- As students depart from the bus, they will immediately go to their designated area and maintain distance.
- Students who have been pre-screened on the bus will not be required to pre-screen again at the school to enter the building.

■ Dismissal:

- Students will go to designated area to await buses maintaining appropriate distance.
- When loading the bus, students will start at the back of the bus and fill to the front.

■ Parent:

- If possible, assist at bus stops with child supervision for distance and PPE

■ Teacher/Staff:

- Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.
- Staff will ensure social distancing during arrival and dismissal.
- During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

VENTILATION ON THE BUSES

- The ventilation on the bus must be controlled to reduce the spread of contamination.
- A/C filters will need to be replaced with more frequency

ENVIRONMENTAL HYGIENE

- Each bus will be germ blasted every 90 days.
- A proper cleaning schedule will be followed to ensure all debris is removed and each bus will be sprayed with a disinfectant upon completion of each route.

COMMUNICATION WITH SCHOOL

- Drivers will need information from the school with cases in which a student has been diagnosed with Covid-19 to ensure the student does not attempt to ride the bus.

STUDENT WALKERS

- Student walkers should maintain distance from other walkers (unless from the same family) and wear face masks to school.
- Student temperatures will be taken upon arrival at school.
- Students will go immediately to their appropriate pick up area upon arrival.
- As feasible, students will be asked to avoid large group gatherings with other students before and after school.
- Students will be asked to leave campus immediately and begin walking home.
- Staff will ensure that students are wearing face masks upon departure.

■ Parents:

- Parents are encouraged to discuss COVID prevention measures with their child to include distancing and wearing of masks.
- Parents should follow campus guidelines on how to pick up their child.
- Parents are asked NOT to congregate in large groups with other parents while waiting for dismissal.

■ Teachers/Staff:

- Assigned staff will assist with taking student temperatures upon arrival; students with elevated temperatures will be sent to the nurse's office.
- Assigned staff supervises student arrival and dismissal, ensures students are wearing masks, directs students to waiting areas or immediately leave campus if walking and encourage distancing (except with family members).
- Monitor students to discourage congregating.

STUDENT CAR RIDERS

- As students exit cars, they will wear face masks and have temperatures taken.
- Students are expected to walk to the school entrance and immediately go to the assigned pick-up area.
- Staff will ensure that students are wearing face masks upon dismissal.
- Students will go to their designated pick up area and maintain distance, not congregating in large groups with other students.

■ Parents:

- Parents will follow appropriate campus protocols regarding arrival and dismissal.
- Parents are asked to remain in their vehicles and not get out and congregate on campus.

■ Teachers/Staff:

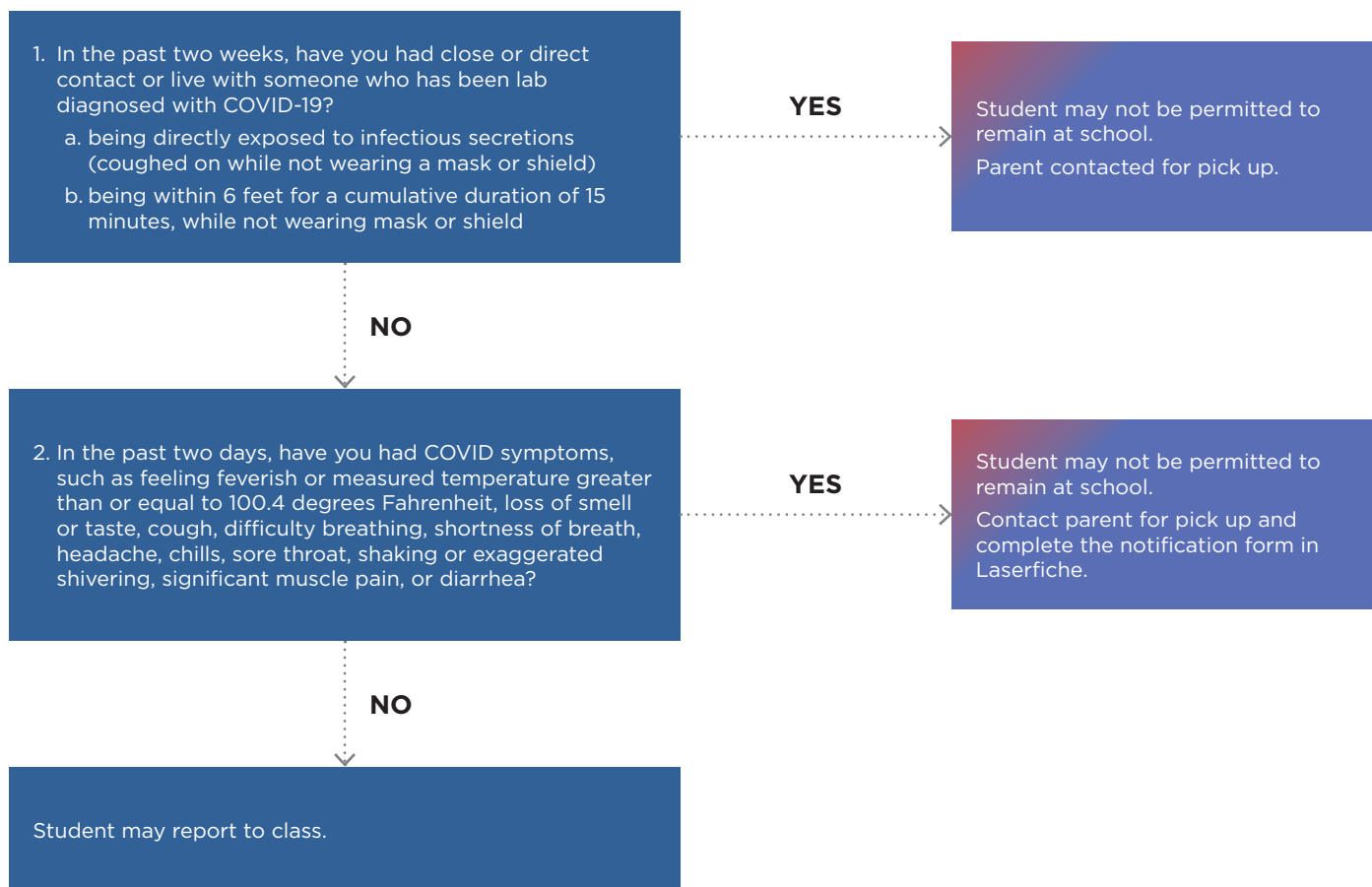
- Assigned staff supervises student arrival to ensure wearing of masks, distancing, and taking of temperatures. Any student with elevated temperature will be sent to the nurse's office.
- Assigned staff will direct students to the waiting area.
- Assigned staff supervises student dismissal to ensure mask wearing and distancing.

SCHOOL NURSE ASSESSMENT

The following information is to be used as guidance in preparation for a nurse assessment of students who may have been exposed to 2019 Novel Coronavirus Disease (COVID). When a student is not feeling well, send the student to the nurse's office. The nurse will perform the evaluation. This is also the procedure if a student enters the building and has an elevated temperature.

IDENTIFY AND ASSESS

Establish or re-evaluate potential of exposure through direct close contact and symptoms of fever or respiratory illness. The nurse will utilize the screening questionnaire if possible, may need to contact the parent to complete, dependent upon student age.



HISTORY/EXPOSURE RISK

In the case with students, parents may need to be called regarding the questions:

ASSESS HEALTH STATUS

- Fever – temperature of 100.4 F or greater
- Pediatric Symptoms – usually present as upper respiratory infection such as; cough/ shortness of breath, sore throat and runny nose or nasal congestion
- Document all findings in EHR

ISOLATE

- Isolate individual and close clinic
- Utilize Standard Precautions and appropriate PPE

INFORM

- Notify parent/guardian to pick up child from school as indicated:
 - Medical referral and Follow up
- Notify Principal:
 - Upon notification, the principal or designee will move the students from the site to another classroom or appropriate site and call the custodian to disinfect the site
 - The campus principal or designee will contact the Health Services Department to determine next steps (see section below if there is a positive case reported), if any additional steps or actions are needed.
- Notify Health Services:
 - Health Services Director will contact Dallas County Health and Human Services (DCHHS) for advice and direction if needed.

Cleaning and disinfection will be in accordance with Department of Environmental Health and Safety Standard Operation Procedures and DCHHS recommendations.

COVID POSITIVE REPORT STEPS FOR CAMPUS ADMINISTRATORS

There will be a Laserfiche form for reporting of COVID positive reports. The form will be available for self-report, report by a supervisor or reporting by a school nurse.

WHEN NOTIFIED OF A CONFIRMED COVID-19 STUDENT OR STAFF CASE

1. Notify the following:

- a. Health Services Covid-19 Hotline 972-925-4211
- b. Campus Administrator
- c. Campus Nurse

2. Health Services will inform the following:

- a. Dallas County Health Department
Health Services will notify Dallas County Health Department and provide necessary information to begin contact tracing. Dallas County will provide guidance regarding communication to contacts and recommended school closing based on current CDC, Federal, State and County guidelines
- b. Dallas ISD Environmental, Health and Safety
Health Services will work in conjunction with Environmental, Health and Safety department to determine necessary means to clean and disinfect based on current guidelines and risk of exposure.

c. Dallas ISD Communications Service

Health Services will collaborate with Communication Services department regarding recommendations provided by Dallas County as to convey pertinent information to students, families and the general public.

3. Upon notification, the campus principal will review the Laserfiche form to determine exposure.

- a. Once individuals are identified, the campus principal will provide the district approved memo to all identified individuals in contact with the identified positive case.
- b. The campus nurse will follow up with the individual (positive) and provide information regarding return to school or work environment.
- c. The person who is identified as positive has a right to privacy under HIPPA and the name of the individual can NOT be released.
- d. Health Services Department will provide additional information as needed.

4. Clearance to Return

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 permitted to return to school when:

- They are three days (72 hours) fever-free without using fever-reducing medication;
- Improved symptoms (cough, difficulty breathing, etc.);
- 10 days have passed since symptoms began.

Specific information regarding employees and leave for COVID-19, please see the addendum at the end of this playbook.

STANDARD RESPONSE PROTOCOLS (SRP) DRILLS

During Safety Response Protocols, students will keep face masks or face shields on, however social distancing will not be maintained if it is not possible or practical while practicing safety protocols.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.	
Students:	Teachers:
Return inside	Bring everyone indoors
Business as usual	Lock perimeter doors
	Increase situational awareness
	Take attendance
<i>LOCKOUT DRILL. If students are outside the building the students and staff will practice social distancing to immediately return to the building. All other procedures will remain the same.</i>	

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.	
Students:	Teachers:
Move away from sight	Lock interior doors
Maintain silence	Turn out the lights
Do not open the door	Move away from sight
	Do not open the door
	Maintain silence
	Take attendance

EVACUATE TO ANNOUNCED LOCATION.	
Students:	Teachers:
Bring your phone	Lead evacuation to location
Leave your stuff behind	Take attendance
Follow instructions	Notify if missing, extra or injured students
<p><i>EVACUATION DRILL. Campus Admin will identify more locations for evacuation spots. Leaving the classroom – Campus Admin will set up dismissals by:</i></p> <ul style="list-style-type: none"> • Sides of the hallway • Grade level • Floors of the building • Wings of the building <p><i>For the purpose of social distancing this will take several days to complete the entire campus.</i></p>	

SHELTER! HAZARD AND SAFETY STRATEGY.		
Hazard:	Students:	Teachers:
Tornado	Evacuate to shelter area	Lead safety strategy
Hazmat	Seal the room	Take attendance
Earthquake	Drop, cover and hold	
Tsunami	Get to high ground	
<p><i>SHELTER DRILL Campus Admin will identify locations for sheltering. They should be completed by:</i></p> <ul style="list-style-type: none"> • Sides of the hallway • Grade level • Floors of the building • Wings of the building <p><i>For the purpose of social distancing this will take several days to complete the entire campus.</i></p>		

DISCIPLINE STEPS RELATED TO COVID-19

The following steps will be taken if a student intentionally coughs, sneezes or spits on another student with the intention of infecting the other student with COVID-19 while on campus or at a school related event.

1. Notify the campus administrator and / or the campus behavior coordinator (CBC).
2. The administrator or CBC shall remove the students quickly to investigate the incident.
3. Students should be taken to the school nurse or appropriate medical personnel if at a school sponsored event for an evaluation (i.e., temperature check).
4. The school nurse or appropriate medical personnel should notify the campus administrator about the findings of the evaluation. Additionally, based on the nurse's evaluation (Positive Evaluation, proceed with caution and follow protocol for potentially highly contagious individual.
5. Notify parents/ guardians of each student involved in the alleged incident.
6. The campus administrator and/or the CBC may investigate the allegation to determine intentionality.
7. If the alleged behavior is determined to be intentional; proceed with contacting a Dallas ISD officer to classify the incident per the Student Code of Conduct. For elementary campuses, a Dallas ISD officer would need to be dispatched to the campus; and the incident should not be classified over the telephone.
8. The appropriate offense / consequence is input in the discipline software system by the campus administrator or CBC.
9. Contact the Office of Student Discipline if additional assistance is required 972-925-5540

Enforcement of district/campus safety protocols such as wearing of face masks and/or face shields will be handled on an individual basis to include, but not limited to:

- Notification and contact of parent/guardian
- Discussion with school nurse on safety
- Use of disposable mask if reusable one is forgotten

METAL DETECTOR

All secondary schools are required to use metal detectors and are intended to be used in concert with hand wands. If the metal detector contains a thermometer, temperature checks will be conducted while passing through the metal detector. If the thermometer is not built in, then non-contact thermometers will be utilized. Campuses can split the items (detectors and wands) in order to maximize the number of locations to which they will deploy assets.

Metal detector training will be scheduled through a trainer-of-trainers model for campus personnel.

PROCEDURES

- Personnel/Students notified by school ahead of time about longer wait lines, which entrances to use, etc.
- Personnel/Students use the designated entrances. Entrance numbers are only limited by the number of either walk through metal detectors or hand wands.
- If hand wands are used or metal detectors without thermometers, then non-contact thermometers will be used for temperature checks.
- Designated entrances should not be so numerous that assigned Police and security personnel are unable to provide over-watch.
- Conduct of actual security checks should be conducted by campus personnel. Police and Security personnel should be present in case of a criminal issue.

- Personnel/Students should form a line distancing approximately 6 feet apart.
- Bags should be placed on a table and be checked (either by a campus staff member with gloves or using a ruler, etc. to reach into the bag). Personnel should not directly touch the bag or items in the bag.
- Personnel/Students should move through the walk-through metal detector or be processed by hand held metal detector.
- Once cleared by the checking station, students should proceed directly to their classroom using one side of the hallway while observing social distancing.



REQUIRED EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- | | |
|--------------------------------|--|
| • Walk through metal detector | • Mask |
| • Hand Wand | • Hand Sanitizer |
| • Stick/ruler (for bag search) | • Non-contact thermometers |
| • Gloves | • Other equipment or PPE may be dictated by the individual school's plan |

YOUTH AND FAMILY CENTERS (SCHOOL-BASED HEALTH CLINICS)

The Youth and Family Centers are committed to providing access to district behavioral, emotional, and physical health care services to students during all instructional models.

WORKER SAFETY

- Staff will wear appropriate PPE.
- Enhanced cleaning and disinfection procedures will be implemented by clinic staff at all sites.
- Clinic staff and clients will maintain physical distance when possible. The Department will identify ways to properly manage client numbers and space.

STUDENT SAFETY

- Students/Clients will wear appropriate PPE.
- Students/Clients will be seen by appointment only. Clients/family members will be asked to remain outside/in the car until it is their designated appointment time. No more than one (1) additional person will be allowed into the clinic for each student/client that is being served.
- The Department will use various outlets (website, text reminders, and building signage) to communicate clinic protocols with clients/families.
- Any student/client who exhibits symptoms/has been exposed to COVID will be referred for assessment via Parkland (if available) or another health care provider.

COVID POSITIVE REPORT STEPS

The clinics will follow all associated protocols with COVID Positive Reporting, as specified in this document.

SERVICE DELIVERY BASED ON DISTRICT INSTRUCTIONAL MODELS

FACE-TO-FACE

- Behavioral health care services (therapy and psychiatric services) will be provided in-person as long as physical distancing can be maintained. Clinics will follow procedures outlined above.
- Physical health care services will be provided via appointment only, following procedures outlined above.

DISTANCE LEARNING

- Behavioral health care services (therapy and psychiatric services) will be provided virtually via phone and/or videoconferencing.
- Physical health care services will be provided via appointment only, following procedures outlined above.

2020 SUMMER CLEANING DETAILS

RESTROOM CLEANING (ALL RESTROOMS INCLUDING STAFF)

1. High dust restroom including all vents.
2. Clean and sanitize all walls and partitions.
3. Clean light lenses and replace bulbs if needed.
4. Clean and sanitize all sinks, urinals, toilets and trash cans.
5. Clean and sanitize all mirrors.
6. Dust mop all floors.
7. Wet scrub and sanitize all floors.
8. Refill all paper products dispensers.

HALLWAYS

1. High dust hallways including lockers and ledges.
2. Clean light lenses and replace bulbs if needed.
3. Remove all staples and tape from walls.
4. Clean and sanitize all walls top to bottom including light switches.
5. Dust mop hallway floors.
6. Scrub/strip / sanitize floors.
7. Recoat or apply new floor finish to floor.

CAFETERIAS

1. High dust cafeteria including all vents, light fixtures replace bulb if needed.
2. Remove all staples and tape from walls.
3. Clean and sanitize all walls top to bottom including light switches.
4. Clean and sanitize all cafeteria tables and trash cans.
5. Clean all windows and ceilings.
6. Dust mop all floors.
7. Scrub/strip and sanitize floors.
8. Recoat or apply new floor finish to floor.

AUDITORIUMS

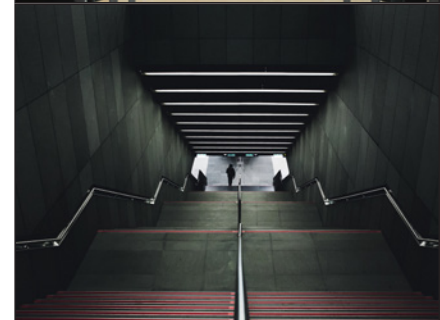
1. High dust auditorium.
2. Clean light fixtures replace the bulb if needed.
3. Dust mop stage.
4. Clean and sanitize the stage floor.
5. Remove all gum on auditorium seats.
6. Clean and sanitize all auditorium seats.
7. Clean all windows and ceilings.
8. Dust mop in between all isles of seating.
9. Mop and sanitize all hard floor areas.
10. Vacuum all carpeted areas.
11. Shampoo all carpeted areas.
12. Scrub / strip and sanitize the floor.
13. Recoat or apply new floor finish to floor.

STAIRWELLS

1. Dust mop stairs.
2. Remove all gum from the stairs.
3. Clean and sanitize all walls and handrails.
4. Clean all windows and ledges.
5. Mop and sanitize all stairs.

GYMS

1. High dust gym.
2. Clean light fixtures replace the bulb if needed.
3. Remove all tape from the walls.
4. Clean and sanitize all walls.
5. Dust mop floor.
6. Cleans and sanitize gym floor



INSTRUCTIONAL MODELS

Understanding that there are a variety of factors to be considered for reentry into school associated with the COVID 19 pandemic event, Dallas ISD approaches each scenario with great caution and sensitivity. Over the past several months, we have implemented an At-Home Learning Model where Dallas ISD staff partnered with and provided resources for families, parents, and/or guardians for continued student learning opportunities through distance learning at the secondary level and at-home learning at the elementary level. As students have continued to learn in this process, so have we as a district community. Feedback from staff, parents and students has been integrated into the formation of two specific learning models to be utilized for reentry aligned to state and federal guidelines.

Two instructional models have been created to allow the district to adhere to all of the previously listed commitments. The selected models were dependent upon multiple factors including guidance from the Center for Disease Control status for Dallas County, the allowance of models by the Texas Education Agency and the State of Texas as well as any additional federal guidelines. A risk factor model below, shows when and how the two instructional models may be implemented:

RISK FACTOR CHART FOR LEARNING MODEL		
Low Risk	Moderate Risk	High Risk
Face-to-Face Instruction with district safety measures in place	Face-to-Face Instruction with district safety measures in place	All students are on Distance Learning
Dependent upon TEA; allowances for Distance Learning based on parent choice	Dependent upon TEA; allowances for Distance Learning based on parent choice	

FACE-TO-FACE MODEL DEFINITION

Learning happens in a traditional classroom setting five days a week with a teacher on campus using all safety guidelines in place including health and safety information in section 1.

HYBRID MODEL DEFINITION

This model is allowable for students in grades 9-12, which will be a combination of in-person (face to face) attendance at the campus and designated distance learning days. This model is structured, but allows for student participation in hands-on courses and other opportunities.

DISTANCE LEARNING MODEL DEFINITION

The district will provide an asynchronous distance learning model as approved by the Texas Education Agency. The district will develop a schedule for the elementary asynchronous distance learning model and students at the secondary level will follow their schedule. At the secondary level, if a course cannot be offered in the asynchronous model, then the student will need to attend face-to-face or select another course. The asynchronous model will have times during the day for synchronous instruction via video conferencing. During the synchronous instructional time, the expectation is that the assigned students will attend class virtually at the assigned time and attendance will be taken.

PROFESSIONAL AND DIGITAL LEARNING OPPORTUNITIES AND RESOURCES FOR STUDENTS AND PARENTS

The information below can be used as a guide to identify upcoming training opportunities or to review existing content related to learning management systems, video conferencing platforms, technology applications, assessments, and resources to support the diverse needs of students.

Training opportunities for both students and parents will be provided through on demand options and live webinars.

Module 1: Operational Overview (30 minutes)

- Re-Entry Expectations (Attendance, Grading, Discipline, TEI, Instructional Models)

Module 2: Learning Management Systems (50-minute virtual sessions held at the Parent Summit or 30-minute Recorded Video Modules for Students)

- Google Classrooms
- PowerSchool Learning

Module 3: Video Conferencing (50-minute virtual sessions held at the Parent Summit or 30-minute Recorded Video Modules for Students)

- Google Hangouts / Meets
- Microsoft Teams
- Zoom

Module 4: Device Basics (15 - 30 minutes)

- iPad Overview and Hotspots - PK - 2
- Chromebook Overview and Hotspots - 3 - 5

Module 5: Distance Learning and Safety and Responsibility (1 hour)

- Digital Citizenship
- Safety Protocols for Health and Wellness

Module 6: Instructional Applications Resources (45 minutes)

- FlipGrid
- Seesaw

Module 7: Assessment Resources (45 Minutes)

- NWEA MAP Growth Universal Screener - Student Resources
- NWEA MAP Growth Universal Screener -Parent Toolkit
- NWEA MAP Parent Guide

Module 8: Supporting Diverse Populations (Parents ONLY 50-minute virtual sessions held at the Parent Summit)

- Cultivating Social and Emotional Wellness
- Specialized Support for Students (Special Education, Section 504, and Dyslexia Services)
- Tiered Intervention to Support All Students

CONSIDERATIONS FOR SPECIAL POPULATIONS

SPECIAL POPULATIONS - DIVERSE LEARNERS

■ Dual Language and English Learners

- Access to certified staff in both face to face and remote learning environments
- Language assessment and appropriate placement
- During school closures, there may be a delay in the assessment and coding of students during their first 4 weeks of enrollment.
- Additional guidance will be provided from the state and Bilingual ESL Department as needed
- Intake Center Guidelines- Planned and strategic Enrollment and Language Proficiency Testing to minimize numbers of clients in office at same time
- LPAC meetings and documentation in virtual environment
- Access to appropriate materials required for home language instruction
- Access and opportunities for language acquisition utilizing the four domains: listening, speaking, reading and writing in both in person and remote learning environments
- Access to appropriate modifications of instruction for sheltered needs
- Assessment administration and progress monitoring of English Learner growth in L1 or L2 for the purpose of TEA identified PEIMS status

■ Special Education

- ARD committee meetings should be convened annually and/or as needed in accordance with board policy EHBAB.
- ARD committee meetings will need to determine the individual needs of students receiving special education services for both the in-person and remote instructional settings. In addition, the potential for future school closures will need to be addressed when the IEP is developed.
- The IEP will outline services to meet the individualized needs of each student.
- Administrators should be mindful of:
 - all Federal and state mandates
 - access to certified staff in both face to face and virtual learning environments
 - how to provide access to specialized services that cannot be provided in a distance learning setting as required by the ARD
- Modifications and accommodations will need to be monitored to ensure IEP implementation during instruction and assessment administration
- Progress monitoring is critical to ensure students meet IEP goals and make appropriate growth

■ Dyslexia/Section 504

- Section 504 meetings should be convened annually and as needed and will be conducted virtually.
- Section 504 meetings will need to determine the individual needs of students receiving Section 504 services for both the in person and remote instructional settings. A Section 504 Meeting and/or Section 504 amendment will be necessary to outline services for both instructional settings.
- Section 504 Meeting: addresses in person instruction
- Section 504 Amendment: addresses instruction in the remote setting
- Administrators should be mindful of:
 - all federal and state mandates

- access to certified staff in both face to face and virtual learning environments
- how to provide access to specialized services that cannot be provided in a distance learning setting as required by the Section 504 Plan
- Accommodations will need to be monitored to ensure IAP implementation during instruction and assessment administration
- Progress monitoring is critical to ensure students make appropriate growth

SPECIALTY SCHOOLS AND PROGRAMMING

Each of the following specialized programs or school areas may require certain exceptions or modifications to the district recommended instructional models based on federal or state guidelines requirements.

OTI AND MAGNET

Magnet and choice schools will develop lessons and activities that are consistent with their program to engage students and parents. With such a wide-range of programs district-wide, the level of the ability to create the experience in a virtual setting is dependent upon the program model.

CAREER INSTITUTES

The district will adapt a modified schedule of the distance learning model to comply with all guidance at the federal and state level regarding specific certifications requiring hands-on demonstrations of learning utilizing specialized equipment. It may require that certain students opt in to the “hands on” lab cycle allowing for practical use of equipment such as automotive, HVAC, etc. that cannot be done in a virtual setting.

CAREER AND TECHNICAL EDUCATION

The district will adapt a modified schedule distance learning model to comply with all guidance at the federal and state level regarding in person seat time minutes associated with specific courses. Some courses may require face to face instruction, therefore students would need to attend in person or make a course change.

P-TECH, COLLEGIATE ACADEMY AND EARLY COLLEGE

Schedule dependent upon college; DCCCD and UNTD collaboration regarding specific courses, virtual courses may be housed at the campus with monitors while CTE courses students are transported for DCCCD, at UNTD they intend to hold all in-person courses so will require student transportation.

GIFTED TALENTED/ADVANCED ACADEMICS AND AVID

Although courses may be conducted in both the face to face and distance models, there may be some modifications needed to comply with AP exams, AVID certification and/or Gifted/Talented identification and assessments.

LIBRARY AND MEDIA SERVICES

- Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.

PHYSICAL EDUCATION AND RECESS (GRADES PK - 6)

■ Recess

Administrators will provide guidance 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. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized. If physical activities involve remaining 6 feet apart, students do not have to wear masks/shields. If 6 ft. distance is not able to be maintained, then masks/shields are to be worn. Structured options could be provided to allow for distancing if desired.

Students will wear masks during outdoor activity if distancing cannot be maintained. Students must maintain social distancing while lining up to return to class and must sanitize or wash hands before reentering classrooms.

All students and staff will be required to wash their hands or use alcohol-based hand sanitizer on entering and exiting the playground.

While in classrooms, brain breaks, “mask breaks” and SEL activities will be implemented as needed at the discretion of the campus or teacher.

■ Physical Education

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided
- If 6 feet distancing is maintained, students do not have to wear masks/shields. If distancing cannot be maintained, then masks/shields are worn.
- PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Procedures will be implemented in the locker rooms to limit social distancing.
- Students should avoid touching their faces at all times, but especially while playing games.
- Sanitizing areas and access to handwashing will be provided.

VISUAL AND PERFORMING ARTS (V&PA)

Determine most impactful ways to provide engaging instruction and participation in visual and performing arts courses, especially those requiring physical participation in a group setting, large scale performance and/or specialized materials for course participation such as Advanced Placement Art.

All safety procedures will be followed within the face to face model.

■ General Music / Visual Art

- Distancing should be maintained as feasible.
- Instruments, supplies and equipment should be wiped down and sanitized after use. Individualized supplies should be issued to students as feasible.
- Students should complete cleaning protocols and sanitize their areas after use.
- Vocal music instruction will take place outdoors with proper distancing.
- Where feasible, instruction should take place in the appropriate facility (art room, music room).

■ Performing Arts (Band, Choir, Dance, Drill Team, Modern Band, Orchestra, Theatre)

- Distancing should be maintained as feasible.
- The district will follow all guidance from the University Interscholastic League (UIL) and Texas Education Agency (TEA) regarding practices, sectionals, rehearsals, performances, and competitions.
- Equipment, such as ballet barres, will be disinfected/wiped down after each class period by the dance teacher.
- Dance: During center work and across the floor drills, dance students should maintain at least six feet apart, but preferable 8-10 ft. between each other.
- Dance, drill team, and marching band students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
- Students engaged in physical activity (drill team, marching band) will be encouraged to wear appropriate dance/athletic attire and will rotate through the dressing rooms in small groups to change before/after class. If a student isn't comfortable using the shared dressing room space, he/she can participate in class while wearing the clothes they wore to school.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Dallas ISD, TEA, UIL, etc.)
- Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Dallas ISD, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

ATHLETICS AND EXTRACURRICULAR (CHEER)

The district will follow all guidance from the University Interscholastic League (UIL) regarding practices and competitions.

- Similar to summer strength and conditioning activities, practices and contests will follow protocols established by UIL, TEA and the district. In-season and off-season activities will follow the most current guidelines available.
- Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
- Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols.
- Equipment used during practices will be sanitized frequently during practice sessions.
- Athletic areas will be frequently disinfected during the week with a disinfecting spray (lasts 90 days).
- Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
- Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.

- Water breaks will occur in small groups using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as volleyball and basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.
- Practices and performances will be conducted following safety protocols and guidance from the district, UIL and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room usage, etc.
- Students are expected to maintain distancing in all activities and should avoid congregating in groups.
- Students will enter the locker room to change on a staggered schedule, as needed.
- Students will be asked to wash or sanitize their hands before and after class.
- Cheer students will be encouraged to bring their own water bottle (if allowed by the campus) and a personal towel to wipe perspiration.
- Cheer and drill team students will not share equipment/props (i.e. pom poms, megaphones, etc.)
- Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., the district, TEA, UIL, etc.).
- Booster club meetings should be held virtually to minimize outside exposure to campuses.

EXTENDED DAY

The Extended Learning Opportunity Department will create avenues such as after school clubs and field trips for students to experience in a virtual setting when the district deploys the hybrid or distance learning models. The extended day experiences will provide students with a series of engaging, enrichment opportunities and field experiences.

Providers who are cleared must comply with all school safety measures prior to direct interaction with students.

STUDENT ACTIVITIES

- The Student Activities department will conduct trainings, workshops, practice sessions, and competitions in virtual environments when possible.
- On-campus activities will be permitted and will follow all recommended safety guidelines.
- Schedules and information will be provided based on the specific student activity.

SCHOOLWIDE EVENTS AND ACTIVITIES

- Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- Administration will follow all district, UIL and CDC guidelines in regard to games, practices, etc.
- Any schoolwide events that are approved to be held on campus must adhere to requirements outlined by the district, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be livestreamed 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 provide multiple meeting opportunities.
- PTA and boosters must collaborate with and seek approval from campus/district administration prior to any planned event.
- Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

ON AND OFF CAMPUS ACTIVITY SUMMARY

On Campus Activities	<ul style="list-style-type: none"> • PTA events and fundraising information pending • After school clubs permitted utilizing approved program (employees follow district guidelines) or district staff with an appropriate location and regular school guidelines followed • No in person assemblies or gatherings until notified of change • Meet the teacher, open house, parent conferences held virtually • Develop system for device/hotspot pick up and parent form signed (elementary and as needed secondary) • School performances held virtually
Off Campus Activities	<ul style="list-style-type: none"> • Campuses will limit students from leaving campus after school prior to travel or start of extracurricular or co-curricular activities when possible. • Student participation in academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, the district, TEA, the UIL, etc.). • Special Education learning experiences will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations as based on safety measures. • Off-campus field trips will be scheduled as appropriate per requirements such as UIL to meet needs while maintaining proper safety procedures • Recommend and encourage virtual field trips • Other field trips are not permitted at this time, schools will be notified when the guidelines change.
Schoolwide Events	<ul style="list-style-type: none"> • Any schoolwide events that are approved to be held on campus need to adhere to social distancing requirements outlined by Dallas ISD, TEA and UIL. • School wide events will 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.

SPECIALIZED LOCATIONS

There are locations in school buildings that are designed as shared spaces. The safety protocols and procedures for shared or specialized locations are listed below.

RESTROOMS

- Staff should supervise and limit the number of students that enter the restroom at one time to comply with health agency recommendations and distancing. The number is limited by the size of the restroom.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of 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.

COMMON AREAS

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible open spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas (or utilize sanitizer before leaving class).
- Classes/grade levels will sign up to reserve common areas through the office.
- 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 to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be in the common area to help with 6 ft. social distancing.
- 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
 - Six-feet social distancing when possible
 - Limiting the sharing of materials/supplies

CAFETERIAS

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include the cafeteria, the library or other large areas within the school building.

Teachers will monitor students traveling to and from the cafeteria and in the hallways to promote distancing. Depending on the number of students in the school, students may have meals in both the cafeteria or other identified areas. Cafeteria capacity will be based on current guidelines. The district is providing Plexiglas dividers for the cafeteria space. In addition, students should switch shields for masks before entering the cafeteria (elementary and split period secondary students can leave in their classroom or secondary may put shields in their backpack). Hand sanitizing stations will be available at entrances and exits of the cafeteria.

- Students are expected to follow campus guidelines for campus procedures.
- Students are expected to wash hands or sanitize prior to entering the cafeteria.

- At this time, parents and visitors are not permitted in school cafeterias.
- Parents are encouraged to discuss safety procedures with their child.
- Sharing of food or drinks is not permitted.



CLASSROOM SPACE

Classroom protocols and procedures will include expectations regarding not sharing school supplies, unless it is not feasible or appropriate (cleaning after use), social distancing, group work with use of dividers, class setup with use of dividers and hand washing or sanitizing. Teachers will ensure high-touch areas in the classroom are wiped periodically or in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing or use of dividers.
- In classroom spaces that allow it, consider separating student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- The use of outdoor space for learning will be considered when possible.
- Show and review video regarding COVID-19 and safety practices at the beginning of each grading period.

■ Seating Charts

All teachers at all levels are required to have a seating chart and maintain any changes to identify students seated in close proximity to facilitate notification if required.

■ Bubble Groups

At the elementary level, the classroom teacher has the option to create bubble groups. A bubble group is a group of 4 or 5 students that wear the face mask/shield but do not distance at six feet. This group remains together while walking in the hallways, working in the classroom, etc., with space between bubble groups. This is to ensure monitoring and provides a method for proximity notification if needed.

WATER FOUNTAINS

Water fountains will remain on in buildings adhering to a strict cleaning schedule.

- Depending on decisions by campus, campus level and campus administrators, students may be allowed to bring a reusable water bottle for use throughout the day and take home for cleaning.
- Teachers will demonstrate and assist elementary students to fill their water bottle from the fountain.

HALLWAYS AND TRANSITIONS

■ Elementary Students

- Students are encouraged to observe and follow school hall traffic flow directions while maintaining distancing.
- Where possible, one-way traffic will be established throughout campus corridors.
- In two-way halls, students are expected to walk to the far right of hallways.
- For grade levels that implement departmentalization of subject areas (paired classrooms), teachers will move to students for transitions in instruction and students will remain in their homeroom class, if possible.
- Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- Elementary students may be grouped by bubble groups (see above), with space between bubble groups.

■ Secondary Students

- Students are expected to observe and follow school hall traffic flow directions while maintaining distancing guidelines.
- Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions based upon the campus' physical design. When waiting to enter their next class, students should stand as close to the wall as possible.
- In two-way halls, students are expected to walk to the far right of the hall.
- Visual markers will be placed to help students maintain physical distance and adhere to established campus traffic flow in hallways.
- Traffic patterns that separate individuals to the greatest extent possible will be established throughout the campus.
- Students should immediately report to each class and avoid congregating in hallways.



WHOLE CHILD SUPPORTS

Supporting students during times of crisis is of utmost importance to the Dallas Independent School District. The support includes strong social and emotional systems to provide students access to district services during all instructional models.

MODEL	SOCIAL AND EMOTIONAL LEARNING DEPT.	COUNSELING DEPARTMENT	MENTAL HEALTH SERVICES DEPT.
Face-to-Face	<ul style="list-style-type: none"> ■ Provide Sentence stems and discussion questions to develop social and emotional learning skills during morning meetings/ community meetings ■ Provide Self-Awareness & Self-Management skill building with mindfulness and brain break videos ■ Provide Social and Emotional Learning Explicit Skills pacing guide for weekly lessons ■ Provide Guide for routine SEL Signature Practices while maintaining social distance in class (welcoming activities, engaging practices, and optimistic closures) ■ Provide Additional Campus support & resources as requested 	<ul style="list-style-type: none"> ■ Individual Counseling ■ Conduct risk assessments and support families and students in crisis ■ Small group <ul style="list-style-type: none"> • Peer support group • Social emotional learning • Academic Success • College readiness ■ Guidance Lessons ■ Academic Success Conferences ■ Monitor student academic progress ■ Collaborate with teachers, staff and administration to help students and families ■ Coordinate schoolwide activities to emphasize various themes, i.e., Anti-bullying, Education- Go Get It, etc. 	<ul style="list-style-type: none"> ■ Conduct in person therapy sessions (or virtual if requested) with the student and/ or family with required HIPPA compliance and parental approval. ■ Outside referrals as needed. ■ Provide crisis management and assistance as needed. ■ Develop and provide resources as needed

WHOLE CHILD SUPPORTS

MODEL	SOCIAL AND EMOTIONAL LEARNING DEPT.	COUNSELING DEPARTMENT	MENTAL HEALTH SERVICES DEPT.
Distance Learning	<ul style="list-style-type: none"> ■ Provide sentence stems and discussion questions to develop social and emotional learning skills during morning meetings/ community meetings ■ Provide Self-Awareness & Self-Management skill building with mindfulness and brain break videos ■ Provide SEL at-home activities for students to continue developing SEL skills, reflection habits, etc. ■ Provide coaching and ongoing support with virtual SEL practices and instruction ■ Provide Additional Campus support & resources as requested 	<ul style="list-style-type: none"> ■ Address students' academic, career and social/emotional development ■ Virtual Individual Counseling ■ Small group <ul style="list-style-type: none"> • Social emotional learning • Academic Success • College readiness ■ Virtual Guidance Lessons ■ Virtual Academic Success Conferences ■ Virtual monitoring of student academic progress ■ Support to families and students in crisis ■ Proactively support academic and personal goals ■ Workshops and mini lessons ■ Collaborate with teachers, staff and administration to help students and families ■ Virtual collaboration and coordination of schoolwide activities to emphasize various themes, i.e., Anti-bullying, Education-Go Get It, etc. 	<ul style="list-style-type: none"> ■ Conduct in person therapy sessions (or virtual if requested) with the student and/ or family with required HIPPA compliance and parental approval. ■ Outside referrals as needed. ■ Provide crisis management and assistance as needed. ■ Develop and provide resources as needed.

TECHNOLOGY FRAMEWORK

The district's Technology and Professional and Digital Learning departments work collaboratively with School Leadership and the Teaching & Learning Department to support our students with devices and internet access. In addition, they support our instructional technology platforms and applications to provide the best service for our students, parents and staff. The information below is specific to the instructional platforms and programs supported by the district.

	PK - 2	3 - 5	6 - 8	9 - 12
Device	iPads	Chromebooks	Chromebooks	Chromebooks
Model Description	Distance Learning Model			
LMS Options	Google Classroom	Google Classroom; PowerSchool Learning	Google Classroom; PowerSchool Learning	Google Classroom; PowerSchool Learning
Classroom Management for Safety	LanSchool Air			
Video Communication Tools	Zoom; Google Meet	Zoom; Google Meet	Zoom; Google Meet; Microsoft Teams	Zoom; Google Meet; Microsoft Teams
Communication Tools	Remind; Facebook Live; YouTube; Google Voice; Smore; Twitter; Campus Website			
Instructional Tools (Apps)	Edpuzzle; Sceencastify/Screencastomatic; Vizzle; Flipgrid; Quizizz; Pear Deck; Kahoot; Formative; Mentimeter; Padlet; Loom; PlayPosit; Nearpod; G Suite for Education Tools; Office 365			
Content Specific Instructional Tools (Accessible through Clever)	https://docs.google.com/document/d/1K4ucrxVGw2_13tAWpJKlJnDLoPbvWCPmiUbdaeyu_uM/edit			
Instructional Expectations	Education Evolution Playbook - set expectations around the type of instructional planning and lesson delivery/tools used within a classroom or distance learning environment.			
Professional Learning Pathways	Videos; Live Webinars; Quickstep Guide; Self-paced online course			
Operational Tools for Progress Monitoring and Data Analysis	Powerschool; Digital Dashboard; Illuminate; MyData Portal			

OPERATIONAL CONSIDERATIONS AND SUPPORT

Professional Development	<p>The district will provide professional development through a variety of platforms dependent upon what is allowable and what instructional model is currently employed.</p> <p>Formats will include: face-to-face, webinars, recorded, archived videos, conference calls, pre-developed modules, on-line courses</p> <p>Content Area training will be provided as well as operational information through the formats listed above.</p>
Meeting Attendance	<p>Virtual meeting/professional development attendance is required in the same manner as it would be required in a face-to-face setting, to include PLCs, staff meetings and professional development.</p>
Lesson Plans	<p>Lesson Plans are required regardless of the instructional setting model. Teachers are required to allow access to campus administration to lesson plans. To include plans for small group instruction, interventions and enrichment.</p>
Classroom Access	<p>Hybrid and Distance Learning models require teachers to have co-teachers such as special education, teacher assistants and campus administration access to digital classrooms. In addition, the Teacher Excellence Initiative rubric is being updated to integrate all the learning models so that observation and feedback may continue during the various instructional learning models.</p>
Enrollment	<p>Registration/enrollment will be completed online for all students (new and returning). Infosnap is the electronic registration system parents/guardians will use to “enroll” for the next school year. Infosnap captures student data entered by parents from the online application process. In addition, parents/guardians may upload supporting registration documents such as birth certificate, school and immunization records, and legal documents. After parents have completed and submitted the enrollment application, CRCs/Registrars are required to access Infosnap to review and approve student enrollment information. Following approval of the registration application, the information is imported into PowerSchool.</p> <p>Face-to-face enrollment support is provided at each school, by appointment. Safety protocols, outlined in this manual, are to be followed. All registration/enrollment at the school must be completed online, through Infosnap. Documents provided by parents must be uploaded into Infosnap for processing and electronic storage.</p>

Withdrawals (Leavers)	<p>Parents/guardians may request withdrawal of their child by phone, email, or by appointment. Identity must be verified for phone and email requests. Required documentation is completed by the CRC/Registrar and records maintained at school.</p> <p>All district-issued technology must be returned to the school before the student is withdrawn. Record of district-issued technology is available in PowerSchool, at the student level, under the Information section - Tracking Devices. Parents/guardians will return technology devices by appointment.</p>
Grading	<p>The district will provide guidance regarding student grading, but as students and staff become more familiar with the on-line/virtual environment; the district will try to maintain current regulation regarding grading. With the deployment of devices and hotspots it will be critical for campuses to ensure students have access to all instructional learning models. The district will identify methods of administering district-wide assessments like common assessments, ACPs, MAP and other evaluations both in the face-to-face environment as well as in a virtual environment.</p>
Attendance	<p>Student attendance requirements will be guided by the direction provided by the Texas Education Agency and the district will comply with all PEIMS requirements and submissions.</p> <p>On-Campus attendance is required daily for each class meeting period. Attendance is marked based on student presence at the time given by local policy.</p> <p>Asynchronous attendance is determined by a student's documented daily instructional engagement as defined by the district instructional plan. Students are required to electronically login to the determined learning platform at a specified time and meet documented instructional engagement to be marked as present.</p>

COMMUNICATION AND ENGAGEMENT

The district values and encourages strong communication between the campus and its school community, as well as the district and its staff. Clearly thought out expectations of stakeholder communication is critical during this time when changes may occur from one day to the next. To ensure that all stakeholders are informed of decisions and current status we have provided a chart to assist with communication efforts.

STAKEHOLDER	COMMUNICATION STRATEGY	
	Face-to-Face	Distance Model
District to Principal	WAIP, emails, via Executive Directors, District website, meetings	Daily Update, emails, via Executive Director. District website, virtual meetings
Principal to Teachers	Newsletter, emails, memos, meetings (including PLCs)	Daily or Weekly system to communicate to all staff, emails, virtual meetings
Teachers to Parents	Newsletter, emails, phone calls, conferences	Develop weekly communication systems/newsletter, emails, phone calls, virtual meetings
Teachers to Students	In class communication through whole/small/individual instruction and tutorials, agendas, assignments lists, online platform assignments, alerts/reminders, emails, and newsletters	Develop weekly or daily schedule for synchronous video conferencing for whole group/ small group and individual instruction and tutorials, asynchronous assignments, feedback cycles and grading alerts, newsletter, emails
Principal to Community	Website, marquee, memos, School Messenger, emails, social media, mobile app	Website, marquee, email communication, School Messenger, social media, mobile app

We strongly encourage all parents to keep the campus updated regarding address, email, and phone number changes.

The district Communications Department will develop districtwide memorandums containing important information and update the district website as information is available.