



Dear Haltom Middle Family,

Welcome Back! We truly hope you all have enjoyed your summer, and have found time to relax & rejuvenate. You have definitely EARNED it! What an incredible, crazy end to the 2019-2020 school year! We are incredibly proud to have served as your Administration Team. Serving alongside you this past spring allowed us to witness the dedication you have to your students, your passion for their success, and your unbelievable flexibility. We cannot thank you enough for your trust and patience with us!

Before continuing, we would like to welcome the following individuals to the greatest faculty/staff on Earth:

**Tammie Burgin** will serve as the Campus Secretary; **Alexandrya Covarrubio** will be joining the 7th grade Science Team & Coaching Staff; **Diana Garcia** is returning to HMS at the Parent Liaison; **Alexander Gatewood** will join us as the HMS Math Interventionist & Coach; **Erin Gaworski** is joining the 7th Grade ELAR team; **Matt Landers** will teach 8th Grade Social Studies; **Araceli Perez** is joining Mrs. Torres as a Newcomer/ESL Teacher; **Amy Pirk** is joining the 7th ELAR team; **Teema Rogers** will be our new Art teacher; **Jeannine Stevens** is joining our 6th grade ELAR team; and last, but certainly not least, **Angel Stout** will be joining Mrs. Molina in the AABLE classroom..

Please welcome the newest members of our Tiger Family!

Within the following document, you will find some processes/procedures which may answer some questions you might be asking. Please familiarize yourself with the contents. Now, as we continue and begin a new chapter to our COVID-19 way of life, we feel such joy to be doing it alongside you. We know this year is going to bring a lot of discomfort and a lot of questions with lagging answers, but we also know it is going to bring a continued circle of support, love, and empathy for one another. We will share laughter, tears, love, fears, and so much more. We can't think of a better family to do this work with.

**TOGETHER WE WILL ... WHATEVER IT TAKES!**

-Your HMS Admin Team

(Tim, Tracy, John, & Brian)

# Haltom Middle School

## Campus Logistics/Non-Contact COVID-19 Process/Procedures

**NOTICE/DISCLAIMER** - *Due to the constantly evolving situation with COVID-19, and the regularly changing guidance from state education and health officials, Haltom Middle School's Plan will be reviewed and updated as needed to reflect new requirements from the CDC; federal, state, or county orders; BISD or the Texas Education Agency*

**CONCERNS/SUGGESTIONS/QUESTIONS** - If you have a concern, suggestion, or question you would like to address with the Haltom Middle School Safety Committee, please complete the form by clicking [HERE](#). There will be QR Codes posted in the front office, main entrance door, and in each hallway for stakeholders to contribute (View sample on last page)

### ARRIVAL/DISMISSAL

#### Student Arrival:

- Per BISD School Board Policy, the school day for the 2020-2021 school year will **BEGIN at 8:40 a.m.**
- \*\*\*Parents will be asked **NOT** to drop-off students early
  - Breakfast will run from 8:00 a.m. to 8:25 a.m.
    - Students NOT eating breakfast will be allowed to enter the building 8:00 a.m.
- Upon arrival, students will don proper face covering (shield/mask) or other optional PPE. (e.g., This may include a shield in addition to a mask or gloves as desired.)
- To facilitate student arrival, faculty/staff members will be assigned strategically located morning duty to maintain a line of sight in hallways and to help monitor student adherence to proper social distancing guidelines
- Students will utilize separate entrances depending on method of transportation or meal decision and will go directly to designated areas
  - **Northwest Cafeteria entrance** - "**BREAKFAST**" - those students who want breakfast
    - These students will follow "Breakfast Procedures" (see below)
  - **Main entrance** - "**NO BREAKFAST**" - those students who will **NOT** eat school breakfast
    - At 8:00 a.m., students wearing appropriate face coverings (mask or mask w/ addition of face shield) will be allowed in the building and will be directed to immediately move to the auditorium, where they will be monitored by faculty/staff members doing morning duty.
      - Those students who have been given a teacher-specific hall pass for morning tutorials will show their passes when entering the auditorium and will be directed to the front of the auditorium, where they will be seated by direction of the teacher on duty.
        - Tutorial students will wait until dismissed to tutorial location by the teacher on duty at 8:15 a.m.
        - Teacher on Duty will stamp tutorial pass before students exit the auditorium
      - Teachers will be assigned strategic morning duty locations to support the monitoring of student distancing as they travel from the auditorium to their morning tutorial location
  - **East entrance** - "**BUS RIDERS**" - those students who ride the bus to school
    - Upon bus arrival, students wearing appropriate face coverings (mask or mask w/ addition of face shield) will be escorted into the building via the "B-Hall" entry door.
    - Immediately upon entering the building, these students will use District-provided hand sanitizer

- If these students want to eat school breakfast, they will be escorted (following social distancing guidelines) into the cafeteria using the following path of travel:
  - B-hall → D-hall → F-hall → main Cafeteria entrance
- If these students do NOT want to eat school breakfast, they will remain supervised by an Educational Aide in their 1st period teacher's classroom (D5)

## Student Dismissal:

- Per BISD School Board Policy, the school day for the 2020-2021 school year will **END at 4:00 p.m.**
- Before being dismissed, teachers will ensure students are wearing appropriate face covering
- Students will use hand sanitizer prior to exiting their classroom
- To facilitate student movement in the building and decrease the risk of potential crowding outside during dismissal, students will be dismissed at the direction of an administrator (following a staggered dismissal procedure) & facilitated by their 8th period teacher
  - Once all students have exited the classroom, the teacher will either move to their strategically located after-school duty station or will stand in the middle area of the hallway monitoring social distancing while students exit the building.
- "BUS RIDERS" will exit their classroom and will be escorted to the B-Hall exit door, where the buses will be waiting.
  - Bus riders will use hand sanitizer prior to exiting the building
  - Bus riders **MUST** wear face covering during the entire ride home
    - After being redirected, if a student continues to ignore bus rules, transportation services can be suspended
  - Students must load back to front and unload front to back
  - Students and or students with the same household must sit together unless there is ample space to spread out. (Special needs should have assigned seats)
- "WALKERS" will exit their classrooms and walk on the classroom side of the hallway and will exit out the nearest exterior door.
  - Walkers will use hand sanitizer prior to exiting the building
  - Walkers will immediately leave campus and will wear proper face covering until off school premises
- "CAR RIDERS" will exit their classrooms and walk on the classroom side of the hallway and will exit out the nearest exterior door.
  - Car riders will use hand sanitizer prior to exiting the building
  - Car riders will immediately walk to the pick-up location pre-determined with their transport
- Immediately after exiting the building, any students involved in after-school activities will report to their designated areas
  - LOCATION of after-school activity:
    - **If INSIDE** the building - students will go to the front entrance door to gain admittance to the building, then will go immediately to the activity location
    - **If OUTSIDE** the building (portable etc.) - students will go immediately to the activity location

## Faculty Arrival:

- **NOTICE** - It is the expectation of Haltom Middle School administration that when any Faculty/Staff member reports to work or makes the decision to set foot on any BISD campus to engage with staff and students, they are thereby acknowledging they have completed the Self-Screening procedures, are not experiencing any COVID-19 symptoms, and are upholding the safety guidelines set forth by the District (REFER TO SELF-SCREENING SECTION)
  - Upon arrival, faculty/staff will don proper face covering (shield/mask) or other optional PPE. (e.g., This may include a shield in addition to a mask or gloves as desired.)
  - Faculty/staff will enter the building nearest their parking area.
  - Faculty/staff will move directly to their classroom/office.
  - Faculty/staff will use District-provided hand sanitizer prior to entering their classroom/office.
    - If no other individuals are present in the room, faculty/staff are able to safely remove PPE.
  - If a faculty/staff member is assigned morning duty, they will don proper face covering (shield/mask) or other optional PPE (e.g., This may include a shield in addition to a mask or gloves as desired.) before traversing the hallway to arrive at duty location.
    - While at duty location, faculty/staff are expected to continue wearing face cover and maintain social distance with others.

## Faculty Dismissal:

- Before a faculty/staff member leaves their classroom, they will don proper face covering (shield/mask) and any optional PPE. (e.g., This may include a shield in addition to a mask or gloves as desired.)
- Prior to exiting their classroom/office, Faculty/staff will use hand sanitizer
- While wearing face covering, the faculty/staff member will travel to the exterior door nearest their parking area and exit the building
- After Faculty/staff has exited the building, they must ensure they are socially distant from others before removing face covering.
- Once outside the building, Faculty/staff should prioritize getting to their vehicle safely in an effort to minimize conversations or gathering with other personnel.

# **BUSES/DISTRICT-PROVIDED TRANSPORTATION**

## **Process/Procedures:**

- Buses will drop-off and pick up riders on the east side of the building nearest the B-hall door
- **ARRIVAL**
  - Upon bus arrival, students wearing appropriate face coverings (mask) will be escorted into the building via the “B-Hall” entry door.
  - Immediately upon entering the building, these students will use District-provided hand sanitizer
  - If these students want to eat school breakfast, they will be escorted (following social distancing guidelines) into the cafeteria using the following path of travel:
    - B-hall → D-hall → F-hall → main Cafeteria entrance
  - If these students do NOT want to eat school breakfast, they will remain supervised in their 1st period teacher’s classroom (D5)
- **DISMISSAL**
  - “BUS RIDERS” will exit their classroom and will be escorted to the B-Hall exit door, where the buses will be waiting.
    - Bus riders will use hand sanitizer prior to exiting the building
    - Bus riders **MUST** wear face mask during the entire ride home
      - After being redirected, If a student continues to ignore bus rules, transportation services can be suspended
    - Students must load back to front and unload front to back
    - Student siblings or students within the same household must sit together unless there is ample space to spread out. (Special needs should have assigned seats)

# PASSING PERIODS

## Process/Procedure

- In an effort to better allow for social distancing, passing period times have been extended by one minute as recommended by BISD District officials and board members.
- Prior to exiting the classroom, teachers will provide students with sanitizing wipes to disinfect desk surfaces
  - Sanitizing wipes will be disposed of as students exit classroom
- Students and teachers will then use hand sanitizer before exiting classroom
- Prior to exiting the classroom, teachers will ensure that they and the students are wearing proper face coverings.
- Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
  - This affords teachers/students time to sanitize their hands and any supplies/equipment used during class period.
  - Teachers will dismiss students in small numbers in short time increments rather than dismissing the class as a whole
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
  - Upon exiting a classroom, students will remain to the right, will remain at a safe distance from the students in front of them.
- Hallways will be marked to promote social distancing of students during transition periods. Students will be required to stay to the far right when moving through hallways. There will be no stopping or congregating in hallways.
  - During transitions, students will not “cross the hallway” from one side to the other
    - Teachers will stand outside their classrooms in the middle section of the hallway, monitoring the hallway to promote social distancing practices.
      - Teachers should stand in such a way that they are able to see inside of their classroom
- Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
  - At no time will students be allowed to congregate in groups during passing periods.
- **BLOCKED CLASSES (ELA/R, Math, etc)**
  - Students in blocked classes will NOT be allowed to leave class during the “split” time
  - Students will remain in blocked classroom until second portion of class has concluded
- **TRANSITIONING TO/FROM PORTABLES**
  - Students traveling to/from the portable buildings will use the building entry/exit doors closest to the portable classroom

# GRADING

## General Grading Policies

- **SECONDARY STUDENT HANDBOOK**
  - [http://gg.gg/secondary\\_student\\_handbook](http://gg.gg/secondary_student_handbook)
- **AVERAGING**
  - Six weeks grades shall be obtained by averaging daily work and major grades. (Daily work is defined as homework, class work, daily or pop test grades, etc.: major grades as chapter tests, unit tests, announced projects, or papers, etc.)
  - Averaging for grades six through twelve (6 – 12) shall be as follows:
    - Six weeks average:
      - DAILY grade average shall represent one-half (1/2) of the grade.
      - MAJOR test/project average shall represent one-half (1/2) of the grade.
        - This may be accomplished as follows:
          - Daily grade average 88
          - Major grade average 75
          - Calculation of six weeks grade 163 divided by 2 = 82
    - There shall be a minimum of eight (8) separate daily grades and three (3) separate major grades each six (6) weeks.
      - At least one major grade and 3 daily grades should be entered by the end of the first three weeks of each six weeks.
  - Any Advanced Placement class represents university level work, therefore:
    - DAILY grade average shall represent 40% of the grade.
    - MAJOR test/project average shall represent 60% of the grade.
  - Students in high school credit courses who receive a failing grade in the first semester are eligible to average their fall and spring semester grades.
    - BISD Board Policy has been updated to reflect that if a student has a 70 or higher in the second semester and the average grade for both semesters is 70 or higher, the student shall earn credit for both semesters even if the student failed the first semester.

## Online Learning Grading Policies

- Birdville ISD has adopted a Remote Learning plan using the Online Asynchronous Learning Model
  - **TEA Definition**
    - **Online Asynchronous Learning Model** - During online learning, students are not physically present in a traditional classroom environment and instead receive lessons in a digital environment.
      - Online learning allows students and teachers to connect as a class in multiple ways, including discussion boards, interactive assignments, lesson videos, video conferences, and more.
- **GRADING CONSISTENCY GUARANTEED** - Haltom Middle School guarantees consistency with Grading processes/procedures between the Face-to-Face Model and the Online Asynchronous Learning Model
  - All asynchronous assignments will be graded using the District grading policies (OUTLINED ABOVE)
  - All asynchronous assignments will align to the TEKS
  - Asynchronous teachers MUST do progress monitoring and provide weekly feedback that is specific to each student's progress
    - Teachers must include next steps or necessary academic remediation to improve performance.

- During each grading period, asynchronous teachers are REQUIRED to have the same number of assignments for grades that Face-to-Face teachers have
- Just as Face-to-Face teachers do, asynchronous teachers will be required to submit progress reports at the end of the third week of each grading period.
- Asynchronous teachers MUST enter ALL grades into Canvas, then sync all assignments/tests for grades with Skyward (the official place for grades and attendance)
  - To provide students and parents with timely feedback, grades should be synced with the Skyward gradebook within seven calendar days of the assignment or assessment due date
  - Canvas gradebook may contain information on formative grades for instructional student feedback/progress monitoring which will not be recorded in the official Skyward Gradebook
- To promote academic integrity, Birdville ISD teachers will have students complete assessments using AWARE, AP Classroom, Edgenuity, eDynamics, and Go-Guardian in their classrooms
- Face-to-Face teachers and asynchronous teachers are encouraged to collaborate within Professional Learning Communities (PLC) to develop major assignments/assessments that are similar, aligned to TEKS, and of the same cognitive rigor.



# ASSESSMENTS

## Assessment and Academic Integrity

- Teachers will be encouraged to directly address issues of academic integrity and digital citizenship with all students.
  - Notification of intent to follow digital [Responsible Use Guidelines](#) and student code of conduct will appear on the login page and the Class Link portal.
- Teachers are encouraged to build major assignments/assessments which are authentic measures of learning and which demonstrate student thinking such as open-ended responses, essays, projects, and performances.
  - Teachers in a PLC will work together to develop major assessments to ensure continuity between Face-to-Face and remote students as appropriate for the subject/grade level.
    - Administrators will monitor delivery of the District curriculum at the appropriate level of content, context, and cognitive rigor in a consistent manner for both f2f and online delivery.
- Formative assessments may be built and administered in a variety of platforms and feedback will be provided to students on academic progress.
  - Results will be used to design instruction and meet needs of individual students.
- Major assessments/summative assessments will measure student progress toward mastery of the TEKS. Major assessments may be exams, projects, performances, or other comprehensive assessments of student learning.
  - **GoGuardian** provides a tool for secondary teachers to create a “lockdown browser” that can be monitored remotely for unit assessments. Go Guardian permits teachers to monitor which websites students are visiting.
- Specific online systems will permit teachers to build in major assessments and utilize functions such as time limits to ensure academic integrity to the greatest extent possible.
  - AWARE
  - AP Classroom
  - Edgenuity
  - eDynamics
- Students in face-to-face and asynchronous remote learning will be required to complete all District and State assessments and will do so within the appropriate online delivery system, such as but not limited to:
  - AWARE- District CBAs
  - CLI Engage
  - Star Renaissance
  - iStation
  - STAAR/EOC/TELPAS (face-to-face administration only at designated time/location)
- Birdville ISD Assessment & Academic Integrity Overview ([http://gg.gg/assessment\\_academic\\_integrity](http://gg.gg/assessment_academic_integrity))
- TEA Testing Calendar ([http://gg.gg/TEA\\_TESTING\\_CALENDAR](http://gg.gg/TEA_TESTING_CALENDAR))

# SANITIZING PROCEDURES

## General Information

- Birdville ISD has purchased 125 hand sanitizer dispensers that will be mounted outside every classroom door and in strategic locations throughout the campus
  - Sanitizer will be checked and refilled as needed by custodial staff periodically throughout the school day
- Every classroom in Haltom Middle School will have a bucket of sanitizing wipes
  - Sanitizing wipes will be replenished as needed throughout the school day
- Every classroom in Haltom Middle School will have individual bottles of liquid hand sanitizer
  - Liquid hand sanitizer will be checked and refilled as needed by custodial staff periodically throughout the school day

## Mandatory Handwashing Procedures

- Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs.
- Clean hands can stop germs from spreading from one person to another and throughout an entire community
- Haltom Middle School students & staff will adhere to the following 5 step hand washing process (taken directly from CDC guidelines) before leaving the restroom.
  1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  3. Scrub your hands for at least 20 seconds.
    - a. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  4. Rinse your hands well under clean, running water.
  5. Dry your hands using a clean towel or air dry them.
- Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol.

## Hand Sanitizing Procedures

- Students will be expected to use hand sanitizer on the way into the classroom
- Students will be expected to use hand sanitizer on the way out of the classroom
- While in the classroom, students will be provided hand sanitizer to use as desired by students
- Students will be expected to use hand sanitizer upon entering and exiting the cafeteria, auditorium, or library

## Custodial Cleaning and Sanitation

- Basic Information
  - Custodial schedule realignment considerations are underway to ensure the District can meet the TEA recommended cleaning processes throughout the day.
  - The District plans to provide additional cleaning and disinfecting of common surfaces such as door handles, common tables/desks and other high touch areas.
    - Special procedures will be performed to clean areas impacted by a positive COVID-19 individual.
- Restrooms
  - Restrooms will be fully cleaned and stocked at predetermined points during the day.
  - The District has purchased Kaivac machines to assist with the cleaning.
    - The Kaivac machine cleans, disinfects, and dries the restroom in a way far surpassing the traditional methods in both speed and quality.

■ The speed of the process will allow more opportunities for cleaning during the school day.

● Classrooms

- Classroom cleaning during the day will require good communication between the campus administration and the custodial staff to ensure the learning environment is not negatively impacted.
- Campus schedules will be provided to the custodial staff to ensure proper planning.
  - Rooms may be cleaned during lunch or other breaks during the day.
- Cleaning will involve:
  - Trash collection and dry mopping as discussed in the “floors” section below.
  - Teachers and students will be asked to clear paper from desks and other surfaces to ensure each surface is sanitized.
  - Classrooms will be sanitized using a Victory Electrostatic sprayer.
    - The sprayer emits a fine mist of electrostatically charged sanitizer which allows it to spread over every surface ensuring the entire room is sanitized allowing custodians to sanitize a room in 10 minutes or less.
- Additional classroom cleaning procedures will involve sanitizing wipes and/or a soap and water solution.

● Floors

- Floors are cleaned with a microfiber dust mop followed by an auto scrubber.
  - Auto scrubbers use a soap/detergent chemical solution which destroys the virus.
    - In areas not appropriate for the auto scrubber, floors will be cleaned with a mop using the same chemical solution.

● Cafeteria

- Cafeteria tables will be cleaned and sanitized between each use. Floors will be cleaned as discussed above.

# MEALS FOR STUDENTS

## General Information:

- During the school year, BISD will serve meals to students enrolled in the District.
  - Meals will not be available when the District is closed for holidays.
- All students, regardless of Face-to-Face or Online Learning enrollment, may participate in curbside pickup from August 24th to September 4th.
  - Beginning September 8th, curbside pickup is ONLY available for students enrolled in Online Learning
- **COST** - Cost of meals for Face-to-Face and Online Learners will be determined by a student's eligibility based on Free, Reduced, or Paid. Price includes breakfast and lunch. No "Lunch Only" options are available.
  - Full Price - \$4.15
  - Reduced-Price - \$0.70
- **PAYMENT OPTIONS** - Students who qualify for reduced or paid meals may pay with cash, but it is recommended to put money into the student's meal account via [www.mypaymentsplus.com](http://www.mypaymentsplus.com)

## Meals for Online Learners:

- Beginning August 24<sup>th</sup>, students participating in online learning have the option of picking up lunch for that day and breakfast for the next day at the school in which the student is enrolled.
- This procedure will continue as long as Online Learning is available
- **WHERE?**
  - Lunches will be picked up daily at the NW Cafeteria Door
- **WHEN?**
  - Meals will be available for curbside pickup weekdays from 11:00 a.m. to 12:00 p.m.
- **HOW?**
  - Parents, legal guardian, or the student may pick up meals
    - Student Name and Student ID number must be provided (STUDENT IDs when made available)
  - Students will NOT be allowed to eat their meal on campus

The student must be identified by eligibility and be required to pay if reduced or full pay. Child Nutrition will need to confirm student attendance in order to get any federal funding.

# BREAKFAST

## General Information:

- All meals will be served on disposable trays along with plasticware.
- Self-serve condiment stations will be replaced with individually portioned condiments for students.
- During lunch, appropriate social distancing will be followed to the greatest extent possible while students are in serving lines and also while seated to eat.
- Student ID badges will be used rather than pin pads for meal purchases.
- Cafeteria employees will be required to wear either a face shield or mask along with gloves during serving and production of food.
- Plexiglass shields will be in place at most cashier stations when logistically possible

## Breakfast Procedures:

- Upon arrival, students wearing appropriate face covering (face shield/mask) will safely enter the cafeteria through the northwest Cafeteria door, which will be monitored by a faculty/staff member
  - Students will use hand sanitizer as they enter the cafeteria.
- The students will then be directed by campus administration to sit in specific areas (*see link below*) of the cafeteria, depending on student grade level (in accordance with social distancing guidelines).
  - The District has purchased dividers to be used at the tables to help ensure social distancing and facilitate the safety of students while eating.
  - Students will be directed to place their book bags under their seat
  - Review [http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING) to see initial Cafeteria seating
- Campus administration will instruct students, by table, to transition into the breakfast line following social distancing guidelines, leaving their book bags under their seat.
- Once students receive their breakfast, students will return to their seat in the cafeteria in accordance with social distancing guidelines.
  - If additional seating is needed, students will transition to the auditorium, where they will sit in a designated location and monitored by faculty/staff members
  - Review [http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING) to see Auditorium seating options
    - We will begin the year following OPTION 1
    - If necessary, we will transition to OPTION 2
- Students will raise their hand when finished eating, and wait patiently for an administrator or faculty member to permit them to get up and take trash, following cafeteria CHAMPS.
  - Students will dispose of trash, then return to their seat
- After disposing of trash properly, campus administration will give students permission to pick up their book bags and begin transitioning individually into the auditorium, where they will be seated (maintaining social distancing guidelines) and monitored by the faculty/staff member on morning duty
  - Those students who have been given a teacher-specific hall pass for morning tutorials will show their passes when entering the auditorium and will be directed to the front of the auditorium, where they will be seated by direction of the teacher on duty.
    - Tutorial students will wait until dismissed to tutorial location by the teacher on duty at 8:15 a.m.
- Once students clear each table, a custodial staff member will clean and sanitize the table BEFORE any additional students are seated for breakfast

# LUNCH

## General Information:

- All meals will be served on disposable trays along with plasticware.
- Self-serve condiment stations will be replaced with individually portioned condiments for students.
- During lunch, appropriate social distancing will be followed to the greatest extent possible while students are in serving lines and also while seated to eat
- Student ID badges will be used rather than pin pads for meal purchases.
- Cafeteria employees will be required to wear either a face shield or mask along with gloves during serving and production of food.
- Plexiglass shields will be in place at most cashier stations when logistically possible

## Lunch Procedures:

- The cafeteria, auditorium, and library will be utilized as needed for lunches.
- Students will be expected to follow campus cafeteria CHAMPS in any of the eating areas.
- Upon entering the cafeteria, auditorium, or library, students are expected to wear appropriate face covering (shield/mask) and use District-provided hand sanitizer.
  - Hand sanitizing stations will be available at specific entrances/exits of the cafeteria, auditorium, and library (if needed).
- Faculty/staff members and posted signage will reinforce social distancing guidelines and traffic patterns in the cafeteria, auditorium, and library (if needed).
- Students will be seated according to an arrangement consistent with social distancing guidelines (*see link below*)
  - Review [http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING) to see seating arrangement options
- **Cafeteria** - Upon arrival to the cafeteria, teachers will be directed by campus administration to escort their students to sit (in accordance with social distancing guidelines) in assigned tables/seats in the cafeteria. ([http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING))
  - Students MUST use hand sanitizer before entering the cafeteria
  - Once students are seated, teachers may leave for lunch.
    - The District has purchased dividers to be used at the tables to help ensure social distancing and facilitate the safety of students while eating.
  - Students will be directed to place their book bags under their seat
  - Campus administration will direct students, by table, to transition into the lunch line following social distancing guidelines, leaving their book bags under their seat.
    - Once students receive their lunch, they will return to their seat in the cafeteria in accordance with social distancing guidelines.
  - Students will raise their hand when finished eating, and wait patiently for an administrator or faculty member to give permission to get up and take trash following cafeteria CHAMPS
    - Maintaining social distance, students will be dismissed by table to dispose of trash, then return to their seat
  - At the end of the lunch period, after disposing of trash, campus administration will give students permission to pick up their book bags and begin dismissing (tables may be dismissed individually or by teacher) into their next period classroom, where they will be seated (maintaining social distancing guidelines) and monitored by their next period teacher
    - Students will use hand sanitizer prior to exiting auditorium

- **Auditorium** - Teachers who do not have assigned tables in the cafeteria will have assigned rows in the auditorium. Teachers will be directed by campus administration to escort their students to sit (in accordance with social distancing guidelines) in assigned rows/seats in the auditorium.  
[http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING)
  - Students MUST use hand sanitizer before entering the auditorium
  - Once students are seated, teachers may leave for lunch.
  - Students will be directed to place their book bags in the seat directly in front of them
  - At the direction of campus administration, these students will be directed to transition into the lunch line following social distancing guidelines, leaving their book bags in the seat directly in front of them.
    - Once students receive their lunch, they will return to their seat in the auditorium in accordance with social distancing guidelines.
  - When finished eating, students will raise their hand and wait patiently for an administrator or faculty member to give permission to get up and take trash following cafeteria CHAMPS
    - Maintaining social distance, students will get up as a row, dispose of trash, then return to their seat
  - At the end of the lunch period, after disposing of trash, campus administration will give students permission to pick up their book bags and begin dismissing individual rows to their next period classroom, where they will be seated (maintaining social distancing guidelines) and monitored by their next period teacher
    - Students will use hand sanitizer prior to exiting auditorium
- **Library** - If necessary, the library will be used as overflow
  - Students MUST use hand sanitizer before entering the library
  - Students will be arranged in such a way as to practice safe distancing and will be directed to assigned seats in the library ([http://gg.gg/HMS\\_COVID\\_SEATING](http://gg.gg/HMS_COVID_SEATING))
  - Students will be directed to place their book bags on the floor directly under their assigned seat
  - At the direction of campus administration, these students will be directed to transition into the lunch line following social distancing guidelines, leaving their book bags in the seat directly in front of them.
    - Once students receive their lunch, they will return to assigned seat in the library
  - When finished eating, students will raise their hand and wait patiently for an administrator or faculty member to give permission to get up and take trash following cafeteria CHAMPS
    - Maintaining social distance, students will get up as a row, dispose of trash, then return to their seat
  - At the end of the lunch period, after disposing of trash, campus administration or faculty member will give students permission to pick up their book bags and begin dismissing individual tables to their next period classroom, where they will be seated (maintaining social distancing guidelines) and monitored by their next period teacher
    - Students will use hand sanitizer prior to exiting library

# FACE COVERINGS

## REMEMBER

- Wearing a face covering protects **YOU** and keeps others around you **SAFE**
- Appropriate Face Coverings include any of the following, or combination thereof:
  - Cloth Mask
  - Paper/Disposable Mask
- Birdville ISD stakeholders (staff, students, parents, community members) **MUST** wear cloth/paper masks while on District property
  - Birdville ISD has procured face shields for ALL faculty/staff members and ALL students
- Face Shields may be worn when accompanied by appropriate mask
- CDC Guidelines for Face Coverings can be accessed by visiting <http://gg.gg/facecoverings>

## Process/Procedures

- All stakeholders will wear an appropriate face covering, or a combination of face coverings, to enter the building
- Face coverings will be worn in all areas all the time (front office, hallways, lounge, restroom, classroom, etc.)
  - When faculty/staff are in their classrooms, office, etc. alone, they may remove face covering
    - Keep face covering close. If someone enters the room, or if a faculty/staff member leaves their room, the face covering **MUST** be donned.
- If Face Shields are worn in addition to masks, they should be cleaned/disinfected by wearer **PRIOR** to entering BISD facilities and **AFTER** exiting.
- **See “Compliance” section below for information regarding disciplinary procedures**

## MASK EXEMPTIONS FOR STUDENTS WITH SPECIAL NEEDS

- The CDC recommends wearing cloth face masks to reduce the spread of COVID 19, but recognizes that wearing masks presents challenges for certain students, particularly younger students and those with special healthcare of educational needs.
- The CDC provides specific examples of groups of students for whom wearing a mask is not feasible and/or safe:
  - People who are deaf or hard of hearing
  - People with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities.
  - Younger children (e.g. preschool or early elementary aged) may be unable to wear a mask properly, particularly for an extended period of time.
- Students in the following special education program settings will be exempt from wearing the mask for extended periods of time while on school property.
  - Structured Environment to Enhance Communication (SEEC), an early intervention environment designed to meet the needs of K–8th grade students with multiple learning and language acquisition barriers.
  - Academic and Adaptive Behavior Learning Environment (AABLE) serves students in elementary and middle school with significant deficits in cognitive and adaptive behaviors who demonstrate needs in functional and developmental areas.
  - Outcome-Based Measures Educating Growing Adults (OMEGA) generally serves high school students with intellectual disabilities or autism.
  - Alternative Curriculum Centered for Exceptional Student Success (ACCESS) serves students with severe physical and/or mental impairments. Students are often not independently mobile, require assistance to care for daily needs and may be considered medically fragile.



- Regional Day School Program for the Deaf (RDSPD) serves students who are deaf/hard of hearing.
- All students should arrive at school with an appropriate face covering and will be encouraged by staff to wear it during appropriate times (ie: in common areas, when social distancing is not possible).
- Staff will provide children with frequent reminders and education on the importance of masks and frequent hand washing. Staff will regularly clean and disinfect frequently touched surfaces.

## Recommended PPE

- For staff working with students who have received an exemption from wearing a mask, recommended PPE includes:
  - Mask
  - Gloves
  - Face Shield (worn in conjunction with a mask)\*
    - Primarily used for eye protection for the person wearing it
    - Could be adapted to wrap around the sides of wearer's face and extend below the chin
    - Wearers should wash their hands before and after removing the face shield.
    - Wearers should avoid touching eyes, nose and mouth when removing it.
    - Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following CDC face shield cleaning instructions  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>

# **BUILDING AIR QUALITY**

## GENERAL INFORMATION

- District HVAC systems are designed to pull in outside air
- Birdville ISD conducts air quality testing biannually
  - Any identified issues are corrected as soon as possible
- Haltom Middle School is one of the few District facilities have windows that open
  - Birdville ISD does NOT support opening building windows to increase ventilation due to outside air quality and thermal comfort issues
  - The outside air is much dirtier with pollens and pollutants than inside buildings
- If you have questions or concerns about Building Air Quality, please contact Mr. DeLeon via email
- If you have a concern, suggestion, or question about Building Air Quality that you would like to address with the Haltom Middle School Safety Committee, please complete the form by clicking [HERE](#).

# SELF-SCREENING

## Teacher Screening

- **Process/Procedure**
- **NOTICE** - It is the expectation of Haltom Middle School administration that when any Faculty/Staff member reports to work or makes the decision to set foot on any BISD campus to engage with staff and students, they are thereby acknowledging they have completed the Self-Screening procedures, are not experiencing any COVID-19 symptoms, and are upholding the safety guidelines set forth by the District (REFER TO SELF-SCREENING SECTION)
  - Teachers and staff will be responsible for monitoring their own health status based on the established COVID-19 standard screening questions and should report to their supervisor immediately if they have any of the following symptoms listed below within the last 24 hrs:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - Teachers and staff must report to their supervisor if:
    - They have lab-confirmed COVID-19 and must remain off campus until they meet the criteria for re-entry.
    - They have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed
  - Click [HERE](#) to access the *Birdville Employee/Workplace Process Map for COVID-19*

## Student Self-Screening

- **Process/Procedure**
  - Parents of middle school students will be responsible for and required to monitor students' health daily before sending any student to school or school-related activity. Parents should notify the school if their child is exhibiting any of the following symptoms:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - Parents are expected to keep their child at home if they have COVID-19 symptoms or close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
  - If a student experiences any of the above symptoms while at school he/she should notify a teacher or adult immediately. The student will be sent to the school nurse for further evaluation.

- Students with a fever will wear their mask while resting in the clinic behind a physical barrier, while waiting to be picked up by their parent/guardian. If there is more than one student with a fever in the nurse's office at one time, every attempt will be made to create the most amount of distance between students.

## VISITORS TO CAMPUS

### Process/Procedures:

- The safety of Birdville ISD's students and staff is a District priority
- Birdville ISD facilities will be closed to outside visitors, except by appointment
  - Parents may schedule virtual conferences with teachers or administrators
- Approved outside visitors and essential school volunteers will be required to wear a mask prior to entering a District facility. Per the Texas Education Agency Public Health Planning Guidance dated July 17, 2020, before visitors/volunteers are allowed onto campuses, school office personnel will pre-screen each visitor/volunteer using the doorbell intercom to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for entry.
- Any visitor to the campus MUST enter through the main entrance door
  - To gain access, visitors will press the security doorbell and will be asked to show ID and provide reason for campus visit
  - Prior to building admittance, the visitor MUST be wearing a face covering, or combination of face coverings, and verbally agree to continue wearing the face covering throughout their campus visit
    - ANY visitor refusing to wear a face covering will:
      - Be addressed through verbal communication with a campus administrator
      - After the above, continued refusal will result in a warning letter from Student Services
      - After the above, continued refusal will result in a Trespass Warning letter from BSD
- Parents/Guardians are NOT allowed to walk students to class, visit classrooms, or join students for meals
- Every visitor (that is not a Birdville ISD employee) entering the campus and wanting access to move past the front lobby will need to present a driver's license to be scanned by the Visitor Tracking System (RAPTOR).
  - This RAPTOR system logs visitors as they enter and exit the campus, generates visitor badges, and electronically checks visitors against multiple registered sex offender databases, and tracks and maintains a database of campus visitors
    - If a large assembly such as a school performance takes place during the school day, it will be up to the discretion of the campus administration to use the Visitor Tracking System.
    - After the regular school day or when students are not present, visitors will not be scanned.
      - The regular school day ends after student dismissal (4:00 p.m.).
  - Who is scanned?
    - Parents assisting with field trips will be scanned. If the parent is taking their own transportation, then prior arrangements should be made for the parent to come by the campus to receive a badge within three days of the field trip.
    - Police Officers and Child Protective Services will not be scanned if they have proper identification. If they are not in uniform and do not have their badge, then they will be scanned.
    - Students who are old enough to have a driver's license or identification card should be scanned along with the parent.
    - Student Volunteers that are in a program such as PALS; Student Council; Ready, Set, Teach; etc. will need to be scanned.

- Military - All military personnel, even in uniform, will be scanned. Military personnel cannot wear the badge on their uniform, therefore, they will place the badge on a piece of paper and provide when asked.
  - Vendors and contractors gaining access to the campus must be scanned. Vendors and contractors gaining access to the campus and are escorted by Birdville ISD Personnel will not need to be scanned.
- **VISITORS will:**
  - Need to state the location(s) that will be visited on the campus
    - During a function where visitors will have direct contact with students, the visitor will be scanned and have a badge printed.
  - Be required to wear their badge in a visible place above the waist and for the duration of his/her visit on campus.
  - Need to return to the front office before leaving and return their badge at the check-in station.

## **EARLY DISMISSAL**

### **Early Dismissal Process/Procedures:**

- The safety of Birdville ISD's students and staff is a District priority
- Any visitor to the campus MUST enter through the main entrance door
  - To gain access, visitors will press the security doorbell and will be asked to show ID and provide reason for campus visit
  - Prior to building admittance, the visitor MUST be wearing a face covering, or combination of face coverings, and verbally agree to continue wearing the face covering throughout their campus visit
- Early dismissals are done in person with a valid picture ID
  - Students will not be released to anyone who is not on the enrollment card listed under emergency contacts in the student's Skyward file
  - Early dismissals are not accepted by telephone
  - Student will not be called out of class before parent/guardian arrival in office
- Students who must leave the building during the school day must be cleared through the front office prior to leaving campus.
- No early dismissals will be allowed after 3:30 p.m. (30 minutes prior to dismissal)
- Call 817-547-4000 if you need more information on early dismissal policy

# ATHLETICS

## GENERAL INFORMATION:

- To support social distancing guidelines and to reduce student-to-student contact to the greatest extent possible, Haltom Middle School Athletics participants will have access to an appropriate face covering while at all practices/games and transportation to each.
- **PLEASE NOTE** - ALL students wanting to try out or participate on an athletics team **MUST** attend practices “in person”
- **PLEASE NOTE** - **ALL** athletes **MUST** provide their own personal water bottle

## Virtual/Online Learner

- Online Learners will be provided instruction through daily asynchronous (not in real time) lessons.
- Students who choose online learning WILL have access to athletics activities
  - An Online Learning Student-Athlete may alternatively elect to come to school to participate with their Athletics class and then return home to complete their online learning day.
    - This is **NOT** required and is dependent on the student providing their own transportation to/from school
  - Any student who elects to participate in Athletics will be expected to follow Student Self-Screening guidelines (REFER TO SELF-SCREENING SECTION) prior to arriving on campus and will also check in with the Athletics Coordinator/Coach prior to stepping on the athletics field/court
- **Virtual/Online Learners Participating in UIL activities**
  - An Online Learner may participate in virtual learning and attend practices, rehearsals, and performances outside of the regular school day as long as it is for a UIL activity.
  - *Statement from the University Interscholastic League:*
    - “Students participating in remote learning offered by their school district, whether synchronous or asynchronous (as defined by TEA), may participate in UIL activities if they meet all other UIL eligibility requirements. Students must be enrolled in remote learning options through the school the student will represent. Schools may develop local policies with additional requirements for participation. You can find more information related to the full-time student rule in the UIL Constitution and Contest Rules.”

## Practices

- Athletics practices will start September 8th, 2020
  - **VOLLEYBALL** - tryouts will be held September 8th - 11th
    - 7th Grade practices begin at 7:15 a.m. and conclude at 9:15 a.m.
    - 8th Grade practices begin at 3:15 p.m. and conclude at 5:15 p.m.
  - **FOOTBALL** - All players make a team
    - 7th Grade practices begin at 7:30 a.m. and conclude at 9:00 a.m.
    - 8th Grade practices begin at 3:15 p.m. and conclude at 4:45 p.m.
- NOTE - Some Saturday practices may be required

## Games/Competitions

- Competitive Games begin the week of September 21, 2020
  - ADDITIONAL INFORMATION WILL BE POSTED AS IT BECOMES AVAILABLE
  - **SCHEDULES**

- Game Schedules will be posted as they are made available

## Logistics

- ALL students wanting to try out or participate on an athletics team **MUST** attend practices “in person”
- **ONLINE LEARNERS**
  - Parents/Guardians are responsible for transporting online learning student-athlete to/from the school for practices and to/from games
    - NOTE - Pick up after practice MUST be on time, or removal from athletics team is possible
  - Online learners are **REQUIRED** to check-in/check-out with the Athletics Coordinator/Coach at the respective practice/game area
  - Online Learning Student-Athletes MUST be dressed in proper attire for practice/game when arriving to campus
    - All necessary equipment will be issued to student and he/she will be responsible for bringing it to practice and games
- **FACE-TO-FACE LEARNERS**
  - Will attend tryouts/practices at scheduled times
  - Will be allowed access to locker rooms at designated times
    - To support distancing, no more than 25 students will be allowed in the locker room at a time
  - Will have assigned locker in which to store equipment
  - Will ride BISD bus to travel to and from games
- **OFF-SEASON**
  - Off-season workouts will be provided for Face-to-Face and Online Learners
    - Programs are designed so that individual fitness, as well as sport-specific skill development will be targeted.

## **WATER BOTTLES REQUIRED\*\*\***

- **ALL** athletes **MUST** provide their own personal water bottle
  - Water bottles will **ONLY** be touched by the owner
  - Water bottles will be separated to the greatest extent possible

# PHYSICAL EDUCATION

## GENERAL INFORMATION:

- To support social distancing guidelines and to reduce the likelihood of student-to-student contact, Haltom Middle School Physical Education lessons will be designed so that individual fitness will be targeted.
- **PLEASE NOTE** - **ALL** Physical Education students **MUST** provide their own personal water bottle

## Activity Locations

- Students will be spaced apart in the big gym as much as physically possible
  - Additional locations may include: Blacktop & Auditorium
- Students will participate in activities that support distancing from peers such as, but not limited to core fitness activities, Yoga, P90x style exercises, etc.

## Locker rooms

- To ensure adequate social distancing, at this time, Physical Education students will NOT access the locker rooms to dress out
- Locker rooms will only be accessed one student at a time to use the restroom
  - Upon entering the locker rooms, students will use hand sanitizer
  - After using the facilities, students will wash their hands with soap and water
  - Upon exiting the locker rooms, students will use hand sanitizer

## WATER BOTTLES REQUIRED\*\*\*

- **ALL** Physical Education students **MUST** provide their own personal water bottle
  - Water bottles will **ONLY** be touched by the owner
  - Water bottles will be separated to the greatest extent possible

# FINE ARTS

## Virtual/Online Learner

- Virtual and online learners may participate in fine arts activities provided that they:
  - Must have transportation to and from the campus (the District will not provide transportation)
  - All students must check in at the front office upon arrival and when leaving the campus.
  - Students will not be allowed to exit the building until it is confirmed that their ride has arrived.
  - Students walking home must have a parent/guardian call to acknowledge that the student is permitted to walk home.
- Online Learners will be provided instruction through daily asynchronous (not in real time) lessons.
- Band and Choir online learners will have the opportunity to participate in synchronous learning by attending their fine arts class in real time each day through a video link.
- Students who choose online learning will still have access to fine arts activities
  - An Online Learner may alternatively elect to come to school to participate with their Fine Arts class and then return home to complete their online learning day.
    - This is NOT required and is dependent on the student providing their own transportation to/from school
  - Any student who elects to participate in Fine Arts will be expected to follow Student Self-Screening guidelines (REFER TO SELF-SCREENING SECTION) prior to arriving on campus
- **Virtual/Online Learners Participating in UIL activities**
  - An Online Learner may participate in virtual learning and attend practices, rehearsals, and performances outside of the regular school day as long as it is for a UIL activity.
  - *Statement from the University Interscholastic League:*
    - *“Students participating in remote learning offered by their school district, whether synchronous or asynchronous (as defined by TEA), may participate in UIL activities if they meet all other UIL eligibility requirements. Students must be enrolled in remote learning options through the school the student will represent. Schools may develop local policies with additional requirements for participation. You can find more information related to the full-time student rule in the UIL Constitution and Contest Rules.”*

## Process/Procedures:

### Art:

- Students will remain as socially distant as physically possible within constraints of the art classroom
- Throughout the class period, all students and the art teacher will don appropriate face covering (shield/mask).
- At the very beginning of each semester (DAY 1), and periodically throughout the semester, teacher will review proper procedures for use of classroom disinfectant and hand sanitizer
- Hand sanitizer will be provided and always available for student use
  - OPTION 1 - before transitions, teacher will put appropriate amount of hand sanitizer into each student's hands and will ensure students thoroughly rub sanitizer into hands until dry
  - OPTION 2 - sanitizer bottles will be provided to each table for students to use as necessary
- As much as possible, art supplies and project pieces will not be touched by anyone other than the artist
- Art supplies will be disinfected before and after each use
  - If it is necessary for supplies to be shared, the item will be disinfected, and students will use hand sanitizer prior to transferring item to another student



- Prior to the end of each class period, the art teacher will ensure that all art supplies have been properly disinfected and students have all used hand sanitizer
- To avoid crowding, students will be dismissed by table once the teacher has ensured adequate disinfection/sanitization has taken place

### **Band:**

- Students will remain as socially distant as physically possible within constraints of the band classroom
  - To support social distancing within large class size, band directors will split each band class into two smaller groups
    - Group 1 will remain in the band classroom following social distancing guidelines
    - Group 2 will have class on the auditorium stage following social distancing guidelines
- Students and director(s) will don appropriate face covering (shield/mask) at all possible times during band class
  - When playing brass or woodwind instruments, students will be able to remove face coverings, but will return face coverings as soon as safely able to do so.
  - During percussion class(es), director(s) and students will don appropriate face coverings throughout the entirety of class.
- At the very beginning of each semester (DAY 1), and periodically throughout the semester, director(s) will review proper procedures for use of classroom disinfectant and hand sanitizer
- Hand sanitizer will be provided and always available for student use
  - OPTION 1 - before transitions, director(s) will put appropriate amount of hand sanitizer into each student's hands and will ensure students thoroughly rub sanitizer into hands until dry
  - OPTION 2 - individual bottles of hand sanitizer will be provided to each student to use as necessary
- As much as possible, band instruments and supplies will only be touched by band student
- Any necessary band supplies will be disinfected before and after each use
  - If it is necessary for band supplies to be shared, the item will be disinfected, and students will use hand sanitizer prior to transferring item to another student
- Prior to the end of each class period, the and director(s) will ensure that all band supplies have been properly disinfected and students have all used hand sanitizer
- To avoid crowding, students will be dismissed by the director(s) once the director(s) has/have ensured adequate disinfection/sanitization has taken place

### **Choir:**

- Students will remain as socially distant as physically possible within constraints of the choir classroom
  - All choir classes will occur in the designated choir classroom until further notice
- Students and director(s) will don appropriate face covering (shield/mask).
- At the very beginning of each semester (DAY 1), and periodically throughout the semester, director(s) will review proper procedures for use of classroom disinfectant and hand sanitizer
- Hand sanitizer will be provided and always available for student use
  - OPTION 1 - before transitions, director(s) will put appropriate amount of hand sanitizer into each student's hands and will ensure students thoroughly rub sanitizer into hands until dry
  - OPTION 2 - sanitizer bottles will be provided to each section for students to use as necessary
- As much as possible, choir supplies will not be touched by anyone other than the choir student
- Any choir supplies will be disinfected before and after each use
  - If it is necessary for supplies to be shared, the item will be disinfected, and students will use hand sanitizer prior to transferring item to another student

- Prior to the end of each class period, the choir director(s) will ensure that all choir supplies have been properly disinfected and students have all used hand sanitizer
- To avoid crowding, students will be dismissed by section once the director(s) has/have ensured adequate disinfection/sanitization has taken place

## **Theatre:**

- Students will remain as socially distant as physically possible within constraints of the theatre classroom
  - All theatre classes will occur in the designated theatre classroom until further notice
- Throughout the class period, all students and the theatre teacher will don appropriate face covering (shield/mask).
- At the very beginning of each semester (DAY 1), and periodically throughout the semester, teacher will review proper procedures for use of classroom disinfectant and hand sanitizer
- Hand sanitizer will be provided and always available for student use
  - OPTION 1 - before transitions, teacher will put appropriate amount of hand sanitizer into each student's hands and will ensure students thoroughly rub sanitizer into hands until dry
  - OPTION 2 - sanitizer bottles will be provided to each table for students to use as necessary
- As much as possible, theatre supplies and project pieces will not be touched by anyone other than the student
- Theatre supplies will be disinfected before and after each use
  - If it is necessary for supplies to be shared, the item will be disinfected, and students will use hand sanitizer prior to transferring item to another student
- Prior to the end of each class period, the theatre teacher will ensure that all theatre supplies have been properly disinfected and students have all used hand sanitizer
- To avoid crowding, students will be dismissed by table once the teacher has ensured adequate disinfection/sanitization has taken place

# DIGITAL HALL PASS SYSTEM

## General Information

- Haltom Middle School will transition to a digital hall pass system, called e-HallPass
  - **VIDEO 1** - [e-hallpass with Social Distancing](#)
  - **VIDEO 2** - [e-Hall Pass 2-minute Introduction](#)
- Digital hall pass system replaces traditional passes (TUTORIAL, LUNCH, BEFORE/after-school, etc.)
- **BENEFITS**
  - Know how many students are in the hall at any time with real-time updates on student arrivals
  - See reports of hall time and traffic for any given period
  - Digital passes are efficient and more sanitary than paper or object passes
  - All passes are cloud-based and visible from teacher & admin devices
  - Student devices can remain in the classroom instead of traveling with the student
  - Reduction in classroom interruptions with “Auto Pass” option
  - Flag hall pass frequent fliers, pass abusers, and stem problem behavior
  - Prevent specific students from meeting in the halls with A/B Polarity feature
  - Appointment Pass allows teachers to schedule passes for students in the future, streamlining planning and communication
  - Works on all operating systems, so students can use Chromebooks to access pass system
  - Integrated into ClassLink for easy access
  - Extensive training is available

## RESTROOM PROCESS/PROCEDURES

### During Instructional Period

- Digital Hall Pass System will be used when rolled out is available
- Students will be allowed to use the restroom during class ONLY if approval is given by classroom teacher
- Student MUST have hall pass in possession while outside of the classroom
- Students will follow proper handwashing/hand sanitizing procedures (REFER TO “SANITIZING PROCEDURES” SECTION ABOVE)

### During Passing Period

- Restrooms users will be monitored by faculty/staff members to ensure social distancing guidelines are followed
  - No more than 2 students will be allowed in the restroom at a time
- Students will follow proper handwashing/hand sanitizing procedures (REFER TO “SANITIZING PROCEDURES” SECTION)

# COMPLIANCE

## Student Code of Conduct Compliance

- Students will follow safety procedures as set forth by District guidelines.
  - Unless a medical reason is present, all students must wear a mask or face shield while in the building or in the presence of others on campus grounds.
- Low level non-compliance with the mask safety protocol will be handled in the same manner as dress code violations.
  - If a student is wearing a mask or face shield inappropriately they will receive a verbal warning to correct it by a staff member or administrator.
  - If a student should refuse to correct the issue or the issue becomes persistent in frequency, parent contact will be made and administrative disciplinary action may be issued accordingly
- High level non-compliance with mask safety will not be tolerated
  - If a student should refuse to wear a mask or face shield, an administrator should be contacted immediately.
  - The administrator will work with the student to correct the matter.
  - If a student should refuse to correct the issue or the issue becomes persistent in frequency, parent contact will be made and administrative disciplinary action may be issued accordingly
  - Repeated incidents will result in administrative action similar or in-line with persistent misbehavior.

# TECHNOLOGY

## 1 to 1

- Students & Parents will be able to pick up District Chromebooks following the schedule below:
- **Pick up Schedule (by last name)**
  - A – F Tuesday 8/18
  - G – O Wednesday 8/19
  - P – Z Thursday 8/20
- **Time:**
  - 7:30 – 11:30 AM
  - 1:00 – 7:00 PM
- **IMPORTANT INFORMATION**
  - BEFORE checking out any District device(s), parents/guardians must complete the Device Acknowledgement form in Skyward
  - Consumable books will also be made available for pick-up during this time

## Cell Phones

- Due to 1 to 1 technology accessibility via District Chromebooks, NO students will be permitted to have cell phones out while on school premises

# TUTORIALS

## Process/Procedures

- As much as possible, students should be encouraged to engage with teachers for tutorials via Zoom or other remote process established by the teacher.
- In circumstances where virtual meetings are not possible, students will be encouraged to use before school and lunch tutorial times to minimize after-school tutorials.
  - In the case of face-to-face tutorials, masks must be worn at all times.
  - Materials, supplies and manipulatives must be disinfected after each use and not shared if multiple students are present.
- **MORNING TUTORIALS**
  - Before being admitted to the “Morning Tutorial” section of the auditorium, students MUST be in possession of a teacher-specific tutorial pass
  - Prior to being dismissed to the morning tutorial location, faculty/staff member on duty will:
    - Verify the teacher is on Campus and ready to accept students EX -<http://gg.gg/WEAREHERE>
      - Genevie Sapien or other faculty member on duty will be responsible for erasing each day
    - Place a specific stamp on the tutorial pass
      - A pass that already has a stamp will not be reused
      - STAMP example - <http://gg.gg/stampidea>
  - Teachers passes MUST be in campus-approved template form
    - Teachers MUST completely fill out the teacher-specific morning tutorial pass
  - Teachers are limited to 10 morning tutorial passes per day
  - Students MUST return morning tutorial passes to teachers upon entry into tutorial session
- **LUNCH TUTORIALS**
  - Students meeting with teachers for lunch tutorials must consume food/drink in at an appropriate social distance since mask protocols cannot be enforced when students are eating.
    - Should lunch tutorials take place, areas occupied by students should be disinfected along with any supplies that were used. When possible students should be encouraged to assist in the disinfection process but it is ultimately the responsibility of the teacher to ensure this happens according to the guidelines set forth.
    - Students may only attend lunch tutorials if they have that teacher. Students may not bring friends or utilize the space as a time to gather socially.
    - Unless the teacher can ensure that students will follow guidelines of safety and respect the area, lunch tutorials are not encouraged.

# OTHER CONSIDERATIONS

## Open House/Meet The Teacher Night

- **Virtual Event**
- Teachers will create a brief introduction video in their Canvas course and publish for students/parents to view.
- Ms. Pannell is working to put together a 6th-8th grade virtual orientation.
  - Still in rough draft format
  - [https://docs.google.com/presentation/d/1Ki0we3rx4Tcv7oMBn6gn7h9-  
iuFh9OsFZfYGodPZJQw/edit#slide=id.g8d109dd2e5\\_1\\_104](https://docs.google.com/presentation/d/1Ki0we3rx4Tcv7oMBn6gn7h9-<br/>iuFh9OsFZfYGodPZJQw/edit#slide=id.g8d109dd2e5_1_104)

## Step-Up Day for 6<sup>th</sup> Grade Students

- **HMS will host Tigers Together on Friday, Sept. 4.**
  - This replaces Sneak-a-Peek, our open house for 6<sup>th</sup> graders. Students may participate in person OR remotely.
  - 6<sup>th</sup> graders will attend Tigers Together at school OR click through an interactive Google Slides [presentation](#) independently then complete this [quiz](#) to demonstrate participation and be counted as present for the school day.
- **Tigers Together** will help address social/emotional concerns of incoming students, prepare them for middle school, and assess the effectiveness of our COVID safety protocols before students can return F2F on Sept. 8.
- During Tigers Together, 6<sup>th</sup> graders will:
  - Pick up their schedule
  - Get a campus map, tour building
  - Meet teachers/staff while walking their schedule
  - Learn about campus policies and procedures
  - Do a Character Strong, “Coming Back Lesson”/Icebreaker activity
- **REVIEW FULL EVENT PLAN - [HERE](#)**

## Teacher’s Lounge/Copy Room

- The lounge is available for anyone who wishes to take a break, eat lunch, etc.
  - Social distancing guidelines must be adhered to the greatest extent possible
- Face coverings may be removed to eat/drink, but will need to be donned immediately upon completion of food/beverage
- The copy area (copiers, printers, etc.) will be limited to ONE person per copier/printer
- LAMINATION
  - All lamination will be completed by Ms. Pearson (LIBRARIAN)
  - Requests for lamination should be delivered to Ms. Pearson a minimum of 48 hours in advance

## Faculty/PLC/Grade Level Meetings

- All meetings will take place in a hybrid model of virtual and face-to-face
  - Virtual Meetings will take place via Zoom
  - Face-to-Face Meetings require attendees wear appropriate face coverings and will adhere to social distancing guidelines

## Student IDs

- Student IDs will be created by campus Librarian.
- Student IDs will be attached to a District-provided lanyard and will be worn around neck by ALL students
- The IDs will be coded so that students will be able to swipe/scan their IDs to pay for lunches
- At this time it is not known if ID scanning system will be used by library to check out books

## Water Filling Stations:

- Water bottle filling stations are provided in two locations on campus
  - Near the cafeteria
  - Outside the band classroom
  - If additional water filling stations is available, it will be installed in 7th grade hallway

## After-School Programs (Aspire):

- The ASPIRE program can continue to be utilized as a before and after-school resource for students and families as long as the following conditions are met:
  - ASPIRE staff must utilize spaces in the building that allow for social distancing.
    - Spaces must be requested in advance and pre-approved for use by the building principal
  - Face covering(s) must be worn by all students and staff at all times
  - Students participating in ASPIRE activities must be supervised by staff at all times and should not be allowed to leave ASPIRE approved areas until the program ends.
  - If food or snacks are provided, the items must be consumed during designated times and locations and in a manner that allows for social distancing since masks will not be in place.
  - Prior to exiting, ASPIRE staff will provide students with sanitizing wipes to disinfect desk/area surfaces
    - Sanitizing wipes will be disposed of as students exit area
      - Students and ASPIRE staff will then use hand sanitizer before exiting location
      - Prior to exiting the classroom, ASPIRE staff will ensure that they and the students are wearing proper face coverings.
  - Until students return to campus full time, ASPIRE can recruit and engage with students virtually.

## **New Student Registration:**

- New Student Registration will take place on August 3rd & 4th
- Anyone serving on the registration team will wear proper face covering
  - Face masks will be provided
- Any parent/guardian and their child(ren) must wear a face covering (face shield/mask) throughout the entirety of the in-person registration process.
- Hand sanitizer will be provided at every registration station
  - Volunteers will be required to use hand sanitizer after handling any documentation from families
  - Those registering will be asked to use hand sanitizer at each station



WE WANT TO  
HEAR FROM YOU



Please share any Safety Concerns, Suggestions, or Questions with our Campus Safety Team!

You can access the form by visiting [http://gg.gg/Safety\\_Concerns](http://gg.gg/Safety_Concerns) or by scanning the QR Code

