

# *Michael E.* **DeBakey** **High School** *for Health Professions*



## Mission Statement

To provide a challenging, well balanced college preparatory program which focuses on educational experiences in science and the health professions and furthers an understanding and appreciation of our multicultural and diverse community.

*"Where Excellence is a Tradition"*



# *Michael E.* **DeBakey** **High School** *for Health Professions*

## **INTRODUCTION**

This is an important update regarding the 2020-2021 school year. All students will return to classes virtually beginning on Tuesday, September 8, 2020. On Monday, October 19, 2020, face-to-face instruction for students is scheduled to begin. This date is subject to change based on COVID-19 conditions across the city of Houston and guidance from local, state, and federal health officials. Please know that parents will have the choice to opt out of face-to-face instruction entirely – either for a portion of the school year or the entire year. For full details, go to [HoustonISD.org/Reopening](https://HoustonISD.org/Reopening).

Virtual teaching and learning is a new experience for most of us. Last semester we had our first experience with virtual teaching and learning. Learning from that experience, our staff has worked most of the summer preparing for the 2020-2021 school year. We have made a structural shift from whole class, face to face teaching and learning to virtual teaching and learning.

This year, DeBakey HSHP begins its 49<sup>th</sup> year as an outstanding rigorous educational program. We will continue to maintain our goal to prepare our students for university study in the fields of science, mathematics and medicine. DeBakey staff is ready in the early weeks to reconnect with students and accommodate any learning gaps, opportunity gaps, or achievement gaps students may have encountered. We have developed a structure and plan where everyone will have the opportunity to learn. We will move forward with high expectations from all students throughout the school year.

There are specific dates designated for students to pick up schedules, textbooks or receive assistance with laptop issues. Students should go to the DeBakey HSHP HUB to sign up for a specific date and time designated for your grade level to come on the DeBakey HSHP campus. In order to maintain the health and safety of staff and students, only students will be allowed in the building. All students must wear masks and maintain social distancing when in the building. The process is estimated to take about 30 minutes. Parents may drop off students and return in 30 minutes or parents may wait in the school parking lot.

Please ensure we have accurate parent email address, home address, and contact numbers in order to maintain regular contact throughout the school year. Any corrections or changes should be emailed to Mrs. Patricia Perez [pperez6@houstonisd.org](mailto:pperez6@houstonisd.org) and Mrs. Shannon Niaves [sniaves@houstonisd.org](mailto:sniaves@houstonisd.org).

DeBakey HSHP teachers will report virtually on Monday, August 24 for professional development and planning. The school building may not be accessible but DeBakey HSHP staff will be available through emails or you may leave a message on our school and office numbers. Please check the DeBakey website, [www.houstonisd.org/debakey](https://www.houstonisd.org/debakey), periodically for updates, special announcements, and general information and for staff names and contact information.

# *Michael E.* **DeBakey** **High School** *for Health Professions*

## **Instructional Continuity Team**

Agnes Perry, Principal

Analisa Goudeau, Assistant Principal

Raul Saldivar, Assistant Principal

Bernice Shargey, Dean of Instruction

Jarrold Thornhill, Magnet Coordinator

Sandra Rodriguez, Instructional Technologist

Ivan Rivas, Technologist

Shannon Niaves, Registrar

Claudia Arizmendi, Counselor

Virginia Hayward, Counselor

Sylvia Mulcahy, Counselor (SPED)

Priscilla Pena, Administrative Assistant

Patricia Perez, SIMS

Parvin Ali, Nurse

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 Staff / Roles and Responsibilities /Contact Information

<b>Employee Name</b>	<b>Position</b>	<b>Room#</b>	<b>Email</b>
Adam, Dina	Teacher, Science	412	DADAM@houstonisd.org
Ali, Parvin	Nurse	118	PALI1@houstonisd.org
Andrasko, Israel	Librarian	224	Israel.Andrasko@houstonisd.org
Arizmendi, Claudia	Counselor (M-Z)	129	CARIZMEN@houstonisd.org
Bernardo, Mallory P.	Teacher, English	329	Mallory.Bernardo@houstonisd.org
Bielamowicz, Dr. Marie	Teacher, CTE Health Science	323	MBIELAMO@houstonisd.org
Billette, Irma	Hourly Lecturer-Testing	129	lbillette@houstonisd.org
Blagg, Matthew	Teacher, Mathematics	208	Matthew.Blagg@houstonisd.org
Boldman, Garth	Teacher, Social Studies	428	Garth.Boldman@houstonisd.org
Boneau, Julie	Teacher, Theater	518	JBONEAU@houstonisd.org
Boughaba, Fadia	Teacher, CTE Health Science	326	Fadia.Boughaba@houstonisd.org
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Briones, Lenora	Teacher, Social Studies	308	LBRIONES@houstonisd.org
Castro, Ilba S.	Teacher, Foreign Language	232	ICASTRO@houstonisd.org
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Christen, Audrey	Teacher, Social Studies	406	ACHRISTE@houstonisd.org
Clayton, Earnest	Teacher, CTE Health Science	332	EARNEST.CLAYTON@houstonisd.org
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De Leon, Maria T.	Teacher, Mathematics	333	MDELEON3@houstonisd.org
Dunlap, Mari	Teacher, CTE Health Science	424	MARI.DUNLAP@houstonisd.org
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Franz, Diane	Teacher, English	217	DFRANZ@houstonisd.org
Friske, Zachary	Teacher, Physics	211	ZACHARY.FRISKE@houstonisd.org

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Hayward, Virginia	Counselor (A – L)	132	VHAYWARD@houstonisd.org
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Maheia, Lashae N.	Clerk 1	102	LASHAE.MAHEIA@houstonisd.org
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Medina, Luis	Teacher, Foreign Language	216	LUIS.MEDINA@houstonisd.org
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Rodriguez, Sandra	Teacher Specialist	122	SRODRI10@houstonisd.org
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Zhang, Dr. Yuxia	Teacher, Mathematics	317	YZHANG@houstonisd.org

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**Support Employees**

<b>Employee Name</b>	<b>Position</b>	<b>Room#</b>	<b>EMAIL</b>
Akinbayo, Mary	Food Attendant	Kitchen	MARY.AKINBAYO@houstonisd.org
Castille, Belinda	Plant Operator	138	BCASTILL@houstonisd.org
Chavira, Norma	Custodian	138	NORMA.CHAVIRA@houstonisd.org
Dieguez, Adriana	Custodian	138	ADIEGUEZ@houstonisd.org
Enajero, Florence	Food Attendant	Kitchen	FLORENCE.ENAJEROH@houstonisd.org
Franco, Veronica	Food Attendant	Kitchen	VGOMEZ1@houstonisd.org
Herrera, Maria T.	Food Attendant	Kitchen	MARIA.HERRERA2@houstonisd.org
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Joseph, Macien	Custodian	138	MJOSEPH2@houstonisd.org
Hosea, Regina	Spec. Ed. Employment Rep.	231	REGINA.HOSEA@houstonisd.org
Kalenga, Regina	Food Attendant	Kitchen	RKALENGA@houstonisd.org
Lozano, Margarita	Spec. Ed. TA	231	MARGARIT.LOZANO@houstonisd.org
Martinez, Leticia	Cafeteria Manager	Kitchen	LMARTI12@houstonisd.org
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Washington, Reggie	Police Officer	104	RWASHIN4@houstonisd.org



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## Technology Systems to Support Continuity of Learning

During the remote operation of schools, DeBakey HSHP teachers and students will use district adopted platforms to communicate and provide instruction. Microsoft Teams will be used to provide instructional support and host live class meetings with students. The district's adopted learning management system (LMS), the HUB (itslearning), will be used to host, deliver, and manage content, instructional resources, and student assignments. The HUB will also be used to monitor student engagement and progress. Teachers and students can use Microsoft Office 365 Suite and Google for Education Suite (G-Suite) to access a variety of productivity tools to enhance communication and support the creation of instructional content, resources and other essential elements for the learning process. In addition, HISD's Digital Resource page provides a variety of adopted educational resources that support student learning. Parents can access student and communicate with teachers via HISD Connect.

## Instructional Content Delivery

### Asynchronous Instructional Model

During the time that schools are closed, DeBakey HSHP will make every effort to ensure that student education continues uninterrupted. Houston ISD has fully adopted the Texas Essential Knowledge and Skills (TEKS) standards as the foundation for curriculum and instruction and will be implementing an asynchronous instructional model. Although the asynchronous model is the preeminent form of instruction to be delivered to students, short time increments of synchronous instruction will happen regularly as a part of the asynchronous plan.

- Student's learning experience is exceedingly self-guided with intermittent teacher interaction in which students engage in learning instructional material on their own time.
- Students complete self-paced and personalized activities via the HUB and other district-provided digital resources.
- Teacher delivers regularly short increments of synchronous instruction through the use of real-time, live instruction via Teams

DeBakey HSHP instruction will include approximately 30 minutes of each period for direct instruction and recorded for posting. The remaining 60 minutes will be used for small group instruction, discussion, practice, group projects, individual projects, individual support of student needs. All teachers will be available the entire 90 minutes of the assigned class period and is expected to instruct (live or using a recording) for 30 minutes of each class period.

### Roles & Responsibilities

- Construct and provide students with a course syllabus to convey goals, objectives, and class expectations.
- Develop and provide engaging lesson plans AT LEAST one week in advance.
- Ensure the engagement of academic work is equivalent to the engagement during the normal school year
- Provide student feedback weekly with next steps
- Post instructional resources and assignments in the HUB (Recorded Instructional sessions)
- Updates grades weekly
- Engage in PLC, with deliverable action items and work products
- Follow IEP and Service Plans



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## LESSONS...

- Are clear, measurable and aligned to multiple learning modalities and standards
- Are organized in the HUB planner to ensure intuitive and clear course navigation
- Provide options for teachers to adapt learning activities to accommodate student needs
- Provide multiple opportunities to work collaboratively with their peers and the classroom teacher
- Include multiple formative and summative assessments that are aligned and tagged to course objectives
- Include accommodations for special populations
- Empower teachers and students to engage with technology

## Student Grading and Assessments

Ensuring academic progress for all students is essential to inform instructional practice for asynchronous instruction. DeBakey HSHP has adopted HISD Ontrack, Renaissance, and the HUB as tools to support systems to measure academic progress. The following forms of assessments will be used to assess and measure student academic progress:

Formative assessments, also called assessments for learning, inform teachers' instruction and provide students feedback. Students and teachers can use formal and informal assessment methods to measure progress and gather evidence that impacts both student learning and instruction.

Campus-level assessments such as common assessments, rigorous exit tickets, and other standards-based tests and quizzes are an integral part of curriculum and instruction. DeBakey HSHP teachers use evidence of learning (assessment) to inform what they teach (the curriculum) and how they teach (instruction). DeBakey HSHP instructors will select or develop assessments that accurately measure student mastery of unit objectives.

DeBakey HSHP is following our traditional 6 weeks cycles. There will be 3 cycles in each semester, each worth 30%. Each semester will have a final exam worth 10%. The semester grade distribution is as follows, 30% + 30% + 30% + 10%. Expectations for virtual instruction are the same as face-to-face instruction. Adjustments will be made for limited/no use of laboratory experiments and certain learning activities. During this period of online learning students will be expected to be engaged in learning activities and submit the required assignments. A minimum of two assignments will be assigned by teachers and required by students each week for each class. All cycle grades will be used in the calculation of the final average.

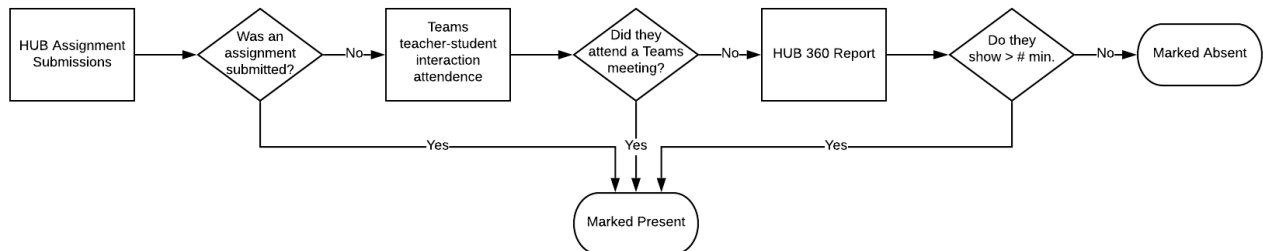
## Attendance

Based on HISD Continuity Plan and TEA guidelines, students who are engaged in daily learning as defined below will be considered present and will not be marked absent:

- Participation in the HUB **AND** completion of independent assignments
- Interaction with teacher via Microsoft Team and small group instruction
- When unable to submit assignments via the HUB, student may submit via email, photo, or phone conference

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*\*Students who have not met at least one of the three requirements above by 2:30 PM will be marked absent for the day. Parents will receive notices via School Messenger at 6:00 PM daily. Absences can be resolved if the student engages in daily learning by 11:59 PM that same day.*



## Special Populations

Communicate with the school leadership, teachers and parents regarding services provided to students and

- Follow regularly established IEPs
- Facilitate virtual ARD meetings
- Complete required virtual professional development

Students receiving special population services will continue to be offered the technology, services, accommodations, and modifications as required by the student's Individualized Educational Plan (IEP) and Section 504. Parents of students served by special education programs will receive individualized support from a special education case manager to ensure their student's needs are met.

## Social Emotional Learning

SEL teaches social competencies and interpersonal skills we need to be successful citizens, have positive relationships, and function effectively in society. These skills are designed to foster positive student academic outcomes and to help adults understand, develop, and model SEL skills such as:

- recognizing and managing our emotions
- developing caring and concern for others
- establishing positive relationships
- making responsible decisions, and
- managing challenging situations constructively and ethically.

Students, Parents and Guardians are recommended to do the following:

- Establish routines to help the scholar be more successful.
- Monitor use of social media platforms and limit viewing of news broadcasts.
- Students may develop symptoms of anxiety, depression, and post-traumatic stress.
- Understand the role mental health plays in the development of the whole scholar in physical health, school performance, and behavior.
- For counseling, mental health education, and to obtain mental health referrals contact 24/7 Mental Health Let's Stay Connected Hotline @ 713-556-1340
- Submit secure and anonymous safety concerns using the Sandy Hook Hotline 1(844)572-9669 <http://www.saysomething.net/>

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- Utilize resources and tools via <https://www.houstonisd.org/sel#>

DeBakey HSHP staff will support students using the HISD resources and trainings on various topics such as: current SEL and Mental Health topics, effectively utilize SEL resources at home to provide hands on tools to support scholars and understand the reasons that may cause a scholar to display challenging behaviors, adjustment problems, and offer various options and solutions to effectively respond to the behavior. DeBakey HSHP staff will provide and encourage students to utilize mindfulness strategies – relaxation techniques, calmly accepting feelings, noticing reactions, feelings in the body, and helpful versus harmful thoughts and refer students to counseling services when needed.

## Resources:

### Family Engagement

- Parent University/Online Introductory Course
- Parent Community room
- Open House/Meet the teacher
- PTO Meetings/SDMC
- HISD@Home TV
- One on one virtual appointments/Wrap-Around Services
- Service Desk/HISD Hotline 713-556-4636

### Communications and Parent Contact

- Messages/Call Outs
- HISD Connect
- Emails
- Orientations/Open House/Meet the Teacher events

### Academic & College /Career Counseling

- College and Career Center
- College Night/Virtual events
- College Access Counselor
- College & University Visits and Presentations
- Naviance

### Teacher Professional Development

- August Pre-Service / designated In-Service dates
- Conferences relevant to discipline
- College Board
- Rice University
- University of Houston
- Region 4 / Harris County Education Center

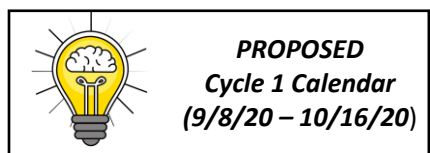
# Michael E. DeBakey High School for Health Professions

## Virtual Learning Schedule

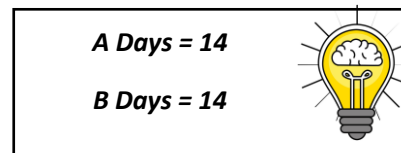
Time	Monday-Friday Block Schedule
8:00 – 8:30 8:30 – 9:30	1A (1 <sup>st</sup> period) / 1B (5 <sup>th</sup> period): Synchronous Instruction 1A (1 <sup>st</sup> period) / 1B (5 <sup>th</sup> period): Asynchronous Instruction PLC & Planning: Math, Science, Health Science
9:30-9:40	Break
9:40 – 10:10 10:10 – 11:10 (ADA @ 9:45 AM)	2A (2 <sup>nd</sup> period) / 2B (6 <sup>th</sup> period): Synchronous Instruction 2A (2 <sup>nd</sup> period) / 2B (6 <sup>th</sup> period): Asynchronous Instruction PLC & Planning: ELA, Social Studies, Electives, LOTE
11:10 – 11:55	Office Hours
11:55 - 12:25	Lunch
12:25 – 12:55 12:55 – 1:55	3A (3 <sup>rd</sup> period) / 3B (7 <sup>th</sup> period): Synchronous Instruction 3A (3 <sup>rd</sup> period) / 3B (7 <sup>th</sup> period): Asynchronous Instruction
1:55-2:05	Break
2:05 – 2:35 2:35 – 3:35	4A (4 <sup>th</sup> period) / 4B (8 <sup>th</sup> period): Synchronous Instruction 4A (4 <sup>th</sup> period) / 4B (8 <sup>th</sup> period): Asynchronous Instruction

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## Virtual Learning Calendar



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sept. 7 <b>LABOR DAY</b>	Sept. 8 A DAY	Sept. 9 B DAY	Sept. 10 A DAY	Sept. 11 B DAY
Sept. 14 A DAY	Sept. 15 B DAY	Sept. 16 A DAY	Sept. 17 B DAY	Sept. 18 A DAY
Sept. 21 B DAY	Sept. 22 A DAY	Sept. 23 B DAY	Sept. 24 A DAY	Sept. 25 B DAY
Sept. 28 <b>No School for Students Teacher PD Day</b>	Sept. 29 A DAY	Sept. 30 B DAY	Oct. 1 A DAY	Oct. 2 B DAY
Oct. 5 A DAY	Oct. 6 B DAY	Oct. 7 A DAY	Oct. 8 B DAY	Oct. 9 A DAY
Oct. 12 B DAY	Oct. 13 A DAY	Oct. 14 B DAY	Oct. 15 A DAY	Oct. 16 B DAY

# Michael E. DeBakey High School for Health Professions

## HISD School Calendar

2020-2021 Academic Calendar  
Houston Independent School District

<b>July 2020</b> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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<b>Key</b> <div> <div>Holidays</div> <div>Teacher Preparation Days (no students)</div> <div>Teacher Service Days (no students)</div> <div>Enrichment Opportunities</div> </div>																																																							
<b>School Day Start and End Times</b> 7:30-3:00 Elementary 8:30-4:00 K-8 and Middle School 8:30-4:10 High School																																																							
<b>Holidays</b> September 7, 2020 September 28, 2020 November 23-27, 2020 December 21, 2020 - January 1, 2021 January 18, 2021 March 15-19, 2021 March 29, 2021 April 2, 2021 May, 31 2021																																																							
<b>Significant Dates</b> August 24, 2020 September 8, 2020 January 29, 2021 February 1, 2021 June 11, 2021 June 14, 2021																																																							
<b>Grading Periods</b> Sept 8-Oct 16 Oct 19-Dec 4 Dec 7-Jan 29 Feb 1-March 12 March 22-April 30 May 3-June 11																																																							
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<b>Teachers report to work</b> First day of school Last day of first semester First day of second semester Last day of school for students Last day for teachers																																																							

# *Michael E.* **DeBakey** **High School** *for Health Professions*

## **Fall Re-Opening**

Due to the rising number of positive COVID-19 cases in the area, all Houston Independent School District students began the 2020-2021 school year virtually on September 8, 2020. Virtual instruction for all students continues through Friday, October 16, 2020. On Monday, October 19, 2020, face-to-face instruction for students will begin. This date is subject to change based on COVID-19 conditions across the City of Houston and guidance from local, state, and federal health officials. All parents will be asked to complete the 2020-2021 Parent Introduction to Virtual Learning Online Course: [HoustonISD.org/Reopening](https://HoustonISD.org/Reopening).

There also will be an option for parents to opt out of face-to-face instructions entirely for the fall semester and the 2020-2021 school year. Parents will have from **Monday, September 21, through Friday, September 25**, to make their selection through the HISD Connect Parent Portal. The Parent Portal can be accessed at [hisdconnect.houstonisd.org/public](https://hisdconnect.houstonisd.org/public). Parents who have not yet signed up to access the Parent Portal should utilize the access code provided by their home campus to create their accounts online at [hisdconnect.houstonisd.org/public](https://hisdconnect.houstonisd.org/public). Parents who have not yet received their access code or do not have access to technology should contact the DeBakey HSHP campus directly to indicate their choice.

Parents will make their selection through the HISD Connect Parent Portal “Forms” section. Parents will be able to log in and select in-person or virtual learning for the school year. You can find the full instructions at [HoustonISD.org/LearningOption](https://HoustonISD.org/LearningOption). This process will ensure campuses can begin planning for physical space, staffing, and scheduling. Once a selection is submitted for a student to be taught in-person or virtually, that selection is final for the current six-week grading period and cannot be updated until the selection window is opened again. Students for which a selection has not been made by the deadline will automatically be selected for face-to-face learning.

## **School Entry Screening**

It is imperative staff and students remain at home if they are experiencing any symptoms that may be related to COVID-19. Once in-person instruction resumes, safety protocols will include requiring all HISD employees, students, visitors, and vendors to undergo entry screenings, wear face coverings, wash hands regularly, and practice physical distancing. The district will provide enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high-touch areas. The DeBakey HSHP custodians will clean the campus each evening and disinfect restrooms and high touch areas throughout the school day. Additionally, it will be mandatory for nurses, custodial staff, food service workers, and special education staff to wear gloves.

Once in person instruction begins all people entering the building will undergo the same screening:

- COVID Questionnaire and Temperature Screening
- All employees, students, visitors, and vendors will undergo daily screenings conducted by location-based Wellness Teams at designated entry points, where signage detailing COVID-19 symptoms will be posted for reference.



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- All students, staff, and visitors are required to wear masks or facial coverings at HISD/DeBakey HSHP campus.
- All people entering the building will undergo the same screening.
- All will be asked if they are experiencing any symptoms.
- Those who respond 'yes' will be isolated, sent home, and referred to medical care, if needed.
- Those who respond 'no' will be forwarded to temperature screening.
- All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry.
- Additionally, all students, parents, employees, visitors, and vendors must self-monitor for COVID-19 symptoms, check their temperature before coming to any district school or building, and stay home when sick.
- DeBakey HSHP will establish, no-contact pick-up and drop-off times, requiring students to get in and out of cars independently and preventing parents from walking students into the building.
- Families will be encouraged to assign one person who is not high risk to consistently pick-up and drop-off their student each day.
- Schools will no longer incentivize perfect attendance.

## **Specific to Employees:**

- DeBakey HSHP/HISD employees will be required to submit a "Covid19 Employee health and wellness questionnaire" electronically on a daily basis certifying it is safe for them to return to campus.

## **Specific to Visitors:**

- Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks and screening requirement when entering the school or building.
- Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible. Lunch visits are prohibited.
- Non-essential deliveries — such as food, personal items, homework, musical instruments — are prohibited.

## **COVID-19 Cases**

If COVID-19 cases are identified, DeBakey HSHP campus will be closed and sanitized. Notifications will be provided to impacted staff and students who have possibly been exposed. Instruction will shift to virtual learning if the school closes. Affected students and families will be notified by DeBakey campus official if they have been exposed to COVID-19. DeBakey HSHP/HISD will follow all Health Insurance Portability and Accountability Act (HIPAA) guidelines. Students and staff are encouraged to take all required laptops and resources home daily in case there is a need to shift to virtual teaching and learning with a short notice.

## **Social Distancing**

DeBakey HSHP classrooms will be reconfigured to ensure physical distancing of at least 6 feet of space between desks, with student-teacher ratios capped at one teacher for every 9-10 students. Student assemblies will be held virtually. All campus-based employees and students must follow infection and high-touch area protocols. DeBakey HSHP will limit visitors and will notify our communities of the

# *Michael E.* **DeBakey** **High School** *for Health Professions*

updated visitation procedures within this document and through signage. DeBakey HSHP will establish an isolation area(s) for students and adults who are flagged during entry screening. Parents will be required to make immediate arrangements to pick up students who are experiencing symptoms. Students and staff will be required to be quarantined for 14 days before returning to school.

DeBakey HSHP, HISD Facilities, Maintenance, and Operations employees will follow the Centers for Disease Control and Prevention guidelines regarding the cleaning, sanitation, and disinfection of district facilities. The district will provide enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high-touch areas.

## **Campus Daily Schedule**

Students will follow their usual campus schedules, including all courses selected and/or assigned, as well as extracurricular activities. DeBakey HSHP school hours are as follows:

7:45 am	Students move to 1 <sup>st</sup> period class
8:00 am	1 <sup>st</sup> period class begins
3:35 pm	4 <sup>th</sup> period class ends, and students are dismissed

DeBakey HSHP students should not be dropped off before 7:00 am. DeBakey Staff will be stationed near the designated entrance to screen students and staff. Students must be picked up no later than 4:30 pm. DeBakey HSHP supervision will not be available before 7:00 am nor after 4:30 pm. Exterior entrance gates and doors will be secured at 4:00 pm.

## **Uniforms/Dress Code**

HISD has suspended the student uniform policy for 2020-2021 school year. Students who have uniforms and wish to wear them, are welcome to do so. DeBakey HSHP 11<sup>th</sup> and 12<sup>th</sup> grade students may wear the designated scrubs and lab coats. All DeBakey HSHP students will be expected to follow the dress code policy as outlined in the student handbook including the following guidelines:

- Appropriate length of dresses/skirts/shirts/shorts (no shorter than knee length and no midriff exposed)
- No muscle shirts or clear tops
- No jeans with rips or cuts
- No flip flops
- No pajamas or slippers
- No inappropriate writings, slangs, pictures on clothing

If in doubt about appropriate clothing, clarify with an administrator. It is recommended students bring a light jacket to school to accommodate the coolness of the classrooms. If students wish to purchase uniforms: polos shirts, t-shirts, or jackets, the PTO will be available specific days during lunch to sell items. Those dates will be announced.

## **School Meals**

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Once in-person instruction begins, Nutrition Services will provide breakfast, lunch, snacks, and afterschool suppers in the DeBakey HSHP cafeteria for students engaged in in-person learning. Students will eat in the cafeteria, patio areas and other designated areas while adhering to social distancing requirements. HISD employees will continue to accommodate student health, medical, and special dietary needs, as well as allergy concerns. Department employees will follow public health hygiene recommendations and enhance custodial cleaning and surface disinfection.

## **Physical Education/Extracurricular Activities/Fine Arts/Tutorials**

DeBakey HSHP extracurricular activities will follow the same safety practices employed on school campuses during the school day. School-based extracurricular activities will resume when full in-person instruction begins. Face coverings must be made available to and worn by students and teachers during all extracurricular activities. Student sporting events are tentatively scheduled for the fall, but HISD Athletics (UIL) will adjust plans as needed if COVID-19 conditions change. Physical Education classes will maintain social distancing and will consist of computer assignments, stretching exercising, walking activities, and health and sport demonstrations and films. P.E. students will not dress out but are recommended to wear comfortable shoes for walking. Fine Arts will reduce class sizes and maintain guidelines for physical distancing. Students will not be allowed to share personal belongings, equipment or other items, including musical instruments, art supplies, computers and uniforms. Students must have their own water bottles. Water drinking fountains will be closed. Bottle fill stations will be available.

## **Grading Guidelines**

Students enrolled in remote instruction follow the same grading guidelines as in-person instruction. Teachers receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models. Teachers will post grades on a weekly basis. Additional information on grades:

- Grades will be taken during each grading cycle of the 2020-2021 school year.
- All cycle grades will be used in the calculation of the final average for any class.
- Final exams will be administered for all high school credit courses.
- Teachers will be recording grades, which will be available for parents and students to access through the HISD Connect Parent Portal (log-in information will be provided by campuses).

Certified teachers will continue to provide instruction to students virtually. All efforts will be made to retain DeBakey HSHP teachers for all our students. Students can interact with their teachers during short live lessons and ask questions and receive feedback from teachers during virtual office hours. During virtual instruction, students will maintain a similar schedule as they would during face-to-face instruction.

## **Attendance**

Students who are engaged in daily learning as defined below will be considered “present” and will not be marked absent. Participation in the HUB, the HISD Learning Management System and completion of independent reading and work assignments.

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Interaction with teacher via Microsoft Teams as part of live or small group instruction, and/or submission of assignment(s) via the HUB. When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences or other forms of documentation. Students who have not met at least one of the three requirements above by the following times will be marked absent: High Schools – 3:30 p.m. Absences can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day. Parents and students will receive absence notifications via School Messenger after 6 p.m. each day and will be reminded of the opportunity to resolve that day's absence. If a student is engaged in remote learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday only and counted "absent" for Tuesday-Friday. State law and HISD policy still require students to attend at least 90% of their classes to receive credit and be promoted.

## **Behavior/Discipline**

The success of the school year depends on students, families and school staff working together. DeBakey HSHP promises to provide a safe learning environment and learning experiences that promote critical thinking and inquiry. Students should always exhibit the highest standard of conduct in face-to-face or remote classroom and social settings. Parents should encourage students to advocate for themselves and support them as they develop their problem-solving skills.

Houston ISD outlines several student rights and responsibilities which can be found on page 4 of the Code of Conduct. The Code of Conduct can be found on the Houston ISD website, [https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/7905/2020-2021CodeOfConduct\\_Eng.pdf](https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/7905/2020-2021CodeOfConduct_Eng.pdf). To ensure DeBakey HSHP students experience a productive and satisfying school year, we encourage students to:

- Attend all classes each day and being on time in conformity with the compulsory attendance laws of the State of Texas
- Prepare for each class with appropriate materials and completed assignments
- Dress according to the dress code adopted by DeBakey HSHP
- Show respect toward others
- Conduct themselves in responsible ways
- Paying required fees and fines
- Know and obey all school rules in the Code of Student Conduct and the School-Based Discipline Management System
- Cooperate with staff members in the investigation of disciplinary matters
- Seek changes in school policies and regulations in an orderly and responsible manner through appropriate channels
- Report bullying and threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult
- Use HISD technology systems for school business purposes only and using school computers and related equipment appropriately

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- Abide by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network. This also includes a prohibition on altering the imaging or software configuration on any District-provided computing device.
- Report all observed or suspected technology security problems immediately to a teacher
- Know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.

## **Transportation**

Transportation will be provided to special education, homeless, and priority students. Because physical distancing drastically reduces bus capacity, only special education, homeless, and eligible elementary school students will be transported for in-person classroom instruction. Once preliminary numbers for face-to-face instruction are known, transportation will be determined for other student groups. Transportation Services will enhance cleaning protocols and implement physical distancing for all buses and buildings. The Transportation department also will implement contingency plans for responding to student bus riders and bus drivers who develop a presumed or confirmed case of COVID-19.

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## **Re-Opening Summary**

### **How to make a selection for virtual or in-person instruction?**

- Parents will have from Monday, September 21 through Friday, September 25 to make their selection.
- Selection can be made through HISD's Connect Parent Portal. Find full instructions at [HoustonISD.org/LearningOption](https://HoustonISD.org/LearningOption)
- Parents who have not yet signed up to access the Parent Portal should utilize the access code provided by their home campus to create their accounts online.
- Once a selection is submitted, the selection is final for the current six-week period and cannot be updated until the selection window is opened again.
- Students for which a selection has not been made by the deadline automatically will be selected for in-person learning for planning purposes.

### **What will on-campus instruction look like in HISD?**

- Certified teacher will provide in-person instruction for students.
- Physical distancing will be practiced in the classroom, hallways, common areas and throughout the building inside and out.
- Daily deep cleaning will occur throughout the campus with an emphasis on high touch surfaces.
- Hand sanitizing stations and plexiglass have been installed at campuses.
- Breakfast and lunch will be served in the cafeteria.
- Temperature checks will be conducted daily for everyone on campus (faculty, staff, and students).
- Safety protocols are in place and signage is placed throughout the campus.
- If Covid-19 cases are identified, campuses will be closed/sanitized. Notifications be will provided to impacted parents and students if possibly exposed. Instruction will shift to virtual learning if the school closes.
- Students, staff, and anyone on campus will be required to wear masks at all times which will be provided daily.
- Students will follow their daily schedule, including all courses selected and/or assigned, as well as extracurricular activities, if applicable.
- Hours for in-person learning are as follows DeBakey HSHP: 7:45 a.m.– 3:35 p.m.
- Transportation will be provided to special education, homeless, and priority students. Once preliminary numbers for face-to-face instruction are known, transportation will be determined for other student groups.
- The number of students participating in face-to-face instruction will determine the type of schedule a campus will follow, such as a hybrid or rotating schedule. If a majority of our students choose to return to face to face instruction, a hybrid or rotating schedule would allow students to attend school face to face two – three days and remain virtual for two – three days per week.

### **What will virtual learning look like in HISD?**

- Certified teachers will continue to provide instruction to students virtually.
- Students can interact with their teachers during short live lessons and ask questions/receive feedback from teachers during virtual office hours.
- During virtual instruction, students will maintain a similar schedule as they would during face-to-face instruction.

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## **RESPONSIBILITIES OF EMPLOYEES**

- Review educational information and complete online training
- Follow public health guidelines
- Talk to supervisor for health issues and workplace concerns
- Stay home when sick
- Wear masks
- Adhere to physical distancing
- Follow directional signage
- Undergo daily screening and temperature check
- Wash hands regularly
- Hold meetings virtually
- Don't hold face-to-face meetings of more than 8-10 persons unless absolutely required

## **RESPONSIBILITIES OF STUDENTS**

- Stay home when sick
- Wear masks during school and extracurricular activities and use hand sanitizer
- Adhere to physical distancing
- Follow teacher instructions
- Undergo daily screening and temperature check
- Don't share classroom supplies or books

## **RESPONSIBILITIES OF SCHOOLS**

- Reconfigure classrooms to ensure at least 6 feet of space between desks
- Minimize movement and contacts by keeping class in designated area (elementary)
- Implement no-contact student pick-up and drop-off with extended and staggered times
- Don't allow parents or visitors on campus unless absolutely necessary.

## **RESPONSIBILITIES OF STUDENTS ON SCHOOL BUSES**

- Adhere to physical distancing
- Stay in seat and sit by the window
- Wear masks
- Use hand sanitizer
- Follow bus driver instructions
- Don't share seats