



Middle College High School at HCC-Gulfton Reopening Plan

Beginning **August 19**, MCHS-Gulfton will hold two Student/Parent Orientation sessions (9am & 5pm) for incoming and returning students and parents virtually. *This information will be posted on the school's website the second week of August.*

August 24 -September 4 – Professional Development for Faculty and Staff over various topics. (See PD attachment)

Critical Dates below will also be posted on the school's website:

- **September 8, 2020** – First Day of School – Remote Learning Only
- **October 16, 2020** – Last Day of Remote Only
- **October 19, 2020** – First day of Face-to Face begins
- **September 8-January 29** – First Semester of Remote Learning for students/parents who choose online-only instruction.
- *NOTE: Parents will have the option to choose remote instruction for the fall semester (through January 29) or the entire school year (through June 11).*

Communication to parents will occur in the following ways:

- Social Media (Twitter)
- School Website
- School Messenger
- Parent/Student phone calls

Registration

- Potential candidates will apply online via MCHS-Gulfton's website.
- The School Clerk will set up a virtual or phone interview with the potential candidates.

Interview Days	Duration	Time
Monday Tuesday Thursday	30 minutes	TBD

- Once a candidate has been selected, he/she will be contacted by the school clerk who will inform them of their acceptance and all documentation that will need to be submitted into the registration portal.
- Parents can begin completing the online enrollment for new students (including students who were not active at the end of the 2019-2020 school year). Using this new system, parents will also have the capability to upload required documentation (birth certificate, copy of utility bill, etc.)
- Parents will complete the forms digitally rather than on paper.

- Parents/guardians needing to enroll more than one child will only have to enter their information once.
- School staff no longer have to enter demographic information for every new student.
- Students/Parents will be notified with a congratulatory phone call once all paperwork has been submitted.
- Students will then attend orientation with campus Registrar for schedule, technology overview, course sequencing, and school operating procedures.

Orientation	Duration	Time
Monday Wednesday	30 minutes	TBD

Wellness Team

The MCHS-Gulfton Wellness team will consist of the school nurse, school clerk, administrative assistant and the Principal. A team member will be stationed on both ends of the hallway before school begins daily. The team will also work with the faculty and staff to maintain social distancing among students.

Faculty, Staff, Students & Visitors must do the following:

- Upon entering the building, students/staff must use gel hand sanitizer.
- Wear masks all day unless eating.
- Disinfect table and chairs with Lysol/disinfecting wipes.
- Face shields and gloves are optional for faculty and staff, but masks are required!
- If Temperature is $\geq 99F$, retake temperature in 5 minutes.
- If Temperature is $\geq 100F$, student or staff will be sent home. Will need to remain home for 14 days unless they have a note from doctor indicating non-COVID illness. Will need to inform staff or parents of testing site. School nurse will conduct contact tracing.
- *The school nurse will provide training, report new cases to Health and Medical and send contact tracing to Covid19@houstonisd.org*
- Remove gloves once contaminated. Wash hands prior and after wearing gloves.
- Disinfect thermometers that directly touch an individual.
- Daily disinfection of campus check-in areas.

Contacting Students

All students will be contacted beginning August 26, once the clerk begins. She will check-in with current students about current conditions at their homes, laptops and any other information they may need.

Once the school year begins, teachers will follow the procedures listed below, daily:

- Text all absentees' names in the faculty/staff group text every class period.

- The clerk, registrar and assistant principal will contact absentees/parents as soon as possible.
- The principal and or the CIS case manager will contact repeated absentees and schedule parent conferences.

Technology Updates

- The school clerk and the Campus Registrar will be responsible for updating technology needs on TIPWEB until an IT CSR has been hired.
- The school Secretary will use the call out system to inform parents and students of the technology pick up dates and time frames.
- The school Secretary, Registrar and Clerk will distribute technology on Tuesday/Thursday from 10:00am-1:00pm.
- Students will register for time slots via google docs located on the MCHS website, there will be 15 slots open every Tuesday/Thursday.
- The school secretary, registrar and clerk will use the tracking sheet to have students sign for technology and to keep track of the students who have received technology.
- The school secretary, and clerk will make calls to students who have not signed up for technology pick up to make sure they're aware of technology pick up dates and times.
- During the week of August 31-September 4, students that have not received technology will receive a home visit from the campus registrar to deliver technology.

Monitoring Student Engagement

The principal and the assistant principal will visit classes virtually for at least 15 minutes weekly. We will model best practices during PLC and work with teachers individually. In addition, we will meet with students and parents as needed. Student attendance, grades, and interventions will be monitored weekly.

SEL

Teachers will be trained in Trauma and Informed Practices during pre-service training. We plan to revisit this topic throughout the year by modeling as needed and providing feedback in a timely manner. The CIS case manager will check-in daily with targeted students for instructional or emotional supports.

Virtual Fall Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday (Alternating Weekly)
8:30 – 9:00 Synchronous	1 st Period	5 th Period	1 st Period	5 th Period	1 st or 5 th Period
9:00 – 10:00 Asynchronous	1 st Period Math PLC	5 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	1 st Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	5 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	1 st or 5 th Period
10:00 – 10:05	Break/Passing				
10:05 – 10:35 Synchronous	2 nd Period	6 th Period	2 nd Period	6 th Period	2 nd or 6 th Period
10:35 – 11:35 Asynchronous ADA 11:00 am	2 nd Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	6 th Period Science PLC	2 nd Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	6 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	2 nd or 6 th Period
11:35 – 12:05	Lunch				
12:05 – 1:05	Teacher Office Hours				
1:05 – 1:35 Synchronous	3 rd Period	7 th Period	3 rd Period	7 th Period	3 rd or 7 th Period
1:35 – 2:35 Asynchronous	3 rd Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	7 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	3 rd Period ELA PLC	7 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	3 rd or 7 th Period
2:35 – 2:40	Break/Passing				
2:40 – 3:10 Synchronous	4 th Period	8 th Period	4 th Period	8 th Period	4 th or 8 th Period
3:10 – 4:10 Asynchronous	4 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	8 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	4 th Period Deliver synchronous intervention (Tier II/III) Asynchronous Learning Tier I	8 th Period Social Studies PLC	4 th or 8 th Period