



Heights High School
An International Baccalaureate School
Parent Tool Kit Wellness Re-entry Plan
2020-2021

The details of this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

Student Safety Protocol

General

Heights High School will hold in-school instruction with safety and COVID-19 prevention measures in place. Although there are no strategies to eliminate transmission risk in schools, we are committed to keep transmission as low as possible in order to safely continue school.

Prior to Arriving

- All students and parents must self-monitor for COVID-19 symptoms, check their temperature before coming to school. If a temperature of 100 or higher is present, they will need to stay home.
- Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- If your child has had close contact to a COVID-19 case, they should not go to school.
- All students must wear masks when inside an HISD school or building. Bandanas are not allowed.

Drop-Off

- 7:30 am is the earliest a student may be dropped off. Any student dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
 - **The 13th Street Main Entry gate by the field must be used when students are dropped off at 8:30 am or later**
- A staggered, no-contact drop-off time requiring students to get in and out of cars independently and preventing parents from walking students into the building will be in place.
- Families are encouraged to assign one person who is not high risk to consistently drop-off their student each day.
- Four designated drop-off locations will be in place:
 - 9th / 10th graders – Drop off at 14th street at Football field entrance. **Gate opens at 7:30 am.**
 - 9th / 10th graders – Drop off at Arlington St. **Gate opens at 8:00 am.**
 - 11th / 12th graders – Drop off in front of school, main entry. **Gate opens at 8:00 am.**



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- 11th / 12th graders – Drop off in front of school at Bulldog entrance. **Gate opens at 8:00 am.**

Screening and Isolation

- Students will undergo daily screening conducted by location-based Wellness Teams at designated entry points by grade level, where signage detailing COVID-19 symptoms will be posted for reference.
 - All students and parents must meet Personal Protective Equipment (PPE) requirements.
 - Students will be given a temperature check and asked if they are experiencing any symptoms. Those who respond “yes” will be isolated, sent home (parents must arrive within 30mins and no later than 1 hour), and referred to medical care if needed.
 - All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry.

During School

- When a student has displayed symptoms of COVID-19, the school nurse will provide an assessment to determine if, and when, a student needs to be sent home.
- Students who show COVID-19 symptoms will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student’s parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (Teaching Theater if in A-Building; Performance Hall if in M building) so that the classroom can be disinfected.
- District communication will be made to parents of students who came in contact with a COVID-19 positive student or staff member.
- A 10-minute transition time will be used so students can be released in small groups to minimize traffic in the hallway.
- To minimize traffic in stairwells, stairwells will be designated as “up” and “down” throughout the campus.
- Students are not allowed to leave the building during lunch.
- Students who must be picked up early for personal reasons during the school day must:



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- provide a note (handwritten or via email) to the Attendance Office, Mrs. Ferrel, lferrel@houstonisd.org and/or Mrs. Segura, Cynthia.segura@houstonisd.org
- note must include a contact number or email address
- include the name of the person picking up student (ensure contact information is up to date)
- Date and time of pick up (**pick up must be before 3 pm**)
- If a student is returning to campus, they must have their temperature taken again

Dismissal

- Dismissal will be scattered by floor and locations.
- Dismissal points will be the same as drop off entries.

Visitors

- Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks when inside an HISD school or building.
- Visitors must complete a health questionnaire, submit a temperature check and comply with social distancing norms.
- **Non-essential deliveries** – such as food, personal items, homework, musical instruments – are prohibited.

Tutorials

- Students must make appt

Afterschool Clubs

- Meetings will remain virtual

Water Fountains

- Students are asked to bring their own bottled water. All water fountains have been disabled. Bottled water will be available at the nearest Grade level office.



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Proposed Daily Schedule for Face to Face and Virtual Learning

	A Day	B Day	
8:30 - 10:15	1 st Period	2 nd Period	
10:25 - 11:55	3 rd Period	4 th	
11:55 - 12:55	Bulldog Hour/Lunch	Bulldog Hour/Lunch	
1:00 - 2:30	5 th Period	6 th Period	
2:40 - 4:10	7 th Period	8 th Period	

Instruction

With this schedule, the learning structure will continue as it is now for both face to face and virtual students. The first 30 - 40 minutes of the class will be dedicated to synchronous instruction delivered through Microsoft Teams to all students. The remainder of the period will remain Asynchronous for all students. Students in both setting can ask questions of the teacher and work on assignments during asynchronous time.

The schedule will remain in place throughout at least the first semester and continue while we have students face to face and virtual. If HHS has to close for any reason and revert to virtual instruction for all, this schedule will remain in place.

Class Transitions

Students will be asked to clean their area using provided sanitizing wipes. There is a 10 minute class transition time so students can be released in small groups to minimize traffic in the hall way.



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Lunch

An hour has been designated for lunch so that it can be staggered or split into two lunches if needed. Students will go to the cafeteria for lunch. There are desks spaced 6 feet apart, but students are encouraged to eat outside while social distancing. Currently students may not leave for lunch. After the first week, we will revisit this policy.



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Sun	Mon	Tue	Wed	Thu	Fri	Sat
October	19 A	20 B	21 Student Holiday	22 A	23 B	24
25	26 A	27 B	28 A	29 B	30 A	31
November 1	2 B	3 Holiday	4 A	5 B	6 A	7
8	9 B	10 A	11 B	12 A	13 B	14
15	16 A	17 B	18 A	19 B	20 A	21
22	23 Holiday	24 Holiday	25 Holiday	26 Holiday	27 Holiday	28
29	30 B	Dec 1 A	2 B	3 A	4 B	



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Additional Information:

- Monday morning students will report to their first period class (please check schedule).
- Bring water to drink. We are not allowed to use refillable water stations. We will have bottled water.
- Class sizes will vary from 1 to 25 (one class with 25, one class of 20); however, ALL classes have been arranged so that all occupants can maintain a 6-foot distance.
- Face covering are to be worn at all times except when eating or drinking. Gators and bananas are not allowed.
- For tech assistance please visit the Heights Tech Town Website
- All campus visitors must have appointments.
- The student dress code must be followed and can be found on our website.