

Travis Elementary School
A Vanguard Magnet and Neighborhood Campus
Houston Independent School District

2020-2021

School Reopening Plan

Includes:

Policies & Procedures for In-Person Learning and Building Operations (Section I)
&
Instructional Continuity Plan for Virtual (Remote) Learning (Section II)



3311 Beauchamp Street
Houston, Texas 77009
713-802-4790
713-802-4795 (Fax)

<https://www.houstonisd.org/traviselem>

Our mission is to empower the whole child by providing a safe and respectful academic environment that cultivates critical and creative thinking, social consciousness, and initiative in each student.



SECTION I

Policies & Procedures for In-Person Learning and Building Operations 2020-2021

COVID-19 HEALTH AND SAFETY MEASURES

Travis will follow all HISD protocols for health screenings, personal protective equipment, and physical distancing measures. Any student who becomes ill throughout the day will be escorted to the clinic for screening. If a student requires isolation, the parent will be notified immediately, and the student will be escorted to the Student Health Isolation Pod (SHIP) until parent arrives.

HISD Health and Medical Services Procedural Guidelines for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees, and Visitors

Parents-guardians of HISD students/HISD employees must notify the School Nurse and/or Principal immediately to report exposure, suspected or confirmed positive COVID-19. The School Nurse will contact the student/employee to investigate, complete the COVID-19 Case Reporting eForm, which will automatically notify the Nurse Manager, Facilities Management, Area Superintendent and Principal. The Case Reporting Dashboard and eForm is linked from the HMS SharePoint site.

Symptoms of COVID-19:

- Feeling feverish or a measured temperature greater than or equal to 100.0°F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Students/Employees must quarantine at home if any of the following applies:

- Live with someone who is COVID-19 positive or presumed COVID-19 positive
- Have fever $\geq 100.0^{\circ}\text{F}$
- Display classic symptoms of COVID-19 (severe headache, cough, fever, diarrhea, loss of taste, loss of smell, severe fatigue, muscle aches). The individual should get tested for COVID-19 as soon as possible and provide results to School Nurse/Principal immediately upon receipt.
- Have a loss of taste or smell
- Are confirmed positive for COVID-19

- Have been notified that you are a close contact of either a presumed or confirmed positive COVID19 person
- Must quarantine at home while awaiting COVID-19 test results.

Quarantine/Isolation Timeframe:

1. **Confirmed COVID-19 Positive Case with symptom(s):** Self-isolate for 10 days after symptom(s) onset.
2. **Confirmed COVID-19 Positive Case without symptoms:** Self-isolate for 10 days after day of testing.
3. **Presumed COVID-19 Case (individual having one or more COVID-19 symptoms):** Self-isolate for 10 days after symptom(s) onset.
4. **Exposed to a Confirmed Positive or Presumed COVID-19 Case (Close Contact):** Quarantine for 10 days. (See below for details of return.)

Return to work/school criteria:

- **Confirmed COVID-19 Positive Case with symptom(s):** Completion of self-isolation of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvements of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from the day of onset of symptoms. Day 11 is the return to work/school day.
 - **Confirmed COVID-19 Positive Case with no symptoms:** Completion of self-isolation of 10 days after day of testing. To determine return to work/school day, count 10 days from the day of the test. Day 11 is the return to work/school day.
 - **Presumed COVID-19 Case (individual having one or more COVID-19 symptoms):** Completion of self-isolation of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medication, and with improvement of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from symptom onset. Day 11 is the return to work/school day.
 - **Presumed COVID-19 Cases qualify for early return if the following documents are provided:**
 - i. Negative COVID-19 test results after onset of symptoms
and
 - ii. Documentation from a physician/healthcare provider with a non-COVID-19 diagnosis and a return to work/school date.
 - Any close contacts quarantined solely on the basis of being exposed to a Presumed COVID-19 case, are eligible for early return once the presumed positive person is cleared based on the guidelines listed above (3.a.i and 3.a.ii).
 - **Exposed to a Confirmed Positive or Presumed Positive COVID-19 case, there are two additional options for how long quarantine should last for exposed people without symptoms:**
 - Completion of self-quarantine for 10 days
 - Completion of self-quarantine for 7 days and a negative COVID-19 test result taken on or after day 5 from exposure date. If negative, may return on day 8.
- After stopping quarantine, people should:**
- Watch for symptoms until 14 days after last exposure date.
 - If symptoms develop, self-isolate and contact their school nurse/supervisor or healthcare provider.

Communication of Closures and Quarantine due to COVID-19:

1. The School Nurse communicates with the parents/employees who are identified as exposed/presumed/confirmed COVID-19 case within the same business day. The School Nurse distributes the appropriate letter to all affected individuals. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.
2. The Principal communicates with the school community: Parents, Teachers and Staff about

presumed/confirmed COVID-19 case within the same business day. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.

3. The Principal communicates with the school community: Parents, Teachers and Staff about re-opening of school, as applicable. Templates of the communication are maintained on the HMS SharePoint site.
4. The cleaning and/or disinfecting of a building/school is determined by Facilities Maintenance and Operations (FMO) Department upon receipt of COVID-19 Case Report eForm and a confirmation email will be sent to HMS Department, School Nurse, Principal/Department Supervisor and Area Superintendent/Chief. Once the building/school has been cleaned and/or disinfected, FMO Department will submit a confirmation of completion email to HMS Department, Principal and Department Supervisor.

Cleaning Guidance from Facilities, Maintenance and Operations (FMO)

Campuses will be fogged nightly. Each Campus Plant Operation team will have sprayers and will incorporate the nightly fogging as a part of the custodial daily/nightly task. Cleaning/sanitizing will be a part of facilities' daily task.

For a complete outline of safety policies and procedures, please refer to [HISD'S Communicable Disease Plan](#).

ADDITIONAL STUDENT & STAFF SAFETY MEASURES

- Signage and floor decals will be placed throughout the interior of the building promoting safe practices.
- Wall hand sanitizers are installed in each classroom and throughout the school. All students will use sanitizer before leaving classrooms and upon entry to classrooms. Soap and water will be available in the restrooms.
- Custodial staff will sanitize high touch areas such as restrooms and doorknobs on an hourly basis.
- Restrooms will be cleaned hourly.
- Kindergarten classrooms have an attached restroom; students will enter one at a time and these will also be cleaned hourly.
- Classroom tables will be replaced with single seat desks.
- Soft surface items will be removed (area rugs, couches, cloth items, etc.).
- Physical spacing maintained between desks; all students facing the same direction.
- Plexiglass barrier on teacher table for one on one questions/student help.
- Classroom cleaning supplies provided with a box of gloves, disinfectant wipes, and hand sanitizer to use as needed.
- Sanitizing time will be built in before and after transition times/activities such as Lunch, Core Enrichment, Recess, etc.
- Manipulatives, supplies, books, and paper will not be shared.
- Students will store their own items needed for class at their desks (i.e., crayons, markers, scissors, glue, pencils, pens, erasers, paper, workbooks).
- Single-use kits containing supplies or materials needed for hands-on learning will be distributed and collected.
- Community equipment will be sanitized before and after each use.

CAMPUS VISITATION

- All visitors are required to wear a mask and check in at the school's front entrance Wellness Station, have their temperature taken, and answer COVID-19 screening questions before being admitted
- Meetings with campus personnel must be scheduled in advance
- Visitors will not be admitted until 8:00 a.m. or later
- Lunch visits are prohibited
- Pre-planned lunch deliveries to your child are not permitted; only rare instances of delivering a forgotten lunch will be allowed – this will be strictly enforced
- The main idea: Limiting volume of traffic in the building mitigates risk.

The School Day

SCHOOL HOURS: Monday-Friday 7:30 a.m. – 3:00 p.m.

7:20-7:40 a.m.	Morning Arrival Window – Students enter building through designated Wellness Entry Stations (see below). Free breakfast service available in each classroom until 8:00 a.m. No student will be admitted into the building before 7:20 a.m.
7:40 a.m.	Tardies begin (or later once all students are admitted)
7:45-8:00 a.m.	Tiger TV Morning Announcements/Community Building Time/Warm-up Activities
9:00 a.m.	Daily attendance taken
3:00 p.m.	Afternoon Dismissal

MORNING ARRIVAL

- Students must be dropped off at one of the following Wellness Entry Stations (see more info below regarding Wellness Entry Stations):
 - **Car Rider Line – Curbside drop-off and Back-Porch Wellness Entry Station:**
 - The Car Rider Line begins at the intersection of Florence and Bayland Streets, queuing up along Florence Street heading in a northerly direction toward the school. The line culminates at the bend onto Merrill Street near the Travis back porch where Travis staff members will greet car riders curbside. Lining up on Highland Street or Omar Street and turning onto Florence is prohibited by law during morning arrival and afternoon dismissal times.
 - Passengers must let themselves out of the car with minimal staff assistance, per HISD COVID-19 safety protocol. Staff members will open the car door for the child, but the parent will need to put the car in park if the child needs additional help getting out of the car.
 - Once out of the car, students will be directed to the back-porch Wellness (Entry) Station entrance.
 - The exterior gate on the corner of Florence and Merrill Streets will be locked at approximately 7:45 a.m. each day.
 - If you are coming after 7:45 and the car rider line has already cleared, please drive around to the exterior front doors on the front porch off Beauchamp Street and walk your child to the door to be buzzed in.
 - If the car rider line has not cleared out by 7:45, students impacted will not be counted as tardy. Staff members will continue greeting car riders for curbside drop-off until the line clears.
 - **Pedestrian Walk-Up and Bike Rider Wellness Entry Stations:**
 - Kindergarten – South Entrance Door 10 from SPARK Park
 - 3rd Grade – West Entrance Door 9 on Florence Street side of school
 - 1st Grade and 4th Grade – West Entrance Door 11 on Florence Street side of school
 - 2nd Grade and 5th Grade – West Entrance Door 13 on Florence Street side of school
- For Grades 1-5, look for posted signs over the door and in the closest windows at each entrance denoting grade levels and door numbers.**
- There is no student drop-off at the front of the school on Beauchamp Street unless coming in after 7:45 a.m. The school parking lot adjacent to Beauchamp Street is a visitor lot and should also not be used as a drop-off location during morning arrival.
 - Parents and students must always wear masks on campus.
 - **Wellness Entry Stations:**
 - Set up at designated entry points (see previous) and front entrance for special needs.

- Touch-free thermometers will be used to check forehead temperatures. Students with a temperature of 100.0°F or higher will either return home with the parent or be escorted to the Student Health Isolation Pod (SHIP) until parent pick-up arranged. The nurse will contact you and your child will engage in virtual learning until further notice.
- Students entering will be checked for proper mask. **When cleared, only students will be admitted into the building.**
- Single use, disposable masks will be available to those who need one. Students are encouraged to wear masks from home. A back up mask in the backpack is a great idea!
- Before coming to school, parents are required to monitor their students for symptoms, check their temperature before coming to an HISD facility, and keep students home if they are sick. Parents must keep their child at home and notify the school should any member in the family show COVID 19-like symptoms (i.e. exhibits fever $\geq 100.0^{\circ}\text{F}$ along with classic symptoms: severe headache, cough, fever, diarrhea, loss of taste, loss of smell, severe fatigue, muscle aches)

BREAKFAST AND LUNCH

- Meals served from the cafeteria will be delivered to the classroom for breakfast (7:20-8:00) and lunch (various times by grade level).
- Students may bring their own lunch from home. Please ensure your student can open all components to reduce touching by staff.
- Lunch will be supervised by a Travis staff member and students will be taken outside as much as possible as weather permits (students will remain with their own class).
- Parents are not allowed to eat lunch with students.
- In the classroom, students will sit at their desk, remove their masks, and eat.
- Before and after lunch, students will sanitize hands and return to their desks.
- Desks will be cleaned before instruction begins again.
- Please send 1-2 water bottles with your student each day, as water fountains will not be accessible

RECESS

- Recess will be taken at assigned times
- Playground equipment may not be used
- Classroom groups will rotate between designated areas and running/walking time on the track
- Teachers and/or support staff will each supervise/monitor a zone, staying in proximity and ensuring social distancing
- Teachers and/or support staff will coordinate student rotations and provide students with activity ideas, explain, model, and lead as needed to get them started. Constructive play/exercises that do not require touching will be encouraged.
- Masks must always be worn, except for a teacher-led mask break
- Water fountains will not be accessible. Please use water bottles brought from home.

TRANSITION STRUCTURE

- All students will remain in their assigned core foundation classroom for Art, Library, and Music (and Technology for kindergarten students)
- Core Foundation teachers will escort students to PE (SPARK Park basketball court) and Creative Movement (outdoor amphitheater in garden area), weather permitting. (The classroom will be the backup location.)
- Hallway Expectations – All students and staff must follow 6-ft physical and social distancing throughout the hallway at Level 0 voice. Students are expected to follow one-way traffic on either side of the hallways. Masks must be worn at all time.
- Hallway Decals for Spacing and Transit – Floor decals are in place both upstairs and down, on grade level hallways, the main hallways, and in spaces in between. These decals are placed six feet apart and will be

used to stage and distance students for transitions, restroom breaks, and any other times there is need to space out students.

AFTERNOON DISMISSAL

Students are dismissed at 3:00 p.m. from various locations. Students will be stationed throughout the building, prepared for dismissal, and keeping physical distance from each other. **Parents are not permitted to enter the building to pick up students during the afternoon dismissal period (2:45-3:05).**

- **Car Rider Line – Curbside Pickup:**
 - The Car Rider Line begins at the intersection of Florence and Bayland Streets, queuing up along Florence Street heading in a northerly direction toward the school. The line culminates at the bend onto Merrill Street near the Travis back porch where Travis staff members will oversee car riders into their cars. (Lining up on Highland Street or Omar Street and turning onto Florence is prohibited by law during morning arrival and afternoon dismissal times.)
 - Parents should display student name tags – which include first and last name(s) and grade level(s) – in car windows to allow the car pick up to run smoothly.
- **Pedestrian Walk-Up (Parent Pickup):**
 - Kindergarten
 - Red Group – West Entrance Door 10 (next to butterfly garden) on Florence Street side
 - Purple Group – West Entrance Door 12 (next to butterfly garden) on Florence Street side
 - Green & Blue Groups – East Entrance Door 16 on Beauchamp Street side of school
 - Orange & Yellow Groups – East Entrance Door 17 on Beauchamp Street side of school
 - 3rd Grade – West Entrance Door 9 on Florence Street side of school
 - 1st Grade and 4th Grade – West Entrance Door 11 on Florence Street side of school
 - 2nd Grade and 5th Grade – West Entrance Door 13 on Florence Street side of school

For Grades 1-5, look for posted signs over the door and in the closest windows at each entrance denoting grade levels and door numbers.
- **Walkers and Bike Riders:**
 - A student is a walker only if he/she is walking home on his/her own. Parents must sign a release form that authorizes the student to walk or bike home and acknowledges that students dismissed as walkers or bike riders are not supervised by Travis staff anywhere on campus after regular school hours, including the Travis SPARK Park.

The Travis SPARK Park will be closed daily until 4:00 p.m.

ATTENDANCE AND ABSENCES

Attendance will be taken at **9:00 a.m.** each school day. Your child **must be present** at this time to be counted present for the day. A child arriving to school after 9:00 a.m. will be counted absent for the day, the only exception made for those presenting official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional.

Houston ISD emphasizes that attendance is a key element that supports student achievement. Texas Compulsory Attendance law states that parents/guardians are held accountable for their child's attendance. All absences – excused or unexcused – are considered when determining grade level promotion/retention status, as well as transfer renewal status.

Factors for deeming an absence as **excused** include, but are not limited to:

- Personal illness
- Weather
- Quarantine
- Serious illness of family member

- Funeral of a family member
- Court-related activities
- Religious holidays*
- Student's health-related services
- School sponsored or sanctioned trips
- Others as defined by principal

* Student must present an official statement of the scheduled time of the holiday prior to the absence.

Non-COVID 19 Sickness and Absences: In general, children are too sick to come to school when they are contagious and/or their symptoms are serious enough to prevent them from focusing on the tasks they need to do there.

Use this checklist to determine whether to keep your child home from school:

- Does your child have a fever of 100.0°F or higher?
- Has your child vomited and/or had diarrhea two or more times in a 24-hour period?
- Are your child's eyes crusty, bright red, and/or discharging yellow or green fluid (conjunctivitis/pink eye)?
- If your child complains of a sore throat, is it accompanied by fever, headache, stomachache, or swollen glands?
- If your child complains of a stomachache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly?
- Does your child have a persistent, phlegmy cough?
- Does your child have lice (white, translucent eggs the size of a pinpoint on the hair or insects on the scalp)?

If you answered yes to any of these questions, please keep your child home from school and consider seeking medical attention. Your child could have a serious or contagious illness. Keep your child home until he or she has been symptom free for at least 24 hours or until the doctor indicates that he or she can return to school.

If children have a cold, headache, or stomachache that is not accompanied by fever, vomiting, or diarrhea, they can probably come to school.

If children have a rash, it could be contagious. Please seek medical advice before allowing your child to come to school.

Earaches are not contagious. Children can come to school if they can concentrate on their work.

Once your child has been treated for lice, he or she can return to school.

An absence is considered **unexcused** if a written note is not received within three (3) days of a student's return. Absences unrelated to the factors stated above or those taken for family trips or the like are deemed **unexcused**. The Houston Independent School District deems a student with three (3) or more unexcused absences in a four-week period to be **truant**. In this case, or when a student surpasses eight (8) total absences (either excused, unexcused, or a combination), the school will determine on a case-by-case basis – identifying individual circumstances contributing to absences – the need for sending home a truancy warning letter. Truancy cases may be investigated by an HISD Attendance Officer.

When a student has excused absences, the teacher will prepare make-up work which the student is responsible for completing and handing in. Students will have the number of days equal to the number of days absent to complete the work. For example, a student absent for two days will have two days to complete make-up work.

TARDY POLICY

Being at school on time is critical. Students who are late can miss out on important directions and instruction and interrupt the classroom flow when they arrive. Students are considered tardy if they are not inside the building when the 7:45 a.m. bell rings. Students with 4 or more tardies will receive a truancy warning letter. Transfer students with excessive tardies during the school year are subject to non-renewal of the transfer.

CHECKING A STUDENT OUT OF SCHOOL DURING THE SCHOOL DAY

Parents are required to check out students through the office. Students will only be released from school to a parent, guardian, or authorized designee. An authorized designee is someone who has your written permission on the "Releasing Students During School Hours" form. You will be required to show your ID and specify the reason for early departure. Families with court documents that stipulate specific terms and conditions of student release from school must file such documentation with the office. Early release of students is discouraged as instruction is missed and the classroom routine is disrupted. It should be rare situations that cause a student to be taken out of class early. If there is an emergency, please speak with an administrator. Students will be called to the office if parents need to speak to them. Parents will not go the classroom. We follow dictates of the courts in allowing parental visits by non-custodial parents.

DRIVING, PARKING, AND PEDESTRIAN SAFETY

Please obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please follow these rules:

- Do not use a cell phone while driving in the school area. Distracted driving presents a danger to car riders and pedestrians alike.
- Adhere to the school speed zone limit of 20 mph.
- Do not pull out of the Florence Street car rider line early or go around the line as this presents a safety hazard. Students should remain in the car until reaching the back-porch curb.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- Cars should not block intersections at any time.
- Do not make U-turns on streets around the school during heavily congested times.
- Do stop while school buses are stopped to load and unload students.
- When dropping off or picking up students, stop your car on the right-hand side of the street and have your children get in and out of the car on the curbside.
- When crossing the street, students should cross with the crossing guard at the crosswalk.
- Do not park your car in areas marked "No Parking". It poses a safety risk to students and police give tickets in these areas.

PARENTAL CHANGE OF STUDENT DISMISSAL PLAN

As an extra safety precaution, any changes requested to a student's afternoon dismissal plan must be communicated directly to the Travis Elementary office. An email to your child's teacher is encouraged, but will not suffice as the only means of communicating a dismissal change. The office will require that a parent communicating a dismissal change over the phone must provide the driver's license number that is written on the student's enrollment form on file with the school. To inform your child of a change in his/her dismissal plans, please notify the office by 1:30 p.m., and the message will be relayed to your child's teacher.

WITHDRAWING A STUDENT

Please call the office **at least one day in advance** of withdrawing a student from school. Bring the forwarding address and phone number if available. You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school.

SCHOOL CLOSURE/INCLEMENT WEATHER

Should school need to be closed or canceled due to inclement weather or other emergencies, parents will receive the information through HISD's telephone and e-mail notification system, School Messenger. This information is also announced on radio and television stations and posted on the district website.

COMMUNICATION BETWEEN HOME AND SCHOOL

Letters, flyers, informational items, and other school communication is sent weekly to families through the Tuesday E-Folder email via the SchoolMessenger system. The primary and secondary email addresses submitted by families on beginning-of-year enrollment forms will be used. To add another email address to our distribution list or to request receiving all Travis communication in paper form, please email Mayte Sanchez at msanch45@houstonisd.org.

E-mail is an excellent way to communicate with your child's teacher. Please keep these messages brief and allow up to 48 hours for a response. Always address concerns with the teacher first before contacting an administrator.

REQUEST FOR RECORDS

Parents may request records from the school. Requests should be made in the office and the parent should allow 48 hours for the school to respond.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes. We will update information in our call-out system as well. Due to the check-out policy, please keep emergency information current.

GRADING POLICY

All six-week cycle graded work will be used in the calculation of the final average for any class. Graded assignments will be clearly noted on students' HUB class page(s). Grades should accurately reflect the progress of the student and mastery of grade level skills. Teachers in Grades 1-5 are required to post grades into *PowerTeacher Pro*, HISD's online grade book system, within one week of the assignment. Families can access student grades, attendance, and academic history through the HISD Connect Parent Portal (<https://www.houstonisd.org/ParentPortal>).

For students in Kindergarten, subjects are marked according to the scale listed on the report card. For students in Grades 1-5, report card averages in each of the core academic subjects (Reading, Language Arts, Math, Science, and Social Studies) shall be based on the following weights:

- Test and project grades are recorded into the grade book twice.
- Classwork grades are recorded into the grade book once.
- A minimum of 2 grades per week per content area must be inputted into the grade book.

Reassessment

Grades earned below 70% on a summative assessment automatically qualify for reassessment. Students will be given one opportunity to retest and will receive the average of the original and retest grade with a maximum of a 70%. Reassessment methods include, but are not limited to:

- Observation
- Oral questioning
- Additional assignments
- Correcting tests under supervision of teacher
- Retesting using alternate version of exam

Make-up Work

Students who have an excused absence from school will have the same number of days to make up work provided by the teacher. In other words, a student who was absent for two days will have two days to turn in make-up work once he/she returns to school.

Modifying Work

Some students have allowable accommodations/modifications, per Special Education IEPs. (Section 504 students are allowed accommodations only.) Teachers should clearly communicate with parents on this topic.

Projects

Teachers assigning Projects or Project Based Learning activities will provide standards and expectations with a list of requirements and/or grading rubric(s). Parents are asked to facilitate, but the work itself should be completed by the student. Rubrics should award points for projects that are turned in on time and include point deductions for work or projects turned in late.

Homework

Students are expected to read a minimum of 20 minutes every night, per Houston ISD policy. Classroom teachers in Grades 1-5 are required to provide fresh homework activities each week that are instructionally appropriate and reinforce classroom learning and taught concepts. These homework activities can be completed at the discretion and convenience of the parent(s)/family and are not required to be turned in. Homework activities that are turned into the teacher will be marked for effort/completion and returned to the student. Homework activities will not be graded, be given extra credit, or be factored into student averages.

PROGRESS REPORTS

Progress reports are provided following the third week of the grading period to all students in Grades 1-5. Report cards are provided at the end of the six-weeks grading period to all students in Grades K-5.

CRITERIA FOR GRADING ACADEMIC SUBJECTS (Grades 1-5)	
GRADE	CRITERIA
90-100	Excellent quality of work; thorough mastery of subject.
80-89	Good quality of work; above average with consistent effort.
75-79	Satisfactory quality of work; average achievement.
70-74	Below expected quality of work; below average achievement; significant support required from teacher in order to complete work.
Below 70	Unsatisfactory quality of work; not passing.

DRESS CODE

Travis does not have a set uniform. Any dress or part of student appearance that is deemed a distraction to the learning environment is prohibited. If a student is in violation of dress code, parents will be called and asked to bring a change of clothes to school.

- Garments with pictures and/or messages should be in good taste and appropriate for elementary students to see and read. No alcohol/tobacco related text; no inappropriate messages. No printed messages on rear end. Garments should be age-appropriate.
- Garments that allow display of bare skin on the torso or back should not be worn. Shirts and tops should cover the abdomen when arms are stretched.
- Undergarments should not be visible.
- Shorts or skirts should be at an appropriate length. (A good way to spot-check is to see that the shorts or skirts extend at least as far as the end of the middle finger when the child's hand is extended down by his/her side.)
- Shoes should be appropriate for strenuous activities. Closed-toe shoes are required for P.E. No tennis shoes with rollers are allowed at school.

LOST AND FOUND

Missing personal belongings can be sought at the Lost and Found collection area located in the front foyer near the library. Please help us minimize our Lost and Found collection by labeling your child's belongings so they can be returned.

CELL PHONES AND ELECTRONIC DEVICES

Students must turn off cell phones during the day and keep them stored in backpacks. If a cell phone is turned on or is visible, it will be picked up and turned in to the office where the parent must retrieve it. Other electronic devices, including iPods, should be left at home. The school cannot be held responsible for loss of such items. These will also be turned into the office for parent retrieval.

DISCIPLINE

In all classrooms (virtual or in-person), teachers establish, review, and post the rules of conduct expected. Minor infractions are handled by the teacher. These and repeated instances of disrespectful or disruptive student behaviors will be communicated to parents by the teacher. Students are afforded consistent, fair, and predictable standards of conduct management, responses, and interventions. Repeated infractions or discipline matters of a more serious nature will be addressed in accordance with the Houston ISD Code of Student Conduct. Consequences for misbehavior are assigned based on the level of the infraction. During disciplinary actions, we work to protect the classroom from disruptions, correct the behavior, protect the dignity of the student, and partner with parents to make responses meaningful and appropriate.

BULLYING

Repeated instances of student behavior (virtual or in-person) that makes a classmate feel physically or emotionally unsafe or compromises another person's comfort or desire to learn at Travis Elementary School is not acceptable. A full explanation of what constitutes bullying can be found in the HISD Code of Student Conduct. Reported instances of bullying will be communicated to parents of any affected students. Positive interventions such as counseling, mediation, and conflict resolution are always preferred to address instances of bullying, however, violators are subject to disciplinary actions as outlined under Level 3 of the Code of Student Conduct.

HEALTH SERVICES

In the event of illness or injury during the school day, clinic services are provided by the school nurse or office staff. If it is determined that a student is too ill to remain at school, the parent or emergency person designated on the *"Releasing Students During School Hours Form"* will be contacted to make arrangements for the student to be picked up. You will be asked to show your ID before the student is released.

MEDICATIONS

Students may not carry medication or have it in the classroom. Medication to be administered to a student by the school nurse must be accompanied by instructions and signed by a physician or dentist (licensed to practice in the United States). The prescribing physician or dentist completes the HISD form "Policies Governing Administering Medication During School Hours" and it is returned to the school office. No fax copies are accepted. The medication must be in the original container and appropriately labeled by the pharmacy or physician. No medication can be given without this documentation.

HEALTH FITNESS EXEMPTION

A note from the parent stating the nature of a child's illness or injury will be sufficient to exempt a child from strenuous physical activity for that day. Prolonged exemption should be communicated through a doctor's note.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Travis has a history of strong parent and community support through volunteerism. While we will not have in-school volunteer opportunities for the time being, we want to share how to sign up in the meantime in hopes that volunteers will be able to engage with us again soon. All volunteers must register and complete a background

check through the VIPS Program online (<http://www.houstonisd.org/Page/126421>). **A volunteer must be VIPS-approved prior to being cleared by Travis administration for any volunteer work. No exceptions.** The VIPS-clearance process can take up to two weeks to complete. Please contact Travis VIPS coordinator Leslie Smith at lsmith37@houstonisd.org with any questions or if you need any assistance.

FIELD TRIPS

Off-campus field trips are currently suspended.

BIRTHDAYS

Birthdays are recognized during Tiger TV morning announcements. Flowers, balloons, etc. will not be delivered to the classrooms as this disrupts instruction. Please save these items for celebrations at home. In conjunction with COVID-19 safety protocols, we are not able to pass out party invitations or share birthday cupcakes or cookies currently.



SECTION II
Instructional Continuity Plan
for Virtual (Remote) Learning
2020-2021

Instructional Continuity Team	
Staff Member	Role
Tom Day	Principal
Sara Lytle	Assistant Principal
Natalia Junkans	Instructional Specialist
Leslie Smith	School Counselor
Mary Oliver	Special Education Chair
Sarah Butler	Kindergarten Teacher
Parker Wepasnick	1 st Grade Teacher
Morgan Tomchesson	2 nd Grade Teacher
Ali Luna	3 rd Grade Teacher
Lauren Stackenwalt	4 th Grade Teacher
Michelle Figueroa	5 th Grade Teacher
Sharon Dodd	PE Coach

Shared Decision-Making Committee (SDMC) Members	
Name	Position (Term Expires)
TBD	Business Member
McGregor, Cody	Community Member
Snead, Lauren	Community Member
Sternfels, Melissa	Community Member
French, Andrea	Parent
Sumners, Jessie	Parent
Day, Tom	Principal
Derong, Rachel	Classroom Teacher (2022)
Gauthier, Maria	Classroom Teacher (2021)
Gonzales, Sarah	Classroom Teacher (2021)
Luna, Alejandra	Classroom Teacher (2021)
O'Rourke, Meredith	Classroom Teacher (2022)
Rayner, Taylor	Classroom Teacher (2022)
Keevill, Danetta	School-based Staff (2022)
Oliver, Mary	School-based Staff (2022)
Sanchez, Mayte	Non-Instructional Staff (2021)

Staff Directory		
School Principal	Tom Day	tday1@houstonisd.org
Social Emotional	Leslie Smith, School Counselor	lsmith37@houstonisd.org
Gifted & Talented	Sara Lytle, Assistant Principal	slytle@houstonisd.org
Technology Needs	Natalia Junkans, Instructional Specialist	njunkans@houstonisd.org
Special Education	Mary Oliver	moliver1@houstonisd.org
	Allison Muñoz	Allison.OrtegaMunoz@houstonisd.org
504 Services	Rachelle Varnon	rvarnon@houstonisd.org
ESL & Testing	Natalia Junkans	njunkans@houstonisd.org
Volunteer Opportunities	Parentinvolvement@travispta.org	
HISD Reopening	https://www.houstonisd.org/Reopening	
HISD Cyber Safety	https://www.houstonisd.org/Page/111615	

Technology Systems to Support Continuity of Learning

During the remote operation of school, teachers and students will use HISD-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.

Microsoft Teams

Microsoft Teams is a digital platform that offers virtual communication and collaboration between students and teachers. Students can be provided with continued support and enhanced learning experience through conversations, video and audio meetings, and live events. Teachers will use Microsoft Teams to provide virtual instruction, student support, and other communicative needs of students. Where to get support: [Academic Instructional Technology Training](#). See next pages for step-by-step instructions for accessing your child's classes set up in Microsoft Teams.

Student Safety Using Microsoft Teams

Travis teachers are working to ensure our district adopted communication platform, Microsoft Teams, provides a safe, interactive classroom experience. We have enjoyed the way we can communicate with our students through this medium. Even though we are not able to see all our Tigers in person, this platform has given us a personal connection to them.

Like any device or online communication platform, it is important to check in with your child to ensure that they are following safe forms of online communication. Families, please set the following expectations for your child's Microsoft Teams usage at home to ensure the safety of all our students:

- Communicate respectfully and appropriately with others during scheduled classroom meeting times.
- Refrain from private chats during live instruction. (Instructions on disabling chat notifications can be found below.)
- Report improper use of chat sessions and/or video calls to the classroom teacher.

For more information and guidance on Internet safety and acceptable/unacceptable online behavior, read the Houston ISD ***Acceptable Use Policy for Electronic Services for Students*** by clicking [HERE](#), reference the Houston ISD ***Code of Student Conduct*** by clicking [HERE](#), or reference the 'Safe Computing' link on the HISD Information Technology webpage by clicking [HERE](#).

Please help us by monitoring your child's usage of Microsoft Teams and having conversations with your child about their digital footprint. Together, we can provide a safe and effective way for our students to connect.

The HUB (itsLearning)

The HUB, also known as itslearning, is the district's learning management system. The platform provides access to multiple digital resources to personalize instruction through digital lesson plans created by teachers and the curriculum department. Teachers can use the platform to create and grade assignments and share resources with colleagues and students. The HUB allows students 24-7 access to instructional material, coursework, and digital textbooks from any device and demonstrate mastery of a subject. Students can submit their assignments and projects, collaborate, and communicate with their classmates, and create blogs, discussion boards, and ePortfolios. Where to get support: [Academic Instructional Technology Training](#). See next pages for step-by-step instructions for accessing the HUB.

Our students will use iPads and/or laptops to connect virtually with instruction via the HUB and Microsoft Teams. The district provides trainings for these platforms, both in live time and recorded for later access. Technology assistance needs should be directed to:

HISD Technology Service Desk Phone
713-892-7378
Email: servicedesk@houstonisd.org

Accessing the HUB & Digital Resources

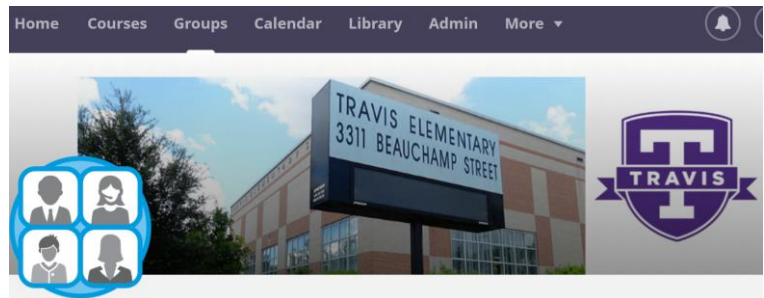


Student ID: _____

Student Password: _____

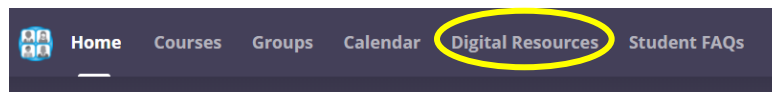
- Navigate to <http://www.houstonisd.org/hub>
- You will be taken to the HISD Single Sign-On Service page.
- The student's username should be entered as: **student\s#####** where the #'s are the student's ID number or **s#####@online.houstonisd.org**
- The student's password should be entered as the student's 8-digit date of birth (no slashes): MMDDYYYY
Click Sign in

Welcome to the Travis HUB landing page!

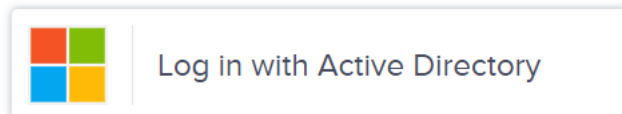


Digital Resources

At the top of the menu bar **Click on Digital Resources** to access additional resources. You may need to click on 'More' (on the far right) to access Digital Resources.
You have arrived!
OR ...


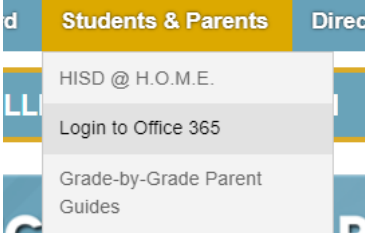
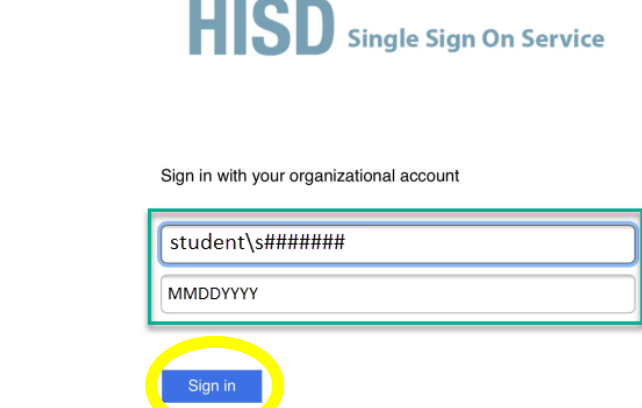
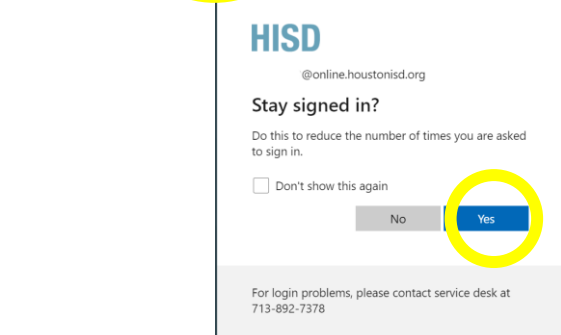
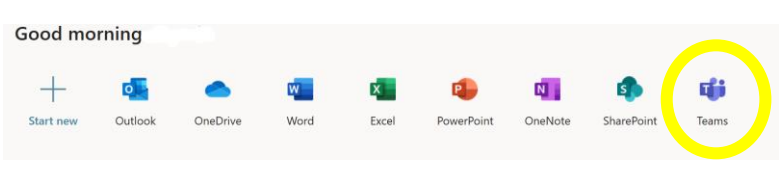


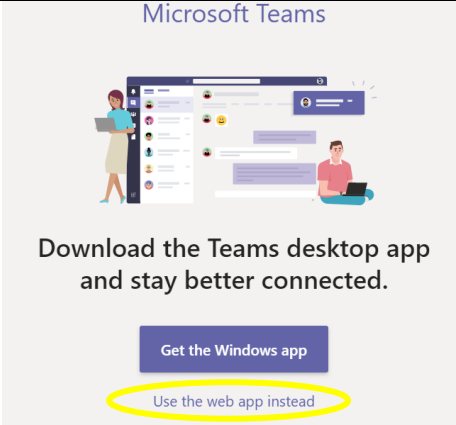
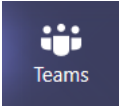
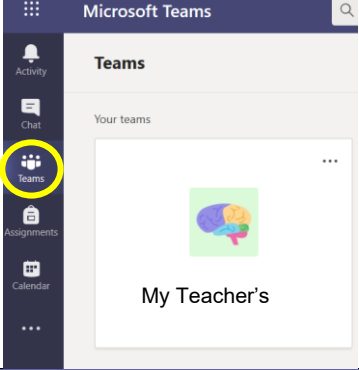
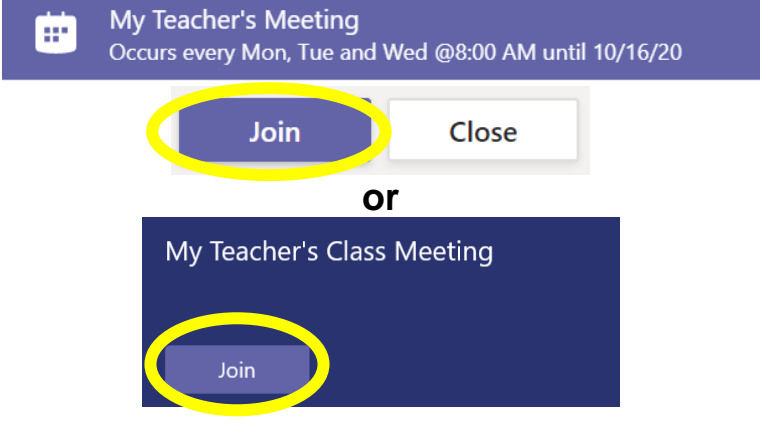

Click on Log in with Active Directory



Accessing Microsoft Teams from the Web



<p>Navigate to www.houstonisd.org or office365.houstonisd.org</p>	
<p>Hover over Student & Parents on the menu bar Click on Login to Office365</p>	
<ul style="list-style-type: none"> You will be taken to the HISD Single Sign On Service page. The student's username should be entered as: student\s##### where the #'s are the student's ID number or s#####@online.houstonisd.org The student's password should be entered as the student's 8-digit date of birth (no slashes): MMDDYYYY Click Sign in 	
<p>Click Yes to stay logged in.</p>	
<p>Click on the Teams icon from the list.</p>	

<p>Click on Use the web app instead (If you have already downloaded the Windows app you may use that button instead.)</p>	 <p>Microsoft Teams</p> <p>Download the Teams desktop app and stay better connected.</p> <p>Get the Windows app</p> <p>Use the web app instead</p>
<p>Click on the Teams icon located in list to the left of the screen</p>  <p>Click on your teacher's square class icon.</p>	 <p>Microsoft Teams</p> <p>Activity</p> <p>Chat</p> <p>Teams</p> <p>Assignments</p> <p>Calendar</p> <p>Teams</p> <p>Your teams</p> <p>My Teacher's</p>
<p>In the Posts area in the center of the screen, click on your teacher's posted meeting notice (the blue area) to open your classroom's meeting, then click Join on the top right corner of the page.</p> <p>or</p> <p>If you see this darker blue block, your teacher has already started the meeting and you can click Join.</p>	 <p>My Teacher's Meeting</p> <p>Occurs every Mon, Tue and Wed @8:00 AM until 10/16/20</p> <p>Join</p> <p>Close</p> <p>or</p> <p>My Teacher's Class Meeting</p> <p>Join</p>
<p>Click the microphone and video slide bars to turn off those features before joining. (Your teacher will ask you to turn on once the class meeting begins.)</p> <p>Click Join Now</p>	 <p>Choose your audio and video settings for</p> <p>My Teacher's Class Meeting</p> <p>Join now</p> <p>Microphone</p> <p>Video</p> <p>Devices</p>
<p>If you receive this message, wait for your teacher to start the meeting.</p>	<p>When the meeting starts, we'll let people know you're waiting.</p>
<p>If you receive this message, you are in the lobby and your teacher will let you in shortly.</p>	<p>We've let people in the meeting know you're waiting.</p>
<p>Success!</p>	<p>Once admitted by your teacher, you will see your teacher and classmates!</p>

Instruction

During periods of virtual (remote) learning, Travis Elementary will ensure:

- Alignment and continuity of classroom schedules and course content across grade levels
- Alignment to state Texas Essential Knowledge and Skills (TEKS) and Houston ISD Curriculum Scope and Sequence
- Differentiation of instruction for all levels of learners
- Live daily connection to teachers
- Holistic approach to student social emotional learning and development, and responsiveness to student needs

The official school day is 7:30 a.m. – 3:00 p.m. and will include:

- Daily 20-to-30 minutes live whole-class Community Building Time (CBT) via Teams with homeroom teacher – Social Emotional Learning and connection
- Two daily 20-to-30-minute live whole-class sessions via Teams with Core Foundation teacher(s)
- Differentiated instruction in small groups with teacher(s)
- Daily 20-to-30-minute live whole-class sessions via Teams with Core Enrichment teachers (PE, Music, Art, Creative Movement, Library)
- Daily independent work (asynchronous learning) assigned via the HUB
- Uniform daily learning schedules across grade level classes
- Uniform daily classwork, assessments, and learning activities assigned by teachers across grade level classes

While teachers will provide daily learning activities that span the full school day, it is very important to remember that families have flexibility in how they manage student learning from home.

Small group instruction time provides opportunity for differentiating and individualizing instruction as teachers will target individual student needs in both skills development and concept extension. The first few weeks, teachers will administer reading and math screeners, developmental reading assessments, student interest surveys, and other tools for assessing student strengths and passions. As the year goes on, students will be given individualized learning opportunities with the teacher in small groups and through interest-based learning activities and individual projects.

Social Emotional Learning

Students will be given 30 minutes of daily live **Community Building Time (CBT)** with their homeroom teacher via Teams. Teachers will concentrate on building students' social-emotional skills through a variety of techniques, including community circles, character lessons, mindfulness activities, and others.

School Counselor Leslie Smith will develop and implement a Comprehensive School Counseling Program that provides services to students, parents, school staff and the community in the areas of direct student services, school counseling core curriculum, individual student planning, responsive services, and indirect student services.

Ms. Smith will provide guidance lessons to students to be delivered during classroom community building time and school-wide during the morning announcements. She will meet with students one-on-one and in small groups to help students develop skills to manage their emotions, form positive

relationships, feel empathy for others, make responsible decisions, become lifelong learners, as well as advocate for their academic success and social-emotional well-being.

Core Enrichment

Our Core Enrichment class rotation has been adjusted to five offerings: **PE, Art, Music, Creative Movement, and Library.**

Special Populations Support

Special Education

Children receiving services under Special Education will receive additional live instruction during small-group time blocks or during scheduled afternoon asynchronous learning time. Students will not miss any core instruction from their content teachers. Special Education teaching assistants will attend whole-group learning lessons and will then provide live support to students during their independent work time, modifying assignments and providing supports according to IEPs.

Dyslexia

Children receiving dyslexia services under a Section 504 plan will receive additional live instruction during small-group time blocks or during scheduled afternoon asynchronous learning time. Students will not miss any core instruction from their content teachers.

English Learners (ELs)

Students identified as ELs will participate in differentiated small group instruction utilizing Proficiency Level Descriptors (PLDs), Texas Essential Knowledge and Skills (TEKS) and English Language Proficiency Standards (ELPS). ELs will engage in lessons through Imagine Language and Literacy as assigned by teachers. Teachers will create opportunities for students to collaborate during asynchronous lessons addressing linguistic domains: Reading, Listening, Speaking and Writing.

Gifted and Talented

Teachers will collaborate to create and implement student Gifted Education Plans (GEPs) to individualize and differentiate instruction. Teachers will use small group times for ability grouping to extend depth and complexity in thinking, application of concepts, and for supporting interest-based assignments and Project Based Learning activities.

Grading Policy

All six-week cycle graded work will be used in the calculation of the final average for any class. Graded assignments will be clearly noted on students' HUB class page(s). Grades should accurately reflect the progress of the student and mastery of grade level skills. Teachers in Grades 1-5 are required to post grades into *PowerTeacher Pro*, HISD's online grade book system, within one week of the assignment. Families can access student grades, attendance, and academic history through the HISD Connect Parent Portal (<https://www.houstonisd.org/ParentPortal>).

For students in Kindergarten, subjects are marked according to the scale listed on the report card. For students in Grades 1-5, report card averages in each of the core academic subjects (Reading, Language Arts, Math, Science, and Social Studies) shall be based on the following weights:

- Test and project grades are recorded into the grade book twice.

- Classwork grades are recorded into the grade book once.
- A minimum of 2 grades per week per content area must be inputted into the grade book.

Reassessment

Grades earned below 70% on a summative assessment automatically qualify for reassessment. Students will be given one opportunity to retest and will receive the average of the original and retest grade with a maximum of a 70%. Reassessment methods include, but are not limited to:

- Observation
- Oral questioning
- Additional assignments
- Correcting tests under supervision of teacher
- Retesting using alternate version of exam

Make-up Work

Students who have an excused absence from school will have the same number of days to make up work provided by the teacher. In other words, a student who was absent for two days will have two days to turn in make-up work once he/she returns to school.

Modifying Work

Some students have allowable accommodations/modifications, per Special Education IEPs. (Section 504 students are allowed accommodations only.) Teachers should clearly communicate with parents on this topic.

Projects

Teachers assigning Projects or Project Based Learning activities will provide standards and expectations with a list of requirements and/or grading rubric(s). Parents are asked to facilitate, but the work itself should be completed by the student. Rubrics should award points for projects that are turned in on time and include point deductions for work or projects turned in late.

Progress Reports and Report Cards

Progress reports are provided following the third week of the grading period to all students in Grades 1-5. Report cards are provided at the end of the six-weeks grading period to all students in Grades K-5.

CRITERIA FOR GRADING ACADEMIC SUBJECTS (Grades 1-5)	
<u>GRADE</u>	<u>CRITERIA</u>
90-100	Excellent quality of work; thorough mastery of subject.
80-89	Good quality of work; above average with consistent effort.
75-79	Satisfactory quality of work; average achievement.
70-74	Below expected quality of work; below average achievement; significant support required from teacher in order to complete work.
Below 70	Unsatisfactory quality of work; not passing.

Student 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, completion of independent reading or work assignments.
- Interaction with teacher via Microsoft Teams as part of live or small group instruction.
- Submission of assignment(s) via the HUB.

Homeroom teachers will submit attendance each day at **10:00 a.m.** based on evidence of the above criteria. If a student is marked 'Absent' at that time, but engages in one or more of the above learning activities later in the day, the teacher will update that student's attendance to 'Present' for the day at **2:30 p.m.**

Students who have not met at least one of the three requirements above by 2:30 p.m. will continue to be marked absent.

Other attendance notes:

- Parents and students will receive absence notifications via School Messenger after 6:00 p.m. each day and will be reminded of the opportunity to resolve that day's absence. Any absences recorded but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records of the HUB or with teacher verification.
- If a student is engaged in remote learning and completes the entire week's 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 [TEC §25.092](#) and Houston ISD Policy still requires students to attend at least 90% of their classes to receive credit and be promoted.

Other Policies

Communication Between Home and School

Letters, flyers, informational items, and other school communication is sent weekly to families through the Tuesday E-Folder email via the SchoolMessenger system. The primary and secondary email addresses submitted by families on beginning-of-year enrollment forms will be used. To add another email address to our distribution list, please email Mayte Sanchez at msanch45@houstonisd.org.

E-mail is an excellent way to communicate with your child's teacher. Please keep these messages brief and allow up to 48 hours for a response. Always address concerns with the teacher first before contacting an administrator.

Request for Records

Parents may request records from the school. Requests should be made in the office and the parent should allow 48 hours for the school to respond.

Change of Address or Telephone Number

For the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes. We will update information in our call-out system as well.

Discipline

In all classrooms (virtual or in-person), teachers establish, review, and post the rules of conduct expected. Minor infractions are handled by the teacher. These and repeated instances of disrespectful or disruptive student behaviors will be communicated to parents by the teacher. Students are afforded consistent, fair, and predictable standards of conduct management, responses, and interventions. Repeated infractions or discipline matters of a more serious nature will be addressed in accordance with the Houston ISD Code of Student Conduct. Consequences for misbehavior are assigned based on the level of the infraction. During disciplinary actions, we work to protect the classroom from disruptions, correct the behavior, protect the dignity of the student, and partner with parents to make responses meaningful and appropriate.

Bullying

Repeated instances of student behavior (virtual or in-person) that makes a classmate feel physically or emotionally unsafe or compromises another person's comfort or desire to learn at Travis Elementary School is not acceptable. A full explanation of what constitutes bullying can be found in the HISD Code of Student Conduct. Reported instances of bullying will be communicated to parents of any affected students. Positive interventions such as counseling, mediation, and conflict resolution are always preferred to address instances of bullying, however, violators are subject to disciplinary actions as outlined under Level 3 of the Code of Student Conduct.

Best Practices for Parents & Guardians

Learning at home can be a balancing act. Establishing a routine will help students be more successful in their learning:

- Provide an appropriate learning space for the students when possible
- Communicate any instructional needs to the campus such as a lack of device or internet connection
- Consistently monitor campus and district communication for updates via callouts and websites.
- Maintain communication with teachers
- Connect with your student every day at a time that works well for your household. This might be a quick check-in a few times a day or a longer check-in in the morning or evening.
 - Some questions that might help spark a conversation include:
 - Were you able to complete all the assigned activities?
 - What did you learn/practice/read today?
 - What was easy or challenging for you?
 - Do you have any questions for your teacher?
- Monitor student time on task and encourage physical activity and/or exercise