

Middle College High School at HCC Felix Fraga

REOPENING PLAN IN PERSON – PARENT MEETING

OCT 7, 2020

OFFICE VIRTUAL TEL 346 -800-2325



School Motto

Encourage, Engage and Empower.



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Middle College High School at HCC Felix Fraga

Parent Meeting– Agenda 10/07

English : 5:30pm – 6pm

Spanish: 6pm – 6:30

- ▶ Welcome
- ▶ Agenda
- ▶ Socio Economic Form
- ▶ Dual Credit Forms
- ▶ Reopening Websites
- ▶ Dates
- ▶ Communication
- ▶ Face to Face Instruction
- ▶ Entry Screening Protocol
- ▶ Arrival and Dismissal
- ▶ Student Meals
- ▶ Virtual Learning after Face to Face Instruction Begins
- ▶ Student Expectations
- ▶ Student Attendance and Grades
- ▶ Transportation
- ▶ Guidance for Electives and Extra-Curricular
- ▶ Campus Protocols
- ▶ Restroom Protocols
- ▶ Emergency Drills Protocols
- ▶ Daily Schedule
- ▶ Student and Staff Safety
- ▶ Potential Exposure / School Closure
- ▶ Questions and Answers



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Socio Economic Form

<https://hisdconnect.houstonisd.org/public/>

01

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

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02

PowerSchool SIS

Madison Major

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

Grades and Attendance: Fo

Grades and Attendance Standards Grades

Exp	Last Week					This We		
	M	T	W	H	F	M	T	W
HR(A)	RA	RA	RA	RA	RA			
LA(A)	-	-	-	-	-			
MTH(A)	-	-	-	-	-			
SCI(A)	-	-	-	-	-			
SS(A)	-	-	-	-	-			
RD(A)	-	-	-	-	-			
ANC(A)	-	-	-	-	-			

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Houston

Status	Form Name	Form Description	Category
Empty	[Houston] Family Survey		Houston
Empty	[Houston] Military Connected Family Survey		Houston
Empty	[Houston] Privacy Code: Student Records, Rights, and Responsibilities		Houston
Empty	[Houston] Social Economic Information Form	Complete and return one form to each school where you have a child enrolled.	Houston
Empty	[Houston] Student Assistance Questionnaire (SAQ)		Houston
Empty	[Houston] Student Change of Address		Houston

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04

CONFIDENTIAL

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC 39 for Texas state requirements and ESEA sections 1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA section 1113).

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance, we may not be able to.

Section A

☐ Yes

Section B

Do you receive Supplemental Nutrition Assistance (SNAP)?
☐ Yes ☐ No

Do you receive Temporary Assistance to Needy Families (TANF)?
☐ Yes ☐ No

Section C

Household members are in the household (include all)

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL
Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment and all other sources of income (before any type of deduction)

Section D (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent or legal guardian.

☒ I certify that all the information on this form is true. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.
☐ I choose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.

☒ I consent to the use of electronic signatures. *

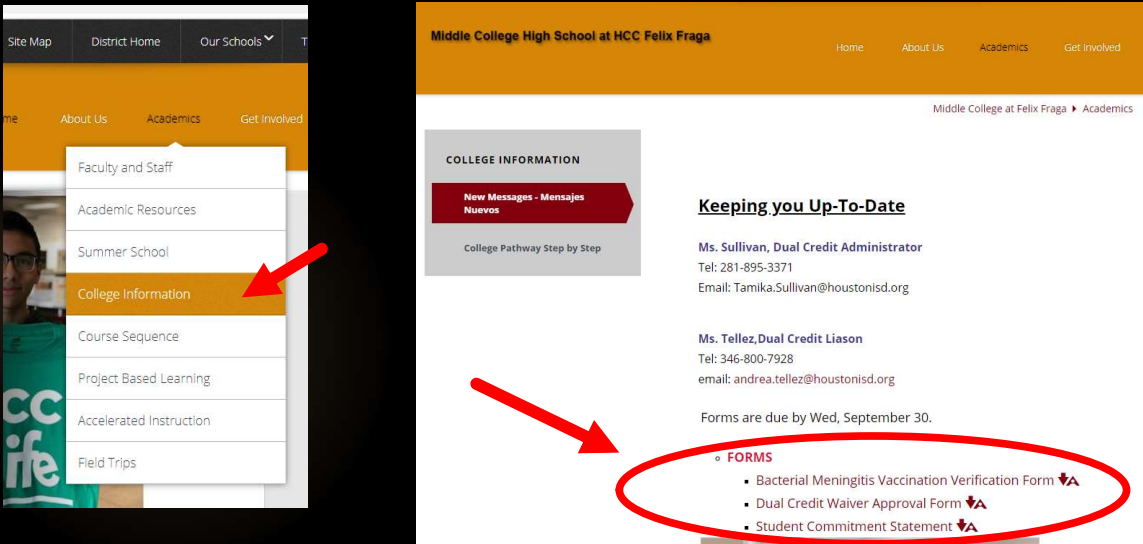
Parent/Guardian Signature
Untitled
6/25/21

Date
10/25/2020

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Dual Credit Forms

www.houstonisd.org/fraga



The screenshot shows the website for Middle College High School at HCC Felix Fraga. The navigation menu includes: Site Map, District Home, Our Schools, Home, About Us, Academics, and Get Involved. The 'College Information' link is highlighted in the menu. The main content area is titled 'COLLEGE INFORMATION' and includes a 'New Messages - Mensajes Nuevos' button. The 'Keeping you Up-To-Date' section lists contact information for Ms. Sullivan, Dual Credit Administrator, and Ms. Tellez, Dual Credit Liaison. The 'FORMS' section, circled in red, lists the following forms:

- Bacterial Meningitis Vaccination Verification Form
- Dual Credit Waiver Approval Form
- Student Commitment Statement

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Communication

Office:
301 N. Drennan, Suite 205, Houston Texas 77003

Office Telephone Number: 713-228-3408 / 346 -800-2325

School Website <http://www.Houstonisd.org/fraga>


HISD Emails

TEAMS CHAT / Calls

@MCHSFraga



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1) Virtual PARENT Communication Link and Telephone Number

- ▶ [Join Microsoft Teams Meeting](#)
- ▶ [+1 281-810-1822](#) Conference ID: 353 819 689#

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Reopening Plan

- ▶ <https://www.houstonisd.org/ParentCourse>
- ▶ www.houstonisd.org/Reopening
- ▶ HoustonISD.org/LearningOption – Sep 25 – Sep 28

RECONNECT SAFELY RETURN STRONG

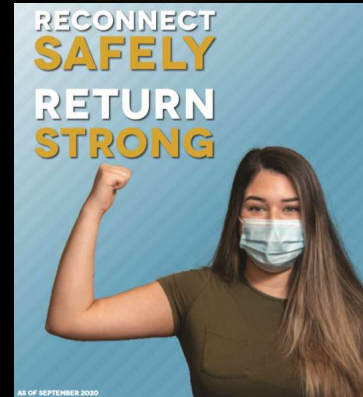


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Return to Work

Monday, October 12th teachers (and all school-based staff) will return to campus to continue delivering virtual instruction and prepare their classes for students returning to face to face instruction

Schedule / Plan



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HOUSTON INDEPENDENT SCHOOL DISTRICT

INSTRUCTIONAL FORMAT FALL 2020

SEPTEMBER 8:
First day of school (Virtual only)

OCTOBER 19:
Face to face instruction begins subject to change based on COVID-19 conditions across the city of Houston and recommendations from local, state, and federal health officials. *

SEPTEMBER 8- JANUARY 29:
First semester of remote learning for students/parents who choose online-only instruction.

**Parents will have the option to choose remote instruction for the fall semester (through January 29) or entire school year (through June 11).*

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Breakfast in the
Classroom
7:30am – 7:55am

Instruction from
8am – 3:40pm

	Start	End	
1st / 5th Period	8:00 AM	9:20 AM	80 min
New Learning / Synchronous	8:00 AM	8:30 AM	30 min
Intervention/ Tutorials / Asynchronous	8:30 AM	9:20 AM	50 min
transition	9:20 AM	9:23 AM	3 min
2nd / 6th Period	9:23 AM	10:43 AM	80 min
New Learning / Synchronous	9:23 AM	9:53 AM	30 min
Intervention/ Tutorials / Asynchronous	9:53 AM	10:43 AM	50 min
transition	10:43 AM	10:46 AM	3 min
Office Hours / Intervention / Guidance	10:46 AM	11:19 AM	33 min
transition	11:19 AM	11:22 AM	3 min
Lunch	11:22 AM	11:52 AM	30 min
transition	11:52 AM	11:57 AM	5 min
3rd / 7th Period	11:57 AM	1:17 PM	80 min
New Learning / Synchronous	11:57 AM	12:27 PM	30 min
Intervention/ Tutorials / Asynchronous	12:27 PM	1:17 PM	50 min
transition	1:17 PM	1:20 PM	3 min
4th / 8th Period	1:20 PM	2:40 PM	80 min
New Learning / Synchronous	1:20 PM	1:50 PM	30 min
Intervention/ Tutorials / Asynchronous	1:50 PM	2:40 PM	50 min
transition	2:40 PM	2:45 PM	5 min
Intervention / Tutorials / Office Hours	2:45 PM	3:40 PM	55 min

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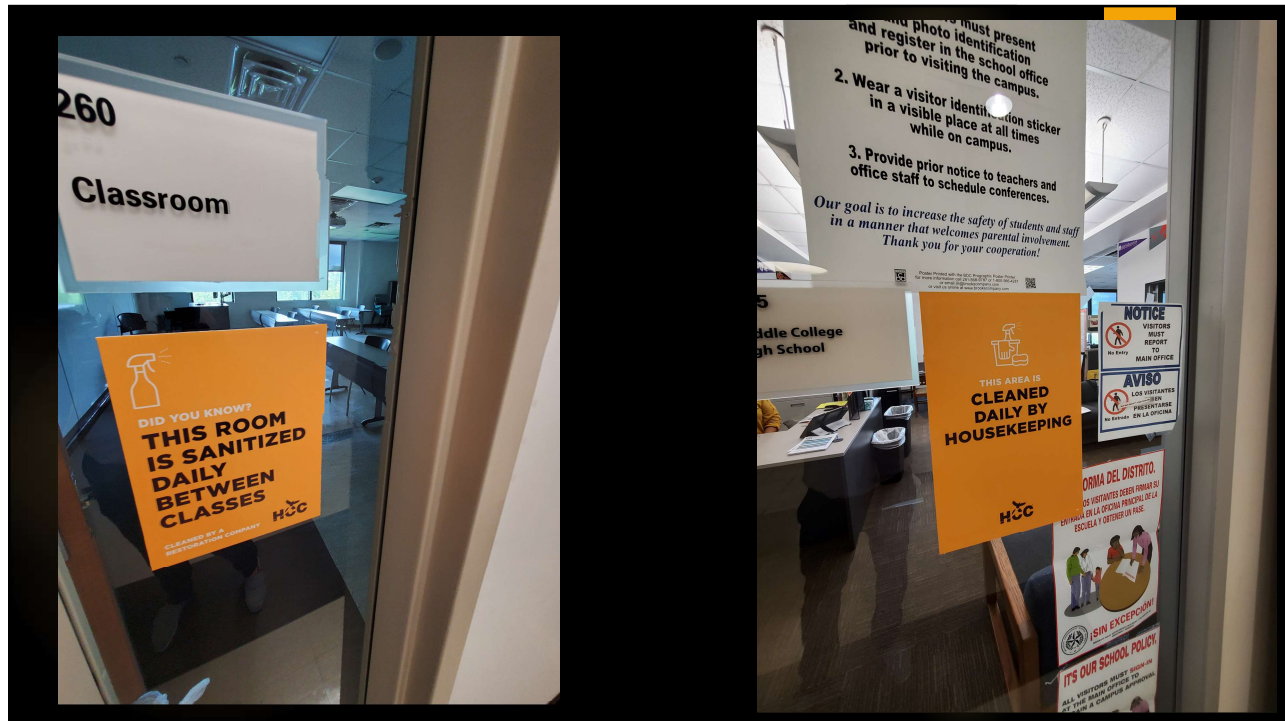
14



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19



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Face to Face Instruction

- ▶ Face-to-face instruction will begin for students on Monday, October 19
- ▶ 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
- ▶ Daily deep cleaning will occur throughout the campus with an emphasis on high touch surface
- ▶ Temperature checks will be conducted daily for everyone on campus (faculty, staff, and students)
- ▶ If COVID-19 cases are identified, campuses will be closed/sanitized. Notifications will be provided to impacted parents and students if possibly exposed. Instruction will shift to virtual learning if the school closes.

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- ▶ Students, staff, and anyone on **campus will be required to wear masks at all times.**
 - ▶ Mask
 - ▶ Personal reusable masks must meet PPE guidelines and not be inappropriate or derogatory in nature.
 - ▶ Dress code
 - ▶ Power Up Laptop
- ▶ Students face-to-face course schedule content should be consistent with virtual schedules to remain in compliance with state law TEC 25.092 and Houston ISD policy **requiring students to attend at least 90% of their classes to receive credit and be promoted.**
- ▶ Teachers and students will continue to support teaching and learning.
- ▶ **Students may not share** any personal belongings, equipment, or other items, including computers, instruments, water bottles, costumes, or uniforms.



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Entry Screening Protocol –Arrival and Dismissal

- ▶ All employees, students, visitors, and vendors will undergo **daily screenings** by Wellness Teams
- ▶ **We will use HCC front entrance to enter the exit the building.**
- ▶ COVID-19 symptoms will be posted for reference.
- ▶ All will be asked if they are experiencing any symptoms. Those who respond '**yes**' **will be 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.
- ▶ Schools will establish staggered, 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.

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Hygiene Protocols

- ▶ All must routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 60 percent alcohol.
- ▶ Hand must be washed for at least 20 seconds.
- ▶ Hands must be thoroughly washed or sanitized after each visit to the restroom and prior to eating.
- ▶ Students and staff must cover coughs and sneezes with tissues, throw used tissues in the trash and then wash hands immediately with soap and water for at least 20 seconds.

Students and employees: prohibited from sharing materials, supplies, equipment, and other items, unless absolutely necessary. This include pencils, markers, books, dictionaries, scissors, and other supplies. If sharing is absolutely required, items must be sanitized by both the recipient and lender. In classroom, teacher must ensure all shared items are sanitized between uses.



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Personal Protective Equipment Protocol

MASKS

- ▶ Provided to students, employees, and visitors if they do not have one. (district-issued disposable masks and personal reusable mask allowed)
- ▶ Must be fitted to the face, covering both nose and mouth, and at least 2 layers thick (Following HISD Dress Code)
- ▶ Must be pinched down, snug and fitted to the nose. Loose – fitting cloths – such as bandannas, scarves, and handkerchiefs – may not be used as masks, nor can face shields be worn alone without a mask.
- ▶ Worn at all times, including when in the restroom.
- ▶ Only to be removed when eating or drinking during breakfast or lunch times.
- ▶ Mask guideline training for students.



Campus and building administrators have the discretion to require students and employees wear a district-provided mask if they determine a personal mask does not meet minimum health and safety standards.

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Specific to 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.
- ▶ 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.

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Student Meals

- ▶ Nutrition Services will provide individually **wrapped breakfast** and **lunch in the classroom** to all students enrolled face-to-face instruction.
 - ▶ Breakfast start at 7:30am
 - ▶ Lunch at 11:22 am
- ▶ Curbside meals will continue to be available for students enrolled in virtual learning.
 - ▶ Visit HISD website for distribution sites
 - ▶ <https://www.houstonisd.org/studentmeals>

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Virtual Learning after Face to Face Instruction Begins

- ▶ 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 Asynchronous time and virtual office hours.**
- ▶ During virtual instruction, students will maintain a **similar schedule** as they would during face-to-face instruction.
- ▶ **Students will bring laptops to school** and will take them home each day in the event they need to switch to virtual instruction.
- ▶ Principal worked with HISD Leadership office to review space and numbers needed based on survey results to determine number of virtual teachers needed.

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Student Expectations

- ▶ Attendance, Grades, Respect !
- ▶ Students who choose to **remain in a virtual learning** setting are expected to
 - ▶ Connect EVERY DAY, EVERY CLASS (No Attendance = No Credit)
 - ▶ complete assigned learning activities each day,
 - ▶ showing proof of participation in daily virtual instruction by satisfactorily engaging with assigned learning activities and
 - ▶ completing assignments in the HUB.
- ▶ Teachers will measure student progress based on completed and submitted assignments. Parents and students should **communicate with the teacher** when in need of additional learning support.

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Student Attendance and Grading

- ▶ Students who engage in learning activities via the HUB or Microsoft Teams and submit required assignments are considered "present" and will not be marked absent. Students **must attend at least 90 percent of their classes to receive credit and be promoted.**

Attendance Policy

- ▶ To be **considered "present"** and not be marked absent, students must meet one or more of the following daily learning requirements:
 - ▶ Participate in the HUB and **complete independent reading or work assignments.**
 - ▶ **Interact with teacher virtually via Teams** as part of live or small group instruction.
 - ▶ Complete and submit assignments 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 these requirements by the times listed below will be marked absent.
 - ▶ MCHS at Fraga Instruction 8am – 3:40 p.m.
- ▶ The absence can be resolved if the student completes one of the three requirements by **11:59 p.m. on that same day.**

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Grading Policy

- ▶ 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 record grades, which will be available for parents and students to access through the **HISD Connect Parent Portal** (log-in information provided by campus).
- ▶ The **calculation for high school semester grades has changed** for the 2020-2021 school year. Each six-week cycle grade will count as 30% of the semester grade, and the final exam will count as 10% of the semester grade. The new formula will apply to all high school courses taken in high school.

1 st Six-Week Cycle Sep 8 – Oct 16	2 nd Six-Week Cycle Oct 19 – Dec 4	3 rd Six-Week Cycle Dec 7 – Jan 28	Final Exam Jan 25 – Jan 28
30%	30%	30%	10%

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Transportation

- ▶ **Transportation will be provided to special education, homeless, and priority students.** Once we have preliminary numbers on Friday, Sept. 28, the determination of transportation for all students, including magnet schools, will be made.
- ▶ Transportation Services will enhance **cleaning protocols and implement physical distancing for all buses.** Because physical distancing drastically reduces bus capacity, only special education and homeless students will be transported when in-person instruction resumes. Additionally, priority will be given to certain student populations.
- ▶ Transportation Services also will implement contingency plans for responding to student bus riders and bus drivers who develop a presumed or confirmed case. Touch time clocks will be phased out to eliminate additional high-risk surface contacts for employees.
- ▶ **Students are required to wear masks while riding the bus.**



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Guidance for Electives, Ancillary and Extra-Curricular

Dance PK-12

- ▶ Limit instruction of dances that don't allow for social distancing. **Prohibit sharing of all props, dance clothes, equipment, and other materials that can be shared.** Clean ballet barres between classes. Minimizing costuming. Students must have their own water bottles.

Music, Choir

- ▶ Active singing is allowed for a maximum of 30 minutes. Students must be at least 6 ft apart even if the room allows for more students per current guidelines. Teacher and students should leave the classroom after 30 minutes of singing for air circulation and rejuvenation of fresh air for the next class. Students not actively performing must wear face masks. Sharing music documents and uniforms is not allowed. Recommend discontinuation of uniform until further notice. . Utilize digital submissions and recordings. PPE face masks worn by staff always.

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Curriculum Based Activities

Field Lessons (Fieldtrips)

- ▶ Field lessons **are not allowed** during Fall 2020.

College Tours

- ▶ All college tours will be conducted **virtually** until further notice.

Student Performances & Competitions

- ▶ Follow **social distancing guidelines** and/or UIL regulations related to the venue's capacity.

Before/After Programs

- ▶ **Programs are allowed as long as they comply with HISD CDP plan.** Principals a School are responsible for communicating safety guidelines/expectations to program third party vendors. Vendors must adopt HISD screening processes and have their own if a campus is unable to accommodate. **Parents will not be allowed to visit campuses during both before- and after-school programming.** Parent access must be minimal. If a nurse is required, program vendors must arrange for nursing services. Third party vendors must supply their employees with PPE. Volunteers and field trips are not allowed until further notice.

Assemblies

- ▶ **Hold virtually**

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Transportation

- ▶ Provided to all district scheduled games for teams and dance teams. The school must provide transportation for cheer teams and bands (only pep bands will be allowed to Fall activities – 15 to 20 students).

Indoor Sports

- ▶ Coaches wear face masks and shields. Distribution of water is regulated.

Outdoor Sports

- ▶ PPE face masks worn by staff always. Students not actively exercising must wear face masks. Social distancing enforced on sidelines and during drills.

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Physical Distancing Protocol

- ▶ HISD schools and buildings, with **all students and staff required to remain 6 feet apart**. This applies to all areas, including classrooms, offices, restrooms, hallways, cafeterias, copy rooms, breakrooms, gyms, libraries, meetings, dismissal lines, buses, lockers, recess, and athletics.

The additional measures should be in place:

- ▶ Classrooms and office spaces should be reconfigured to ensure 6 feet of space between desks **whenever possible**.
- ▶ **Physical distancing signage and floor markers are** installed throughout schools and buildings as a reminder.
- ▶ Student movement throughout the campus will be minimized as much as possible to reduce contacts.
- ▶ Students and staff will be encouraged to use **no- touch greetings**.
- ▶ **Breakrooms and copy rooms also are limited to three people**
- ▶ Staff and students are **prohibited from loitering** in these areas and required to sanitize their hands upon entry and exit.
- ▶ **Elevator for emergency only** and capacity should be limited to three people.
- ▶ All meetings should be held virtually unless a face-to-face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms and scheduled. Participation must be limited to essential attendees, all of whom must adhere to physical distancing and maintain 6 feet of distance whenever possible. Conference rooms should not be used for any other purpose.

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Restroom Protocols

- ▶ Restroom breaks will be monitored using an electronic sign in and sign out application located in the classrooms.
- ▶ Physical distancing will be controlled and monitored in restrooms.
- ▶ Because they are considered a high-touch area, restrooms will be cleaned hourly.

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Emergency Drill Protocols

- ▶ HISD will continue to follow all outlined district campus safety protocols during emergency actions and emergency drills, including drills or emergencies related to fire, lockdown, shelter in place, and emergency evacuation.
- ▶ After each drill, staff and students will be reminded that in an actual emergency, they must exit/ evacuate without delay and without a staggered exit/evacuation.

Infection Protocols

- ▶ Isolation areas is established for students and adults who experience COVID-19 symptoms while at school or work. These isolation rooms must be supervised at all times, always stocked with masks and hand sanitizer, and thoroughly cleaned each day.

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- ▶ Should a student or employee **become ill while at an HISD school or building**, administrators will follow the protocols outlined in the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees, and Visitors.
- ▶ Immediately **notify your school nurse** (for students) or department supervisor (for employees) to report exposure, suspected, or confirmed positive COVID-19.
- ▶ **Require School Nurse to contact student/ employee to investigate**
- ▶ **Require department supervisor to contact Health and Medical Services** director or school nurse manager and provide employee's name, date of birth, and contact information.
- ▶ Areas or buildings where the student or employee was present will be **closed for cleaning and disinfection** in alignment with Centers for Disease Control and Prevention and Environmental Protection Agency guidelines.
- ▶ Impacted staff, students, and parents will be **notified of any closures and/or possible exposures**.
 - ▶ **Please keep your telephone number up-to-date**
 - ▶ **Email address**
- ▶ Closure Protocols Should a school or building need to close due to COVID-19 exposure, HISD Facilities, Maintenance, and Operations will determine the deep cleaning and sanitization timeline based on school size.

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QUESTIONS ? / PREGUNTAS ?



Office Virtual Tel 346 -800-2325
<http://www.houstonisd.org/fraga>



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