



Avisay Cerda, Principal
Maritess Alviento, Teacher Specialist
Dinora Espinosa, Instructional Specialist
Daniel Garza, Magnet Coordinator
Irma Martinez, Administrative Assistant
7610 Dahlia, Houston, TX 77012

Phone: (713) 924-1851

Fax: (713) 924-1853

Minutes Start Time: 3:00 p.m.

Winter Check List

- Take home all necessary teaching/work materials and devices (ALL STAFF)
- Remove all Christmas Decorations (outside/inside)
- Update Bulletin Boards
- Submit Lesson Plans
- Enter Grades
- Secure/Unplug all Technology
- Take Home/Secure ALL Valuables
- Discard or Take Home ALL Food Items
- Close/Secure all Windows and Window Blinds
- Update student contact information such as phone numbers, emails, etc. and submit copy to admin team
- Submit ALL Excuse Absence Notes to Ms. Padilla or Ms. Zapata

Possible Transition to Virtual Instruction

- Only if the need arises, teachers will be notified by e-mail, text, Dolphin News, and TEAMS Channel.
- It is important for all of us to know that if we transition to virtual-only learning, those days will need to be made up at the end of the school year. If TEA changes this current policy, we will inform you.
- Packet Distribution will be Thursday, December 17, 2020 from 3:30-4:30 p.m.
- Give the necessary usernames and passwords needed for virtual instruction
- Will continue using current schedule

Restricted Building Access

- A districtwide software upgrade will be made to our card access software and badging servers, which will affect building access during Winter Break.



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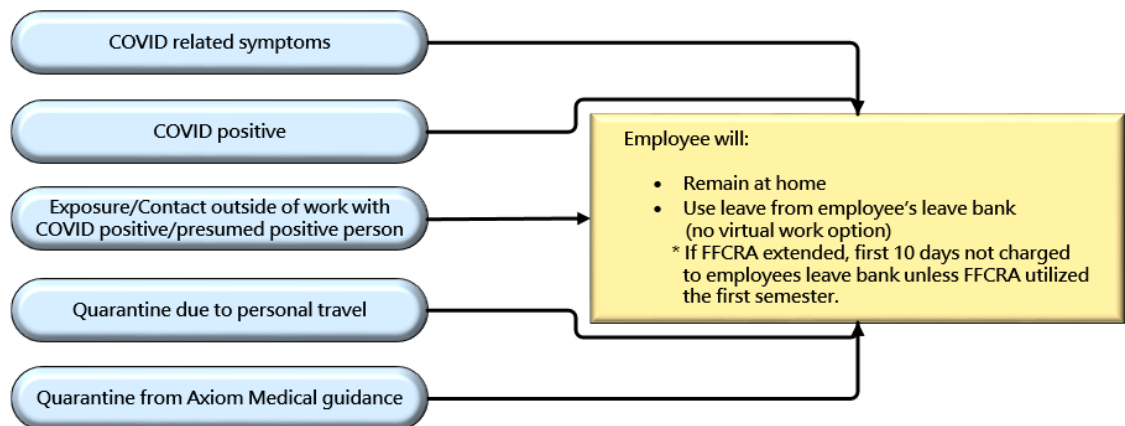
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- The scheduled upgrade will temporarily restrict employee ID badge access to all HISD schools and facilities from Monday, December 28 through Sunday, January 3.
- Employee ID badge access will resume as normal when we return from Winter Break on Monday, January 4.

COVID-19 Absence Reporting Process

COVID-19 Absent Reporting-Bucket One

- For employees who are experiencing COVID-related symptoms, have tested positive for COVID, have been exposed outside of work to a COVID-positive or presumed positive person, are quarantining following personal travel or per guidance from Axiom, the following time reporting guidelines apply:
 - Employee will:
 - Remain at home – with no option to work virtually.
 - Use leave from their employee leave bank to cover their time away from work.
- Under any of these scenarios, if COVID FMLA is extended through the Family First Coronavirus Response Act (FFCRA), the first 10 days will not be charged to the employee's leave bank unless COVID FMLA was utilized the first semester.



COVID-19 Absent Reporting-Bucket One

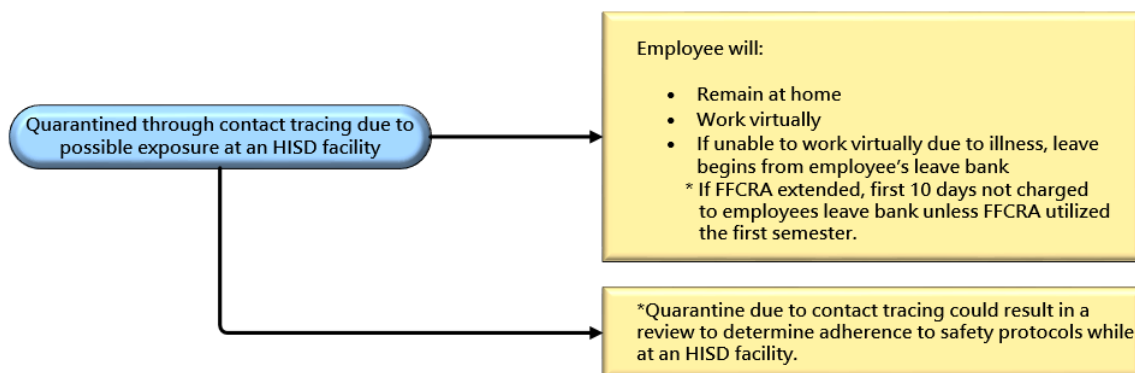


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- For employees who are quarantining due to contact tracing because of a possible exposure at an HISD facility, the following time reporting guidelines apply:
 - The employee will:
 - Remain at home – and work virtually.
 - If employee is unable to work virtually due to illness, leave time will begin from the employee's leave bank.
- In this case, if COVID FMLA is extended, the first 10 days will not be charged to the employee's leave bank unless COVID FMLA was utilized the first semester.
- Additionally, a repeated need to quarantine due to contact tracing will result in a review of the adherence to safety protocols while at an HISD facility.
- The flowchart will also be added to the CDP plan and posted on the HR website.
- Please reach out to your SSO or Area Superintendent if you have any questions about these procedures.



Can employees who are quarantined be allowed to work virtually from home by principal?

No, a supervisor does not have the authority to make this decision.

- The only reason an employee can work virtually is if the employee has an approved ADA accommodation from Human Resources allowing the employee to work virtually.
- The employee was designated as a "Virtual Teacher" through the virtual teacher application process.
- The employee is quarantined by HISD due to contact tracing from possible exposure at an HISD facility.



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Can employees still apply for FML under the Families First Coronavirus Response Act (FFCRA)?

Unless otherwise extended by the federal government, the FFCRA is set to expire on December 31, 2020.

What happen if the FFCRA is not Extended by the Federal Government?

Employees will not qualify for 10 days paid leave if the FFCRA is not extended and will have to use their available leave time if unable to report to their work location.

will employees still be required to check-in via the Axiom App?

Yes, employees must continue to check-in via the Axiom App before reporting to their assigned physical work location

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Rapid Testing



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- To support the health and safety of our students and staff, HISD will be participating in a statewide COVID-19 Rapid Testing program.
- This program will be implemented in conjunction with the TEA and the Texas Division of Emergency Management, who are working with select districts across the state to offer rapid testing at no cost to students and district employees.
- The district will be provided with the resources to test campus-based staff and a percentage of students (with permission from parents) to reduce the risk of spread in school communities.
- The tests will be optional, but all staff who work on a campus will be encouraged to participate in the program.
- The district began piloting this program last week by screening asymptomatic staff at three different campuses:

Dogan Elementary School on Wednesday

Baylor College of Medicine Biotech at Rusk on Thursday

Austin High School on Friday

- All 281 campuses will receive their test kits this week
- Campuses will receive enough kits to screen all staff and a small percentage of students.
- Testing goes live for all 281 campuses after the break on January 4, 2021.

<https://www.youtube.com/watch?app=desktop&v=E1AYT7NnOM4&feature=youtu.be>

Meal Distribution

I plan to do a callout on Friday to our Davila families notifying them about the availability of meals, including curbside, and distributions at our Nutrition Services supersites. Please help me by posting on your TEAMS Channels, Reminder App, or other communication platforms this link [HoustonISD.org/StudentMeals](https://www.houstonisd.org/StudentMeals) for more information.

TEA Ratings

- The TEA has announced that A-F ratings would be paused for 2020-21 school year due to the ongoing disruptions associated with COVID-19.
- STAAR testing will proceed for 2020-2021 in order to provide information on student learning and the impact that the pandemic is having on education.



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- However, the STAAR test will not be used for accountability purposes this school year.

Teachers' Winter Wind Down

- Special celebration planned for teachers before we transition to Winter Break.
- In order to thank them for their many contributions both inside and outside of the classroom
- The event will be held on Thursday, December 17 and will include games and prizes. The celebration for Elementary Teachers will be at 3:30 p.m.



Fire Drill

- Please follow your class' group designation (Red or Green) during the fire drill.
- Always bring your Red Emergency Flipbook with you. I suggest that you bring it with you even when you take your class to the restroom.

Fire Drill Coordinator: Ms. Martinez/Ms. Alviento

End Time: 4:00 p.m.