



Transition Plan

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7.16.20

7.21.20

7.23.20

Morning Arrival:

General Guidance:

- Students will utilize hand sanitizer at every school entrance
- Students must wash their hands and/or use hand sanitizer upon entry of every classroom
- Student must enter the school and go directly to their first class...there will be no points of large group gathering
- All staff and students will be required to wear a face covering
- Assigned staff will monitor morning arrival. These staff members will be monitoring for safety, ensuring all students are wearing a face covering, directing students to their proper entry, and encouraging students to maintain appropriate distance
- Exterior doors and gates must be locked and secured at the start of school
- Teachers should greet students and ensure proper hand sanitation upon classroom entry.

Bus Students:

- Students arriving on an ECISD school bus will be directed by their bus driver when to exit the school bus (staggered- front to back). Campus leaders will work with the Transportation Department to identify one or more points of supervised campus entry
- Bus drop-off times will be staggered approximately 40 minutes apart. Campuses with busses that need to run multiple routes should plan for a staggered/delayed arrival and dismissal for these students
- Schools should encourage families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on buses

Other Students (Parent Drop-Off, Walkers, Etc.):

- Students or volunteers will not be permitted to open doors or assist with carpool arrival.
- Parent drop-off will occur within a 25-minute window before the start of school day
- Campus leaders will be responsible for identifying and clearly labeling multiple points of entry that will be used for student arrival. This will be unique to each campus and must be posted online and made available to parents
- Students will enter the doors nearest their first classroom
- For the safety of all, no parent, guardian, volunteers, or guests may escort a child to class (unless approved by the campus principal for special circumstances)

Afternoon Dismissal:

General Guidance:

- Campuses should plan for staggered dismissal times that limits the number of students in the hallways and guarantee a full school day for students with a late/staggered arrival time due to bus transportation
- Campus leaders will be responsible for identifying and clearly labeling multiple points of exit that will be used for student dismissal. This will be unique to each campus and must be posted online and made available to parents

- All staff and students will be required to wear a face covering
- Parents should be encouraged to utilize the car lane to avoid any large group gathering points for students and adults (i.e. hovering around the main exit doors, gathering in the office, etc.)
- Students should remain in their classroom until directed to exit the building in a staggered/systematic fashion. (Example... all-call by bus number, walkers, daycare riders, student drivers, etc.)
- Where possible/safe, students will exit the building through the nearest exterior door to minimize the number of students in the hallways
- Assigned campus staff should be monitoring for student safety, the wearing of face coverings by all students, and ensuring proper appropriate distancing of all
- Students or volunteers will not be permitted to open doors or assist with carpool dismissal

Elementary and Middle Schools:

- A digital dismissal system will be provided as an option for all elementary and middle school campuses to be used to assist with parent pickups. This system will be used to dismiss car-riders from their classroom when their parents are at the front of the drive-through lane ready to pick them up. (Teachers will have the dismissal app streaming to their classrooms which will automatically post the names of students that have parents present)

Meal Services:

General Guidance:

- Teacher/monitor will ensure that desks/tables are disinfected before eating
- Both staff and students will wash their hands and/or hand sanitize before meal distribution
- Any/all staff members that will be handling food must complete the online Civil Rights training course via Safe Schools. School administrators will be responsible for maintaining a record of all training certificates.
- All students will be provided free breakfast and lunch every day- this includes those learning remotely
- Based on building capacity and student enrollment, school leaders will determine areas that will be used for feeding. In almost all situations, students will be fed in their classrooms. No large group spaces will be used (i.e. the cafeteria) as large group gatherings are prohibited
- School leaders will work with campus cafeteria staff to determine food drop off areas/times
 - School leaders will provide the list of students in each classroom to campus cafeteria managers to create rosters before the start of school.
- Breakfast is ideally served before 10:00 am and lunch is ideally served between the hours of 10:00 am and 2:00 pm.
- For breakfast, teachers/monitors must keep a record of everyone that receives meals. Rosters will be provided with classroom meal baskets
- All a la carte snacks will be suspended until further notice
- Meals must be distributed by a trained teacher or staff member (students can't rummage through the basket touching all of the food that does not belong to them)
- Trash will be placed outside of the classroom for pick up
- Students are permitted to bring breakfast and/or lunch from home

- *We recommend a friendly reminder to parents to remember food safety for certain breakfast and lunch items (i.e. foods that require the proper hot and cold holding temperatures to prevent food-borne illness and food allergies)*
- All campuses will run a closed campus lunch schedule for all students
- No student food deliveries will be accepted at this time (this includes deliveries from parents, restaurants, siblings, etc.)
- All full-time teachers are entitled to a 30-minute duty-free lunch
- At this time, mealtime visitation will be suspended

Water Fountains:

General Guidance:

- Mitigate the use of water fountains
- Water fountains can be used to fill cups and/or water receptacles but will not be used for direct drinking at this time
- Students are permitted to bring their own water bottle for school use throughout the day. The frequency/location of these water bottles are at campus/teacher discretion
- Reusable water bottles must be taken home and washed every evening
- A disposable bottle of water will be made available to every student every day

School-Wide Events:

General Guidance:

- Until further notice, campuses are prohibited from planning large campus-wide events (assemblies, parties, pep rallies, etc.) that bring large groups of students together at one time
- School leaders will follow all ECISD, UIL, and CDC guidelines regarding games, concerts, etc.
- Parent-run organizations (such as booster clubs and PTAs) should be encouraged to host meetings virtually. If this is not feasible, the work of these organizations should be done after school hours to limit the number of people inside the building while students are present

Hallways and Lockers:

General Guidance:

- No students will be assigned a hallway locker
- All students will be permitted to bring backpacks to the classroom (clear/mesh backpacks in our secondary schools)

- In elementary school, self-contained classrooms are highly encouraged. When departmentalization/teaming is the best option, it is highly encouraged that teachers rotate from class to class and students remain in the same room
- Where possible, one-way hallways should be established
- All students and staff must wear face coverings in the hallways and avoid gathering/grouping
- Where possible, students should be encouraged to remain 6' apart during room transitions. Visual markers are highly encouraged
- School leaders must limit the amount of students in the hallways at a time. At the secondary level, a staggered bell schedule/class release may need to be utilized
- In two-way hallways, students should be taught and expected to travel on the far right of the hall and report immediately to the next class
- When possible, students should make transitions outside of the building

Substitutes:

General Guidance:

- Campuses should strive to find substitutes and avoid splitting classes and/or gathering students unnecessarily
- One permanent substitute will be provided per campus for every 500 students. This permanent sub will report to their assigned building every day, regardless of assignment
- If possible, a large shared space, appropriately-distanced, should be provided for a permanent substitute should he/she have the need to combine classes

Emergency Drills:

General Guidance:

- The Standard Response Protocol will continue to be implemented
- In a true emergency, protect life above all else. The guidance below pertains only to practice drills during the COVID-19 pandemic.
 - Drills should be carried out with the same alerts and same routes as normal. At this time, the same annual drill schedule is still required and will be sent out by our ECISD Police Department
 - Drills should be practiced in conjunction with the COVID-19 overlays:
 - Physical distancing
 - The use of face coverings for all staff/students
 - Hand sanitizer before and after the drill