



# Holland ISD

## RETURN TO SCHOOL FRAMEWORK 2023-2024

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# HOLLAND ISD

RETURN TO SCHOOL FRAMEWORK  
FALL 2023

Please note: The information in this document is subject to change as directives are provided by governing agencies and/or health officials or as environmental needs change. Students and staff will be encouraged but not required to wear face coverings.

## Student and Staff Safety Protocols

Holland ISD is committed to the health and safety of every student and staff member as well as our community. We will follow the guidance and best practices of the Bell County Sheriffs Office, Center for Disease Control (CDC), Texas Department of State Health Services (TDSHS), Bell County Department of Health, Texas Education Agency, and local governance. The “Bell County” Community risk levels (low, medium and high) could impact local decision making with regards to protocols and schedules as the levels change. The “Bell County Area” is the rural cities in the county other than Belton, Harker Heights, Killeen or Temple. The “Bell County Area” is made up of Burlington, Troy, Nolanville, Salado, Rogers, Holland, Moody, Little River Academy, Morgans Point Resort, Kempner, Pendleton, Heidenheimer, Bartlett and Fort Hood. The Bell County Health Doctor shared that it would be appropriate to use the group of rural cities to determine our community risk level.

### 1. General Safety and Health Updates

- A SRO will be on campus daily to assist the district when needed. The Bell County Sheriff's Department will provide the SRO for the 2023-2024 school year.
- All buildings have controlled access. Each building where students will need to enter will have an intercom to allow students to enter when needed. Each building that is set to unlock during passing periods will have an adult monitoring the door during the unlocked times. The ability to look all doors instantly.
- Additional fencing has been installed to allow certain areas to be considered secure, so doors can remain unlocked during the day.
- Additional security cameras have been installed to cover the entire campus.
- All windows and doors are covered with an extra layer of safety film protection.
- An extra set of doors have been installed in the Elementary. The second set of doors in the Elementary and Middle School will remain locked during the school day, requiring those who enter to go to the office.
- Building addresses and door numbering have been added to each building on campus to help with identification for emergency responders.
- The internet security software has proven to be very beneficial for our students and staff. Linewise and Classwise monitor Holland ISD devices and send alerts to administrators when needed.

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- Students and Staff will need to be off campus for 5 calendar days from the onset of a positive COVID test result. A doctor's note stating an alternate diagnosis could be provided to allow the student/staff member to return before 5 calendar days.
- Students that are not feeling well should not return to school until their symptoms are improving and they have been fever free (below 100 degrees), no diarrhea, and/or no vomiting for at least 24 hours without fever-reducing medication.
- AC coil cleaning every five years. All coils were cleaned in 2020-2021
- Students and staff can still return before 5 calendar days if a Doctor releases you to return.
- Daily routines will be as normal as possible, pre-COVID, when the Community Risk Level is Low. Routines will adjust accordingly when the Risk Level rises to Medium or High.
- Routines such as transportation, visitors, pep rally's in gym, large indoor gatherings in the cafeteria or other buildings, frequency of cleaning and deep cleaning will change as the risk level rises.
- District COVID dashboard information will be provided when the risk level rises to Medium or High.
- Masks will be encouraged but not required for students and staff for the 2023-2024 school year.
- Students and staff should wash hands and use hand sanitizer frequently throughout the day, as well as, during specified times. Hand sanitizing stations will be available throughout the district.
- PPE will be provided for staff and students in emergency situations.
- Four days a week Social and Emotional support will be available on campus.
- We will continue to consult the CDC, TEA, Bell County Health Department and UIL for guidance.
- As with any illness, parents must provide the school with documentation of a positive test or note from their medical provider to receive an excused absence.
- A parent can choose to quarantine their child if they feel they were considered a "close contact". The school will not require students to stay home if they have been considered a "close contact"
- On-Campus learning will be the only option to receive credit for attendance.
- Holland ISD will continue to send a notification email to staff, students and parents when there is a test-confirmed positive case impacting your student.
- **Parents should screen daily and should not send their student to school if the student has tested positive for COVID-19.**

## 2. Social and Emotional Support

- Student engagement will be provided with social and emotional lessons.
- Information is available for families on how to access resources for mental health and wellness.
- Impact Counseling Services will be offering services three days a week to qualified students and staff.
- Elementary utilizes Second Steps to support Social and Emotional learning weekly. The middle and High School will use peer support groups to work with the students. The peer groups will receive appropriate training.
- Middle and High School will use peer groups to be the liaison for the students to the Administration.
- We will continue to prepare our students for various serious situations through the practice of drills following the recommendations from the state.

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- Anonymous website is still active on our website and posters will be placed on each campus with the QR code to report issues, if needed.
- Heightened awareness of social and emotional needs of students by teachers and staff.
- Staff training from Impact Counseling took place again this year to help teachers identify students in need.

### 3. Screening, Isolation, COVID-19 Symptoms, and Close Contact

- **COVID-19 Response**
  - If an individual who has been in a school is test-confirmed to have COVID-19, the school will notify the Bell County Public Health District, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act and Family educational rights and Privacy Act. Upon receipt of information that any teacher, staff member, student, or visitor at a school is test-confirmed to have COVID-19, Holland ISD will submit a report to the Texas Department of State Health Services.
  - A school administrator shall exclude from attendance any student **having** COVID-19. The individual should stay off campus until the return to school criteria has been met.
  - The student can return after 5 calendar days from the positive COVID test, the symptoms have improved, and they have been fever free (below 100 degrees), no diarrhea, and/or no vomiting for at least 24 hours without fever-reducing medication, or obtain a doctor's note with the release date to return to school.
- **Daily Screenings**
  - Students
    - Screening questions should be completed daily at the student's household prior to arrival. Students who do not pass all screening questions will need to contact the campus office.
  - If an individual begins feeling symptomatic during the school day, the individual will be separated from the general population and possibly sent home. (See isolation below.)
  - Teachers will monitor students for symptoms and will refer to the nurse/sick center if symptoms start to occur during the school day.
- **Isolation**
  - Students
    - Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than one hour from the time the school contacts the parent/guardian.
    - If the parent cannot immediately pick-up the student, then the parent must designate an individual who will be responsible for pick-up in order to remove the symptomatic person from the campus as soon as possible to seek treatment and limit further exposure.
    - Written communication will be provided to the parents of students on the same campus of a COVID- 19 positive student.

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- Students who have tested positive for COVID-19 will be required to meet the “return to school” criteria.
- The Bell County Health Department and the Texas Department of Health Services will be notified of a positive COVID-19 test result.
- Staff Members
  - Written communication will be provided to the parents of students on the same campus of a COVID- 19 positive staff member.
  - Staff members who have tested positive for COVID-19 will be required to meet the “return to school” criteria.
  - The Bell County Health Department and the Texas Department of Health Services will be notified of a positive COVID-19 test result.

## 4. Face Coverings

- Students and staff are encouraged but not required to wear masks while inside the buildings.
- The District will rely on guidance from the Texas Department of State Health Services (TDSHS), Bell County Health Department and the Center for Disease Control (CDC), along with executive orders from Governor Greg Abbott and local city and county officials.
- The individual needs of students will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the campus administration.

## 5. Campus Visitors

- Visitors will be allowed on campus to required meetings, if the community risk level is low. If risk levels rise to Medium or High, visitors will be restricted.
- Campuses will utilize virtual meeting options to limit campus visitors whenever possible when community risk levels are above the Low level.
- Individuals proceeding beyond the reception area will follow the following guidelines:
  - All visitors will be subject to symptom screening.
  - Visitors and staff will strive to maintain a physical distance of 6 feet or greater from others during any scheduled meetings on campus.

## 6. Disinfecting and Hand Sanitizing

- Hand sanitizer will be available at the main entrance to each campus.
- Staff and students will be expected to regularly wash and/or sanitize their hands.
- Schools are encouraged to have students engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.

## 7. Campus Cleaning and Disinfecting

- General Procedures
  - Ensure ventilation systems are working properly.
  - Campuses are deep cleaned during the summer months prior to school opening. Additional deep cleaning is done routinely as a general procedure. This is intensified as described below if a case is identified on a campus or the community risk levels rise.
  - Disinfecting spray machines will be used on each campus weekly, more often when the community risk levels rise.

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- **Daily Campus Cleaning**
  - Each classroom and restroom will be disinfected daily.
  - The cafeteria will be disinfected between lunch periods.
- **Additional Cleaning Measures for COVID-19 Positive Cases on Campus**
  - If a classroom or facility is closed due to COVID-19, appropriate disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
  - Custodial staff will disinfect classrooms, restrooms, athletic and gym facilities, and all additional areas to include the entire building.

## 8. Transportation

- Hand sanitizer will be provided at the bus entry.
- No more than two students in a seat on the bus for more than 10 minutes when risk levels are Medium or High. No restrictions will take place if the risk level is Low.
- Buses will be cleaned daily with a spray machine.
- Windows will be lowered as often as possible.

## 9. Work and Learning Environments

- **Inservice**

Large meetings in the Cafeteria will be conducted using the entire facility to promote distancing..
- **Classroom Configuration**
  - The sharing of student and classroom supplies will be limited as much as possible.
  - Recommended procedures will be applied to all classrooms, when possible and appropriate.
  - Students' individual needs will be addressed on a case-by-case basis.
- **Collaborative Work and Projects**
  - When possible, technology will be utilized when students are involved in collaborative work.
  - Pair work can be implemented while maintaining physical distancing.
- **General Classroom Supplies**
  - Age-appropriate signage will be posted in all classrooms regarding protocols and prevention.
- **Specialized Classrooms**
  - Specialized equipment will be sanitized between each use. There will be adequate supplies to minimize the sharing of high touch materials or limit the use of supplies of equipment to one group of students at a time.
  - Career and Technical Education classes will follow industry-based safety guidelines as appropriate to the equipment and course content.
- **Physical Education Classes/Recess**
  - Whenever possible, physical education classes may be held outside to allow for maximum physical distance between students.
  - Sanitizing areas and access to handwashing will be provided.
- **Administrative Spaces - Reception, Offices, Conference Rooms, Mail Room**

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- Hand sanitizer will be provided in front office spaces.
  - At the middle school, if a student must use the phone, they will be required to utilize only one phone, and it will be disinfected after use. Students may obtain permission to use their own cell phone in the office, if needed.
- **Restrooms**
  - Students must wash hands before leaving the restroom. Touchless faucets will be in all buildings.
  - Increased disinfecting will occur throughout the school day.
  - Each campus will comply with health agency recommendations and physical distancing.
- **Library**
  - Students and staff will wash/sanitize hands upon entering and after visiting the library.
  - High touch surfaces (i.e. tabletops, chairs, door handles) will be disinfected regularly.
- **Water Fountains**
  - Touchless water fountains for filling of water containers will be turned on.
  - Regular water fountains will be available when the risk level is Low. They will be turned off if the risk level is Medium or High.
  - Students are encouraged to bring their own water bottles.

## 10. Transitions

- Releases from each class will be organized to limit the number of students in the hallway during transitions.
- Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
  - Some transitions between classes may occur outside.
  - Where possible, one-way traffic throughout campus corridors may be utilized.
- When applicable, signage will be posted to reinforce physical distancing expectations.

## 11. Arrival

- All elementary students will be dropped off/come to the cafeteria. Students that are dropped off or walk to school will enter through the glass doors by the parking lot. Bus students will enter through the doors closest to the Student Center. Students that plan to eat will get in line when they come in to reduce movement in the cafeteria.
- High School students will arrive, park in the parking lot, and walk to the high school through the student center or around the outside of the building.
- Middle school students will go to the cafeteria to eat if they are not in athletics. If a middle school student is in athletics, they go straight to the gym for practice.
- Lockers will not be utilized- students will carry all needed materials and lunch with them.

## 12. Dismissal

- Parents picking up students early during the day will need to call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

## 13. Breakfast and Lunch

- Breakfast will be free for all students, Lunch will not be free. The Federal Lunch program application will be used to determine if the student qualifies for the program.

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- Signage and staff will reinforce physical distancing and traffic patterns in the cafeteria.
- Hand sanitizers will be available at entrances and exits of the cafeteria.
- Elementary Breakfast
  - Students will eat in the cafeteria before school.
  - Breakfast must be received from the line by 7:50 AM.
- Elementary Lunch
  - Grades will eat in the cafeteria with staggered lunch times..
- Middle School Breakfast
  - Students in 6th grade, and those in 7th and 8th grade off season athletics, will have breakfast in the cafeteria.
    - Breakfast must be received from the line by 7:50 AM.
    - Students in 7th and 8th grade athletics will have a grab and go breakfast from the cafeteria after athletics, and will be eaten in the second period classroom.
- Middle School Lunch
  - Students will eat in the cafeteria
- High School Lunch
  - 9th,10th and 11th will eat in the lunchroom.
  - 12th will eat at the H.S. Commons

## 14. Outdoor and Off-Campus Student Activities

- Field trips will take place with precautions, unless risk levels create unsafe conditions.
- School activities and events such as Fall Carnival, Veterans Recognition Day, Thanksgiving Meal, etc will be reviewed a week prior to the event; the community risk level will be analyzed, and the district will make a decision to proceed, alter plans or cancel.

## 15. On-Campus Activities

- Any school-wide event that is approved to be held on a campus should adhere to physical distancing requirements outlined by HISD, TEA, and UIL.
- All elementary parties must be approved by HISD administration and must meet the current Governor's Executive Orders.

## 16. Extra-Curricular Programs

- **Middle and High School Cheer**
  - Practices and performances will be conducted following safety protocol provided by guidance from HISD, UIL, and TEA. This will include COVID-19 screening, group sizes, sharing and sanitizing of equipment, locker room use, etc.
- **Athletics**
  - Athletic practices and contests will be conducted following safety protocols provided by guidance from HISD, UIL and TEA.
  - Hand sanitizing stations will be in gym facilities-
  - Bus travel will follow transportation guidelines provided by HISD and TEA.
  - Spectator attendance at games and contests may be limited based on TEA and UIL guidelines.
  - On-line ticketing for events will be utilized to control capacity of facilities, if needed.

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- Postgame sign out procedures for athletes will be communicated to parents prior to the beginning of each season.
  - Event procedures will be in place to minimize face-to-face interactions.
  - Separate entrances and exits may be utilized.
  - Concessions and/or concession sales will be controlled to allow for physical distancing and to follow health and safety guidelines.
  - Spectators at football games will have separate entrances and restrooms.
  - Spectators at games in the gym will use the same entrance, concession stand and restrooms, but they will stay separated in the gym.
- **Fine Arts**
    - Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., HISD, TEA, UIL, etc.) when levels are medium or high.
    - **Band**
      - Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., HISD, TEA, UIL, etc.) including, but not limited to, transportation procedures, number of attendees, and the orientation of concerts.
    - Fine arts performances will be streamed online when possible.
    - **UIL / OAP**
      - Student participation in academic contests or OAP will only be attended if specific guidance is provided by an authorized entity (TEA, UIL, HISD, etc.)

## B. Instructional Delivery Model

### 1. On-Campus Learning-Face to Face

- HISD will use in-person instruction, which includes face to face, in classrooms using safety protocols to protect our students and staff. The in person instruction will be held Monday through Friday.
- Students will attend school on a regular instructional schedule.
- Classroom instruction will be designed for mastery of student learning outcomes based on the Texas Essential Knowledge and Skill (TEKS) for each content area. Teachers utilize the District curriculum and pacing guidelines.
- Implementation of technology devices (one-to-one) and the learning management system (Google Classroom) will provide the foundation for instructional continuity. This will allow the district to respond to a variety of circumstances and seamlessly provide instruction for students who are required to stay home. Assignments managed via the learning management system are available to students who are absent from school, but students not present on campus will NOT be counted present for attendance purposes. Some grade levels will provide traditional work for those not able to be on campus.

- Students and teachers will prepare for potential future distance/remote learning by increasing blended (face-to-face with technology) learning opportunities. Teachers will directly instruct students on the processes to access online instruction.
- Students participate for five full days each week.
- Instruction is provided by HISD teachers and staff.
- Accommodations and support services are provided.
- Implementation of preventative safety measures occurs throughout the day.
- Impact Counseling Services will be on campus three days per week to provide social and emotional support for the students and staff.
- Social and Emotional lessons will be taught throughout the school year to support the students' needs.
- Students will complete academic screening assessments multiple times during the year to determine the areas that need intervention due to a learning gap.

## C. Communication Tools

The Holland ISD Website is a useful place to search for up to date information. Parents will receive emails, messages, and possibly text messages through Broadcast Messenger. HISD also utilizes FaceBook to publicize announcements and changes. Search for Holland Independent School District on Facebook to find us. You are welcome to call any Campus Office with questions.

Holland Elementary School 254-657-2525

Holland Middle School 254-657-2224

Holland High School 254-657-2523

**These procedures will be reviewed and discussed on or before September 1, 2024.**

**These procedures were last updated on September 13, 2023.**

**Created on June, 10, 2021**

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