



COVID -19
Frequently Asked Questions
(FAQs)

Table of Contents

<i>Buildings</i>	6
1. <i>Where can I find information about building access?</i>	6
2. <i>When can we enter the buildings?</i>	6
3. <i>When will the building be closed?</i>	6
4. <i>Is it safe to assume if we did not receive a list of teachers/personnel that traveled over Spring Break, then we do not need to provide campus access accommodations?</i>	6
5. <i>Can individuals who left Lubbock for Spring Break enter the building on Monday, March 23, 2020?</i>	6
6. <i>Do all administrators need to be on campus on Monday, even if they traveled outside of Lubbock during Spring Break?</i>	7
7. <i>Should principals be on-site while teachers are gathering their things?</i>	7
<i>Bus Routes</i>	7
1. <i>What are the bus routes for?</i>	7
<i>Communication and Outreach</i>	7
1. <i>What is the Lubbock ISD website address for COVID -19 resources?</i>	7
<i>Curriculum and Instruction</i>	7
1. <i>Will the K-1st student hard copies be provided in Spanish also?</i>	7
2. <i>How about DreamBox without Clever?</i>	7
3. <i>Is there a way for K-1 students to access Istation w/o the app on the Chromebook and access to DreamBox without using Clever?</i>	7
4. <i>If we already have a Google Classroom set up for our staff, which Central Office personnel do we need to add?</i>	7
5. <i>Where can I find the Teacher Template Checklist for Online Learning</i>	7
6. <i>UPDATED: Where can I find the PLC schedule for March 30th and beyond?</i> ..	8
7. <i>Where can I find the Monday Principal Digital Meeting Agenda?</i>	8
8. <i>Will student growth post tests still be due March 24th?</i>	8

9. How can teachers access the PK/K/1 packets of work?	8
10. What about supplies for PK/K/1?	8
11. How many PLCs do teachers have to attend a week?	8
12. New material vs. review material?	8
13. Istation?	8
14. Grades in Google Classroom?	9
15. Questions about AP/IB/Dual/onramps?	9
<i>Fine Arts</i>	9
1. What supplies will be provided for the art students?	9
2. What are the instructions for Band and Orchestra in terms of when they can pick up instruments?	9
3. What happens if kids don't or can't come pick up instruments?	9
4. What if my kids share and I don't have an instrument for them?	10
5. If I've been out of Lubbock, can I go on my campus Monday?	10
6. Can more than one director be on campus at a time?	10
7. What about percussion?	10
<i>Meals</i>	10
1. Where are the Curbside Meal locations located?	10
2. When will meal services start?	11
3. What time are the food pickups?	11
4. Who is eligible for the free meals?	11
5. Will building be open for meals?	11
6. Where can I find the English and Spanish versions of the meal flyer?	11
<i>Nurses</i>	11
1. Have nurses been asked to take home student files?	11
2. How can parents pick up medication, if needed?	11
<i>Special Services</i>	11

1. Should we also continue to hold SST and 504 meetings virtually?.....	11
2. All other Special Services questions?.....	12
Staff Meetings	12
1. Who besides staff should be on our invitation list for daily staff meetings?	12
2. What is the process and schedule for the daily staff meetings?	12
Technology.....	12
1. Where can I find the Lubbock ISD Online Learning Support Teacher Procedures?	12
2. How will we handle Week 1: March 23-24?	12
3. When should students that were absent on the Friday before Spring Break come by to pick up their Chromebooks?.....	12
4. Can TAs and Attendance Clerks pick up Chromebooks as well?.....	12
5. Will long-term substitutes that serve students have devices assigned to them?	13
6. Can first graders take home their Chromebooks?	13
Teachers/Staff.....	13
1. Do we need to tell teachers what they need to pick on Monday, March 23, 2020? For example, things they would need to help with lessons?	13
2. What items do the Secretary and Registrar need to take home?	13
3. Will new teachers still receive their NTA stipend, even though it has been cancelled?	13
4. What are the Teacher of the Year timeline adjustments?.....	13
4. Are teachers allowed to work on campus when they come pick up their supplies and materials?	13
5. Where can I find information on the Employee Assistance Program?	13
6. Where can students submit information regarding resources they might need?.....	14

Buildings

1. *Where can I find information about building access?*

[Building Access Message](#)

2. *When can we enter the buildings?*

Access to the buildings is available via badge entry until 5 PM on Monday, March 23. Before you visit your building, please contact your principal or supervisor. We must keep track of when you are in the building, where you went, and try to stagger entry if at all possible to promote social distancing. If you have already visited your building, please contact your principal or supervisor to provide that information. REMEMBER - this must be a quick trip to retrieve instructional materials and resources necessary to do your work remotely. Practice safe social distancing and don't bring your children inside the building.

Teachers and staffers who are medically fragile will have an exclusion zone entry to the buildings from 8-10 AM on Monday. That time frame is reserved for employees who have a threatening health condition. Please follow the same protocol.

Campuses will also have a virtual Google Hangout staff meeting from 8-10. It will be recorded for medically fragile personnel who need to be in the building at that time.

3. *When will the building be closed?*

After 5 PM on Monday, March 23, 2020 your badge access to buildings will be discontinued and only employees with permission from district administration will have access.

4. *Is it safe to assume if we did not receive a list of teachers/personnel that traveled over Spring Break, then we do not need to provide campus access accommodations?*

Yes.

5. *Can individuals who left Lubbock for Spring Break enter the building on Monday, March 23, 2020?*

Yes.

6. *Do all administrators need to be on campus on Monday, even if they traveled outside of Lubbock during Spring Break?*

No.

7. *Should principals be on-site while teachers are gathering their things?*

Yes.

Bus Routes

1. *What are the bus routes for?*

The bus routes will be used to deliver food and manipulative packets for PK, K and 1st grade students who do not have access to technology.

Communication and Outreach

1. *What is the Lubbock ISD website address for COVID -19 resources?*

[Lubbock ISD COVID-19 Information](#)

Curriculum and Instruction

1. *Will the K-1st student hard copies be provided in Spanish also?*

Yes.

2. *How about DreamBox without Clever?*

DreamBox doesn't run through Clever. It will be open for all students.

3. *Is there a way for K-1 students to access Istation w/o the app on the Chromebook and access to DreamBox without using Clever?*

Yes, they can access through Google Classroom, the app or the link in Clever.

4. *If we already have a Google Classroom set up for our staff, which Central Office personnel do we need to add?*

Please include Kami Finger, Cary Fulgham, Misty Rieber.

5. *Where can I find the Teacher Template Checklist for Online Learning*

[Teacher Template Checklist for Online Learning](#)

6. *UPDATED: Where can I find the PLC schedule for March 30th and beyond?*
[PLC Link beyond March 30, 2020](#)
7. *Where can I find the Monday Principal Digital Meeting Agenda?*
[Monday Principal Digital Meeting Agenda](#)
8. *Will student growth post tests still be due March 24th?*
No, at this time student growth post tests are postponed indefinitely. We are awaiting further guidance from the Commissioner regarding T-TESS Summative conferences and will share more information as it becomes available.
9. *How can teachers access the PK/K/1 packets of work.?*
They will be posted online at www.lubbockisd.org/learnonline under the parent tab and the grade level.
10. *What about supplies for PK/K/1?*
We will make packages of paper, a pencil, 8 crayons and an eraser for students. Those will go out with the first round of packets only on Monday, March 30th. They will be distributed at the feed sites.
11. *How many PLCs do teachers have to attend a week?*
ONE! They are welcome to attend as many as they need to feel comfortable. One is all that is required.
12. *New material vs. review material?*
Science and SS directions will have students learning some new material. These courses don't spiral and it is difficult to continue to review. They will go slow and focus on key pieces of the course. Reading and Math have the advantage of spiraling material. This allows them to reteach and review. We are asking teachers to take it slow. That means we may be off the YAG. It's ok. Take it one day at a time. Think about what a child needs to be ready for the next grade.
13. *Istation?*
Istation determined that many of their clients wanted the iSIP left on at home. Therefore, we cannot skip it the first of April. Click [iSIP Parent information](#) for the directions for your parents. Your teachers will get this

same information and we are asking them to share with your families next week. We can discount this data when we look at yearly outcomes in May.

14. Grades in Google Classroom?

We are recommending that teachers give grades on Google Classroom (choices are ungraded or a number) then assign Pass/Exempt or Incomplete on their grade sheet (provided on the teacher checklist page).

15. Questions about AP/IB/Dual/onramps?

We will have information for you and parents about all of this hopefully by Monday. We are trying to give each organization the chance to land before we send confusing messages.

Fine Arts

1. What supplies will be provided for the art students?

Students will be provided with 8 count crayon package, 2 pencils, and paper.

2. What are the instructions for Band and Orchestra in terms of when they can pick up instruments?

All day Monday until 5:00

However, we need to meet them at the door. Please do not allow students or parents to come in the building. If your room does not have an exterior door, make sure you consult with your campus administration and agree on an appropriate access point. Note it is your responsibility to communicate with your parents on when they can come get instruments.

3. What happens if kids don't or can't come pick up instruments?

We need you to do everything to get instruments to kids if at all possible. If they can't or won't come get them by Monday, Andrew would like you to consider taking them with you (depending on how many) and arranging an exchange at a later date. Andrew is happy to help with this, free delivery included! At the end of the day Monday, he will check in with each program.

4. *What if my kids share and I don't have an instrument for them?*
Good news- the list of instruments submitted was approved. They will be ordered first thing Monday morning. When they come in, Andrew will let you know and together you will figure out how to get them in students' hands.

5. *If I've been out of Lubbock, can I go on my campus Monday?*
If you are showing no signs or symptoms of COVID-19, you can go on campus and take care of instruments.

6. *Can more than one director be on campus at a time?*
Yes, your team can be on campus. Just stay away from one another. Some of you have lots of instruments to handle and will need the assistance.

7. *What about percussion?*
Take an inventory of what your kids have access to. If you need to order some pads and sticks, Andrew is willing to do that. That will take a few days to put together. We are not planning to buy full on percussion kits.

Meals

1. *Where are the Curbside Meal locations located?*

[*Meal Distribution Locations and Bus Routes*](#)

Centennial

Cavazos

Coronado High

Alderson Elementary

Lubbock High

Mackenzie

OL Slaton

Waters

Roberts

Monterey High

Wester

Harwell

Brown

Ervin

Atkins

Hodges

2. *When will meal services start?*
Start date is March 23,2020.
3. *What time are the food pickups?*
Service times are Monday through Friday from 12 noon – 1:30 pm.
4. *Who is eligible for the free meals?*
Free meals for all children present that are 18 and under
5. *Will building be open for meals?*
No, school buildings will not be open- grab and go option only due to the need for social distancing
6. *Where can I find the English and Spanish versions of the meal flyer?*
[*Meal Flyer English/Spanish*](#)

Nurses

1. *Have nurses been asked to take home student files?*
Nurses are not to take home any files. They need to make a list of who has medications. They will access via VPN to access files.
2. *How can parents pick up medication, if needed?*
Please contact Paulett Rozneck.

Special Services

1. *Should we also continue to hold SST and 504 meetings virtually?*
Please refer to [ARD Procedures and Guidelines](#).

2. *All other Special Services questions?*

Please refer to [Coronavirus Special Services 2020 Google Folder](#).

Staff Meetings

1. *Who besides staff should be on our invitation list for daily staff meetings?
Just the staff assigned to that campus.*
2. *What is the process and schedule for the daily staff meetings?
Explain your process for inviting staff to meetings next week. Remember you will have an am/pm check in. See the [teacher template checklist](#).
(7:30/3:30 for Elementary; 8:00/4:00 for Secondary)*

Technology

1. *Where can I find the Lubbock ISD Online Learning Support Teacher Procedures?
[Lubbock ISD Online Learning Support Teacher Procedures](#)*
2. *How will we handle Week 1: March 23-24?
During the first week of our extended Spring Break students are expected to use the general resources shared on the website: www.lubbockisd.org/learnonline. Teachers will participate in Google Hangout training to develop digital learning platforms.*
3. *When should students that were absent on the Friday before Spring Break come by to pick up their Chromebooks?
If your second- through 12th-grade student did not bring a Chromebook home over the break, families may pick up a Chromebook on Wednesday, Thursday, or Friday, March 25-27 from 10 AM-1 PM and 4 PM-6 PM
Families may come to either Irons Middle School, 5214 79th St. or the Byron Martin Advanced Technology Center, 3201 Ave. Q.*
4. *Can TAs and Attendance Clerks pick up Chromebooks as well?
Yes, based on availability. The window for device pickup is March 30-31st at 10:00AM-2:00 PM at 1715 26th street.*

5. *Will long-term substitutes that serve students have devices assigned to them? Yes, those particular substitutes will be treated as teachers. They will pick up Chromebooks with teachers on March 23-24th at 10:00 AM -2:00 PM at 1715 26th street.*
6. *Can first graders take home their Chromebooks?*
No.

Teachers/Staff

1. *Do we need to tell teachers what they need to pick on Monday, March 23, 2020? For example, things they would need to help with lessons? C&I team has been reaching out to teachers to support which supplies would help the most.*
2. *What items do the Secretary and Registrar need to take home?*
To be informed by the Campus Principal.
3. *Will new teachers still receive their NTA stipend, even though it has been cancelled?*
New teachers will still be able to receive stipends for March and April New Teacher: Participating in March S'More and Virtual April meeting. Information on these events will be shared directly with New Teachers.
4. *What are the Teacher of the Year timeline adjustments?*
By April 27 - Paraprofessional Names and TOY Nomination packets due electronically with a photograph.
April 28-May 8 Review team selects finalists (feeder and district)
May 14th- Recognition - virtual or live TBD
4. *Are teachers allowed to work on campus when they come pick up their supplies and materials?*
No. For the safety of all involved, teachers should gather what they need and leave the campus in an expeditious way.
5. *Where can I find information on the Employee Assistance Program?*
Employee Assistance Program will go virtual. Please remember that Lubbock ISD staff members receive free support as an employee. For

additional support please see the website:

<https://www.ttuhsu.edu/centers-institutes/counseling/>

6. *Where can students submit information regarding resources they might need?*
[Student Resource\(s\) Needed Form](#)