



Patricia J. Blattma Elementary School Start Smart Playbook

This is a supplement to the [NISD Community Playbook](#) that outlines districtwide safety and instructional guidelines. This Campus Playbook is intended to provide you with more details about our shared commitments and protocols specific to your child's school.



Our [NISD Community Start Smart Playbook 2020-2021](#) is the district reopening plan for school operations that has been developed around four major areas:

Communication

Reopening information for staff and families

Prevention

Required practices to prevent the virus from entering the school

Mitigation

Recommended and required practices to reduce the likely spread inside the school

Response

Required practices to respond to a lab-confirmed case in a school

Our campus reopening plan for school operations will focus additional campus specific information around communication, prevention, and mitigation.



Communicate

Reopening information for staff and families

Student Priorities

Getting Ready for School Safely

- Before I come to school, I will check my temperature and assess my symptoms; if I have a fever of 100.0 or higher, or any COVID-19 symptoms, or if I have been in direct contact with someone who has COVID-19, I will stay home and contact my medical provider.
- When waiting for the bus, I will practice social distancing and wear my face covering.
- I will use hand sanitizer as I board the bus, and on the bus, I will wear my face coverings and sit as directed by the bus driver. My bus will be cleaned nightly.
- If I ride in a car to school, my parent or guardian will drop me off in the car rider area; parents will not be able to walk me to my classroom or to the cafeteria.
- If I ride my bike or walk to school, I will enter the school at the designated entry point with my face coverings on.

Safety at School

- I will be screened weekly or daily per district safety plan for symptoms of COVID-19.
- When I arrive at school, I will wear my face covering and follow directions given by teachers and staff.
- I will bring my own water bottle(s) to school because drinking fountains will be closed. Where available, refillable water stations may be used to refill water bottles.
- When I am in the classroom, hallways and other common areas, I will wear my face covering and practice social distancing.
- Headphones, keyboards and mice at computer stations will be sanitized between student use, and I will use hand sanitizer before and after I complete my computer tasks. Seating at desks, tables, and computer stations will be spaced 6 feet apart to the extent physically possible.
- I will wash my hands frequently or use hand sanitizer throughout the day.
- When I am changing classes or going to a special area class, I will wear my face covering and practice social distancing. I will follow one-directional signs in hallways and on stairways where it applies.
- In the cafeteria, I will wear my face coverings when waiting in line for food, and I will practice social distancing. Before picking up my food, I will use hand sanitizer. Tables will face in one direction, and chairs will be spaced at least 6 feet apart to the extent physically possible.
- I may remove my mask while eating but will put my mask back on before leaving the table.



- Access to campuses will be limited to students and staff members only.

Learning Priorities (Virtual Learners)

- From home, I will log into the Learning Management System, Schoology, daily to engage in direct instruction, instructional support, and intervention both synchronously (real-time) and asynchronously (independent).

Learning Priorities (In-Person Learners)

- Within the classroom, I will engage in direct instruction, instructional support, and intervention through face to face interaction.

Learning Priorities (All Students)

- I will follow the designated daily schedule issued by the campus.
- I will complete and submit assignments and assessments.
- I will follow classroom guidelines.
- I will comply with attendance requirements.
- I will participate in intervention and enrichment as needed to address learning needs.
- I will reach out to a trusted adult for academic or emotional support.
- I understand some participation (in-person) will be required for selected courses at the secondary level, such as Career and Technical Education (CTE), fine arts, athletics.

Parents and Student Priorities

Safety Procedures for Everyone

- Field trips will be limited to virtual learning opportunities aligned to the Texas Essential Knowledge & Skills (TEKS).
- Pep rallies, assemblies, and other special events will also be virtual.
- If any additional furniture does not allow for distancing of desks, tables and chairs so students are spaced 6 feet apart to the extent physically possible, it will be removed.
- Students in grades PreK - Grade 5 will remain with their classmates all day; elementary teachers who departmentalize core content areas will travel to the class.
- Visitors are restricted to essential business only such as scheduled appointments, illness of child, or family emergencies.
- ARDs, 504 meetings, and parent conferences are encouraged to be held virtually. If a meeting or conference can only be held in person, social distancing and mask guidelines are to be followed with minimal in person participants. Some participants may participate remotely.



- Any student or staff member traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders. Students will be provided an opportunity to continue learning during the quarantine period through virtual learning.
- The school nurse will have a designated isolation area in the event that a child or a staff member comes to school and presents COVID-19 symptoms.
- Parents will be contacted to pick ill students up immediately. Contact tracing will be used to identify students or staff members who may need to self quarantine for 14 days. Students will transition to virtual learning during the self quarantine period using the Schoology platform.
- All buildings and work spaces will be cleaned thoroughly throughout the day.

Parent Commitments for Virtual Learning

- I will ensure my student follows assigned schedule and attends classes to meet attendance requirements.
- I will support my student with Schoology by participating in district-offered training.
- I will maintain communication with my student's teachers to receive feedback on their progress and create a learning partnership.
- I will create a designated learning space, free of distractions.
- I will check out an electronic device from the district, if needed.
- I will ensure there is adequate internet in the household, or seek assistance from the district.
- I will ensure my student has required school supplies necessary for learning.
- I will set up a Home Access Center (HAC) account to monitor grades and progress.
- I understand some participation (in-person) will be required for selected courses at the secondary level, such as Career and Technical Education (CTE), fine arts, athletics.
- I understand enrollment in virtual learning is a nine week commitment with the option of continuing for the full year.



Prevention

Required practices to prevent the virus from entering the school

Staff & Student Health and Safety

This is a supplement to the [NISD Community Playbook](#) that outlines district wide safety and instructional guidelines. This Campus Playbook is intended to provide you with more details about our shared commitments and protocols specific to your child's school.

Student Screening

All students at our school must complete a Student Screening Questionnaire before they come to school.

Student screening procedures will be updated before in-person instruction begins. Once in-person instruction resumes, students/parents will receive an electronic screener for symptoms of COVID-19 weekly on Sunday. This screener must be completed before students arrive to school each Monday. Administration will receive a list of students who have completed the weekly screener and those whom have not. If there is a child that does not have completed information documented, Blattman staff will reach out to the parents and explain the screener must be completed in order for the child to remain on campus that day.

In addition to the weekly screener, students and parents must ensure student temperatures are taken each morning. Parents must also assess student symptoms before sending students to school. If a child has a fever of 100 or higher or exhibits any COVID-19 symptoms, the student must not be sent to school. Finally, if a student was in direct contact with someone who has COVID-19, the student must stay home and quarantine for 14 days. The student may access instruction via the LMS system (Schoology) while at home.

Physical Barriers and Guides

Our campus has plexiglass barriers where staff will interact with visitors, cafeteria and other office areas where no social distancing can be practiced. Visual cues, signage, and barriers will be used to direct traffic flow and demonstrate social distancing.

Plexiglass is in the office hanging by the front counter. Any visitors will be asked to stand behind the plexiglass when interacting with the secretaries. Plexiglass is also found in the cafeteria by the register.

All signage has been posted in important areas around the school. Students will utilize these visual cues to understand direction of traffic flow, washing hands, 6ft social distancing and areas to eat in the cafeteria. Hand sanitizer stations and signage for social distancing and prevention will be visible to all. Students and staff are required to wash



their hands and/or use hand sanitizer upon entry to the building and several times throughout the day. All students and staff will engage in frequent hand washing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols and signage will be established for effective hand washing. Hand washing for 20 seconds is preferable over hand sanitizing. Students will be able to wash their hands in the classroom as needed.

Students using the restroom will follow the restroom protocol of washing hands after using the signage as a visual. Only 2 students will be allowed in the restroom at once. 1 dot will be placed outside of the girls and boys (2 dots in all) restrooms for students to wait their turn if the restroom is at capacity. If the dots are taken, the students will need to return to the classroom. Kinder students will have access to restrooms in their classrooms. All students will be allowed to use the restroom at all times of the day but there will also be a restroom schedule that teachers will follow and encourage students to use the restroom and wash their hands at that designated time. Custodians will be cleaning the restrooms thoroughly throughout the day.

While in class, students will be seated 6 feet away from their peers and use their own headphones for computer stations. Hand sanitizer will be used before and after the students complete computer tasks. Desks, tables, and computer stations will be spaced 6 feet apart and will face in one direction.

Student supplies will be placed in a Ziploc bag/container/cubby/bag/etc. to avoid having to share any materials necessary to complete daily work and tasks. Backpacks will be kept on the back side of their chairs and students will be asked to go to their cubbies to retrieve their books two at a time and must follow the direction of their teachers.

Face Mask Guidelines:

- Must cover the nose and mouth to maintain effectiveness.
- Must be secured to minimize the need to adjust frequently.
- Must be appropriate for school, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors and be professionally appropriate as outlined in the District's dress code policy.
- Should not be loose material that could get caught in machinery or cause injury.
- Do not need to be medical grade.
- Students and teachers may wear masks and a shield. The mask can be taken off and only the shield can be utilized if the teacher is 6ft apart from students.
- Students 5 years of age or younger are not required to wear face masks but will be encouraged to wear.

Student Arrival

Our campus has developed specific plans and procedures to provide multiple entries for parent drop-off and bus riders.



Upon arrival on campus, all bus riders will enter the building using the cafeteria doors to avoid congestion at the front entry. Appropriate staff will be there to guide students to get their breakfast or travel to the gym, then to be directed to their classrooms at 7:10.

If riding in a car to school, students will be dropped off in the parent drop-off/pick up loop. At this time parents are NOT allowed to walk students to the classroom or to the cafeteria since access to campuses will be limited to students and staff members only. Parents will remain in the vehicle and drop off their child who will then enter the school through the main doors with their masks on. We will have staff available to ensure that all students grab a breakfast and arrive to their classrooms in a timely manner.

Upon entrance to the school, students are asked to wear their masks in the classroom, hallways, and other common areas, such as the cafeteria AND practice social distancing, keeping 6 feet apart from others.

Student Dismissal

Campus procedures for dismissal include staggering the groups of parent pick up students, bus riders, Learning Tree, and daycare students to help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

Specialists will first walk bus riders to the bus loop and ensure students board their designated bus. Specialists will walk Learning Tree students to the gym where they will sit 6ft apart until all students are accounted for by their Learning Tree teacher. Specialists will walk day care students to the cafeteria where they will sit one student to a table until their designated day care bus arrives. Teachers will remain in their classrooms with parent pickup students until bus riders, Learning Tree, and daycare students are in place. Teachers will then use designated doors to the front of the school to line students up 6ft apart. They will remain in line until their parent has arrived. Kinder, 1st, 4th, and 5th grade classes will be located in front of the school and 2nd and 3rd grade classes will be outside their building wing until their parents have arrived. We ask that parents stay inside their car for parent pick up. Parent pick up at the flag pole will not be utilized for the time being. Specialists and teachers will be on duty in the front of the school with walkies to help with the flow of traffic and communicate which parents have arrived. Families will be given a bright colored paper and we ask that you write your child's name and teacher name in big writing for our teachers to read

Parent Drop-Off and Pick-Up

Follow the campus-designed guidance for drop-off and pick-up of students.

Students will be dropped off in the parent drop-off each morning. Parents should not drop off students prior to a car sign as they are too far away from the safety of the sidewalk. At this time parents are NOT allowed to walk students to the classroom or to the cafeteria since access to campuses will be limited to students and staff members only. Parents must



remain in their vehicles and drop off their child who will then enter the school through the main doors with their masks/face coverings over their mouth and nose.

We will have staff available to ensure that all students retrieve their breakfast and arrive to their classrooms in a timely manner.

The parking lot near the bus loop is for staff and faculty parking only. If parents come mid-day, they should use the parking spots in the parking lots and NOT park in the fire lanes.

Vendors and Deliveries

Couriers will deliver to a designated spot on the front porch. At this time, no food deliveries will be accepted at the campus for adults or students.



Mitigation

Recommended and required practices to reduce the likely spread inside the school

Visitors

For the 2020-2021 school year additional safety precautions will be implemented to meet the CDC and TEA guidelines for COVID-19. Campus visitors will be limited to essential business only (scheduled appointment, illness of a child and/or family emergency). All individuals entering the building will be required to wear a face covering and will be subject to screening by way of a symptom screening form. Parents will not be allowed to eat breakfast or lunch with their child due to space and social distancing guidelines.

Meals

Campus procedures will be updated below before in-person learning begins.

- No food deliveries will be accepted at the campus for adults or students.
- Food or other items including non-edibles may not be distributed to classmates.
- There will be 5 locations for classes to eat, one of them being an outdoor location. Students will rotate through the 5 locations each week. There will be a vacant room available for students in case of a rainy day.
- ECSE/ECC lunches will be delivered to the classroom for students to eat in the class.
- Teachers will assist their class with going through the line and ensuring students sit one student at a table, which will be labeled with an X.
- Both cafeteria doors will be accessible in order to help with the flow of students and efficiency.
- Snack breaks will be provided and individual teachers will choose to have snacks in the classroom or outside.
- Breakfast:
 - 6:45-7:10 Bus Riders will walk in through the bus cafeteria doors and go through Door A to then sit one student at a table. There will be an X for the student to sit at.
 - 6:45-7:10 Parent drop off students will report to the cafeteria if they need to eat breakfast.
 - 6:45-7:10 All other bus riders will report to the gym as the waiting area prior to being escorted to class. Students will need to sit on the gym markers, 6ft apart.
 - 7:10-7:40 A table with grab n go breakfast sacks will be available in the rotunda for parent drop offs. The students will eat their food in the classroom.
- 2 IA's in the cafeteria to monitor social distancing and then will hold students in the cafeteria until 7:10. The IA monitors will escort students to their designated hallways by grade level.
- Lunch:
 - There will be 5 different lunch location options that students will rotate through during the week.
 - Cafeteria A, Cafeteria B, Stage, Outside, Class



- In case of a rainy day, the students will eat in the classroom if it was an outside option day.
- ECSE/ECC lunches will be delivered to classrooms for students to eat in class
- All classes for each grade level will go at the same time and maintain social distancing.
- Teachers will assist their class with going through the line and ensuring students sit one at a table on the X.
- Both cafeteria doors will be labeled, A or B. The schedule will help you identify which door you will use and which side of the cafeteria to sit on.
- Students will sit on the designated “x” at the table, 1 kid per table
- Teachers will rotate their areas based on the schedule provided.
- Snacks breaks will be provided and the teacher may choose to eat in the classroom or outside.

Transportation

- Bus transportation is provided for eligible riders and every effort is made to ensure students are able to socially distance. In addition, TEA encourages families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on a bus.
- Bus Drivers and students will wear face masks at all times while awaiting and riding on buses.
- Students will use hand sanitizer dispensers upon boarding school buses.
- Students will have assigned seating and we will maximize physical distancing when possible.
- Students from the same family will be instructed to sit together whenever possible to minimize exposure to new contacts.
- Buses will be thoroughly cleaned and disinfected after each trip, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and door handles.
- All student screenings will be conducted upon arrival at the campus site.
- No drinking and eating at any time on the bus.

Classroom Setup

- Student seating will be 6 ft apart
- Teachers arranged desks to face in the same direction rather than facing each other
- Teachers may utilize “offices” as dividers at tables in order to seat 2 students at a table and maintain social distancing. Offices can be made out of manilla folders and stood up on the table to allow a student privacy and appropriate seating to adhere to social distance requirements.

Social Distancing During Instruction

- Small Group: 2 students allowed at a kidney table with their teacher with a divider or at least 6 ft apart



- Carpets will not be utilized in the classroom
- Students will refrain from sharing materials and each student's belonging will be kept in individually labeled containers, cubbies, bag, or other designated storage areas in the classroom.
- If necessary, teachers will limit use of supplies and equipment by one group of students at a time and clean and disinfect between each use.
- Visual aids will be provided to illustrate appropriate spacing and traffic flow throughout the school building

Discovery Time/Extracurricular

- All discovery teachers except for PE will rotate between the classes to maintain consistent groupings of students.
- PE:
 - Each coach will take 1 class; if a grade level has 5 classes- Coach Adams will take 2 classes, Coach Gonzalez will take the other and allow for 12 feet between classes
 - Conducted in the gym and outdoors whenever possible
 - PE equipment will be sanitized and wiped down after each use.
 - There will be no mixing of students in PE
- Music, Art, STEAM and Technology:
 - Carts will be available to discovery teachers that are delivering Instruction in the classroom.
 - Students will use their own art supplies.
 - Instruments, supplies and technology devices will be sanitized and wiped down after each use

Outdoor/Recess

- Field use only, 1 class at a time on each section of the field
- Student must wear masks, unless playing alone or more than 6ft from other students
- At the start of the school year, recess will be open play in large spaces only.
- Playground equipment will be restricted and off limits until further notice.
- All students are required to adhere to social distancing guidelines and wear masks.
- All students and staff will be required to wash hands and/or use hand sanitizer before entering the playground/courtyard/black top/ open gathering areas and upon exiting the playground/courtyard/black top/open gathering areas.
- Students will wear masks and social distance during indoor recess on days with inclement weather.

Grouping Considerations

- Physical education classes will participate in outdoor activities based on the weather.



- Coaches are responsible for ensuring classes don't interact in activity together.
- Each class group must be separated from other groups by at least 12 feet. For example, a 3,000 square foot cafeteria might serve two groups of 22 with 12 feet between student groups.
- A 7,800 square foot gymnasium might serve three groups of 22 with 12 feet between student groups. One teacher might serve both of these groups, or they may have separate teachers.

Gatherings, Visitors, and Field Trips

- At this time no large group gatherings are permitted.
- Following NISD guidelines, the campus will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.
- Individual Student Deliveries: A table outside with paper and pens will be left outside for parents to drop items throughout the day. Front office staff will deliver to the classroom.
- Virtual field trips will be provided to students in lieu of off campus field trips.
- Flag Ceremony
- Grade levels will divide up their songs and perform for the school through a zoom meeting
- Pillar Winners will report to the cafeteria, 1 per table, to receive their medal, live on zoom, then return to their classroom. Parents of pillar winners will be invited to the zoom



Response

Required practices to respond to a lab-confirmed case in the school

There are no campus specific procedures in this area. Please view the [NISD Community Start Smart Playbook](#) for uniform district wide procedures.

