



# Ed Cody Elementary 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. This should be completed EVERY Sunday or Monday morning before arriving on campus. If parents have any questions about student's symptoms, they are to contact the school nurse prior to bringing the child to school. Temperature checks can be given at school based on parent request if no thermometer is at home. If students answer "yes" to any questions, they student must stay home and the parent MUST contact the school to inform them of the situation.

### **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 will also be installed in PK, ECC, Kindergarten, and Special Education Classroom where tables are utilized instead of desks.

Directional flow floor decals are located throughout the building six feet apart to maintain social distancing. Signage is also posted on the walls to guide social distancing practices. Signs are placed in the cafeteria in spots where students and/or staff will sit 6 feet apart.

### **Student Arrival**

Our campus has developed specific plans and procedures to provide multiple entries for walkers, bike riders, parent drop-off, and bus riders if needed. Parents will not be allowed to enter the building or walk students to class. Parents must drop off students at the door. All teachers will be on duty starting at 7:15 until further notice.



- Students will enter through the following doors:
  - PK/Kinder playground doors
  - 1st grade hallway
  - 3rd grade hallway
  - 5th grade hallway
  - Backloop door

All teachers and staff members not on duty in their classroom will monitor students in the hallways and assist with social distancing.

### **Student Dismissal**

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

Student dismissal will be at staggered times at Cody. Walkers will be escorted out of the building at a designated time to walk home. Those students who are parent pick up will be picked up in the back loop of the school. A walkie talkie system will be put into place and students will stay in classrooms until parents arrive and they are called to the car.

### **Parent Drop-Off and Pick-Up**

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

Parent may drop off their children starting at 7:15 AM. They will utilize the drop off in the backloop and parent will not be allowed in the building. Students will report directly to class.

Students who walk to campus may enter through the following designated doors:

- PK/Kinder playground doors
- 1st grade hallway
- 3rd grade hallway
- 5th grade hallway
- Backloop door

Parents of PK and Kinder students will be able to walk to classroom door via the playground in the front of the building. Parents will not be allowed to come inside classroom and must maintain social distancing while dropping off students. Parents of Pre-K and Kindergarten students may also walk to classroom door to pick up their children.

Parents will not be allowed in the building for student pick up. Students must either be picked up in the parent pick up loop or may walk home.



If a parent needs to pick up a child during the day, they must come to the security lobby and check out the student from there. The child will be released to the parent at the lobby, but will not be allowed inside the building.

## **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.
- Food items and goody bags will not be allowed for birthday celebrations.

Meals will be delivered to the classroom until conditions are determined to be more safe for student interaction. Students will be allowed once a week for an outdoor “picnic” dining experience. When conditions allow for students to eat together in the cafeteria, social distancing will be strictly enforced and students will sit apart.

While students are in line for the cafeteria, they will be allowed into the serving line three students at a time. Students will have designated places to stand as they are waiting to pay at the cash register.

## **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.



