



# Dr. Pat Henderson 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.

Parents are responsible for screening their children for COVID symptoms at home each day.

Parents should check for COVID symptoms like coughing, fever, and temperature.

Parents should take their child's temperature if necessary.

Children displaying symptoms at school will be screened by the nurse using the same process.

Students with suspected COVID will be removed to an isolation room and parents notified for pick up. At that time, the nurse will inform parents of return to school policies and procedures.

### **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.

Signs for mask use will be posted at all entries.

Visitors to the campus must complete the district screening process.

Safe distancing signs will be posted in the halls.

Safe distancing markers will be located on the floors as reminders to staff and students.

Safe health practice signs from the CDC will be posted inside the school.

Halls will be one direction during the A.M. and P.M.

Due to construction on the main school entry, hallway directions will change during the day.



## **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.

Due to construction, the main school entry will be closed. All students will enter the school through the bus loop entry. To avoid crowding in the area, buses will drop off from 7:00 a.m. to 7:15 a.m. Parents may drop off using the loop beginning at 7:15 a.m. Please note, **PARENTS ARE NOT ALLOWED TO ENTER THE BUILDING TO ESCORT THEIR CHILD TO CLASS. THIS IS FOR THE SAFETY OF STUDENTS, STAFF, AND THE COMMUNITY.**

## **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.

Students will exit the building from the bus loop and the side door. This plan will remain fluid, as we do not know how much the front office construction will block the front driveway. Students will be dismissed by grade level to maintain social distancing.

Times and exit routes will be announced once the situation becomes clear.

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

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

See student arrival and dismissal above.



## **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.

Campus cafeteria procedures will be determined when the school gets solid numbers of students returning to in person learning. There will be a combination of use of the cafeteria and dining in the classrooms. Pk-1<sup>st</sup> grade students will be given priority use of the cafeteria. Social distancing will be maintained in all cases. Appropriate distancing signs will be posted in the cafeteria.





## **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.