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Start Smart Playbook



Our Garcia Start Smart Playbook 2020-2021 is the campus 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. There will be a weekly review of safety protocols and guidelines.



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 reach out to a trusted adult for academic or emotional support
- I will participate in intervention and enrichment as needed to address learning needs



- 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

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
- Students will complete and submit the written Health Screening Questionnaire according to district guidance

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
- Adjusted traffic flow patterns are in place for all student hallways, entrances and exits. Distancing guidelines are in place throughout the campus,



including classrooms, locker rooms, restrooms, cafeteria, and courtyards

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

Bus Loop Arrival designated for Bus Riders and Bike Riders

- Students will vacate the bus in an orderly fashion observing social distancing
- Students will vacate the bus in an orderly fashion observing social distancing
- Students arriving by bicycle will observe social distancing as they are parking their bikes in the bicycle racks
- Students will ensure they are wearing a face covering before entering the building
- Students will use social distancing markings on the ground to maintain safe distance between others as they are approaching the bus loop entry doors
- Hand sanitizer dispensers will be provided for use upon entering the building and is highly recommended
- Students will use social distancing markers to guide and pace themselves safely and report directly to their grade level designated area (cafeteria, hallway, etc.)

Front Loop Cafeteria Entrance Designated for Parent Drop-Off and Walkers

- Students will ensure they are wearing a face covering before entering the building
- Students will use social distancing markings on the ground to maintain safe distance between others as they approach the front cafeteria entry doors
- Hand sanitizer dispensers will be provided for use upon entering the building and is highly recommended



- Students will use social distancing markers to guide and pace themselves safely and report directly to their grade level designated area (cafeteria, hallway, etc.)

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
- Staggered release of students will be by intercom announcement. Bus riders will be released as their bus arrives, non-bus riders released by announcement at the closing bell. Sibling connections will be made outside of the building

Parent Drop-Off

- Parents will remain in their vehicle.
- Parents will follow the directional signal(s) of campus police officer and/or duty staff. Drop off will take place at the front loop cafeteria entrance. Students will ensure they are wearing a face covering before entering the building
- Students will use social distancing markings on the ground to maintain safe distance between others as they approach the entry doors
- Hand sanitizer dispensers will be provided for use upon entering the building and is highly recommended
- Students will use social distancing markers to guide and pace themselves safely and report directly to their grade level designated area (cafeteria, hallway, etc.)
- Students arriving late will remain in their cars and phone our front office at 210-397-8400. Once directed to enter, the student will enter the front doors and check in at the Attendance Office Window for a pass to class
- Parents needing to pick-up early will call the front office at 210-397-8400 to inform the secretary of the pickup. Parents will wait in their vehicle until directed to enter the building. Once directed to enter the building the parent



will furnish their ID's when the secretary or administrator comes out to verify. Once verified, the student will be released

Parent Pick-Up

- Parent will remain in their vehicle
- Parent will follow the directional signals of campus police officer and/or duty staff
- Students will ensure they are wearing a face covering while waiting for parent(s) to pull up to the curb
- Students will use social distancing markings on the ground to maintain safe distance between others while waiting on the front sidewalk for their parent's vehicle
- Hand sanitizer dispensers will be provided for use before exiting 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
- Cafeteria Procedures – Plexiglass has been installed in designated areas of the serving line to reduce the possibility of transmission of the virus. Students entering or exiting the cafeteria are expected to remain six feet apart at all times and proceed according to the campus directional flow standards. This also includes the cafeteria lines. Directional signage is posted on cafeteria floors to guide the recommended six feet for social distancing
- Students are expected to use hand sanitizer at the entry of each serving line
- Meals will be served on disposable plates that will be pre-plated “To Go” with disposable utensils and pre-packaged condiments
- All Child Nutrition Staff will be wearing masks, gloves and practice frequent handwashing
- Serving line areas will be cleaned before, during and after each grade-level lunch
- Cafeteria seating has been arranged so that all students will be facing one direction and observing recommended social distancing to the extent possible
- Students are expected to seat themselves as directed by duty staff to promote social distancing standards
- Students will raise their hand after they are seated to communicate with duty staff about a particular need



- ❑ Dismissal will be performed in a controlled, staggered and calm manner
- ❑ Student tables will be cleaned before, during (as needed) and after each grade-lunch
- ❑ All food and beverages must be consumed in the cafeteria or other designated seating area that may be utilized to encourage social distancing safety recommendations
- ❑ Sharing of food, beverages, and/or supplies is strictly prohibited

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