



DR MARTHA MEAD 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.

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 Barriers

Plexiglass has been installed in the main reception area and the cafeteria. Plexiglass will be installed in the clinic, library, and counselor area. The final phase for installation will be for teacher desks, kidney table, and small group areas.

Entrances

Mead will have two entrances, one is located in the front of the school for student drop off and pickup, the other entrance is located at the rear of the school for bus riders, back walkers, and staff members only. Staff members will be monitoring entrances both in the morning and in the afternoon to guide students to and from classrooms.

Signage and Visual Cues

Signage will be posted on doors, walls, and floors to direct traffic flow and social distancing procedures.



Main Entrance

- One entry door, one exit door
- Staff members will monitor hallways to direct the flow of traffic
 - Students must stay 6 floor squares apart when walking
 - Arrows are posted for traffic flow
 - Main stairs will be for “UP” traffic only
 - Back stairs will be for “DOWN” traffic only

Back Entrance

- One entry door, one exit door
- Staff members will monitor hallways to direct flow of traffic
 - Students must stay 6 floor squares apart when walking
 - Arrows posted for traffic flow
 - Cafeteria doors-enter door closest to MUSIC Room, exit door closest to GYM

Hallways during school day

- Door to playground marked for entry and exit by ART room
- Gym entry in the “Red” hallway, Gym exit by the “ART” room
- Yield to the right of the hallway when moving in the building

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.

Student Arrival- Beginning at 7 AM

- Front Entry
 - Parents will need to stay in their cars when dropping off students
 - **Please do not park your vehicle in the parking lot**
 - Parents will not be allowed in the building at this time
 - Administration will be on duty at the front door
 - Staff members will escort students to classroom if needed
 - A Grab-n-Go breakfast will be served, students will pick up breakfast and report to their classroom
 - Students not needing breakfast will report directly to the classroom
- Front Walkers
 - Parents will walk students to the crosswalk at the bottom of the loop. A staff member will escort them into the building if needed
 - **Please do not park your vehicle in the parking lot**
 - Students will receive a Grab-n-Go breakfast and report to their classroom
 - Staff members will be on duty in the hallways to escort students to their classroom if needed



- Back Entry
 - Bus Students
 - Bus students will be let off of the bus, one bus at a time.
 - Staff members will monitor students as they exit the bus and enter the building to ensure Social Distancing
 - Students will receive a Grab-n-Go breakfast and report to their classroom
 - Staff members will be on duty in the hallways to escort students to their classroom if needed
 - Back Walkers
 - Back walkers will enter through the back gate
 - Parents must remain at the gate
 - Staff members will escort students from the gate to the building
 - Students will receive a Grab-n-Go breakfast, and report directly to the classroom
 - Staff members will be on duty in the hallways to escort students to their classroom if needed

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.

Dismissal

- Front Loop
 - Parent Pickup
 - Parents must remain in their cars when picking up students
 - Parking will not be available
 - Parents will display car decal on rearview mirror with student #
 - Staff members will collect student #'s from decal
 - Staff members will notify teacher that parent has arrived and teacher will send students to the front loop
 - Staff members will monitor the hallways and escort students to the front if needed
 - Front Walkers
 - Students will be dismissed from the classroom
 - Staff members will monitor the hallways and escort students to the front if needed
 - Please wait for students at the bottom of the front loop
 - Parking will be not be available



- Bus Riders
 - Staff members will collect students from classroom and escort students to their bus
- Learning Tree
 - Staff members will collect students from classroom and escort students to Learning Tree area
- Daycare Vans
 - Students will remain in the classroom and staff members will escort them to the daycare van as soon as they arrive

Parent Drop-Off and Pick-Up

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

Arrival and Dismissal

- Front Loop
 - Parent Dropoff/Pickup Area- Parking will not be available
 - Front Walkers- Parking will not be available
- Bus Loop
 - Bus Riders Dropoff/Pickup
 - Daycare Vans
- Back Gate
 - Back Walkers
 - Parents will need to wait at the gate
- Cafeteria
 - Learning Tree



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.



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.