OAK HILLS TERRACE 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 protcols 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 survey will be verified upon arrival by campus staff members.

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.

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.

Parent drop off, walkers and bike riders will enter at the front side gate of the campus. Bus riders will enter through the bus loop gate.

Students will be screened and then move to their designated waiting area where grab and go breakfasts will be waiting.

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.

- 2:50 pm: Pre-K to the picture book area of the library for a read aloud until parents arrive. Team Leader will listen for students called for pick up over the walkie. Students will be brought to their waiting car by a teacher.
- 2:55 pm: Kindergarten to small carpet area of the library near the smartboard for a read aloud until parents arrive. Team Leader will listen for students called for pick up over the walkie. Students will be brought to their waiting car by a teacher.
- 3:00 pm: 1st grade to front tables of the library for a read aloud until parents arrive. Team Leader will listen for students called for pick up over the walkie. Students will be brought to their waiting car by a teacher.
- 3:05 pm: 2nd grade to covered awning at main entrance in front of admin offices. Students will remain with their grade level as they actively monitor parent arrivals.
- 3:05 pm: 3rd grade to covered awning at main entrance by front office. Students will remain with their grade level as they actively monitor parent arrivals.
- 3:10 pm: 4th grade to covered awning at main entrance in front of the library. Students will remain with their grade level as they actively monitor parent arrivals.
- 3:10 pm: 5th grade to covered awning at main entrance by front side gate. Students will remain with their grade level as they actively monitor parent arrivals.

Parent Drop-Off and Pick-Up

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

For parent drop-off and pick-up, parents will remain in their vehicle. For drop-off, student will not exit the car until a staff member has verified the completion of the student survey. During parent pick up at the end of the day, parent will wait in the car pick-up line for student to be brought to their car.

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.

During virtual learning, meal distribution will be provided to students via curbside service. More information to come.

When in-person learning begins, students on campus will follow a staggered lunch schedule to enable all students to follow social distancing guidelines. Kindergarten, 1st grade, 2nd grade and 5th grade will eat lunch in the cafeteria with only their grade level while Pre-K, 3rd grade and 4th grade will eat lunch in their classrooms.

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.