



# WILLIAM J. BRENNAN HIGH 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 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.

**Health Screening Process** <https://nisdhealthscreening.nisd.net/?Loc=024>

Staff Screening - Health Screening Questionnaire (HSQ) - Complete by 7:30 a.m.

### **ATTENTION:**

**All staff must scan this code and fill out the form before entering the building.**



**LOCATION: BRENNAN HS**

### Student Screening

All students at our school must complete a Student Screening Questionnaire before they come to school.

Health Screening Questionnaire (HSQ) must be completed every Monday. First period teachers will review completed HSQ for their first period roster. If a student has not completed the HSQ before entering the class, the teacher will have the student complete it. Students who were absent will be verified upon their return.

### 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.



Plexi-glass safety barriers will be installed in areas where staff will interact with visitors and for office areas where limited social distancing can be practiced (6 feet apart). Plexi-glass screens will also be placed in student nutrition lunch lines and for office desk areas where limited social distancing can be practiced (6 feet apart). Plexi-glass screens will be placed on the teacher's desk to provide additional safety measures. Visual cues, signage, and barriers will be utilized 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.

Students are encouraged to arrive by 8:45 a.m. For the safety of all students, arriving before 8 a.m. is discouraged. Prior to the first period, students will wait in the cafeteria and other designated areas.

When entering the school, students may use four locations: main entrance, auditorium, gym doors, and bus loop by cafeteria.

### **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.

Due to safety concerns, students are expected to exit the campus as soon as the school day ends. Students will be reminded to remain socially distant while exiting the building. This includes students who are waiting to be picked up from school. Students will not be allowed to loiter or roam the building after the school day ends.

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

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

For student appointments, parents must complete the HSQ with a successful indicator, check in with the Receptionist and sign the medical sign-out log. They will be directed to proceed to the Attendance Office.

For students who are being picked up from the clinic, parents must complete the HSQ with a successful indicator, check in with the Receptionist and sign the medical sign-out log. They will proceed to the Nurse's Office. Students will be accompanied to their parent's vehicle as appropriate.

**Lunch** - Students are expected to sit six feet apart, facing the same direction and wearing a mask while not eating. Seating will be in the cafeteria and designated areas.



**Arrivals** - Students are encouraged to arrive by 8:45 a.m. For the safety of all students, arriving before 8 a.m. is discouraged.

When entering the school, students may use these four locations for their safety and the safety of others: main entrance, auditorium, gym doors, and bus loop by cafeteria. This includes but is not limited to those arriving by bus, personal vehicle, rideshare services, or parent drop off.

**Off Campus Lunch** - Due to safety concerns, no students will be allowed off campus for lunch at this time.

**Off Block** - Students will be expected to vacate the premises following their last class.

**Late Arrivals** - Students who arrive late will be required to sign in with the front receptionist. Students will be given a pass to go directly to their current class.

**Student Parking** - Students are required to have a parking permit on their vehicle to park on campus. Student parking location - refer to map (No parking in the back parking lots or automotive area).

**Staff Parking** - All employees are required to have a parking tag on their vehicle at all times.





## 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** - When entering or exiting the cafeteria, students will be expected to remain six feet apart at all times and proceed according to the campus directional flow standards. This includes but is not limited to cafeteria serving lines.

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 washing hands frequently.

All food and beverages must be consumed in the cafeteria, LGI, courtyard, or assigned seating. No food or beverage (with the exception of a refillable water bottle) may be consumed in any other area. Students should remain at least six feet apart at all times.

Plexiglass will be used in designated areas to reduce the possibility of transmission of the virus.

Serving line areas will be cleaned regularly before, during, and after each lunch period.

Parents and visitors will not be allowed to have lunch with students due to visitor guidelines.



Due to safety concerns, no students will be allowed off campus for lunch.

All students will have a scannable option for purchasing meals and other items from the cafeteria to limit interactions at point-of-sale kiosks.

No food deliveries will be accepted at the campus for adults or students.

Sharing of food, beverages, and/or supplies is strictly prohibited.



**Breakfast** - Students will be able to purchase a “grab and go” meal to eat in the designated areas. Teachers will monitor and address students in the cafeteria and designated areas to ensure all safety protocols are being followed.

**Lunch** - Six-foot distancing around all occupiable assigned seats will be provided. Students may sit in the cafeteria and designated areas.

**Break Rooms/Workrooms** - Employees must practice social distancing. Tables are limited to one person per table. Sharing of food or utensils is discouraged.

**Outdoor Guidelines** - All students are required to adhere to social distancing guidelines in courtyards and open gathering areas. Daily routines for cleaning outdoor areas will be in effect.



## **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.