



John Jay High School and the Science and Engineering Academy 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.
- 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 each Monday before they come to school. Students should continue to self-screen for COVID-19 symptoms. The campus will require all students to wear a face covering or mask prior to entering the building, while in classrooms, and in common spaces. Face coverings should adequately cover the nose and mouth.

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.

Students may only enter the campus before school through the Breezeway gates.

For the safety of all students, arriving before 8:00 a.m. is strongly discouraged. Breezeway gates leading to the cafeteria and courtyard will be opened at 8:00 a.m. Prior to first period, students will be expected to report to the cafeteria, courtyard, library, or other designated areas where social distancing guidelines will be practiced.

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 groups will be announced via the PA system. Students who are walkers, car riders, and drivers will be dismissed first and will be expected to exit the building through the nearest designated exit points. The release of bus riders will follow. Students will move along a designated route directly to their bus loop where social distancing protocols will be enforced. All students must exit the building immediately upon release and will not be allowed to re-enter the building.



Parent Drop-Off and Pick-Up

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

Parents/Guardians are encouraged to drop-off and pick up students in the Student Parking Lot or Front Loop (pending construction). Students arriving on campus will enter through the Breezeway gates.

Mitigation

Recommended and required practices to reduce the likely spread inside the school

Visitors to include Vendors and Deliveries

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.

- All vendors, and/or deliveries will enter only through the front doors.
- There will be specific signage directing all visitors to proceed to the front office for further instructions.
- All vendors must fill out the Health Screening Questionnaire before entering the building.
- All visitors must show the green accepted Health Questionnaire along with ID to front office personnel upon entering the building.
- All visitors must wear face masks that adequately cover the nose and mouth at all times.

John Jay Student Early Sign-out

Attendance Office

- Campus will designate parking spaces for student early sign-out.
- Parents will be required to submit an electronic copy of their ID to the Attendance Office prior to signing-out their student. Campus will direct parent to send the attendance/front office a copy of their DL, student name and ID number. If a parent is unable to submit an electronic copy of a DL, a staff member will check ID from the parent's vehicle in the designated pickup area.
- Parent will call 210-397-2708 upon arrival. At that time, front office/attendance office will send for student to come down to the Attendance Office.
- Student will check in with the attendance office and fill out the sign-out form.



Nurse

- When a nurse determines an ill student should go home, she will communicate that to the
 - Parent/Guardian listed in eSchoolPlus.
 - Parent/Guardian will arrange for immediate pickup.
 - Parent/Guardian will receive pick up process instructions.
 - Pick up individuals will park in a designated spot in front of the school and have a picture ID available.
- Pick-up individuals will park in a designated spot in front of the school and have a picture ID available.
- Upon arrival at school, pick up individuals will remain in their car and call the nurse directly at 210-397-2709.
- The Nurse will check the pick-up individual's name against eSchoolPlus or Parent/Guardian's designee.
- If needed, the nurse will notify an Isolation Team Member (ITM) that a student pick-up is needed.
- Isolation Team Member (ITM) will verify pick up individual ID matches name of pick-up individual designated.
- ITM/nurse will sign-out students with the attendance office.

Assistant Principals' Office

- If an Administrator determines that a student should go home, Administrator will communicate with parent the campus pick-up procedures.
- Administrator will direct parent to call the campus upon arrival.
- Administrator will communicate to parent that they must park in designated waiting area and be ready to show a copy of their ID, indicating they are clear to pick-up the student.
- Upon parent arrival and phone call the VPO 210-397-2723, Administrator will release student to parent's vehicle and confirm they are authorized to pick-up student.
- Administrator will sign-out student with Attendance office.



Counseling Office

- If a Counselor determines that a student should go home, Counselor will communicate with parent the campus pick-up procedures.
- Counselor will direct parent to call the campus upon arrival.
- Counselor will communicate to parent that they must park in designated waiting area and be ready to show a copy of their ID, indicating they are clear to pick-up the student
- Upon parent arrival and phone call Counseling office at 210-397-2732. Counselor will release student to parent's vehicle and confirm they are authorized to pick up student.

Meals

- All Students must remain on campus during lunch.
- 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.
- Students will enter the cafeteria lines six feet apart and proceed directionally through the serving lines.
- Students will use hand sanitizer dispensers at the entry of each serving line.
- John Jay will use space in the cafeteria, courtyard, and place additional tables around the main foyer to accommodate proper social distancing.
- Students will be expected to wear face coverings except while eating.
- Students are expected to remain six feet apart during the entire lunch period.
- Students will have a scannable option for purchasing meals and other items from the cafeteria to limit contact at the point of sale.



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. All staff members at John Jay/SEA will communicate any COVID concerns to an administrator immediately. The administrator will initiate the process to address the issue in accordance with district procedures.