



JIM MARTIN 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.

[Student Health Screening Questionnaire](#)

[Student Health Screening Questionnaire Spanish](#)

- Students will submit a Health Screening Questionnaire each Monday - additional guidelines will be provided soon.
Students with a temperature of 100.0 F or higher will be immediately isolated from others and sent home per Fever Plan:
 - The Texas Department of State Health Services defines a fever as a measured temperature for an individual of 100.0 F and above. The district has had a lenient approach regarding the exclusion practice for students sent home from school with fever by having a “strong recommendation” that students stay home until fever free for 24 hours without the use of fever reducing medication.
 - Recommendation: Students and staff members sent home for fever and diagnosed with conditions other than COVID-19 will be mandated to stay home until fever free for 24 hours without the use of fever reducing medication.
 - Students and Staff members with diagnosed or suspected COVID-19 will continue to be subject to CDC requirements for isolation.
- All students are provided daily guidance on proper hand hygiene, respiratory etiquette and social distancing.
- All students are required to wear a face mask while in classrooms, common spaces, and when social distancing cannot occur. Considerations will be made by staff in communication with parents for early childhood, special needs, and/or medical concerns.



- All face masks should cover the nose and mouth.
- All students are encouraged to wash their hands and use hand sanitizer before classroom instruction begins and ends.

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 no social distancing can be practiced (6 feet apart).
- Plexiglass screens will also be placed in the child nutrition lunch lines and for office desk areas where no social distancing can be practiced (6 feet apart).
- Utilize visual cues, signage, and barriers 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.

Details to be determined based on current state and federal guidelines and total enrollment of in-person students.

- Provide multiple entries for walkers, bike riders, parent drop off and bus riders if needed.
- All staff will be utilized for duty in a variety of ways to include cafeteria monitoring, hallway duties, etc.
- Parents will not be allowed to walk students to classrooms since access to campuses will be limited to students and staff members only.
- There will be bus procedures based on campus specific needs.
- All students will have their temperature taken before they enter building daily.
- Students will report straight to their classroom and breakfast will be delivered to them.



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.

- Sibling connections will be made outside the building.
- Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- There will be bus procedures based on campus specific needs.

Parent Drop-Off and Pick-Up

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

Minimize close contact between students, staff, and families at arrival and dismissal through the following methods:

- Each campus will need to develop a system for drop-off and pick-up that reduces the need for parents/guardians to enter the school.
- Utilize visual cues, signage, and barriers to direct traffic flow and demonstrate social distancing.
- Consider assigning entry and exit doors to ensure even distribution of students entering/exiting the building.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- During drop off students will have their temperature taken and walk straight to their classroom.
- During pickup times a placard with student name, grade level, and teacher will be placed on the dashboard of parent car to expedite the pick up process.



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.

While there is no data to suggest that COVID-19 can be transmitted through properly cooked and handled food, the coronavirus can live on surfaces for extended periods of time, and is highly transmissible in locations like communal kitchens and break rooms where people are gathered in close proximity for extended periods of time and where surfaces are improperly sanitized between use.

Cafeteria

- Limit gatherings and potential mixing of classes or groups in the cafeteria or other communal spaces.
- Stagger mealtimes in the lunch room or dining hall.
- Students will enter cafeteria areas 6 feet apart and proceed directionally through the serving lines.
- Students will use hand sanitizer dispensers 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.
- Students will have the flexibility to consume meals in classrooms, cafeteria or other areas as determined by campus and based on current state and federal guidelines.
- Plexiglass will be installed near cashier areas to assist with close contact situations.
- Serving line areas will be cleaned regularly after each class or group.



- Parents and visitors will not be allowed to have lunch with students due to visitor guidelines. Essential business only.
- Juniors and Seniors will not 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.
- Adhere to close contact definition.
- 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.

[Seating Chart](#)

[Poster](#)

Breakfast

- Students that need breakfast will be able to purchase a “grab and go” meal to eat in their classrooms.
- Teachers will monitor the hallways to ensure social distancing.

Lunch

- Pre-K lunches will be delivered to classrooms for students to eat in class.
- Depending on the number of students enrolled in grades K-5, plans for lunches to be eaten in the cafeteria as well as the classroom will be developed accordingly.
- Six-foot distance around all occupiable assigned seats will be provided while maintaining the student’s consistent cohort for “in person” lunches.
- Lunch times will be staggered by class to ensure proper cleanliness.
- Use of outdoor areas for lunch periods.



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.

