



Timberwilde 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 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 must complete a daily Student Health Screening Questionnaire before they come to school. The completed health screener must be shown to staff on duty prior to student entering the building. If a student arrives by bus or walks up, the campus report will be checked for completion of the screener. If the screener has not been completed, the student will wait while the parent is contacted.

Physical Barriers and Guides

Plexiglass barriers are in place throughout the building in areas where social distancing is more challenging. Visual cues, signage, and barriers are used to direct traffic flow and demonstrate social distancing.

When moving throughout the building during the school day, students and staff will follow the red lines and floor decals in hallways and cafeteria.

All staff and students are expected to walk on the red lines in the hallway. In the event a class must stop in the hall, decals on the floor are placed six feet apart for social distancing. Teachers are encouraged to move through the hallways in a continuous flow with limited stops.

Student Arrival

Our campus has developed specific plans and procedures to provide multiple entries for walkers, bike riders, parent drop-off, and bus riders.



Doors to the campus open at 7:00 am. Students will enter the building through the main front entrance and the entrance from the back loop. Staff on duty will monitor to ensure students do not congregate in common areas.

Parents bringing students to campus by walking up or by vehicle will not be allowed to enter the building. If walking to campus, parents will separate from their student(s) on the sidewalk at the safety gate. If dropping off in the drive through, parents will remain in their vehicle. Staff are assigned to monitor students from the point of parent drop off until students enter the building. Additional staff are on duty throughout the building to monitor students as they travel to their designated waiting area.

Students eating breakfast will go directly to the cafeteria. When they are finished eating breakfast, students will report to their designated areas. Staff will monitor student transitions from one location to the next.

Students not eating breakfast will report to the cafeteria until 7:15 am. At that time, teachers from each grade level will pick up students from the cafeteria and move to designated areas until the start of the instructional day.

For students arriving at the front of campus, Pre-K students will be directed through the PK/K gate. All other grade levels will enter the main entrance. If arriving at the back loop, students will enter the doors and report to the designated areas.

To start the instructional day, teachers will take students from designated areas to their classrooms. Grade levels will transition in staggered groups to maintain social distancing. All students **must** sanitize their hands before entering the classroom.

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 locations:

- Back loop - parents driving up to pick up their students
- Front loop - only for busses and daycare pickup
- Exit door near the bike racks - parents walking up to pick up their students

Each grade level will assign teachers to facilitate the dismissal of the following groups:
3:00 pm - Learning Tree students will be escorted to the gym.
3:00 pm - Bus riders and daycare students will be escorted to the front entrance. Each bus/daycare group will have a designated waiting area with markers for physical distancing.



3:05 pm - Walkers will be escorted to the front of the campus, connect with siblings and immediately walk home. Staff will remind students to maintain social distancing while walking home.

3:10 pm - To avoid congregating in large groups for drive through pick up, PK - 1st grade students will be socially distanced in the cafeteria, all other students will wait in their classrooms.

Car line student pick-up is in the back loop. Parents will remain in their vehicle. A staff member will go to the vehicle to request the name of the student(s) being picked up and verify the person is authorized to pick up the student. Changes in plans for pick-up must be communicated to the teacher in writing. Student names will be communicated through the dismissal plan. Students will then be released from their dismissal location (cafeteria or classroom). Staff on duty in the hallways will monitor student movement from one location to another.

Walk-up/pick-up students will be dismissed from the exit doors near the bike rack. Parents will be asked to wait in a designated area where markers are in place for physical distancing.

Parent Drop-Off and Pick-Up

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

Student Drop-off

Parents bringing students to campus by walking up or by vehicle will not be allowed to enter the building. If walking to campus, parents will separate from their student(s) on the sidewalk at the safety gate. If dropping off in the drive through, parents will remain in their vehicle. Staff are assigned to monitor students from the point of parent drop off until the student enters the building. Additional staff are on duty throughout the building to monitor students as they travel to their designated location.

Student Pick-Up

Car line student pick-up is in the back loop. Parents will remain in their vehicle. A staff member will go to the vehicle to request the name of the student(s) being picked up and verify the person is authorized to pick up the student(s). Changes in plans for pick-up must be communicated to the teacher in writing. Student names will be communicated through the dismissal plan.

Walk-up/pick-up students will be dismissed from the exit doors near the bike rack. Parents will be asked to wait in a designated area where markers are in place for physical distancing.



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

For the health and safety of all students and staff,

- 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.

Signs and floor decals will assist students in following cafeteria protocols. Students will wear face masks when waiting in line for food and will use hand sanitizer prior to entering the serving line. Seating will be arranged to maintain a minimum of 6 feet of distance between students. After getting their tray, students will be seated at the first available chair as instructed by staff on duty. Masks will be removed while eating, but will be put on again before leaving the table. When students are finished eating, they will raise their hand. Staff on duty will monitor the flow of students and send a few students at a time to dispose of their trash. Floor decals will designate where students should stand while waiting.

Schedules may change based on the current number of students attending in person learning. Only a certain percentage of students will be allowed in the cafeteria based on occupancy. When fewer students are attending in person, students are able to eat in the cafeteria. As our occupancy grows, our lunch schedule will include some grade levels eating in the classrooms while other grade levels are eating in the cafeteria.

Students are encouraged to bring a sack lunch with all items disposable at the end of the lunch period. For students who bring a lunch bag/box that is not disposable, monitoring for cleanliness of these items is important.



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.

