2020-2021
Culture and Systems Playbook

Michael Jackson, Principal
Tamaira McKinney, Assistant Principal
# Table of Contents

Morning Arrival .................................................................................................................. 3  
Hallway Transitions ......................................................................................................... 4  
Dismissal .............................................................................................................................. 5  
Breakfast in the Classroom ............................................................................................... 6  
Cafeteria .............................................................................................................................. 7  
Restrooms ........................................................................................................................... 8  
Recess .................................................................................................................................. 9  
Common Areas .................................................................................................................... 10  
Attendance .......................................................................................................................... 11  
Visitors and Guests ........................................................................................................... 12  
Discipline (COVID Specific) ............................................................................................. 13  
Nurse Assessment (Students) ............................................................................................ 14  
Additional Operational Procedures .................................................................................... 16
# Morning Arrival

**Description:**

**Arrival**
- Doors will open at 7:50. Assigned Staff will be at their post at 7:50.
- There will be three entry stations:
  - **Main Entrance:** 6th-8th grade car riders, walkers, and bus riders
  - **Cafeteria Entrance:** 5th grade car riders, walkers, and bus riders
  - **Small Playground Entrance:** 4th grade car riders, walkers, and bus riders
- Students should have their masks on before exiting the car or bus.
- Teachers will stand outside their doors at 7:50 waiting for students to arrive.

**Entry into Building**
- Upon entry, students will receive a face mask if they forget theirs for the day.
- Students will use hand sanitizer before entering the building.
- Staff members will be assigned at each entrance for temperature checks.
- Students who don't pass the initial screening will be taken to the holding area in the auditorium to be rescreened by the nurse.
- Elementary and secondary teachers will stand outside their doors and greet each student that enters the classroom. **NOTE:** Middle School students will report to their 1st period class each morning.

**Entry into Classroom**
- Students will line up 6ft outside of the door on the designated markers.
- Students will sanitize their hands before entering the classroom.
- Teachers will design a system by which they will have students gather their PPE and supplies.
Hallway Transitions

Description:

From classroom to classroom (secondary students):
- Students will wait quietly to be dismissed.
- Students will wear their face mask while in the hallways.
- Students will stand from their seats and line up on designated markers inside the classroom (or outside if space is an issue).
- Students and teachers will wait for the bell to transition (ELECTIVE CLASSES, THEN CORE).
- Students will walk quickly and quietly through the hallways.
- Students will move through the hallway while staying on the right side.
- Students will wait outside their next period class on designated markers.
- As soon as all students have been released, teachers will allow the next period to enter the classroom.
- Before entering the next period, students will use hand sanitizer located outside each classroom.

From classroom to lunch
- Students will wait quietly to be dismissed.
- Students will ensure their face mask stays on at all times.
- Students will stand from their seats and line up on designated markers inside the classroom (or outside if space is an issue).
- Teachers will escort students to the cafeteria.
- Students will walk quickly and quietly through the hallways.
- Students will walk on the right side of the hallway.
- Teachers will wait outside the cafeteria with students until their class enters the cafeteria.
- Students will sanitize their hands before entering the cafeteria.
Dismissal

Description:
SECONDARY STUDENTS (returning materials):
3:40
- Teachers will release students at designated times (CORE, THEN ELECTIVES) to return to their first period class.
- Students will return their plexiglass and face shields.
- Students will wear their mask as they exit the building.

ELEMENTARY STUDENTS (returning materials):
3:40
- 5th grade teachers will transition back to their homeroom classes when the first transition bell rings.
- 4th grade students will return their face shields and materials when the first transition bell rings.
- Diaz, Leyja, and Brown will monitor 5th grade classes as teachers transition.
- Students will return their face shields and materials.
- Students will wear their mask as they exit the building.

EXITING THE BUILDING:
CAR RIDERS
- When prompted teachers will release the car riders.
- Teachers will exit the building through the appropriate doors and wait with their students in assigned areas.
  4th Grade: Small playground doors
  5th Grade: Main Entrance doors
  Middle School: Cafeteria doors
- All middle school teachers with an advisory period will walk their classes to the front of the building and remain with them.
- Students should wait in a straight line, in their assigned area, and follow social distance guidelines.

BUS RIDERS AND WALKERS
Elementary
- When prompted, teachers will release bus students in the hallway.
- Bus Riders will line up on the right side of the hallway facing the small playground following social distancing guidelines.
- Assigned staff will escort the students to the bus area and remain with them until all students have loaded a bus.

Secondary
- When prompted, teachers will release bus students in the hallway.
- CORE teachers will require bus riders to line up on the right side of hallway following social distancing guidelines facing the small middle stairwell.
- Assigned staff will escort the students to the bus area and remain with them until all students have loaded a bus.
- Assigned staff will monitor the area between the main building and portables to ensure bus riders are following social distancing guidelines.

Late Pick-Up
- Any student not picked up by ____ will be escorted to the auditorium.
- An assigned TA will receive students.
- Students will sit 6ft apart as they wait for their parent/guardian.
## Breakfast in the Classroom

**Description:**
- Cafeteria staff will prepare meals and place outside each classroom by 7:50 am.
- Teachers will have a Do Now ready for students as they enter.
- Students enter the class and sit in their designated seat.
- Students will work on their Do Now while breakfast is distributed.
- The teacher will use gloves to distribute breakfast to each student.
- Students will remove their face mask after they have received all their breakfast items.
- Students will eat their breakfast quietly while working on their Do Now.
- Once a student has finished eating breakfast, they will need to put on their face mask.
- Teachers will come around to collect waste and leftover food.
- Students will drop leftover food and waste in trash bag.
- All waste and leftover food will be placed outside the classroom door.
- Custodial and cafeteria staff will collect waste and leftover food from the halls by 8:40 am.

**Late Students:**
- Students will enter classroom with a face mask.
- Students will proceed to their seats and wait for teacher instructions.
- Teachers will be given discretion to implement a classroom specific system or follow the following:
  - Teacher will instruct students to stand from their seat and retrieve breakfast items from the food bags located outside of door.
  - Students will then return to their seat quietly and remove their face mask so they can eat breakfast.
  - Teacher will instruct students that they have 5 minutes to eat their breakfast and complete as much of the Do Now as possible.
  - Once the student is done with breakfast, they will raise their hand and wait for the teacher to direct them to throw away their waste.
  - Students will then return to their seat, put their mask on, and join the class.

---

**Students are:**
- Sitting quietly, working on their Do Now
- Eating silently while working on their Do Now
- Students will not get up from their seat at any point
- Sitting quietly waiting for the teacher to collect their waste and leftover food.
- Sitting quietly waiting for teacher instructions

**Teacher Is:**
- Ensuring all students are sitting and silently working on their Do Now before they distribute breakfast
- Distributing breakfast items to students using gloves, mask, and face shield
- Collecting trash from students once breakfast time is over
- Placing left over food and waste outside of door
Cafeteria

Description:

Entry:
- Teachers will walk students to the cafeteria following the social distancing guidelines.
- Teachers will remain with their students until their class can enter.
- Students will use hand sanitizer upon entering the cafeteria.
- Students will sit at their assigned tables.
- Students will be called by tables to get their lunch (5-10 students at a time).
- While students are seated and are waiting to get their lunch, they will adhere to the following expectations:
  1. Remain seated.
  2. Keep hands to yourself.
  3. Face forward.
- Students will continue to wear their mask until they are ready to eat.
- Students may talk at their tables using a Level 1 voice.
- Students are to remain in their seats the entire time facing forward.
- When students get up to go to the restroom or to throw away their trash, they must place their mask over their face.
- Once students finish eating, they must put their mask on.
- Students may not share food or drinks at any time.

Exiting the Cafeteria:
- Teachers will escort their students back to the classroom.
- Two classes will exit the cafeteria at a time using both exits.
- Trash bins will be placed near each door.
- When classes are called, students will pick up their trays and dispose of them on their way out of the cafeteria.

Sanitizing between lunches:
- Assigned staff will wipe the tables and plexiglass using gloves before the next grade enters the cafeteria.
Restrooms

Description:

**Elementary Students:**
- Teachers will be assigned a restroom schedule.
- Only one class may use the restroom at a time.
- Students must wear a mask during their restroom break.
- Students must follow the hallway transition procedures.
- Students must follow the social distancing guidelines while waiting to use the restroom.
- Students must wash their hands with soap and water for 20 seconds before returning to the classroom.

**In the case of emergencies, students:**
1. Must sign the Restroom Log before leaving the classroom.
2. Must have a hall pass to leave the room.
3. Must wear a mask.
4. Only 4 students will be allowed in the restroom at a time.
   - A. Students will hang their hall pass on one of the four clips in the restroom. If all four clips have a hall pass, the student must NOT enter the restroom. He or she is to wait in the hall on the closest social distancing marker.
   - B. Students must adhere to the restroom rules.
   - C. Markers will be placed in the restroom so that students are socially distanced while waiting to wash their hands.
   - D. Students must wash their hands with soap and water for 20 seconds before returning to the classroom.

**Secondary Students:**
- Core and Elective classes on the second floor will use the upstairs restrooms only.
- Elective classes on the first floor and portables will use the first floor restrooms only.
- Students must sign the Restroom Log before leaving the classroom.
- Students will sign Restroom Log before entering the restroom.
- Students must have a hall pass to leave the room.
- Only 4 students will be allowed in the restroom at a time.
  - A. Students will hang their hall pass on one of the four clips in the restroom. If all four clips have a hall pass, the student must NOT enter the restroom. He or she is to wait in the hall on the closest social distancing marker.
  - B. Students must adhere to the restroom rules.
  - C. Markers will be placed in the restroom so that students are socially distanced while waiting to wash their hands.
  - D. Students must wash their hands with soap and water for 20 seconds before returning to the classroom.

If a student arrives with a bathroom pass while another classroom is there, then that student will be given priority to use restroom.
Recess

Description:
- All elementary classes will adhere to a staggered schedule for recess.
- Students must sanitize their hands before entering the playground.
- Two classes will attend recess at a time.
- One class will be on the big playground. The other class will be on the little playground.
- Classes will not be allowed to interact with one another.
- Teachers will remain with their class at all times and will monitor students to:
  - Ensure students keep masks on if they are not socially distanced.
  - Students don’t go to another area to play.
  - All students are playing safely.
  - No equipment (balls, jump rope etc.) is shared among students in different classes.
- Teachers will create a rotation schedule so that each class will alternate between playgrounds.
- Each playground will have equipment for students to use. The equipment must stay on that playground.
- Students must return all equipment at the end of recess.
- Students must sanitize their hands before entering the building.

Considerations:
1. If physical activities involve students remaining 6ft. apart, then masks/shields do not have to be worn.
2. If 6ft. distance can’t be maintained, then masks/shields must be worn.
3. Structured activities could be provided to allow for social distancing.

Restrooms:
- Teachers will take their restroom logs to recess.
- Students will sign in and out on the restroom log.
- Students should follow secondary procedures for restrooms.
- Students must use hand sanitizer as they enter the building.
- Students should wash their hands for 20 minutes with soap and water.
- Students should return to the playground in less than 4 minutes.

Injury:
- Teachers will take first aid kit outside for minor scrapes.
- If a student hurts himself and requires the attention of the nurse, the teacher will phone the office for assistance.
# Common Areas

**Description:**
- Common Areas on our campus include the garden, playground, conference/meeting room, auditorium, cafeteria, or outside seating areas.
- When using these spaces, the following procedures must be followed:
  1. Use hand sanitizer before entering and exiting the area.
  2. Sign up to reserve these spaces through the main office. Ms. Rendon will create a Google Calendar for all the staff to view.
  3. You will only be allowed to use the space during the designated time.
  4. Bring all activities to a close 5-10 minutes before your reservation ends to ensure proper cleaning.
  5. Adults and students must be seated 6ft apart.
  6. Visual markers will be displayed throughout common areas to assist with social distancing.
  7. Face masks must always be worn.
  8. Bring personal supplies/materials for personal use.

<table>
<thead>
<tr>
<th>Students are:</th>
<th>Teacher Is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Following social distancing guidelines to and from common areas</td>
<td>• Ensuring that students are following the social distancing guidelines</td>
</tr>
<tr>
<td>• Wearing masks</td>
<td>• Monitoring students while facilitating learning experiences</td>
</tr>
<tr>
<td>• Using personal supplies/materials only</td>
<td>• Only using the area during the assigned time</td>
</tr>
<tr>
<td></td>
<td>• Ensuring that the area is cleaned/sanitized after use</td>
</tr>
</tbody>
</table>
Attendance

Description:
- Attendance will be taken daily whether students are engaged in face-to-face or virtual learning.
- Teachers will adhere to the following attendance guidelines:
  
  **Face-to-Face (Daily)**
  - A. 4th and 5th grade teachers will take attendance for their homeroom class in PowerSchool by 10:00 am.
  - B. 6th-8th grade teachers will take attendance in PowerSchool each period once the tardy bell rings.

  **Virtual Learning**
  - A. 4th and 5th grade teachers will take attendance in PowerSchool by 10:00 am.
  - B. 6th-8th grade teachers will take attendance in PowerSchool for each class period.

- Students will be marked present daily based on one of the following approved engagement methods:
  - A. Daily progress in the Learning Management System (LMS), as defined in the approved learning plan; OR
  - B. Daily progress via teacher-student interactions, as defined in the approved learning plan; OR
  - C. Completion/turn-in of assignments from student to teacher

- Students will have until Friday to complete all unfinished assignments for the week.
- Although the state has provided us with the minimum amount of time required for engagement, students will be engaged in 360 minutes of guided and independent instruction daily. Below are the average daily minutes of synchronous instruction.
  - A. 4th-5th Grade - 210 minutes of synchronous instruction
  - B. 6th-8th Grade - 240 minutes of synchronous instruction

**Attendance Correction Forms:**
- Student attendance corrections due to teacher error must be submitted via email to Mrs. Barrera and Mrs. McKinney within 3 school days.
- Attendance corrections require:
  - A. Teacher Name
  - B. Course.section
  - C. Date that must be corrected
  - D. Student Name
  - E. Student ID
  - F. Reason for the correction

**Excessive Absences:**
- If a student is absent two consecutive days in a row, the teacher contacts the parent via phone to answer any questions and assist with participation in virtual learning.
- If the teacher is unable to talk with a parent, the teacher will note the contact in PowerSchool and send an email to Mrs. Barrera and Mrs. McKinney.
- If challenges or other concerns are preventing the student from participation in virtual learning, the teacher immediately notifies Mrs. McKinney via email or phone.
- If a student is frequently absent from class (1 or more times a week), parents will be contacted, and doctor’s notes will be required to excuse a student’s absence.

**Excessive Absences Face-to-Face:**
- If a student is frequently absent from class (1 or more times a week) without a valid doctor’s excuse, the student will be switched to virtual learning.
Visitors and Guests

Description:
- For the safety of our students and staff, only the following people will be allowed in the building:
  1. Visitors with pre-scheduled meetings
  2. Central Administration
  3. Providers that offer student services (i.e. YMCA)
- Once a visitor arrives to campus, they must call 972-794-8700 to be prescreened.
- Visitors must answer NO to the following questions:
  1. In the past two weeks, have you had close or direct contact or live with someone who has been lab diagnosed with COVID-19?
    a. being directly exposed to infectious secretions (coughed on while not wearing a mask or shield)
    b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing mask or shield
  2. In the past two days, have you had COVID symptoms, such as feeling feverish or measured temperature greater than or equal to 100.4 degrees Fahrenheit, loss of smell or taste, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or exaggerated shivering, significant muscle pain, or diarrhea?
- If a visitor answers yes to any of the above questions, their appointment will be rescheduled virtually.

- All visitors entering the campus must:
  1. wear a mask
  2. follow social distancing guidelines
  3. use hand sanitizer upon entering the building
  4. report directly to the front office
  5. stand behind the shield guard at the reception desk
  6. sign-in and out using the visitation log
  7. be escorted to the ARD room
  8. come no earlier than 5 minutes before the start of the scheduled meeting
  9. bring their own pens, pencils, etc.

All meetings (ARD, LPAC, SPED, MTSS, PTA, etc.) will be held virtually, if possible.
Discipline (COVID Specific)

Description:
- The following steps will be taken if a student intentionally coughs, sneezes or spits on another student with the intention of infecting the other student with COVID-19 while on campus or at a school related event.
  1. Notify the Assistant Principal or Principal.
  2. The Administrator will remove the students quickly to investigate the incident to determine intentionality.
  3. Students will be taken to the school nurse.
  4. The school nurse will notify the campus administrator about the findings of the evaluation. If the evaluation is positive, the campus will proceed with caution and follow protocol for potentially highly contagious individuals.
  5. Notify parents/guardians of each student involved in the alleged incident.
  6. If the alleged behavior is determined to be intentional, a Dallas ISD officer will be contacted to classify the incident per the Student Code of Conduct.
  7. The appropriate offense/consequence is input in the discipline software system by the campus administrator.
- Enforcement of district/campus safety protocols such as wearing of face masks and/or face shields will be handled on an individual basis to include, but not limited to:
  - Notification and contact of parent/guardian
  - Discussion with school nurse on safety
  - Utilization of disposable mask if reusable one is forgotten
  - Students who consistently refuse to wear a mask will be disciplined according to Student Code of Conduct
Nurse Assessment (Students)

Description:
The following information is to be used as guidance in preparation of students who may have been exposed to 2019 Novel Coronavirus Disease (COVID). When a student is not feeling well, send the student to the nurse’s office. The nurse will perform the evaluation. This is also the procedure if a student enters the building and has an elevated temperature.

- **Identify and Assess** – establish or re-evaluate potential of exposure through direct close contact and symptoms of fever or respiratory illness. The nurse will utilize the screening questionnaire if possible, may need to contact the parent to complete, dependent upon student age.

**History/Exposure Risk**
In the case with students, parents may need to be called regarding the questions:

1. In the past two weeks, have you had close or direct contact or live with someone who has been lab diagnosed with COVID-19?
   a. being directly exposed to infectious secretions (coughed on while not wearing a mask or shield)
   b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing mask or shield

   *If they answer No, proceed to the next question.*
   *If they answer Yes, they may not be permitted to remain at school. Parents contacted for pick up.*

2. In the past two days, have you had COVID symptoms, such as feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit, loss of smell or taste, cough, difficulty breathing, shortness of breath, headache, chills, sore throat, shaking or exaggerated shivering, significant muscle pain, or diarrhea?

   *If they answer No they may proceed to report to work.*
   *If they answer Yes, they may not be permitted to remain at school. Contact parent for pick up and complete the notification form in Laserfiche.*

*Close contact is defined as being within 6 feet of a person infected with COVID-19 for a prolonged time; close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum).*

- **Assess Health Status**
  - Fever – temperature of 100.4 F or greater
  - Pediatric Symptoms – usually present as upper respiratory infection such as; cough/ shortness of breath, sore throat
    and runny nose or nasal congestion
  - Document all findings in EHR

- **Isolate**
  - Isolate student in auditorium and close all the doors
On rainy days, isolate student in clinic and close all the doors
- Utilize Standard Precautions and appropriate PPE

- Inform
  - Notify parent/guardian to pick up child from school as indicated
    - Medical referral and Follow up
    - Students should take their technology and other supplies needed to continue their learning virtually, if they must quarantine.

- Notify Principal
  - Upon notification, the principal or designee will move the students from the site to another classroom or appropriate site and call the custodian to disinfect the site
  - The campus principal or designee will contact the Health Services Department to determine next steps (see section below if there is a positive case reported), if any additional steps or actions are needed.
  - A notification letter goes out to those in contact.

- Notify Health Services
  - Health Services Director will contact Dallas County Health and Human Services (DCHHS) for advice and direction if needed.
Additional Operational Procedures

Description:

**Ealy Pick-Up**

- If a parent picks up a student early from school, the parent must:
  1. Call the front office when they arrive and verify student info (DOB).
  2. State their name so that office staff can verify student pick-up approval.
  3. Wait in their car or outside the main doors.
- A staff member will escort the student out the building.
- The parent/guardian will sign the student out.

**Water Fountains**

- Water fountains will remain on in the buildings.
- Students will not be allowed to drink from the water fountain.
- Students should bring a water bottle filled with water.
- Students fill their bottles at scheduled times throughout the day.