North Hi Mount Elementary
Campus Operations and Safety Plan

Office Phone number 817-815-1500

Please Note: The contents of this document are based on the guideline in the FWISD Forward Plan linked here.

The health and safety protocols outlined in this campus reentry plan have been carefully planned for by guidance from the Texas Education Agency, Tarrant County Health Authority, American Academy of Pediatrics for School Reopening, and the CDC Guidance for School Reopening.
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The health and safety protocols outlined in this campus reentry plan have been carefully planned for by guidance from the Texas Education Agency, Tarrant County Health Authority, American Academy of Pediatrics for School Reopening, and the CDC Guidance for School Reopening.
**Masks**

All students must wear a mask to school. If a student refuses to wear a mask correctly, teachers and staff will model and redirect the student to properly wear the mask. Parents will be contacted if the student repeatedly refuses to wear a mask appropriately. Our goal is not to punish students but work in partnership with families to ensure that all staff and students are following health and safety protocols for our NHM community.

**School Dress**

Students will need to dress for the weather since we are encouraging outside learning times and providing students mask breaks throughout the day. Please ensure that your student is prepared with suitable clothing items such as jackets, rain books, closed-toed shoes. We highly discourage umbrellas at this time and are asking all families to ensure students have rain jackets with a head covering instead of umbrellas.

**Arrival**

- Students can enter the school building beginning at 7:40.
- Students will put on their mask when it is their time for a temperature check.
- Students will have their temperature checked before entering the school building, including portable classrooms.
- All staff members have assigned locations in the building to ensure students socially distance as they enter and move through the building at arrival time.
- Students will use floor stickers as markers to socially distance while walking in the halls.
- Students will be provided breakfast in grab-and-go boxes as needed.

**Car Line Drop-Offs**

- Parents will enter the car line on W. 7th.
- There will be four stations set up for in-car temperature checks.
- Students will enter the building through designated doors based on grade level.
  - 4th and 5th graders will enter through the main entry door on Dorothy Lane.
  - Kindergarten will enter through the door on W. 7th street by the auditorium.
  - PreKinder and 1st graders will enter through the door on W. 7th street by the library.
  - 2nd and 3rd graders will enter through the door on W. 7th by the cafeteria.

**Bus**

- Students will exit the bus and receive a temperature check.
- All students will enter the main entry door on Dorothy Lane.
- If it is before 7:40, a staff member will socially distance the group in the auditorium until they are released to their classrooms. The designated staff member will release 2nd-5th to walk independently to their classrooms. The staff member will then escort Kinder and 1st to their classrooms.

**Walk-up/Parent drop-off**

- Any parent walking their child to the building must do so at the main entry on Dorothy Lane.
- A staff member will conduct a temperature check prior to entry in the school building.

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➢ Students will walk independently to their classroom with the aid of staff located in hallways throughout our building and All students at the portables gate.

❖ Portable Drop-off
➢ A staff member(s) will be stationed at the gate in front of 2nd and 3rd grade portables off of Modlin street in order to complete a temperature check.
➢ Students and parents must remain socially distanced while waiting for the temperature check.
➢ Please note: Parents will not be allowed past the temperature check station.

Classrooms
❖ Teachers will ensure high-touch areas in the classroom are sanitized throughout the day.
❖ All classrooms will have visual reminders of safety requirements.

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❖ Student materials and supplies will be placed in close proximity to students to reduce movement in the classroom. Materials will not be shared as much as possible. If materials need to be shared they will be sanitized between use. Each student will have their own supplies.
❖ All classrooms will have refillable alcohol-based hand sanitizer stations and disinfectant to sanitize working surfaces and shared materials.
❖ Handwashing will be reinforced several times per day for at least 20 seconds each time.
❖ To ensure social distancing, desks and tables will be distanced 6 feet apart as much as instructionally possible and plexi-glass dividers will be provided to support areas unable to distance 6 feet.
❖ When social distancing at 6 ft is not possible in the classroom, each table/desk group will be distanced from other table/desk groups.
❖ Masks must be worn according to FWISD Forward guidelines. A lanyard will be issued to each student to help support students in reducing the likelihood of losing their mask. In the event that a child loses a mask, a disposable mask will be provided.
❖ If a student has more than one classroom teacher, the teachers will switch classrooms, not students.
❖ A schedule for students in special programs (special education, 504, dyslexia) will be developed to minimize exposure and allow for social distancing.
❖ All students will need a refillable water bottle each day.

Restrooms
❖ Classrooms with a restroom inside the classroom will utilize their own restrooms.
❖ Students in classrooms without a restroom will go to restroom breaks with their table/pod partner. Markers on the floor will be used for social distancing in the restroom.
❖ Students will wash their hands after using the restroom.
❖ If a student has an emergency and needs to go to the restroom, they will be permitted to do so.
❖ Restrooms will be routinely cleaned throughout the day. The restrooms will have a cleaning schedule.

Transitions
❖ Students will be distanced as much as possible (ex. walk an arms-length apart) during transitions.
❖ Designated routes with signage will be utilized for grade levels to follow when traveling in the building to limit exposure.
❖ Teachers will monitor hallway transitions to maintain social distancing.
❖ Outside corridors will be utilized as much as possible.

Lunch
❖ To maintain social distancing requirements we have established outside eating areas as the primary area for students to eat lunch.
❖ If weather does not permit, students will eat in their classroom with their table/pod group. A seating chart will be utilized in the event that contact tracing is needed.
❖ All students will wash their hands before entering the cafeteria to collect a boxed lunch.

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 Floors will be marked for social distancing.
 Cafeteria will be monitored by staff to maintain social distancing.
 No visitors will be allowed for lunch.
 Please note: Administrators, office staff, and all available personnel are covering lunchtimes for
 teachers, so they can continue to have a duty-free lunch. As a result, lunch drop-offs/food
deliveries will not be allowed. Students that forgot their lunch will receive a boxed lunch from
the cafeteria.

Library

Students will be allowed to reserve books online.
Reserved books will be checked out by library staff and delivered to students.
Students will also have access to ebooks/audiobooks through our website.
Books will be returned to a designated cart/bin and quarantined for 72 hours.
The librarian will continue to collaborate with teachers and administrators to plan
curriculum-based lessons, curate resources, and co-teach/present.
The librarian will visit classrooms (physically or virtually - as allowed) for instructional purposes
and co-teaching as needed.
  ➢ Instruction may include lessons on digital library services such as ebooks, databases,
etc.
  ➢ Other collaborative lessons might include digital citizenship, research/information
literacy, or lessons to meet grade level curriculum needs.
 Learning management systems (Google Site, Google Classroom) can be used for the posting
of lessons including digital citizenship, information literacy, and other library related lessons.

Nurse's Office

First aid kits will be given to teachers to limit nurse visits for non-emergencies.
Students will wait outside the library (health support room), 6 feet apart, and will be evaluated
by the nurse before entering. If the student is exhibiting COVID-19 symptoms, the student will
be isolated and parents will be called to pick up the student.
The nurse’s office will be used as the “clean zone” for routine visits and first aid that cannot be
taken care of in the classroom.

Large Group Events

All large group events will be virtual/steamed into classrooms.
There will be no in-person assemblies.

Parent Conferences/ARD/504/RTI/LPAC

All meetings will be held virtually.
In the event a face-to-face meeting must occur:
  ➢ Visitors will buzz the front entry.
  ➢ Receptionist/Office staff will screen visitors.

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Texas Education Agency, Tarrant County Health Authority, American Academy of Pediatrics for School Reopening, and the CDC
Guidance for School Reopening.
“Were you able to answer “no” to all the questions?”

- Masks are required.
- Social Distancing must be maintained.

**Dismissal**

- In order to manage student movement in the building and decrease the risk of potential crowding, dismissal will begin at 2:45.
- Pre-K will dismiss at their scheduled 2:15 pm time individually from their classrooms as their parent or family member arrives in the car line.
- All classes will be dismissed from their classrooms.
- Students located inside of the main building will exit from the closest door.
- Students located in portables will exit from their classroom.
- **Car Line Pick-Ups:**
  - Each student/family will be assigned a pick-up number and will receive car tags with their designated number.
  - The car tag must be visibly displayed on the passenger side window or dashboard for our staff to easily view and call for your student(s).
  - Parents will enter the car line on W. 7th.
  - There will be four stations set up for students to wait for their car pick-up.
- **Bus riders** will be dismissed at 2:45 to the auditorium and socially distanced for check-in. A staff member will transport them to the bus upon arrival.
- **Non-Escorted Walkers** will be dismissed at 2:45 from their classroom. Parents are not allowed to pick up/escort their students by foot and must use the car line if they wish to pick up their student.
- Sibling connections will be done on the front steps of our school building for non-escorted walkers and at the car line posts (#s 1-4) for car line pick-ups.

Please note: Parent walk ups at dismissal will not be permitted. All parents must use the car line. This protocol is in place in order to promote social distancing and the safety of all staff, students, and parents/guardians.

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Clubs
❖ No student clubs will meet in-person at this time.
❖ Some student clubs may be held virtually.

Early Dismissal
❖ Parents/Guardians picking up students during the day will be required to call the office to request an early dismissal (15) minutes before requested early dismissal time.
❖ Parents/Guardians must provide their name to the office, so that we may verify the student may be picked up by that person.
❖ Upon arrival parents/guardians will wait on the West 7th car line and call the school office.
❖ An office staff member will walk the child outside and release them once the parent/guardian identification is confirmed via a driver’s license or state issued ID.

Please note: early dismissal is not permitted after 2:15pm to ensure a safe dismissal for all students.

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**Recess**
- Students will be allowed to participate in recess with their class. There will only be one class on playground equipment in each area at a time.
- A schedule will be utilized for students to access the playground equipment. The playground equipment will be sanitized daily.
- Students will use their own water bottles.
- Teachers will monitor students to ensure safety guidelines are followed.
- Students will sanitize their hands before and after recess.

Please note: Students must wear their mask to and from recess. They must continue wearing a mask on playground equipment with other students. They may remove their masks in an area where they are socially distanced from their classmates.

**Specials**
- Art and Music teachers will travel to classrooms and outdoor spaces will be utilized as appropriate.
- PE will be conducted in the gym and outdoor spaces will be utilized as appropriate.

Please note: Students must wear their masks during PE when it is conducted indoors. Masks can be removed outside during PE when students are adequately socially distanced from their classmates.

**Water Fountains**
- Water fountains will not be accessible during the school day.
- Water bottle refill stations will be utilized and are located in areas throughout the campus.
- Students will need to bring a reusable water bottle with his/her name on the bottle.

**Safety Drills**
- Conducted by grade levels or individual classes to support social distancing.

**Essential Item Drop-off**
- A bin will be placed outside for essential item drop-off. Parents will be asked to label any items being dropped off for students.
- If you are dropping off medication, please inform the office staff. You may **not** leave medication in the bin. An office staff member will assist you.
- All visitors deemed essential by the principal, will follow health and safety protocols before entering the building (health screening, required use of a face mask, social distancing).
- Late arrivals will be checked in by the office staff at the main entry door. Parents should walk late students to the main entry door and will receive a temperature check before entering the school building.
- Students arriving late at the portables will be sent back to the main entry door to receive their temperature check.

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PTA/Campus Volunteers

❖ In an effort to reduce the spread of COVID-19, campus volunteers will not be allowed to work in our campus building until further notice.
❖ If the school’s PTA, or any organization, is interested in providing food or snacks for staff members, the following guidance must be followed:
  ➢ Items must be grab-and-go that are pre-packaged in individual servings.
  ➢ Items must be collected by office staff outside of the main entry door.
  ➢ Spirit shop sales and other distribution events may be scheduled to take place outside of the school building.

School Events

On-campus activities will not be held until further notice.

Birthday Treats

Due to COVID-19 and out of an abundance of caution, snacks, treats, and/or party favors will not be distributed for birthday celebrations for the 20-21 school year.

Birthday invitations shall not be distributed at school.

PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.