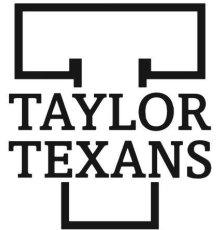
The background of the entire image is a close-up of the American flag, showing the blue field with white stars and the red and white stripes, waving against a clear blue sky.

Start of School Information for Taylor Elementary

August 31, 2020



BISD First Week - Elementary School

- School start time is 7:40am and dismissal is 3:10pm
- August 31st is the first week of school
- If you chose Virtual Learning, your whole week will be virtual learning
- If you chose On-Campus, you will have a mix of Virtual and On-campus days, with full On-Campus learning beginning September 8th
 - This allows us to bring small groups of students in and practice protocols and procedures
 - More information on the Virtual schedules during these days will be coming
 - More information on providing Chromebooks for those who don't have them will be coming
 - Normal start and end times will take place on the days of On-campus
 - Normal busses will take place on the days of On-campus
 - Note: This is a normal school day, and the new policies and procedures for visitors, etc. will be followed



Elementary Early Childhood Schedule for BISD First Week

- Knowing that these grades may need more support with protocols and procedures, they are being asked to attend in person more frequently the week of August 31st.
 - The schedule for On-Campus is as follows:
 - Pre-K and Kinder
 - On -campus - Monday, Tuesday, Wednesday, Thursday
 - Virtual - Friday
 - 1st Grade
 - On- campus - Monday, Friday
 - Virtual - Tuesday, Wednesday, Thursday
 - 2nd Grade
 - On campus - Tuesday, Friday
 - Virtual - Monday, Wednesday, Thursday
-



Elementary 3-5 Schedule for BISD First Week

- The schedule for On-Campus is as follows:
 - 3rd Grade
 - On - campus - Wednesday
 - Virtual - Monday, Tuesday, Thursday, Friday
 - 4th Grade
 - On- campus - Thursday
 - Virtual - Monday, Tuesday, Wednesday Friday
 - 5th Grade
 - On campus - Thursday
 - Virtual - Monday, Tuesday, Wednesday, Friday



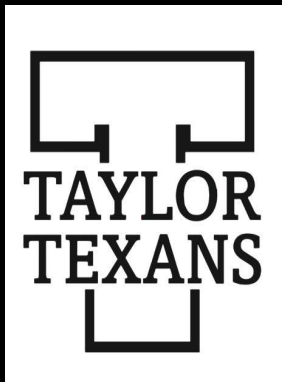
Meet the Teacher

August 27th, 2020

Virtual & by appointment

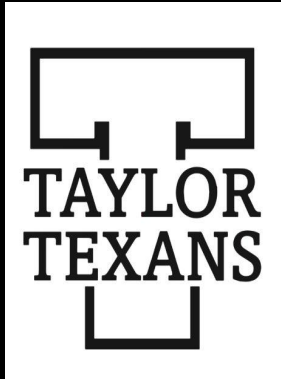
Teachers will prepare a Welcome video to send to their students

Teachers will set up virtual appointments to give families a chance to meet



Hallway Movement - Arrival and Dismissal

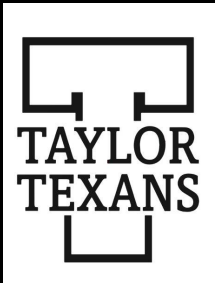
- Teachers will be stationed at the intersections of halls
 - Assigned teachers will monitor and direct students to their classrooms in the morning & to the appropriate exit in the afternoons
 - All students (except PreK & Kinder) will go directly to their classroom.
 - Students will line up outside their classroom until teacher arrives to open the door
 - Teachers will arrive at 7:20
 - Students eating breakfast will be directed to the cafeteria for a grab & go
 - Will proceed to their classroom



Arrival: Will begin at 7:15 a.m.

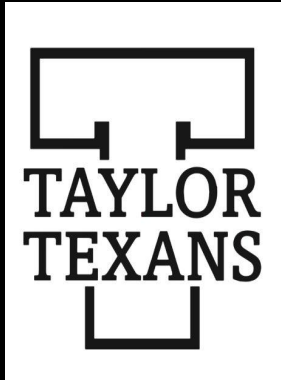
- Car Lines-

- Two lanes around the school drive (do not merge at the end of the fence)
 - Cars will move all the way up to the crossing guard staff member with the stop sign.
 - Please continue past the gym doors to accommodate as many cars as possible.
 - Two teachers will be in between the lanes, two will be on the sidewalk.
- Once all cars come to a stop, students will exit the car and walk to the sidewalk.
 - After all students have exited their vehicles and have safely made it to the sidewalk, the crosswalk teacher will put the stop sign down to allow cars to move forward
 - **Students MUST exit the right/passenger side of vehicles**
 - Parents: Please ensure students are unbuckled and ready to exit.
 - Parents: Please remain in the vehicle. Practice having your children exiting the vehicle on their own.
 - Staff will monitor student safety and will be unable to open car doors



Arrival: PreK & Kinder

- Pre-K & Kinder students will be dropped off in the main car drop-off lane.
- Students will enter the gym from the car drop off area.
- Students will be guided by staff to sit in assigned area in the gym.
 - Their teacher will pick them up as a group and escort them to the classroom.



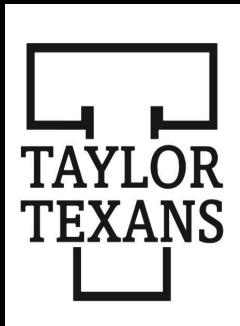
Arrival - Buses & Day Care

- Students will remain on the bus until a staff member arrives to assist.
 - Taylor staff member will go to one bus at a time to get students.
 - Students will maintain social distance while entering the building.
 - Staff member at the entrance of the door
 - Continue to assist students with direction
 - Once in the building, students will follow the directional protocols
 - Staff members will be in the building assisting students
 - Staff assigned to halls will assist with student movement and distancing requirements



Arrival: Walkers and Bike Riders

- Teacher/s will guide students coming from Douglas and/or Heberle to the main doors of the building.
 - Bike riders will place their bicycles in every other space
 - Maintaining social distance while others are placing their bicycles in the rack
 - Once in the building, students will be directed by staff
 - To maintain appropriate distancing
 - To follow appropriate path to their classroom or cafeteria

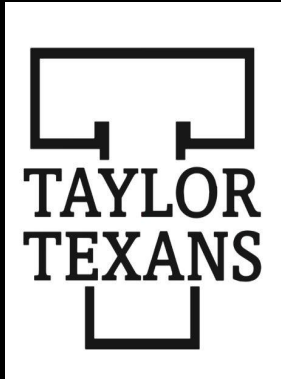


Classroom Protocol

- Students desks will maintain 6 feet of distancing
- Students will sit in their same desk each day
- Supplies will be kept in individual student desks
- Doors will remain locked, however, they can be propped for air flow
- Students will keep individual kleenex boxes/packages at their desk
- Students may have a water bottle
- Students will need to bring their own snack.
 - Snacks will not be provided by staff
- Students will sanitize their hands upon entering and exiting classrooms
- Students will wipe their seating area at the end of each day

Dismissal: Walkers, Bike Riders, & ASP

- **Dismiss at 3:10**
- Dismiss all walkers, bike riders, and ASP from the classroom at one time
 - Douglas will dismiss to the front doors
 - Heberle will dismiss to the bus doors
 - ASP will dismiss through the doors by 5th grade
- Staff waiting at both exits to ensure one at a time at bike rack & walk with students to Douglas/Heberle
- ASP staff will be waiting outside the doors to ensure students walk to the ASP portable

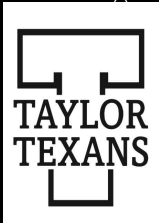


Dismissal: Buses & Day Care

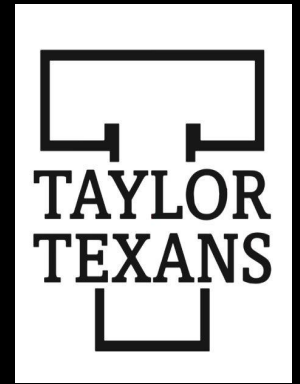
- **Bus numbers will be marked on the wall for students to line up**
 - They will be escorted to the appropriate bus when all students are lined up

- **Day care students will line up in the hall as well**

- **Buses:**
 - **Loading will begin at 3:12**
 - **Bus # will be called on PA system**
 - **Students will exit their individual classrooms**
 - **Students will follow safety protocol while walking to the exit doors by the bus lane**
 - **Staff will be present in the halls to ensure protocols are followed**



Dismissal - Car Riders



- Dismissal will begin at 3:12.
- All car riders will remain in classrooms.
 - PreK & Kinder will transition to the gym for dismissal
 - First grade will transition to the cafeteria for dismissal
 - Staff will monitor students in the gym
- Staff outside will call students on the radio
- Student will exit their classroom and proceed to the gym door exit
- Staff will be in hall & gym to assist with safety and social distancing

Same as morning procedure:

- Two car lanes
- Pull all the way to the staff member with the stop sign
- Students must enter the vehicle on the passenger side only



Dismissal: PreK

- **Dismissal will begin at 3:15 to allow for bus loading first**
- **Students will dismiss from the bus exit**
 - **Small horseshoe/bus lane**
- **Parents will use the INSIDE lane of the drive; closest to building (outside lane will be for buses only)**
 - **Line up behind the cones**
 - **School buses will be loaded and moved first**
 - **Staff will not secure students in seats**
 - **It is imperative that students buckle themselves however,**
 - **A parent may exit their vehicle IF their child needs assistance buckling.**
 - **Please remain next to the vehicle until a staff member brings your child**
 - **Parent may load their child and secure them at that time**
 - **Please secure your child quickly so that staff may move cars through the line efficiently**

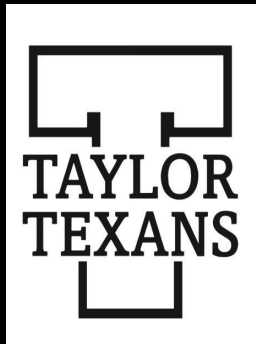


Dismissal: Siblings and Classroom Monitoring

- Older students would default to the youngest sibling's classroom
 - Older sibling will wait outside the younger siblings classroom so that all family members are together and ready
 - 1st grade parent pickup siblings will not go to kinder class, they will remain with their group in the cafe while kinder is in the gym; they can walk out together from there
 - any older sibling with a prek sibling will wait outside of the prek classrooms and dismiss from there

Classroom Monitoring:

- Teachers will remain in their classrooms with car riders
- Staff without classes will assist with afternoon dismissal



Lunch Schedule

Please note that some grade levels will split: (1) class in the cafeteria and (3) classes in their classroom. This is to ensure social distancing still occurs at lunch.

You may decide among your grade level who is eating in the cafe and who will eat in classroom. Keeping the schedule the same for a week at a time.

Classes who take their lunch to their classrooms will follow the same entering and exiting protocols and be monitored by their classroom teacher.

Lunch Time	Grade Level	Location
10:45-11:15	PreKindergarten	Cafeteria (Prek Paras on Duty)
10:35-11:05	Kindergarten	(4) Classroom
11:15-11:45	1st Grade	(1) Cafeteria (3) Classroom
12:35-1:05	2nd Grade	(1) Cafeteria (3) Classrooms
11:45-12:15	4th Grade	(1) Cafeteria (3) Classroom
12:10-12:40	3rd Grade	(5) Classroom OR (4) Classroom (1) Large Space
1:00-1:30	5th Grade	(1) Cafeteria (3) Classroom



When you arrive to the cafeteria...

- Each grade must predetermine among themselves the order the classes enter the lunchroom to get lunch
 - Students who bring lunch from home will need to travel with the class (see below)
- Enter through the main hallway doors, sanitize, and stand in designated tiles along the wall with the windows
- Staff members will guide students to appropriate areas of the cafeteria
 - IF your class is eating in the lunchroom, lunchboxes will immediately sit at their classes designated table
 - Tables will be labeled with teacher name
 - To ensure individual classes stay together
 - Students will sit every other seat, facing the same direction.
- Cafeteria Manager will have your classes lunch orders and efficiently hand them their pre-selected lunch choices
 - Students will not be able to make changes at the line!
 - This is to prevent students from touching product.
 - Paper tickets will be picked up by cafeteria staff by 8:30.
- After receiving their lunch tray, they will walk to sit at next available seat at their class' designated table, staff members will guide students to appropriate areas.
- When leaving the cafeteria, all students will collect their trash and carefully carry it to the designated trash cans at the end of their table.
- Exit the cafeteria at the doors leading to the gym. Walking quietly along the gym wall to not disrupt PE



Social Distancing in the Cafeteria



Students will maintain social distancing in the cafeteria line, as they walk to their assigned tables, as well as once they are seated for lunch.



Recess Schedule

Utilizing our support staff we would be able provide each classroom teacher with their 30 minute lunch break during recess (except Prek- but those changes can be made)

Grade Level	Recess Teachers	Time
Prek	All Prek Teachers	10:00-10:35
Kindergarten	Fuen/Tonnee/Grable	11:05-11:35
1st Grade	Fuen/Cheryl/Grable	11:45-12:15
2nd Grade	Bianca/Archer/Office staff member	1:05-1:35
3rd Grade	Tish/Haynes/Office staff member	12:40-1:10
4th Grade	Haynes/Archer/Livingston Para	12:15-12:45
5th Grade	Tish/Traci/Janeth	1:30-2:00

ALL students/staff will sanitize/wash before playing outside at recess.



Recess Procedures

- There will 1 set of doors for exiting to the playground & a different set of doors to enter from the playground
- Following social distancing guidelines, teachers will walk students to the designated playground hand sanitizing station at the recess doors.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- Teachers will remind students which equipment their class will be using for that day.
 - Students will play among their classmates, avoiding close contact
 - Teachers and staff will closely monitor students to ensure safety

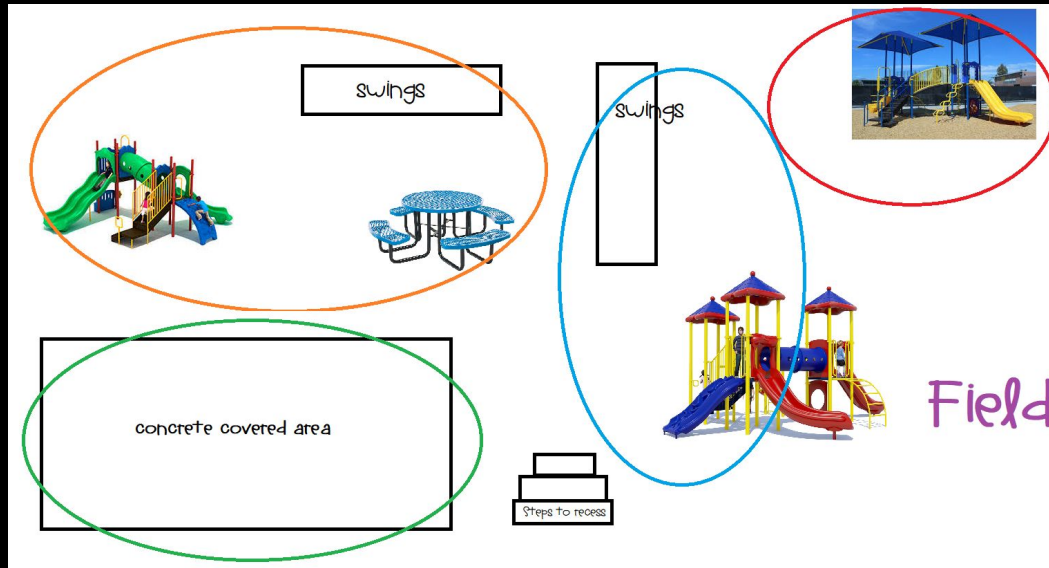
Recess Line-up :

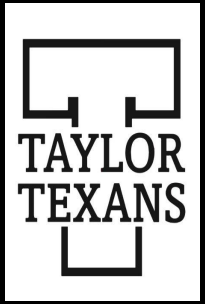
- Each classroom teacher will whistle or obtain their class' attention to begin lining up with appropriate distancing
- Maintaining social distance, the classroom teacher will escort their students to the building doors.
 - All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.



Playground - time to wiggle!

- The playground will be divided into 4-5 sections
- Each class will stay in their designated section
 - Classroom teachers will decide which class will play in each area
 - A schedule will be given to office
 - Classes can rotate to a new piece of equipment each day
- Recess Teachers will actively monitor students while they play
- Students will use hand sanitizer as they exit the building and again when they enter.





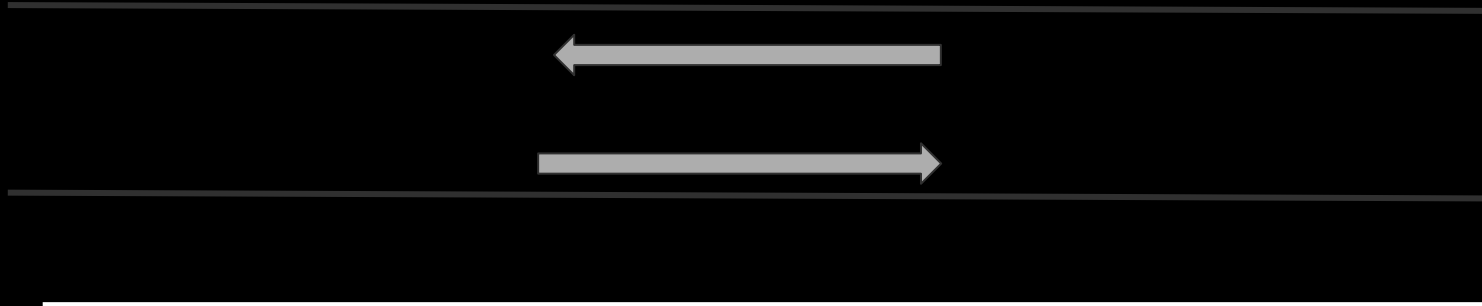
Walking around the building

*Walk on the right side of every hallway.

*All students will walk in the second white square (from the wall), whether they are with a class or alone.

*Maintaining social distancing (6 ft)

*Hallways will be marked with directional information/arrows





Restrooms

Pre-K/Kindergarten: Art bathroom

1st: Gym bathroom

2nd/3rd: Recess bathroom

4th/5th: 5th Grade bathroom

*All emergency bathroom breaks will be done at your assigned bathroom with a supervised adult.

*Students will return to classrooms between each transition.

*Be sure to allow for opportunities for hand washing with soap 2 times a day.

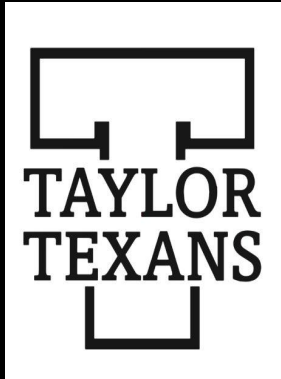
Grade	1st break	2nd break	3rd break
PK	8:30-9:30	10:00-10:45	12:15-1:15
KG	7:30-8:30	9:15-10:00	11:35-12:10
1st	7:40-8:40	10:45-11:15	12:15-1:15
2nd	7:30-8:30	11:45-12:30	2:00-3:00
3rd	8:30-9:30	9:45-10:45	1:10-2:00
4th	8:30-9:30	10:45-11:45	2:00-3:00
5th	7:30-8:30	9:45-10:45	11:45-12:45

*For each grade level there will be 15 minute slots for each teacher. We left it open for you to decide who goes in what order. Some have a shorter time due to rotation or lunch conflicts.



Clubs, etc.

At this time, Taylor will not be able to provide after school clubs. As the year progresses, we hope to add clubs for student participation.



School Supplies and Standardized Dress

For the 2020-2021 School Year:

We will NOT require standardized dress this year, however, your child is welcome to wear our approved standardized dress.

Please note the dress code guidelines for the upcoming school year below:

[20-21 BISD Student Dress Guidelines](#)

Students will need the following:

*personal pencil pouch/box

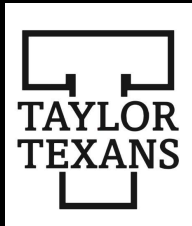
*paper

*pencil

*crayons

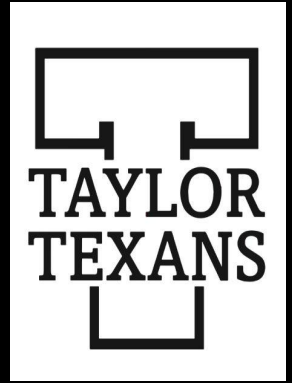
*glue

*scissors (grade level appropriate scissors)



Rotation

- Students will participate in Art, Music, Library, and PE
- The Art and Music teachers will go in the homeroom classrooms.
- When students have P.E. they will go to the gym.
- Students will go directly to the gym to their assigned spot.
 - Weather Permitting: Students will be outside for P.E.
- Any equipment used in PE will not be shared between students and will be sanitized after each use.
- Any instruments used in Music must be sanitized after each use.
- Any supplies used in Art will be student supplies, not shared.
- Library: Students will have access to a virtual library.
 - Librarian will provide activities and lessons
 - Books will not be available for check-out



Please know that COVID - 19 is a fluid situation and guidelines and procedures may change as the guidelines and requirements are updated. Our campus will be following all CDC and TEA guidelines. Those guidelines are attached here:

[CDC Guidelines](#)

[TEA Public Health Guidelines](#)

