



# B.K. Bruce Elementary Fine Arts Magnet School

510 Jensen Drive • Houston, TX 77020

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Principal- Dr. Shawn Nickerson

## Student Registration Procedures

Bruce is excited to receive New Students for the 2020-2021 school year. We are currently enrolling New Bulldogs! Due to recent COVID 19 concerns enrollment will be completed by appointment only. Our goal is to ensure we are adhering to social distancing guidelines and keeping our Bruce Community Safe. Please see details for scheduling an enrollment time below:

### Scheduling an Enrollment Appointment

You may schedule an appointment for enrollment by emailing her at [mlewis@houstonisd.org](mailto:mlewis@houstonisd.org) or contacting her at 361-857-4044.

### Guidelines for Building Access

To ensure the safety of our families, we are requiring that you enter the building through the front entryway only. Entry will not be allowed through side doors to monitor that we are adhering to social distancing guidelines. Upon entering the building, the following safety measures are required:

- Complete a short survey.
  - Have temperature taken electronically.
  - Wear mask always while in the building.
  - Maintain 6 feet apart distancing. Markers will be used to assist with distancing.
  - No physical contact will be allowed (hugging, handshakes, etc.).
- ✓ Guest will not be allowed in the building during your scheduled appointment time. **Please do not bring children, spouses or additional guest in the building.** This is a safeguard for everyone.

### Enrollment Steps

1. Schedule appointment by contacting Ms. Mona Lewis our school registrar. See contact information above.
2. When you arrive on your scheduled day remember to follow Building Entry Guidelines.
3. You will be given a table number upon arrival, please sit at the table with the corresponding number to complete enrollment documents.
4. Place all enrollment documents in the bin on the table and someone will make copies and return documents to you.
5. After enrollment packet has been completed and reviewed, Ms. Lewis will provide further consultation as needed.
6. If you have questions at any time during this process, please call the following number 361-857-4044.