**COVID-19 PARENT/STUDENT HANDBOOK SUPPLEMENT**

**2020-2021**

 **COVID-19 Supplement Introduction**

**This supplement is written to cover information regarding all three models of school attendance. However, we are beginning the 2020-2021 school year in Distance Learning.**

This COVID-19 Supplement is being added to our Student Handbook to provide guidance on the procedures Buena Vista School District will use when school is closed due to shelter in place orders or when physical distancing is in place. **While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness.** Due to the evolving nature of COVID-19, federal, state and local orders impacting BVSD operations are subject to change without notice. BVSD will follow guidelines from the Governor’s office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department and best practices from other entities as closely as possible and within reason. Given the constantly evolving circumstances, these plans are subject to change as public health guidelines are updated. The guidelines contained here supersede the guidelines in the Student Handbook when applicable, but please see the Student Handbook section for information not covered by this supplement.

**COVID-19 Supplement**

The 2020-21 school year will be unlike any other year we have ever experienced in education. BVSD recognizes the risk and uncertainty involved, and has developed a plan that we believe will minimize the risk of exposure to our students, families, staff and community while maximizing the educational opportunities of all of our students. As we do our best to be in compliance with the Governor’s office, the California Department of Public Health (CDPH), the California Department of Education (CDE), the Tulare County Public Health Department as closely as possible and within reason. We still understand the concern that many have of exposure to the COVID-19 virus and the need for children to be in school. As a result, we will offer three learning opportunities next year. Both of these opportunities will include our campus character programs including:

* Option 1: **Traditional Learning** with students returning to classrooms a receive in-person instruction 5 days per week.
* Option 2: **Blended Learning** with students in school as much as allowed. As you know, Tulare County, the State of California, or the US Federal Government can close or recommend closure of a school when they deem it necessary. They can also put restrictions on student capacity such as requiring physical distancing and/or limiting the number of people that can gather together. BVSD will flow seamlessly between the 3 instructional delivery methods of our in-school academic program as determined by the recommendations/restrictions placed upon us.
* Option 3: **Distance Learning** with students attending school from home through online learning every day for students whose parents prefer that they stay home or if distance learning is required by executive order by the Governor or through a decision by the governing board.

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| **No Restrictions** | **Physical Distancing Restrictions** | **Full or Partial School Closure** |
| **Traditional Learning** | **Blended Learning** | **Distance Learning** |
| All school days have in-person instruction in school with a full-day schedule.  | This is a combination of in-school and online learning where students will practice physical distancing and come to school in smaller groups. Each family will be assigned to a cohort and attend school Tuesdays and Thursdays or Wednesdays and Fridays. There will be limited access to some activities. | The District will provide online instruction and support for every school day. Opportunities will be available for students to connect with classes to maintain relationships with fellow students and their teacher. |

Due to the evolving nature of COVID-19, federal, state and local orders impacting BVSD operations are subject to change without notice. The District will transition between the instructional delivery methods of our in-school academic program during the year based on the recommendation of the Tulare County Health Officer.

* If the decision to close happens during the week, the school will transition to the Online Academic Method immediately.
* If the decision is made that physical distancing is required, students will move to the Online Academic Method for the remainder of the week and then move the following week into the Blended Academic Method with students returning to in-school instruction based on their cohort’s schedule as allowed.
* If the decision is made that no physical distancing restrictions apply and that our group sizes are compliant, we will transition to the Modified Traditional Academic Method and welcome students back in school for daily in-person instruction the following week.

When a transition takes place, parents will be notified through the usual school communications methods including phone, text, email and social media as soon as possible after the decision is made. As much as is possible, transitions will happen on the first day of the school week. Keep in mind that if we are told to close down in-school activities, we will need to do so as quickly as possible and therefore little notice may be given.

Each child will be assigned a cohort.. All family members will have the same cohort.

**Traditional Learning /with Distance Learning Option**

**Monday - Friday**

School Start Time 8:30 a.m.

End Time 1:45 PM

Distance Learning 2:00 – 4:00 (For those families that decide to continue learning

 from home.)

**Traditional Learning**

All students and staff are able to return to school with physical distancing limits removed. Students are in school where they can enjoy working closely with classmates in their classrooms, sitting together at meal time and visiting during recess or break. Extra-curricular activities, assemblies and fieldtrips could resume as they were before COVID-19. Students are reminded that the District may move to the Blended Learning Program or the Distance Learning Program at any time that it is required with little or no notice. Should the Governor or local health officer call a shelter in place or give other orders that would not allow an in-school program to take place, students would be sent home to continue their education under the Online Learning Program until the Governor or local health officer allows in-school learning.

**BLENDED LEARNING –Social Distancing (Instruction is blended with both at school and online learning)**

A blended academic learning program is a mix of in-school and online learning. In this program, students will attend school 2 days a week and participate in online learning the other days. This will take place when restrictions such as physical distancing and group size require smaller groups of students on campus.

During this blended academic learning program, teachers will provide online instruction on Monday of each week, with half of the class being in school Tuesday and Thursday and the other half being in school Wednesday and Friday. All students would be taught every day; those in the classroom will have the advantage of having the teacher with them all day and those participating in distance learning will have access to the teacher through technology. Please note that if space restrictions allow it, some students who may benefit from in school instruction may be scheduled to be in school additional days beyond this alternating schedule.

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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **Cohort A** | at home online learning | at school | at home online learning | at school | at home online learning |
| **Cohort B** | at home online learning | at home online learning | at school | at home online learning | at school |

As much as we want to have every student in class every day, if that is not allowed by the Governor or local health officer we will be looking at the following situations:

* **Bus**: Students will be divided into groups based on bus route. Bus routes are used to keep families together so that all members of one family will be in the same group. Also, members of one family do not have to be physically distanced on the bus.
* **In-school activities:** Students will be 6’ away from each other as much as is practicable in all activities. These activities include but are not limited to: classrooms, meals, recess and PE.
* **Extra-curricular activities** will be limited to small groups with hand washing and sanitation of equipment between groups. Assemblies and off campus fieldtrips will not be scheduled when physical distancing is required.
* **Orders:** In this model, should the Governor or local health officer call a shelter in place or give other orders that would not allow an in-school program to take place, students would be sent home to continue their education on a distance learning platform until the Governor or local health officer allows in-school learning.

**Distance Learning (Students will learn from home by parent choice or school closure to physical attendance)**

Online learning will be the method of instruction, when the Governor or Health Department issues orders to do so or when parents choose to keep their children home to learn. If allowed, there may be some limited at school time that may be arranged with agreement by the parent and the school. Teachers and staff will provide the same high quality level of instruction to all students through distance learning as they do when students are in the classroom. This includes providing instruction to students each day school is in session, interacting with other students, and evaluating and providing feedback to students and parents on work completed.

***Procedures for Online Learning***

To support online learning, students will be assigned a Chromebook for use throughout the school year. Teachers will provide instruction through Zoom, Google Meets, Google Classroom, as well as other possible platforms. Teachers will assign work daily and will be available to support students’ education Students may call or email their teacher with questions. If unable to reach their teacher, they may call the school office during regular school hours for assistance.

Families are encouraged to sign up for an Internet program that will provide Wi-Fi to their children at home.

***Grading***

Assignments will be given and grading of these assignments will continue as normal.

***Attendance***

Attendance will be kept for reasons of complying with compulsory education laws and promotion/graduation requirements. Students will be counted as present for attendance in the following manner:

* Attending daily online instruction (interacting daily with their teacher and peers)
* Complete academic work as assigned for the week.
* Missing work assigned will not be given credit, but can be made up for full credit, within a reasonable amount of time (usually within a week). Check with the teacher regarding missing work.
* Work turned in late will be given credit as specified above.
* The School Attendance Review Team (SART) may contact families in the event children are not turning in work or are partially completing work.

***Technology Issues***

Technology issues should be brought to the attention of your child’s teacher. If the teacher is unable to resolve the issue, they will contact tech services for solutions.

***Food Service***

Ten meals (1 breakfast and 1 lunch) will be provided for the week on Mondays or the first school day of the week. Meals may be picked up at the designated pick up locations at Buena Vista. More information regarding meals will be forthcoming.

***Meetings***

Meetings will be conducted based on restrictions in place at that time utilizing a variety of methods including phone calls, ZOOM, Google Meet, or other methods as appropriate for maintaining physical distancing from one another. If a meeting is held in person, individuals must follow Public Health guidelines in place for temperature check, physical distancing, face masks, and the sharing of common items like pens until there are no restrictions in place for in-person meetings.

**CAMPUS PROTOCOLS**

***Facilities***

When entering campuses, there will be many changes from previous years. The main entry point will be through the front gate. Families needing handicap access will drive in to the fenced parking lot; call the school if you need access as gates remain locked during the school day. Visitors must check into the office and will be required to wear a mask, have a temperature check and use hand sanitizer/wash hands. Markers will be on the ground to provide 6 foot physical distancing guidelines.

When social distancing requirements are in place, students will eat meals in their classrooms or outside.

Classrooms and bathrooms will be disinfected throughout the day and after school.

Students will now have a Chromebook for the majority of their learning, which will be checked out at the beginning of the year. Students will be provided their own set of school supplies which will be for their use only. Students will not share supplies. There will be no assemblies with large gatherings of people and field trips will only be taken virtually due to physical distancing restrictions. Although school will look different than before, BVSD is looking forward to providing the outstanding educational experience everyone has come to expect.

**Preventative Measures for Minimizing Student Exposure to Communicable Diseases While at School**

**Parent’s Should Conduct a Check at Home for COVID-19 Symptoms**

Parents are strongly encouraged to check their child at home for symptoms before coming to school. Any child with a temperature of 100.4°F (or 38.0°C) or higher (unless they have had recent strenuous activity) must stay home. Those whose body temperature is temporarily elevated due to strenuous activity may rest for a short period of time and have it taken again. Children are not to come to school if they are sick or displaying any COVID-19 symptoms. Children are not to return to school until at least 24 hours with no fever (without the use of fever-reducing medications). Consult your physician for further guidance as to whether COVID-19 testing is necessary.

People with COVID-19 may have a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Muscle pain
* Sore throat
* New loss of taste or smell
* Other less common symptoms include gastrointestinal symptoms like nausea, vomiting or diarrhea.

When checking for symptoms, first do a visual inspection of the individual for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness and then confirm that the individual does not have fever, shortness of breath or cough.

Students who contract the virus, shows symptoms of possible infection, or are caring for or are cared for by someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to other students or staff (typically 14 days).

Students who are infected with COVID-19 shall be excluded from in-school instruction until a medical provider states in writing that the student is no longer contagious. {Education Code 49451; Health and Safety Code 120230; 5 CCR 02)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

**We ask that parents stay vigilant in watching for symptoms and keeping students away from BVSD buses and school grounds if they suspect illness in any form. The risk of BVSD and any other school district’s closure is great if parents do not monitor their children’s wellness closely.**

**Symptoms Check at School**

The symptoms check conducted by the parent as outlined above will be repeated at the school site. The school’s symptoms check does not replace the parent’s check at home. Should a child ride the bus or step on campus while ill they potentially could expose numerous staff and students. The parent symptoms check **at home** is our first line of defense.

Face Coverings

* Per Centers for Disease Control (CDC) recommendations, the California Department of Education (CDE) recommends all staff and students grades 3-8 (recommended for grades TK-2) should wear cloth face coverings or face shield while at school or on a bus, and maintain 6 feet of physical distance during school activities. Students should use face coverings that cover the mouth and nose consistent with public health guidance. If a plastic face shield is used, it should include a cloth drape attached across the bottom and tucked into the shirt (if a face covering is not also worn). Face coverings should be worn while waiting to enter the school campus, while on school grounds (except when eating or drinking), while leaving school, and while on a school bus.
* As stated before, we will do our best to follow the guidelines and best practices offered as closely as possible and within reason, however we acknowledge that wearing masks is a source of contention and distress for some. Masks can make some people feel claustrophobic and others can't breathe well through the thick material. When masks are encouraged or mandated by the Governor of California or other entities we will remind and encourage everyone to wear them. However, should we find a person in distress over the wearing of a mask, we will allow breaks from mask. However, in order to have the break, they will be required to be physically distanced from other individuals. Our goal is to not add to the stress or anxiety over the need to wear a mask.
* Students with medical issues who must have accommodations on wearing a mask or cannot wear one at all need to bring a doctor's note.

Physical Distancing

* Students will maintain six foot physical distancing as much as possible while at school. As a guideline for this, students will be taught that they should not be able to touch anyone when both of their arms are outstretched.
* All desks or individual work areas will face forward and will adhere to the six foot rule as much as possible.

Hand Sanitizing

* Students are to wash their hands with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. They should do this when arriving at and leaving home; arriving at and leaving school or the classroom; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using the restroom; after blowing their nose, coughing or sneezing; and before and after eating and preparing foods.
* Students should use paper towels (or single use cloth towels) to dry hands thoroughly.
* Students are to refrain from touching their face.
* Students are to cough/sneeze into a cloth or tissue and throw it away (or their sleeve or elbow if no cloth or tissue is available).

No Sharing

* School supplies (i.e. pens, pencils, etc.) will be assigned to each individual student for their unique usage and not be shared between students.
* Chrome books will be assigned to each individual student for their unique usage for the year and not be shared between students during class.

Supplies

* Assignments will be completed digitally when possible. Where needed and appropriate, paper assignments may be used. After being turned in, these will be left overnight prior to handling by school staff.
* Resources including textbooks and library books may be provided in digital format for use on the students’ Chrome books as much as is practicable and possible.
* Students will not be permitted to bring items from home. Exceptions to this include articles of clothing, their Chrome book with its case and other items as approved by the principal.

Cohort Classes

* Students will be assigned a unique student group which will stay together throughout the day while they are in school. This group will typically consist of half the students in their class (subject to physical distancing guides and maximum group limitations). Students will be 6’ away from each other as much as is practicable in all activities within this group. This student groups will not mingle or mix while in school with students from other groups to the extent practicable.

Cleaning

* Frequently touched surfaces in the classroom (doorknobs, light switches, sink fixtures, etc.) will be cleaned/sanitized throughout the day as needed.
* Bathrooms and other common areas will be cleaned before students arrive at school and at midday.
* Disinfectant misters, physical cleaning and sanitation procedures will be used throughout the campus and on playground equipment as needed and appropriate.

**Activities Outside of Classroom (including recess and lunch)**

* Students will follow staggered schedules to help with physical distancing requirements. This will include staggered times and locations as determined by the site principal.
* Students will be 6’ away from each other as much as is practicable in all activities.
* Signs reminding students to be at least six feet apart, including when in line, will be placed where appropriate.
* Signs or markings at least six feet apart will be made on sidewalks in front of classrooms, on sidewalks at entrances, and other places where students tend to congregate to help students maintain physical distancing to the extent possible.
* School employees have been instructed to maintain at least six feet distance from students and from each other, except when necessary.
* Students will remain in their designated area during recess/break/lunch time. Activities will be limited to those that can be done while maintaining physical distancing to the extent possible.
* Activities during PE/recess/break will be limited to small groups with hand washing and sanitation of equipment between groups until advised otherwise by state or local health officials.
* Equipment that is shared by students will be cleaned/sanitized as appropriate to its usage.
* While waiting for food service, students will maintain physical distancing. Meals will be previously prepared and set out for students to pick up. Students will not be allowed to self-serve any items that are food-related. Any uneaten food must be thrown away; there will be no sharing of food items.
* Students will eat in assigned area while maintaining required physical distancing. If meals are eaten in a classroom, all food trash will be removed from the classroom prior to the start of the next instructional session.
* While restrictions are in effect, students will not be able to participate in group activities that create groups larger than allowed. This includes organized sports, band, clubs, assemblies, dances, movie nights, and off-campus field trips. Activities may be allowed when physical distancing can be maintained.
* Restrooms will be open while students are outside for recess and meals. Students must use the facility designated for their group.
* Students who need to use the restroom during class time will need to use the restroom designated for such use.
* Bathrooms and other common areas will be cleaned before students arrive at school and at midday.
* Garbage will be removed daily and disposed of safely.

**Minimizing Student Exposure to Communicable Diseases While Going To and From School**

First, parents are encouraged to transport students to and from school every day. This will reduce possible exposures in all of our in-school programs offered this year. As you are aware, physically distancing students on a school bus is very difficult. Parents that can bring their children to and from school will help both the District and the parents who have no other transportation options available to them.

**Students who are brought by bus:** The following procedures will be in place for students riding the bus.

* Bus routes will be determined by administration and will be divided so that when necessary, half of the route will be picked up on Tuesday and Thursday and the other half picked up on Wednesday and Friday. This will keep families together so that all members of one family will be in the same group. Also, members of one family do not have to be physically distanced on the bus.
* Parents of children riding the bus will wait with their child/children to board the bus. Should the child not meet health and safety requirements, they will not board the bus.
* Students may have their temperature checked by staff prior to entering a bus using a touchless thermometer. Any person with a temperature of 100.4°F (or 38.0°C) or higher will not be allowed to enter the bus. If temps are not taken by the bus driver, they will be taken upon arrival at school.
* Students must wash or sanitize their hands as they enter the bus and as they exit.
* Signs reminding students to be at least six feet apart, including when in line, will be placed at the entrance of the bus.
* Students will sit in assigned seats. Students will be seated by family, starting at the rear of the bus to prevent students from walking past each other. Students will be seated from the rear forward, skipping every other row.
* To help protect the driver, students will not be seated within 6 feet of the driver’s seat.
* Students are not to unnecessarily touch seat backs and other surfaces while walking back to their seat.
* Afternoon bus runs will be loaded based on the order in which students will be dropped off when practicable. Students who get off first should board last and sit in the front.
* Students and staff should wear face coverings at bus stops and on the buses.
* Students are not to touch their mouth, nose or eyes and then touch bus surfaces.
* Buses will be cleaned and frequently touched surfaces will be sanitized between bus routes.

**Students who are brought by their parents to school:** Parents are to drop their children off at the entrance to the school where school staff will guide students to where they need to be. Parents who need to enter the school grounds must make prior arrangements with the school site. When adults enter the school grounds, they will have their temperature checked upon entering school property using a touchless thermometer. Any person with a temperature of 100.4°F (or 38.0°C) or higher (unless they have had recent strenuous activity) will be not be allowed in. Remember that even one exposure in school could result in part or all of the school program being shut down for a period of time.

**Drop-off Zones:**

Parents who drive their children to school will observe the traffic pattern and drop-off area in front of the school. Families in need of the handicap access area may come into the fenced parking lot area. Please check with the office for access.

**Technology Issues**

Technology issues should be brought to the attention of your teacher. If the teacher is unable to resolve the issue, they will contact tech services for solutions.

**Food Service**

Students will be provided food service while in school following the schedule determined for their group. Students will follow staggered schedules to help with physical distancing requirements. This will include staggered times. Meals for days students are not in school will be provided on Mondays, unless it is a school holiday. When school is closed on Monday for a holiday, meals may be picked up on Tuesday following the same schedule. One breakfast and one lunch will be provided for each school day students are not in school from lunch that day to breakfast on the next expected meal pick up day. Meals may be picked up at the designated pick up locations. Further information will be forthcoming.

**After School Program**

The after school program will be held and available to families through an application process. Space may be limited. Essential workers will have the first priority.

**Meetings**

Meetings will be conducted based on restrictions in place at that time utilizing a variety of methods including phone calls, ZOOM, Google Meet, or other methods as appropriate for maintaining physical distancing from one another. If a meeting is held in person, individuals must follow Public Health guidelines in place for temperature check, physical distancing, face masks, and the sharing of common items like pens unless there are no restrictions in place for in-person meetings.

There may be updates to these policies and procedures as the school year progresses. We will inform you as these occur.

Thank you for your understanding and patience.