

Updated 10/12/2020



Covid-19 Teacher Handbook

***Procedures and Protocol Subject to Change at Any Time**

Designated Distance Learning Teachers

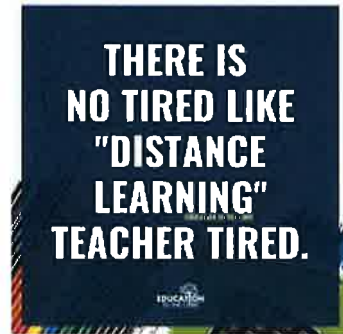
TK/K- Kelly O'Neill

1st-Jamie Kalk (1 FTE), Carla Eckland (.5)

2nd-Jacquie Carter

3rd-Mame McGovern

4th/5th-Jeff Burror



****Please note, you must dedicate yourself to teaching DL for a full trimester. Teacher assignments may change based on the number of DL students each trimester; this is because students can move to DL or AM/PM at the end of each Trimester***

Distance Learning Teacher Expectations

- Maintain a Distance Learning Schedule Similar to the One Below

Times	Monday - Thursday	Friday
8:00 – 9:00 AM	Daily Check-In / Morning Meeting	Daily Check-In/ Morning Meeting
9:00 – 10:30 AM	Direct Instruction	Asynchronous Learning Support/Office Hours/Break
10:30 – 11:00 AM	Break	Office Hours
11:00 – 12:00 PM	Small Groups	SEL/Lunch
12:00 – 12:45 PM	Lunch	PLC
12:45 – 3:00 PM	Teacher Office Hours / Individual Student Support PE, Art, Social Emotional Learning / Teacher PREP	Other Meetings/Prep Early Release (2:10pm)

- Abide by the daily number of minutes for synchronous/asynchronous learning for your grade level

BUSD Full-Time Distance Learning Requirements

Bishop Elementary (grades TK-5), 1 Trimester Commitment

- Daily “live” interaction with teacher and peers for about 30 minutes between 8:00am - 12:00pm.
- Daily participation minutes (includes online instruction as well as “time value” of daily assignments:
 - 180 minutes for kindergarten (3 hours)
 - 230 minutes for grades 1-3 (3 hours, 50 minutes)
 - 240 minutes for grades 4-5 (4 hours)

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- **Maintain Aeries gradebook for students**
- **Create report cards; for the first trimester you will be given access to your students' reports card through their Trimester 1 DL teacher's portal (you will need to work with their initial DL teacher to figure out grades)**
- **Communicate with parents/students via a communication app**
- **Maintain SeeSaw (TK-1) or Google Classroom (2-5)**
- **Conduct Formative and Summative Assessments either on site (one on one) or virtually**
- **Identify students who are "at risk" or "struggling" to your PLC team to start the Pre-SST/SST process**

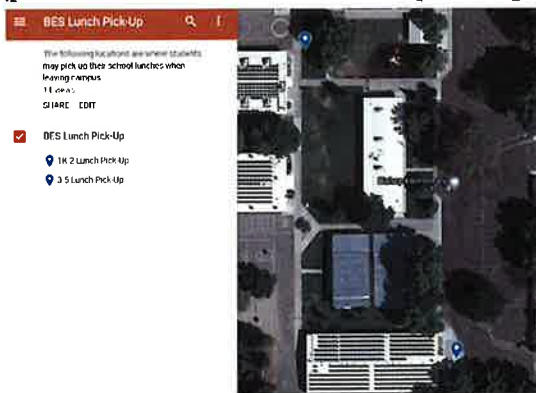
Protocols and Procedures

FIRST WEEK OF SCHOOL PROCEDURES

- Go over how to line up and walk in a line while six feet apart
- Go over hand washing and how to use hand sanitizer
- Go over bathroom etiquette; one person per stall and handwashing afterward (please have a check out sheet/clip chart)
- Go over only touching what is theirs and only theirs
- Go over how to properly wear a mask/when to take it off, etc (You can find [videos here](#))
- Go over how and where they will receive a breakfast and/or lunch after their session
- Discuss temperature check procedures (this information is also in the Parent/Students COVID-19 Procedures)--See page 12 for protocol
- Discuss Friday's schedule (it is just like what you are doing now --- Daily Check In with Asynchronous Work Assigned)
- Have students bring a water bottle with their name on it; they can fill their bottles up at any of our refill stations; 4th and 3rd grade can fill their water bottles up at the BAC's outdoor water station.

CAFETERIA AND MEALS

Students in the AM section will pick up breakfast/lunch after their morning session is over. Students in the PM section will pick up breakfast and lunch after their afternoon session. Students will pick up lunches at the station that is closest to their classroom (please refer to the Xs indicated on the map to the right).



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CLEANING OF CLASSROOMS

Classrooms will be cleaned in between sessions and after the PM session; teachers will need to leave their classrooms for 20-30 minutes in between sessions AM and PM so custodial staff can spray the classroom. Classrooms will also be sprayed after the PM session.

CONGREGATING ON CAMPUS

Congregating on campus is not allowed.


DAILY AT HOME SELF SCREENING

Please conduct this [daily self screening at home](#) before coming to school.

SYMPTOM MONITORING

- All staff should be daily monitoring for a self-assess prior to coming to work/school
- People with COVID-19 have had a [greater amount of symptom monitoring](#) - meaning more must take precautions to prevent others. Symptoms may appear at 14 days after exposure to the virus.
- If you are experiencing any symptoms of illness, stay home.
- If you feel more symptoms of illness lasting symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
- [Click & learn more about COVID-19](#)

WHAT ARE THE SYMPTOMS?
Symptoms occur 2-14 days after an exposure.



The primary symptoms are:

- cough
- shortness of breath
- difficulty breathing

It is caused by secondary symptoms of at least two of the more common:

- fever
- chills
- repeated shaking with chills
- muscle pain
- headache
- new taste or smell
- loss of taste or smell

COVID-19 Infocards 2

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KINDERGARTEN DISMISSAL

- Like last year, each kindergartener, who is a bus rider, will receive a wristband that is the same color as the bus they rode. The wristband will be placed on the top strap of the student's backpack.
- Tags will be placed on ALL kindergarten students' backpacks. Parents will receive two tags. A parent must have the tag in order to pick up their student from school or the bus.
- Administration and staff will be available to help during dismissal times. Two or more admin and staff members will come by to scoop up your students in order to take them to the bus; please walk your pick-up students out to the valet area to wait to be picked up.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee/student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. *We recommend students bring their own face masks. However, if a student does not have a face mask, one will be provided for them (if you need more, please let Tracey know in advance).*

***** Please note that social distancing should still be practiced even with the use of masks.**

******Students that refuse to wear masks will be sent home.**

Okay to wear at school	Not okay to wear at school
<p data-bbox="205 245 800 297">Surgical/disposable masks These are provided at school for anyone who needs one.</p> 	<p data-bbox="852 245 974 264">Bandanas</p> 
<p data-bbox="205 404 632 423">Cloth masks (multi-layered are best)</p> 	<p data-bbox="852 404 1199 423">Face shields (without a mask)</p> 
<p data-bbox="205 547 758 586">N95 masks (though it's preferred that these are reserved for healthcare workers)</p> 	<p data-bbox="852 547 1352 566">Masks with valve (does not protect others)</p> 
<p data-bbox="205 693 478 712">Gaiters (multi-layered)</p> 	<p data-bbox="852 693 1108 712">Bufs (single-layered)</p> 

When do students (and staff) need to wear a mask at school?

	Indoors	Outdoors
Socially distanced 6'	Mask ON	Mask Optional (OFF)
Closer than 6' to others	Mask ON	Mask ON

In addition to using PPE, students must remember to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, they will be immediately provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the [Suspected COVID19 Case Form](#) and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided.*
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

SICK LEAVE POLICIES & FFCRA

- Sick leave policies will be flexible to enable employees who are sick to stay home.
- [The Families First Coronavirus Response Act](#) provides employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Generally, the Act provides that employees of covered employers are eligible for:
 - **Two weeks (up to 80 hours) of paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is **quarantined** (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - **Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay** because the employee is unable to work because of a **bona fide need to care for an individual subject to quarantine** (pursuant to Federal, State, or local government order or advice of a health care provider), or **to care for a child (under 10 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19**, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
 - **Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds**

WHAT IF YOU HAVE SYMPTOMS? BEEN DIAGNOSED? WAITING FOR TEST RESULTS? OR HAVE BEEN EXPOSED TO SOMEONE WITH SYMPTOMS OR A CONFIRMED CASE?

Please do not come to school if you have symptoms. Notify a school administrator immediately if you are experiencing COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case. Please call Dr. G at 760-784-4933 or Mr. Carr at 760-920-0666.

SCHOOL HOURS FOR ONSITE STUDENTS

The schedule below displays the start and end dates for the morning and afternoon groups on campus. Please note that campus will open for AM students at 7:55; AM students will be directed to line up in their designated areas upon arrival. Campus will open at 11:50 for students in the PM session; they will be directed to line up in their designated areas upon arrival. ***Please refer to the staggered release schedule below.**

Times	Monday - Thursday
8:00 - 10:30	a.m. group (1/2 of the class)
10:30 - 11:15	DL / Asynchronous Learning
11:15 - 12:00	lunch
12:00 - 2:30	p.m. group (1/2 of the class)
2:30 - 3:15	prep

Please note that students enrolled in DL must stay in DL until the end of each trimester. At the end of each trimester, DL students may move to AM or PM sections, and vice versa.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. BES employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

Updated 10/12/2020

- Traffic Flow – Taped lines/arrows on the floor will mark the walking direction throughout the office and hallways in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided; Zoom or Google Meet meetings should occur in order to hold these meetings
- Classroom desks have been spaced 6 feet apart (when applicable)
- Students will be limited to interactions within their classrooms if on site or in their designated areas.
- **THERE WILL BE NO CONGREGATING BEFORE OR AFTER SCHOOL;** students will be directed to line up in their designated spots as soon as they arrive and as they wait for the bus.
- There will be no field trips at this point in time; taking your class to the Coso by yourself is “ok.”
- There will be no class parties until further notice.

STUDENTS AND THE RESTROOM/MASK BREAKS

Administration has developed a schedule for restroom and mask breaks, which will take place in designated areas. See page 18 for a map which details the designated area for your grade level. Please note that a different colored cone will be placed in this area

STUDENT DROP OFF

Students can be dropped off using our valet system which is located at the ELM and PINE parking lots. Please make sure that your student has his or her mask on and all of his or her belongings before exiting your vehicle; please note that you can park and walk your student up to the front sidewalk of the school but you cannot go any further. Staff will be located in the front of the school to assist children to their designated areas.

STUDENT PICK UP

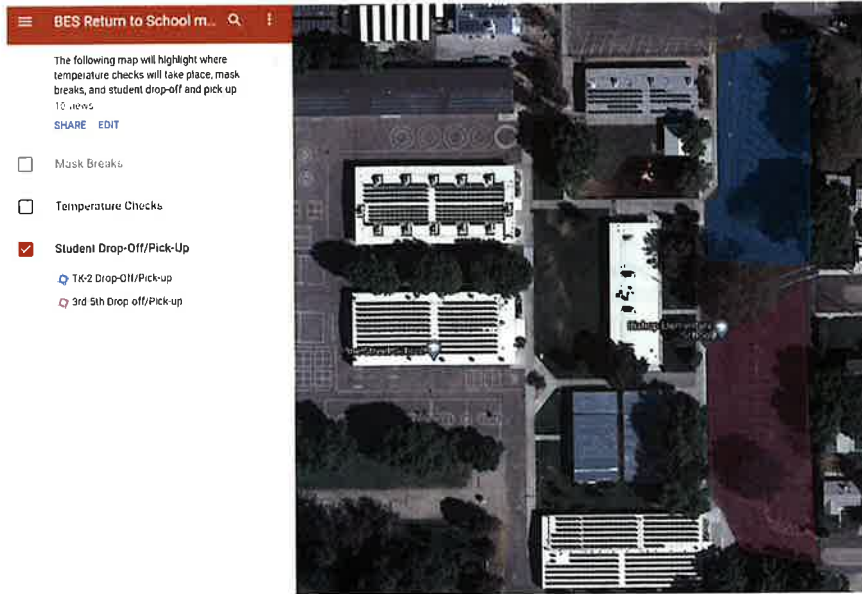
Students will be picked up at designated times (please see below). Please refer to Appendix A for a map which details where students can be picked up after both the AM and PM sessions.

Pick Up Times	8-10:30am (AM session)	12-2:30 (PM Session)
TK/Kindergarten (Elm)	10:20	2:20
1st Grade (Elm)	10:25	2:25
2nd Grade (Elm)	10:30	2:30

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Leyh, Leeson, Buck, Longhini (Grove/Pine)	10:20	2:20
Maloney, Sharkey, Avila, Ablanedo (Grove/Pine)	10:25	2:25
Stavros, Holland, Rosen, Randall, Magan (Grove/Pine)	10:30	2:30

***Classrooms (bungalows: McLaren, Salemi, Connor, Willy, Hargrove) that have outside doors will release during the final time (10:30 AM and 2:30 PM)**

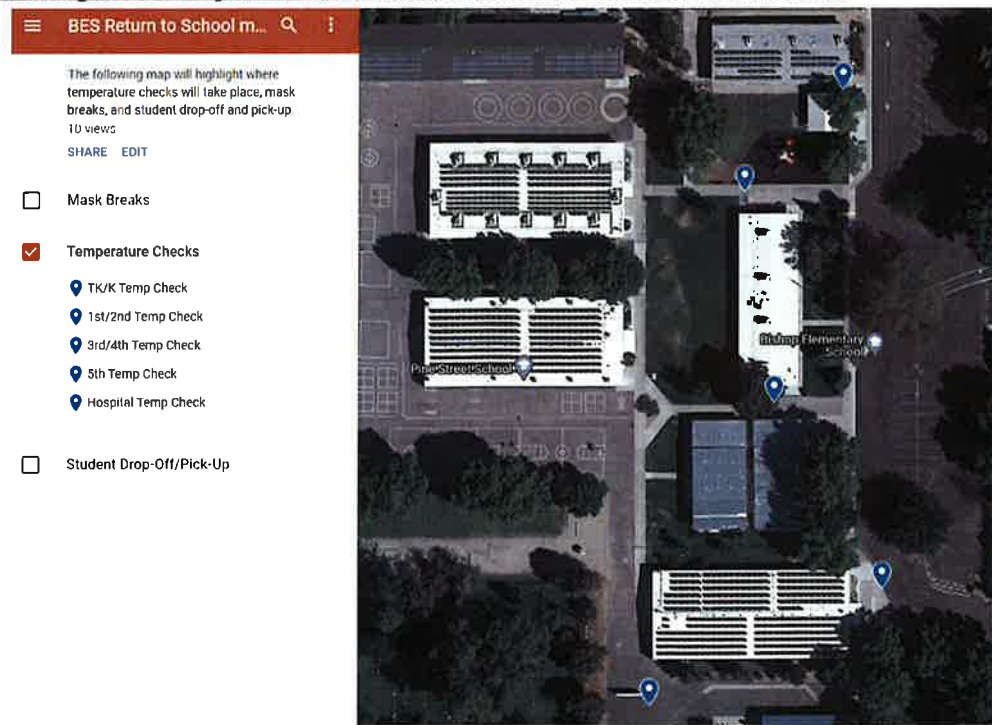


**Appendix A: Drop Off and Pick Up Locations
TEMPERATURE CHECKS FOR STUDENTS UPON ARRIVAL AT SCHOOL**

Updated 10/12/2020

ALL students will receive temperature checks prior to stepping foot on the school grounds. Aides and administrators will be located at five entrances (see the Map below) in front of the school in order to take students' temperatures. Students must not have a fever of above 100.4; if a student does have a fever, he or she will be escorted to the health office by an aide or administrator.

***Please note the front gates will be open until 8:15am for the AM session and 12:15 for the PM session.**



STUDENTS WHO ARE NOT PICKED UP FROM SCHOOL

Updated 10/12/2020

Students who are not picked up shall be brought up to the office wearing a mask. The office staff will make every effort to call the parent for pick up.

VISITOR RESTRICTIONS

Visitation will be limited during reopening, as to keep all staff and students safe and healthy. ***All visitors must report to the main office for further information/instructions.***

As directed by the Inyo County Public Health mask requirement, everyone on campus is required to wear a mask. This includes dropping off and picking up children from school. Masks will be provided at the front office to anyone that doesn't already have one.

After AM/PM Duty Schedule

	October	November	December	January	February	March	April	May	June
Johnson	Elm			Bus			Elm		
Kalk		Elm			Bus			Elm	
Scott		Bus			Elm			Bus	
Boyd/Riggins			Elm			Bus			Elm
Sada			Bus			Elm			Bus
Eckland	Elm			Bus			Elm		
Wallace	Bus			Elm			Bus		
Carter		Elm			Bus			Elm	
Boxley		Bus			Elm			Bus	
Ryan			Elm			Bus			Elm
Kubiak			Bus			Elm			Bus
Thornburg	Elm			Bus			Bus		
Salemi	Bus			Elm			Elm		
Leyh	Pine			Bus			Pine		
Leeson	Bus			Pine			Bus		
McGovern		Pine			Bus			Pine	
Stavros		Bus			Pine			Bus	
Maloney			Pine			Bus			Pine
McLaren			Bus			Pine			Bus
Buck	Pine			Bus			Pine		

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Burror	Bus			Pine			Bus		
Holland		Pine			Bus			Pine	
Sharkey		Bus			Pine			Bus	
Randall			Pine			Bus			Pine
Longhini			Bus			Pine			Bus
Ablanedo	Pine			Bus			Pine		
Magan	Bus			Pine			Bus		
Rosen		Pine			Bus			Pine	
Avila		Bus			Pine			Bus	
Willy			Pine			Pine			Pine
Connor	Kinder Bus			Kinder Bus			Kinder Bus		
Moffett	Kinder Bus			Kinder Bus			Kinder Bus		
Stoll		Kinder Bus			Kinder Bus			Kinder Bus	
Torimaru		Kinder Bus			Kinder Bus			Kinder Bus	
Beard			Kinder Bus			Kinder Bus			Kinder Bus
Daugherty			Kinder Bus			Kinder Bus			Kinder Bus
Hargrove	Class	Class	Class	Class	Class	Class	Class	Class	Class

Elm= Elm St. pick-up

Pine= Grove/Pine St. pick-up

Bus= Accompany students to the bus parking lot for loading

Mask and Bathroom Break Schedule for Classes

Teacher	Time AM															Time PM															
	800	810	820	830	840	850	900	910	920	930	940	950	1000	1010	1020	1030	1200	1210	1220	1230	1240	1250	100	110	120	130	140	150	200	210	
Taylor (Bldg K)					MB						MB									MB						MB					R E L E A S E D
O'Neill						MB					MB										MB					MB					
Dillard					MB						MB									MB						MB					
Kost (Bldg K/1)						RR	MB					MB	RR							RR	MB					MB	RR				
Elwell						MB	RR					RR	MB								MB	RR				RR	MB				
Braaten							RR	MB						MB	RR							RR	MB				MB	RR			
Manuelito							MB	RR						RR	MB							MB	RR				RR	MB			
Johnson								RR	MB													RR	MB								
Kalk								MB	RR													MB	RR								
Scott													RR	MB													RR	MB			
Boyd/Riggins													MB	RR													MB	RR			

(Bldg. 1/2)	Time AM															Time PM															
	800	810	820	830	840	850	900	910	920	930	940	950	1000	1010	1020	1030	1200	1210	1220	1230	1240	1250	100	110	120	130	140	150	200	210	
Seda							RR	MB												RR	MB										R E L E A S E D
Eckland							MB	RR												MB	RR										
Wallace								RR	MB												RR	MB									
Carter								MB	RR												MB	RR									
Boxley														RR	MB											RR	MB				
Ryan														MB	RR											MB	RR				
Kubiak															RR	MB											RR	MB			
Thomburg															MB	RR											MB	RR			

Updated 10/12/2020

(Bldg. 3/4)	Time AM													Time PM																					
	800	810	820	830	840	850	900	910	920	930	940	950	1000	1010	1020	1030	1200	1210	1220	1230	1240	1250	100	110	120	130	140	150	200	210	220	230			
Leyh						RR	MB									R						RR	MB											R	
McGovern						MB	RR									E						MB	RR											E	
Leeson								RR	MB							L								RR	MB									L	
Stavros								MB	RR							E							MB	RR										E	
Maloney																A										RR	MB							A	
Burror																S											MB	RR						S	
Buck																E																		E	
Holland																D																			D
Sharkey																																			

(Bldg. 5)	Time AM													Time PM																					
	800	810	820	830	840	850	900	910	920	930	940	950	1000	1010	1020	1030	1200	1210	1220	1230	1240	1250	100	110	120	130	140	150	200	210	220	230			
Vega								RR	MB							R							RR	MB										R	
Randall								MB	RR							E							MB	RR											E
Abfanelo																L									RR	MB									L
Longhini																E								MB	RR										E
Magan																A											RR	MB							A
Rosen																S											MB	RR							S
Avila																E																			E

(Bldg. Bungalows)	Time AM													Time PM																					
	800	810	820	830	840	850	900	910	920	930	940	950	1000	1010	1020	1030	1200	1210	1220	1230	1240	1250	100	110	120	130	140	150	200	210	220	230			
McLaren																																			
Salemi																																			
Hargrove																																			

Mask Break/Outside Teaching Area

BES Mask Breaks

The following map will highlight where grade levels can take their mask breaks
4 views

All changes saved in Drive

☰ Add layer 👤 Share 👁 Preview

✓ Mask Breaks

🔗 Individual styles

📌 Kindergarten

📌 First Grade

📌 2nd Grade

📌 3rd Grade

📌 4th Grade

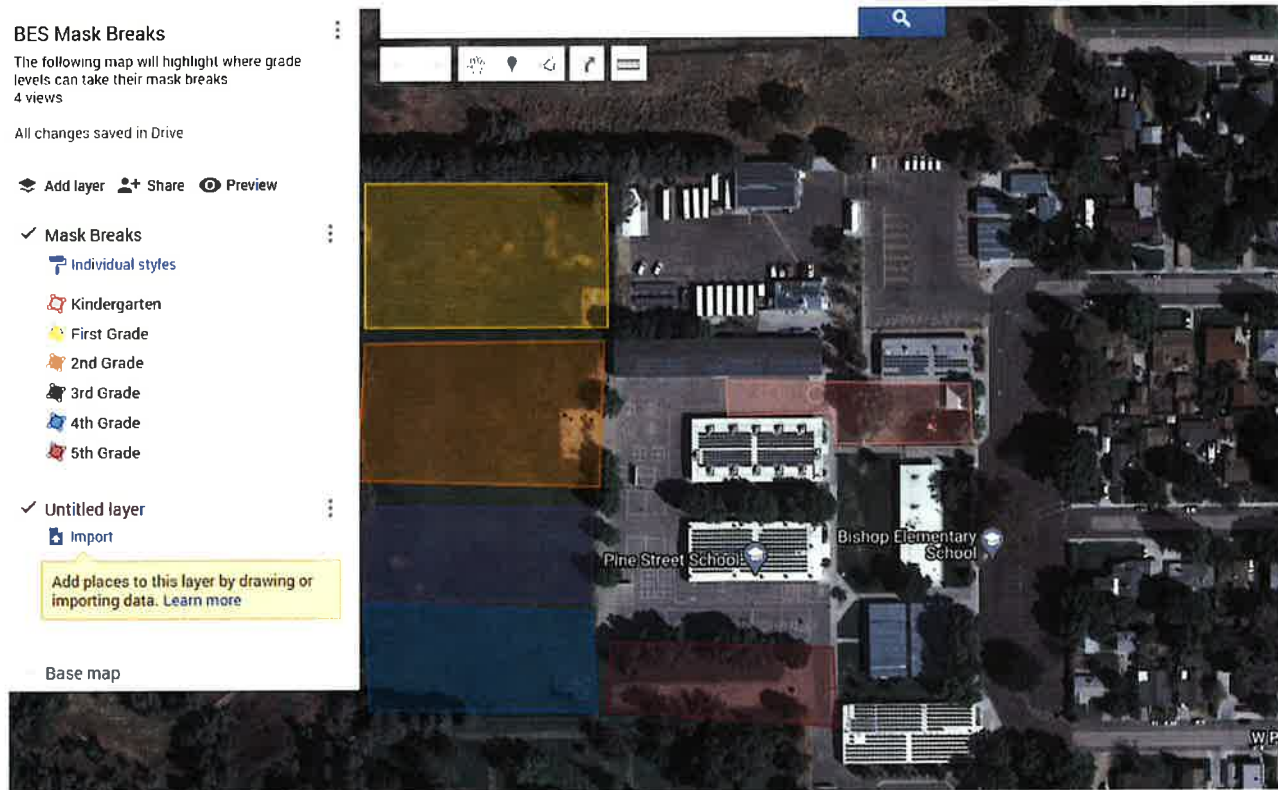
📌 5th Grade

✓ Untitled layer

📌 Import

Add places to this layer by drawing or importing data. [Learn more](#)

Base map



*Different colored cones will be set up in each mask area; they will correlate to teachers' "line colors. Students will go to their designated cone color to take their mask break.

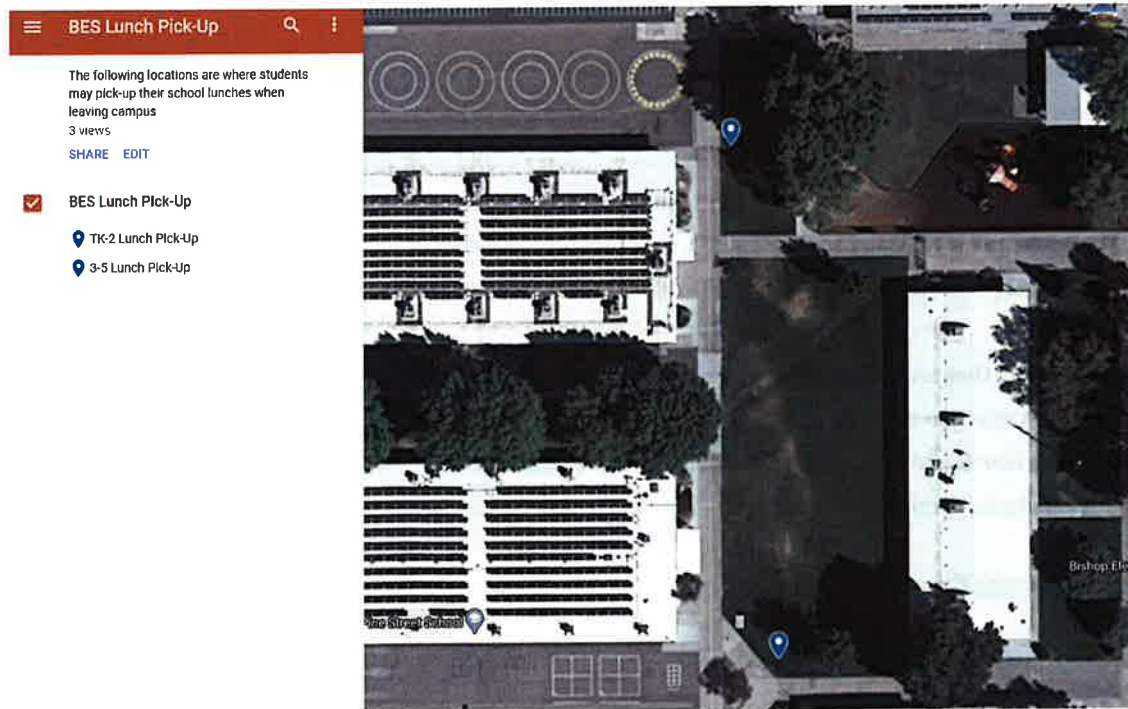
Line Up/Staggering in Hallway

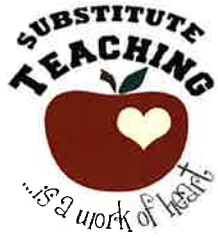


***Please note the arrows show the direction in which staff and students should walk when entering and leaving a building. The numbers by each teacher's initials or name indicates the order in which each class staggers into the hallway.**

Where Students can Pick Up a "To Go Breakfast/Lunch"?

*Cafeteria workers will be located in the areas signified by an X. Students will come by and pick up breakfast and/or lunch before heading home.





Substitute Teacher Procedures for DL Teachers

- 1) Put into AESOP the date in which you need a substitute.
- 2) After you have put in AESOP that you need a sub, let Angie or Melissa and they will give you a generic email to use, then they will give the sub the same generic email when they check in.
- 3) The teacher will set up a Zoom link for the sub to conduct “daily live interaction” with students; you can also have the sub make up the Zoom meeting and share the link with students (either way, this needs to be communicated clearly to the sub).
- 4) The teacher will need to make the sub a co-host on Zoom if the teacher decides to create the Zoom link.
- 5) The teachers can have a slide show or doc with assignments for the day so subs know what students are asked to do. This link can be sent to the generic sub email. Teachers can also set up a separate Google Classroom instead of creating a slideshow or doc.
- 6) Subs will be provided a laptop and it is up to the teacher if they want the sub in their room or not; if not, please let Skrotzki or Carr know so we can find another area for the sub to work in.
- 7) Subs will be available at “designated times” (e.g., office hours) throughout the day via Zoom to assist students; please communicate these “office hour” times to your students and sub.

Substitute Teacher Procedures for non- DL Teachers

- 1) Put into AESOP the date/time in which you need a substitute teacher.
- 2) Make lesson plans for your substitute teacher.

Updated 10/12/2020

Resources

[COVID Exposure Protocol](#)

[BUSD COVID Prevention Handbook](#)

[Staff Home Screening](#)

[CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools](#)

Supplies

- 1) One rolling whiteboard per grade level (additional whiteboards available upon request)
- 2) Cart for moving school materials outside
- 3) One easel and large poster paper pad per grade level
- 4) Thermometer (one per classroom)
- 5) Masks for students (2 per student) and adults
- 6) Hand sanitizer
- 7) 1 plexiglass station per classroom
- 8) Cleaning Supplies -- Spray Bottle with Disinfectant Spray (Bleach) and rags; dirty rags picked up weekly and replaced (available upon request)

Bishop Elementary



Est. 1914

**PARENT/STUDENT
RETURN-TO-
SCHOOL/DISTANCE
LEARNING HANDBOOK**

IN RESPONSE TO COVID-19

**Dr. Gretchen Skrotzki, Principal
Mr. Garrett Carr, Asst. Principal**

800 West Elm
Bishop, Ca 93514
760-872-1278

Bishop Elementary 2020-2021 Parent/Student COVID-19 Handbook

September 30th, 2020

Dear Parents and Students,

Welcome back! It is with great pleasure that I am writing to invite students back on campus! It seems like years have passed since students have had students on site, and we couldn't be more excited. With this being said, Transitional Kindergarten through second grade students enrolled in AM and PM sessions will be able to come back to school on October 5th. Students enrolled in AM and PM sessions in grades third through fifth will be able to come back to school on October 12th.

In the pages that follow, you will find Bishop Elementary School's COVID-19 school policies and plan. We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to Bishop Elementary School. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), Inyo County Public Health (ICPH), Inyo County Office of Education (ICOE), and Bishop Unified School District (BUSD). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. You can find this plan on our school website under "Parents."

Please read through the following pages carefully before your student comes back to school on campus. This information is integral as it will help ensure that students and staff/teachers are safe. Please let me know if you have any additional questions by calling the front office at 760-872-1278 or emailing me at gskrotzki@bishopschools.org. Thank you in advance for your support and cooperation.

Sincerely,

Dr. Gretchen Skrotzki, Principal

Bishop Unified School District

District Mission

"Ensuring academic excellence for all"

The mission of the BUSD is to ensure academic excellence for all students in a safe environment. We collaborate to promote lifelong learning and positive character development. We share responsibility for meeting the academic needs of each student using research-based best practices

ATTENDANCE

Students are expected to engage in learning either on site or via distance learning. Attendance will be taken daily and submitted to attendance clerks. Attendance calls notifying you of your child's absence will be sent shortly after attendance is submitted. Please refer to the daily minute requirements below for a more detailed look as student expectations both onsite and via distance learning.

Grade Level	Number of Synchronous/Asynchronous Minutes per Grade Level per DAY (Mon.-Fri.)
K	180
1	230
2	230
3	230
4	240
5	240

*Please note that the minutes indicated above for each grade level includes both the instructional time onsite students are on campus plus the amount of time they are required to do work at home.

For on-site learning:

Regular school attendance codes will be used. Tardies will be marked for any student that arrives later than their designated start time. Any student that arrives more than 15 minutes late will need to enter campus through the main office. Please notify the attendance clerk of any school absence by calling the Bishop Elementary School office.

Distance Learning Attendance Policy

Attendance Code	Definition	What does this mean?
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4 (Synchronous)	DL Engaged- Student attends their classroom Zooms/Meets throughout the day and completes daily work	This is the best case scenario and counts as full school attendance
5 (Synchronous)	DL Not Engaged- Student attends their classroom Zoom/Meets throughout the day but does not participate or complete their assigned work	This does not count as school attendance. Student grades will be affected if school work is not completed
6 (Asynchronous)	ASD- Asynchronous Distance Learning- Student does not attend their classroom Zoom/Meets but does complete their daily work	This does not count as school attendance but is critical for student growth and learning. Student grades will be affected if school work is not completed
A (Absent)	Absent- Student does not attend their classroom Zoom/Meets and does not complete their daily work. Student is marked absent and absence must be verified by parent/guardian	This will affect students' attendance records. If absence is verified, student will have the ability to make up assignments.

This being said, the student must engage in a daily live check-in with their teacher and complete their daily assignments to receive full attendance credit for that day. Attendance is necessary Monday -Friday or on all school days.

CAFETERIA AND MEALS

Students in the AM section will pick up lunch and breakfast (for the following morning) after their morning session is over. Students in the PM section will pick up breakfast and lunch after their afternoon session. Students will pick up lunches at the station that is closest to their classroom (please refer to the location markers on the map below).



[Lunch Pick-Up Map](#)

COMMUNICATION

We encourage you to keep in touch with your child's teacher about his/her progress and classroom happenings. There are several ways to have effective communication between home and school. These include the standard written notes, emails or by phone. You should expect staff to respond to emails and other written communication within 24 hours. Teachers are not available to have unscheduled conferences or to answer extended questions either first thing in the morning or at any time during the school day. If you need to speak with your child's teacher about more involved concerns or questions, please schedule a conference. When you have questions or concerns about your child's progress, behavior, grading practices, peer issues, and/or other classroom issues, you should first contact the teacher with your questions or concerns.

For the first and second report card, the teacher will either send a notice of conference or that there are no concerns. This will be in the instance that behavior is good and that all grades are passing. Feel free to contact your child's teacher to request a conference when you have concerns or would like more information about your child's progress.

CURRICULUM

The basic curriculum is similar to that provided in elementary schools throughout the state. Students spend the majority of their time studying reading, math and language arts. Lesser, but significant time is spent on science, social studies, and physical education. Special art, computer, and library programs complement our regular curriculum.

As we continue our transition from the California State Standards to the California Common Core Standards, teachers and administrators are working diligently to continually develop an academic program that attempts to teach students basic academic skills, challenge their intellect, foster collaboration with peers, and encourage students to develop good study habits.

EMERGENCY CONTACTS

The school's emergency contacts for your child are very important since they provide information that may be needed in case of an emergency. Parents fill out these cards when students are enrolled, but they may become out of date as a result of moves, job changes, etc. Please keep us updated on who you would like us to contact in case you cannot be reached.

END OF TRIMESTER CHANGES

Please note that if you signed up for distance learning at the beginning of Trimester 1, you are obligated to continue with distance learning until the end of the trimester, which is November 12th. A survey will be sent out to parents around the first of November to see if they want their student(s) to continue with distance learning for ALL of Trimester 2, or if they would like their students to engage in on-site learning for ALL of Trimester 2.

PARENT TEACHER ORGANIZATION (PTO)

At Bishop Elementary, we understand how important parent involvement is to the success of all our students. **WE CANNOT SUCCEED WITHOUT PARENTS!** Many opportunities exist for parents who wish to volunteer their time.

PTO - Parents are encouraged to become members of our PTO by emailing Bishop_PTO@hotmail.com. We are fortunate to have parents who care. With the main focus being students, we solicit and welcome your talents in volunteer work, comments, and suggestions.

The dates for PTO meetings will be determined and sent home in the monthly newsletter as will special programs and activities will be announced.

SCHOOL HOURS FOR ONSITE STUDENTS

The schedule below displays the start and end dates for the morning and afternoon groups on campus. Please note that campus will open for AM students at 7:55; AM students will be directed to line up in their designated areas. Campus will open at 11:50 for students in the PM session. PM session students will be directed to pick

up breakfast and lunch for the next day after their PM session. PARENTS, please check your children's backpacks when they come home from their AM/PM session so cafeteria food can be properly refrigerated.

Times	Monday - Thursday
8:00 - 10:30	a.m. group (1/2 of the class)
10:30 - 11:15	DL / Asynchronous Learning
11:15 - 12:00	lunch
12:00 - 2:30	p.m. group (1/2 of the class)
2:30 - 3:15	prep

***See staggered release times below**

Please note that students enrolled in DL must stay in DL until the end of each trimester. At the end of each trimester, DL students may be moved to learning on-site.

STUDENT DROP OFF

Students can be dropped off using our valet system which is located at the ELM and PINE parking lots; please refer to Appendix A. Please make sure that your student has his or her mask on and all of his or her belongings before exiting your vehicle; please note that you can park in a designated parking spot and walk your student up to the front sidewalk of the school but you cannot go any further. Staff will be located in the front of the school to assist children in making it to their designated areas.

STUDENT PICK UP

Students will be picked up at designated times (please see below). Please refer to Appendix A for a map that details where students can be picked up after both the AM and PM sessions. TK/K students who are non-bus riders will be escorted by their teacher to the sidewalk near the Kindergarten playground for pick-up. We are staggering the pick-up times and locations to allow for social distancing amongst the various cohorts.

*TK/K parents/guardians must have their matching student ID placard when picking up their student.

Pick Up Times	8-10:30am (AM session)	12-2:30 (PM Session)
TK/Kindergarten (Elm)	10:20	2:20
1st Grade (Elm)	10:25	2:25

2nd Grade (Elm)	10:30	2:30
Leyh, Leeson, Buck, Longhini, Magan (Grove/Pine)	10:20	2:20
Maloney, Sharkey, Avila, Ablanedo (Grove/Pine)	10:25	2:25
Stavros, Holland, Rosen, Randall (Grove/Pine)	10:30	2:30

***Classrooms (bungalows) that have outside doors will release during the final time (10:30 AM and 2:30 PM)**

RETURN TO SCHOOL- GUIDING PRINCIPLES

In order to ensure the continued well being of our students and families, the following guiding principles have been put in place:

1. SAFETY AND HEALTH OF STUDENTS, STAFF, AND VISITORS
2. SOCIAL EMOTIONAL WELL BEING OF STAFF
3. BUSD/BES DISTANCE LEARNING PROTOCOL

SECTION 1: SAFETY AND HEALTH OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase 1 Planning	May, June	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation to reopen with thorough cleaning • Prepare for a variety of return to school scenarios
Phase 2 Summer School	July	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use • Expand use of school based on recommendations and data from CDC, CTA, CDE, and applicable state and local agencies

Phase 3	August	<ul style="list-style-type: none"> Reopen school via distance learning based on recommendations and data from CDC, CTA, CDE, and applicable state and local agencies Determine which restrictions/guidelines remain in place
Phase 4	October	<ul style="list-style-type: none"> Reopen school and offer a blended model (AM, PM, and DL). Adhere to recommendations and data from the CDC, CTA, CDE, and applicable state and local agencies Determine which restrictions/guidelines remain in place

VISITOR RESTRICTIONS

Visitation will be limited during reopening, as to keep all staff and students safe and healthy. **All visitors must report to the main office for further information/instructions.**

As directed by the Inyo County Public Health mask requirement, everyone on campus is required to wear a mask. This includes dropping off and picking up children from school. Masks will be provided at the front office to anyone that doesn't already have one.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. BES employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines/arrows on the floor will mark the walking direction throughout the office and hallways in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided; Zoom or Google Meet meetings should occur in order to hold these meetings
- Classroom desks have been spaced 6 feet apart (when applicable)
- Students will be limited to interactions within their classrooms if on site.
- THERE WILL BE NO CONGREGATING BEFORE OR AFTER SCHOOL;** students will be directed to line up in their designated spots as soon as they arrive at school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee/student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. *We recommend students bring their own face masks. However, if a student does not have a face mask, one will be provided for them.*

***** Please note that social distancing should still be practiced even with the use of masks.**

****** Students that refuse to wear masks will be sent home.**

When do students (and staff) need to wear a mask at school?

	Indoors	Outdoors
Socially distanced 6'	Mask ON	Mask Optional (OFF)
Closer than 6' to others	Mask ON	Mask ON

In addition to using PPE, students must remember to:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, they will be immediately provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided.*
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

TEMPERATURE CHECKS UPON ARRIVAL AT SCHOOL

ALL students will receive temperature checks prior to stepping foot on the school grounds. Aides and administrators will be located at five entrances (see the Map below) in front of the school in order to take students' temperatures. Students must not have a fever of above 100.4; if a student does have a fever, he or she will be escorted to the health office by an aide or administrator.

***Please note the front gates will be open until 8:15am for the AM session and 12:15 for the PM session; once gates are closed, students will need to retrieve a tardy pass and a temperature check from the front office.**

The screenshot shows a mobile application interface for a map. At the top, there is a red navigation bar with a hamburger menu icon, the text "BES Return to School m...", a magnifying glass icon, and a vertical ellipsis icon. Below the bar, a text box states: "The following map will highlight where temperature checks will take place, mask breaks, and student drop-off and pick-up." Below this text are two links: "SHARE" and "EDIT". A list of temperature check locations is displayed, each with a red checkmark icon in a white box: "Temperature Checks", "TK/K Temp Check", "1st/2nd Temp Check", "3rd/4th Temp Check", "5th Temp Check", and "Hospital Temp Check". Below the list is an unchecked checkbox labeled "Student Drop-Off/Pick-Up". The main part of the screenshot is an aerial satellite view of Bishop Elementary School, with several blue location pins placed around the school building and parking areas. The school name "Bishop Elementary School" is visible in the center of the map.

*The blue markers indicate where temperature checks will take place on campus before each session.

[Temperature Check Map](#)

DAILY COVID-19 HOME SCREENINGS

Please keep students home if they exhibit one or more of the following symptoms. It is crucial that you let the office know if a student has COVID-19 symptoms, or have been diagnosed with COVID-19, are waiting test results, or have been exposed to someone with symptoms or a confirmed or suspected case.

Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

Section 2: SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs.

Please visit our counselor's, Mrs. Tianna Morrison, web page by [clicking on this link](#). Here you can find social emotional resources.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our "Bishop Elementary" Facebook Page
4. SeeSaw TK-1; Google Classroom Grades 2-5

Section 3: BUSD/BES DISTANCE LEARNING PROTOCOL

Our school website will be the main place for finding Distance Learning information. Visit our website and click on the Distance Learning tab and navigate to your teachers page. Once there, you will find a link to your teachers Google Classroom or SeeSaw that will further direct you to their learning materials.

Bishop Elementary School

BUSD Full-Time Distance Learning Requirements

Bishop Elementary (grades TK-5), 1 Trimester Commitment

- Daily "live" interaction with teacher and peers for about 30 minutes between 8:00am - 12:00pm.
- Daily participation minutes (includes online instruction as well as "time value" of daily assignments:
 - 180 minutes for kindergarten (3 hours)
 - 230 minutes for grades 1-3 (3 hours, 50 minutes)
 - 240 minutes for grades 4-5 (4 hours)

DISTANCE LEARNING SCHEDULE (TK-5)

Provided for you here is a general schedule that BES has developed for students. All students must check in with their teacher daily, first thing in the morning, to be counted as "present" for the day. Throughout the school day, instruction and activities will be provided in manageable chunks to allow for frequent opportunities for direct student-teacher interaction as well as regular screen time breaks. School counselors will be available throughout the school day to provide ongoing social emotional, academic, and/or behavioral support for students.

Bishop Elementary (Grades TK-5) *This is a sample, actual schedule will vary by grade level



8:00 – 9:00 AM	Daily Check-In / Morning Meeting	Daily Check-In/ Morning Meeting
9:00 – 10:30 AM	Direct Instruction	Asynchronous Learning Support/Office Hours/Break
10:30 – 11:00 AM	Break	Office Hours
11:00 – 12:00 PM	Small Groups	SEL/Lunch
12:00 – 12:45 PM	Lunch	Physical Activity
12:45 – 3:00 PM	Teacher Office Hours / Individual Student Support PE, Art, Social Emotional Learning	Early Release (2:00pm)

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSURES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work:

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 2-12 and SeeSaw for TK-1. Google Classroom and SeeSaw will be another learning platform/communication method for students and parents to be able to connect with the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

All 2-5 students will be provided with a chromebook and internet hotspot (upon request) for their distance learning needs. TK-1 will be provided electronic devices as well (either chromebook or tablet).

If the family is able to access the internet effectively, all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by BES staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION (TK-1)

Packets will either be distributed by teachers or placed in front of the office for pick up. How they will be distributed will be communicated to parents by teachers.

PACKET RETURN

1. BES will establish a drop-off location. Our drop off location is located at the front entrance of the school. A clearly marked bin will be used for parents to drop off assignments. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.
2. Teachers may set up individual protocols to distribute and collect work as well.

BES Return to School m... 🔍 ⋮

The following map will highlight where temperature checks will take place, mask breaks, and student drop-off and pick-up.
7 views

[SHARE](#) [EDIT](#)

- Mask Breaks
- Temperature Checks
- Student Drop-Off/Pick-Up

[📍 TK-2 Drop-Off/Pick-up](#)
[📍 3rd-5th Drop-off/Pick-up](#)



The image shows an aerial view of the Bishop Elementary School campus. The school buildings are white with dark roofs. A large red-roofed building is visible in the foreground. The map highlights several areas with blue and red markers, indicating drop-off and pick-up locations. The text 'Bishop Elementary School' and 'Pine Street School' are visible on the map.

[Drop-Off/Pick-Up Maps](#)

[Appendix A: Drop Off and Pick Up Locations](#)