

# *COVID-19* *BUHS STAFF HANDBOOK*

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

*\*These Protocols and Procedures are site specific. For Districtwide policies, please see the BUSD COVID-19 Prevention Handbook in the "Appendices" section of this document*



## **Protocols and Procedures**

### **SCHEDULES:**

### **“A” Group - In Seat Mondays & Tuesdays**

**Green periods are in seat** **Purple periods are virtual**

Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Mask Break		Screen Break		Screen Break
8:45 - 9:45 AM	60	Period 1	Period 2	Period 1 Live or Recorded Lesson	Period 2 Live or Recorded Lesson	Office Hours / 1:1 or Small Group Support
9:45 - 10:00 AM	15	Mask Break		Screen Break		Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3	Period 4	Period 3 Live or Recorded Lesson	Period 4 Live or Recorded Lesson	
11:00 - 11:10 AM	10	Mask Break		Screen Break		
11:10 - 12:10 PM	60	Period 7	Period 6	Period 7 Live or Recorded Lesson	Period 6 Live or Recorded Lesson	
12:10 - 12:50 PM	40	Lunch “to go”		Lunch Break		Lunch Break
12:50 - 1:20 PM	30	Asynchronous DL Period 1	Asynchronous DL Period 2	Period 1 For Group A & DLs	Period 2 For Group A & DLs	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	Asynchronous DL Period 3	Asynchronous DL Period 4	Period 3 For Group A & DLs	Period 4 For Group A & DLs	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	Asynchronous DL Period 7	Asynchronous DL Period 6	Period 7 For Group A & DLs	Period 6 For Group A & DLs	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)

## "B" Group - In Seat Wednesdays & Thursdays

Green periods are in seat Purple periods are virtual

Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	<b>Homeroom /</b> Daily Check-In for all (A / B / DL)		<b>Homeroom /</b> Daily Check-In for all (A / B / DL)		<b>Homeroom /</b> Daily Check-In for all
8:35 - 8:45 AM	10	Screen Break		Mask Break		Screen Break
8:45 - 9:45 AM	60	<b>Period 1</b> Live or Recorded Lesson	<b>Period 2</b> Live or Recorded Lesson	<b>Period 1</b>	<b>Period 2</b>	<b>Office Hours / 1:1 or</b> Small Group Support
9:45 - 10:00 AM	15	Screen Break		Mask Break		<b>Asynchronous Learning</b> in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	<b>Period 3</b> Live or Recorded Lesson	<b>Period 4</b> Live or Recorded Lesson	<b>Period 3</b>	<b>Period 4</b>	
11:00 - 11:10 AM	10	Screen Break		Mask Break		
11:10 - 12:10 PM	60	<b>Period 7</b> Live or Recorded Lesson	<b>Period 6</b> Live or Recorded Lesson	<b>Period 7</b>	<b>Period 6</b>	
12:10 - 12:50 PM	40	Lunch Break		Lunch "to go"		Lunch Break
12:50 - 1:20 PM	30	<b>Period 1</b> For Group B & DLs	<b>Period 2</b> For Group B & DLs	<b>Asynchronous</b> DL Period 1	<b>Asynchronous</b> DL Period 2	<b>Independent Work or</b> Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	<b>Period 3</b> For Group B & DLs	<b>Period 4</b> For Group B & DLs	<b>Asynchronous</b> DL Period 3	<b>Asynchronous</b> DL Period 4	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	<b>Period 7</b> For Group B & DLs	<b>Period 6</b> For Group B & DLs	<b>Asynchronous</b> DL Period 7	<b>Asynchronous</b> DL Period 6	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)

# "DL" Group - Full Time Distance Learning

All periods are virtual



Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Screen Break		Screen Break		Screen Break
8:45 - 9:45 AM	60	Period 1 Live or Recorded Lesson	Period 2 Live or Recorded Lesson	Period 1 Live or Recorded Lesson	Period 2 Live or Recorded Lesson	Office Hours / 1:1 or Small Group Support
9:45 - 10:00 AM	15	Screen Break		Screen Break		Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3 Live or Recorded Lesson	Period 4 Live or Recorded Lesson	Period 3 Live or Recorded Lesson	Period 4 Live or Recorded Lesson	
11:00 - 11:10 AM	10	Screen Break		Screen Break		
11:10 - 12:10 PM	60	Period 7 Live or Recorded Lesson	Period 6 Live or Recorded Lesson	Period 7 Live or Recorded Lesson	Period 6 Live or Recorded Lesson	
12:10 - 12:50 PM	40	Lunch Break		Lunch Break		Lunch Break
12:50 - 1:20 PM	30	Period 1 For Group B & DLs	Period 2 For Group B & DLs	Period 1 For Group A & DLs	Period 2 For Group A & DLs	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	Period 3 For Group B & DLs	Period 4 For Group B & DLs	Period 3 For Group A & DLs	Period 4 For Group A & DLs	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	Period 7 For Group B & DLs	Period 6 For Group B & DLs	Period 7 For Group A & DLs	Period 6 For Group A & DLs	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)

## **PRECAUTIONS:**

### **DAILY AT HOME SELF SCREENING**

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

See **APPENDIX A**

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- **Masks:** Face masks are an important part of employee/student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.
  - District-approved masks are **REQUIRED** for all staff and students while indoors, or when within six (6) feet of another person outdoors. **Gaiters and bandanas ARE NOT acceptable forms of face coverings and will NOT be allowed.**
  - The school will distribute reusable (and washable) cloth masks to each student on the first day of school to those students who need them. The school **WILL NOT** provide new masks to students each day but will have disposable masks available on the occasion when a student forgets theirs.
  - Students will be responsible for bringing an approved mask to school each day.
  - When do students (and staff) need to wear a mask at school?

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

- **Face Shields:** Staff will be provided with face shields and drapes that may be worn in addition to masks. These are not required if you choose to wear a mask instead.
- **Gloves:** Gloves will also be provided for each staff member. The use of gloves is not required, but is another form of PPE that can be utilized to protect yourself from potential exposures.
- **Plexiglass Barriers:** If requested, staff will be provided with plexiglass barriers. These portable barriers can be moved about the classroom to allow for more freedom.
- In addition to using PPE, students and staff 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.

### **COVID SIGNAGE**

- Clear, explicit and colorful signage has been posted around campus to alert students, visitors, and staff of various policies and expectations.
- Social Distancing Floor Stickers: Floor stickers have been placed in areas where students or visitors will commonly line up to ensure proper social distancing.
- Reminders/Notices: Various signs have been placed around campus to remind students and visitors of where to check-in, to wear a mask, social distance, wash/sanitize hands, etc.
- Teachers have been provided with signage that can be displayed in their classrooms or on doorways.

## **HAND WASHING + SANITIZING**

- Hand Washing signs have been posted in each bathroom and throughout campus.
  - Reminder signs
  - Hand washing instructional signs
- Hand Sanitizer Stations
  - Stations will be placed at entrances to all buildings on campus.
  - Extra Stations will be placed in high traffic areas on campus
    - Attendance Window
    - Guidance Office
    - Tops of ramps
- Hand Sanitizer in Classrooms
  - Each classroom will be provided hand sanitizer for teacher and student use. Please contact the health office if you are in need of a refill.

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. BUHS employees, students, parents, and visitors should practice physical distancing of 6 feet from others and eliminating contact with others.

- Traffic Flow – Bell schedules are designed so that traffic flows in one direction during transition times between classes.
- Signs throughout school will remind students to wear masks and practice social distancing at all times
- 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 will be spaced 6 feet apart (when applicable)
- Students will be limited to interactions within their classrooms if on site or in their designated areas.
- Congregating before, during, and after school will be discouraged through supervision by staff and administrators

## **CLEANING OF CLASSROOMS**

- Sanitization of rooms will take place between each class by teachers, if the teacher chooses to do so. Disinfectant spray may be used on all desks and other high-touch surfaces such as door knobs, pencil sharpeners, and other office supplies.
- Custodial staff will provide each classroom with rags and bleach disinfectant.
  - Rags should be left by the door when they are in need of cleaning.
  - Reach out to the custodial staff if you are in need of refill supply.
- Classrooms will be deep cleaned by custodial staff each night
  - A variety of sanitizing practices may be used, including:
    - UV Light Disinfecting
    - Fogging Machine
    - Traditional disinfecting (cleaning products, alcohol wipes, etc.)

## **TEMPERATURE CHECKS**

- **ALL** students will undergo a temperature check at the beginning of each school day. Homeroom teachers will meet their students at their predetermined, outdoor meeting location 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 sent to the health office by the Homeroom teacher.
- Each homeroom teacher will have a non-contact thermometer for their classroom.
- If a student arrives late, they will need to check in at the attendance office prior to reporting to class. Temperature screening will take place at the attendance office so as not to interrupt class time.

## **LOCKERS**

- Lockers will be off limits until further notice and will be zip-tied shut to prevent usage.

## **DRINKING FOUNTAINS**

- Drinking fountains will be shut off and unavailable to students
- The bottle filling stations will remain available, but the drinking fountain portion will be blocked off.
  - Students will be encouraged to bring their own refillable water bottle.

## **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. Check-in will be at the attendance office window.
- As per Inyo County Public Health mask requirement policy, 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.

## **PICK-UP/DROP OFF**

- Students that arrive to campus early should wait for classes to begin on the front lawn area, or in the mall.
  - Early arriving students are still expected to practice social distancing and wear a mask when applicable.
  - Students should not congregate behind the BSC, by the gyms, or anywhere other than the front lawn and mall areas.

# DAY-TO-DAY PROCEDURES

## ATTENDANCE

- Teachers are **required** to take attendance at the following times:
  - All students each morning during Homeroom.
  - All in-seat students during the first three periods of the day.
  - All DL and non in-seat students during the three 30-minute periods after lunch.
- Teachers are recommended to check in or take attendance of **all** students during the first three periods in the morning.

## OUTDOOR STAGING AREAS

- At the beginning of each class period, teachers will meet their students in the pre-designated staging areas.
  - Homeroom teachers will do temperature checks in these staging areas prior to entering their classrooms.
  - Teachers will stagger the entrance into the buildings with other teachers to avoid overcrowding of hallways and building entrances.
- Refer to the map below to find your designated staging area. Teachers should stagger entrances into buildings and use the appropriate entrance.





## HALLWAY DIRECTIONS + BUILDING ENTRANCES

- The **Main Building** will have directional arrows to control traffic flow of staff and students. Please make sure your students comply with the directional markings.
  - All classes on the second and third floor will enter the Main Building through the front entrance, and exit through the back exits to the mall area.
  - Classrooms in the basement will enter and exit from the mall side of the building.
- **Science** classes will have specified marks for where students are to line up outside of their classrooms.
- **Math and English buildings** will be divided in half. Teachers that have a classroom in the South end of the buildings will enter and exit through the South entrances. Teachers with a classroom in the North end of the buildings will enter and exit through the North entrances.
- **ALL students** will meet their teachers outside in the designated area before entering the buildings.
- **Exiting** the buildings must be staggered as well.
  - Classes at the back of the building will exit first, through their designated exit points.
  - Main Building classes will release from top to bottom.
- Students **WILL NOT** be allowed in classrooms or buildings during the break period or before school.
- All building entrances will remain locked until students are allowed to enter the buildings.
  - The Main Building will be open at 7:45 to serve parents/students at the attendance window and Guidance Office.
  - Until further notice, students will not be admitted to classrooms before school, between periods, during lunch, or after school.
  - The first part of the break will be used to exit the rooms and buildings. A bell will ring four minutes prior to class beginning and the transition to the next class, under teacher supervision, will take place. This ensures that students are either all moving out of a building or all moving into it so the flow of traffic is one direction.
  - Students may only enter the buildings once they have met their teacher at the staging area and the transition bell has rung.
- **ALL ENTRANCES AND EXITS** will remain propped open to allow touch-free access to buildings and bathrooms.

## TEMPERATURE CHECKS

- **ALL** students will undergo a temperature check at the beginning of each school day. Homeroom teachers will meet their students at their predetermined, outdoor staging areas 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 sent to the health office by the Homeroom teacher.
- Each homeroom teacher will have a non-contact thermometer for their classroom.
- If a student arrives late, they will need to check in at the attendance office prior to reporting to class. Temperature screening will take place at the attendance office so as not to interrupt class time.

## MONITORING ON BREAKS

- Teachers that have their prep period **AFTER** the break will be asked to go outside with the students and assist in supervision (assuring social distancing and mask usage) during the break.
- Teachers that have a class the following period will stay in their classrooms to sanitize desks and other surfaces (spray bottles and rags will be provided to each teacher) if they choose to do so, prepare for next class, or they may go outside with students and help with supervision.

## **MONITORING BEFORE AND AFTER SCHOOL**

- Designated staff and admin will monitor students before and after school.
- If you see students gathering in close proximity to one another, or not wearing their masks when they should be, please remind them of the rules while on school campus.
  - If students do not comply with mask/social distancing requirements, please send them to the office.

## **STUDENTS LEAVING CLASS DURING CLASS PERIOD**

- If at all possible, please hold students in class until formal break periods.
  - Students should only be allowed to leave in emergency situations
- Main Office and Guidance Office will do their best to avoid calling students out of class and only summon one student at a time when it is absolutely necessary.
- Hall Passes **MUST** be utilized by students leaving class during a period.
- Teachers will only allow **ONE** student to leave class at a time.

## **RESTROOM LOGISTICS**

- The **English Building restroom, the downstairs restrooms in the Main Building, and the unisex restroom in the math building** will be the only restrooms available to students during break times. This is to limit the number of locations that need to be monitored.
  - Whenever possible, a staff member will be placed at the restroom entrance to limit the number of users at a time.
  - Explicit signage will be placed at restroom entrances.
  - Every other stall/urinal will be blacked off to ensure proper distancing while using the restroom.
  - Students must practice social distancing while in the restroom and not exceed the posted number of students.
  - Hand washing signs/reminders will be placed in restrooms.
- Students that fail to comply with social distancing and mask requirements while in the restrooms will be sent to the office.

## **SOCIAL DISTANCING IN THE CLASSROOM**

- Students and staff should make every effort to maintain a minimum of 6 feet between themselves and others.
- While movement in the classroom will likely bring people closer than 6 feet, staff and students should avoid lingering at distances closer than 6 feet.
- If teachers are offering one-on-one support to a student, attempt to do so in a way that does not put you closer than 6 feet to that student.
  - Have students come up to your desk and sit on the other side of the plexiglass barrier.
  - Set up a one-on-one station at a specific location in your classroom (utilize the plexiglass barrier).

## **OUTDOOR CLASSROOM AREAS**

- Teachers are encouraged to hold class outside if they wish to do so. Please refer to the map in **Appendix B** for the general area in which you will be permitted to gather with your class. This is to limit crowding and avoid potential mixing of classes while holding class outside.

## **MASK BREAKS**

- Because of the shortened class periods, mask breaks will no longer be required during class times.
- Mask breaks will be taken during the regularly scheduled 10-15 minute break periods.
- If you wish to take a mask break during class times, please refer to the "Outdoor Classroom Area Map" in Appendix B.

## **DISCIPLINE**

- Non-COVID Related Discipline Issues
  - Please follow the standard protocol for addressing discipline issues that are not COVID related (mask wearing, etc)
- Refusal to Wear Mask/Improper Mask Usage/Social Distancing:
  - Have a conversation with the student, where you ask them to comply with the VERY CLEAR expectations laid out for them in regards to masking/social distancing.
  - If they continue to not comply with the rules laid out, have them step outside the classroom. Make another attempt to have a conversation and discuss the need to follow the rules.
  - If a student is still non-compliant, send the student to office to speak with the Dean.
    - Dean/Admin will conference with the student. If the student complies, they will be sent back to class.
    - If the student refuses to wear a mask or comply with health and safety orders, the student will be sent home to engage in distance learning for a certain number of days (per CDPH guidelines).

## **CAFETERIA AND MEALS**

- Breakfast and Lunch will be served "To-Go." Students will collect the day's lunch, and the following day's breakfast at the Bronco Cafe after dismissal time at 12:10PM. Lunch and breakfast will be bagged, and students will go off campus to eat to avoid congregating on-campus.
  - Students that ride the bus will receive their meals when departing the bus. They will NOT get their lunches before getting on the bus. This is to avoid students removing their masks and eating while on the bus.

## **SYMPTOMATIC ON CAMPUS**

### **STUDENT/STAFF EXHIBITING SYMPTOMS**

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** (High School Health Office) 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.

### **WHAT IF A STAFF MEMBER HAS 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.

### **SICK LEAVE POLICIES**

- See the District Sick Leave Policies in **Appendix C**.

## **CLASSROOM SUPPLIES**

If you do not have any of the following supplies, please reach out to the health office or admin.

### **PPE**

- Disposable masks (students)
- Gloves (teacher)
- Face shield (teacher)
- Plexiglass barrier (teacher)

### **HAND SANITIZER**

### **CLEANING/DISINFECTING SUPPLIES**

- Disinfectant spray
- Rags
- Box to place used rags

### **THERMOMETER (NON-CONTACT)**

### **SIGNAGE (COVID RELATED)**

## **SUBSTITUTE TEACHER LOGISTICS (DL)**

1. Put your absence into the system.
2. Check with Wanda to find out which bishopschools.org sub account your sub will be assigned.
  - a. This is the email address you will use to give access to various tools to your sub.
3. Communicate with your sub about expectations, and clarify what they will need access to (Zoom meetings, Google Classroom, your classroom desktop, etc.)
4. Set an alternate host for your Zoom Meeting. If you know which sub account your sub will be using, set that email as the alternate host, along with jrose@bishopschools.org.
  - a. If you are in need of an emergency sub, please include the following email addresses as alternate hosts:
    - i. sub1buhs@bishopschools.org
    - ii. sub2buhs@bishopschools.org
    - iii. sub3buhs@bishopschools.org
    - iv. jrose@bishopschools.org
5. If allowing Google Classroom access to your sub, set the sub account as a co-teacher in your classrooms.
6. Subs can login to your classroom desktop with the following information:
  - a. Username: subbuhs
  - b. Password: Teach2020
    - i. Please note that this login information is ONLY to login to the Windows desktop in your classroom. It does not log them in to the email account, Zoom, or Google Classroom.
7. Making your sub a co-teacher on Google Classroom does not automatically make them an alternative host for your Zoom meeting, or vice-versa. These two processes must be done separately.

# ***Appendices***

## **APPENDIX A**

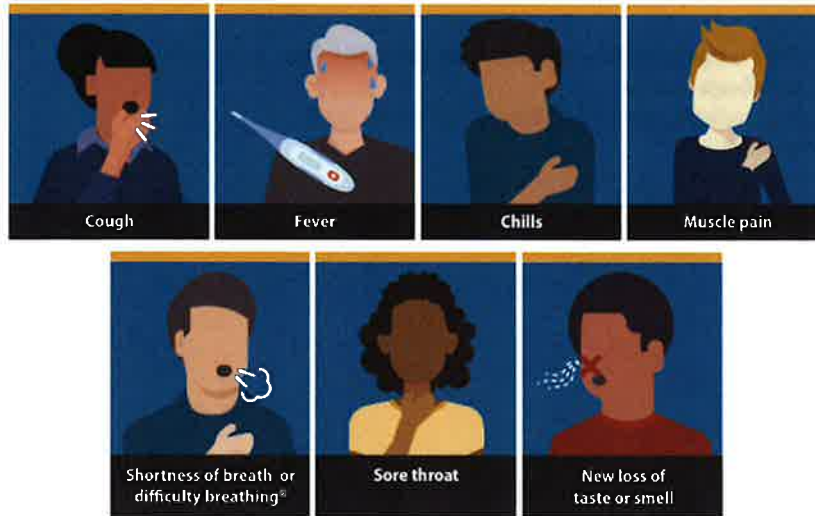
### **STAFF SELF-SCREENING**

#### **SYMPTOM MONITORING**

- All staff should do a daily symptom check at home, prior to coming to work/school.
- People with COVID-19 have had a [wide range of symptoms](#) reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.
- **If you are experiencing any symptoms of illness, stay home**
- Report to your supervisor if you are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
- Quick [CDC symptom checker link](#)

#### **WHAT ARE THE SYMPTOMS?**

Symptoms occur 2-14 days after an exposure.



The **primary** symptoms are:

- cough
- shortness of breath
- difficulty breathing

Followed by **secondary** symptoms of at least two (2) or more including:

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

## APPENDIX B OUTDOOR CLASSROOM AREA MAP



The **Baseball Outfield** is also available, so long as classes are properly distanced.

**Band** - Band will use the area directly outside the band room for their outdoor meeting area.

**Ag/Auto/Welding, etc.** - Please use the outdoor areas around your classrooms, or spread out on the baseball outfield.

## **APPENDIX C**

### **BUSD SICK LEAVE**

#### **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 healthcare 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 healthcare provider), **or to care for a child (under 18 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 the employee's regular rate of pay** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide **need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19**.
- **Qualifying Reasons for Leave:** Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
  1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. has been advised by a health care provider to self-quarantine related to COVID-19;
  3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
  6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.



**APPENDIX D**

**COVID EXPOSURE PROTOCOL**

<p style="text-align: center;"><b>Bishop Unified School District</b>                      COVID-19 Exposure Protocols In a Classroom/Cohort Setting</p>		
<b>Scenario</b>	<b>Action</b>	<b>Communication</b>
<p><b>1</b> A student or staff member either exhibits COVID-19 symptoms, answers yes to a primary screening question or has a temp of 100.4 or above</p>	<ul style="list-style-type: none"> <li>• Student or staff: sent home (may return after 24 hrs without symptoms)</li> <li>• Recommend testing (if positive, see #3, if negative, see #4)</li> <li>• Cohort <b>OPEN</b></li> </ul>	<p>No action is needed</p>
<p><b>2</b> A family member or someone in close contact with a student or staff member test positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student or staff: report information to administrator, sent home, quarantine</li> <li>• Contact Public Health</li> <li>• Cohort <b>OPEN</b></li> </ul>	<p>To: Student families of cohort and staff                      Template letter:  <a href="#">Household Member or Close Contact w/ C19+</a></p>
<p><b>3</b> A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student or staff: report information to administrator</li> <li>• Families of students and staff will be directed by Public Health to quarantine and contact healthcare provider for testing</li> <li>• Cohort <b>CLOSED</b> for 14 days from last exposure</li> </ul>	<p>To: Student families and staff</p> <ul style="list-style-type: none"> <li>• Phone call and</li> <li>• Template letter</li> </ul> <p><a href="#">Confirmed C19+ In Cohort</a></p>
<p><b>4</b> A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1,2 or 3</p>	<ul style="list-style-type: none"> <li>• Student or staff: may return to cohort 24 hrs after symptoms resolve, however must continue isolation if in contact with C19+ family member</li> <li>• Cohort <b>OPEN</b></li> </ul>	<p>To: Staff (or no action is needed, case dependent)                      Template letter:  <a href="#">Negative Test Cohort Member</a></p>

**For more information visit:**

Public Health: (760) 873 - 8481 / [www.inyocounty.us/covid-19](http://www.inyocounty.us/covid-19)  
 BUSD: (760) 872 - 3680 / [www.bishopschools.org](http://www.bishopschools.org)

Updated 10/6/2020

## **APPENDIX E**

BUSD COVID Prevention Handbook

## **APPENDIX F**

CDC Indicators and Thresholds for Risk of Introduction and Transmission of COVID-19 In Schools



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

*IN RESPONSE TO COVID-19*

**David Kalk, Principal**

**Jordan Rose, Dean of Students**

301 North Fowler Street

Bishop, CA 93514

760-873-4275

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 we have had students on site, and we couldn't be more excited. Of course, while we would like to be returning to a completely normal educational setting, that is not our current reality so we must do what we can to make what we can provide the safest environment possible.

In the pages that follow, you will find Bishop Union High 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 that have altered students return. 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). As needed, regular updates will be made to this plan based on information and guidance provided by the CDC, WHO, and applicable federal, state and local agencies. You can also 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 760-873-4275 or emailing me at [dkalk@bishopschools.org](mailto:dkalk@bishopschools.org). Thank you in advance for your support and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "David Kalk". The signature is stylized and cursive.

David Kalk, 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 in the afternoons, shortly after attendance is submitted
- For on-site learning:
  - Regular attendance codes will be used. Please notify the attendance clerk of any school absence by calling the Bishop High School office.
- Distance Learning Attendance Protocol
  - Synchronous Learning:
    - Student attends their classroom Zooms/Meets throughout the day and completes daily work (Student is marked a 4=DL Engaged) **\*This is best case scenario and counts as full school attendance**
    - Student attends their classroom Zooms/Meets throughout the day but does not complete their daily work or participate in their classroom meetings (Student is marked a 5=DL Not Engaged) **\*This does not count as school attendance. Student grades will be affected if school work is not completed.**
  - Asynchronous Learning:
    - Student does not attend their classroom Zooms/Meets but does complete their daily work (Student is marked as a 6=Asynchronous DL) **\*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.**
  - Absent:
    - Student does not attend their classroom Zooms/Meets and does not complete their daily work (Student is marked an A=Absent and the absence must be verified/cleared by the parent/guardian by calling the school)
- We are still accepting most verifications for absences (ex., Dr. note, Medical appt., etc.)
  - ***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

- Breakfast and Lunch will be served “To-Go.” Students will collect the day’s lunch, and the following day’s breakfast at the Bronco Cafe after dismissal time at 12:10PM. Lunch and breakfast will be bagged, and students will go off campus to eat to avoid congregating on-campus.
  - Students that ride the bus will receive their meals when departing the bus. They will NOT get their lunches before getting on the bus. This is to avoid students removing their masks and eating while on the bus.

## 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.

- Students should take advantage of the communication tools available in Google Classroom, email, and teacher office hours.
- 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, and/or other classroom issues, you should first contact the teacher with your questions or concerns.

## 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 SEMESTER CHANGES

Please note that if you signed up for distance learning at the beginning of Semester 1, you are obligated to continue with distance learning until the end of the semester, which is December 18. Due to scheduling constraints, we are unable to honor requests to move students from Distance Learning to in-seat learning. A survey will be sent out to parents around the first of December to see if they want their student(s) to continue with distance learning for ALL of Semester 2, or if they would like their students to engage in on-site learning for ALL of Semester 2.

## IN-SEAT STUDENT SCHEDULES

The schedule below displays the start and end times for the A and B groups on campus. Please note that campus will open for students at 8:00AM. Please avoid early arrivals, as this will help us eliminate overcrowding of common areas before school.

### “A” Group - In Seat Mondays & Tuesdays

**Green periods are in seat** **Purple periods are virtual**

Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Mask Break		Screen Break		Screen Break
8:45 - 9:45 AM	60	Period 1	Period 2	Period 1 Live or Recorded Lesson	Period 2 Live or Recorded Lesson	Office Hours / 1:1 or Small Group Support
9:45 - 10:00 AM	15	Mask Break		Screen Break		Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3	Period 4	Period 3 Live or Recorded Lesson	Period 4 Live or Recorded Lesson	
11:00 - 11:10 AM	10	Mask Break		Screen Break		
11:10 - 12:10 PM	60	Period 7	Period 6	Period 7 Live or Recorded Lesson	Period 6 Live or Recorded Lesson	
12:10 - 12:50 PM	40	Lunch “to go”		Lunch Break		Lunch Break
12:50 - 1:20 PM	30	Asynchronous DL Period 1	Asynchronous DL Period 2	Period 1 For Group A & DLs	Period 2 For Group A & DLs	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	Asynchronous DL Period 3	Asynchronous DL Period 4	Period 3 For Group A & DLs	Period 4 For Group A & DLs	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	Asynchronous DL Period 7	Asynchronous DL Period 6	Period 7 For Group A & DLs	Period 6 For Group A & DLs	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)

# "B" Group - In Seat Wednesdays & Thursdays

Green periods are in seat Purple periods are virtual

Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all (A / B / DL)		Homeroom / Daily Check-In for all
8:35 - 8:45 AM	10	Screen Break		Mask Break		Screen Break
8:45 - 9:45 AM	60	Period 1 Live or Recorded Lesson	Period 2 Live or Recorded Lesson	Period 1	Period 2	Office Hours / 1:1 or Small Group Support
9:45 - 10:00 AM	15	Screen Break		Mask Break		Asynchronous Learning in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	Period 3 Live or Recorded Lesson	Period 4 Live or Recorded Lesson	Period 3	Period 4	
11:00 - 11:10 AM	10	Screen Break		Mask Break		
11:10 - 12:10 PM	60	Period 7 Live or Recorded Lesson	Period 6 Live or Recorded Lesson	Period 7	Period 6	
12:10 - 12:50 PM	40	Lunch Break		Lunch "to go"		Lunch Break
12:50 - 1:20 PM	30	Period 1 For Group B & DLs	Period 2 For Group B & DLs	Asynchronous DL Period 1	Asynchronous DL Period 2	Independent Work or Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	Period 3 For Group B & DLs	Period 4 For Group B & DLs	Asynchronous DL Period 3	Asynchronous DL Period 4	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	Period 7 For Group B & DLs	Period 6 For Group B & DLs	Asynchronous DL Period 7	Asynchronous DL Period 6	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)

Friday will remain as a full Distance Learning day. ALL students (A/B/DL) will check in with their Homeroom teachers on Friday morning, and engage in asynchronous (not live) learning activities for the rest of the day on Friday.

Please note that students enrolled in DL must stay in DL until the end of each semester. Due to scheduling constraints, we are unable to honor requests to move students from Distance Learning to in-seat learning. At the end of each semester, DL students may be moved to learning on-site.



# 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 STUDENTS AND 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	Timing	Items
Phase 1 Planning	May, June	<ul style="list-style-type: none"><li>● Supplies, equipment</li><li>● Prepare detailed work schedule for phases</li><li>● Prepare building and transportation to reopen with thorough cleaning</li><li>● Prepare for a variety of return to school scenarios</li></ul>
Phase 2 Summer School	July	<ul style="list-style-type: none"><li>● Implement social distancing protocol and open facilities with limited access/use</li><li>● Expand use of school based on recommendations and data from CDC, CTA, CDE, and applicable state and local agencies</li></ul>
Phase 3	August	<ul style="list-style-type: none"><li>● Reopen school via distance learning based on recommendations and data from CDC, CTA, CDE, and applicable state and local agencies</li><li>● Determine which restrictions/guidelines remain in place</li></ul>
Phase 4	October	<ul style="list-style-type: none"><li>● Reopen school and offer a blended model (A, B, and DL). Adhere to recommendations and data from the CDC, CTA, CDE, and applicable state and local agencies</li><li>● Determine which restrictions/guidelines remain in place</li></ul>

## 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. BUHS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow – Specific entrances and exits will be marked in all buildings/hallways in order to maintain the social distancing requirement of 6 feet.
- Teachers will meet their students outside of the buildings prior to the start of class in predetermined locations and then lead students to the classrooms.
- 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 should report to their Homeroom teacher at 8 AM. Again, please avoid early arrivals. Students that arrive early may wait for homeroom to begin on the front lawn or the mall area. Students should depart campus as soon as the final period ends.

## 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, a reusable (and washable) one will be provided for them to use each day. The school will also provide disposable masks for students who have forgotten theirs. Gaiters and bandanas ARE NOT acceptable forms of face coverings and will NOT be allowed.*

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

## TEMPERATURE CHECKS UPON ARRIVAL AT SCHOOL

**ALL** students will receive temperature at the beginning of each school day.

- Homeroom teachers will meet their students outside their classrooms at a predetermined location in order to take students' temperatures before entering the classroom.
- Students must not have a fever of above 100.4; if a student does have a fever, he or she will be sent to the health office by the Homeroom teacher.

## ON-CAMPUS TRAFFIC FLOW

All on campus traffic flow during passing periods will be guided by the teachers or other staff. Students are not permitted to travel freely throughout the buildings. Hall passes or call slips from the office are required to move about.

- The **Main Building** will have directional arrows to control traffic flow of staff and students. Please make sure your student complies with the directional markings.
- **Science** classes will have specified marks for where students are to line up outside of their classrooms.
- **Math and English buildings** will be divided in half. Students that have a class in the south end of the buildings will enter and exit through the south entrances. Students with a class in the North end of the buildings will enter and exit through the North entrances.
- **ALL students** will meet their teachers outside in the designated area before entering the buildings.
- Students **WILL NOT** be allowed in classrooms or buildings during the break period or before school.
- All building entrances will remain locked until students are allowed to enter the buildings.
  - The main building will be open at 7:45 for services for parents/students at the attendance window and Guidance Office.
  - Until further notice, students will not be admitted to classrooms before school, between periods.
  - The first part of the break will be used to exit the rooms and buildings. A bell will ring four minutes prior to class beginning and the transition to the next class will take place. This ensures that students are either all moving out of a building or all moving into it so the flow of traffic is one direction.
  - Students may only enter the buildings once the transition bell has rung.
- **Los estudiantes deben reunirse con sus maestros en el área de preparación designada antes de cada clase para reducir la congestión en los pasillos. Ver mapa a continuación:**



## DAY-TO-DAY PROCEDURES

### RESTROOM LOGISTICS

- The English Building restroom, the downstairs restrooms in the Main Building, and the unisex restroom in the math building will be the only restrooms available to students during break times. This is to limit the number of locations that need to be monitored.
  - Whenever possible, a staff member will be placed at the restroom entrance to limit the number of users at a time.
  - Explicit signage will be placed at restroom entrances.
  - Every other stall/urinal will be blacked off to ensure proper distancing while using the restroom.
  - Students must practice social distancing while in the restroom and not exceed the posted number of students.
  - Hand washing signs/reminders will be placed in restrooms.
- Students that fail to comply with social distancing and mask requirements while in the restrooms will be sent to the office.

### SOCIAL DISTANCING IN THE CLASSROOM

- Students and staff should make every effort to maintain a minimum of 6 feet between themselves and others.
- While movement in the classroom will likely bring people closer than 6 feet, staff and students should avoid lingering at distances closer than 6 feet.

## **MASK BREAKS**

- Because of the shortened class periods, mask breaks will no longer be required during class times.
- Mask breaks will be taken during the regularly scheduled 10-15 minute break periods.

## **DISCIPLINE**

- Non-COVID Related Discipline Issues
  - Standard protocol will be followed for addressing discipline issues that are not COVID related (mask wearing, etc)
- Refusal to Wear Mask/Improper Mask Usage/Social Distancing:
  - If a student is non-compliant, the student will be sent to the office to speak with the Dean.
    - Dean/Admin will conference with the student. If the student complies, they will be sent back to class.
    - If the student refuses to wear a mask or comply with health and safety orders, the student will be sent home to engage in distance learning for a certain number of days (per CDPH guidelines).

## **LOCKERS**

- Lockers will be off limits until further notice and will be zip-tied shut to prevent usage.

## **DRINKING FOUNTAINS**

- Drinking fountains will be shut off and unavailable to students
- The bottle filling stations will remain available, but the drinking fountain portion will be blocked off.
  - Students will be encouraged to bring their own refillable water bottle.

## 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 <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open

## SYMPTOMATIC ON CAMPUS

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.

## **SECTION 2: SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

### COUNSELING

If you have concerns about your child's Social-Emotional Well-being please contact BUHS Guidance and Counseling office.

Please also visit our counselors' (Ms. Lara Andersen and Ms. Kathleen Stout) web page by [clicking on this link](#). You can book appointments and also find other resources to support families and students during this time.

### 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. Use of Google Classroom and Aeries communication tools

## **SECTION 3: BUSD/BUHS DISTANCE LEARNING PROTOCOL**

AERIES and Google Classroom will be the main places for finding Distance Learning information. Be sure to check both regularly for assignments, instructions, and grade progress.

### **BUSD Full-Time Distance Learning Requirements**

Bishop Union High School Quarter 1 Commitment

- Daily "live" interaction with teacher and peers for each class period.
- Daily participation minutes (includes online instruction as well as "time value" of daily assignments)

## DISTANCE LEARNING SCHEDULE

Provided for you here is a general schedule that BUHS 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.

### “DL” Group - Full Time Distance Learning

All periods are virtual



Times	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 - 8:35 AM	30	<b>Homeroom /</b> Daily Check-In for all (A / B / DL)		<b>Homeroom /</b> Daily Check-In for all (A / B / DL)		<b>Homeroom /</b> Daily Check-In for all
8:35 - 8:45 AM	10	Screen Break		Screen Break		Screen Break
8:45 - 9:45 AM	60	<b>Period 1</b> Live or Recorded Lesson	<b>Period 2</b> Live or Recorded Lesson	<b>Period 1</b> Live or Recorded Lesson	<b>Period 2</b> Live or Recorded Lesson	<b>Office Hours / 1:1 or</b> Small Group Support
9:45 - 10:00 AM	15	Screen Break		Screen Break		<b>Asynchronous Learning</b> in Google Classroom (Complete assignments for all periods)
10:00 - 11:00 AM	60	<b>Period 3</b> Live or Recorded Lesson	<b>Period 4</b> Live or Recorded Lesson	<b>Period 3</b> Live or Recorded Lesson	<b>Period 4</b> Live or Recorded Lesson	
11:00 - 11:10 AM	10	Screen Break		Screen Break		
11:10 - 12:10 PM	60	<b>Period 7</b> Live or Recorded Lesson	<b>Period 6</b> Live or Recorded Lesson	<b>Period 7</b> Live or Recorded Lesson	<b>Period 6</b> Live or Recorded Lesson	
12:10 - 12:50 PM	40	Lunch Break		Lunch Break		Lunch Break
12:50 - 1:20 PM	30	<b>Period 1</b> For Group B & DLs	<b>Period 2</b> For Group B & DLs	<b>Period 1</b> For Group A & DLs	<b>Period 2</b> For Group A & DLs	<b>Independent Work or</b> Outdoor Physical Activity
1:20 - 1:25 PM	5	Screen Break		Screen Break		
1:25 - 1:55 PM	30	<b>Period 3</b> For Group B & DLs	<b>Period 4</b> For Group B & DLs	<b>Period 3</b> For Group A & DLs	<b>Period 4</b> For Group A & DLs	
1:55 - 2:00 PM	5	Screen Break		Screen Break		
2:00 - 2:30 PM	30	<b>Period 7</b> For Group B & DLs	<b>Period 6</b> For Group B & DLs	<b>Period 7</b> For Group A & DLs	<b>Period 6</b> For Group A & DLs	
2:30 - 3:15 PM	45	Independent Work or Outdoor Physical Activity		Independent Work or Outdoor Physical Activity		Early dismissal (2:15)



## **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

In the event that the school does not reopen or has to close again 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. Google Classroom will be another learning platform/communication method for students and parents to be able to connect with the classroom teachers.

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. The school will provide "hot spot" internet devices and work on solutions for providing access for all students to the online curriculum.

