

HELEN WILCOX School
Blended Model



Family
Handbook

Introduction

We appreciate your support in keeping our students safe. This plan has been created to reopen our campus while mitigating risk for employees, students, and families, to reduce the transmission and spread of COVID-19 upon returning to campus, and to enhance meaningful learning opportunities for our students.

Cohorts/ Groups

Classes will be divided into an A Cohort and a B Cohort in order to reduce the number of students on campus each day. Students may not have the teacher they have now, adjustments will have to be made district wide.

Social Distancing

- To limit movement of students around the school, students and adults will be in academic cohort groups
- Classrooms have been arranged to provide more space for social distancing.
- Desk Plexiglass dividers will be provided to be used as needed
- Signage, arrows and floor stickers will guide the flow of traffic and encourage safe distances

All individuals on campus must wear a face mask and/or face shield at all times. Staff/ Parents/Guardians must screen students for symptoms before coming to school every day.

Helen Wilcox School's Daily Schedule Overview

Group A: Monday and Wednesday (in person)

Group B: Tuesday and Thursday (in person)

Friday: All students will be on Distant learning

7:45-8:15 Health screening check-in, pick up breakfast and walk to class

8:15 am- 12:45 Classroom Instruction (recess and lunch included)

8:20 am-at school: Principals' Morning Message Pledge of Allegiance

Morning zoom times: (for both cohorts)

Kindergarten: 8:30

First grade: 9:00-9:20 Monday-Thursday; 9:00-9:45 Fridays

Second grade: 10:15

Third grade: 8:45

12:45-1:00 pm Dismissal

Student/Parent Expectations Before/After School

Morning Arrival

- Bus transportation is not yet available, an application is in the reopening plan or you may call the school office 530-533-7626 to make arrangements to pick one up.
- Parent drop off will be from 7:45am to 8:00am at the shade structure between Helen Wilcox and Golden Hills. PLEASE DO NOT DROP YOUR CHILD OFF IN FRONT OF THE SCHOOL. THE GATES WILL BE LOCKED.
- Students who ride the bus will do a health screening before entering the bus. Students riding the bus will enter at the front of the school and go directly to their class.
- Students who walk will go to the shade structure between Helen Wilcox and Golden Hills.
- Two staff members will be at each temperature station.
- If a student has a fever (100.4 or greater), one staff member will walk to the office.
- Students will be offered breakfast located on a cart next to temperature scanners, and then are to proceed immediately to their cohort classroom.
- Administration and paraprofessionals will be actively monitoring areas to ensure social distancing of students.

Campus will open at 7:45 am. **Please drop off students at the shade structure area between Golden Hills and Helen Wilcox School-this is the traditional dismissal area.** This will be the check in area. The FRONT OF SCHOOL IS NOT AVAILABLE FOR CHECK IN. Students will have their temperatures checked, and may pick up breakfast. **Please be courteous and safe while dropping off your child.** Masks are required for students, staff, and all guests unless a doctor provides a medical exemption and it is approved by administration.

Temperature Checks

All students and guests will have their temperatures checked before entering our campus. Families will be notified if their child has a temperature of 100.4 or greater, and the student will need to be taken home and can not return to campus until at least 10 days have passed since the onset of symptoms, they have been fever free for 72 hours without medication and any other symptoms are improving OR they have had a negative COVID-19 test or they have been cleared by a health care provider.

Students riding the bus will have temperatures taken before entering the vehicle. In the event a student has a temperature at the bus stop, the parents will be notified, and the child will be driven home in a different school vehicle.

- If any student is displaying any signs of illness, the teacher will notify the office that the student is being sent to have symptoms checked. Students will report to the nurse's office to determine symptoms.

- If student's symptoms justify going home, students will wait for family in a room in the office supervised by staff.

HELEN WILCOX School Daily Home Screening for Students

Parents: Please complete this short checklist each morning prior to your child leaving for school. **IF** your child is experiencing symptoms, please keep them home and call the school to report their absence.

_____ Temperature of 100.4 or higher

_____ Sore throat

_____ Coughing and/or difficulty breathing

_____ Diarrhea, vomiting, or abdominal pain

_____ Headache, especially with a fever

_____ Had close contact (6 feet or less for at least 15 minutes) with a person who has COVID-19

_____ Traveled to or live in an area where there is a high community transmission of COVID-19

Your child will not be penalized for being absent if they are experiencing symptoms. We will work with you to make sure your child doesn't miss out on any learning.

Illness at School

Helen Wilcox will follow guidelines regarding student illness in school during Covid-19. Parents must keep children home if they are experiencing any Covid-19 symptoms. Students who experience the following Covid-19 symptoms [temperature of 100.4F or higher, sore throat, difficulty breathing, new cough, fatigue, muscle aches, upset tummy, or headache] at school will be given a mask, placed in the Helen Wilcox office room with supervision, assessed, and parent/guardian may be called for immediate pick-up. It is important for you to know that Covid-19 has symptoms that are similar to the cold, flu, asthma, and other ailments. Because of this, your student may be sent home more frequently this year, than they were before this pandemic. We are doing this in an effort to keep all our families safe. Please remember to bring in a doctor's note and let us know if your student has a history of allergies, asthma, headaches, or other non-contagious conditions that mimic Covid-19 symptoms. Families will be notified if their child has a temperature of 100.4 or greater or other COVID-19 symptoms, and the student will need to be taken home and cannot return to school until:

--> At least 10 days have passed since the start of symptoms and...

→ Fever free for at least 72 hours without the use of fever reducing medication and..

→ All symptoms are improving or...

--> a negative Covid19 test or...

→ They have been cleared by a medical care provided

Supplies

- **Students may bring their backpack, lunch, water bottle with their name on it.**
- Individual students will have their own set of school supplies
- Students will be sharing materials as little as possible. If materials are shared, they will be properly sanitized in between uses
- Parents can donate items. Please bring them to the office and they will be given to the specified teacher

Recess

Students will have a supervised recess time. Students will remain in the class cohort and stay in the assigned zone. Each class will have a separate container of recess equipment, it will be sanitized daily. Zones will rotate weekly to allow students to access all areas of the playground throughout the week.

Lunch

Lunch will be served in the cafeteria and students will eat at assigned tables with their cohort. All students will have a 30 minute lunch block. Students will eat in the cafeteria or in the classrooms depending on the weather. Students may remove their masks only to eat. After eating, students will play in their assigned area on the playground.

Student Dismissal

Dismissal begins at 12:45. Students will remain in their classroom until the parent arrives. Your student will have a card with a number for identification. (Teacher name, room number-student number) for example, **BIDLACK 1-2**.

Administrators will be at points of entrance to communicate with teachers whose students' families are present to take them home. **Please be courteous and safe while waiting for your child.**

Bathroom Procedure for Students

- Students will use their pass to use the restroom. They will put their pass on a hook on the outside door to signify “in use.”
- If bathroom stalls/urinals are in use, students will wait outside on a marked spot until the bathroom is available.

Water Bottle/Water Faucets

Students may bring their own water bottle from home. We ask that you label it with their first and last name. If students do not bring water, we will provide a small water bottle for them. The water faucets will not be available for student use. Students may fill up their water bottles using the sensed dispensers.

Chromebooks

We have a limited number of chromebooks for students to use at school. Teachers will use available chromebooks as stations, teachers will sanitize the chromebooks before each student uses it. Students are to keep their school issued chromebook at home.

Contact Information

Helen Wilcox School Office:(530) 533-7626

Please be sure to look for, join, and follow the following communication resources we use to keep you informed:

Facebook - Helen Wilcox Elementary - Palermo Union School District

School Website: <https://www.palermoschools.org/o/wilcox>

Counselor

Helen Wilcox School is committed to continue supporting your child’s emotional and social growth during this time of distance learning. Our counselor, Dawn Merlo is available for you to contact if concerns arise regarding your child.

School Phone #: 533-7626 Extension 213

Google Voice (call or text):

Email address: amerlo@palermok8.org

Attendance

Your child’s daily attendance and participation is essential and required for their academic success during this time of blended learning. If your child is unable to attend school physically or virtually due to illness or other reasons, please contact the attendance clerk, Berta Maldonado 533-7626 ext 246 in the office.

Meals for Off-Day/Distance Learning Students

Lunch will be distributed on Tuesdays and Thursdays from 11:30am-12:30pm pickup. On Tuesdays, lunches for Tuesday and Wednesday and breakfasts for Wednesday and Thursday will be prepared for pick-up. On Thursdays, lunches for Thursday, Friday, and Monday and breakfast for Friday, Monday, and Tuesday will be available. Buses are scheduled to deliver lunches at specific spots. The schedule and meal route are provided on the following pages.

Helen Wilcox School Blended Learning Expectations

<p style="text-align: center;">Be</p> <p style="text-align: center;">Responsible</p>	<ul style="list-style-type: none"> ● Be on time in class or virtually ● Bring your mask and wear it appropriately ● Maintain social distancing ● Utilize chats features appropriately and follow in-person classroom expectations ● Follow weekly schedule to complete assignments ● Do not come to school if you are sick
<p style="text-align: center;">Be</p> <p style="text-align: center;">Respectful</p>	<ul style="list-style-type: none"> ● Maintain social distancing ● Mute microphone when others are speaking ● Respect others perspectives ● Use kind words ● Use proper text etiquette, complete sentences, not all capitals ● Less distractions: no tv, video games, animals, etc. ● Stay home if you are sick ● Use kind words
<p style="text-align: center;">Be</p> <p style="text-align: center;">Safe</p>	<ul style="list-style-type: none"> ● Stay in your assigned cohort area for snack break and lunch ● Maintain 6ft or more of social distancing ● Wear your mask at all times other than eating/drinking ● Sanitize or wash your hands upon entering a room, before eating, and after using the restroom ● Use tissues appropriately ● Cover mouth when coughing/sneezing with inside of elbow ● Stay home if you are sick

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