

2020-2021
**ROADMAP
TO RETURN**

BETHESDA CHRISTIAN SCHOOL



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Introduction

Bethesda Christian School (BCS) looks forward to welcoming students back to school on August 19. Despite the challenges with COVID-19, our school will continue to provide our students with a Christ-centered, well-rounded, quality education. As always, will open the 2020-21 school year with a focus on the health, safety, and spiritual, physical, mental and emotional well-being of our staff, students and community.

With the multifaceted challenges of our current environment at the forefront of our planning process we have designed a plan that follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, Texas Education Agency, and state and local health officials.

The priorities in our plan are these:

1. Conduct school as normally as possible, providing students and families with the full experience and benefits of a BCS education, including athletics, fine arts, and community events.
2. Minimize the risk of infection on our campus.
3. Protect high-risk students and families to the extent that is possible and reasonable.
4. Provide students and families with the ability to continue daily learning, even if they need to stay home temporarily.

As we re-open BCS and navigate the challenges as they are presented, we know families will have many questions. Aside from health and safety, many parents have expressed concern about the possibility of home-based learning this year, and its impact on home life, student learning and connectedness, and parents' work lives. We understand that should home-based learning become necessary, many, if not most families will not experience the same level of workplace or financial flexibility as they did this past spring semester during the mandated quarantine.

With this in mind, we will work diligently to avoid closing our campus. Apart from a state-wide order from Governor Abbott or State legislature, BCS will have autonomy when making decisions about continuity of in-person learning. Our decisions will largely center on the number of students and/or the number of faculty and staff in quarantine or ill (for any reason).

In the past, state health guidelines have required schools to close if 30% of students, or a similar percentage of faculty and staff, were absent due to illness. This year, however, we expect the majority of student and/or teacher absences will be precautionary—for example, families quarantining at home due to contact with infected individuals or awaiting test results. Regardless, we will continue to conduct school on a day-to-day basis, even if more than the usual number of students is absent on any given day.

We will rely heavily on the honesty and integrity of our parents to keep children home if they, or anyone in the household, is displaying symptoms of COVID (even minor ones) with or without testing, is infected with COVID, or is being tested or awaiting test results for infection. We must remind ourselves regularly that we are responsible for the physical, emotional, and mental well-being of BCS.

The COVID-19 situation is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes, and these guidelines will be modified as needed. As adjustments are made throughout the coming school year, our priority will be to keep the families, staff, and community informed of those changes and updates.

Fall 2020: Instructional Information for Families

BCS places a high value on the social, emotional, academic, and spiritual needs of students. Campus-based, in-person learning is the preferred method of instruction for our K-12th grade students. If a parent is not comfortable with campus-based education during this time, we will do our best to make the necessary accommodations as resources allow. K-5th families may contact April Jones at ajones@bcsw.org for more information. Middle school and senior school families may contact Freda Chadwick at fchadwick@bcsw.org for more information.

In-person Learning

Students and teachers will attend class in-person, five days a week, with additional safety measures in compliance with state and federal guidelines and recommendations. In this environment, teachers will provide face-to-face instruction and learning resources. During the 2020-2021 school year, teachers will integrate Google Classroom into their in-person instruction. Teachers will provide instruction and assignments that are quickly and easily transferable from in-person to home-based learning, in the event of the following: an individual student needs to quarantine, a cohort of students need to quarantine, or a temporary BCS closure occurs due to COVID-19 spread.

Home-Based Learning During Temporary Quarantine

If there is a shelter-in-place mandate, or temporary grade-level cohort quarantine during the school year, we will also utilize Google Classroom as our home-based learning management system. In addition, Zoom video conferencing will be incorporated to facilitate learning opportunities. Lesson plans and grades will continue to be posted in RenWeb.

Parents are responsible for supporting students and ensuring they have access to a device, a place to work, and are engaged in required virtual learning activities. Our open lines of communication among teachers, students, and parents will ensure each student is developing academically and socially, and emotionally. Teachers will utilize the same

curriculum as during in-person instruction and will design strategies geared for learning in the home-based environment. Grading will be consistent with the guidelines and practices used in all in-person instruction (i.e. no pass/fail).

Two types of home-based learning will be utilized:

Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with teachers via the computer or other electronic devices. In this setting, teachers will provide assignments, learning resources, and support through the use of Google Classroom. Expectations for asynchronous learning include: 1) Students will show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments, 2) Students and parents will communicate with teachers when they need additional assistance, tutoring, etc. MOST of the home-based instruction will be through asynchronous learning.

Synchronous Learning is defined as two-way, real-time instruction between teachers and students, via the computer or other electronic devices. Expectations for synchronous learning: 1) Students will attend class on time, per their class schedules, 2) Students will be ready to engage and learn, 3) Students should have a designated, distraction-free workspace to engage in learning, 4) Students will show their face on-screen to engage with the class virtually, 5) Students will participate class activities, discussions, and assignments. Synchronous learning may be required at various times, but will not be the main focus of home-based learning.

Daily Scheduling for Home-Based Learning

In a home-based learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any in-person class, students may receive lower grades if they fall behind. If a student is struggling with time management, the parent or student should contact the teacher for additional assistance.

Home-Based Learning for Grades K-5

Elementary teachers will post daily assignments in Google Classroom for core content areas (Language Arts, Math, Science, and History). Virtual assignments will mirror the learning opportunities that are planned for on-campus instruction. Asynchronous assignments are to be completed on a daily basis. These may include activities such as: choice board activities, self-selected reading and writing, teacher-directed writing assignments, and independent practice. Home-based learners will have an opportunity to join us for synchronous Chapel time on Wednesday mornings.

Teachers will be available to home-based learners for conferences via phone or video. Regular communication and partnership between teachers and parents will be critical to the success of elementary students during any home-based learning periods. Parents will

be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of assignments.

In the event that a whole cohort is placed in a temporary quarantine, teachers will increase the volume of synchronous support available to students. Daily video support and instruction will become of a part of the home-based experience. Synchronous time may include activities such as: read-alouds, small group reading instruction, math lessons, class check-ins, direct instruction by the teacher.

All assignments will be graded according to the standard grading policy outlined in the BCS student handbook.

Home-Based Learning for Grades 6-12

Home-based learning for grades 6 – 12 will cover core curriculum classes (Bible, English/Reading, French/Spanish (grades 9-12 only), history, math, and science). At this time, co-curricular courses will not participate in home-based learning. Teachers will post assignments and any pre-recorded videos on Google Classroom and students will submit assignments either in Google Classroom or the method the teacher chooses (like www.turnitin.com). Teachers will post “office hours” and be available to answer assignment questions, clarify lessons, etc. Grading will be consistent with the guidelines and practices used in all face-to-face instruction. BCS courses that earn high school credit will count in GPA calculation and class rank. Assignments not submitted by the posted due date and time will be assessed according to the late submission policy.

Support Services During Home-Based Learning

BCS will determine the unique needs of students who receive learning support services and will make recommendations for students during temporary home-based learning. The nature of support service interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored, and appropriate recommendations will be made to meet individual student needs. This will ensure continued growth in the academic curriculum.

Instructional Roles & Learning Tools for BCS Learning Environments

Although students may be learning in different environments at times throughout the school year, BCS is committed to providing consistency in high-quality instruction and learning tools for all students.

	Preparation for Learning
Student	<ul style="list-style-type: none"> • Prepare for learning each day with work and assignments complete and ready to turn in. • Complete coursework by deadlines set by teachers. • For In-Person Learning: Take appropriate materials and devices home at the end of each day in order to be prepared for possible school closure, if necessary.
Parent	<ul style="list-style-type: none"> • Access parent resources to learn how students will navigate and utilize Google Classroom. • For In-Person Learning: Encourage your child to place all school-related items needed for the next day in his/her backpack the night before. • For Home-Based Learning: Create a designated place in your home for your student to use as a remote classroom.
Teacher	<ul style="list-style-type: none"> • Meet weekly with collaborative team to plan instruction for all students. • Utilize the curriculum documents and follow the scope and sequence outline for the 2020-2021 school year. • Upload weekly lesson plans for parents and students in RenWeb. • Upload daily instructional materials into Google Classroom. • Be prepared to teach daily lessons. Take appropriate materials and devices home each day in order to be prepared for possible school closure, if necessary.

	Learning & Teaching Expectations
Student	<ul style="list-style-type: none"> • Attend classes according to school schedule (either in-person or home-based) and give your best efforts to your school assignments. • Participate in in-person learning activities or live synchronous virtual sessions as instructed by teachers. • Be organized in your work and in getting projects completed. • Communicate with your teacher and ask questions if you don't understand an assignment or need additional information. • Be aware of what you should be learning each day. • Become familiar with the structure of Google Classroom and how your teacher organizes information. • Turn in assignments on time.
Parent	<ul style="list-style-type: none"> • Provide academic support and encouragement as a learning partner to

	<p>motivate and guide your child throughout the school year.</p> <ul style="list-style-type: none"> • Access RenWeb to view student lesson plans and grades. • Check in with your student(s) to monitor completion of homework and assignments. • Discuss your child’s favorite part of his/her day and what he/she learned in school. • Provide your child with assistance on their day-to-day activities, with the exception of designated independent work. • Create a designated learning/study space for your child at home to learn comfortably. • Maintain communication with your child’s teacher by phone, email, and/or online meetings to create a learning partnership. • Monitor that your child is on track with assignments and coursework.
Teacher	<ul style="list-style-type: none"> • Partner with parents – they will be an integral part of children’s learning experience this year. • Teach students how to access learning materials through Google Classroom. • Provide in-person or recorded Zoom lessons (as needed) and facilitate learning throughout the day. • Manage online and offline resources to provide consistency and routines for students. • Provide clear learning goals for students and communicate to parents. • Follow the expectations established for Google Classroom. • Check student assignments in a timely manner and give feedback in verbal or written form weekly, at a minimum, to provide next steps or necessary academic intervention/extension. • Post grades in a timely manner according to grading guidelines on RenWeb.

Support and Intervention	
Student	<ul style="list-style-type: none"> • Attend intervention/tutorial sessions as scheduled by your teacher or school.
Parent	<ul style="list-style-type: none"> • Allow your child to attend intervention/tutorial sessions as needed. • Support your child by establishing and managing the daily instructional schedule communicated by the teacher. • Help your child own his/her learning. Provide support and encouragement and set expectations for your child.
Teacher	<ul style="list-style-type: none"> • Use data to pinpoint students’ specific needs for enrichment and intervention.

	<ul style="list-style-type: none"> • Provide intervention or tutorial sessions as needed. • Follow student accommodations in all learning environments. • Continually monitor student progress according to recommendations. • Provide and communicate office hours or conference periods for student/parent support. • Attend and participate in professional learning.
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	Learning Tool for BCS Learning Environments
Instructional Platform Google Classroom Summaries (for parents/guardians)	<ul style="list-style-type: none"> • All teachers, grades K-12, will utilize Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year. • Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes. • Assignment submissions: Student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.

Resources	<ul style="list-style-type: none"> • All teachers in K-12 will enhance instruction through the use of online resources to engage students in high-quality learning experiences. • Students will have access to online resources, physical textbooks, and materials. • No resources, platforms, or apps requiring student fees or an additional cost to the family will be required.
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Communication	<p>Communication with teachers:</p> <ul style="list-style-type: none"> • All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions. • Contact information will be provided at the beginning of the school year and posted in all Google Classrooms. <p>Use of student email:</p> <ul style="list-style-type: none"> • Students in grades K-12 will be provided a BCS-managed email account and Google Drive access beginning in the fall of 2020. • These accounts should be utilized for all communication directly between teachers and students.
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Technology	BCS recognizes the need to ensure all students have reliable
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access to adequate technology resources on and off campus in order to fully participate in academic programming. BCS is preparing for home-based learning and possible school closures due to COVID-19 as follows:

- Learning devices can be provided at the request of a parent on as needed basis.
- Students and families are expected to care for these devices to ensure they are effectively maintained.
- Contact David Isgitt for more information regarding the use of BCS devices at disgitt@bcsw.org.

Return-to-School Protocols

Outlined below are the return-to-school protocols for BCS. Because we are in a continuously evolving situation, BCS may adjust, revise, or change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees, and the community. BCS will continue to consult government and health agencies and monitor the situation as it unfolds. BCS expects all employees, students, and families to rigorously follow these practices.

Preparation for Re-opening the School

BCS will ensure all staff, resources, and supplies are prepared for opening school, including but not limited to assigning sufficient staff to assist with re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) and American Academy of Pediatrics provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before campus re-opens, BCS will implement health and safety plans that include:

- Ensuring adequate supply inventory (including PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

Protocols for Screening and Isolation

General

All students and staff will be screened for COVID-19 symptoms daily, and individuals with symptoms will be separated and sent home immediately.

Screening Protocols

Staff will be required to daily complete a screening process upon entry to the building, and BCS may require further screening of employees at any time based on current state and federal guidelines.

A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. A child's temperature will be checked up arrival to school daily. Additional screening may be conducted during the school day.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive home-based instruction until the below conditions for re-entry are met.

Staff and students should not enter campus buildings if any of the following apply.

The individual is:

- Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100.4°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Has a lab-confirmed case of COVID-19 or has been in close contact with a person with a lab-confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
- Has a household member who is awaiting COVID-19 test results, or who is awaiting his/her own test results.
- Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations.
- Teachers will monitor students and refer them to the nurse if symptoms are present.

Isolation Protocols

For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.

Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.

Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.

If an individual who has been in school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

BCS must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.

Communication will be provided to the parents of the students who came in contact with a student or staff member displaying COVID-19 symptoms.

Staff members displaying COVID-19 symptoms will follow BCS protocols including isolation from students and other staff members.

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:

1. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. at least ten days have passed since symptoms first appeared.

Protocols for Personal Protective Equipment

The entire Bethesda community is required to comply with executive orders regarding the wearing of face coverings. This requirement is subject to change based on executive orders.

Face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.

Students in Kindergarten through fifth grade will not be required to wear face coverings. A parent may certainly require their elementary child to wear a face covering that they provide.

Students in sixth - twelfth grades will wear face coverings during arrival and dismissal from school, while in hallways or common areas, and in any area where proper social distancing is not possible, which could include classrooms.

It may be impractical for students to wear face coverings while participating in some athletic or other extracurricular activities.

Students will not be required to wear face coverings while eating but will be physically distanced.

Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to school administration.

Guidelines for BCS Face Coverings

Face coverings are an essential part of preventing the spread of COVID-19. The following are acceptable face coverings for students and staff at BCS:

- Masks (cloth coverings over the nose and mouth)
- Gaiter-style coverings
- Face shields
- Face coverings may be any color or pattern

Please refrain from purchasing masks with logos or cartoons. Masks with BCS logo are available (but not required) from Lands' End; www.landsend.com – BCS School Code: 900078353

Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering, and those who proceed beyond the security desk will follow specific guidelines for visitors.

Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front security desk area.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PmD meetings.
- All visitors will be subject to screening before entering the BCS facility.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Any individuals permitted to proceed beyond the security desk must follow all safety and campus protocols.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will help to ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

Hand sanitizer will be available at the main entry to the campus, and in classrooms, the cafeteria, and common areas throughout the campus. Staff and students will be expected to regularly wash or sanitize their hands. Teachers will remind students to use hand sanitizer upon entry to classroom and periodically during the instructional day. There will be a focus on habitual and thorough hand washing after recess, before eating, and following restroom breaks.

Disinfecting Expectations

Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently. Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected throughout the day.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear protective equipment during work hours.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to disinfecting items to sanitize work surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- Staff should supervise and limit the number of students that enter the restrooms at one time to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various cohorts and to enable teachers to monitor social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom area. Proper handwashing techniques will be taught to all students and consistently reinforced.

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration, such as computer labs, flexible spaces, conference rooms and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Classes/grade levels will sign up to reserve common areas.
- Our campus nurse will provide training and protocols for the use of common areas, including how to sanitize the space between use.
- When needed, students will bring personal supplies from the classroom.
- Teachers will demonstrate procedures for students to sanitize their spaces before and after usage.
- Number of students in a common area will be based upon social distancing practices.
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help maintain social distancing.
- When necessary, administration must create a plan for PmD/booster or other parent visitation and areas of use for meetings to adhere to COVID-19 campus, and CDC safety protocols.

If meetings must be held in person, all social distancing protocols will be implemented:

- Facial coverings required
- Physical distancing when possible
- Limitations on the sharing of materials/supplies

Custodial Services: Best Facilities Services Partners with BCS Facility Team on Campus

Best Facility Services has been a long-time partner with BCS keeping our facilities as safe and as germ-free as possible. Below are a few of the measures that will be in place this fall:

- Best Facility Services uses hospital-grade disinfectants that kill 99.9% of all germs, including COVID-19. Best Facility Services has provided training for the BCS facility team on the correct procedures to make sure they are cleaning surfaces correctly. The product is applied, allowed to set for several minutes, and then wiped clean with microfiber cloths. All custodians wear gloves and use trigger spray bottles that are labeled.
- Best Facility Services custodians and BCS facility team follow CDC guidelines to ensure the killing of germs on high-contact areas.
- Best Facility Services will perform nighttime cleaning. BCS facility team will provide a daytime porter focusing on disinfecting high touch surfaces throughout the day.
- Best Facility Services can provide a “terminal clean,” should we have a case on campus of COVID-19. This “terminal clean” is the same procedure Best Facility Services uses to get an operating room prepped for surgery.
- BCS has also installed hand sanitizer dispensers throughout the campus. BCS has installed an additional hand washing station and additional water bottle filling stations.
- Best Facility Services uses an antimicrobial disinfectant fogging used after hours to provide an immediate kill to all germs that promote the spread of infections as well as provide a residual effect that will continue to kill harmful germs for the next month. These sprayers produce a static electrical charge in the disinfecting droplets. By doing so it allows the droplets to cling to surfaces and envelop them. High-germ surfaces such as handles, water bottle fill stations, restrooms, phones and counters are given special attention while spraying areas around campus.

Protocols for Positive COVID-19 Cases on Campus

If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect. BCS custodial staff will fog and disinfect classrooms, restrooms, athletic facilities, fine arts areas and all additional spaces throughout the school facility.

Campus Health & Safety Protocols

Training

On the first day a student attends school on our campus, BCS will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in school. It will include the practice of covering coughs and sneezes with a tissue, and if not available, individuals should cough or sneeze into the inside crease of their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

	Training for Health and Safety Protocols & Procedures
Student	<ul style="list-style-type: none"> • Students will participate in training specific to newly adopted health and safety protocols. • All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas. • If a student is experiencing symptoms they need to immediately notify a teacher or staff member.
Parent	<ul style="list-style-type: none"> • Parents should talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/Staff	<ul style="list-style-type: none"> • Teachers will attend training and develop classroom procedures consistent with TEA, AAP, and CDC guidance. • All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas. • All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival & Dismissal

Arrival: Separate entrances will be utilized for students entering the building. Signs will be posted to direct students to the correct entrance. All staff will be utilized for duty to support the morning arrival process. Students will go straight to their classroom each morning upon arrival. Parents will not be allowed to walk students to classrooms.

Dismissal: Staggered dismissal times will allow staff members to assist with safely loading elementary students into cars at the end of the school day. K-2 will start dismissal 3:10. Grades 3-5 will start dismissal at 3:20. 6-12th grade dismissal will be at 3:30 p.m., using designated exit doors.

Staggering these groups will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Parents who need to pick up students during the day should call ahead so that students can ready and waiting for his/her parent and accompanied to the vehicle upon arrival.

	Carpool
Student	<ul style="list-style-type: none"> • As students exit their cars, they should be prepared to exit their vehicle in a timely manner when a staff member welcomes them each morning. • Students will be expected to keep the appropriate social distance when walking toward the building entry. • Students will not congregate with other students on the campus when

	<p>walking into school.</p> <ul style="list-style-type: none"> • Students or volunteers will not be allowed to open doors or assist with car pool arrival. • Students will remain at a social distance while waiting to be picked up in the carpool area. • Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.
Parent	<ul style="list-style-type: none"> • Parents should follow pick up protocols regarding how to pick up their child. • Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus. • Cell phone usage is not allowed in pick-up and drop-off zones.
Teacher/Staff	<ul style="list-style-type: none"> • Assigned staff will check temperatures supervise student arrival, ensure that middle school and senior school students are wearing a face covering, direct students to their classrooms and encourage students to maintain social distance. • Assigned staff will supervise student dismissal, direct students to waiting area and encourage students to maintain desired social distance.

	General Building Arrival
Student	<ul style="list-style-type: none"> • Wash hands or use hand sanitizer upon arrival. • BCS must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity. • Students will be assigned to report directly to their classrooms and will be expected to adhere to schedules for morning arrival. • It is required that students and staff wear face coverings when entering/exiting the building. • Students may utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom. • Students must wash hands after leaving. If the bathroom door is not propped open, students are encouraged to use paper towels when opening a door.
Parent	<ul style="list-style-type: none"> • Parents are encouraged to talk with their child about the health benefits of wearing a mask at school. • Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.

	<ul style="list-style-type: none"> Families will be responsible to supply a MS/SS student face covering.
Teacher/ Staff	<ul style="list-style-type: none"> Staff is required to complete the self-screening questions. Staff members will be assigned to supervise students during arrival and dismissal. Staff are required to have face coverings on when entering the building and ensure that MS/SS students are wearing face coverings in the hallways and in classrooms (when required). Staff will dismiss student cohorts using staggered schedule.

Lunch – Cafeteria, Atrium, Living Room, and Outdoor Areas

Based on building capacity and student enrollment, BCS administration will determine areas that may be utilized for lunch. These areas could include cafeteria, atrium, living room, and outdoor areas.

Teachers and staff will monitor the designated areas to promote social distancing practices. Capacity of lunch facilities will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of every area utilized for lunches.

	Seating & Directions
Student	<ul style="list-style-type: none"> Students will be expected to follow campus guidelines for cafeteria procedures. Students will be seated according to a seating plan for students consistent with social distancing guidelines. All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
Parent	<ul style="list-style-type: none"> At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias. Parents are encouraged to speak to their children about safety protocols and social distancing. Parents are asked to read and be familiar with all school communication regarding health and safety protocols. Parents should talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/	<ul style="list-style-type: none"> Signs will be posted on the walls and floor to ensure appropriate social

Staff	<p>distancing in cafeteria lines.</p> <ul style="list-style-type: none"> • A seating plan for students will be followed for social distancing. • Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance. • Staff members will monitor students while in the cafeteria to ensure social distancing. • Staff will maintain a consistent student cohort for lunches.
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Standard Classroom Procedures

Students will not be asked or expected to share supplies with others in their classroom. Hand washing and hand sanitizing will be emphasized. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, student desks will be placed a minimum of three feet apart.
- The use of outdoor space for learning will be considered when possible.
- Classroom groups working outside will maintain social distancing from other cohorts.

	Classroom Training
Student	<ul style="list-style-type: none"> • Students should wash their hands or use hand sanitizer upon entering each classroom. • Students will participate in training specific to newly adopted health and safety protocols.
Parent	<ul style="list-style-type: none"> • Parents are asked to read all school communication regarding health and safety protocols. • Parents should talk to their students about COVID-19 symptoms and prevention strategies. • Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office.
Teacher/ Staff	<ul style="list-style-type: none"> • Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway. • Teachers will receive training and resources to deliver classroom lessons on health and safety protocols.

Classroom Setup	
Student	<ul style="list-style-type: none"> • Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines. • Students will avoid sharing school supplies and will sanitize shared items after each use. • Students will sit one per table when it is possible. • Students should use hand sanitizer as necessary during class. • Students may bring a personal classroom snacks as long as they are not shared.
Teacher/ Staff	<ul style="list-style-type: none"> • Hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement. • Teachers will post signs with clear class protocols that are consistent with CDC guidelines. • Teachers will reduce student movement within the classroom such as turning in assignments, materials being passed out, etc. • Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction. • Teachers will create systems to limit the sharing of items such as school supplies. • Teachers should clean supplies after each use by student.
Classroom Arrival	
Students	<ul style="list-style-type: none"> • After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat. • Students should avoid touching high-touch areas if possible.
Teacher/ Staff	<ul style="list-style-type: none"> • Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

Water Bottle Fill Stations

All water fountains in the BCS facility have been converted to water bottle filling stations.

	Water Bottle Usage
Student	<ul style="list-style-type: none"> • Students are expected to bring their own reusable water bottle (flip-type lid is preferable) for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
Parent	<ul style="list-style-type: none"> • Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis. • Parents with younger children should have their child practice opening and closing the water bottle without adult assistance. • Parents are asked to assist students, as needed, to clean water bottles on a daily basis.
Teacher/ Staff	<ul style="list-style-type: none"> • Develop and demonstrate how students should fill water bottles. • Ensure students take water bottles home to be cleaned.

Recess/Playground

BCS administrators will provide training for staff on guidelines and procedures associated with outdoor play and student activities. A schedule will be developed for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Staggered schedules and consistent cohorts will be utilized.

Guidelines for Outdoor Play

- Students (6th-12th grades) will wear masks to and from the outdoor areas. Students must maintain social distancing while lining up to return to class and sanitize hands upon re-entering the building or classroom.
- All students and staff will be required to wash their hands or use hand sanitizer before entering the playground and upon exiting the playground.
- While in the classroom, physical activity "brain breaks" will be implemented as needed, at the discretion of the teacher.

Elementary Specialized Classrooms/Areas

	Elementary Specialist Classes
Music	<ul style="list-style-type: none"> • Appropriate social distancing measures will be followed. • Music equipment will be sanitized and wiped down after each use.
PE	<ul style="list-style-type: none"> • Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. • Any activities bringing students into close physical contact or requiring multiple students to touch or handle the same equipment will be avoided. • PE equipment will be disinfected and wiped down after each use. With close supervision, students should assist with disinfecting equipment after each use.

	<ul style="list-style-type: none"> • Visual markers will be on the gym floor and bleachers as reminders of social distancing rules. • Procedures will be implemented in the locker rooms to limit social distancing. • Students should always avoid touching their faces, but especially while playing games. • Sanitizing areas and access to handwashing will be provided. • If enrolled in a PE class, students should wear tennis shoes to participate in class activities.
Art	<ul style="list-style-type: none"> • Elementary students will take their pencil box or zippered pencil pouch to art class with scissors, glue, colored pencils or crayons, and a #2 pencil. • Students will avoid sharing equipment, utensils and supplies as much as possible. • Students should complete cleaning protocols and sanitize their areas in between use. • Art equipment will be sanitized and wiped down after each use.
Library	<ul style="list-style-type: none"> • Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library. • Students and staff will wash/sanitize hands upon entering and after visiting the library. • High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly. • Occupancy will be limited.
Computer	<ul style="list-style-type: none"> • Appropriate social distancing measures will be followed. • Students and staff will wash/sanitize hands upon entering and after visiting the computer lab. • Computer equipment will be sanitized and wiped down after each use.
Spanish	<ul style="list-style-type: none"> • Appropriate social distancing measures will be followed. • High-touch surfaces will be sanitized and wiped down after each use.

Secondary Specialized Classrooms & Co-curriculars

All co-curricular practices and contests will be conducted following safety protocol provided by guidance from TAPPS, ATSSB, TPSMEA, TMEA, and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

	Secondary Specialized Classrooms and Co-curricular Programming
Physical	<ul style="list-style-type: none"> • Whenever possible, physical education classes will be held outside to
Education	<ul style="list-style-type: none"> • allow for maximum physical distance between students. • Any activities bringing students into close physical contact will be avoided. • Visual markers will be on the gym floor and bleachers as reminders of social distancing rules. • Procedures will be implemented in the locker rooms to limit social distancing. • Equipment will be disinfected after each use. • Activities requiring multiple students to touch or handle the same equipment will be avoided. • Sanitizing areas and access to handwashing will be provided.
Athletics	<ul style="list-style-type: none"> • Similar to summer strength and conditioning activities, practices and contests will follow protocols established by TAPPS. In-season and off-season activities will follow the most current guidelines available. • Each sport will have specific guidelines outlined by TAPPS. • Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s). • Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students. • Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker/dressing rooms to dress before and after practice sessions. • Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic locker. All uniforms should be laundered at home after usage. • Equipment used during practices will be sanitized frequently during practice sessions. • Athletic areas will be frequently disinfected during the week with an electrostatic misting tool. • Athletes will not be allowed to socially congregate before, during, or after practices/workouts. • Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from TAPPS and/or TEA. This may also impact ticket sales and seating configurations. • Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.

	<ul style="list-style-type: none"> • Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as volleyball and basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.
Fine Arts	<ul style="list-style-type: none"> • Fine arts rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., ATSSB, TPSMEA, TMEA, UIL). • Band: Students will sit 8-10 feet apart while playing instruments. Symphonic band will be split into two groups in order to allow for adequate spacing between students and to keep separation between cohorts. The youth hall will be utilized for the 7th/8th grade band rehearsals. High school band students will rehearse in the band hall. 5th and 6th grade band students will meet in the band hall separately and at different times than the high school band students. Bell covers will be purchased by students to cover the end of instruments. Percussionists will purchase their own sticks, mallets, and stick bags so that no sharing is necessary. For instances when sharing is necessary (bass drum and timpani mallets), mallets will be sanitized between students. Brass players will need to purchase a spit valve cover or use a towel to dispose of instrument condensation. At the end of class the towels will be placed into a bucket and will be washed daily. No reeds or mouthpieces will be allowed to be placed on music stands. Students must bring and use their own music and pencils (no sharing). Only five or fewer students will be allowed in the instrument storage room at one time. At the end of band rehearsal, all students will be required to use hand sanitizer. Chairs and stands will be sanitized between band classes. TMEA and TPSMEA all-region auditions will be conducted online this year. Private lesson teachers will not be allowed to teach on campus until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. Band students will have access to practice rooms if a virtual private lesson is scheduled during band class time. Private lessons may also be scheduled for after school, but must be conducted at home at a time that is agreeable for both the student and the private lesson instructor. • Choir: Students will maintain 8 feet of spacing while singing. Each student will have his or her own music and pencil so that supplies are not shared. Students should bring their own water bottles to rehearsals. • Theater: Students will stay six feet apart while rehearsing. In instances where this is not possible, students will be asked to wear a face shield. Students will not share stage make-up, costumes, or microphones. Students will sanitize their hands both before and after rehearsal.

	<p>Theater productions will involve a smaller cast this year in order to accommodate distancing guidelines.</p> <ul style="list-style-type: none"> • Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., TAPPS, TEA, etc.) • Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., TAPPS, TEA, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts. • Art: Students will bring their own daily supplies to class (pencil, eraser, scissors, etc). Supplies belonging to the art department which are needed for an assignment will be placed in a baggie and labeled with student's name. After projects are completed, these supplies will be sanitized before being used by another student. Supplies which cannot be sanitized will be placed in "quarantine" for a week to make sure potential germs are not transferred via these supplies from student to student. Tables and chairs will be sanitized at the end of each class.
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School Events and Activities

Guidelines for School Wide Events/Activities
<ul style="list-style-type: none"> • Until further notice, BCS is prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice. • BCS administration will follow all TAPPS and CDC guidelines in regard to games, practices, etc. • Any school-wide on-campus events that are approved must adhere to requirements outlined by BCS and TAPPS. (This includes grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible. • To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups will utilize larger meeting spaces or multiple meeting opportunities will be provided. • PmD and Booster Club must collaborate with and seek approval from BCS administration prior to any event that is planned. • Events will be planned in a manner that minimizes large congregation of people in one location at the same time.

On- and Off-Campus Student Activities

	On/Off Campus Activities, Field Trips & School Wide Events
On-Campus Activities	<ul style="list-style-type: none"> • PmD event and fundraising information is pending. • After school club information is pending. • No in-person assemblies will be held in the fall. • Meet the teacher, open house, parent conferences, etc. will be determined. • There will be regular communication regarding on-campus events as they approach.
Field Trips	<ul style="list-style-type: none"> • Current health guidelines discourage off-campus field trips. We will continue to evaluate the advice from health authorities throughout the year. • Virtual field trips will be considered as often as possible.
Off-Campus Activities	<ul style="list-style-type: none"> • Student participation in athletic, academic, and fine arts contests will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, TAPPS, TEA, etc.).
School Wide Events	<ul style="list-style-type: none"> • Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by TAPPS and TEA. (Examples: grade level pep rallies, assemblies, performances, etc.) • Sports, fine arts, and school wide events will be live streamed and/or occur virtually when possible. • To limit larger gatherings, campus club meetings will be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

Hallways and Lockers

	Classroom Transitions, Hallways & Lockers
Elementary	<ul style="list-style-type: none"> • Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines. • Where possible, one-way traffic throughout campus corridors is established. • In two-way halls, students are expected to stay to the far right of the hall.
Secondary	<ul style="list-style-type: none"> • Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.

	<ul style="list-style-type: none"> • Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods. • To prevent congregating during transition times, students will not be assigned a locker. Students will be permitted to bring backpacks to class. • Staggered releases from each class will be organized to limit the number of students in the hallway during transitions. • In two-way halls students are expected to stay to the far right of the hall. • Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. • Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible. • Students should immediately report to their next class and not congregate in the hallway.
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Emergencies and Drills

BCS will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Fire Drills, Lockdown, and Shelter-in-Place.

Emergency Evacuation Protocols	
	<ul style="list-style-type: none"> • BCS administration will implement a protocol that assigns each physical classroom to one of two groups (“Red Group” / “Green Group”), designated by a campus-printed sign at each classroom. • An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the Red/Green Groups will stagger their re-entry to the building to maintain social distancing. • Note: this process may be implemented for other drills or campus activities, where reducing hallway traffic is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation. • Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.