

# BGS Student Handbook Addendum COVID-19

## Return to School Plan 2020

As we continue to navigate the constantly changing landscape of the COVID-19 pandemic, Bowling Green School is committed to the health and safety of our students, parents, and staff. **BGS will reopen for face-to-face learning on August 7 for grades PreK3 - 12.**

**Orientation/Open House for grades K - 3 is August 4th and 5th from 1pm-3pm.**

**Prep Day for grades 4 - 12 is Thursday, August 6th.**

**Preschool Parent Orientation is also Thursday, August 6th.**

Due to our traditionally small class sizes along with the hiring of additional faculty members and adding a few minutes to our school day, we are blessed to be able to run school safely in Phase 2. The protocols and procedures described below are in compliance with the CDC and the Louisiana Department of Education and have been put in place to create the best experience possible for each member of our Buccaneer family. If you have any questions about Bowling Green's plan for reopening, please contact our office.

### Parent Partnership & Wellness Agreement

Bowling Green School is committed to providing a safe on-campus experience for all students and staff. Every family is asked to partner with the school by submitting the "**Parent Partnership & Wellness Agreement.**" Please read and return the attached agreement to the BGS Office by Thursday, August 6th.

### Notice of Risk

**An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you or your child may exhibit no symptoms or mild symptoms, or become severely ill, or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable. By visiting our campus, individuals voluntarily assume all risks related to the possible exposure to COVID-19.**

All parents must sign and return the "**Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**" in order for their students to participate in bus/van riding, academic classes, and athletic activities (one form per family). Please read and return the attached waiver to the office by Thursday, August 6th.

BGS recommends that senior citizens and individuals with underlying health conditions refrain from visiting our campus and/or participating or attending academic and athletic events.

## Face Coverings

The CDC and the LDOE recognize that face coverings are an effective way to help prevent the spread of disease. **All students ages 8 & up** will be required to bring a **cloth face covering** and wear it during the school day when physical distancing is not possible (cafeteria line, class changes, restroom visits, etc). **Cloth face coverings (masks) must securely cover the student's mouth and nose. Bandanas, plastic face shields, and neck "gaiters" are NOT permitted.** Cloth masks may be any color or pattern, but must be school appropriate (consistent with BGS "free dress" guidelines and the BGS Student Code of Christian Conduct); **the teacher will be the sole judge of whether or not a mask is inappropriate or distracting. If a teacher deems a mask to be inappropriate or distracting, the student will remove the mask and replace it with a disposable mask provided by the school.**

All BGS faculty and staff will wear face coverings when physical distancing is not possible.

## Daily Schedule, Physical Distancing & Cleaning

BGS will continue to operate safely through the practice of more frequent cleaning and sanitization, hand washing, and physical distancing wherever possible. The daily schedule has been adjusted to allow for these changes. BGS will continue to educate students about safe hygiene practices. To promote physical distancing, class orientation and desk arrangements have been adjusted slightly to meet recommended guidelines. With smaller class sizes, these changes will not impact our ability to operate normally and teach effectively.

**Water drinking fountains on our campus will be closed for use.** Students should bring a personal, filled water thermos (spill-proof, with popup straw and cover)--permanently labeled with the child's full name--to school each day. Students may also purchase bottled water from the cafeteria at breakfast or lunch to be used for refilling the personal thermos. Teachers will set policy for these water thermoses in their classrooms -- some teachers may require that the thermos be stored in student backpacks; some teachers may permit students to keep thermoses out on the desk....To reiterate: TEACHERS can set their own classroom policies regarding water. \*\*\*A thermos should never be kept near a school desktop computer or a school-issued Chromebook!

## Symptoms, Positive Covid-19 Tests, Isolation & Notification

In the event a student manifests symptoms (fever, chills, cough, sore throat, congestion, difficulty breathing, unusual fatigue, nausea, or loss of taste or smell) during the school day, the student will be relocated to a separate area, apart from other students until a parent or guardian arrives to pick him/her up. Parents must arrive promptly to pick up symptomatic students.

If a student or staff member tests positive for COVID-19, all families of students who have had direct exposure to the positive individual will be notified.

Students and school employees with symptoms of COVID-19 or who test positive for COVID-19 are required to stay home and self-isolate until they are fever free (without the use of fever-reducing medication) for at least three days, their respiratory symptoms have improved, and it has been at least 10 days since their symptoms first appeared.

Students and school employees who test positive for COVID-19 must provide **documentation from a physician** that they have been cleared to return to school/work.

Students and staff members who have had direct exposure to a symptomatic person who has tested positive for COVID-19 should follow CDC guidelines for voluntary quarantine.

## Lunch

Students will continue to be served a high-quality lunch from the BGS cafeteria, **but our menu will be simplified** to accommodate our modified eating locations and schedule. **Students are also welcome to bring a lunch box from home each morning.**

**Until further notice, daily choices for lunch will include the following:**

|                        |   |
|------------------------|---|
| Full Plate Lunch       | Half Plate Lunch for Wee Ones( <i>*not available for some lunch items</i> ) |
| Hunt Bros. Pizza Slice | Hunt Bros. Boneless Wing Bites  |

**PK-3 through 6th grade** will eat lunch in classrooms. Teachers' aides will pick up meals from the cafeteria and deliver to the student classrooms. All meals will be served in takeout boxes, covered plates, or bags. All will include necessary utensil packs and condiments. **Plate lunches may not be "special ordered"**-- EXAMPLE 1 : If the plate lunch for the day is chicken strips/mashed potatoes w/gravy/fruit/roll, the student will get the meal exactly as listed; *no orders without gravy will be served*, and students may NOT order a single serving of mashed potatoes/gravy only. EXAMPLE 2: If the plate lunch for the day is chili dogs/fries/fruit, the student will not be able to order a hot dog without chili or a chili bun without a weiner.

**7th- 12th grade** students will eat on a staggered schedule in the BGS cafeteria; Dining hall occupancy will be significantly reduced to meet guidelines. **Students will be issued lanyards for student lunch cards this year. STUDENTS MUST wear each day and use cards for breakfast AND lunch purchases.** 7th-12th graders will be assessed a **\$5 fee** if they do not have their meal card/lanyard when they go through the breakfast or lunch line. If the card and lanyard are completely lost, they must pay a **\$10 replacement/reissue fee.**

Until further notice, we cannot accommodate parent visitors for lunch.

**PK-3 through 1st Grade parents should preorder lunch using myschoolaccount.com.** We suggest ordering on Sunday evening for the entire upcoming week. If a student is absent, the account will be credited for the missed meal. The cutoff time for ordering lunch online is 7:00 AM for the day. PreOrder calendars will be available on myschoolaccount by August 5th. **\*\*\*If your PK - 1st grade child wants to eat a breakfast and/or a lunch from the school cafeteria, the parent MUST preorder for the student using myschoolaccount.com. Please be sure your accounts are set up on or before August 6th. Teachers will provide instructions for sign-up at orientation/open house.**

## Recess, Physical Education & Athletics

Physical education and activities will take place in all grade levels as a part of the school day. Students will NOT be required to wear masks during recess, P.E. class, or athletic practices. A modified physical education curriculum will be implemented and remain in effect until restrictions are lifted. To ensure the safety of our students, all equipment used for recess, for physical education, and for athletic teams will be cleaned regularly. We will follow MSAIS

guidelines and protocols with regard to junior varsity and varsity sports and will communicate updates with student-athletes and their families.

## **Dismissal & Aftercare**

We have redesigned afternoon pick-up procedures to eliminate students clustering in close proximity. We will use a new technology system called **Safe Dismissal** to move students efficiently from classrooms to cars. Additional details will be communicated by the first day of school. Feel free to view the [safeDismissal.com website for general information](http://safeDismissal.com).

Aftercare will continue to operate and will follow all restrictions for physical distancing and cleaning.

## **Busses, Vans, and Athletic Transportation**

Our school and athletic vans and busses will follow LDH guidelines for transporting students. Drivers will reduce the number of passengers per seat and, when possible ensure space between seats. Members of the same household may sit in the same seat or adjacent seats, with an empty seat between household groups. Each bus/van will be cleaned daily; high touch surfaces will be cleaned after each group's use. Students age 8 and up must wear their cloth masks for boarding the bus/van and for the entire duration of the trip.

## **Large Group Gatherings**

Large group gatherings (such as chapel, pep rallies) have been redesigned to allow students to experience these events in their classrooms, outdoors, or spread throughout the entire gymnasium. Chapel may be held for some grade levels via live stream or video recordings; older students may physically distance throughout the gymnasium for chapel. Pep rallies will be held on the football field with fewer students in attendance. No field trips will take place until considered safe by health officials.

## **Limiting Outside Contact**

In an effort to limit outside contact, we ask that parents only enter the school office to check a student in or out or to conduct school business by appointment (example: parent/teacher conferences). If parents enter campus buildings for any reason, face coverings are required.

We recommend that senior citizens and persons with underlying health risks NOT attend BGS campus events and activities.

## **Technological Leadership & Innovation**

As a Google school, Bowling Green has the resources and proficiency to continue to provide the highest quality educational experience for every student. As we resume face-to-face instruction in August, we are confident that the safety measures we have put in place will ensure a positive and effective learning environment. BGS teachers will provide high-quality

instruction in our classrooms and will also accommodate students who must quarantine for short periods of time by using *Google Meet*, *Meet Recordings*, and/or *Google Classroom*.

All students grades 6 - 12 have or will be issued student BGS Google accounts. All parents of students grades Pre-K - 5 will be issued parent-controlled BGS Google accounts. Your child's homeroom teacher will provide information about this during the first week of school. **Students are required to check BGS emails daily.**

Should the governor move Louisiana back into Phase 1, BGS will be prepared to resume distance learning, with excellence -- even better than before. We certainly hope that does not happen! Parents can rest assured that no matter what phase of reopening we are in, BGS is committed to providing our students with an exceptional, personalized education.

**Please note that if we are mandated to resume school-wide distance learning as our primary method of instruction OR if \*\*\*individual students must quarantine for periods longer than 3 days, students will be required to participate daily via Google Meet Live/Google Meet Recordings and/or Google Classroom; students will be required to submit all coursework, quizzes, and tests by the deadlines set by each teacher. No exceptions!**

*\*\*\*applies to students who are not experiencing debilitating symptoms, of course.*

Parents of a student who must quarantine are required to contact the student's teacher/s. Each teacher will provide instructions for accessing lessons and coursework through distance learning.

***Parents must also agree that their children may be video recorded when teachers are using Google Meet and that the recordings may be shared with classmates for distance learning purposes. Please sign this release on the wellness agreement attached.***

## Specific Procedures

### Morning Drop-off and Breakfast

**PreK - K students** should be dropped off at their classrooms. **Parents must NOT exit their vehicles when dropping off students;** a teacher/staff member will assist students. Van and bus riders will be escorted from the bus to their classrooms each morning. Drop-off time is 7:20 AM - 7:50 AM. Parents may send breakfast with the child or **PREORDER breakfast from the school cafeteria via [myschoolaccount.com](https://myschoolaccount.com).** Be sure to click on the **BREAKFAST MENU** when preordering breakfast. Preorders for breakfast should be done weekly. We suggest ordering on Sunday evening for the entire upcoming week. If a student is absent, the account will be credited for the missed meal. The cutoff time for ordering breakfast online is 7:00 AM for the day. Preordered cafeteria breakfasts will be delivered to the classroom each morning. Preorder calendars will be available on [myschoolaccount](https://myschoolaccount.com) by August 5th. Cafeteria breakfasts that students have preordered will be delivered to the classroom. **\*\*\*If your PreK-K child wants to eat a breakfast and/or a lunch from the school cafeteria, the parent MUST preorder for the student using [myschoolaccount.com](https://myschoolaccount.com). Please be sure your accounts are set up on or before August 6th.** Teachers will provide instructions for sign-up at orientation/open house.

**1st Grade students** without older siblings should be dropped off at the front elementary school glass doors. Students with older siblings may be dropped off at the cafeteria drive-through; first graders will then go to the first grade classroom. First grade van and bus riders will be dropped off at the cafeteria and should then go directly to the first grade classroom. Drop-off time is 7:20 AM - 7:50 AM. **Parents may send breakfast with the child or PREORDER breakfast via myschoolaccount.com.** Be sure to click on the **BREAKFAST MENU** when preordering breakfast. Preorders for breakfast should be done weekly. We suggest ordering on Sunday evening for the entire upcoming week. If a student is absent, the account will be credited for the missed meal. The cutoff time for ordering breakfast online is 7:00 AM for the day. Preordered cafeteria breakfasts will be delivered to the classroom each morning. Preorder calendars will be available on myschoolaccount by August 5th. **\*\*\*If your 1st grader wants to eat a breakfast and/or a lunch from the school cafeteria, the parent MUST preorder for the student using myschoolaccount.com. Please be sure your accounts are set up on or before August 6th. Teachers will provide instructions for sign-up at orientation/open house.**

**2nd - 6th Grade** students should be dropped off at the cafeteria drive-through. Drop-off time is 7:20 - 7:50. Students may bring breakfast from home/restaurant (this year only) or purchase a grab-and-go breakfast from the cafeteria. Once students pick up breakfast, they will proceed to their homerooms to eat and then prepare for the school day. Students may not linger in the cafeteria. Students **MUST** arrive by 7:50 if they want to purchase breakfast from the cafeteria. Van and bus riders will be dropped off at the cafeteria each morning and follow the same procedure as car riders for grabbing breakfast and proceeding to homeroom. **2nd - 6th Grade students will be issued lanyards for student lunch cards this year. STUDENTS MUST wear each day and use for breakfast purchases.**

**7th - 9th Grade** students should be dropped off at the cafeteria drive-through. Drop-off time is 7:20 - 7:50. Students may bring breakfast from home/restaurant (this year only) or purchase a breakfast from the cafeteria. 7th - 9th grade students must remain in the cafeteria until dismissed for homeroom. Students will be required to remain seated and socially distanced while in the cafeteria each morning. Duty teachers will dismiss students intervally for homeroom. Van and bus riders will be dropped off at the cafeteria each morning and follow the same procedure. Students must wear masks when not eating. **Students will be issued lanyards for student lunch cards this year. STUDENTS MUST wear each day and use cards for breakfast AND lunch purchases.** 7th-9th graders will be assessed a \$5 fee for a forgotten meal card and a **\$10 replacement fee** if they lose the lunch card and/or lanyard.

#### **10th - 12th Grade:**

Students who are driven to school by parents or who ride van/bus should be dropped off at the cafeteria drive-through. Drop-off time is 7:20 - 7:50. Students may bring breakfast from home/restaurant (this year only) or purchase a grab-and-go breakfast from the cafeteria. After picking up breakfast, 10th - 12th grade students should proceed to the gym lobby and must remain there until dismissed for homeroom. Students will be required to remain seated and socially distanced. If extra space is needed, students will overflow into visitor bleachers of the gym. Duty teachers will dismiss students intervally for homeroom. Students must wear masks when not eating.

Students who drive to school should park in their designated spots between 7:20 and 7:50 each morning and IMMEDIATELY exit vehicles. The student should then proceed to **a)** cafeteria if the student wants to purchase breakfast OR **b)** the gym lobby if the student does not want to purchase a cafeteria breakfast (students will be allowed to bring a breakfast from home/restaurant-- this year only).

10th - 12th graders must remain in the gym lobby until dismissed for homeroom. Students will be required to remain seated and socially distanced. If extra space is needed, students will overflow into visitor bleachers of the gym. Students must wear masks when not eating. Duty teachers will dismiss students intervally for homeroom.

**Students will be issued lanyards for student meal cards this year. STUDENTS MUST wear each day and use cards for breakfast AND lunch purchases.** 10th -12th graders will be assessed a \$5 fee for a forgotten meal card and a **\$10 replacement fee** if they lose the lunch card and/or lanyard.

## **Afternoon Car Lines/Modified Dismissal Times**

**PreK-3** students can be picked up at their building beginning at **2:00 PM**. **PLEASE do not enter campus gates before 1:50.** Students not picked up by 3:00 will be sent to aftercare.

**PreK-4 and Kindergarten** students can be picked up at “short car line” beginning at **2:00 PM**. **PLEASE do not enter campus gates before 1:50.** Students not picked up by 3:00 will be sent to aftercare.

**BGS Student Drivers will be dismissed to exit campus at 2:30 PM.** These high school drivers **must exit campus by 2:35 PM OR wait until 3:00 PM.** High School Parking lots will be **locked down after 2:35 PM and will be reopened for departure at 3:00 PM.** High school students who are remaining on campus for after school sports and activities may not move cars from their designated parking spots until after 3:00 PM.

**1st - 12th** grade car line riders will be **individually** dismissed beginning at **2:45** each day using a new technology system called ***Safe Dismissal*** which moves students efficiently from classrooms to cars. Feel free to view the ***safeDismissal.com website for general information.*** **IMPORTANT: Parents of 1st-12th graders must NOT enter campus gates to pick up 1st - 12th grade students before 2:35. Arriving before 2:35 to pick up your child will actually DELAY the release of your child to the pick up spot, and you will have to reloop through the car line.** A video explanation of the exact procedure will be provided via Buccaneer Family email group on or before August 6th.

# PARENT PARTNERSHIP & WELLNESS AGREEMENT

## Distance Learning Recording Release

**EACH BGS family must complete and return to office by August 6th.**

Bowling Green School is committed to providing a safe on-campus experience for all students and staff. Faculty members will monitor student wellness throughout each school day (i.e. checking temperatures of students who display signs of illness or fatigue) and will promptly isolate symptomatic students and phone parents. However, **parents must take responsibility to ensure their children are well BEFORE sending them to school.** Every BGS family must partner with the school by signing the Parent Partnership & Wellness Agreement.

**Student First and Last Name(s) and Grade Levels:**

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**Parent/Guardian Names:**

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- I agree to ensure my child is **fever free (without medication)** each morning prior to coming to school.
- I agree to **not send my child to school** if he or she has fever, is sick, or is not feeling well.
- I agree to **pick up my child immediately** if he/she becomes symptomatic during the school day.
- I agree to instruct my child to wear a mask during the school day. The mask should be permanently labeled with the child's full name. (\*Ages 8 and up)
- I agree to send my child to school with a **personal, filled water bottle--permanently labeled with the child's full name** each day.
- I agree to **report a positive student COVID test to the school administration and not allow my child to return to school until cleared by a physician. \*I will provide clearance documentation from the physician.**
- I agree to **keep my child at home** under the following conditions:
  - a) the student has developed symptoms of COVID-19 or is awaiting results of a COVID-19 test
  - b) a member of the student's household tests positive for COVID-19 or is awaiting results of a COVID-19 test.
- **Il hereby give permission for video recordings of my children named above, captured during classroom lessons through Google Meet Record, to be used solely for the purposes of BGS distance learning.**

**My signature indicates that I agree to all points above.**

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Parent/Legal Guardian Signature

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Date



# **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

**EACH BGS family must complete and return to office by August 6th.**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical/social distancing and have, in many locations, prohibited the congregation of groups of people.

Bowling Green School (BGS) has put in place protective measures to reduce the spread of COVID-19; however, BGS cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending activities on the campus of BGS and utilizing BGS bus and/or van transportation could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and on behalf of myself, my child(ren), my and spouse/co-parent of child(ren) voluntarily assume the risk that my child(ren) and I, and any member of my family, may be exposed to or infected by COVID-19 by riding in BGS vans and/or busses and/or attending academic and athletic activities on BGS campus and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 on the BGS campus and in BGS vans/busses may result from the actions, omissions, or negligence of myself and others, including, but not limited to, BGS employees, agents and representatives, volunteers, program participants and their families and/or any other individual who may be present on school property or in attendance at any school activity.

I voluntarily agree to assume, on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) all risks and accept sole responsibility for any injury to my child(ren), myself and any member of my family, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) and/or members of my family may experience or incur in connection with my child(ren)'s attendance in academic and/or athletic activities riding in BGS vans/busses.

On my behalf, and on behalf of my children and/or members of my family, I will advance no claim and I hereby release, covenant not to sue, discharge, defend, indemnify and hold harmless Bowling Green School, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Bowling Green School, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any BGS activity.

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| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Parent 1/Legal Guardian Signature</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Printed Name</b> |
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| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Parent 2/Legal Guardian Signature</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Printed Name</b> |
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**Printed Names and Grade Levels of Student Participants:**

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