

Patrick M. Villano School (BCSS Nova Elementary)

Covid-19 Addendum to Parent/Student Handbook 2020-2021

This addendum to the Student Handbook has been developed in accordance with current State regulations and the Center for Disease Control; as such, it is important that parents and students adhere to all of the protocols and procedures outlined below. Please also know that these directions are subject to change. It is the hope of the district that over time these expectations will change to more familiar guidelines and routines. This is dependent on how well all members of the school district help to mitigate the impact of COVID-19 on Emerson's schools.

[Villano School Re-Entry Plan](#)

The Villano School Re-Entry Plan in its entirety is accessible at the link above.

[Memorial and Villano School Parent/Student Handbook 2020-2021](#)

Our 2020-2021 handbook is accessible at the link above. This handbook contains standard details for the school year that are otherwise unaddressed in this addendum.

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Arrival

- The Villano School instructional day will begin at 8:40 AM.
- Villano students who have Memorial siblings may arrive between 8:15-8:30 AM.
 - Students entering the building between 8:15-8:30 AM will wait in the hallways outside their classrooms on socially-distanced floor decals. While in the hallways, students will be supervised by classroom aides and teachers on duty.
- All other Villano students may arrive between 8:30-8:40 AM.
- **Students will be considered late to school at 8:40 AM.**
- Arrival times will be strictly enforced.

- **Students shall not arrive before 8:15 AM.** Families requiring supervision or care for their child before 8:15 AM, may take advantage of the Rivervale Foundation Morning Care Program, which will begin care at 7:15 AM in the Villano All-Purpose Room.
- **BCSS Nova Elementary Students will enter building at 8:30am after departing buses. BCSS students will enter the BCSS Door entrance located off of The Washington South Classroom. BCSS staff will complete temperature screening on students as they enter the building.**

Beginning at 8:30 AM, students will enter their classrooms. While students can begin to prepare for their day at that time, the instructional day will begin at 8:40 AM.

When students arrive, parents shall drop-off in the drop-off zone. Students will then walk to the designated door assigned to their grade level for screening and entrance.

- Grade 4 will enter Door 6 (Located in the far corner of the courtyard)
- Grade 5 will enter Door 5 (Located on the left in the middle of the courtyard)
- Grade 6 will enter Door 4 (Located on the right side as you enter the courtyard)

Covid-19 Screening

Upon arrival to school each day, students must have a completed **Gold Covid-19 Screening Slip** and must wear a facial covering. Without these **two items**, a student will not be permitted to enter the building. **Gold Covid-19 Screening Slip 100-Sheet Memo Pads and 5 Facial Coverings will be provided to each student before the start of school.**

Students will wait on painted circles spaced six feet apart to submit their gold screening slip and for temperature screening. Students should be dressed appropriately for weather while waiting.

- Fourth Grade -- Yellow Circles

Name: _____ HR: _____
Date: _____ Temperature: _____ (Below 100.4)
My child is free of the following symptoms of COVID-19:
 Cough
 Shortness of Breath
 Chills
 Repeated shaking with chills
 Muscle or body aches
 Headache
 Sore Throat
 Recent loss of taste or smell
 Fatigue
 Congestion or runny nose
 Nausea or vomiting
 Diarrhea
 My child has not been given any fever-reducing medication in the last 24 hours.
Comments: _____
Parent Signature: _____



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- Fifth Grade -- White Circles
- Sixth Grade -- Blue Circles

Parents may elect to wait with their children. Parents must wear a facial covering and must remain socially distanced on the designated circles.

After a student submits their gold screening slip, is temperature screened, and is wearing the appropriate facial covering, he/she will be permitted to enter Villano School. Any student who does not meet the three requirements for entering (facial covering, gold slip, and temperature below 100.4°) will be asked to wait to the side, and the parent/guardian will be contacted.

BCSS Students will have temperature checks by BCSS staff members prior to entering the building. Students will line up outside the BCSS entrance door. BCSS TA's will assure students are socially distant while waiting to be screened. BCSS staff will collect screening slips and confirm that students have their masks for the day.

Bus Transportation

Students eligible for busing will receive transportation information in the mail before the first day of school. If you are unsure of bus eligibility, please contact Mrs. Santalla at 201-262-4049. All students riding the bus must wear a facial covering before boarding the bus and while riding. Upon arrival to school, students must follow the same arrival and screening routine as described in the Arrival and Screening sections of this addendum.

Morning Care and After Care Program

The Rivervale Education Foundation will be providing Morning Care and After Care at Villano School. The Morning Care Program runs from 7:15 - 8:30 AM, and the After Care Program runs from 12:15 - 5:30 PM. The program will be held in the Villano All-Purpose Room. Students/Families will drop-off and pick-up students from that program through the All-Purpose Room Ramp (Door #3). More information about the program and registration information can be found at <https://www.rvedfund.org/drupal/node/89>.

Attendance

In-Person Students: In the event that your child will be absent, please notify us through the Genesis Parent Portal. If we are unable to verify an absence, our traditional procedure will take place. As a result, the Emerson Police Department will be notified and asked to conduct a welfare check at the home of the absent student.

- Class attendance for synchronous classes will be taken for both in-person and fully remote students. This includes Specials classes from 2:10-3:10 each day.

Fully Remote Students: Parents/caregivers are required to indicate their children's attendance **whether present or absent by 8:30 AM** each day in the Genesis Parent Portal.

Facial Coverings

Students, faculty, staff, and visitors must wear facial coverings **from door-to-door** at Villano School. Parents and caregivers on school property will be expected to wear facial coverings on school grounds and when entering the building for any reason.

- Five facial coverings will be provided to every student before the first day of school, along with parent/student information about proper use and care.
- It is strongly recommended that students wear one facial covering to school and have at least one back-up facial covering with them each day.
- Reusable masks must be washed daily.
- Students are not required to solely wear the district-supplied face coverings but are encouraged to do so. Single-use disposable masks, hand-made masks, fabric masks, and neck gaiters are all acceptable forms of facial coverings provided that they provide a suitable barrier between the child's nose and mouth and others. Facial coverings with a one-way valve, plastic face shields, Halloween-type masks, ski-masks, or plastic masks are not acceptable. Mask lanyards will be permitted.
- Students who refuse to comply with established face-covering guidelines will be addressed on a case-by-case basis. This may include interventions from counselors, with the use of disciplinary measures as a last resort.
- Use Masks to Help Slow Spread
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- How to Wear a Mask in School:
 - <https://thekidshouldseethis.com/post/how-to-wear-a-mask-in-school-kids-video>

Health/Wellness

The health of our students, faculty, and staff is largely dependent on everyone doing their part in practicing good hand hygiene and respiratory etiquette and staying home when not feeling well. When in doubt, please keep your child home. Students with fevers will be expected to be **72-hours fever-free** before returning to school. **This is not the time to send your child into school hoping they get through the day.** Please begin to have back-up childcare plans in place now.

BCSS Staff and Students will follow both the Emerson Public Schools health requirements and BCSS requirements.

School Supplies and Student Materials -- In-Person and Fully Remote

All school supplies and additional non-sharing items have been purchased by the District. These items will be stored in plastic bins donated by the Emerson PTA.

In-Person Students

These bins will be kept in the classroom near the student's desk. Classroom teachers will keep the bins organized and updated on a regular basis should a situation arise where students need the bin at home for a period of time.

Additional Supplies (Please provide these items for your child to use at school.)

- Headphones/Earbuds
- Tissues (2 Boxes)
- Personal-Size Beach Towel labeled with student's name
- Umbrella or All-Weather Windbreaker/Jacket
- Individual hand-sanitizer (non-fragranced), sanitizing wipes, and/or tissues are permitted. It is expected that proper use is demonstrated by the parent/caregiver and it is not a distraction to the classroom/student. **Sanitizing/cleaning sprays are NOT permitted.**

Fully Remote Students

Students who are fully-remote will pick up their supply bin before the first day of school. The bin will also include any necessary texts, work packets, novels, etc., for the first month of school.

Parents/caregivers may be asked to return to school to pick up more materials on a periodic basis.

Daily Schedule

- **BCSS Nova Elementary Students will be in the building or in person instruction from 8:40am-12:15pm. They will follow the academic schedule listed below (fourth/fifth grade). All BCSS students will remain in the BCSS classroom throughout their time in school. Mainstreaming will not be an option at this time.**
- **Fourth/Fifth Grade**
 - 8:40-12:15 -- Instruction
 - Language Arts (60 Minutes)
 - Math (60 Minutes)
 - Science/Social Studies (35 Minutes)
 - Specials -- Social-Emotional Learning/Music/Digital Citizenship (25 Minutes)
 - Snack/Break
 - 12:15 -- DISMISSAL
 - 12:15-1:10 -- Off-Site Lunch Period (55 minute Lunch)
 - 1:10-2:10 -- Synchronous virtual home instruction for students who are quarantined or who have opted for the remote option of instruction OR asynchronous instruction time for in-person students
 - 2:10-3:10 -- Specials (Art, Music, PE, Digital Citizenship, Spanish) -- See chart below
- **Sixth Grade -- Rotating Groups See Calendar Below**
 - 8:40-12:15 -- Instruction (In-Person/Live-Stream)
 - 45 Minute Periods (Language Arts, Math, Science, Social Studies)
 - Snack/Break
 - 12:15 -- DISMISSAL
 - 12:15-1:10 -- Lunch Period (55 minute Lunch)

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- 1:10-1:35 -- Study Period/Independent Reading Time
- 1:35-2:10 -- Provide synchronous virtual home instruction/office hours devoted primarily to students who did not receive in-person instruction during that school day.
- 2:10-3:10 -- Specials (Art, Music, PE, Digital Citizenship, Spanish) -- See chart below

Specials Rotation

	Monday	Tuesday	Wednesday	Thursday	Friday
Art			FOURTH	FIFTH	SIXTH
Music	SIXTH			FOURTH	FIFTH
PE	FIFTH	SIXTH			FOURTH
Spanish	FOURTH	FIFTH	SIXTH		
Digital Citizenship		FOURTH	FIFTH	SIXTH	

Rotating Group Schedule -- Grade 6

Cavo Red Group -- In-Person on Red Days (34 Days) and Virtual Livestream on Black Days (34 Days)

Cavo Black Group -- In-Person on Black Days (34 Days) and Virtual Livestream on Red Days (34 Days)

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September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
	SCHOOLS CLOSED					

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			SCHOOLS CLOSED	SCHOOLS CLOSED		
			SCHOOLS CLOSED	SCHOOLS CLOSED		

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED		

Snacks/Water Students should bring a nutritious snack daily in an easily disposable paper bag with their name printed clearly on the bag. Students should also bring non-refillable water bottles to school each day.

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Water-bottle refilling stations will be closed. Please do not send lunchboxes or drinks other than water. Enclose two napkins every day. Suggested snacks are:

Fresh Fruits Raw Vegetables Crackers/Breadsticks
Popcorn Dried Fruits/Raisins Cheese/Yogurt
Pretzels Graham Crackers

Meals

Grab-and-go breakfast and lunch will be available through pre-order.

Backpacks/Lockers

Lockers, cubbies and coat closets will not be used during this time. Students will be asked to travel to school with as little as possible. We strongly encourage that instead of backpacks, students carry drawstring bags, which can easily be sanitized or thrown into the washing machine. Whereas there will be homework assignments, they will be limited to online completion or to papers that can be kept in one folder.

Outdoor Activities/Breaks

- Students will **wait outside** for temperature screenings in the morning.
- Students will enjoy a break and snack **outdoors**
- Teachers will bring our students **outdoors** for lessons and activities.
- Please make sure your child:
 - Dresses appropriately for the weather
 - Has a jacket that is both warm and comfortable
 - Brings a personal-size beach towel for sitting on when outside for snacks, breaks, or lessons.

Dismissal

- Student dismissal is at 12:15 PM.
- Students will be dismissed through the same grade level doors that they enter for student arrival.
- Student dismissal routines should remain as consistent as possible. **Changes to student dismissal during the school day should ONLY be made by calling the Main Office at 201-262-4049.**
- Students waiting for rides will be expected to wait on the painted grade-level socially distant circles in the courtyard. All students, faculty, staff, parents, and caregivers are expected to wear facial coverings at dismissal time while on school grounds.
- **BCSS Students will be dismissed at 12:15pm via the BCSS exit door located off of the Washington South Program classroom. Students will keep their masks on as they are escorted by BCSS staff to their assigned buses.**

Virtual Classroom Interactions/Behavior Expectations

Student engagement expectations for effective remote interactions:

- Parents are expected to monitor their child's participation and assist with keeping them engaged as necessary.
- Create a suitable workspace with a stationary background in a common area within the home. Student participation should not take place in a private area and/or student bedroom.
 - [Setting Up a Home Workspace for Students](#)
- For engagement purposes, students should remain inside the camera's field-of-view.
- Microphones should be muted unless it is an appropriate time to speak.
- Students should have all the necessary materials accessible before instruction begins.
- Eliminate distractions such as siblings, television, or cell phones.
- Wear proper attire - Students are to avoid pajamas or overly casual clothes.
- Assignments are to be completed by 3:10 pm each day or as designated by the teacher.

Technology Expectations

- Students will be using their Chromebooks often whether in-person or remote. Please be reminded:
 - School-issued Chromebooks should be reserved for school work.
 - All student accounts are monitored twenty-four hours a day, seven days a week.
 - Chromebooks should be treated well, charged nightly, and kept in their cases.
 - Computer Use Policies and Villano Chromebook Agreement Forms will be signed before homeroom assignments are released.
 - The Villano Help Desk will remain available daily.

Trimester/Marking Period Schedule -- Return to In-Person from Remote Instruction

- Fourth and Fifth Grade Students may return to in-person instruction from remote instruction at the beginning of a trimester:
 - Trimester Two Begins on December 14th
 - Trimester Three Begins on March 22nd
- Sixth Grade Students may return to in-person instruction from remote instruction at the beginning of a marking period:
 - Marking Period Two Begins on November 23rd
 - Marking Period Three Begins on February 8th
 - Marking Period Four Begins on April 26th
- Return to in-person instruction requires written notice at least ten school days before the date of return.

Parent/Teacher/School Communication

Regular, consistent, two-way communication is vital during this time. Your child's teacher will reach out to you to determine your preferred method of communication. Developing and maintaining a partnership with you will be vital to your child's success this school year more than ever before. Parents/guardians should feel comfortable reaching out to us with any concerns about their child academically, socially, emotionally, or physically. We are here to help support our families.

- ***Back to School Night*** -- Villano's Back to School Night will be VIRTUAL! Mark your calendar.
 - **WEDNESDAY, September 16th -- MORE INFORMATION TO COME**

Visitors and Volunteers

Visitors and volunteers will be very limited at this time. Parents and caregivers who need to drop something off at school will be limited to the front vestibule.

Birthday Celebrations

Birthday snacks, treats, or small gifts to share will not be permitted at this time. Birthdays will be acknowledged in the classroom by the classroom teachers.