



# **Burgess-Peterson Academy Reopening Plan January 2021**

**Working Document – Subject to Ongoing Revision**

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## **APS / BPA Return + Learn**

Based on the advice of public health officials and healthcare professionals, Atlanta Public Schools is preparing for a January 2021 reopening of school buildings. The decision-making is driven by two key areas: Levels of community transmission of COVID-19 and the district’s ability to implement health and safety mitigation strategies as recommended by the Centers for Disease Control.

APS will reopen with the option for in-person learning in January 2021. As APS moves into the second phase of Return+Learn, we are basing these efforts on four concepts: Plan, Process People, and Protect.

- **Plan** involves three learning models: 1) Site-Based Virtual Learning, 2) Face-to-Face and 3) Atlanta Virtual Academy.
- **Process** involves a deliberate schedule in how we bring staff and students back into our buildings. The phased-in approach includes teacher preparation days and phasing in elementary students first followed by secondary students.
  - District office staff return to work in person on **Monday, January 11, 2021**.
  - School-based staff return to work in person on **Tuesday, January 19, 2021** to prepare for in-person learning according to the proposed schedule (4 days per week in person, Wednesdays virtual).
  - At BPA, students will be phased in beginning with PreK-2 and Special Education (low incidence) on **Monday, January 25, 2021**; grades 3-5 on **Monday, February 1, 2021**

In support of reopening our schools, APS expanded academic, wellness, and engagement interventions, we implemented independent learning on Wednesdays in December to provide teachers with preparation time, and we launched an Intent to Return Form December 3 for all families to select or change their previous declaration for January 2021.

- **People** involves providing our teachers and staff with the guidance, work conditions, and information on health and safety measures that will prepare them for a successful reopening in January. APS shared updates and timelines for staff during our virtual employee town hall.
- **Protect** means APS will continue to work proactively to keep our students and staff safe in this COVID-19 environment. APS has taken extraordinary measures in this area. Here are just a few highlights:
  - Air – Over the past few years, APS has invested \$68 million to upgrade our heating, ventilation, and air conditioning systems
  - Water – we’re conducting proactive testing and continuous flushing and disinfecting of our water systems and providing bottled water
  - Buildings and Buses – we are using fogging machines for cleaning our buildings and buses and have operationalized consistent cleaning, wipe downs and other measures in schools and buildings.
  - People – we are providing personal protective equipment (PPE) for students and staff and have implemented key mitigation strategies, including social distancing, temperature screenings, limiting campus capacity, use of masks, and other hygiene and cleaning procedures.

## Face Coverings and Masks

- Per our Student Dress Code Policy (JCDB), in accordance with the recommendations of public health officials, the wearing of person protective equipment (e.g. face coverings, masks, etc.) by students may be required as a part of the student dress code.
- All staff and students will be provided 2 cloth masks. Staff and students may purchase and wear their own masks, however, neck gaiters and vented masks are not allowed. · Schools and Departments will be provided a safety stock of approximately 20 masks per student and staff member for instances where a person forgets, soils or loses their mask. · School Bus drivers will ensure all students put on a mask prior to boarding. A safety stock of disposable masks will be provided for those students who attempt to board the bus without a mask. Note: Disposable masks are not intended for daily distribution. · Face Shields will be provided to all schools for teacher use. Note: This does not replace the requirement for mask wearing, but is intended to provide additional layers of protection given the large number of interactions between teachers and students. · In addition, plexiglass shields have been installed in the front office. At BPA, extra masks, soap, hand sanitizer and wipes are located in the Records Room in the office suite.

### Recommended Masks

- It is important to be aware that different masks, fabrics, and materials [provide different levels of protection](#) to the wearer and the public. The gold standard are masks that filter out > 95% of all sized respiratory droplets.
- Expert advisors recommend AirQueen masks, which are available from e-commerce (check that they are made in S Korea, where the technology and manufacturing was developed, because there may be counterfeits from other countries). These masks are available in child sizes, do not fog glasses, and do not deplete the hospital supply chain.
- Cloth Face Masks vary in quality and level of protection. For greatest effectiveness, pay attention to:
  - **Fit:** Cone- or cup-shaped masks that seal well to the sides of your face and do not touch your mouth are best. A bendable metal strip in the nose-bridge piece holds mask in place and seals the gaps below your eyes.
  - **Comfort:** You should be able to breathe easily with the mask fitting snugly. If the ear loops are too tight, or too loose, use adjustable velcro ‘earsavers’. For cloth masks, wear glasses on top of masks to reduce fogging.
  - **Filtration:** Two, or better three, layers provide the greatest filtration to block infectious particles. The mask should be thick enough that you cannot see through it.

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- Masks with valves are unsafe for others and will not be allowed unless covered by a second, surgical-quality mask. Fleece or knitted face-coverings do not stay in place well and are not as effective.
- *Bandanas & gaiters are not permitted.*

### Mask-Wearing Tips

- Surgical masks may be reused as long as there is no visible damage, dirt or bad odor. Leave them for several days in a non-humid environment <https://tinyurl.com/y682lgz9>. Whereas bacteria and fungi grow on cotton, they do not grow on the material that surgical masks are made of.
- Wash cloth masks or face shields daily and label them to avoid confusion. ● Earsavers that connect the ear loops behind the head may be purchased online to improve the fit of the mask and reduce ear-strain.
- Carry 3-4 masks with you in order to change masks in case of sneezing or other soiling.

### Backup Face Coverings

- Additional face coverings will be on hand in case of a need to change after sneezing for example.
- BPA recognizes that students may arrive at school without a mask or face covering, and under no circumstances will a student be denied access to school in this instance. Students will be provided with a mask or face covering to use during the day, and schools will reach out to support families who need assistance obtaining a face covering for their student(s).

## Transportation

APS will implement appropriate safety measures on school buses by requiring all bus riders to wear masks and maintain physical distance while on the bus. However, given current realities, it is likely not possible to consistently maintain the recommended 6 feet social distancing on school buses. School buses will load from the back to the front and will be unloaded at the school from front to back.

## Building Entrance (arrival procedures)

Students and staff will have their temperature checked as they enter the building. Temperatures will be taken as students enter. Designated staff will log the students' temperature.

- Staff will enter through the main door using their APS badge.
- Bus Riders will enter through the gym on the Bus Lane.
- Car Riders and Walkers will enter BPA via the main doors by the office.

Students and employees will also participate in daily temperature screening and complete a daily questionnaire. Parents will be asked to assess students before sending them to school each day. See sample questionnaire below.

Does your throat hurt? *¿Te duele la garganta?*



Do you have a cough? *¿Tiene tos?*



Can you taste your food? *¿Su comida tiene sabor?*



Is anyone in your house sick with Covid? *¿Alguien en su casa está enfermo con Covid?*



The results of the self-assessment will determine if the individual should go to school, CARE room, or return/remain at home. Conducting regular screenings for symptoms and ongoing self-monitoring will help reduce exposure and limit the risk of spreading the disease.

At BPA, we will also re-check student temperatures mid-day. Each teacher will be provided with a touchless temperature “gun” and will take temps mid-day and record temps during the lunch hour.

## **Clinic Updates**

The nurse’s clinic/office will no longer accept drop-ins or have an open door policy during the school day. Teachers and staff must call ahead for any unexpected medical need including illness or injury so that the nurse can be prepared. Nurse Maybank’s extension is (404) 802-3413 or the front office (404)802-3400.

**Students Who Need Medical Attention Including Due to COVID-like Symptoms** · A number of changes to health procedures have been put in place to maintain the highest safety standards when students need medical attention during the school day.

### **If a student exhibits any symptom of illness**

- Please remain calm as you contact the nurse via your personal cell phone or calling the front office. The nurse/front office staff will ask a few questions to determine whether the student needs to go to the “CARE Room” or can be seen in the regular school health clinic.
- Students must be escorted to the school health office by a staff member.
- The nurse will assess the child and provide care, and will send the student back to the class or contact the parent for pick up. If the student needs to be picked up, the student will be escorted outside through the front door rather than the parent entering the building to pick them up.

## **BPA Care Room, Room D30, Band Room**

- If a student or staff member arrives to school exhibiting COVID symptoms – they must be immediately taken to the isolation room and then discharged to home as soon as possible.
- During the school day, if a student or staff member becomes ill with COVID-19-like symptoms, the student/staff member must be evaluated as soon as possible.
  - When possible, the nurse or designee should meet the student/staff in the hallway/outside the classroom and escort them to the isolation room.
  - The nurse will put on additional PPE (gown, shields, gloves, etc.), as necessary, before

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- evaluating the individual and maintaining social distancing as much as possible.
- If safe to do so, the nurse will accompany the individual to the isolation room.
  - The individual will be triaged in the isolation room.
  - While ensuring safety, the nurse will attempt to minimize contact with the sick individual.
  - Following evaluation, the nurse will leave the room and remove PPE safely and perform hand hygiene immediately.
  - Each time the nurse enters the CARE room, they will put on clean PPE, and remove PPE upon exiting the room.
  - The student's emergency contact will be called to dismiss student ASAP. The individual will remain in the CARE room until dismissed from the building. · If the individual has minor symptoms and is stable, while ensuring safety is not compromised, the nurse may leave the room, but the student will continue to be monitored and re-evaluated frequently.
  - If the individual's condition is deemed serious, 911 will be called. If calling 911 – the nurse must describe the individual symptoms and ensure emergency services have been notified of possible COVID-19 symptoms.
  - When possible, the student will be escorted out of the building by the nurse or designee to their emergency contact, via the Band Room exit (typically known as the BPA Carpool Exit), minimizing transference of the virus in the school building. In the event that a parent does not retrieve student by dismissal, the administrative designee will contact transportation for an isolated drop off via designated buses.

## Extra Precautions at BPA

- Air Purifiers – we have purchased 40 Medify Air Purifier units. These units “clean” the air using HEPA technology. They clean 900 cubic feet of air every 30 minutes. These units are now installed in every homeroom space and any other space with 10+ humans in occupancy.
- Box Fans- we have purchased box fans and door stops with the intent of opening courtyard doors and classroom windows to maintain a fresh supply of clean air and good circulation at all times.
- Face SHIELDS – we have purchase face shields for all adults at BPA.
- Desk Shields – We have purchased cardboard and cellophane desk shields for each child who will return for in-person learning. These provide excellent visibility and some modicum of added safety as a sneeze/cough guard at each child's desk/table.

## Student/Staff Well-being

For the safety of your child and others, please consider the following as an indication of when you should keep your child at home or if you should stay home.

- Has your child had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, or an elevated temperature of 100.4 F or greater?
- Has your child taken fever-reducing medication within the last 24 hours, or experienced symptoms such as a new cough, shortness of breath, chest tightness, sore throat, nasal congestion, body aches, runny nose, loss of taste and/or smell, diarrhea, nausea, vomiting, or fever/chills/sweats?

If the answer to any of these questions is YES, **STOP!** The APS Department of Health Services advises that you keep your child at home, and *immediately contact your child's health care provider for next steps.*

Also, please make sure to contact the school administrator and school nurse for guidance on when your child can safely return to school.

**Additionally, you should also keep your student home and notify your student's school and school**

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### **nurse if your child:**

- has had any close contact in the last 14 days with someone with a diagnosis of COVID 19?
- has taken a COVID-19 test and are awaiting results based on potential exposure to a known case or other high risk exposure?
- has taken a COVID-19 test and are awaiting results based on mild symptoms or overall feeling unwell?

### **Isolation Guidance**

- If you or your child are diagnosed with COVID-19, please notify at 404-802-3408 or by emailing Principal White at [dwhite@atlanta.k12.ga.us](mailto:dwhite@atlanta.k12.ga.us) or Nurse Maybank at [Scheryl.Maybank@atlanta.k12.ga.us](mailto:Scheryl.Maybank@atlanta.k12.ga.us) . Your child will **NOT** be able to attend school or school activities in person until the recommended isolation period has been completed. The Georgia Department of Public Health (DPH) requires isolation for individuals diagnosed with COVID-19.

### **When to quarantine**

- If your child has been around a person who has been confirmed as having COVID-19, you must follow quarantine guidance from public health officials. DPH recommends a quarantine timeframe of 14 days for anyone who been in close contact with persons who have tested positive for COVID-19. During the quarantine period, your child will **NOT** be able to attend school or school activities in person until the recommended quarantine period has been completed.
  - If you live in a congregate setting (shelter, nursing home, boarding house, etc.) you should remain in quarantine for the full 14 days since your last known exposure, even if you remain asymptomatic.
  - If you do not live in a congregate setting, you may test out of quarantine any day after 7 full days have passed since your most recent exposure occurred, if you fulfill all **THREE** of the follow criteria:
    - Do not experience any symptoms during your monitoring period
      - Are tested for COVID-19. This test should be a diagnostic test (PCR or antigen). It is preferred that the specimen is collected no more than 48 hours before the time of planned quarantine discontinuation, however, it should not be collected before day 5 of your quarantine period.
      - Receive a negative result. You may not discontinue quarantine until you have completed a minimum of 7 full days since your most recent exposure even if you receive your negative test result earlier. If you result is positive you must follow DPH isolation guidance.

## **Protocols for Cleaning Facilities under Standard Conditions**

- In accordance with CDC guidance, normal routine cleaning with soap and water removes germs and dirt from surfaces, which lowers the risk of spreading COVID-19 infection.
  - Current guidance from health experts indicate that airborne transmission is of greater concern than surface transmission. However, teachers and staff are encouraged to clean and disinfect shared materials and items that are difficult to clean. During routine cleaning, custodians will use effective all-purpose cleaners as they typically do when a virus is not present. Floors in all common areas will be washed daily. Classroom floors will be washed a minimum of twice per week and more frequently if required.
- Each teaching or administrative staff member will be given basic cleaning supplies, which they may use at their discretion to complement the cleaning conducted by BPA custodial staff.
- High touch areas, such as door knobs, railings, light and water fixtures, elevator buttons, counters, chair arms, phones, etc. will be sprayed using a non-toxic, EPA-approved disinfectant. The surface will be left to air dry, unless it has to be used immediately, in which case it will be wiped down.
- Custodians **will not** attempt to make disinfectant dilution stronger than it will be when filled through a

mixing station. A stronger solution will not be more efficient or effective because coronaviruses are readily destroyed by soap. All cleaning solutions will be kept out of the reach of children. For safety and environmental health reasons, educators and other non-custodial staff should not bring or request donations of cleaning supplies; APS/Burgess-Peterson Academy will provide supplies needed for everyday use.

## **Breaks/Restroom/Water/Recess**

### **Breaks**

- Brain breaks will be incorporated throughout the instructional day, especially for students who are participating in virtual learning.

### **Water**

- There are three water bottle filling stations at BPA (Upstairs, Downstairs, & by the Cafeteria) that will be used for drinking purposes. The remaining water fountains will be turned off. Students and staff are encouraged to bring water bottles from home to fill at the bottle filling stations. Disposable cups will be provided for students who do not have a water bottle.

### **Restroom**

- To ensure physical distancing, student bathroom usage will be regulated at the school level, ensuring limits on the number of students per bathroom at one time. Staff will be stationed in the hallways to monitor the amount of students entering and exiting the bathrooms. Classrooms will be scheduled to use a specific bathroom throughout the building when whole classrooms visits are necessary. Students should only use their assigned bathroom even when coming in from recess. Rooms sharing the bathroom must ensure that there is no overlap with scheduled bathroom times. Individual students will go to the bathroom on their hallway.

### **Bathroom Usage Assignments**

Grade Levels	Restrooms Assigned for Use
Pre- K (Gen Ed and DSE)	Use restrooms inside the classroom
Kindergarten	Downstairs Side A
1 <sup>st</sup> Grade	Downstairs Side B
Second Grade	Downstairs by Gym
Third Grade	Upstairs Side A
Fourth and Fifth Grades	Upstairs Side B
Library and C Hallway	Across from Library

### **Recess**

- Recess should provide opportunities for all students to be active. All district policies about recess will be enforced.
- Students and staff will wash and sanitize hands as they enter and exit the classroom. · Use of the recess play equipment and playground will be limited.
- Activities that do not require physical contact for students will be recommended. · Recess will be divided into 3 different outdoor play zones
  - Courtyard – Pre-K (Gen Ed and DSE)
  - Clifton Playground –K, 1, 2 (pending schedule)
  - Cafeteria Playground – 3, 4, 5 (pending schedule)

## **Employee Protocols**

A teacher or staff member who develops symptoms during the day must notify David (404-219-0905) or Sabrina (770-377-0592) in order to arrange backup supervision of students and leave as soon as possible.

Do NOT come to school if you have symptoms. Employees who develop symptoms at home should contact their healthcare provider and obtain testing at their nearest and most convenient location. Employees may refer to the [Georgia Department of Health](#) for current testing locations in Georgia.

### **Return to Work or School**

- COVID-19 can be without symptoms, or present with a range of symptoms - from mild to life-threatening. Anyone who answers YES to any question on the daily health screening checklist must let David and Sabrina know right away for procedures and next steps to follow.

### **Employee Absences**

- Please continue to follow the reporting absences protocols outlined in the BPA Back To School Virtual Handbook in your Google Drive.

### **Employee Illness**

- ***Do not come to school if you are sick.*** Any staff member, student, or parent/caregiver who develops symptoms of COVID-19 at home should NOT come into the school. Staff members who test positive will quarantine under the guidelines set forth in [Appendix 1](#).

## **Morning Routine**

Upon entering the building and after having their temperature checked and recorded, students will go directly to their homeroom class.

## **Breakfast/Lunch**

- Masks will not be worn during meals and while eating.
- Breakfast and lunch will be eaten in homeroom or IRR classrooms. Meals will be delivered to the classroom at the appropriate time for students to eat lunch. Students and staff will maintain social distancing during their meals.
- Staff will eat lunch during one of two times based on scheduling: (1) with their students or (2) while their students are at recess. Staff are strongly encouraged not to gather in groups for lunch.

## **Classroom/Learning Environment**

Procedures to Ensure Frequent Hand Washing

- All students and staff must engage in frequent handwashing, including upon arrival, after recess, before

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and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing will have an impact on time available for teaching and learning during the school day. At BPA, during the first semester, we ordered and installed additional soap dispensers and paper towel dispensers such that “everywhere there is a sink, there is also soap and paper towels.” Should you find any that are empty, please advise David immediately so we can re-stock. 404-219-0905

- APS has purchased additional hand sanitizing stations. Hand sanitizer stations have been installed in common areas and classrooms. Although handwashing is highly encouraged, hand sanitizing stations are provided as an extra safety measure. Custodial staff will ensure that soap dispensers and disposable towels are stocked, and that supplemental hand sanitizer is available throughout the building.
- Signage will be posted in schools with reminders that appropriate public health practices call for individuals to use soap and water to wash all surfaces or their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. Additional signage is available at <https://www.cdc.gov/handwashing/posters.html>

All students and employees will be required to wear a mask that covers their mouth and nose at all times. Daily cleaning protocols have been established to ensure that workstations, equipment and facilities are clean. Students will maintain social distancing while in the learning environment. Students will not be able to share items and assignments will be submitted electronically.

### **How to Cough or Sneeze**

- Coughs and sneezes that are not related to COVID-19 or other illness will understandably occur, and BPA will teach proper coughing and sneezing etiquette when wearing a mask. It is still a good idea to cough or sneeze into one’s elbow, with a mask on. Then, the student or staff member must wash their hands and change to a clean mask at the next opportunity. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home.

### **Difficult-to-Clean Classroom Materials**

- Educators and custodians will do their best to provide high hygiene standards outlined in these protocols. However, it is recognized that in a classroom, many times, multiple hands will touch one item. Principals and teachers will do their best to limit objects that require or allow multiple hands on them and are requested to wipe down any materials that have to be in the room on a frequent basis by teachers. Teachers should be removing ancillary materials not in use and keeping classroom resources put away in an orderly way. There is no additional storage available in the building. Purge items when necessary.

It is highly encouraged that students do NOT leave any personal belongings at school. Students will be expected to take home all items at the end of each day, with a few exceptions.

## **Instruction & Enrichment**

All students will be on Zoom, even in the face-to-face learning environment. Teacher will use appropriate technology to engage with face-to-face and virtual students. Teachers will participate in PLCs to ensure high quality instruction is provided for all students regardless of the choice to remain in site based virtual or face-to-face. In an effort to maintain equity for student grading, in person classwork will be paperless unless necessary of instruction.

### **Assessments**

Formative Assessments will be conducted using tools like NearPod, Pear Deck, Polling, Google Forms, discussion boards, mini dry erase boards, etc. Classwork will be paperless, unless for specific instructional activities (handwriting, etc.).

### **Enrichment**

Enrichment will continue to use Zoom for instruction. For the face to face students the teacher will transition

into the homeroom class for instruction. Student movement will be limited. Teachers will properly sanitize and wash hands prior to entry into the classroom. Itinerant staff will only be allowed to attend no more than 2 schools a day (one in the morning and one in the afternoon).

### Field Trips

All field trips will remain virtual until further notice.

## Instructional Block

<b>Grade Band</b>	<b>Face-to-Face &amp; Virtual Monday, Tuesday, Thursday, &amp; Friday</b>	<b>Independent Practice Wednesday</b>
Pre-K	<ul style="list-style-type: none"> <li>· Face-to-Face: 5 hours</li> <li>· Virtual: 2.5 hours (<i>In compliance with state and federal regulations</i>)</li> </ul>	1 hour
K-2	5 hours	2 hours
3-5		3 hours

## Asynchronous Learning Wednesdays

Teachers will create/assign lessons that address previously taught content, accessible via Google Classroom, Nearpod, Seesaw, Imagine Learning, Freckle, Amplify, Edgenuity, myPerspectives, etc. During Asynchronous Wednesdays, the school building will be closed to the public and to most employees to allow for a deep cleaning before students and staff return on Thursdays.

- Teachers will create/assign lessons that address previously taught content, accessible via Google Classroom, Nearpod, Seesaw, Imagine Learning, Freckle, etc.
- Students may watch pre-recorded videos of instruction
- Students will complete assignments independently
- Teachers will offer online support via office hours
- Teachers will monitor assignment completion and provide feedback to students
- Teachers will provide intervention/enrichment opportunities during designated times
- Students may also use this time to complete unfinished (previously assigned) work

## Dismissal/Exit

Students will be dismissed by area and by grade level. Students will be called over the public address system and supervised as they exit to their dismissal location. Staff on Dismissal Duty will help direct students.

<b>Group / Grade</b>	<b>Location</b>
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Bus Riders	Bus Lane via Gym
Walkers	Flag Pole Exit
Car Rider	Carpool Lane / Front Door
After Care	TBD

## **Visitors**

For the foreseeable future, visitors will not be permitted past the main office at BPA. Parents who have concerns regarding their child/children must contact the main office. Parents picking up sick students will remain in their vehicle and student will be brought to their vehicle or to the parent outside the building. At this time, the district is not allowing site based events at any of its facilities. Parents are not allowed to visit classes in person. However, one on one parent/teacher conferences may be scheduled via Zoom.

## **Early Dismissal/Picking Up Sick Students**

Parents will be required to provide verbal/physical documentation for picking up students from school. Parents may be required to produce/show physical ID or answer a series of security questions in order to pick up their child. During the early dismissal or sick student pick, staff will escort students out to the vehicle once the person picking student up has been verified as authorized. No Early Pick-Up between 2:00 and 2:30.

## **Technology Devices**

Like schools all across APS, BPA is waiting to receive the new devices ordered by the district to support face to face instruction. As mentioned in the instructional portion of this document, all students will continue to learn in a virtual format, even if face to face in the building.

- Pending the delivery of new technology devices, Students who choose face to face will use the new devices while in school and will keep their current devices at home for use on asynchronous Wednesdays.
- In the event the district does not provide new technology devices, students who choose face to face will have to transport their current device to school and back home each day. · New devices will not be sent home under any circumstances.