

F2F Learning
BME Family Handbook 20-21
March 8, 2021-June 2021

Please note: Procedures are subject to change.

Prior to returning to school, you must sign a parent agreement form.

Arrival Procedures: 7:40-7:55am

Bus (7:30am):

- ONLY Buses will drop off on the loop off of High Street (formerly the car loop).
- Students will be escorted by staff members maintaining 6 feet of distance between them.
- Students must use the hand sanitizing station upon entering the building (Entrance B1).

Car Drop-off (7:40 - 7:55am):

- Car traffic will enter either down Mowbray or off of the 250 Bypass.
 - Please pay attention to staff traffic monitors.
- Car riders will be dropped off in the front loop (former bus loop).
- Four cars may unload at one time, one at each adult who has a temperature scanner. Students' temperatures will be scanned before they exit their car and will use entrance A5.
- Students must use the hand sanitizing station upon entering the building.
- Cars MUST remain in the car line and loop all the way around the lot. Cars will exit out onto the 250 bypass ONLY.
- After 7:40, cars may pull into the High Street parking lot to unload students and enter at B1.



(Entrance A5)



(Entrance B1)

Walkers/Bike Riders (7:40 - 7:55am)--walk or ride when possible!

- Entrance will depend on grade level:
 - 1st-4th walkers will use the side, cafeteria door entrance A2.

- PreK & Kdg walkers will use the exterior door near the swings at the primary playground (Entrance A1).
- Students' temperatures will be scanned before they enter the building.
- Students must use the hand sanitizing station upon entering the building.
- To avoid traffic back-ups, we have been given permission for families to park at the Cosner Brothers Body Shop overflow parking lot off of Riverdale Drive across from Fabio's Pizza (between 7:40 - 8:00am). If you choose to park and walk up the hill with your child, please watch for buses. Students of families coming from this direction will walk up the stairs near the garden/basketball court and enter at entrance B1.



(Prek - Kdg A1)



(1st - 4th A2)



(Walkers from Cosner Brothers Lot B1)

Late Arrival (after 7:55am)

- If a student arrives at school late, the parent/guardian **must** walk them up to the front door (Entrance A4) of the school and ring the doorbell. The student will enter the building alone and complete a temperature check in the lobby under the supervision of front office staff. If the student has a temperature, the student will return home with their parent/guardian. If not, the front office staff will sign the student in and indicate to the parent that they may leave.



(Late Arrivals to Front Entrance A4)

Dismissal Procedures

Bus riders **2:15pm**:

- Bus riders will be escorted by staff members to buses at **2:15pm**.
- Please note: there is no car rider or walker pick-up in this loop.

Walkers/Bike Riders **2:20pm**:

- Staff members will escort walkers/bikers to the walker door at **2:20pm**. Students will be outside behind grade level signs.
- Parent/caregiver should approach the staff member and make contact before leaving with his/her child.
- Walkers/bikers who have signed permission to walk/bike home without permission will be dismissed by their teacher.
- Parents can park at the Cosner Brothers Body Shop overflow parking lot off of Riverdale Drive across from Fabio's Pizza (between 2:20 - 2:45pm) and walk up Riverdale Drive to BME. If you choose to park and walk, please follow these instructions carefully and be aware of bus traffic:
 - During afternoon pick-up, parents **must** walk around the back of the school to the walker door and wait in the designated area. Parents/caregivers should approach the staff member and make contact before leaving with his/her child.



(Parent Waiting Area)



(Student Waiting Area)



(Exit for Walkers/Bikers at Dismissal A1)

Car Pick-Up **2:25pm**:

- Teachers will walk students out at **2:25pm** to the car pick-up loop (former bus loop).
- Car traffic will enter down Mowbray off of the 250 Bypass. Please pay attention to traffic monitors.
- We will use both lanes in the car pick-up area during dismissal.
- Please display the bright yellow "car ride" pick up sign in your front dashboard.
 - Put each child's Last Name, First Name, & Grade on the dashboard.
- Students will wait with their class and teacher in a designated area to be picked up.
 - Any person picking up a student without the car pick up number will need to have permission granted by the parent/guardian of the student and will need to show identification.
Parents/Guardians can call the office to give permission for someone to pick up their child.
- When a caregiver reaches one of the designated pick up spaces, the child will be brought to the car.
- The car will remain in the line until the line moves forward.

Early Dismissal

- If a student needs to be picked up early for an appointment, the parent/guardian will ring the doorbell and communicate with the office via the camera system. The student will be sent up to the lobby to meet their parent/guardian outside. Students will not be waiting in the office/foyer.

Safety Procedures

Attendance Procedures

- If your child will be absent from school, and attends F2F, please call the main office directly at 245-2413 by 8:30am.
- Attendance will be taken daily. Please ensure that your child attends all parts of the instructional day. Being on time and prepared for class is essential to helping your child be successful.

Communication

- If you have a question or concern, please contact the teacher directly on Remind or email. Any urgent matters should be directed to the office at 245-2413.

COVID Exposure Procedures

- Burnley-Moran Elementary students and staff will follow all CDC guidelines and consult with the Virginia Department of Health on an as-needed basis with regards to exposure.
- All exposures will be dealt with on a case-by-case basis under the direction of VDH, our school nurse, and school/division administration.

Emergency Procedures & Drills

- Social distancing measures will be taken to the best of our ability during emergencies and practice drills.

Emergency School Closures

- Please be sure to update contact numbers and the approved list of people with permission for pick-ups. If there are any changes to your child's emergency school closure plans, please notify the school office.

Health Procedures (in parent form)

- Students with a temperature of 100.0 degrees or higher should not come to school and will be referred to their healthcare provider. If a student develops a fever of 100.0 degrees or higher the student will be sent home
- COVID Procedure Summary:
 - If a student becomes ill at school s/he will need to be picked up within 30 minutes and will be brought out to the car by the nurse or delegated staff. Please call the front desk at (434) 245-2413 to let the secretary know you have arrived.
 - Any student exhibiting cough of more than one day not attributable to other causes; sudden unexplained shortness of breath or difficulty breathing; chills; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea; and/or loss of appetite will be excluded from school and referred to their health care provider and will require a letter be given to the school in order to return to school.
 - To see the specific CCS COVID protocols, [please check the CCS website](#).
- Medications will be given at the classroom with permission from student and parent

Masks (statement coming parent form)

- Students must wear a mask at all times, including recess, in the school building except when eating or drinking.
- Please wear a clean mask to school each day. Please let us know if you need any support with buying masks.
- Any defiant requests to wear a mask will result in the child being sent home.

Quarantine

- If your child must quarantine because of an exposure or positive case, the child will join the virtual section of the grade for the duration of the quarantine. You will be in contact about those procedures and next steps.

- If an entire class must quarantine, administrators will communicate with families about virtual instruction plans.

Student Procedures

Bathroom Usage

- Students with a bathroom in their classroom will use that bathroom. It will be cleaned twice a day.
- Students without a bathroom in their classroom will take class bathroom breaks and the bathrooms will be cleaned in between each class's use.
- Students will also be able to use the bathroom as needed (one at a time) and will use a designated bathroom that will be cleaned throughout the day.

Chromebooks

- Preschool students will keep their CCS issued device at home.
- Kdg-2nd grade students that are returning for in-person learning will be provided a CCS issued device to keep at school for in-person learning days. They will continue to keep the previously issued CCS device at home for asynchronous days.
- Devices kept at school will be sanitized.
- 3rd - 4th grade students will bring their CCS issued devices to school on Mondays & will take them home on Thursdays for asynchronous work on Fridays.

Food

- School breakfast, lunch, and snack will be available at NO COST for ALL students. Please go to the Nutrition Services department under the Programs tab at Charlottesvilleschools.org for more information.
- Students are permitted to bring snacks and lunch for themselves to eat. We will not be able to heat students' food. Additionally, students will not be allowed to share food.
- For student birthdays, students may bring in individually, pre-packaged snacks. (Ex: fruit snacks).

Outside (in parent form)

- Students will be outside A LOT for both unstructured play & outside learning.
 - Please dress your child for the weather. If you need help securing inclement weather clothes, contact Nurse Sherry or Ms. Baber.
 - As weather permits, students will have outdoor recess in designated areas with their class. Each classroom teacher will have a class set of recess materials. Students will be expected to maintain 6 feet distance from each other.

Schoolwide Bobcat Expectations

- Be Respectful
- Be Responsible
- Be Safe

School Materials

- All school materials (pencils, crayons, etc) will be kept in each student's area and not shared. Student backpacks and coats will remain with the student in their personal desk space.
- The school will provide each student with a yoga mat for inside and outside work time.

- Books that are used by the student will be quarantined for 5 days before being used by another student.
- Younger students should send a bagged change of clothes with them to keep at school in case of an accident or clothes get wet.
- Families, please bring:
 - Supply list (provided by teachers)
 - Refillable water bottle (if you do not have one, we have extras!)
 - Clean mask each day (please let Nurse Sherry know if you need some)

School Visitors

- Unfortunately, no visitors will be permitted in the school building.
- If something needs to be dropped off for a student (lunch, coat, etc.), the parent/guardian will leave the item on the “Drop Table” outside the school building and ring the bell to let the school know. Label the object with your child’s name and grade.