



Black River Montessori Elementary

Information to help you make your decision for REMOTE vs. IN-PERSON instruction

ELEMENTARY IN-PERSON PROTOCOLS and PROCEDURES FACT SHEET

Rosters Remote & In-Person:

- In order to allow BR to continue offering our teacher-developed Montessori remote learning program, some rosters may need to be adjusted to allow for proper class sizes.
- This will depend on the final parent survey numbers of In-Person vs. Remote Learning.
- These new rosters will ONLY be in place during the Remote and In-Person model (Phase 4).
- **The relationship with your child's original teacher is very important to us, especially in our Montessori classroom environments. We plan to continue these relationships in the form of weekly check-ins with your child's original teachers.**

DESCRIPTION:

- There will most likely be a need (based on survey results) for a few teachers to continue teaching remotely when we return to school.
- If your child has one of the teachers who are designated as a remote teacher, he or she will be temporarily placed into another class for In-Person instruction.
 - This must be done to ensure that we have equity in the number of students within each classroom and help us to adhere to our safety procedures.
 - Students receiving in-person instruction will be asked to dress for the weather. Classes may enjoy time outdoors for some lessons, lunch, and mask breaks. Students will need to plan accordingly.

Screening:

- Parents are responsible for checking their children for COVID-like symptoms and for taking temperatures before school **every morning**. If your child has a fever or any other COVID-like symptoms, please reference the flowchart in the Ottawa County Health Department Toolkit (linked below) to determine whether they should be excluded from school.

COVID-19 RETURN TO SCHOOL TOOLKIT

https://www.miottawa.org/Health/OCHD/pdf/OCDPH_School-factsheet.pdf

- For student safety, staff is required to complete a daily self-screening protocol and will not be in the building if they show signs of COVID-19.
- The school will closely follow the guidelines set by the Ottawa County Department of Public Health (OCDPH) under the COVID-19 Return to School Toolkit. (Linked above)
- In accordance with the OCDPH, three (3) COVID-19 symptom quarantine areas have been created to keep symptomatic students away from the general population until he or she can be picked up by the parent or guardian.
- The school has a designated staff member that is working closely with the OCDPH nurses to ensure we are following the proper protocols for the quarantine of suspected cases, contact tracing, and timely notification for our families.

Arrival:	<ul style="list-style-type: none"> ● Students are to be dropped off near your child’s exterior classroom door. ● The teacher will be at the door to greet your son or daughter. ● Students may not be dropped off before 7:40am. ● School begins at 8:00am. ● If you have multiple children, drop your kids off at the YOUNGEST child’s classroom. ● The older child/ren can then walk around the perimeter of the building to find their classroom and enter directly through the exterior door. 	
Breakfast:	<ul style="list-style-type: none"> ● Parents will have the option to pre-order breakfast for their child every morning. ● This will be delivered to your child’s classroom between 7:40am and 8:00am. 	
Visitors/Drop Offs:	<ul style="list-style-type: none"> ● Parent volunteers/visitors are not permitted in the elementary building unless it is an emergency situation. ● Unfortunately, we will not be able to use parent volunteers for spelling and math games during Phase 4. ● If there is an emergency and a visitor must be admitted, he or she must agree to follow all safety guidelines and screening procedures before they will be permitted to enter. ● Item drop-offs will be limited to medically necessary items only. 	
Classrooms:	<ul style="list-style-type: none"> ● Students will be expected to use hand sanitizer upon entering the classroom. ● All non-essential furniture (or items that have fabric) including restaurant booths, couches, rugs, and pillows, have been removed from each classroom. ● Each classroom is visually marked off with tape in 36 square foot sections to assist students in adhering to the 6’ social distancing. ● An outdoor work station will be created so that students can take turns working outside. ● Students will all be assigned a seat adhering to the social distancing protocols. Students will have the opportunity to switch seats (floor to table, vice versa) from morning to afternoon after these areas have been sanitized. ● Each classroom will receive a plexiglass stand to use at the lesson table or where the teacher feels it would be most beneficial. 	
Lunch:	<ul style="list-style-type: none"> ● Lunch will be delivered to the classroom in ‘grab and go’ containers. ● Lunches from home are encouraged. Microwaves will not be available. ● Please do not send in food containing peanuts. ● In grades 1-5, lunch will be eaten in the classrooms (or outside) with students socially distant, as we are able. ● Kindergarten will eat in the Lyceum following all safety protocols. Seats will be marked to allow for social distancing. ● Students will have a scheduled handwashing before lunchtime. ● Food service staff will ensure any necessary food handling changes are implemented based on local public health guidance. 	
Recess:	<ul style="list-style-type: none"> ● Students will wash their hands or use hand sanitizer before and after each recess time. ● Three classes will be out at recess at a time. There will be 3 different areas for each class: the hard surface, the playground, and the soccer field. ● Activities that allow social distancing such as red light/green light, run/walk club, etc. will be organized for the classes on the soccer field/hard surface. ● There will be a 10-minute break between recess times to allow recess helpers/supervisors to sanitize frequently touched areas (sides of the slide, chains of swing, etc.) on the playground and any equipment used. ● Students do not have to wear their masks while at recess but should bring them out in case they are not practicing social distancing. Students will be given breakaway lanyards for their masks when not wearing them. 	

<p>Facial Coverings:</p>	<ul style="list-style-type: none"> ● ALL faculty, visitors, and students in grades K-5 are required to wear a mask unless otherwise directed by a staff member OR during designated times of the day. ● Facemasks must fit snugly and cover the nose and mouth (reusable and disposable face masks and gaiters are acceptable IF they securely cover the nose and mouth). ● Face shields and bandanas are not approved facial coverings. ● Reusable masks must be washed at home daily. ● Disposable facial coverings should be disposed of at the end of each school day. ● Facemask breaks will be built into the school day.
<p>Hallway:</p>	<ul style="list-style-type: none"> ● Students who need to be in the hallway will practice social distancing and walk in the direction of the signs (roadway). ● Classroom lunch bins have been removed and all lunches and snacks will be kept in individual lockers/backpacks. ● Students are expected to keep moving while in the hallway and will not congregate with other students at any point. There will be adult hallway supervisors to make sure that students are following these safety rules.
<p>Bathrooms:</p>	<ul style="list-style-type: none"> ● Only 2 students will be allowed in the bathroom at one time. When 2 students are occupying the bathroom, there are signs placed on the floor outside the bathroom to indicate where the 3rd and 4th person will wait. If there are more than 4 who need to use the bathroom, the extra students will need to return to the classroom and try again when there is no line. ● The middle sinks are not available for use. ● Hand washing signs with instructions are posted above all sinks. ● Masks must be worn while in the bathroom. ● Bathrooms will be sanitized periodically throughout the day by Hi-Tec custodial staff.
<p>Drinking Fountains: Water Bottles:</p>	<ul style="list-style-type: none"> ● The normal drinking fountains are not available for students or staff. ● All students must bring a water bottle to school for the week. ● Personal water bottles can be refilled in the classroom sink. ● These water bottles may be kept in the students' personal work bins during the week. ● Disposable 'Boxed Water' will be on hand for kids who forget water bottles. ● Water bottles must go home at the end of every week to be washed.
<p>Lockers:</p> 	<ul style="list-style-type: none"> ● Lockers are color-coded with 6 different colors to allow for 6' distancing in the hallways. ● Students will keep all personal belongings in a locker including their lunchbox and snack. <p>KINDERGARTEN Lockers</p> <ul style="list-style-type: none"> ● All K students will put outdoor gear on in the classroom. ● Hooks have been installed in two rows outside the classrooms of Ms. Missy and Ms. Ann for hanging coats and backpacks. Ms. Jillian's students will be able to use the lockers.
<p>Specials:</p>	<ul style="list-style-type: none"> ● Specials (Art, Music, Spanish, Gym, and Caring with Ms. Karen), will be offered during in-person instruction, with the exception of Keyboarding. ● All Specials will be held in the classroom making sure to follow all safety protocols.
<p>Dismissal: MS/HS 2:15pm Elementary 2:25pm</p> 	<ul style="list-style-type: none"> ● Black River Elementary will be using a new dismissal program called Driveline. https://charterapps.com/ ● All parents will need to use the drive on the East side of the elementary building for pickup. ● Watch for a video tutorial to come out in the next few weeks for more details. ● Students will be dismissed directly from their classrooms. ● There will be NO walker line this year. Sorry for the inconvenience. ● UE/MS/HS age siblings are able to pick up younger siblings starting at 2:15 if they walk home from school or have a predetermined meeting spot that is NOT part of the car line. <ul style="list-style-type: none"> ● More details about this procedure will be coming out over the next week. ● Teachers will stay in the classrooms at dismissal and keep track of students being dismissed.

	<ul style="list-style-type: none"> • The support staff will help with students with dismissal.
Elementary Building:	<ul style="list-style-type: none"> • Extra Hi-Tec custodial staff have been employed to help with sanitizing high-touch areas throughout the school day. • Three (3) COVID symptom quarantine areas have been created to keep symptomatic students away from the general population until he or she can be picked up. • The school has a designated staff member that is working closely with the OCDPH nurses to ensure we are following the proper protocols for the quarantine of suspected cases, contact tracing and timely notification for our families.
Illness/Attendance:	<ul style="list-style-type: none"> • Students who exhibit COVID symptoms will immediately be referred to the quarantine room and parents will be contacted. • Regardless of in-person or remote learning selection, please report all absences to the elementary attendance line (616) 355-0055 x328. When you call in to our attendance line, please indicate, as specific as possible, the reason for the absence and symptoms your student is experiencing. As a reminder, students experiencing symptoms as outlined in the OCDPH Toolkit flowchart should not come to school.
Miscellaneous:	<ul style="list-style-type: none"> • Classroom pets will not be permitted this year. • NO birthday treats or other shared food are permitted. • Lunch and recess helpers have received expanded roles and will be available throughout the day to help with sanitization, classroom support and supervision. • If a child forgets to bring a snack, there will be an emergency snack available for that student. Snacks must be pre-packaged and stored where only the teacher can dispense them. Hands must be washed by the teacher and the student before snacks can be distributed. • Field trips, student assemblies, special performances, and school spirit events have been postponed while we are in Phase 4.