

# Martell Elementary School

## RETURN 2 LEARN



A Resource Guide  
for the Martell Community



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Troy, MI 48098  
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Dear Martell Families,

It is truly an honor to serve our Martell community. I am humbled by the way our staff, students and parents continue to come together in what continues to be one of the most unique periods of time in our world. I know many of you are nervous and worried about what school will look like regardless of whether your child will be returning in seat or continuing their learning virtually. This year will continue to present us with challenges but please know that the Martell community is working hard to overcome challenges and will work with the best interest of our students in mind. I will also do my absolute best each day and continue to serve our school through the lens of educator, principal, and mother. I look forward to continuing to support this fantastic community.

*Martell Elementary School and the Troy School District recognize the importance of returning students to classrooms for in-person instruction while protecting the health and safety of our students, school staff and broader community from COVID-19. This document further outlines information found in the Troy School District Family Guidebook while providing guidance on specific Martell Elementary School processes. This guidebook will outline how we will support student learning and safety.*

*Please use this document in addition to the information outlined in the Troy School District Family Guide. Feel free to click [here](#) to access the document.*

It is my sincerest hope that our families are healthy and doing well. Please know, if you need any support, your school family is here for you and you can also reach out. We look forward to educating our incredible students – virtually or in person.

In Partnership,

Mrs. Michelle Barsh, Principal

Regular attendance is a factor in a successful school year, no matter the format.

All students must be called into the absence phone line by **8:30am** the morning of your child's absence.



## School Hours



**Full Day Schedule: 8:40 - 2:29**

**Half Day: 8:40 - 12:29**



## Daily Well Check for In-Seat Students

We want to issue an important reminder to parents of students returning in-seat that you must complete a student health assessment every day before your student gets on the bus or arrives at school. This is a critical step in keeping everyone safe. In order for us to be able to see who has not submitted the form, parents must complete the assessment for each of your students in your PowerSchool parent portal every day by 8:00am. It's easy and simple to do—here is a very short video that walks you through it:

**DAILY STUDENT HEALTH ASSESSMENT INSTRUCTIONS:** <https://youtu.be/JmueOJoFvfY>

Here are some written instructions as well:

- 1) Log in to your Parent Portal on PowerSchool
- 2) Click "Student Assessment" in the banner across the top
- 3) Answer 4 questions about your student's health that day
- 4) Click submit (and repeat the process for every student in your family)

It's important that you keep your student home if you answer "Yes" to any of the questions or your child is ill in any way. This year, it's especially critical not to come to school sick and we are counting on you, as parents, to partner with us to protect the health and safety of every student and staff member. This first week, you will get a daily automated phone call reminding you to complete the assessment—if you do not submit the assessment, you will receive a follow up call from the school requiring you to complete it.

***Repeated failure to comply with the daily health assessments will result in your student returning to virtual learning.***

## Parent Volunteer Policy and Visitors

**We appreciate parent interest and involvement in our school, and we depend on volunteers to enhance our instruction. At this time parent volunteers and visitors are not permitted at school.**



While we are in the transition/hybrid model, no visitors will be allowed into school buildings, except for those who are here on official business (auxiliary staff, district administrators, school liaison officers, etc.) Parents who must drop off items for students will do so by leaving the item in the vestibule with the student's name on it and notifying the school secretary using the intercom. No restaurant food deliveries or other outside deliveries to students are allowed. Most forgotten items do not need to be delivered. **We are asking that you only make emergency deliveries.**

During the transition/hybrid model, no large gatherings will take place inside school. Parent/teacher conferences and other meetings will be held virtually. No outside field trips or assemblies will be held unless they can be done virtually.

## Student Arrival and Dismissal

Your child's safety is a top priority. It is critical that you do not park in the staff lot or anywhere along the drop off lane. Please stay in your car at all times when using the Parent Valet Loop. Please review the following information to learn more about lineup procedures, pickup and drop off. It is important that you do not drop your child off at school until **8:30**. Students should proceed directly inside the building through their assigned exterior doors. We will have signs labeling these entrances. There will be adults supervising and helping students along at 8:30. Please see the map below to see where your child's class enters in the morning.

### New Arrival & Dismissal Procedures



## Process for Students Arriving Late



Students arriving to school after 8:40 must sign in inside the vestibule. Parents and guardians are required to walk their child to the front vestibule. Once the child is signed in, the office staff will open the main office door so the child can proceed to their classroom. There should only be one family in the vestibule at a time. All other visitors must wait outside until the vestibule has been cleared. **Only students will be permitted in the main office.**

## Dismissal Procedures

It is important that we keep the Parent Valet Pick-Up Loop moving. 😊

**BUSSES:** Students will be called by bus number to load busses

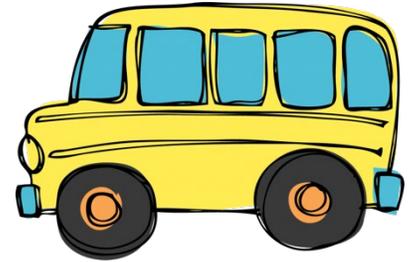
**Valet Pick-up Loop:** Students will wait in a socially distanced area and called by a teacher when their car is ready in line.

**Walkers:** Walkers will exit the building and walk home.

**Please follow the arrival and dismissal guidelines per the map attached.**

- Write your student's name large on a piece of paper with their grade level and teacher and place it on the front dash so we can easily recognize your vehicle and call for your student.

- Follow the signs in the Valet pick-up lane and pull far forward so we are able to fit more cars in line. Students will be waiting at a marked socially distant location.
- Do your best to arrive on time so we do not have students congregating while waiting.
- If you are walking to Martell to pick up your student(s), please meet them at the south side of the building.
- Students may not play on the playground after school. If you would like to use the playground equipment please return after 4pm.



### Process for Picking Students Up Early



Please notify the office ahead of time when you plan to pick up your child early from school. When arriving at Martell, parents and guardians should proceed to the front vestibule to sign their child out. Once the early pickup has been recorded, the parent and/or guardian can ring the front vestibule doorbell to notify the office. At that time the child will be called down to the office and released to the adult. There should only

be one family in the vestibule at a time. **All other visitors must wait outside. We will not be allowing any visitors into the main office.**

### Student Personal Items

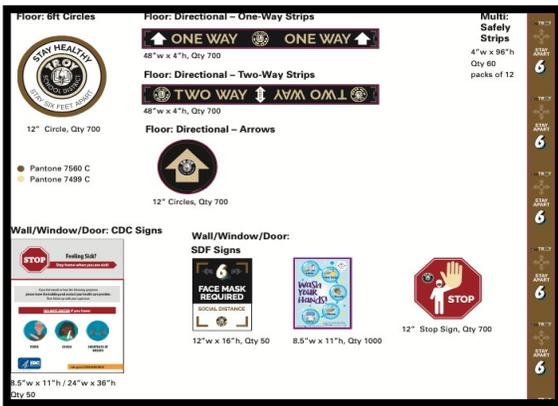
Classroom teachers will coordinate where students store and organize personal items like school supplies, coats, hats, backpacks etc. Students will be permitted to hang their personal belongings on coat racks in the classroom. However, only a small group of students will be permitted to place or retrieve their belongings at any given time to ensure social distancing.

### Hygiene

Classrooms and work areas will be provided with adequate hand washing and hand sanitizer stations in hallways, lunchrooms, bathrooms, etc. Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked as necessary. Hand sanitizer will be available in all classrooms and in the main office and will be supplied by the TSD. Families of In-Seat students are asked to send in one, labeled, non-scented, 8 oz container of hand sanitizer for their child. Hand-washing reminders and mandatory hand-washing breaks will be instituted in all buildings.



### Social Distancing Interior Traffic Flow

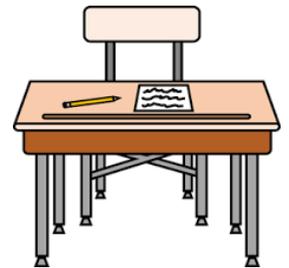


Martell has plans to minimize large crowds in concentrated areas at arrival and dismissal times. Signage reminding students to wear masks and wash their hands, designating physical distancing for lining up, and identifying which seats can and cannot be used to facilitate social distancing will be

placed throughout the school. Age appropriate directional signage has been installed throughout the building to encourage Social Distancing. We have designating building traffic zones as one-way or two way, teachers will review protocols with students.

## Classroom Spacing

The Troy School District will physically space student desks and workstations as far apart as possible. Depending on student numbers, a six-foot distance between students will not always be possible. Whenever possible, all student workstations will be placed so that students are facing the same direction. Some elementary classrooms have workstations that are shared between two or more students. When possible, only one student will be placed at each station, but in some cases, more than one student will be placed at each station, and students will be 3-6 feet apart but facing one another.



## Specials

Specials are an important part of the Troy School District Elementary experience. However, specials will look different in our hybrid/transitional model.



**Grade K-2 Students:** Both in seat and virtual K-2 students will get Physical Education, Art and Vocal Music instruction. Media will be a video from our Media Specialist played by the classroom teacher during the set specials time. Each time listed below for K-2 will be divided into two blocks where our specialists will teach a twenty-minute block to the in-seat students and then an additional twenty-minute block to our virtual students. K-2 teachers will be scheduling what students should be doing opposite the special instruction.

**Grade 3-5 Students:** Physical Education, Art, Vocal Music and Media will be provided to classroom teachers via instructional videos created by the specials teachers. Your child's classroom teacher has a specific time each day for students to watch the video.



## Recess & Outdoor Mask Breaks

Weather permitting, all students in elementary school will participate in outdoor recess. At teacher discretion, additional outside breaks and recess periods may be added into our school day. In order to keep cohorts of small group classes together, **in-person students will not have the option of staying inside**

**when their class goes outside.** Teachers in all grade levels have the opportunity to take students outside for mask breaks, weather permitting. Designated recess areas have been developed for students to access. Students are expected to stay with their classroom on their designated area of the playground, these will rotate weekly to give students access to all recess zones.

## RECESS

### Snack Break

Students are not allowed to eat in classrooms per TSD safety procedures. Snack break will be outside if weather permits students to be outdoors. Please send a disposable snack DAILY that your child can open independently. Prepackaged snacks or snacks in a plastic baggie are best. Please do not send utensils or containers. If your child comes home with their snack, the class was unable to go outdoors.

### Water Bottles

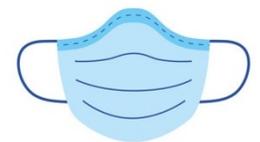
Students are encouraged to bring in a fresh water bottle each day. For purposes of safety, students will not be using the drinking fountains in the TSD schools.

### Mask Expectations & Requirements



According to the Center for Disease Control (CDC) and the Oakland County Health Department (OCHD), masks are the barrier that prevent the spread of COVID-19. It is TSD policy that students will be required to wear masks during the day with the exception of when outside or eating/drinking. **Fabric masks or surgical masks are required.** These masks trap droplets that are released when the person wearing the mask sneezes, coughs or talks. They reduce the spread of viruses. Please make sure your child comes to school each day with their mask. We will provide lanyards

for the masks to prevent them falling on the ground or getting mixed up with other masks. We will have disposable child size surgical masks if a student forgets theirs at home. If you are trying to decide if you have an effective mask for your child, when selecting a mask for your student please make sure it is comfortable for them to wear and fits around the nose and mouth. Before sending your students to school, please try **the candle test**. If your child is able to blow out a candle or feel their breath on the outside of the mask when it is on their face, it does not meet the TSD mask requirements and your student will be asked to wear the masks provided at school. Breathable masks (or mesh masks), while comfortable, are not effective in preventing the spread of COVID-19 because these masks will not effectively trap droplets that are released when the person wearing it sneezes, coughs or talks.

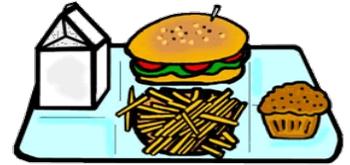


### School Lunch

In-seat elementary students will eat lunch at Martell in the Cafeteria and Gym with physical distancing maintained (seats that are marked off, etc.). Elementary students will remain with their class cohort when seated in the cafeteria. Students will also be assigned seats in the cafeteria and class cohorts will stay together in different areas of the playground at recess.

Free lunches are available for all children through December 31, 2020 due to a USDA grant. Menus will be emailed monthly and are always available on our website.

Our top priority is student safety and we appreciate your patience as we work through our new routines with students.



## Lunchroom Procedures

Traffic patterns will be slow and controlled. Only one classroom will be allowed in the cafeteria or gym to get settled at a time. Students will wait in the hallway socially distanced until previous students are seated and the cafeteria or gym entrance is cleared. Students will be required to keep their masks on until they are seated in the cafeteria or gym.

- Students must maintain 6 feet distance from students as much as possible.
- Students and staff will follow social distancing labels on floor when walking students in the hallway.
- Masks are to be worn properly by all students and staff when walking to the lunchroom (cafeteria or gym).
- Students that elect to bring their own lunch to school, will walk their lunch down to the cafeteria.

### Cafeteria/Gym

- Due to social distancing, the lunch bins will not be used to transport lunches to the cafeteria. Students will carry their lunch with them along with their outdoor gear (i.e. coats, hats, gloves etc.) to the cafeteria.
- Students will eat lunch before recess, due to safety protocols in place.
- Seating charts will be used for daily assigned seating. Student must stay with their own class, no mixing of students from multiple classes.
- **Students at the Allergy Table** – student from own class can be invited to sit with student who has allergy as long as proper distance can be provided. The invited student **MUST** have a school lunch (cannot be from home) so we can ensure safety.
- Students will be spread out at tables. Students will be assigned socially distant seats and will sit in the same spot each day.
- Students will enter the cafeteria and take their seat. Staff will deliver lunches to the students.
- Movement in the cafeteria should be minimal. Students must raise their hand for assistance.
- Students will wear school provided lanyards around their neck. When students are seated at the table and ready to eat, masks may be removed.
- After lunch students will be dismissed in an orderly and in a socially distanced way. Trash cans will be available near the exit doors. Students will receive hand sanitizer after throwing their lunch away.
- The Troy School District DM Burr custodial team will clean tables after each lunch ensuring that spaces are clean and safe for new groups of students

### Lunch Recess

- During recess students need to maintain 3 feet distance or greater.
- Masks can be off for outdoor recess.
- Each classroom has a designated location on the playground. Students who are not in the same class cannot play together at recess. Play zones will rotate weekly to give students access to all playground areas.
- **Indoor recess** (for inclement weather): students will remain seated at their own table or desk; masks must be on. Indoor recess choices are established by the classroom teacher. Lower grades may be asked to bring small toys for their own indoor recess supply.



## Lunch Schedule

	Cafeteria	Gymnasium
Eat	<b>2<sup>nd</sup> Grade 11:30-11:50</b>	<b>5<sup>th</sup> Grade 11:45-12:05</b>
Recess	<b>2<sup>nd</sup> Grade 11:50-12:10</b>	<b>5<sup>th</sup> Grade 12:05-12:25</b>
Cleaning	<b>11:50-12:00</b>	<b>12:05-12:15</b>
Eat	<b>1<sup>st</sup> Grade 12:00-12:20</b>	<b>4<sup>th</sup> Grade 12:15-12:35</b>
Recess	<b>1<sup>st</sup> Grade 12:20-12:40</b>	<b>4<sup>th</sup> Grade 12:35-12:55</b>
Cleaning	<b>12:20-12:30</b>	<b>12:35-12:45</b>
Eat	<b>Kindergarten 12:30-12:50</b>	<b>3<sup>rd</sup> Grade 12:45-1:05</b>
Recess	<b>Kindergarten 12:50-1:10</b>	<b>3<sup>rd</sup> Grade 1:05-1:25</b>
Cleaning	<b>12:50-1:00</b>	<b>1:05-1:15</b>

Martell Cafeteria and Gym set up for lunches.



Martell outdoor play zones - example. Students rotate through the zones by week with their class.



## Lost and Found

Our Lost and Found will be closed until further notice for parent and outside visitor access. If a child loses an item, we will coordinate an opportunity for the student to look in our school Lost and Found. All items in the Lost and Found will be donated after one week. Please make sure student belongings are clearly and properly labeled so misplaced items can be returned to its owner.

## Martell Clinics

We have reprioritized spaces to keep staff and students safe. We will be utilizing a Well Clinic and a Sick Clinic.

- **Well Clinic (Ice, Band-aids, etc.):** Located in the main office
- **Sick Clinic (COVID-19 symptoms, fever, vomiting, diarrhea, etc.):** Located in the conference room across from the main office. A staff member will monitor students in the clinic at all times.

Martell Well Clinic and Martell Sick Clinic



### COVID Protocol

All protocols for suspected or positive cases of COVID-19 were developed in conjunction with the Oakland County Health Division for the purpose of preventing community spread and protecting our students and staff. Students who are able to learn while awaiting test results or after they test positive are encouraged and expected to join the class virtually from home.

Each incident will be handled on a case-by-case basis by the Oakland County Health Division. The following is a typical outline for what will happen if a case is reported, but please be aware that, depending on the outcome of the investigation, the Oakland County Health Division may decide to have larger groups of people self-quarantine, including entire classrooms or school buildings.

Please review the Troy School District Family Guide by clicking [here](#) for more information.

**If a student comes to school with one or more of these symptoms, he or she will be sent home and siblings will as well. Students will not be able to return to school unless one or more of the following occur:**

- 1. Negative COVID test**
- 2. A note from the doctor**

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has  
**Emergency Warning Signs of COVID-19**

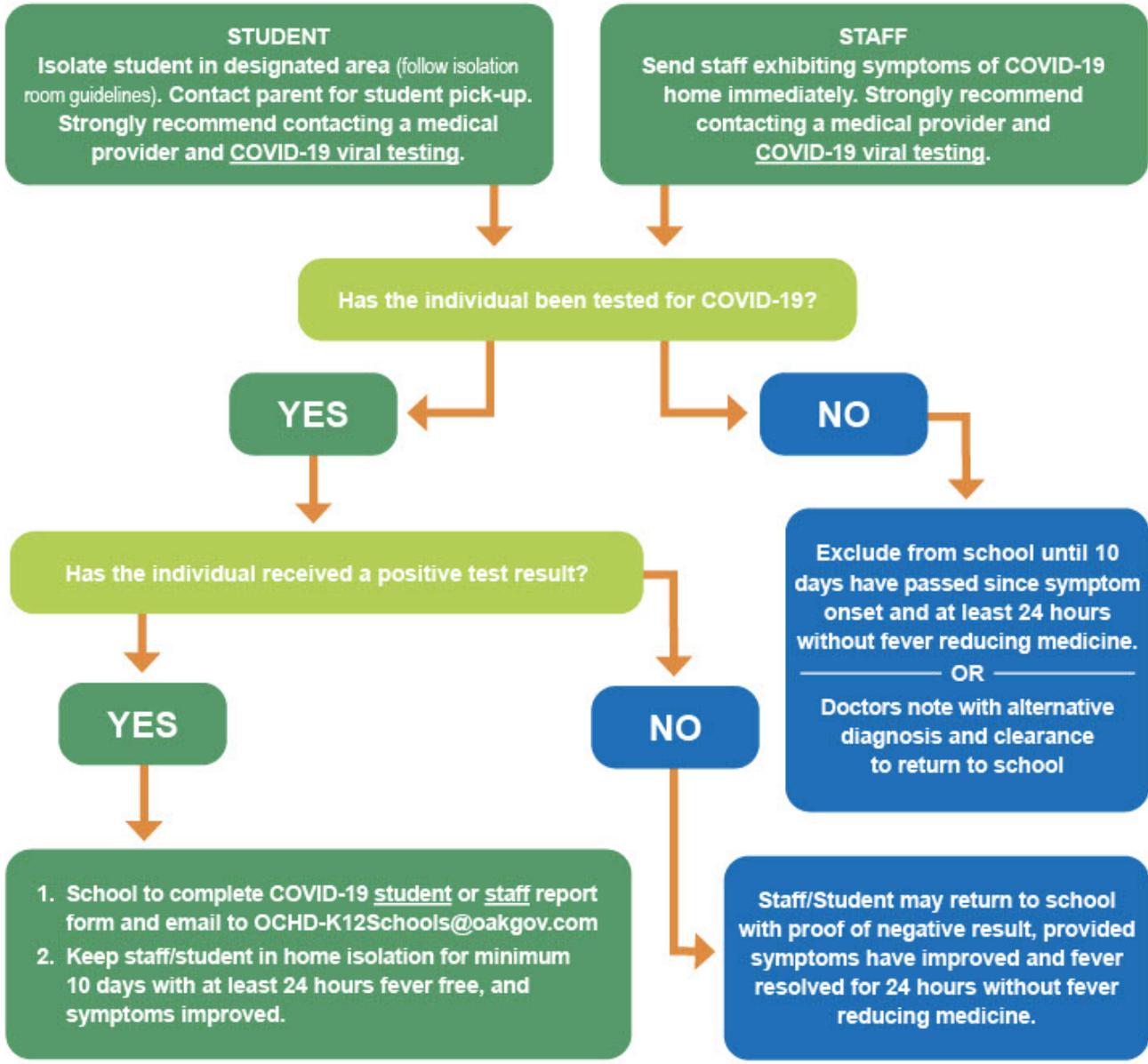
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



### **3. Quarantine for 10 days with no symptoms**

The office staff are not healthcare workers, so signs of illness will be assumed to be COVID unless proven otherwise. Please be patient and understanding as our number one priority is to keep our school community healthy and safe.



\*CDC lists COVID19 symptoms as: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. School nurse should consider pre-existing conditions that may cause similar symptoms, such as asthma, allergies, etc.

**START HERE**

