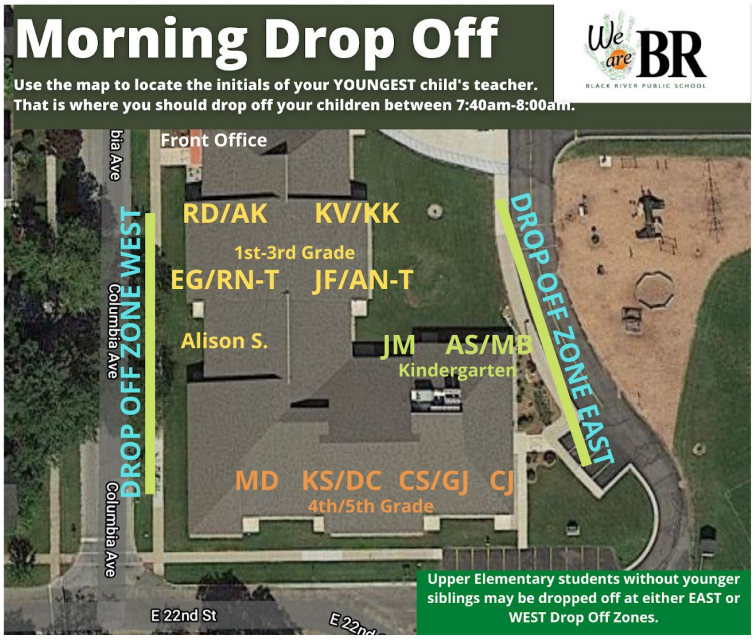
BLACK RIVER PUBLIC SCHOOL

RAT RETURN INFORMATION FOR IN-PERSON LEARNING

Welcome back to Black River! We are so excited to have students back on campus again! As always, we care about each one of our students and want them to be safe and comfortable coming to school. To do this, some things will have to look a little different this year. Here is some information on a typical day at Black River Elementary.

ARRIVAL

- Doors open at 7:40am; class begins at 8:00am.
- Students may not be dropped off or exit their vehicle before 7:40am.
- If you arrive AFTER 8:00am, please proceed to the elementary office to be checked in.
- Only two parents may enter the elementary office at a time. If there are more than two parents in the office, please wait on the front porch.
- Parents will drop students off near their student's classroom with primary drop off points on the East and West side of the elementary building, closest to the vicinity of the YOUNGEST child's classroom. See map.



- Older students will walk their younger siblings to the younger child's door and then the older sibling will walk to their own classroom egress door.
- Signs are posted with each teachers' initials on their egress doors to help students identify where their classroom is located.
- Support staff will be arriving at 7:40am to help with opening car doors and directing students to their classrooms.
- Please make sure that you pull as far forward as you are able when in the drop-off zones.



CLASSROOMS



- All non-essential furniture and items that have fabric have been removed from the classrooms.
- Each classroom is marked off with tape in 6x6 foot sections to assist students in adhering to our social distancing guidelines.
- Outdoor work stations are available for students to allow them to take turns working outside...and to take a mask break.
- Students will all have assigned seats. They will have the opportunity to switch seats (floor to table, vice versa) from morning to afternoon after these areas have been properly sanitized. This sanitation will be completed in every classroom while the students are out at recess.
- Each classroom has plexiglass stands to use at the lesson table or where the teacher feels it would be most beneficial.







SHARED MATERIALS

- **Classroom Libraries**
  - Students **must** wash hands before and after picking out a book.
  - When a student is finished with a book it can be set aside for proper sanitation before it is placed back onto the library shelves.
  - Students are encouraged to bring books from home to read during silent reading times.
  - Students are also encouraged to research possible book choices at home based on what books are available in the classroom library to help with their selection.
- Any personal materials (pencil, paper, notebooks, etc.) must not be shared.
- Every lower elementary student received a bin of supplies during remote learning. Please return this bin, along with the supplies, on the first day back to in-person learning.
- Upper elementary students will be receiving bins or totes for storing their supplies.
- Students will be using these bins to keep school work in during the day. This will be taken to the student's work area with everything the student will need to begin working.
- **Shared Classroom Materials**
  - Students **must** wash their hands before and after handling any shared classroom materials.
  - After a shared classroom material has been used, it will be placed in a bin outside of the classroom door to be sanitized before being returned to the classroom.
- All classrooms will receive a deep cleaning while the classes are at recess. High-traffic touch areas will be wiped down every 1-2 hours or when appropriate.

HALLWAYS/LOCKERS



- Students who need to be in the hallway will practice social distancing and walk in the direction of the signs (like a two-lane road way).
- Floor signs with footprint designs have been placed in the hallway to direct the flow of traffic.
- These will also act as visual indicators along the lockers to where students should stand while lining up. These markers are placed 6' apart.
- Classroom lunch bins have been removed and all home lunches and snacks will be kept in individual lockers/ backpacks.
- When getting ready to go outside or at the end of the day, students will get what they need from their lockers and bring it into their classroom to get ready.

CAMPUS DRINKING FOUNTAINS

- The drinking fountains are not available for students and staff.
- All students should bring a water bottle to school filled with water from home.

LOCKERS

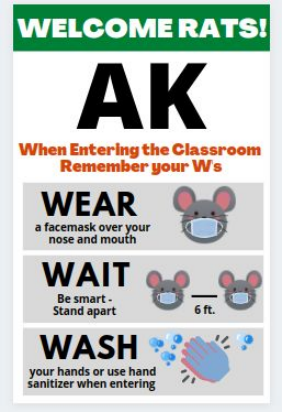
- Lockers are color coded using 6 different colors.
- Students will be assigned a color group based on their locker color. Students will then be called to their lockers by colors in a staggered schedule. For example: the teacher tells the class that the *green* students may go out to the lockers. This allows for social distancing while students are getting items from their lockers.



FACIAL COVERINGS

CHECK OUT THIS VIDEO: https://bit.ly/2SEw9Pm

- Facial coverings **must be worn by all K-12 students and staff in the classroom, hallways and common areas**. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - **Homemade facial coverings must be washed daily.**
  - Disposable facial coverings must be disposed of at the end of each day.
- Mask breaks may be taken while outside and social distancing or when a BR staff member gives a student permission to take off his or her mask.
- Parent/Guardians of a student requiring a facial covering exemption must contact Shannon Brunink, Head of School after they have a signed OCDPH waiver from their doctor and before returning to in-person instruction.
- Every student will be provided a black BR face mask. Elementary students will receive a lanyard to hold their mask. These masks must be washed daily after use.
- Face shields, bandanas, or any face covering that does not securely fit around the nose and mouth are not permitted.
- Gators that fit snugly at the nose are permitted.



RECESS

- All 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.
- Students do not have to wear their masks while at recess as long as they are social distancing. If a student requires multiple reminders to social distance they will be asked to wear his/her mask.
- Playground structures will undergo routine cleaning after every classroom use.
- If the weather does not allow for students to be outside for recess, students will remain in their classrooms and participate in a quiet activity (reading/drawing) or watch a movie.

LUNCH/SNACKS

- Snacks will be eaten in the classroom each day. Please do not send any snacks with nuts or peanut butter in them.
- First through fifth grade students will be eating lunch in their classrooms or outside if the weather permits.
- Kindergarten students will be eating in the lyceum while social distancing.
- Please send a towel or small blanket to school with your child for them to sit on when eating outside. These towels or blankets will be sent home daily to be washed.
- We are encouraging lunches from home. **Microwaves will not be available**. If your student would like to order a school lunch, a limited menu will be available offering ham subs, turkey subs or a yogurt/cheese stick option.
- **School lunches must be ordered a week in advance using Infinite Campus.** Additional information will be available on the website.



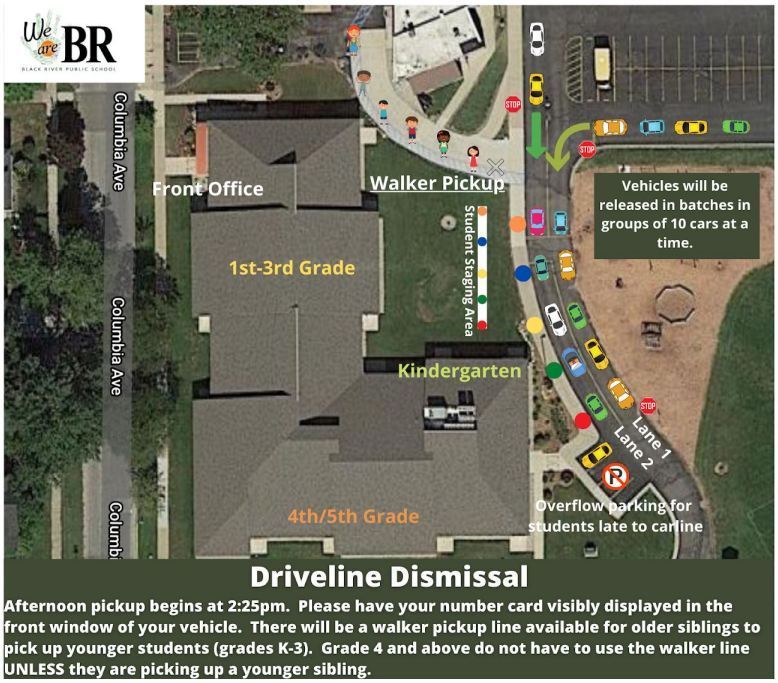
KINDERGARTEN ONLY

DISMISSAL

We have enrolled in a new dismissal program called Driveline. This software will allow teachers to dismiss students directly from the classroom to the carline.

- Dismissal will begin at 2:25pm for the elementary students.
- If you are picking your children up through the carline, please make sure that your laminated number card is visibly displayed in your front window.
- Once your child/ren has been loaded into your vehicle, please take your number down or flip it over. That will be our indicator that you have already been helped.

- We will be using BOTH LANES of the drive (Lane 1 and 2) to load students in vehicles for dismissal.
- Cars will be released in batches of 10 once every child has been safely loaded into the 10 vehicles.
- Each pickup area will have a designated color. Teachers will stay in the classrooms at dismissal and keep track of students being dismissed. The support staff will help with dispatch of carline and walker line, as well as, supervision.
- If a child is not able to come out to the carline in a timely fashion, that parent will be asked to pull ahead and park in one of four parking spots and wait until their child makes it out.
- There will be a socially distanced walker line for older students (4th grade and up) to pick up their younger siblings and either walk home or go to a predetermined location to leave campus. BR staff will also use this line to pick up their children. To limit the amount of people on campus we ask that parents **DO NOT** use the walker line unless it is **absolutely necessary and has been prearranged with the front office.**
- If your 4th-12th grade child plans to use the walker line, please make sure that they have the Driveline number for their sibling/s.
- **PLEASE HAVE A PLAN FOR YOUR FAMILY.**
- The drive will be closed to through traffic from 2:20pm-2:45pm so make sure to park accordingly if you are a BR staff member or High School student.
    - ALL staff will be asked to park by the lyceum.
    - HS students will be asked to park in the lot on Columbia.
    - No staff parking in the 4 spots on the East drive. This has been designated as overflow.
- It is the parent/guardian's responsibility to inform the teacher/s and the office if someone else will be picking up your child/ren. Advance notice is needed to adjust Driveline accordingly.

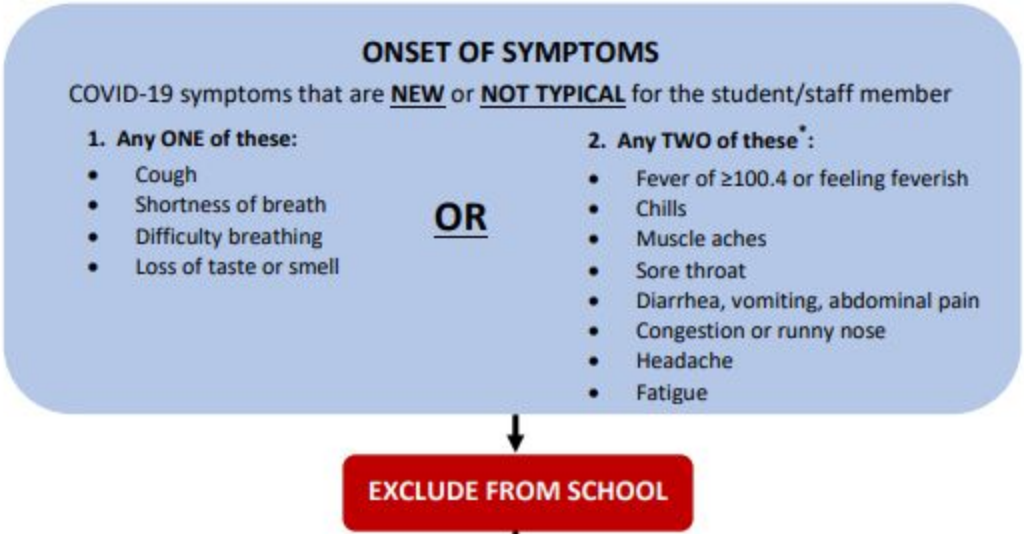


SCREENING FOR STAFF AND STUDENTS

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

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

  If you would prefer a screening protocol until you have the symptoms and health question memorized, we recommend MI Symptom Checker at misymptomapp.state.mi.us - simply take the wellness check. This is a MI Department of Health and Human Services website.



- For student safety, staff is required to complete the same 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, two COVID-19 symptom quarantine areas have been created to keep symptomatic students away from other students until the student 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.

If a parent or legal guardian answers "yes" to any ONE or TWO of the student's symptoms as charted above requiring exclusion from school, they should leave a message on the elementary attendance line at 616-355-0055, ext 328.

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

- Students who develop a fever or become ill with COVID-19 symptoms at school will wait in the elementary quarantine room until a parent/legal guardian can pick them up. They will be monitored by a Health Aide.
- Symptomatic students sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
    - While the student is awaiting the results of the COVID-19 test, they will remain with the in-person class and any work can be sent home by the in-person teacher. This will follow the same procedures for students who are out of school for 3-4 days in a normal year.
    - If a student must be quarantined for more than 4 days, that student will remain with their current in-person teacher but will be switched to a remote learning platform. This student will stay in contact with their in-person teacher throughout the quarantine.
    - These quarantine situations may result in less synchronous lessons.
    - We understand that should a positive case of COVID-19 be confirmed in your family, completing school work may be difficult or impossible during quarantine. BRPS will be flexible and work with each individual family's needs.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

Please view the flowchart in the OCDPH Covid-19 Return to School Toolkit. This is our guide for when students and staff will be quarantined and if contact tracing is necessary.

BUILDING VISITORS, STUDENT SIGN-OUTS AND ITEM DROP-OFFS

BUILDING VISITORS

- Non-essential building visitors, student family members or other guests are not allowed in the school buildings except under extenuating circumstances determined by district and school officials. Please contact the main office if you have questions.

STUDENT SIGN-OUTS

- **Student sign-outs must be arranged in advance.** Please contact the elementary office or the attendance line at ext. 328 with the day/date of appointment, student name, dismissal time and reason. Students will be called to the main office to sign-out and meet their parent/guardian at the main building front door. They will not be allowed to leave until the parent/guardian has pressed the buzzer and introduced themselves. You may be asked to show identification. Student drivers must sign out through the main office and leave campus immediately. Please let the main office know whether your driver will return to campus after their appointment.

ITEM DROP-OFFS

- **Student drop-offs are limited to medically necessary items only** (i.e., glasses, over-the-counter medication to be administered by the parent, etc,) Please do not drop off homework, gym clothes and shoes, lunches (emergency lunches will be available in the cafeteria), water bottles (small cups will be available in the main office), etc…**Your student needs to prepare and plan. Drop-offs are now limited.** Mr. Donnelly or Mr. Jim will be asked to follow-up with families that abuse this policy.

ADDITIONAL INFORMATION

MATERIAL RETURN

- Please return all materials, including finished and unfinished schoolwork, on your student's first day back. Materials could include: Chromebooks, abaci, workbooks, pencil boxes, scissors, etc.

PICTURE DAY - MONDAY, OCTOBER 26

- Black River is working again with Geskus Photography Inc. for our school picture needs. Picture forms with more details will be available after school begins. Pre-ordering online is available at geskusphoto.com/fallorders. For Elementary use code: 051SWICSCHZS. **Online ordering is encouraged and preferred.** We are currently coordinating times for remote students to come in the same day. If your student misses school on this day a picture re-take day is scheduled for Monday, November 23, 2020.

FALL PARENT/TEACHER CONFERENCES - THURSDAY, OCTOBER 29 AND FRIDAY, OCTOBER 30

- Fall Parent/Teacher Conferences will be held on Thursday, October 29 from 1:00pm-8:00pm and Friday, October 30 from 12:00pm-3:30pm.
- Parent/Teacher Conference sign-up begins Thursday, October 15. A link will be posted to the main page of the website beginning at 8:00am. More details will be on the website.

Elementary and Main Building Doors Open at 7:40pm
Elementary, Middle/High School Start Time: 8:00am
Middle/High School End Time: 2:15pm
Elementary School End Time: 2:25pm

KEY BLACK RIVER COMMUNICATION CHANNELS

Black River Public School Website

The Black River website - www.blackriverpublicschool.org - is our favorite way to share information with BRPS families and the community. Visitors can find up-to-date news, student highlights, and current information on the main page News Feed. Also on the website, visitors will find the school calendar, school forms, course catalogs, staff directory, fine arts and athletic offerings, Montessori information, and more! Check it out today!

Infinite Campus Parent Portal and App

The Infinite Campus Parent Portal allows parents to monitor their students' school progress actively at any time and anywhere. Infinite Campus Messenger is how we send BR families important school emails to two email addresses that you provide. For more information on Infinite Campus, go to the Black River Website > Resources > Infinite Campus.

Schoolpointe Stay Connected App

Stay up-to-date on school news by downloading the Schoolpointe Stay Connected App. The app allows users to set up push notifications for important website updates, Infinite Campus alerts, and school closings. Check the Black River website News Feed for links to the Apple and Android stores where you can find and download the app.