

# The Paw Print



## Dates To Remember

Oct 26-31	PTO fundraiser
Nov 3	Election Day/Virtual Day
Nov 4	Face to Face Instruction
Nov 11	Virtual Day
Nov 17	PTO Dining Out Fundraiser (Chipotle)
Nov 17	PTO Meeting 7pm (Maltby Cafeteria – Masks Mandatory)
Nov 18	Virtual Day
Nov 25	Virtual Day
Nov 26	NO SCHOOL (Thanksgiving)
Dec 2-16	PTO Food Can Prix
Dec 14	PTO Meeting 9am
Dec 21-Jan 1	NO SCHOOL (Winter Recess)
Feb 15	PTO Meeting 9am

Greetings Maltby Parents,

### Friday- Halloween/ Black and Orange Spirit Day...

We are having our **Black** and **Orange** Halloween/Spirit Day on Friday, October 30<sup>th</sup>! We are looking forward to seeing our students in their black and orange! Classrooms are planning some great Halloween themed activities- our COVID Safety protocols have unfortunately curtailed some of the traditional Halloween-type party things we have typically done but teachers are still planning some great Halloween activities for the kids!!

### Schedule for Next Week...

Parents please remember next week students have their **Virtual Day on Tuesday** (Election Day) and will be here **in person** on Monday, **Wednesday**, Thursday, and Friday- thank you.

### Morning Routine...

In anticipation of the colder weather we have coming our way, we have moved to having the students come directly into the building and proceed to their homeroom class. They have done an excellent job with this so far!

### Cold Weather...

Parents PLEASE make sure your Bullpup is coming to school with appropriate cold weather clothing! We are fast approaching the days when a hoodie is no longer warm enough for a 15 minute recess period!

### NWEA...

Our Bullpups are wrapping up NWEA Reading and Math make-up testing for any student that was absent or needed more time to finish (NWEA assessments are not timed). As part of the process, our students will be given a growth goal for the year in Reading and Math. Student results will be sent home with 1<sup>st</sup> trimester Report Cards. For more information on NWEA please see the [Parent NWEA Guide](#).

### Parent – Teacher Conferences...

Parent-teacher conferences are being scheduled by our individual teaching teams- you will be receiving information from your child’s teacher about conference times and format- conferences will be held virtually this year.

### Parent -Student Drop Off and Pick-Up...

Please remember to exercise caution as you drive in our parking lot and in the school zone as we have students who walk to school. Parents please obey the designated traffic patterns, especially as the mornings get darker and the weather gets more challenging. I know mornings are busy for most of us, but collectively we can never be too busy to work together for the safety of our students. Parents please do not pick up your students in our lower parking lot- thank you.

### Parent Connect...

We are at the midway point of our 1<sup>st</sup> trimester. If you have not accessed Parent Connect yet we would encourage you to do so as this is an up-to-date snapshot of your student’s progress in their classes. All of our parents can follow their student’s academic progress via Parent Connect. If you do not have an account yet please visit the Maltby website at: <https://www.brightonk12.com/Domain/306> and click on the Parent Connect link at the bottom right. A handy feature to utilize in Parent Connect can be found under the “Email Notification” tab. Check the box for Assignments and Parent Connect will email you each time your child’s assignments are updated.

### BVA Lunch Meeting...

This week we held our first BVA Lunch meeting with our fantastic Maltby BVA Bullpups!!!! Mr. Aten and I were thrilled to get to eat lunch with our BVA students!

Kind Regards,

Mr. Brenner

Mr. Aten

Remember...Clocks fall back **November 1<sup>st</sup>**!



**D**

**Determination**

**O**

**Optimism**

**G**

**Generosity**

**S**

**Solidarity**

# Maltby

**The PTO is a parent teacher organization where all Maltby parents are members. We welcome your ideas and participation!**

Thank you to all the Maltby students that participated in the leaf project - photos will be posted soon on Facebook!

The PTO, in partnership with Bountiful Harvest, is planning to hold a food drive in early December. We need help with this project - please contact Jennifer Marks ([jennifermarks04@gmail.com](mailto:jennifermarks04@gmail.com)) if you are interested in co-chairing this committee.

**Coming Soon** - - The PTO has compiled a 'Wish List' of items submitted by Maltby staff. A Sign-Up Genius with additional details will be distributed via email and posted on Facebook in the next week. Thanks in advance for your support of the Maltby staff!

Thank you to all the families that have contributed to the PTO this year either through direct donation or participation in our 'Dining Out' fundraisers. Due to a significant reduction in revenue, we are limited in what we can provide to staff and students. If you have ideas or interest in working on fundraising, please contact a board member or send an email to [maltbypto@yahoo.com](mailto:maltbypto@yahoo.com)

The suggested family donation of \$25 can be made via PayPal: [maltbypto@yahoo.com](mailto:maltbypto@yahoo.com), or the direct link here: [www.paypal.me/MaltbyPTO](http://www.paypal.me/MaltbyPTO). We also accept donations of cash or checks, payable to 'Maltby PTO', dropped off in the front office. We sincerely appreciate your support!

**Save the Date!** Our next Dining Out fundraiser will be November 17 - Chipotle.

**Our next PTO meeting will be held at Maltby in the cafeteria on November 17 at 7 pm. Please join us! Masks required.**

Did you know there is a Maltby Parent Group page on Facebook? On Facebook, search **Maltby Intermediate School-Parent Group**. Request to join the group and then answer the questions. There is a lot of communication to families via this group...check it out!

There is also a separate Facebook page where BVA families can communicate, specific to virtual learners - search **Brighton Virtual Academy-Parent Group**.

**Future meeting dates:** November 17, Dec 14, Jan TBD, Feb 15, Mar 15, Apr 19, May 17

**Maltby PTO : Jennifer Marks – President, Ginger Timney – V.P., Angel Hamilton – Treasurer, Katie Tierney – Secretary**



## Maltby 2020/2021 DAILY SCHEDULE\*

First bell at 8:26am

H.R.-8:40-8:44

1<sup>st</sup> -8:45-9:40

2<sup>nd</sup> -9:45-10:40

3<sup>rd</sup> -10:45-11:40

### Lunches

**A-11:45-12:20 (5<sup>th</sup>)**

**B-12:15-12:50 (5<sup>th</sup>)**

**C-12:45-1:20 (6<sup>th</sup>)**

**D-1:15-1:50 (6<sup>th</sup>)**

5<sup>th</sup> -1:35-2:30

6<sup>th</sup> -2:35-3:27

\*May be subject to slight change.

## Transportation Information

Transportation Dept., (810) 299-3890



### **Bus Cards – Make sure your student knows their home elementary school.**

Transfer buses leaving Maltby at the end of the day will transport students to their home elementary school where they will board their home bus. **Students can only ride their designated transfer bus to their home elementary.** All buses will be clearly labeled with the elementary home schools. Hornung home elementary school students will meet in the upper gym bleachers at the end of the day and walk over to Hornung Elementary to get on their buses. **There are NO guest riders at Maltby or any other school this year, no exceptions.** This is to aid in contact tracing efforts.

**Masks are to be worn on the bus – this is required.** Students will load the bus from back to front, and will unload the bus from front to back.

### **Example of bus card bus number/drop off:**

MSP44

M-Maltby, SP-Spencer, 44 Bus Number.

Key for card -M-Maltby, MSP-Spencer, MHI-Hilton, MHO-Hornung, MHA-Hawkins

**PLEASE NOTE THAT PICK UP AND DROP OFF TIMES ARE APPROXIMATE TIMES. PLEASE BE AT PICK UP SPOTS 10 MINUTES EARLY.**



*It is that time of year!*

Plans are in place for the 13<sup>th</sup> Annual BAS Christmas Elf Holiday Giving Program for underprivileged children in Livingston County.

*You can help!* All donations, in any amount, are appreciated...please see **page 9** of this newsletter for more information!

Please use the link below and follow the instructions to complete your sponsorship commitment. Thank you!

[BAS Christmas Elf Sponsor Signup Form](#)

## Cell Phones at MIS

In accordance with the Brighton Area Schools Cell Phone policy, our students at MIS are permitted to bring their cell phones to school. We recognize the necessity and importance of family communication, but unfortunately ringing cell phones and the temptations of new games, cameras, and the technology that accompanies cell phones can present a distraction

for your student and/or others in their classes.

Therefore at MIS our students:  
Turn off cell phones at the beginning of the day and place them in their backpack. Refrain from texting friends or parents during school hours.  
Utilize the main office phone to contact parents in the event of an emergency.

We have had great success in keeping Maltby

a distraction-free learning environment by following these procedures. In addition, we ask that parents please refrain from calling or texting their student during the school day. Any messages of an emergency nature can be relayed to students through the front office at 810 299-3600. **Please call before 3:05pm to ensure your child receives the message!**

Thank you!



## The McKinney Vento Act

The Brighton Area Schools is part of a consortium to serve students in temporary living situations that provides financial support for educational needs, referral for housing, clothing and other needs, general support and technical assistance. To ensure compliance with federal law, all school staff must help identify student living in the following situations: emergency shelters/transitional housing, motels/hotels, car, parks or public spaces, shared housing due to a loss of housing or economic hardship, or living temporarily with non-parent or guardian.

The district's homeless liaison is Starr Acromite and each building has trained staff members to assist in the endeavor. Our consortium contact at the Livingston Educational Service Agency is Candice Uyttendaele.

Please contact your building principal or Starr Acromite at 810-299-4040 for information/assistance.

Masks are a requirement this school year, so please make sure your student is aware of how to wear one and what the expectations are regarding them.



### Office Reminders

- You can deposit money into lunch account(s) via Parent Connect. For questions regarding your child’s lunch account, please email [gandola@brightonk12.com](mailto:gandola@brightonk12.com) or call (810) 299-4175.
- **Parents may drop off medication (in the original bottle) in the office along with the medication form signed by the doctor by appointment. Please do not send the medication in with your student.**
- Maltby and Brighton spirit wear is available to purchase from Ivory Vines ([www.ivoryvines.com](http://www.ivoryvines.com)) or Kensington Valley Varsity ([www.kvvarsity.com](http://www.kvvarsity.com)).
- Masks are required and must be worn while at school. Please work with your student to make sure they are prepared and know what to do and what not to do with their masks.

# YEARBOOK

At this time, yearbooks for the 2020/2021 year **are on hold...**we will let you know more information in the future! Thanks!

We still have some Maltby yearbooks from the 2019-2020 school year for sale! They are \$35 cash or check (made out to “Maltby Intermediate”) available for your student to pick up in the Maltby office.

## PARENT CONNECT

Be sure to sign up/log in to your PC account. Go to the Maltby’s website and click on Grades Icon, then click on the Parent Connect and follow instructions. Click on Enter Parent Login Info, then Need Login Info if you have forgotten your password or need to sign up. You will then enter your email address. Your password and login information will be emailed to you. If you experience difficulties, please email

**PC@brightonk12.com.**

**If you have moved, or have a change to your phone number or email address, please contact the office as soon as possible, or update in Parent Connect.**

**Thank you!**

**\*\*NOTICE \*\*\*\*FIRST AGENCY, INC.\*\*\*\*NOTICE**

Student Insurance is available online. If you are interested in enrolling, please follow the instructions below. Thank you!

How to Find the Brochure PDF and/or enroll online:

Go to our home page at [www.1stAgency.com](http://www.1stAgency.com)

From there, go to "Find Your School"; select the state; hit "Go"

**A Word From The Special Education Department**

Brighton Area Schools provides a variety of learning options for eligible students with disabilities by offering a continuum of educational environments, from generalized education class placements with special services to pull out programs in specialized classrooms. Special education programs and services are operated and administered in the local school buildings in collaboration with the Livingston Educational Service Agency.

If staff members or parents believe a student is struggling academically, socially, or behaviorally, a referral should be made to the C.A.R.E. Team through his/her general education teacher or the school administration.

## Attendance & Office Procedures



If your student is going to be absent from school please use our convenient twenty-four hour absence call-in line **(810) 299-3688**.

- Please obtain a doctor's note to receive a medically excused absence.
- Please call when your student will be coming in late.
- You must call in each day that your child is absent.
- Please call no later than 9:00 a.m. on the day of the absence.
- Students arriving late to school should be dropped off at the flag pole door.
- **Do not** drive off until your student has rang the doorbell and is **inside** the building.
- Students arriving late to school **must** report to the office to sign in. **Parents cannot come inside.**
- Please send in a note for early dismissal and have it signed by office personnel.
- Please call when you arrive and we will send your student out. You do not need to come in.
- **We will only allow students to be signed out by people who are listed on the emergency card.**
- If you need an in-person meeting with a Principal or with staff, we ask that you please call and make an appointment.

# THE ONLY THING SCARY ABOUT HALLOWEEN SHOULD BE THE COSTUMES

## STAY SAFE!

The way we celebrate Halloween in Michigan will be different this year due to COVID 19. There are still many ways to celebrate safely. Here are some tips to help Michiganders stay safe this year.

Make sure to also check on and follow guidance or regulations released by the local health department.

## HOMEOWNERS

- Do not hand out candy if you are sick.
- Wear a face mask covering BOTH your mouth and nose.
- Use duct tape to mark 6 foot lines in front of your home and leading to driveway/front door.
- Position a distribution table between yourself and trick or treaters.
- Distribute candy on disinfected table to eliminate direct contact.
- Wash hands often.
- Consider handing out candy in an open space where distancing is possible, rather than from the front door.
- Consider a neighborhood costume parade, it is an easy way to keep safe space between children.





## PARENTS AND TRICK-OR-TREATERS

- Share with your children that this year may be different than last, but let them know some of the new ways you plan to celebrate and still have lots of fun.
- Stay home if sick.
- Talk with your children about safety and social distancing guidelines and expectations. Keep a 6 foot distance from others not in your family group.
- Trick or treat with the people you live with.
- Participate in one way trick or treating and guide children to stay to the right to ensure social distancing.
- Avoid congregating in groups around houses.
- Carry a flashlight at night and ensure your children have reflective clothing.
- Wear a face mask covering BOTH your mouth and nose
  - A costume mask (such as for Halloween) is not a substitute for a cloth mask.
  - Do not wear a costume mask over a protective cloth mask if wearing both causes difficulty breathing. Instead, consider using a Halloween themed cloth mask.
- Only go to houses with safety measures in place.
- Inspect candy.
- Wash hands frequently with soap and water or use sanitizer containing at least 60 percent alcohol, especially before eating or after coughing/sneezing, and as soon as you return home.
- Check out [halloween2020.org](https://halloween2020.org) to find exciting activities and ways to celebrate Halloween this year based on levels of COVID risks in your area.



## HERE ARE SOME IDEAS FOR SAFE HALLOWEEN GATHERINGS:

- Consider refraining from Halloween gatherings this year or use an online meeting platform to have a virtual party instead.
- If you choose to have a gathering:
  - Only have a few people over to limit the possibility of crowding. Indoor gatherings over 10 people at a residence are prohibited by MDHHS Order.
  - Have all food and party favors set out individually to prevent cross contamination. (Avoid buffet style or shared food and drinks.)
  - Make sure there are plenty of areas with hand sanitizer with at least 60 percent alcohol.
  - Stay 6 feet away from others.
  - Wear a fun face mask, instead of a costume mask.

State of Michigan COVID 19 Website

[Michigan.gov/Coronavirus](https://michigan.gov/Coronavirus)

Centers for Disease Control and Prevention

Halloween Guidance:

[CDC.gov/coronavirus/2019-ncov/daily-life-coping/holidays](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays)

Partnership for a Safe Halloween: [Halloween2020.org](https://Halloween2020.org)







Hello Elves,

Plans are in place for the **13th Annual BAS Christmas Elf Holiday Giving Program** for underprivileged children in Livingston County. Please use the link below and follow the instructions to complete your sponsorship commitment.

**[BAS Christmas Elf Sponsor Signup Form](#)**

Last year, thanks to all of you, we sponsored 288 children. That means, as a group, we contributed over \$55,000 to children in need right here in Livingston County!!! You can help secure the ongoing success of this program by sharing this invitation with others who may be interested in sponsoring this year.

Please make your 2020 commitment **NO LATER than November 8th** so sponsors, children and wish lists can be put into

place in a timely manner. This will ensure that wish list packets will be ready for email distribution by Thanksgiving.

**All donations, in any amount, are appreciated!** Thank you everyone for your continued support.

**BAS Christmas Elf Team**

**In partnership with the I Will Right Now Foundation**

[BASChristmasElves@gmail.com](mailto:BASChristmasElves@gmail.com)

Facebook: @BASChristmasElves



**Program Details:**

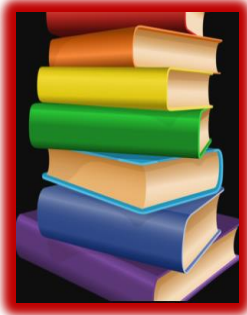
- The program works with the Brighton/Howell Area Schools Principals and Counselors as well as LESA Administration to determine the children/families in need.
- All family names are kept confidential both for sponsors and recipients.
- Our goal is to be able to provide Christmas for any child in need throughout the BAS System, Howell Elementary and LESA.
- Budget is \$150-\$200 per child.

**How you can help:**

**Full Sponsor** - Sponsor one or more children and do the shopping/wrapping yourself (wish lists will be provided).

**Partial Sponsor** - Sponsor a child/children with a neighbor or friend and do the shopping/wrapping together.

**Monetary Sponsor** - Donate any dollar amount and we will do the shopping/wrapping for you. High School students receive gift cards purchased from monetary donations.



# Memo from the Maltby Library

We are still missing **276 books** from the Maltby 2019-2020 school year, and **136 books** are still missing from the Elementary Schools! That is a total of 412 books from all 5 schools still missing...that is a lot!



Ms. Johnson is sending written notices home with students this week. Please help your student(s) look for any books from last year.

Books from other libraries can be returned to Maltby and we will pass them on to their home library.

## Thanks for your help!

# **WE ARE LOOKING FOR YOU!!**

**BRIGHTON AREA SCHOOLS STUDENT NUTRITION DEPT. IS IN NEED OF DEDICATED FOOD SERVICE PROFESSIONALS.**

- PERFECT JOB TO HAVE WHILE CHILDREN ARE IN SCHOOL**
- WEEKENDS , HOLIDAYS, AND SCHOOL BREAKS OFF.**
- WORK SHIFTS ALLOW YOU TO STILL PICK YOUR CHILD UP FROM SCHOOL**
- LEARN A FUN NEW JOB, AND EARN SOME EXTRA MONEY.**

## **JOIN OUR NUTRITION SERVICE FAMILY**

**APPLY ONLINE AT**

**<https://bit.ly/2x3S20m>**

**OR CALL**

**810-299-4175 FOR  
MORE INFORMATION**



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# Student Nutrition Program Brighton Area Schools to Provide Free Breakfast and Lunch to all Students

Friday, October 2, 2020

Effective immediately, school breakfast and lunch will be available at no charge to all Brighton Area Schools students under a temporary waiver from the U.S. Department of Agriculture (USDA). ALL students learning in the classroom, or remotely are eligible for FREE breakfast and lunch through December 31st or until Federal funding runs out.

A credit will be issued back to student lunch accounts for all reduced-price and full-paid meals purchased as of September 14th through today. **Students who do not qualify for free meals will lose this benefit when the waiver expires or funding ends.**

Furthermore, the USDA waiver provides the flexibility and funding to ensure nutritious meals reach all children 18 years and younger in this fluid and fast-changing time.

Brighton Area Schools will continue to serve breakfast and lunch according to our established back-to-school meal service plan. Remote study students may still pre-order meals for pick up on Wednesdays at any Brighton High School.

Families are still encouraged to apply for free or reduced-price meal benefits by October 15th to avoid any disruption of current meal benefits when this USDA waiver expires. We recommend families apply for school meal benefits online. The online process is quick and easy, and we are able to review your application much faster than the traditional paper method. This service is free and facilitates a socially distanced, contact free application process for our families! Online applications can be found at <https://www.brightonk12.com/domain/28>. Please email [gandola@brightonk12.com](mailto:gandola@brightonk12.com) to request a paper application if preferred.

Brighton Area Schools is committed to ensuring that our children have access to safe, healthy, and nutritious meals. We look forward to serving your children! Additional information about the Student Nutrition Program can be found at <https://www.brightonk12.com/Page/7681>

If you have any questions about the program, please contact:

Richard Browder, Director of Student Nutrition  
[browder@brightonk12.com](mailto:browder@brightonk12.com)  
810-299-4171

#### USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# November 2020

## Maltby Intermediate Lunch

### MONDAY

**2**

- Big Daddy Cheese Pizza
- Salad Greens & Tomato
- Sliced Apples

### TUESDAY

**3**

- Cheeseburger on a Whole Grain Bun
- Broccoli Floret
- Ranch Lite Dressing cup
- Strawberry Cup

### WEDNESDAY

**4**

Online  
School/Breakfast/Lunch  
available to order at  
<https://bit.ly/3lj7lcM>

### THURSDAY

**5**

- Chicken Nuggets
- Wholegrain Mini Biscuit
- Baby Carrots
- Sliced Apples

### FRIDAY

**6**

- Hot Dog on a Whole Grain Bun
- Celery Sticks
- Diced Peaches

**9**

- Big Daddy Cheese Pizza
- Salad Greens & Tomato
- Sliced Apples

**10**

- Chicken Sandwich
- Broccoli Floret
- Ranch Lite Dressing cup
- Strawberry Cup

**11**

Online  
School/Breakfast/Lunch  
available to order at  
<https://bit.ly/3lj7lcM>

**12**

- Whole Grain Bosco Cheese Breadstick
- Marinara Sauce
- Baby Carrots
- Sliced Apples

**13**

- Hot Dog on a Whole Grain Bun
- Celery Sticks
- Diced Peaches

**16**

- Big Daddy Cheese Pizza
- Salad Greens & Tomato
- Sliced Apples

**17**

- Mini Corn Dogs
- Broccoli Floret
- Ranch Lite Dressing cup
- Strawberry Cup

**18**

Online  
School/Breakfast/Lunch  
available to order at  
<https://bit.ly/3lj7lcM>

**19**

- Beef Taco Sticks
- Baby Carrots
- Sliced Apples

**20**

- Grilled Cheese
- Celery Sticks
- Diced Peaches

**23**

- Big Daddy Cheese Pizza
- Salad Greens & Tomato
- Sliced Apples

**24**

- Cheeseburger on a Whole Grain Bun
- Broccoli Floret
- Ranch Lite Dressing cup
- Strawberry Cup

**25**

Online  
School/Breakfast/Lunch  
available to order at  
<https://bit.ly/3lj7lcM>

**26**

Thanksgiving - No School

**27**

No School

**30**

- Big Daddy Cheese Pizza
- Salad Greens & Tomato
- Sliced Apples

Maltby Menu Prices: Student Breakfast \$2.00 , Student Lunch \$2.75 , Milk \$.50 , Adults Meals \$4.75

Ice -Cold Milk (included with all meals): Prairie Farms 1% Chocolate Milk, Prairie Farms 1% White Milk, Prairie Farms Fat Free Milk

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For more information or for nutritional values, please visit:

<https://brightonareaschools.nutrislice.com/menu/maltby-intermediate/lunch/2020-10-23>

For the 2020-21 Free & Reduced Application Packet, please visit:

<https://www.brightonk12.com/Page/7665>



# 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.




[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.




Stay at least 6 feet (about 2 arms' length) from other people.




Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a mask over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Dismissal at Maltby

## 1. Students being picked up:

- a. Students are able to take out cell phones & turn them on vibrate.
- b. Students will keep their phone on the desk. Parents are asked to text their student their location when they arrive.
- c. When the student receives a text and the teacher hears the buzz, the student will be dismissed as soon as they can move in a socially distanced manner.
- d. If a student does not have a phone and is a pickup, the teacher will dismiss those students at a good time so that they can socially distance themselves from others.
- e. Parents may either wait along the pickup lane in their car for their student.

**Or**

- f. Park and walk to the nearest sidewalk and wait for your student.
- g. Students MAY NOT walk to your car in the parking lot unaccompanied.

## 2. Students riding buses will be dismissed by their home or transfer school over the PA system.

- a. **Hornung bus riders will always be the last called as their buses arrive last.**

# Lunch, Recess, and Encore Procedures

Due to our Return to Learn plan, below are descriptions of how aspects of school will change at Maltby.

## 1. Lunch

- a. Students will eat with their class at the same assigned tables and sit in either the cafeteria or the upper gym. Classroom cohorts will be separated by a considerable distance.
- b. Classes will be walked to the appropriate area and will not overlap with other cohorts.
- c. If a student orders lunch, it will be available at their table for pickup.
- d. There will be no microwaves for heating up a lunch, nor a condiment table (ketchup, mustard, dressings).

## 2. Recess

- a. Our recess area has been divided into 7 different sections.
- b. Classes will get an equal opportunity to use these different spaces on a 7 day rotating schedule.
- c. When at recess with their class cohort, students may remove their masks but need to adhere to social distancing.

## 3. Music, Band, Orchestra

- a. Students will attend their musical year long in the Encore classroom. If an instrument is being played or if anyone is singing, those activities will take place outside.

## 4. Art, World Language

- a. The Art and World Language teacher will be coming to the student's classroom.

## 5. PE

- a. Students will attend PE class in the gymnasium or outside.
- b. Students will not use the locker room nor change for PE.

## 6. This is our best first attempt!

- a. As systems and processes begin, we are sure that we will make changes and alter procedures. At this time, this is our process. We have decades of experience facilitating student movement through a building and managing large groups of students, but this situation is new and unique. Every effort will be made to make sure our Bullpups have excellent Encore experiences while maintaining safety.

# Mask Up Maltby

For the 2020-2021 school year, all Maltby students and staff will be required to wear a face covering while in the classroom and in shared areas of Maltby. **It must be over the mouth and nose to be used effectively.** Below are some considerations for Maltby families to think about as we prepare to start school under these unusual circumstances.

**1. Start talking to your student about wearing a mask.**

- i. Explain why they are required at school
- ii. Answer your students questions with confidence and encouragement
- iii. Remind them this is not just about them, all students and staff will be wearing masks!

**2. Ways to help your student wear a mask-**

- i. Ask your child to wear it at home and in other social situations. Get used to taking it off and putting it back on efficiently.
- ii. Encourage your student to personalize their mask or pick out their own.

**3. Students will be required to wear masks at school.**

a. The Back to School Roadmap states that in Phase 4 students will be required to wear mask in their classrooms and shared spaces within the school building

- i. If your student refuses to wear a mask at school:
  1. A disposable mask will be offered to the student and a warning given.
  2. The second time a student is found without a face covering, the student's parents will be notified and the student will be sent home.
  3. If the behavior continues, disciplinary action will be taken and a parent meeting will take place.
- ii. The only times students will not be required to wear masks is when they are eating/drinking or at recess/outside with their class cohort.

Here is a helpful article about masks and kids:

<https://www.healthline.com/health-news/from-toddlers-to-teens-how-to-talk-to-kids-about-wearing-masks>

# COVID-19 Back to School Parent Toolkit



LIVINGSTON COUNTY  
Health Department

Updated: 8/4/2020



# How Does COVID-19 Spread?



## Droplets



Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, sing, yell, and talk. Basically, they are little flecks of spit. Droplets tend to settle out of the air after traveling several feet from the person that released them. Droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another.

**We can reduce the spread of respiratory droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.**

## Aerosols



Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly.

**We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.**

## Objects



Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind. Objects can also spread the COVID-19 virus when someone has the coronavirus on their hands from touching their nose or mouth then touches an object. COVID-19 appears to stay on objects for one to three days.

**We can reduce the spread of COVID-19 by objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.**

## Cloth Face Coverings



Wearing a cloth face covering helps protect people around you. Make sure your mask fits snugly but comfortably against the side of the face and completely covers the nose and mouth. Masks can be secured with ties or ear loops and should include multiple layers of fabric but should allow for breathing without restriction. Cloth masks should be laundered between uses.

**Children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance should not wear a face covering.**

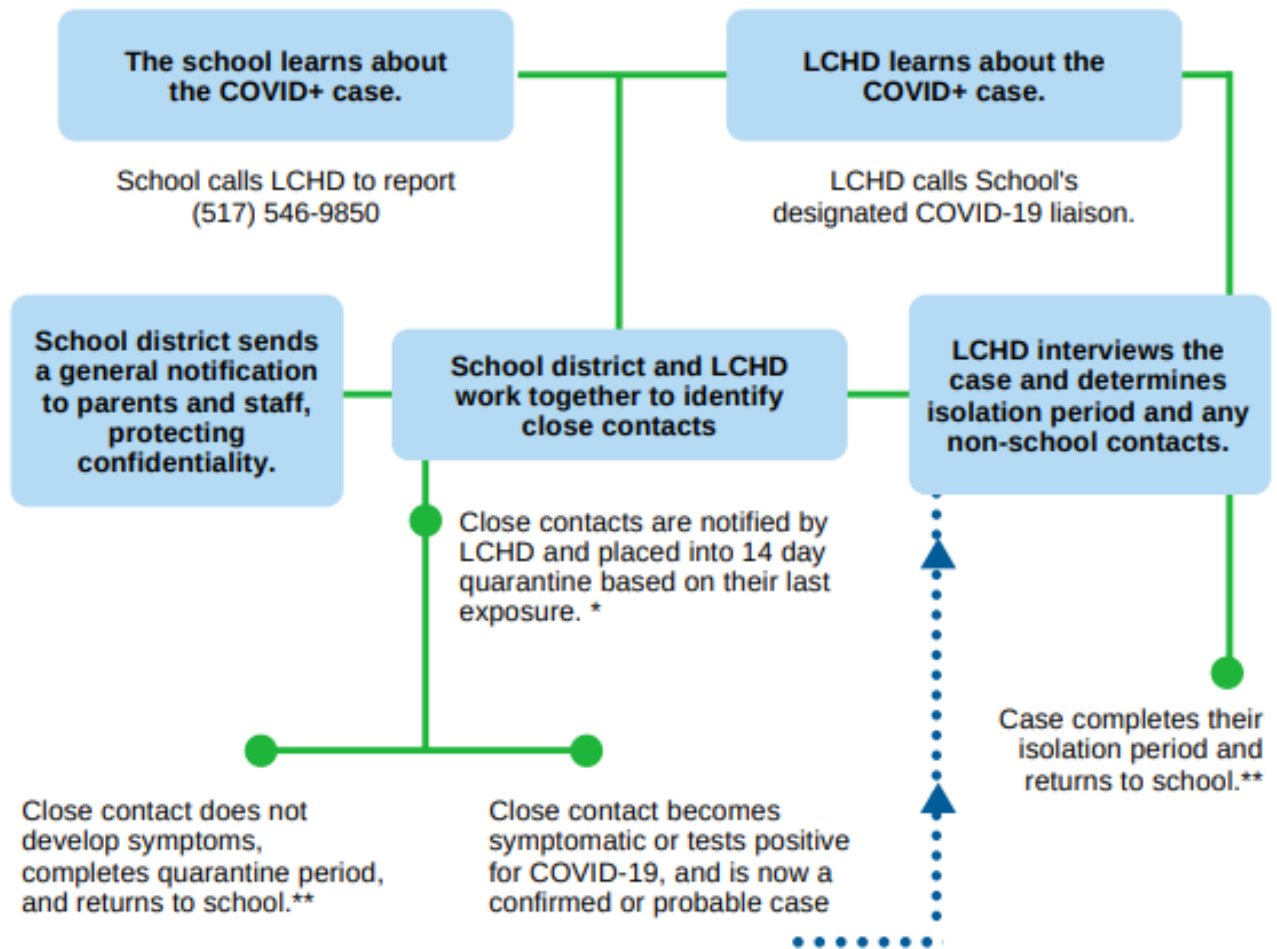


# Process for a COVID-19 Case at School



## What happens when someone at school gets COVID-19?

Student/Staff is confirmed positive for COVID-19 with diagnostic test (nose/throat swab)



\* If someone is placed in quarantine, they may decide to get a COVID-19 test. A negative result does NOT shorten the length of the quarantine period.

\*\* LCHD issues an Isolation and Quarantine Completion Notification Letter once an individual completes isolation/quarantine. Schools may use the this letter to determine when to allow return to school.

# Process for a COVID-19 Exposure at School



## How to handle symptoms and household exposures?

1

Does student have symptoms of COVID-19?

Yes, symptoms:

Are they at higher risk of getting COVID-19\*?

Yes, at higher risk:

The student is excluded from school until:

- 24 hours with no fever (without fever-reducing medication) **AND**
- Symptoms have improved **AND**
- 10 days since symptoms first appeared.

---OR---

They have received a negative COVID-19 test **AND** have met the criteria for return to school in "Managing Communicable Diseases in Schools"

No, not at higher risk:

The student/staff person may return based on the guidance for their predominate symptoms (see "Managing Communicable Diseases in Schools").

2

Are they a close contact of a known COVID+ case?

Yes, close contact:

The student/staff person is excluded from school until 14 days past last known exposure to COVID+ person. If one or more negative tests are received, it does not change the length of the quarantine period, and does not allow them to return to school early.

3

Are they a household member or close contact of a person with symptoms or a pending COVID-19 test?

Yes:

Household members, classmates, and other close contacts of a symptomatic but undiagnosed person, or a quarantined person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19. If the household member or contact tests positive, they should follow step 2, above.

If the answers to the above questions are "no", and the person is not being isolated or quarantined for COVID-19, the staff or student may attend school. This is a summary document that may not cover all scenarios. If you are concerned about a less common COVID-19 exposure situation at school, please contact LCHD at 517-546-9850 for guidance.

\* Students at higher risk of developing COVID-19 include those who in the past 14 days, had close contact with a person with confirmed COVID-19, had close contact with person under quarantine for possible exposure to COVID-19, or has a history of travel.

# Who Might be a Contact?



## Classmates

Classmates within 6 feet\* of someone with COVID-19, either in the classroom or on the bus, for 15+ minutes.



## Lunch Mates

Lunch mates of person with COVID-19 if sitting within 6 feet\* for 15+ minutes. This is a higher risk time as face coverings cannot be worn.



## Playmates

Playmates on the playground or in gym within 6 feet\* of someone with COVID-19 for 15+ minutes.



## Teammates

Sports teammates within 6 feet\* of someone with COVID-19 for 15+ minutes.



## Opposing Teammates

Opposing teammates in sporting events who shared time on the field or court and were within 6 feet\* of someone with COVID-19 for 15+ minutes.



## Other Classmates

Any others who had interactions with someone with COVID-19 lasting over 15 minutes in confined areas, such as bathrooms or offices where distancing of 6 feet\* is difficult.



## Entire Classrooms

If the contagious individual is a teacher and was frequently less than 6 feet\* away from students while teaching, the entire class may need to be in quarantine.



## Others

Any other person outside of school that had similar exposure to a contagious individual is considered a close contact.



\* LCHD may determine that distances beyond 6 feet or less than 15 minutes can still result in high-risk exposures based on other considerations and circumstances for each case.



# COVID-19 Privacy and Contacts



## What happens when someone at school gets COVID-19?

- 1** The school and LCHD learn about someone with COVID-19. Someone diagnosed with COVID-19 is a "case".

### PRIVACY IS IMPORTANT

Only a select few at the school should know the identity of the person. They help LCHD figure out who are close contacts to the case. The person's identity is kept confidential to respect their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

- 2** Close contacts are identified and notified.



**Who is a close contact?** Typically it's someone who was within 6 feet (about 2 adult arms' lengths) of an infected person for at least 15 minutes.

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they are asymptomatic, or never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 test was performed.

Close contacts are at risk of getting sick, and must be identified and be in quarantine. **Quarantine separates people who were exposed to a contagious disease to see if they become sick.**



### ...but what about contacts to close contacts?

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

### Example:

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be quarantined, even though he is healthy at this time. Bob plays on the football team, and Fred does not. No one on the football team has been near Fred. Therefore, the football team does not need to be quarantined. Hopefully, Bob will not get sick and will be back to school and football in a couple of weeks.



# Cohorts Help to Limit COVID-19 Contacts



## Cohorts: Keep close contacts to a minimum

One technique to minimize the number of people that need to be excluded from school is to group children together consistently.



### Meet the Tadpole Pod!

- This group of second graders has been assigned to a "pod". Their classroom has four pods of five children each.
- Each pod of students sits next to each other in the classroom, while still staying as far apart as practicable.
- Each pod eats lunch together, travels the halls together, and goes to recess together.

## Examples



### Meet the Wildcat Bubble.

- This group of 9th graders has been assigned to a "bubble". There are many bubbles of 9th graders at their school.
- Each bubble sits next to each other in the classroom, while still staying as far apart as practicable. They stay in the same room for math, English, and history, and their teachers come to them. They eat lunch together.

## Cohorting can happen at many levels.



**Small groups of 4-8 students** -- breaking up a classroom, in space or time.



**Classroom level** -- keeping classrooms as contained as possible.



**Cohorts keep the number of different people interacting to a minimum. It's a way to limit the number of close contacts that need to be quarantined if one person develops COVID-19.**

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.

Updated: 8/4/2020

# What are the Chances of Catching COVID-19?



While a close contact is typically someone who was within 6 feet (about 2 adult arms' lengths) of an infected person for at least 15 minutes, other factors can also come into play.

## Intensity of Exposure

The intensity of exposure refers to how much virus a person is exposed to. The more virus someone is exposed to, the more likely they are to get sick.

- Was the sick person really contagious when a person was exposed to them?
- Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did they kiss someone?
- Did they share personal items like a drink or a vape pen?
- Did the sick person sit right next to someone and have a face to face conversation with them or were they 6 feet away with their back to them?



## Duration of Exposure



The duration of exposure refers to how long were a person was exposed. If a person was in a classroom for six hours a day for several days while another person was sick with COVID-19 and contagious, yet their seat was not within 6 feet of them, they may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that classroom.

## Personal Health

Personal health, like how good a person's immune system is, also plays a part in whether or not a person will get infected, as does whether a person is using all the COVID-19 risk reduction methods possible.



## Age

Age also seems to play a part in risks for COVID-19. Children may be at lower risk of catching COVID-19. Children may also be a lower risk of spreading COVID-19 to others, both to other children and adults.





# When a Student Should Stay Home or May Be Sent Home



Students should not go to school or participate in any school activities or sports if having symptoms of COVID-19. If a student starts having symptoms of COVID-19 while at school, they need to be sent home. The student may return based on the guidance for their diagnosis (See "Managing Communicable Diseases in Schools" [bit.ly/2PaOz8U](https://bit.ly/2PaOz8U)), unless they are at risk for COVID-19 exposure.

As long as there are cases of COVID-19 in the community, there is no way to prevent all risks of COVID-19 spread in schools. The goal is to keep the risk as low as possible to keep school and school activities as safe as possible.



**If your child has been placed into isolation or quarantine for COVID-19, they may not attend school.**

## 1. SYMPTOMS OF COVID-19 (CDC VERSION FOR K-12) (If new, different, or worse than any longstanding conditions)

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

## 2. IS YOUR CHILD AT RISK FOR EXPOSURE TO COVID-19?

Students are at higher risk for COVID-19 if in the past 14 days they:

- Had close contact with a person with confirmed COVID-19.
- Had close contact with person under quarantine for COVID-19.
- Have a history of travel.



**If "YES" to any questions in Section 1, and "NO" to all questions in Section 2, student should stay out of school until they meet criteria for return based on their symptoms.**



**If "YES" to any question in Section 1, and "YES" to any question in Section 2, student should stay out of school, and be evaluated by their healthcare provider and possibly receive COVID-19 testing.**

**If "NO" to all questions in Section 1, and "YES" to any questions in Section 2, students need only be excluded from school if they have had close contact to someone with confirmed COVID-19, as they should be in quarantine.**

If you are asked to have your child medically evaluated, call your health care provider or follow up with a local clinic or urgent care center. You can also call 2-1-1 or go to [www.mi.gov/coronavirustest](http://www.mi.gov/coronavirustest) or [www.lchd.org](http://www.lchd.org) to find the closest testing location. **While testing is not required**, students may need to be excluded from in-person instruction for a longer period of time.

# When a Student Should Stay Home or May be Sent Home



## HOW LONG MUST THEY STAY OUT OF SCHOOL?

### If your child has symptoms of COVID-19, and tests positive for COVID-19:

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- And other symptoms have improved. There is no need for a "negative test" or a "doctor's note" to clear your child to return to school if they meet all isolation and quarantine criteria. LCHD issues an Isolation and Quarantine Completion Notification Letter once an individual completes isolation/quarantine.

### If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and no testing has been done (or results are pending):

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- Other symptoms have improved.

### If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and tests negative for COVID-19:

Your child may return based on the guidance for their symptoms (see "Managing Communicable Diseases in Schools" [bit.ly/2PaOz8U](https://bit.ly/2PaOz8U)):

- **Fever:** at least 24 hours have passed with no fever, without the use of fever-reducing medications
- **Sore throat:** improvement in symptom (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- **Cough/Shortness of breath:** improvement in symptom
- **Diarrhea, vomiting, abdominal pain:** no diarrhea or vomiting for 24 hours
- **Severe headache:** improvement in symptom



This is the letter that will be sent home along with your student if your student is exhibiting symptoms consistent with known symptoms of COVID-19:



Dear Parent or Legal Guardian,

If you are receiving this document, it is because your child has been sent home with clinical signs or symptoms that may or may not be related to COVID-19. Ill persons should be isolated until medical evaluation can take place as a precaution. Please contact your student's primary care physician for a clinical evaluation. If your child does not have a primary care physician, a local urgent care visit is an alternative option. Please obtain physician documentation from your child's visit noting *if and when* your child is safe to return to school.

If a COVID-19 test is suggested, please have this done and wait for the results and physician direction *before* returning to school. In most cases, if the test is negative *and* your student has no risk factors for COVID-19 such as:

- travel
- sick exposures inside *or* outside of the home
- known recent contact with a positive COVID-19 case (less than 6 feet apart for 15 minutes or more cumulatively)

then your student is safe to return as long as they are fever free without the use of medication *and* have shown an improvement in symptoms for a minimum of 24 hours.

If you are unsure how to proceed after your clinic visit, please call your school for more direction *before* sending your child back to school.

**If diagnosed as probable or actual COVID-19 case, The Livingston County Health Department should be notified immediately.** Your child, along with any other live-in family members, should remain at home until further directions are received from the health department.

Should your child be sent home with clinical signs or symptoms that could potentially be related to COVID-19 and you decline health evaluation, the school district is requiring a 10 day home isolation *with* improvement of symptoms *and* absence of fever for at least 24 hours without the use of medication before returning to school.

In our best effort to keep all students and families safe, thank you for your understanding and cooperation in this matter.

**Health and COVID-19 Questions:**

Livingston County Health Department: (517) 546-9850