



**Battle Creek Montessori Academy**

**COVID-19**

**Preparedness and Response Plan**

**2020-2021**



## COVID-19 Preparedness and Response Plan

**Address of School District:** Battle Creek Montessori Academy

**District Code Number:** 13900

**Building Code Number(s):** 01964

**District Contact Person:** Jessica Eldridge

**District Contact Person Email Address:** JessicaEldridge@choiceschools.com.

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**Local Public Health Department:** [Click here to enter text.](#)

**Local Public Health Department Contact Person Email Address:** [Click here to enter text.](#)

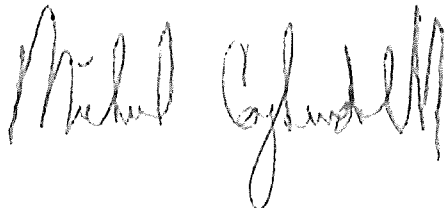
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**Name of Intermediate School District:** Calhoun County Intermediate School District

**Name of Authorizing Body:** Ferris State University

**Date of Adoption by Board of Directors:** August 4, 2020

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was the last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.



President of the Board of Directors

August 4, 2020.  
Date



## **Introduction and Overview**

Battle Creek Montessori Academy is a small close-knit community school located in Springfield, Michigan. We host around 180 Preschool through 8<sup>th</sup> grade students on our unique campus and a staff of twenty-five. The staff's expertise, passion for their students and commitment to our community sets them apart. We have a strong and supportive community. Parents, community partners, and educational institutions have supported our school well prior to the closure and throughout. We have actively sought their opinions as we approach multiple avenues for the upcoming year.

Our school leader and a team from the school have met frequently since the closure since March to evaluate, reflect and seek input on developing a thorough plan. We emphasized the safest practices, equity for education and technology, differentiated student needs and ultimately providing the best educational experience we could for our students.

To understand the perspectives of various stakeholders, we sought information from our parents, students, board members, teachers, and staff members. We also got insight from MAPSA, legal counsel, universities and other school leaders. Collected electronically, this information was extremely valuable as we created multiple plans to ensure every detail was determined prior to school opening safely.

Our mission and vision are at the center of our decisions we have proposed. Battle Creek Montessori Academy educates students through Montessori methods and character development leading to intellectual curiosity and academic excellence, developing children who are self-reliant, peaceful, embrace diversity and contribute meaningfully to their community. Whether we are online or in person we are priding ourselves with meeting our mission and vision statements for our school community and this will be evidenced in our 2020-21 School Year Preparedness Plan.





## **Phase 1, 2, or 3 Safety Protocols**

If our Region is determined to be in Phase 1, 2 or 3 on the MI Safe Start Plan, Battle Creek Montessori Academy will provide education through virtual instruction for students. The school building will be closed for all in-person instruction.

School will be accessed by staff for the sole purpose of conducting basic school operations and providing remote live instruction. Access to the building will be monitored by school administrators. With schools being closed for in-person instruction, this will suspend needs of screening students, responding to positive tests among staff and students, all inter-school activities, after-school activities, athletics and transportation.

Battle Creek Montessori registered for the School Meals Closure Program, and families were alerted by email, Remind, Facebook, and our website of the schools that provide a meal program (including Battle Creek Montessori). Families have also been referred to use the School Closure Meal Program (Meet Up and Eat Up) interactive map, or text FOOD to 877-877, to find meals in their immediate area. Families were also referred to local food pantries, via email, by calling 211 and through our school website's COVID-19 resource web page. Meals can be picked up Monday through Friday at Battle Creek Montessori Academy from 11:30 a.m. -12:15 p.m. in our parking lot. Each child receives a breakfast and lunch.

During a phase 1, 2, or 3 building closure, the maintenance and facility team will maintain the building to maintain functional order. They will also ensure a deep clean on the building is complete. All cleaning practices will follow Phase 4 cleaning practices including using EPA-approved disinfectants, using personal protective equipment, and will address common areas when staff are in the building.

Bussing will not be provided during phase 1, 2, or 3.

Battle Creek Montessori Academy will use its child care license during phase 1, 2, or 3 and operate as a child care provider, following all Phase 4 requirements.



## Phase 1, 2, or 3 Mental & Social-Emotional Health

Battle Creek Montessori Academy students will have access to mental health support through a variety of avenues.

At this time we are not able to implement a mental health screening for all students by a trained professional, due to staffing.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- [Destigmatization of COVID-19](#)
- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
- [PBS videos and resources](#)
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
  - <https://www.jedfoundation.org/covid-19-and-managing-mental-health/>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)

## Mental Health Help: 24-Hour Crisis Phone Number

Calhoun County

- 800-632-5449

Staff have access to [resiliency strategies](#) and a company sponsored Employee Assistance Program

Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their well being. The support team will intervene with additional



communication when difficulty making these connections arises. Additionally, staff members may refer students to the support team for follow-up contact as needed. All Battle Creek Montessori Academy staff members have been reminded that their obligation as mandated reporters continues into this period of remote learning.

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide supports for students and families. The principal and secretary will act as mental health liaisons. They will connect staff, students, and families to local public health agencies and community partners. Any mental health concerns can be directed to the school principal or secretary via email.

During the 2020-2021 school year all staff will be provided with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.



## **Phase 1, 2, or 3 Instruction**

Under Phases 1-3 that require the school building to be closed and instruction to be completed online, our team revised the district's remote learning plan by seeking input from various stakeholders (parents, students, staff). This feedback and their experience allowed us to reshape our programming by diving deeper into a different learning management system. Our plan will be distributed to our staff members, board members, and school community, in that order during the last week of July. Changes required by either FSU or MDE will be communicated with the various stakeholders as needed. Based on the strongly recommended notes on page 17-18, Battle Creek Montessori Academy plans on implementing all items.

### **Technology Access:**

All students in grades K-8<sup>th</sup> parents have been contacted to complete a survey to inform Battle Creek Montessori Academy team members of the technology access in the student's home. A limited number of Chromebooks will be available to families based on the feedback provided by parents. Whether families have online access was determined through the survey. If the internet is not available in the home, we are connecting families with low cost options, library resources or making our parking lot WIFI accessible. We hope to remove any technology barriers that may exist for each and every student.

### **Instruction:**

The virtual method will utilize Google Classroom. This new program was not evaluated during the Spring closure due to the lack of time, financial resources and training required for staff and families. After demos from the company, aligning financial support and utilizing the summer to train staff and families, we will be fully implemented prior to the start of school on August 24.

Google Classroom will serve as a hub for the student's classwork for all students enrolled at Battle Creek Montessori Academy. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, graded and feedback will be shared. The perk of Google Classroom is it helps organize thinking for students and staff that will support families when they are learning from home. In addition, our programming will allow for multiple family dynamics that could affect traditional learning. One feedback we got was that every family was different and following a traditional model was challenging.



Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will come with assignment dates to ensure students are following along with our modified priority standard expectations. Assignments stemming from these videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the particular subject/grade level.

To assist with instruction, Battle Creek Montessori staff will also utilize the Zoom tool to provide enrichment experiences. Staff will host zoom calls for their classrooms. All calls will be recorded and shared with the class. Viewing these zoom sessions will be required. These platforms can be accessed through a phone number as well as a Chromebook. Interventionists and special education teachers will support our students through zoom calls to support them with comprehension, application and analysis. Special education services will include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

### **Subgroups:**

To best support students who are in need of special education services, have 504 plans, or require English or Math interventions, we will also host specific zoom meetings for these students. They will either be supporting the curriculum on off days or working on skills that will support upcoming tasks. Groups will be determined by the needs of the students and meeting 504 and Individualized Education Plans.

### **Assessments:**

To better understand the needs of the students, we will assess every student during the first few weeks of school to better understand the needs of the students. Based on that data, we will be aligning our resources to support our students in whatever needs are determined. We will utilize NWEA to complete these assessments. These assessments will be delivered online through remote test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis.



## **Phase 1, 2, or 3 Operations**

When the building is closed to the public, our building facilities would ensure that the school is in good working order.

### **Building Facilities**

Our custodian will be auditing the necessary materials and supply chain for cleaning and disinfection supplies. The school will follow cleaning and disinfection protocols determined in phase 4. While doing deep cleaning, staff will be wearing surgical masks, face coverings and gloves. If we need a contingency plan to coordinate the school building for essential actions including elections, food distribution, and child care. We will also coordinate with local emergency management programs as needed.

### **Technology:**

As noted in detail in the instructional topic for phase 1-3, we are working to support our students and community with technology needs.

Like noted, we have surveyed our families on the needs between technology, technology access and training. We also are working in partnership with our families without internet connection with resources including low cost programs, library, and extending our wifi into our parking lot.

When addressing the procedures for a return of inventory, the staff will safely bag devices. Devices will be sanitized prior to a repair or replacement. Accessories will be replaced if needed and maintenance will be performed.

Inventorying the assets will be done on site.

Training for students, parents and staff will be provided to ensure all stakeholders are familiar with their devices and learning management systems. We hope to explore these devices together prior to any required closures or off-campus instruction. Training will be provided to staff prior to the school year and throughout as necessary.

### **Food Service:**

Battle Creek Montessori registered for the School Meals Closure Program, and families were alerted by email, Remind, Facebook, and our website of the schools that provide a meal program (including Battle Creek Montessori). Families have also been referred to use the School Closure Meal Program (Meet Up and Eat Up) interactive map, or text FOOD to 877-



877, to find meals in their immediate area. Families were also referred to local food pantries, via email, by calling 211 and through our school website's COVID-19 resource web page. Meals can be picked up Monday through Friday at Battle Creek Montessori Academy from 11:30 a.m. -12:15 p.m. in our parking lot. Each child receives a breakfast and lunch.

**Staffing:**

Based on our programming, Battle Creek Montessori Academy will provide instructional resources and materials to staff and students. In addition, our administration team will understand the flexibility with hiring and develop a plan to govern hiring in a remote environment per MDE. Logistical expectations will be shared with staff and students to outline attendance expectations, participation and time on schooling for each grade level and teachers. If we cannot find meaningful work for individuals on the team, staff will be laid off the temporary status of being in phase 1-3. This would include maintenance staff members, before and after school care and building substitutes.



## **Plan for Operating during Phase 4 of the Michigan Safe Start Plan**

### **Phase 4 Safety Protocols**

Under phase 4 that allows the school building to be opened and instruction to be available on the campus, our team sought out the needs of the community from various stakeholders (parents, students, staff) to ensure we were meeting safety regulations and community needs. This feedback and their experience allowed us to design our programming by ensuring everyone has technology, internet access and diving deeper into a different learning management system. Our plan will be distributed to our staff members, board members and school community, in that order during the last week of July. Changes required by either FSU or MDE will be communicated with the various stakeholders as needed.

### **Personal Protective Equipment:**

Based on the required actions of facial coverings being required for all staff members, staff will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. We have purchased disposable masks, face masks with a clear panel, and face shields for all staff members. They will follow proper procedures to sanitizes these daily, they will be replaced as recommended. For those who are choosing a homemade mask, the expectation is that they are washed daily.

For students, PK-5 students will be expected to wear them into the building, in our common areas and hallways. It will be highly recommended and encouraged that students wear masks within the classroom. Students will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask in all common areas. We have purchased disposable masks for students who demonstrate this preference. They will dispose of them daily. For those who are choosing a homemade mask, the expectation is that they are washed daily. Students will be co-horted into their classes to reduce the exposure to other students and staff members.

For students in grades 6-8, students will be expected to wear them into the building, in our common areas and hallways. Students are expected to wear masks within the classroom. Students will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. We have purchased disposable masks for students who demonstrate this preference. They will dispose of them daily. For those who are choosing a homemade mask, the expectation is that they



are washed daily. Middle school students will be co-horted into their classes and take steps to reduce exposure in the hallways.

If anyone is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. If any student refuses to wear a mask without a medical concern, a conversation will be had between the student and school leadership. If a resolution is not had, an additional conversation will involve parents. Students and staff with documented medical needs that limit their ability to will masks will provide those documents to school leadership.

### **Hygiene & Cleaning:**

Our teachers will be working to teach students proper steps to ensure safety is being done by all. Teachers within the first week and throughout the year to teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Twenty hand sanitizing stations have been purchased to place in classrooms and around the building. In addition, under the strongly recommended area, our staff will instruct students into coughing and sneezing into their elbows or cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques. In addition, as part of their daily schedules, teachers will have hand washing stops with soap and water every 2-3 hours. Finally, within the classroom, personal items and supplies will be individually labeled in containers. If materials are going to be used among a small group, these resources will be disinfected between use.

A maintenance staff member will utilize approved disinfectants to wipe down benches and bathrooms each 4 hours. The restroom and bench cleaning will happen before 4 hours into the school day This cleaning will be repeated after students dismiss. Maintenance staff will be replenishing restrooms and classrooms with soap, hand sanitizer (with 60% alcohol), paper towels, and tissues.

A teacher will utilize approved disinfectant to wipe down all surfaces throughout the day. Disinfecting will take place before and after all meals in the classroom. Staff will already have surgical masks on during our normal practices.

### **Spacing, Movement and Access:**

Battle Creek Montessori Academy is structuring for students to be 6 feet apart in classrooms. Class sizes will be kept to the level afforded necessary by the spacing in the classroom. When tables are in the classrooms, they will be spaced out to ensure there is a 6 foot gap between students. Furniture will be facing the same direction. Staff members will be asked to keep a 6 feet of spacing between themselves and students as possible.



We are taking into consideration the guidance from the AAP and our local health department, we will require no less than 3 feet of separation in the classrooms. “Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic.” Class sizes will be kept to the level afforded necessary by the spacing in the classroom. “Strict adherence to a specific size of student groups (eg, 10 per classroom, 15 per classroom, etc) should be discouraged in favor of other risk mitigation strategies.” Masks, washing hands, and disinfecting are more important and beneficial than 6 feet social distancing. When tables are in the classrooms, they will be spaced out to ensure there is at least 3 feet gap between students. Furniture will be facing the same direction. Staff members will be asked to keep 3 feet distance between themselves and students as possible.

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. There will also be expectations that adult guests will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Records will be kept (including date and time) for visitors entering and exiting the campus.

In addition, there will be special efforts to ensure that the building is made safer as outlined on page 23 of the MI Safe Start Roadmap. The school will cohort students as much as possible and isolate them in monitored areas. Specialists will be going into the classrooms to reduce unnecessary travels. This includes special teachers, instructional aides, interventionists, and special education teachers. For physical education classes, teachers will either take students outdoors or do an indoor lesson on health or character education lessons. These will be hosted in the student’s cohort classrooms. Hallways will be coordinated with directions and other schedules to reduce traffic and to minimize the number of people in hallways as able.

Windows on the south side of the building will be open during the day. Teachers will be encouraged to use their assigned outdoor spaces throughout the day for education. Recess time will allow for once classroom at a time to be in the play yard. Students will eat lunch in their classrooms or outdoors, weather permitting.

To support the entire student body receiving a high quality education in a safe environment, we have elected to host students Monday through Friday. Students will be on campus daily. Cleaning of the building will occur during recommended times and all classrooms will be cleaned after school.

For students who do not feel comfortable in being in the school setting, Battle Creek Montessori Academy will be offering the ability for students to participate with the same



curriculum as their peers but completely online. Using the Canvas program, students will be assigned work on the priority standards and will receive enrichment and comprehensive assignments. Students will be assigned specific teachers/liaisons to support them with mentoring. Times will be set to support our online students through a weekly zoom call.

Arrival and dismissal processes will be altered to better discourage congregating and congestion. We will be sharing our entrance plan with families to expect them to exit the vehicle, enter the building, and go straight to their classrooms. Staff will help guide this process in the AM.

Dismissal processes will continue as we have before, individual students will be called to the gym to exit the building to their car. We will have staff designated to support families in the PM during dismissal.

### **Screening Students and Staff & Testing Protocols to Positive Cases**

Our first step has been to make connections and a personal relationship with our school liaison at the Calhoun County Health Department. Kevin Green is our designated contact and will be contracted prior to releasing our plans to ensure our actions reflect best practices.

Our screening process for staff begins before they step into the building. Staff will respond to a survey with questions regarding their health. If there is a response that is in question, we will contact human resources for more guidance on specific questions. The survey will request information about respiratory issues, gastrointestinal symptoms or a fever over 100.4 degrees.

When students are entering the building, the protocol will be for students to keep 6 feet between one another and observe social practices. Students will enter through our back vestibule doors in a single file line with doors propped open, once they have had their temperature checked, they will pick up a breakfast and head directly to their classrooms. If a student exhibits a temperature higher than 100.4 degrees, we will then take their temperature with an individual thermometer. If the student again displays a higher temperature of 100.4 or higher, they will be directed to the office where they will be provided a mask and placed in the quarantine room, directly across from the office. The health care provider will wear a surgical mask. While in the quarantine area, students will continue to wear a surgical mask.

When students become ill during the school day, the teacher will provide a temperature check and will escort the student to the office. They will be again monitored until they can be picked up by their parents, guardians or emergency contact.



To prevent illness arriving at school, parents will be requested to take the temperature of a student prior to arriving on campus. If a fever or other symptoms are present, the family should keep the student home for a minimum of 72 hours with the child being symptom free without the use of medication and until they are able to follow up with a primary care provider.

Symptomatic students and staff who are ill and sent home, they will be kept home until they have tested negative or have completely recovered according to the CDC guidelines. The school will assist in coordinating transportation by the parent or guardian, emergency contact or ambulance if clinically unstable, for off-site testing.

In the case that a staff develops a fever or becomes ill with COVID-19 symptoms, the staff member will wear a mask and be transported for off-site testing.

In the event of a lab or clinically diagnosed case, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than 6 feet in close proximity to the student or staff member). They will be quarantined for 14 days at home. Students and staff will be closely monitored for symptoms. We will not empirically test all staff or students at this time. Only those that develop symptoms will be encouraged to test. During this time, the school will collect information for any close contacts of the affected individual from two days before he/she showed symptoms.

Communication will be key for our families. 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. ADA confidentiality laws will be respected through this communication and such laws will be shared with staff during professional development.

Communication also will remain open with the health department to follow their guidance on supporting contact tracing and collecting data and contact information of those exposed.

When returning to the school and workplace, Staff should only return to work after they are no longer infectious. We will seek more information from health officials in making that determination.

Areas of the building including classrooms will be closed for a minimum of 24 hours before cleaning to minimize the risk of any airborne particles when classrooms have a positive case. As expressed in the cleaning section, staff will be wearing a surgical mask, gloves and a face shield when performing cleaning of these areas.

[Click here to enter text.](#)



## Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Battle Creek Montessori Academy students will have access to mental health support through a variety of avenues.

At this time, we are not able to implement a mental health screening for all students by a trained professional, due to staffing.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

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Calhoun County

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Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their wellbeing. The support team will intervene with additional communication when difficulty making these connections arises. Additionally, staff members may refer students to the support team for follow-up contact as needed.



All Battle Creek Montessori Academy staff members have been reminded that their obligation as mandated reporters continues into this period of remote learning.

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide supports for students and families. The principal and secretary will act as mental health liaisons. They will connect staff, students, and families to local public health agencies and community partners. Any mental health concerns can be directed to the school principal or secretary via email.

During the 2020-2021 school year all staff will be provided with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

## **Phase 4 Operations**

### **Governance:**



With support from Choice Schools Associates, Ferris State University, feedback from families, teachers, technology and facilities, we have created an instructional plan that meets the needs of our students and also addresses the goals in our mission statement. In this process, we determined the safety protocols necessary to host students, determine resources to better support the unique needs of the year and enhanced our remote learning experience.

We have elected to provide two methods of instruction to meet the needs of our students while monitoring their concern for safety. We have students on campus Monday through Friday, while also maintaining remote learning as an option. This decision was based on consulting with the Board of Directors and evaluating survey results of both staff and parents.

## **Instruction**

### **On Campus Instruction:**

The virtual method will utilize Google Classroom. This new program was not evaluated during the Spring closure due to the lack of time, financial resources and training required for staff and families. After demos from the company, aligning financial support and utilizing the summer to train staff and families, we will be fully implemented prior to the start of school on August 24.

Google Classroom will serve as a hub for the student's classwork for all students enrolled at Battle Creek Montessori Academy. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, graded and feedback will be shared. The perk of Google Classroom is it helps organize thinking for students and staff that will support families when they are learning from home. In addition, our programming will allow for multiple family dynamics that could affect traditional learning. One feedback we got was that every family was different and following a traditional model was challenging.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will come with assignment dates to ensure students are following along with our modified priority standard expectations. Assignments stemming from these videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the particular subject/grade level.

### **Remote Learning:**

To assist with remote learning students, Battle Creek Montessori Academy staff will utilize the Zoom tool to provide enrichment experiences. Staff will host zoom calls for



their to support students with their assignments and content explanation. All calls will be available to be recorded and shared with all remote learners in the class. These platforms can be accessed through a phone number as well as a chromebook. Elementary students will be assigned a designated remote teacher to provide instruction and feedback. Teaching Assistants will check in with the performance of the students, answer questions and serve in a mentoring capacity. Classroom teachers will lead instruction and address content related questions.

### **Subgroups:**

To best support students who are in need of special education services, have 504 plans, or require English or Math interventions, we will have specific steps to support each student. If the students are on the campus, students will receive support through our traditional routes to meet IEP and 504 times and services. We will also continue to support differentiation and support students who require more time and spiraled teaching to fill gaps that may exist. For students who are remote learning, we will collaborate similarly to the spring. Together with parents, our special education team will create contingency learning plans by modifying times to still address the services needed. These service times will occur through zoom calls. Service providers will be supporting the curriculum or working on skills that will support upcoming tasks.

### **Priority Standards:**

Our best approach to uncertainty going into the year was to work backwards with our instructional staff. During the summer we investigated and evaluated the most essential standards and skills needed in each subject and course. Through this process we were able to have discussions into best methodology of delivery and best practices. Determining grade-level proficiencies, feedback practices, and resources needed, staff will have a full understanding of the essential standards. Staff worked on aligning Montessori lessons to essential standards by outlining the school year linking essentials to lessons. These will be revisited throughout the course/year to ensure full understanding before advancing to the next grade/course.

### **Technology Access:**

All parents have been contacted to complete a survey to inform Battle Creek Montessori Academy team members of the technology access in the student's home. Chromebooks have been purchased to provide each student a technology tool to use for online learning in the classroom, we have a limited supply of Chromebooks to offer to students at home. Whether families have online access was determined through the survey. If the internet is not available in the home, we are connecting families with low cost



options, library, or making our parking lot WIFI accessible. We hope to remove any technology barriers that may exist for each and every student.

### **Assessments:**

To better understand the needs of the students, we will assess every student in grades K-8th during the first few weeks of school to better understand the needs of the students. Based on that data, we will be aligning our resources to support our students in whatever needs are determined. We will utilize NWEA screening assessments if our calendar does not align well with NWEA windows. These assessments will be delivered in person for students on campus and online through remote test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize programs through google forms to manage feedback and feedback will load into our data management system. Whether students are learning on campus or remotely, these assessments tools will be utilized to measure growth.

### **Supplies Needed:**

A supply list will be provided to families to support Phase 1-3 and 4-6. The list can be found here: [BCMA Supply List](#)

### **Communications & Family Supports:**

As always going into the school year, communication will be key this year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. We use phone calls, School Messenger, US Postal mail, email, MailChimp, Remind, and Facebook to stay connected with our families.

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Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data, developing an essential standards document, and racial educational equity.

## **Phase 4 Operations**

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In addition, the team is educating themselves (and seeking advanced training) on the requirements for cleaning and disinfecting all core assets. In addition, they are developing schedules for each staff member to ensure they understand the tasks and responsibilities. We will also update the team with changes provided by OSHA and/or the CDC. These requirements will also be shared with staff as part of our guidance for cleaning.

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As one more level of supervision, school leaders will conduct and document a facility walk through with the custodian team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

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As a strong budget conscious school, we have been monitoring the budget since the closure in March. With support from our Choice Schools, we have evaluated multiple mental exercises to address topics including staffing needs, enrollment dips, resource influxes.

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Meals will be distributed daily for students on-campus. All students receive breakfast and lunch at no cost. Pre-packaged breakfast will be picked up from the gym as students enter the building in the morning or from the office for students who are arriving late. Lunch will be delivered to each classroom with disposable silver wear daily.

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Battle Creek Montessori Academy has one bus used to transport students to and from school. Beyond the bus driver there is an aide on the bus to support a student with special needs. We have altered the route so the student is one of the last students to get on and one of the first students to get off, allowing the aide to help monitor the bus once the student is no longer on the bus. Hand sanitizer will be used before students get on the bus. All students riding the bus must wear a mask, unless medically unable to. Masks will be available to students if they do not have access to one. The bus driver and aide will wear provided PPE or handmade masks. Windows will be put down in the morning and be put up after the last run of the day, weather permitting. The bus will be disinfected between runs with an approved disinfectant.



## **Plan for Operating during Phase 5 of the Michigan Safe Start Plan**

### **Phase 5 Safety Protocols**

Under phase 5 that allows the school building to be opened and instruction to be available on the campus, our team sought out the needs of the community from various stakeholders (parents, students, staff) to ensure we were meeting safety regulations and community needs. This feedback and their experience allowed us to design our programming by ensuring everyone has technology, internet access and diving deeper into a different learning management system. Our plan will be distributed to our staff members, board members and school community, in that order during the last week of July. Changes required by either FSU or MDE will be communicated with the various stakeholders as needed.

### **Personal Protective Equipment:**

Based on the required actions of facial coverings being required for all staff members, staff will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. We have purchased disposable masks, face masks with a clear panel, and face shields for all staff members. They will follow proper procedures to sanitizes these daily, they will be replaced as recommended. For those who are choosing a homemade mask, the expectation is that they are washed daily.

For students, PK-8<sup>th</sup> grade, students will be expected to wear them into the building, in our common areas and hallways. Students will be encouraged to wear masks within the classroom. Students will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask in all common areas. We have purchased disposable masks for students who demonstrate this preference. They will dispose of them daily. For those who are choosing a homemade mask, the expectation is that they are washed daily. Students will be co-horted into their classes to reduce the exposure to other students and staff members.

If anyone is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. If any student refuses to wear a mask without a medical concern, a conversation will be had between the student and school leadership. If a resolution is not had, an additional conversation will involve parents. Students and staff with documented medical needs that limit their ability to will masks will provide those documents to school leadership.

### **Hygiene & Cleaning:**



Our teachers will be working to teach students proper steps to ensure safety is being done by all. Teachers within the first week and throughout the year to teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Twenty hand sanitizing stations have been purchased to place in classrooms and around the building. In addition, under the strongly recommended area, our staff will instruct students into coughing and sneezing into their elbows or cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques. In addition, as part of their daily schedules, teachers will have hand washing stops with soap and water every 2-3 hours. Finally, within the classroom, personal items and supplies will be individually labeled in containers. If materials are going to be used among a small group, these resources will be disinfected between use.

A maintenance staff member will utilize approved disinfectants to wipe down benches and bathrooms each 4 hours. The restroom and bench cleaning will happen before 4 hours into the school day. This cleaning will be repeated after students dismiss. Maintenance staff will be replenishing restrooms and classrooms with soap, hand sanitizer (with 60% alcohol), paper towels, and tissues.

A teacher will utilize approved disinfectant to wipe down all surfaces throughout the day. Disinfecting will take place before and after all meals in the classroom. Staff will already have surgical masks on during our normal practices.

### **Spacing, Movement and Access:**

Battle Creek Montessori Academy is structuring for students to be 6 feet apart in classrooms. Class sizes will be kept to the level afforded necessary by the spacing in the classroom. When tables are in the classrooms, they will be spaced out to ensure there is a 6 foot gap between students. Furniture will be facing the same direction. Staff members will be asked to keep a 6 feet of spacing between themselves and students as possible.

We are taking into consideration the guidance from the AAP and our local health department, we will require no less than 3 feet of separation in the classrooms. "Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic." Class sizes will be kept to the level afforded necessary by the spacing in the classroom. "Strict adherence to a specific size of student groups (eg, 10 per classroom, 15 per classroom, etc) should be discouraged in favor of other risk mitigation strategies." Masks, washing hands, and disinfecting are more important and beneficial than 6 feet social distancing. When tables are in the classrooms, they will be spaced out to ensure there is at least 3 feet gap between students. Furniture will be facing the same



direction. Staff members will be asked to keep 3 feet distance between themselves and students as possible.

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. There will also be expectations that adult guests will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Records will be kept (including date and time) for visitors entering and exiting the campus.

In addition, there will be special efforts to ensure that the building is made safer as outlined on page 23 of the MI Safe Start Roadmap. The school will cohort students as much as possible and isolate them in monitored areas. Specialists will be going into the classrooms to reduce unnecessary travels. This includes special teachers, instructional aides, interventionists, and special education teachers. For physical education classes, teachers will either take students outdoors or do an indoor lesson on health or character education lessons. These will be hosted in the student's cohort classrooms. Hallways will be coordinated with directions and other schedules to reduce traffic and to minimize the number of people in hallways as able.

Windows on the south side of the building will be open during the day. Teachers will be encouraged to use their assigned outdoor spaces throughout the day for education. Recess time will allow for once classroom at a time to be in the play yard. Students will eat lunch in their classrooms or outdoors, weather permitting.

To support the entire student body receiving a high quality education in a safe environment, we have elected to host students Monday through Friday. Students will be on campus daily. Cleaning of the building will occur during recommended times and all classrooms will be cleaned after school.

For students who do not feel comfortable in being in the school setting, Battle Creek Montessori Academy will be offering the ability for students to participate with the same curriculum as their peers but completely online. Using the Canvas program, students will be assigned work on the priority standards and will receive enrichment and comprehensive assignments. Students will be assigned specific teachers/liaisons to support them with mentoring. Times will be set to support our online students through a weekly zoom call.

Arrival and dismissal processes will be altered to better discourage congregating and congestion. We will be sharing our entrance plan with families to expect them to exit the vehicle, enter the building, and go straight to their classrooms. Staff will help guide this process in the AM.



Dismissal processes will continue as we have before, individual students will be called to the gym to exit the building to their car. We will have staff designated to support families in the PM during dismissal.

### **Screening Students and Staff & Testing Protocols to Positive Cases**

Our first step has been to make connections and a personal relationship with our school liaison at the Calhoun County Health Department. Kevin Green is our designated contact and will be contracted prior to releasing our plans to ensure our actions reflect best practices.

Our screening process for staff begins before they step into the building. Staff will respond to a survey with questions regarding their health. If there is a response that is in question, we will contact human resources for more guidance on specific questions. The survey will request information about respiratory issues, gastrointestinal symptoms or a fever over 100.4 degrees.

When students are entering the building, the protocol will be for students to keep 6 feet between one another and observe social practices. Students will enter through our back vestibule doors in a single file line with doors propped open, once they have had their temperature checked, they will pick up a breakfast and head directly to their classrooms. If a student exhibits a temperature higher than 100.4 degrees, we will then take their temperature with an individual thermometer. If the student again displays a higher temperature of 100.4 or higher, they will be directed to the office where they will be provided a mask and placed in the quarantine room, directly across from the office. The health care provider will wear a surgical mask. While in the quarantine area, students will continue to wear a surgical mask.

When students become ill during the school day, the teacher will provide a temperature check and will escort the student to the office. They will be again monitored until they can be picked up by their parents, guardians or emergency contact.

To prevent illness arriving at school, parents will be requested to take the temperature of a student prior to arriving on campus. If a fever or other symptoms are present, the family should keep the student home for a minimum of 72 hours with the child being symptom free without the use of medication and until they are able to follow up with a primary care provider.

Symptomatic students and staff who are ill and sent home, they will be kept home until they have tested negative or have completely recovered according to the CDC guidelines. The school will assist in coordinating transportation by the parent or guardian, emergency contact or ambulance if clinically unstable, for off-site testing.



In the case that a staff develops a fever or becomes ill with COVID-19 symptoms, the staff member will wear a mask and be transported for off-site testing.

In the event of a lab or clinically diagnosed case, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than 6 feet in close proximity to the student or staff member). They will be quarantined for 14 days at home. Students and staff will be closely monitored for symptoms. We will not empirically test all staff or students at this time. Only those that develop symptoms will be encouraged to test. During this time, the school will collect information for any close contacts of the affected individual from two days before he/she showed symptoms.

Communication will be key for our families. 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. ADA confidentiality laws will be respected through this communication and such laws will be shared with staff during professional development.

Communication also will remain open with the health department to follow their guidance on supporting contact tracing and collecting data and contact information of those exposed.

When returning to the school and workplace, Staff should only return to work after they are no longer infectious. We will seek more information from health officials in making that determination.

Areas of the building including classrooms will be closed for a minimum of 24 hours before cleaning to minimize the risk of any airborne particles when classrooms have a positive case. As expressed in the cleaning section, staff will be wearing a surgical mask, gloves and a face shield when performing cleaning of these areas.



## Phase 5 Mental & Social-Emotional Health

Battle Creek Montessori Academy students will have access to mental health support through a variety of avenues.

At this time, we are not able to implement a mental health screening for all students by a trained professional, due to staffing.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- [Destigmatization of COVID-19](#)
- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
- [PBS videos and resources](#)
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
  - <https://www.jedfoundation.org/covid-19-and-managing-mental-health/>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)

## Mental Health Help: 24-Hour Crisis Phone Number

Calhoun County

- 800-632-5449

Staff have access to [resiliency strategies](#) and a company sponsored Employee Assistance Program

Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their wellbeing. The support team will intervene with additional communication when difficulty making these connections arises. Additionally, staff members may refer students to the support team for follow-up contact as needed.



All Battle Creek Montessori Academy staff members have been reminded that their obligation as mandated reporters continues into this period of remote learning.

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide supports for students and families. The principal and secretary will act as mental health liaisons. They will connect staff, students, and families to local public health agencies and community partners. Any mental health concerns can be directed to the school principal or secretary via email.

During the 2020-2021 school year all staff will be provided with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.



## **Phase 5 Instruction**

### **Governance:**

With support from Choice Schools Associates, Ferris State University, feedback from families, teachers, technology and facilities, we have created an instructional plan that meets the needs of our students and also addresses the goals in our mission statement. In this process, we determined the safety protocols necessary to host students, determine resources to better support the unique needs of the year and enhanced our remote learning experience.

We have elected to provide two methods of instruction to meet the needs of our students while monitoring their concern for safety. We have students on campus Monday through Friday, while also maintaining remote learning as an option. This decision was based on consulting with the Board of Directors and evaluating survey results of both staff and parents.

### **Instruction**

#### **On Campus Instruction:**

The virtual method will utilize Google Classroom. This new program was not evaluated during the Spring closure due to the lack of time, financial resources and training required for staff and families. After demos from the company, aligning financial support and utilizing the summer to train staff and families, we will be fully implemented prior to the start of school on August 24.

Google Classroom will serve as a hub for the student's classwork for all students enrolled at Battle Creek Montessori Academy. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, graded and feedback will be shared. The perk of Google Classroom is it helps organize thinking for students and staff that will support families when they are learning from home. In addition, our programming will allow for multiple family dynamics that could affect traditional learning. One feedback we got was that every family was different and following a traditional model was challenging.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will come with assignment dates to ensure students are following along with our modified priority standard expectations. Assignments stemming from these videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the particular subject/grade level.



### **Remote Learning:**

To assist with remote learning students, Battle Creek Montessori Academy staff will utilize the Zoom tool to provide enrichment experiences. Staff will host zoom calls for their to support students with their assignments and content explanation. All calls will be available to be recorded and shared with all remote learners in the class. These platforms can be accessed through a phone number as well as a chromebook. Elementary students will be assigned a designated remote teacher to provide instruction and feedback. Teaching Assistants will check in with the performance of the students, answer questions and serve in a mentoring capacity. Classroom teachers will lead instruction and address content related questions.

### **Subgroups:**

To best support students who are in need of special education services, have 504 plans, or require English or Math interventions, we will have specific steps to support each student. If the students are on the campus, students will receive support through our traditional routes to meet IEP and 504 times and services. We will also continue to support differentiation and support students who require more time and spiraled teaching to fill gaps that may exist. For students who are remote learning, we will collaborate similarly to the spring. Together with parents, our special education team will create contingency learning plans by modifying times to still address the services needed. These service times will occur through zoom calls. Service providers will be supporting the curriculum or working on skills that will support upcoming tasks.

### **Priority Standards:**

Our best approach to uncertainty going into the year was to work backwards with our instructional staff. During the summer we investigated and evaluated the most essential standards and skills needed in each subject and course. Through this process we were able to have discussions into best methodology of delivery and best practices. Determining grade-level proficiencies, feedback practices, and resources needed, staff will have a full understanding of the essential standards. Staff worked on aligning Montessori lessons to essential standards by outlining the school year linking essentials to lessons. These will be revisited throughout the course/year to ensure full understanding before advancing to the next grade/course.

### **Technology Access:**



All parents have been contacted to complete a survey to inform Battle Creek Montessori Academy team members of the technology access in the student's home. Chromebooks have been purchased to provide each student a technology tool to use for online learning in the classroom, we have a limited supply of Chromebooks to offer to students at home. Whether families have online access was determined through the survey. If the internet is not available in the home, we are connecting families with low cost options, library, or making our parking lot WIFI accessible. We hope to remove any technology barriers that may exist for each and every student.

### **Assessments:**

To better understand the needs of the students, we will assess every student in grades K-8th during the first few weeks of school to better understand the needs of the students. Based on that data, we will be aligning our resources to support our students in whatever needs are determined. We will utilize NWEA screening assessments if our calendar does not align well with NWEA windows. These assessments will be delivered in person for students on campus and online through remote test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize programs through google forms to manage feedback and feedback will load into our data management system. Whether students are learning on campus or remotely, these assessments tools will be utilized to measure growth.

### **Supplies Needed:**

A supply list will be provided to families to support Phase 1-3 and 4-6. The list can be found here: [BCMA Supply List](#)

### **Communications & Family Supports:**

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