



THREE RIVERS MONTESSORI RETURN TO SCHOOL PLAN 2020-2021

*Revised December 30th, 2020

Face-to-Face Learning Model

Children attend school in the traditional face-to-face manner according to the school calendar.

TRM follows guidance from MDH which includes frequent hand washing and cleaning of the facility.

This model includes the wearing of face coverings and engaging in social distancing when feasible.

Hybrid Learning Model

Students will attend school face-to-face two days a week on an AB schedule.

Three days a week all students will participate in distance learning from home.

Social distancing will be practiced in a strict manner while this model is in effect.

Distance Learning Model

This model will be used if according to COVID data and MDE, children are not allowed to be physically present at school.

In this model children will engage in Montessori work through daily lessons from their teachers.

Teachers will also provide individual touch points and classroom meetings to bolster student engagement.

Decision Method

TRM receives and analyzes data from Sherburne County health officials, MDH and MDE.

Changes to the learning model will be made in response to virus activity in Sherburne County while remaining in compliance with all MDE regulations and Governor's orders.

TRM will **move fluidly** through the three learning models as necessary, however a full-time distance learning will remain an option for the foreseeable future for all families.

FACE-TO-FACE LEARNING MODEL

Safety Precautions in the Face-to-Face Model Overview:

- Per the Governor's Executive Order, face coverings will be worn by students K-6th grade and staff members excluding during outdoor activities when social distancing may be practiced or during meals.
- Classroom seating will be adjusted to allow for more space between students.
- Students will wash hands frequently and sanitizer will be provided throughout the building.
- Lunch will be consumed in classrooms and will be plated individually to minimize contact instead of self-serve.
- Extra cleaning supplies and additions to the cleaning schedule will be made to ensure proper sanitizing measures are met in accordance with MDH guidance.
- TRM will limit interactions between classrooms, i.e. classrooms will function primarily as "pods."

Arrival/Departure

TRM asks families who drive students to school to stagger arrival and departure times with the bus schedule to encourage social distancing at high traffic times of the day. This will limit the amount of children in the hallway at one time.

Health Assessments

All students AND staff members will need to complete a self-assessment for symptoms of COVID before coming to school.

Students may also be screened upon arrival at school. This form is available on the TRM website and via hard copy from school.

Signage

TRM will provide signage throughout the school that requires mask wearing, checking for symptoms and social distancing. Signage is visible on both the front and side door. Social distancing decals are placed 6 ft. apart in the hallways to encourage social distancing while travelling throughout the school.

Lunch/Recess

Students travel by classroom to receive lunches from the kitchen and to visit the playground for outdoor recess. Classrooms do not overlap times. Children eat lunch in their prospective classrooms to avoid the mixing of groups.

How requirements will be enforced:

- Enforced of mask wearing, health screen and social distancing will be a team effort by TRM administration, teachers and families of students.
- The School Leader will send weekly emails with reminders of requirements and the answers to any frequently asked questions.
- Teachers will encourage and enforce requirements within classrooms by providing lessons regarding the importance of sanitary practices as well as mask wearing.
- Teachers and paraprofessionals will also supervise handwashing to ensure hands are washed frequently and for the appropriate amount of time.
- Families will be asked to notice and follow signage as a reminder of daily requirements for children to attend school in-person.

Student Support in the Face-to Face Model

Students will receive individual and group instruction from experienced teachers using the Montessori method.

Children will forge strong bonds with their teachers and classmates while engaging in meaningful group work and social experiences.

Visitors in the Face to Face Model

All visitors will be limited to workers essential to building needs or school operations. All other visitors or volunteers will be temporarily restricted from entering. Tours will only be conducted if the family has received an invitation to enroll. These tours will be less than 15 minutes in duration and all participants must wear masks.

Protecting Vulnerable Students

Students with Individualized Healthcare Plans, Individualized Education Plans (IEPs) or 504 Plans will be supported by the Special Education Director, Teacher and the School Leader to ensure services are met and provided with the student's safety in mind. Regular meetings will occur so individualized plans can be modified as needed. Distance learning is available for any student unable to attend school in-person. Paraprofessionals will help students to plan, organize and submit their work if the student is enrolled in distance learning.

Protecting Vulnerable Staff

TRM staff are instructed to speak with the School Leader to determine if the individual is high risk. The School Leader will communicate with the Regional Support Team to determine appropriate measures to ensure safety. Staff will be able to work from home for the majority of their work day if TRM is operating in a distance learning model. All staff will be provided proper PPE while working in-person.

Cleaning/Disinfecting Supplies

TRM will utilize federal funds provided to all schools for PPE, disinfecting supplies and staff to acquire the appropriate supplies to promote a safe and clean environment for students and staff.

Funding will be supported through the school's general budget as needed.

Supplies are ordered through reputable vendors by the school's Office Manager and School Leader.

Cleaning/Disinfection Staff/Routines

Staff are hired to follow disinfecting routines that will compliment the school day schedule for in-person learning.

Staff will clean classrooms daily after lunch, while students participate in outdoor recess and at the end of each school day. This includes disinfecting frequently touched surfaces and classroom materials.

Staff will also clean common areas of the building daily at a mid-morning time and at the end of the school day.

After Care staff will also clean and disinfect and materials and surfaces used.

Monitoring and Excluding Students and Staff for Illness:

- TRM follows the Decision Tree provided by MDE to determine quarantine and isolation requirements for students and staff.
- Administration will track and monitor students and staff excluded due to symptoms, exposure or positive test results.
- TRM strongly encourages families to complete the health screening tools provided both via hard copy and on the TRM website daily.
- Temp checks are taken daily upon arrival. Staff conducting temp checks also look for any symptoms upon arrival.
- If a student does not pass the temp check, he or she is taken to the Special Education resource room or the School Leader's office to wait while guardians are notified. The guardian will be asked to pick-up the child as soon as possible and continue to monitor symptoms, communicating any developments to the School Leader.
- Staff follow a similar procedure conducting the health screen at home and temp check upon arrival. If a staff member is experiencing symptoms listed on the MDH Decision Tree or is feeling ill, he or she is to notify the School Leader immediately.
- Students and staff will be expected to quarantine or isolate according to the Decision Tree, only returning to school if the quarantine/isolation period is complete or with a doctor's note expressing the individual is cleared to return.

HYBRID LEARNING MODEL

Hybrid learning at a glance:

- Teachers provide instruction for students in-person during regular school hours (see AB schedule below).
- Support staff are available to assist with printing of packets and providing time for teachers to connect with remote learning students during the school day
- Teachers utilize Seesaw (application) for check-ins and work submission for remote learners.

Safety Guidelines

Class sizes are limited. Social distancing will take place at all times of the day.

Continued monitoring of student and staff health upon/before arrival at school daily.

Continued use of face coverings and PPE by teachers and students and frequent handwashing and cleaning of surfaces throughout the school.

Class Schedule

Students will receive instruction 5 days a week.

Students will attend on a rotating (AB) schedule with in-person learning two days a week for each student and distance learning three days per week at home.

Children will receive teacher instruction that reflects the Montessori method on their distance learning days.

Children will continue to be bussed by the district on their A or B day.

Transportation

Children utilizing district bussing will be transported according to their AB schedule.

Effort will be made to keep siblings together.

TRM may continue to request staggered arrival/departure times.

Distance Learning Days

Teachers will provide on-line opportunities for learning as well as suggestions for implementing Montessori in the home.

Teachers will provide opportunities for projects and learning experiences that mirror work typical of a Montessori elementary classroom.

Children will be able to share their work at home with their teachers and classmates during regular check-ins and Zoom meetings.

DISTANCE LEARNING ONLY MODEL

Distance Learning at a Glance:

- Learning experiences provided five days a week
- The use of a variety of means and methods including face-to-face meetings, group meetings, virtual lessons, hands-on materials to take home and suggestions on how to implement Montessori in the home.
- Lesson plans tailored to your child.
- A flexible schedule to accommodate your family's schedule.

The full-time distance learning option is available for all families. You can choose this model, or request distance learning for your child if he/she is unable to physically attend school.

Attendance During Distance Learning

TRM utilizes JMC as their student information system. Teachers monitor attendance through Seesaw (application for schools utilized by families and teachers). Teachers will record daily attendance via check-ins through Seesaw - work submissions. The Office Manager inputs daily attendance in JMC.

Grading and Report Cards

Parent Teacher Conferences are held each trimester either in-person or virtually. Report cards are available at this time and discussed with parents and/or guardians.

Administration of Assessments

Assessments are conducted in-person when possible. This includes standardized testing and school-wide assessments.

If in-person assessments are not possible parents and guardians of students will be utilized to assist in completing assessments online with the guidance of TRM staff.

Individualization of Support for Students

ELL Students, Students Receiving Special Education Services and/or Students Experiencing Homelessness will be provided support through TRM administration and the Special Education team.

If TRM is operating in a Distance Learning Model, the school will provide in-person services for these students at least on a part-time basis as long as staffing allows.

Professional Development for Staff

Staff participate in weekly meetings regarding the implementation of new protocols and have the opportunity to discuss current operating procedures.

TRM contracts with Navigate Care Consulting for nursing services. Navigate provides a robust COVID training for staff which all TRM staff members will complete.

Resources for Families

TRM recognizes this is a trying time for families and students and will provide any and all support necessary to promote mental, emotional and physical wellness.

A variety of resources are available upon request for families and distributed by teachers directly to families via email.

Additional Information

The School Leader will serve as the COVID coordinator and will remain up-to-date on guidance and regulations provided by MDE and MDH. The School Leader will address positive COVID cases or outbreaks as recommended by local health officials and the regional support team.

Contact Information:

Rose Bringus
rose.bringus@threeriversmontessori.org
763-595-1213

Communication Method

TRM families/guardians (Primary contacts) will be notified **via email** of any updates, changes to learning models or quarantine requirements. A **text message** will also be sent to primary contacts to ensure receipt of emails.

The before and after school care program will follow the same protocols adopted by TRM.

TRM utilizes Vision Transportation for transportation of pupils. Vision follows all protocols required by MDH and recommended by the CDC to ensure safety of students and Vision Transportation staff.

Families of TRM will have the school's support for technology needs to the best of the school's ability in regards to funds and consumer demand.