



Ballard Elementary School
Phase Four: Fall 2020 Reopening Plan
In Person Learning Daily With Stringent Safety Protocols
(Masks Required for Students and Staff)

*Ballard Elementary School and Niles Community Schools will continue to adjust to any new state mandate provided by the governing bodies including, but not limited to, the MDHHS and MHSAA. Below is a broad comparison chart to assist families in comparing the nature of each phase’s learning plan at Ballard Elementary School.

Student and Parent/Guardians Expectations	Staff Expectations:
Parents/Guardians: <ul style="list-style-type: none"> ● Wear a mask upon entering the building ● 2 adults only for parent/teacher conference Students: <ul style="list-style-type: none"> ● Wear a mask upon entering the building ● Attend parent/teacher conference 	Professional Staff: <ul style="list-style-type: none"> ● Complete daily wellness check prior to entry into the building. ● Wear a mask at all times while in the building. ● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces. ● Contact the office if a student is observed to have a fever or COVID-19 related symptoms. Administration: <ul style="list-style-type: none"> ● Wear a mask at all times while in the building ● Ensure social distancing rules are followed

Before School - Drop-off, Breakfast, & Supervision:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the office. ● Only attempt to enter the school through the main office entrance. <ul style="list-style-type: none"> ○ Prioritize visits to minimize office visitor traffic. ○ Visitors to the office must wear masks and hand sanitize. ○ No building access beyond the office will be permitted for visitors. ● Ensure successful transport of student to school: <ul style="list-style-type: none"> ○ Bus: Ensure students successfully board the bus. ○ Drop-off: Drop students off at designated entrance(s). Do not drop-off students at school prior to 8:40 am. Students walk straight through to their classroom. <p>Students (Bus Riders)</p> <ul style="list-style-type: none"> ● Sanitize hands and wear an approved face mask on the bus. ● Sit in an assigned seat on the bus for the duration of the trip. ● Adhere to all bus rules throughout the entire ride. ● Exit the bus when directed by the driver. ● Enter the school through the bus door. ● Enter the building, continue to wear a face mask while traveling to, and travel directly to students' designated locker or homeroom classroom. ● Sanitize hands when entering the classroom, sit at the assigned seat, and begin eating breakfast (if applicable). <p>Students (Car Drop-off)</p> <ul style="list-style-type: none"> ● Enter the building through the main entrance. ● Enter the building, continue to wear a face mask while traveling to, and travel directly to students' designated locker or homeroom classroom. ● Sanitize hands when entering the classroom, sit at the assigned seat, and begin eating breakfast (if applicable). ● Masks will be provided at door entry for children without masks. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> ● Complete daily wellness check prior to entry into the building. ● Wear a mask at all times while in the building. ● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces. ● Contact the office if a student is observed to have a fever or COVID-19 related symptoms. <p>Bus Drivers:</p> <ul style="list-style-type: none"> ● Wear a mask at all times while students are on the school bus. ● Provide student riders with reminders of school bus expectations and safety guidelines. ● Report repeated expectation violators to the office for disciplinary consequences. ● Ensure the bus is disinfected following the completion of each route using cleaning and disinfecting protocols. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure designated doors are propped open for arrival time. ● Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms. ● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene. ● Provide expectations, communications and reminders. ● Provide expectation violation warnings to students and parents/guardians. ● Issue disciplinary consequences for repeated expectation violators. ● Ensure designated student entry doors are closed after arrival time.

During School - Instructional Time (The Classroom):

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the office.● Discourage students from sharing items and food at school. <p>K-5 Students:</p> <ul style="list-style-type: none">● Wear a mask upon entering the building, to locker/ classroom.● Masks are required in the classroom● Do not share personal items or food with other students.● Stay in cohorts throughout the entirety of the instructional day.● Related Arts teachers will travel to and instruct in the classrooms. Sit in an assigned seat and practice social distancing from peers whenever possible.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Wear a mask at all times while in the instructional space.● Ensure classroom desks are organized into forward facing rows and are arranged in a manner that provides adequate distance (approximately 3 feet) from other students.● Ensure students maintain distance whenever possible.● Eliminate shared classroom materials that cannot be disinfected between individual uses.● Facilitate time to disinfect desks, tables and door handles with EPA approved solutions and paper towels● Issue restroom passes when requested by students to their assigned restroom in a staggered manner to limit clustering● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for disciplinary consequences.● Dismiss students from class in a staggered manner to prevent clustering at doorways. <p>Administration:</p> <ul style="list-style-type: none">● Ensure classroom furniture is physically distanced.● Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.● Ensure classrooms are disinfected between transition periods.● Ensure supplies are readily available for custodians and teaching staff.● Provide expectations, communications and reminders.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.

During School - Hallways, Lockers, & Common Areas:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Encourage students to utilize social distancing practices and wear masks properly to and while at school.● Ensure students have all learning materials packed in their backpack before departing for school each day.● Check to ensure students only bring necessary items to school.● Students may bring a transparent reusable water bottle.<ul style="list-style-type: none">○ Water fountains will not be available for student use.○ Water filling stations will be turned on. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Report immediately to homeroom classrooms upon arrival to school.<ul style="list-style-type: none">○ Students may not visit lockers without permission from a staff member.● Carry a transparent reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on)..● Follow all signage directions in the hallways and common areas.● When possible, stay to the right when traveling down hallways and using stairs.● Students may not share lockers or personal items/food with other students.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Supervise hallways to ensure students are not congregating in hallways or common spaces.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the BA office for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none">● Ensure adequate supervision is provided in all hallways and common areas during transition periods.● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.● Supervise the cleanliness of all hallways, lockers, and common areas.

During School - Office & Sick Room:

Sick Room defined: students who have restroom accidents and need a change of clothes; students with injuries/in need of basic first aid

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the office.● Only attempt to enter the building through the main office entrance.<ul style="list-style-type: none">○ Parents/guardians must wear a mask and hand sanitize to enter the office.● Prioritize visits to minimize office visitor traffic.● Ensure emergency contact information is up to date in the event the office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Read all phone, email, SMS text and social media communications from the office regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask.● Student brings sick pass with them from their classroom teacher● Student meets staff member outside of office.● Follow social distancing guidelines.	<p>Professional Staff (Office Staff):</p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Teacher provide appropriate colored sick pass to child● Ensure the office workspace is kept clean. Sanitize common surfaces regularly throughout the day.● Ensure social distancing protocols are followed whenever possible.● Meet student outside of office for wellness check● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the isolation area.<ul style="list-style-type: none">○ Contact sick students' parents/guardians and facilitate student pick-up from school.○ Contact administration immediately to notify them of illness.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Manage use of door handles to ensure minimal contact <p>Administration:</p> <ul style="list-style-type: none">● Install protective barriers as needed in the office to protect employees working in the isolation area.● Ensure proper signage is installed in the office and medical isolation room to promote social distancing and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the office and medical isolation area.● Ensure seating areas are properly physically distanced in the office.● Ensure the medical isolation room is properly supervised when in use.

During School: COVID-19 Symptom Room:

COVID-19 Symptom Room defined: students who exhibit COVID-19 symptoms, which are defined by the Berrien County Health Department and CDC Guidelines

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the office.● Only attempt to enter the building through the main office entrance.<ul style="list-style-type: none">○ Parents/guardians must wear a mask and hand sanitize to enter the office.● Prioritize visits to minimize office visitor traffic.● Ensure emergency contact information is up to date in the event the office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Read all phone, email, SMS text and social media communications from the office regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask.● Student brings sick pass with them from their classroom teacher● Student meets staff member outside of office● Follow social distancing guidelines	<p>Professional Staff (Office Staff):</p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Ensures student keeps mask on at all times when in the COVID-19 room● Ensure social distancing protocols are followed whenever possible.● Teacher provide appropriate colored sick pass to child● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the designated isolation area in the office.<ul style="list-style-type: none">○ Contact sick students' parents/guardians and facilitate student pick-up from school.○ Contact administration immediately to notify them of illness.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Manage use of door handles to ensure minimal contact <p>Administration:</p> <ul style="list-style-type: none">● Install protective barriers as needed in the office to protect employees working in the isolation area.● Ensure proper signage is installed in the office and medical isolation room to promote social distancing and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the office and medical isolation area.● Ensure seating areas are properly physically distanced in the office.● Ensure the medical isolation room is properly supervised when in use.

During School - Recess:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the office. <p>Students:</p> <ul style="list-style-type: none">● Recess breaks will be taken as cohorts.● Students will wash their hands/sanitize before and after using the playground.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Ensure that playground areas are adequately supervised● Ensure that students wash their hands/sanitize before and after using the playground.● Masks optional if with their cohort of students and social distancing is followed.● Staff will bring a medical bag and radio to the playground.● Cleaning provided by custodial staff <p>Administration:</p> <ul style="list-style-type: none">● Ensure adequate supervision is provided during recess.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.

During School - Lunch Service:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">• Teach students healthy and hygienic eating habits.• Teach students how to open items brought from home or put in kid friendly materials.• No visitors will be permitted to eat lunch with students.• Outside food deliveries will not be permitted during lunch service. <p>Students:</p> <ul style="list-style-type: none">• Students will eat lunch in their classrooms.• Students may not share food or drink items with others.• Students will wash their hands before and after eating.• Students who purchase lunch will have two lunch choice options daily. Lunch will be delivered to the classroom.	<p>Professional Staff (Supervisory Duty):</p> <ul style="list-style-type: none">• Supervise designated eating areas to ensure students are social distancing during lunch service.• Wear a face mask while circulating around designated eating areas.<ul style="list-style-type: none">◦ Social distance from students as much as possible.• Provide expectation communications and reminders to students.• Report repeated expectation violators to the office for disciplinary consequences.• Monitor and issue passes for restroom use during lunchtime.• Dismiss students from lunch service using a staggered dismissal method to ensure social distancing occurs at the end of lunch. <p>Professional Staff (Lunch Break):</p> <ul style="list-style-type: none">• Dismiss students from the classroom (if applicable) in a staggered fashion to prevent clustering at doorways and encourage social distancing in the hall.• Monitor the hallway area outside of classrooms to ensure students do not congregate after dismissal and travel directly to lunch.• Wear a mask while traveling in the hallway and wash hands prior to eating lunch. Sanitize the eating location prior to the start of lunch.• Staff may take off masks to eat lunch.• Social distance with colleagues while eating lunch during designated lunch break. <p>Cafeteria Staff:</p> <ul style="list-style-type: none">• Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers.• Clean and disinfect serving areas and tables between lunches. <p>Administration:</p> <ul style="list-style-type: none">• Ensure that there is enough seating provided to ensure social distancing can be practiced. Develop additional eating areas as needed to permit social distancing..• Ensure that the doors to designated lunch service and eating area doors are propped open by the start of lunch service.• Ensure adequate supervision is provided in all lunch service areas.

	<ul style="list-style-type: none"> • Ensure proper signage is installed in hallways, lunch service areas, and eating areas to promote social distancing and quality hygiene. • Provide expectation communications and reminders to students. • Provide expectation violation warnings to students and parents/guardians. • Issue disciplinary consequences for repeated expectation violators. • Ensure cleanliness of all eating locations during lunch service.
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During School - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Communicate general inquiries to professional staff using phone, app or teachers' email addresses. • Participate in virtual meetings when requested by the staff. • Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. <p>Students:</p> <ul style="list-style-type: none"> • Participate in virtual meetings as requested by parents/guardians or school staff. • Wear a mask when attending in person meetings with staff members. • Follow all social distancing protocols when meeting with a staff member at school. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • When invited, attend required virtual meetings using district provided technology. • Wear a mask when attending in person meetings with staff members and/or students. • Follow all social distancing protocols when meeting with staff members and/or students. <p>Administration:</p> <ul style="list-style-type: none"> • Ensure parents/guardians understand how to participate in virtual meetings. • Ensure social distancing guidelines are followed when in person meetings are held between students and staff. • Ensure furniture and seating options permit social distancing throughout the building.

During School - Restrooms

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Teach students healthy and hygienic restroom habits.● Teach students to wash their hands with soap and water each time they use the restroom <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Obtain staff member permission to travel to the restroom during instructional time.● Follow all signage in the hallways, common areas, and restrooms.● Social distance while in the restroom as much as possible.● If all open restroom stalls are in use, exit the restroom and wait on social distance floor markings outside the restroom entrance.● Students are required to wash hands prior to leaving the restroom.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Assist in the supervision of restrooms, hallways, and common areas during transition times.● Issue restroom passes to students when requested during instructional time.<ul style="list-style-type: none">○ When possible, stagger the use of the restroom to avoid clustering.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none">● Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.● Supervise the cleanliness of all restrooms.

After School - Pick-up & Bus Transportation:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">• Ensure students understand how they are supposed to travel home at the end of each day.• Adhere to the pick-up process.• Remain in your cars.• <u>For bus riders:</u> ensure your child knows their bus color & bus expectations• <u>For car riders:</u> ensure your child knows their number & pick-up expectations <p>Students (Bus Riders):</p> <ul style="list-style-type: none">• Wear a mask after dismissal when traveling to the outdoor bus lines. Exit designated doors• Practice social distancing while lining up for the bus.• Sanitize hands and wear a face mask on the bus.• Sit in an assigned seat on the bus for the duration of the trip.• Adhere to all bus rules throughout the entire ride.• Exit the bus when directed by the driver. <p>Students (Pick-up line):</p> <ul style="list-style-type: none">• Wear a mask after dismissal when traveling to the parent pick up line• Exit through the main entrance• Adhere to social distancing guidelines in the hallways and outdoors while waiting for parents/guardians.	<p>Professional Staff:</p> <ul style="list-style-type: none">• Wear a mask at all times.• Report to end of day designated supervisory locations.• Supervise hallways, bus lot and parent pick up line to ensure students are not congregating in common areas and are following social distancing guidelines. <p>Administration:</p> <ul style="list-style-type: none">• Ensure designated doors are propped open for dismissal.• Ensure designated doors are closed after dismissal.• Ensure adequate supervision is provided in pick-up locations and bus lines.• Ensure proper signage is installed to promote social distancing and quality hygiene.• Provide expectations, communications and reminders.• Provide expectation violation warnings to students and parents/guardians.• Issue disciplinary consequences for repeated expectation violators.

Reviewed on 2/25/2021