



# Hagar Township S/D #6- Riverside School Return to Learning Plans

Updated August 14, 2020

Dear Parent/Guardian,

Thank you for your patience during this pandemic. The Riverside Staff have been working weekly with the Health Department and Berrien RESA to prepare Return to Learning Plans. These plans keep student safety in the forefront for the Fall and the opening of school.

Our outside **Open House** will be on August 27th. Supply lists and back to school paperwork will be handed out. Kindergarten and new students please turn in registration forms. Below are the times for you and your child to visit. Governor’s Rules- No more than 10 people in the classroom at a time. Wear a mask and social distance with others. Thank You.

Class	Time	Class	Time
K-1st	5:30-6:00	4th-5th	6:30-7:00
2nd-3rd	6:00-6:30	6th-8th	7:00-7:30

School will start the week of August 31, 2020 for In Person Learning and Distance Learning. You must submit your decision to [joann.gilliam@riversidehagar.org](mailto:joann.gilliam@riversidehagar.org) or the office by August 21st.

A. In Person Learning	Students come back to school Monday through Friday from 8:00 am to 3:00 pm. Breakfast is from 7:30-7:55 am.
B. Distance Learning  *May transition into In Person Learning at any time.  * You will also receive meals for the week at your weekly meeting.	Teacher <ul style="list-style-type: none"> <li>• Communicate weekly plans to parents. Plans include two parts; technology and hands-on.</li> <li>• Arrange for assessments and timely feedback.</li> <li>• Supply additional resources for</li> </ul>



<p>Parent/Guardian</p> <ul style="list-style-type: none"><li>• Monitor student's daily completion of work.</li><li>• Contact the teacher when needed.</li><li>• Attend one mandatory in-person meeting with the teacher to sign out technology and discuss Distance Learning.</li><li>• Attend a weekly in-person or virtual meeting with the classroom teacher.</li><li>• Make sure work is completed and turned in (scanned and emailed or dropped off weekly).</li></ul> <p>Students</p> <ul style="list-style-type: none"><li>• Will get technology to utilize online resources and weekly hands-on materials to meet Common Core State Standards.</li><li>• This plan includes a rigorous four-six hours of learning a day depending on what grade you are in.</li><li>• You will have Spanish as a special's class.</li></ul>	<p>students when needed.</p>
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The best way to stay informed throughout the school year is to keep your email and phone numbers up to date with the office. Please send updated information to [joann.gilliam@riversidehagar.org](mailto:joann.gilliam@riversidehagar.org) or your child's teacher.

You can regularly visit our website [RIVERSIDE HAGAR #6 School](http://RIVERSIDE HAGAR #6 School) or Riverside's Facebook Page [Riverside Elementary- Riverside Hagar #6 School - Home](http://Riverside Elementary- Riverside Hagar #6 School - Home) to get updates.



This is a link to the Michigan Safe Schools Roadmap [MI Safe Schools](#) and the [Launch to Learn Plans](#) that have helpful safety information from the [Health Department | Berrien County, MI](#) .

### Before School Drop Off

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> <li>● Prior to coming to school, please conduct a Wellness check. If your child has a temperature of 100 degrees Fahrenheit or greater, throwing up or has diarrhea please keep her/him home.</li> <li>● When your child is ill please call 269-849-1343 or email <a href="#">Ms. Gilliam</a> by 8:00 am.</li> <li>● Drop off students from 7:30-8:00 am. Call 269-849-1343 to be let into the building after 8:00 am.</li> <li>● Stop in the front of the building and wait for your child's temperature to be double checked before you leave the parking lot. We will use a touchless thermometer.</li> <li>● When you need to come into the building please park in the parking area to the left of the parking lot, wear a mask, complete a wellness check and sign in.</li> </ul> <p>K-8th Grade Students</p> <ul style="list-style-type: none"> <li>● Please enter the main entrance in the front of the building under the Riverside Hagar #6 sign.</li> <li>● Everyone must wear a mask</li> </ul>	<p>Teachers/Paraprofessionals</p> <ul style="list-style-type: none"> <li>● Complete a wellness screener prior to entering the building.</li> <li>● Report to supervisory positions at the designated times.</li> <li>● Make sure students are going straight to their classroom and not gathering in the hallway.</li> <li>● Contact the office if a student seems ill.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>● Oversee the student drop off line 7:30-8:00 am. to ensure safety.</li> <li>● Take student temperatures as they enter the building.</li> <li>● Let students in the correct door.</li> <li>● Make sure all other doors are locked for safety.</li> <li>● Ensure signage is put up to enforce expectations.</li> <li>● Provide communication to parents/guardians and staff.</li> </ul>



- when entering the building.
- Go straight to your classroom.

### Breakfast/Lunch

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> <li>• Teach students healthy hygienic eating habits.</li> <li>• Every classroom will have access to a hand washing station and sanitization stations.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Breakfast and lunch will be in the classroom.</li> <li>• Use the hand washing protocol or sanitizing protocol before eating meals.</li> <li>• Use manners while eating.</li> <li>• Clean up the floor and table after the meal.</li> <li>• Throw away all trash when you are completely done with your meal and have permission to get up.</li> <li>• Put your mask in the designated spot while eating.</li> </ul>	<p>Teachers (lunch break)</p> <ul style="list-style-type: none"> <li>• Wait for assigned staff before leaving for lunch.</li> <li>• Teach and oversee hand washing protocol or sanitizing protocol before meals.</li> <li>• Social distance while eating.</li> <li>• Wear masks in hallways until in the lunch area to eat.</li> </ul> <p>Paraprofessionals/Food Service Staff</p> <ul style="list-style-type: none"> <li>• Serve breakfast and lunch in the classroom.</li> <li>• Oversee hand washing and sanitizing protocols.</li> <li>• Disinfect tables while students are headed to the kitchen to get their lunch and after they eat their lunch.</li> <li>• After lunch, take trash to the dumpster and sweep up the floor.</li> <li>• Must wear masks at all times.</li> <li>• Wear masks and gloves when loading trays with food.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Put up needed signage.</li> <li>• Communicate protocols to staff as needed.</li> <li>• Address repeated expectation violators for consequences.</li> <li>• Supervise cleanliness of</li> </ul>



	<p>surfaces in eating locations.</p> <ul style="list-style-type: none"> <li>• Order appropriate virus killing disinfectant stated by the CDC.</li> </ul>
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Classroom

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> <li>• Wear masks at all times.</li> </ul> <p>Students K-5th Grade</p> <ul style="list-style-type: none"> <li>• Wear masks while in the hallways and bathrooms. They are not required in the classroom as stated by the Health Department for visual and cleanliness reasons. They are not deemed age appropriate for K-5th graders. You are able to wear a mask if you would like to.</li> <li>• Students will stay in their classrooms for breakfast, instructional time, lunch and special classes.</li> <li>• Students will sit in small groups and will social distance with all other students in the classroom. This is the recommendation from the Health Department to limit the number of students with extended interactions, but will still allow social time.</li> <li>• Students will have their own supplies and will not share. Even during Specials' Classes.</li> </ul> <p>Middle School Students 6-8th Grades</p>	<p>Teachers</p> <ul style="list-style-type: none"> <li>• Wear masks at all times.</li> </ul> <p>Paraprofessional</p> <ul style="list-style-type: none"> <li>• Wear masks at all times.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Wear a mask at all times.</li> <li>• Support teachers in putting away extra furniture, removing group supplies and social distance in the classroom.</li> </ul>



<ul style="list-style-type: none"> <li>• Wear masks in the classroom, hallways, and bathrooms.</li> <li>• Students will stay in their classrooms for breakfast, instructional time, lunch and special classes.</li> <li>• Students will sit in small groups and will social distance with all other students in the classroom. This is the recommendation from the Health Department to limit the number of students with extended interactions, but to still allow social time.</li> <li>• Students will have their own supplies and will not share. Even during Specials' Classes.</li> </ul>	
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### Hallways/Bathroom Breaks

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> <li>• Wear masks at all times.</li> <li>• Send your child with a water bottle with their name on it.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>• Wear masks at all times in the hallway.</li> <li>• K-1, and 6-8 will use restrooms in their classroom.</li> <li>• 2-3, and 4-5 will use restrooms in the hallway. Only one student at a time will be allowed in the restroom.</li> </ul>	<p>Teachers/Paraprofessionals</p> <ul style="list-style-type: none"> <li>• Wear masks at all times.</li> <li>• Allow one student at a time in the restroom.</li> <li>• Oversee proper hand washing.</li> <li>• Encourage students to bring a water bottle with their name on it from home.</li> </ul>



### Playground

Student Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> <li>● Follow physical distancing protocols as well as you can.</li> <li>● Follow recess rules and be kind.</li> <li>● Have FUN!</li> </ul>	<p>Teachers/Paraprofessional</p> <ul style="list-style-type: none"> <li>● Provide reminders, and practice distancing protocols with those students who need it.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>● Support the staff and help when needed to reinforce protocols/rules.</li> <li>● Stagger schedule to allow for one class at a time on the playground.</li> </ul>

### Meetings and Conferences

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parent/Guardian</p> <ul style="list-style-type: none"> <li>● Stay informed on information by providing updated emails, addresses, phone numbers, and emergency contacts.</li> <li>● Wear a mask in the building.</li> <li>● Communicate with staff using email or Remind (K-3). When in person meetings are held they will be socially distanced.</li> <li>● K-1, and 2-3 sign up for Remind.</li> <li>● 4-5th</li> <li>● Check PowerSchool (6-8th grade).</li> <li>● Follow all in person or distance learning plans.</li> <li>● Participate in virtual meetings when needed.</li> </ul>	<p>Teachers</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times.</li> <li>● Communicate with parents.</li> <li>● Schedule virtual meetings (GoogleMeet).</li> <li>● Keep surfaces disinfected.</li> </ul> <p>Paraprofessionals</p> <ul style="list-style-type: none"> <li>● Keep surfaces clean and disinfected daily.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>● Wear a mask at all times.</li> <li>● Attend meetings and communicate with staff and parents.</li> <li>● Ensure staff are in the building to conduct virtual or in person</li> </ul>



<p>Student</p> <ul style="list-style-type: none"> <li>Participate in virtual meetings as requested by staff meetings.</li> </ul>	<p>meetings.</p> <ul style="list-style-type: none"> <li>Make sure technology is up to date to get the best outcomes for communication.</li> </ul>
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Dismissal/Pick Up

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> <li>Pick up is at 3:00 pm. You will get a number to place in your back passenger side window to make it easier to call students to vehicles.</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>Wear face masks.</li> <li>Listen for your number to be called and pay attention when your vehicle pulls up. Know your number. You will get them at Open House.</li> <li>If you wear a mask to school you are responsible for keeping it clean.</li> <li>Turn in borrowed masks into the bucket to get washed for the next school day.</li> </ul>	<p>All Staff</p> <ul style="list-style-type: none"> <li>Wear a mask.</li> <li>Monitor social distancing and safety in the car line.</li> <li>Make sure borrowed masks are collected when the student leaves for the day. The masks will be laundered at the end of each day.</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>Oversee safety of the car line.</li> <li>Monitor social distancing protocols.</li> </ul>