



Quest Montessori School

COVID-19

REOPENING

PLAN

2020



A letter from the Head of School

Dear Quest Families:

Everyone at Quest understands that sending your children back to school in-person was not an easy decision and we recognize that you are trusting us to keep them safe. We are grateful for this trust and support, and take this responsibility very seriously. We all share the common goal of keeping the children safe while still providing the best possible educational experience.

Our objective from the start of the planning process was to safely bring staff and children back to campus for in-person learning five days a week. We are far from alone in our conviction that children's social-emotional and educational needs are best met in an in-person school environment. We also believe the scientific evidence indicates that with adherence to strict protocols and quick response to any active case of COVID-19 minimizes the risk for both staff and children. Significant changes have been made to our physical building, program and processes all of which are derived directly from the guidance set forth by the Center for Disease Control and the Rhode Island Department of Health.

At the beginning of each school year, the Elementary and Middle School students construct a social contract for their classroom communities. The students discuss what kind of learning environment they want: peaceful, supportive, safe, fun, non-judgmental, etc. We talk about what these words mean and the actions and behaviors that support them. A physical contract is then created; it might be a list of adjectives, or a few direct statements, or cut-outs of the students' handprints linked together. Whatever the form, the children sign their contract and it is posted in the classroom. Throughout the year, students and teachers refer to the contract to remind each other when individual or group behavior is at odds with what was agreed upon in the contract.

This year, our entire Quest community must engage in a social contract to all work together to keep our community of adults and children safe. At the school we have upgraded our building, introduced new policies and procedures and committed to following the guidance put out by the state. I would like families to commit to follow these same guidelines to help the Quest community reduce the chance of COVID-19 transmission. These include but not limited to:

- Practice social distancing in public spaces
- Wear face coverings when social distancing is not possible
- Monitor all family members for symptoms
- Practice good hand hygiene and model the same for your children
- Keep sick children home from school
- Alert the school immediately if a member of your household tests positive for COVID-19
- Cooperate with RIDOH when it comes to contact tracing
- Follow RI Guidance for Travelers with respect to self-quarantining after traveling outside the US or to certain states.

None of us can guarantee that even with all the precautions being taken at school and at home that no one in our community will become infected with COVID-19. The purpose of all that we have done at the school and what I am asking you to do outside of school is to minimize the risk and the spread. Together we can do that.

Enclosed you will find Quest Montessori's School's Reopening Plan for the 2020-21 academic year which outlines the steps we have taken to mitigate the spread of COVID-19 in our building, the polices and procedures we have put in place, and the distance learning plan for every level. I encourage you to take the time to read our plan in its entirety. It will serve as a resource for you throughout the coming school year and will be updated as needed during this ever changing time.

Thank you again for your support.

Kathy



POLICIES AND PROCEDURES

Classrooms as Pods

RIDE has outlined three possible scenarios for in-person learning. Each requires the use of stable groups (pods) in which students and adults remain the same all day, every day. The RI Department of Health will determine which of the following scenarios schools should use:

- Full-in Person
 - 30 person pods
- Partial In-Person
 - 30 person pods
- Limited In-Person
 - 15 person pods

Due to our small class sizes, Quest can meet the pod size of each scenario while still allowing all students to attend school 5-days per week. Protocols for the pods include the following

- Each classroom will be its own “pod”
- Children and faculty will enter and exit through their classroom’s outside doors
- The pods will not mix
 - Separate recesses
 - Separate bathrooms (Each classroom will be assigned a bathroom)
 - No students will be allowed in the hallways unless to use the restroom
- Limit shared materials
 - No shared pencils, scissors, etc.
- New protocol for Montessori material usage to include washing hands and cleaning materials
- There will be no shared snack at any level
- There will be increased use of the outdoor environment during good weather
- Specialists will not be in the classrooms
- There will be no field trips to places where they are other groups

Bathrooms

- Our Early Childhood classrooms (Toddler and Primary) have their own bathrooms within their classrooms.
- Lower and Upper Elementary and Middle School will each have their own designated bathrooms to use.
- Only one student will be allowed to go to the bathroom at a time.
- The classroom teachers will use the same bathroom as their students but will not be allowed to enter while it is in use by anyone else.
- Support staff will have a designated bathroom, as well.
- All students and staff shall be masked and will maintain social distancing when traveling to and from the bathroom.
- Signage and floor markers will act as a reminder.

POLICIES AND PROCEDURES

Transportation

Busing: Parents will need to contact their residing town's school transportation coordinator to see if they will be able to provide busing for their child. Students must be 5 years of age in order to ride the bus. Please find a list of contacts below.

Please note, the Town of North Kingstown has informed us that they will be unable to provide busing to Quest students who reside in North Kingstown, this year.

Exeter/West Greenwich/South Kingstown

401-222-5024

Jamestown

401-423-7021

Narragansett

401-792-9440

Westerly

401-348-9430

Carpooling: If your family opts to carpool with another family, please make sure that you continue to use best practices with regards to mask wearing and social distancing.

Arrival and Dismissal

The drop-off/ pickup schedule is shown below. All parents must wear a mask during arrival and dismissal even while in their cars. New this year, Quest will dismiss Toddler and Primary students at 3:10pm to eliminate the amount of traffic on Boston Neck Road. Those students who have an older sibling in Elementary or Middle School, may dismiss at 3:00 pm with their sibling. We ask that parents stick to these times and not come earlier than your pickup time, to again, avoid traffic on Boston Neck Road and to avoid backup in the Quest lot as Toddler and Primary students will not be ready until the listed time.

Class:	Early Drop-off:	Sibling Drop-off / Bus Drop-off:	Normal Drop-off:	Normal Pickup:	Sibling Pickup/ Bus Drop-off:	After School:
Toddler	7:30am	7:50am	8:30am	3:10am	3:00pm	4:30pm
Primary	7:30am	7:50am	8:30am	3:10am	3:00pm	4:30pm
LE	—	—	7:50am	3:00pm	3:00pm	4:30pm
UE	—	—	7:50am	3:00pm	—	4:30pm
MS	—	—	7:50am	3:00pm	—	4:30pm

POLICIES AND PROCEDURES

Early Childhood

Teachers will be at their doors to greet each child.

Toddler: Toddler students will be dropped off and picked up at the gate to the outdoor Toddler play area. In the event of inclement weather, parents will need to proceed through the gate to the exterior Toddler classroom door. If there is a line, please stand 6-feet apart until it is your child's turn to enter.

Primary: All returning Primary students must participate in curbside drop-off. Parents will pull up to the curb and wait in their car until a staff member approaches to let children out of the car. Children should be unbuckled and ready to exit the vehicle when asked. If a child in in a rear-facing seat or the height of the vehicle prevents a safe exit, parent may get out of the car and remove their own child, placing them on the sidewalk so the child can walk to a waiting staff member.

If a child is not ready to exit the car when asked, a staff member may ask the parent to pull forward into a parking space until their child is ready to prevent holding up other cars.

Parents of new students may park and walk their child through the gated Primary area and drop their child off at their exterior classroom door. Parents must be masked at this time and will not be allowed in the classroom. As new students transition into the school and become more comfortable, parents will be asked to start curb-side drop-off.

Elementary and Middle School

Students will enter their classrooms through exterior doors. Elementary and Middle School students must wear masks once they are on school property.

Lower Elementary: All Lower Elementary students will be dropped off curbside, walk alongside the exterior walkway and enter through the back library doors. All students must be masked while entering and exiting the building.

Upper Elementary: All Upper Elementary students will be dropped off curbside and walk alongside the exterior part of the building and enter through the back library doors. All students must be masked while entering and exiting the building.

Middle School: All Middle School students will be dropped off curbside and walk alongside the exterior of the Barn-side of the building and enter through the exterior middle school classroom doors. All students must be masked while entering and exiting the building.

Screening

Students: All parents must complete the state-mandated attestation tool located in the Permission Forms module on SchoolCues, prior to arriving at school every day. This includes taking your child's temperature. Staff will check for the completed form prior to letting students get out of cars.

POLICIES AND PROCEDURES

Sick Policy

If a student presents any of the following symptoms, they will not be admitted that day. Symptoms include:

- New onset or worsening cough
 - Shortness of breath
 - Fever of 100 degrees or higher
 - Chills
 - Muscle aches/pain
 - Headache
 - Sore throat
 - Runny nose
 - Congestion
 - New loss of taste or smell
 - Nausea or diarrhea
- Staff will monitor for any of the above listed symptoms and take student temperatures throughout the day if deemed necessary.
 - If a student develops any of these symptoms while at school, the student will be isolated from the other children and a parent will need to pick them up immediately. The teacher will wait with the child until the parent arrives.
 - Please do not send your child to school if they have come in contact with someone who may have or is experiencing symptoms of COVID-19.
 - Quest reserves the right not to admit a student or to send a student home sick, even in the absence of a fever, and regardless of a note from a doctor.
 - Staff members will be held to the same guidelines and should remain home if they present any of the above symptoms.
 - If a child or adult in a classroom tests positive for COVID-19, Quest will follow the instructions outlined in the [RI Outbreak Response Playbook for Schools](#).

Case Scenarios

All information on the protocol for managing positive COVID-19 tests comes directly from the Rhode Island Department of Health (RIDOH). We will reference the RI Outbreak Response Playbook in every scenario.

What if someone in my child's class tests positive?

If someone directly within a pod (child or adult) tests positive for COVID-19, the entire pod will quarantine for 14-days calendar days before returning to school. The classroom will then be thoroughly cleaned prior to the students and staff's return.

Siblings of a student whose pod is quarantined do not need to quarantine unless it is their sibling who tested positive.

POLICIES AND PROCEDURES

Case Scenarios Continued

What if someone in my household tests positive?

If a household member of a teacher or student tests positive only the members of that household must quarantine. The adult or child must quarantine for 14-days from the last date of exposure to the confirmed case. This does not impact the entire pod.

What if my child has symptoms similar to COVID-19?

Any child or adult with symptoms similar to COVID-19 must not come to school. Most of the symptoms of COVID-19 are also symptoms of other contagious illnesses. Children and adults with any contagious illnesses should not be in school regardless of the current COVID-19 situation. Quest will be particularly strict this year about not allowing sick children to attend school and we ask that all parents take the community as a whole into consideration when sending their child to school.

How do I know when my child can come back to school?

Quest will follow The RI Outbreak Response Playbook for Schools which states the conditions under which a child can return to school based on what symptoms the child has displayed.

Staffing

Quest has been working to create a reliable list of substitute teachers in the event we have absent teachers due to illness.

Whenever possible, staff will not intermingle with other classrooms, for the intent of not disrupting the “pods”. If traveling in the hallway, staff will maintain social distancing and will not be permitted to congregate in the common areas.

Face Coverings

Rhode Island requires that all staff and students in K-12 settings must wear face coverings even when students are in stable groups and socially distanced six feet or more apart. Children will be given ample opportunities during the day to take masks breaks. It is recommended that children between the ages of 2-5 years old wear a mask but it is not required.

There are many options for face coverings, we suggest each family experiment with and find what works best for each child. The best face covering is the one your child can take on and off independently and can wear comfortably. Please note that the CDC does not deem single layer neck gaiters or face shields appropriate face coverings.

Children should bring the following to school each day:

- Two cloth face masks
- A face mask container
- Face mask holder/lanyard to prevent the mask from having to be put down when on break

POLICIES AND PROCEDURES

Face Coverings Continued

If a student forgets their mask, a disposable mask will be provided to them for the day. We ask that families do not rely on the masks provided by the school, as our resources are limited. Masks should be disposed of or cleaned each day.

Staff: All staff members will be provided face masks and face shields by the school. If a staff member forgets their mask, a disposable mask will be provided to them for the day. Staff must properly wash their mask each day or use a different mask and alternate days.

Posters have been placed throughout the building to remind students and staff to wear their masks.

Students and staff will be shown how to remove their face coverings by the ear loops and not grab from the front to avoid contamination.

Hand Washing

Students: All students, at minimum, must wash or sanitize their hands during these times:

- Before entering the classroom
- Before and after snack/ lunch
- After bathroom use
- Before and after recess
- After they have sneezed, blow their nose, touch their face
- After removing their face mask

Staff: All staff, at minimum, must wash or sanitize their hands during these times:

- Before entering the classroom
- Before and after snack/ lunch
- After bathroom use
- Before and after working with a student
- After they have sneezed, blow their nose, touch their face
- After removing their face mask

Signs will be posted next to every sink in the building to remind students and staff of proper hand washing techniques.



POLICIES AND PROCEDURES

Cleaning and Sanitization

- All cleaning and sanitation products used will be registered by the Environmental Protection Agency as safe for schools and effective in killing the virus that causes COVID-19.
- Classroom teachers will be responsible for auditing their class bathrooms and cleaning materials within the classroom and advising administration when to reorder. Administration will be responsible for auditing bathroom and cleaning materials for the bathrooms and common areas.
- Staff will be cleaning high touch surfaces in the classroom more frequently.
- All staff have been given proper instruction on cleaning and sanitizing policies and procedures.
- Quest is limiting shared materials as much as possible and asking students to choose a consistent area to work each day.
- Each classroom has a cleaning schedule posted within the classroom.
- The shared bathrooms will be sanitized, at minimum twice, a day while the building is occupied.
- The entire school building will be professionally cleaned at the end of each day.
- Quest will continue to monitor the CDC and RIDOH regulations for proper cleaning procedures.

Air Quality in the Building

To help mitigate the potential for transmission of the COVID-19 virus, as well as other virus and bacteria pathogens, Quest has upgraded our HVAC systems at with commercial-grade UV-C (Ultraviolet-C) treatment appliances. Located in the HVAC ductwork above the ceiling these appliances are capable of treating all of the air in the building, multiple times daily, as it passes through the HVAC systems. This equipment promises to substantially reduce the transmission of pathogens in the building by supplying a constant flow of treated air to our environment. Also note that the equipment chosen produces no ozone.

Lunch/Food

- Students must provide their own lunches each day.
- There will be no outside food service permitted at this time.
- No outside food should be brought into school for the purpose of sharing with others i.e. birthday treats, Valentine treats, the like.
- Microwaves will not be available for use by students at this time. If a student requires their lunch to be warm, they should use a thermos.
- Plexiglass dividers will be used on tables during lunch for Elementary and Middle School students as needed.

School Visitors

- No outside persons will be permitted to enter the classroom when possible.
- Quest will limit the entrance of outside visitors when possible.
- Unless absolutely necessary, parents will not be allowed to enter the classroom.
- All deliveries to the school will be made outside of the building.
- If a parent or visitor needs to enter the building or the classroom, they will need to complete the self-attestation form, which includes recording their temperature, washing or sanitizing their hands, practicing safe social distancing while also wearing a mask.

POLICIES AND PROCEDURES

Specials

Special programs will take place outdoors as often as possible. If indoors the staff will either stream live into the classroom or instruct at at least a 6-ft distance to not disrupt the stable pod. If a classroom transitions to distance learning, special programs will also transition to distance learning and provide live, remote or recorded remote lessons during their scheduled time.



Recess

Recess will continue as usual with the exception that class pods cannot be on the playground at the same time unless the groups remain 14-feet apart. Some elements of the playground equipment may be disinfected whenever possible. In inclement weather, indoor recess will take place in the classroom or in the Barn. Classroom will not mix at this time.

Field Trips

All start of school trips have been canceled. Quest will limit all field trips to areas where there are no other people for example, 3rd years will visit local beaches and waterways for Narragansett Bay study. Parents will be notified of any field trips.

After School

Quest will continue to provide after school childcare until 4:30 daily. This will be child care and not structured programming because children from separate classrooms cannot come together as they normally would for after school programming. For example, Lower Elementary students cannot join with the Upper Elementary student after school. In addition, we want to avoid bringing new adults into pods. The children will remain in their individual classrooms or outside during the after school period.

Athletics

Quest will not be participating in fall athletics.



POLICIES AND PROCEDURES

Mental Wellness

Quest is working closely with a certified mental health professional with several years experience as a school social worker to ensure our staff is prepared to support our students.

Evacuation and Fire Drills

Quest will continue to conduct evacuation and fire drills in a thoughtful manner that adhere to social distancing guidelines.

Technology

Every student will need to have access to a device (Chromebook, laptop, iPad with keyboard, etc.) throughout each school day. Reliable wifi and a working webcam are important, and parents are encouraged to make sure the technology is in place for distance learning at the start of the school year so that the transition will be easier should the need arise. Quest staff has and is continuing to communicate and survey families to make sure all students have the necessary resources needed to be successful in remote learning.

Compliance

Quest will continue to stay informed and in touch with key community partners and state officials and organizations. Quest will consistently monitor for up-to-date information and act quickly and efficiently to make changes or implement new policies or procedures as needed.



POLICIES AND PROCEDURES

School Calendar

Quest will continue to follow its typical school calendar. We will not follow the suggested calendar provided by the state. Please note that the calendar is subject to change and any changes will be communicated to families and updated on the school calendar on the Quest website.

SEPTEMBER		
7	Monday	Labor Day, NO SCHOOL
OCTOBER		
2	Wednesday	Walk to School Day
12	Monday	Columbus Day - NO SCHOOL
13-16	Tues-Fri	Spirit Week
30	Friday	Parent/Teacher Conferences - <i>Virtual</i> - Classes remain in session
NOVEMBER		
6	Friday	Parent/Teacher Conferences - <i>Virtual</i> - Classes remain in session
11	Wednesday	Veterans Day - NO SCHOOL
25-27	Wed-Fri	Thanksgiving Recess - NO SCHOOL
DECEMBER		
18	Friday	NO AFTER SCHOOL
21- Jan 1	Mon-Fri	Winter Break - NO SCHOOL
JANUARY		
4	Monday	Classes resume
18	Monday	MLK Day - NO SCHOOL
29	Friday	Parent/Teacher Conferences - <i>Virtual</i> - Classes remain in session
FEBRUARY		
5	Friday	Parent/Teacher Conferences - <i>Virtual</i> - Classes remain in session
15	Monday	Presidents' Day - NO SCHOOL
MARCH		
15-19	Mon-Fri	Spring Break Camp
22-26	Mon-Fri	Spring Break - NO SCHOOL
APRIL		
2	Friday	Staff Inservice Day - NO SCHOOL
MAY		
31	Monday	Memorial Day - NO SCHOOL
JUNE		
11	Friday	Last Day of School - 11:30 DISMISSAL (No afternoon busing)

DISTANCE LEARNING PLAN

Early Childhood Remote Engagement

The needs of our youngest children are quite different when it comes to distance learning. As is always the case in our Montessori environment, we will strive to meet each child (and family) where they are and provide support and engagement in a developmentally appropriate manner.

Toddler

During the spring we found that engaging with these young children really meant engaging and supporting parents. Toddlers and their parents will have a daily (short) meeting with the Toddler staff to learn about a particular activity they can do together. There will also be live story times each day. In addition, parents will be provided each week with a list of fun, developmentally appropriate activities for their children and our teachers will be available via Zoom or Google Meet to support parents with these.



Primary Children

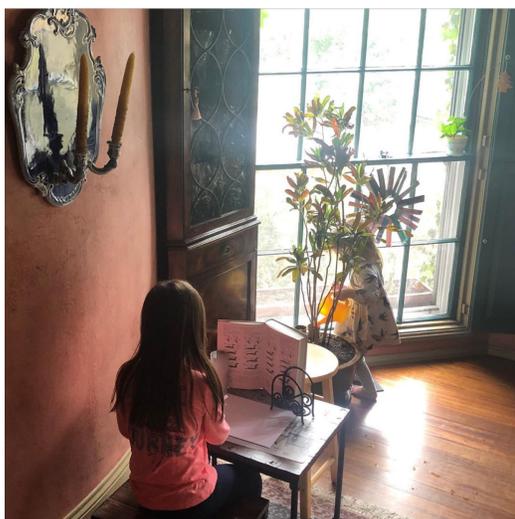
3 and 4-year olds

There will be daily opportunities for the children to engage with their teachers via the Zoom or Google Meet platforms. Activities will include games, art, movement and other developmentally appropriate activities. Specifics will depend on what lessons the children have had prior to going into quarantine. Last spring, we found the optimal length of time for children of this age to be approximately 15-minute increments. Parents will receive a weekly schedule of times and activities at the start of the quarantine period.

In addition, suggested activities and pre-recorded read alouds and videos will be made available via Google classroom. Examples include ideas for practical life activities around the home, 3-part matching cards that can be downloaded and printed, simple cooking lessons, etc.

Kindergarten Students

In addition to the above activities, which will be available for all the Primary children, kindergarten children will be meeting with their teacher three days a week for more advanced lessons. Each child will have a set of Montessori personal learning materials to use during lessons and for practice work.



DISTANCE LEARNING PLAN

Lower Elementary

The children will take their learning journals, work folders, and supply pouches home every night. This is to ensure that if the classroom or an individual child has to quarantine or if a child is home sick, but able to complete school work, they have all necessary supplies for distance learning with them.

Remote Work Folder

Each child will also have a distance learning folder that will be kept in their backpack and only used if distance learning is required. The folder will have all necessary paper, including writing and math paper. Worksheets with work that can be done without Montessori materials will also be included in the folder.

Morning Meetings

Each morning will start with a short classroom meeting from 8:00-8:15. The purpose of this meeting is to connect with the children before the start of their work cycle and to ensure that all children have a plan for their day. Any reminders or whole group announcements will be given at this time. Children will be asked to complete their plan for the day before leaving the Zoom call. Emma will stay past 8:15 if there are any children that need support or extra time with this.

Small Group Lessons

Small groups lessons will begin at 8:15 and will end at 11:00 each morning. These lessons will include math, language, and cultural subject areas. The lesson schedule will be posted to Google Classroom the Friday before the scheduled week. If any materials or supplies are needed for the lesson it will be communicated the day before via a Google Classroom assignment. At the end of each lesson, follow-up work will be assigned. The Google Classroom assignments will be updated with directions or specifications for the follow-up work and a due date will be included. Work is to be turned in via the Google Classroom assignment and will be corrected and returned with feedback if necessary.



Check-in with Teacher

On Mondays, Tuesday, Wednesdays, and Thursdays, Jordan will be available for check-ins in an open Zoom meeting room from 11:00-11:30. Children can join the meeting if they need help with a specific follow-up work assignment or anything else work related. If a child's question requires more time or is more in-depth, another time will be scheduled with that child.

DISTANCE LEARNING PLAN

Lower Elementary Continued

Friday Class Meetings

On Fridays, from 11:00-11:30 we will have a classroom meeting. The purpose of this meeting is for the children to share any completed work that they are proud of. This may be a story they wrote, a research they finished, or a difficult multiplication problem that they worked through. These should be planned presentations that the children prepare and practice. The children will be asked to email Jordan by Thursday of that week. If no presentations are scheduled, this meeting time will be utilized for classroom community building.



Student Weekly Conferences

During the afternoon work cycle (1:00-3:00) on Tuesdays, Thursdays, and Fridays, Jordan will hold individual conferences. These will be similar to the weekly conferences had in the classroom. The purpose of this conference is to connect one-on-one with each child. We will talk about work they enjoyed completing and work that was challenging. We will also review completed work, discuss potential lessons, and make a plan for upcoming work options. While Jordan is holding

conferences, Emma will be available for check-ins in a Zoom meeting room. The purpose of these checks-ins is the same as the morning check-ins with Jordan.

Individual Distance Learning Plan

In the event that your child is out because he or she has to quarantine or is showing symptoms, your child will be able to join their lessons live via Zoom while at home. Lower Elementary will have a set lesson space that will be set up with a tripod so that he or she can join the lesson just as they would in the classroom. Follow up assignments will either be in their work folders or posted to Google Classroom.

Assessments

Upon the start of the school year, each child will be assessed using observation and formal assessments in all subject areas. These assessments will guide our instruction throughout the first term. Children will be grouped based on their abilities and small group lessons will be given. Whenever possible, Montessori materials will be provided and used for lessons and follow-up work. Supplemental materials will be utilized if needed. During lessons, observation will be used to assess student engagement and mastery. Follow-up work will be handed in and returned with any necessary feedback. Analysis of follow-up work will be used to guide instruction and determine mastery as well. We will continue to use Transparent Classroom to keep records of lessons, progress, mastery, and overall observations.

DISTANCE LEARNING PLAN

Lower Elementary Continued

Technology

Google Classroom and Zoom will be utilized for Distance Learning. Every student will need to have access to a device (Chromebook, laptop, iPad with keyboard, etc.) throughout each school day. If we transition to distance learning and a student needs to borrow a Chromebook, we can arrange that easily. Reliable wifi and a working webcam are important, and parents are encouraged to make sure the technology is in place for distance learning at the start of the school year so that the transition will be easier should the need arise.

Quest Email

Lower Elementary students will continue to use their Quest emails to communicate with teachers and to use with Google Classroom.

Distance Learning Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:00 - 8:15: Classroom Meeting	8:00 - 8:15: Classroom Meeting			
Work Cycle 8:00-11:00	8:15 - 11:00: Small Group Lessons	8:15 - 11:00: Small Group Lessons			
	<u>Jordan</u>	<u>Jordan</u>	<u>Jordan</u>	<u>Jordan</u>	<u>Whole Class</u>
	11:00-11:30: Open Zoom room for work check-ins/help	11:00-11:30: Classroom Meeting (Sharing)			
Afternoon		<u>Jordan</u>		<u>Jordan</u>	<u>Jordan</u>
Work Cycle 1:00-3:00	PE & Art	Individual Conferences	PE & Art	Individual Conferences	Individual Conferences
		<u>Emma</u>		<u>Emma</u>	<u>Emma</u>
		Open Zoom room for work check-ins/help		Open Zoom room for work check-ins/help	Open Zoom room for work check-ins/help

DISTANCE LEARNING PLAN

Upper Elementary

The children will take their learning journals, work folders, and supply pouches home every night. This is to ensure that if the classroom or an individual child has to quarantine or if a child is home sick but able to complete school work, they have all the necessary supplies for distance learning with them.

Remote Work Folder

Each child will also have a distance learning folder that will be kept in their backpack and only used if distance learning is required. The folder will have all the necessary paper, including writing and math paper. Worksheets with work that can be done without Montessori materials will also be included in the folder.

Morning Meetings

Each morning will start with a short classroom meeting from 8:00-8:15. The purpose of this meeting is to connect with the children before the start of their work cycle and to ensure that all children have a plan for their day. Any reminders or whole group announcements will be given at this time. Children will be asked to complete their plan for the day before leaving the Zoom call. Healy will stay past 8:15 for any child who may need additional support with their plans.

Morning Work Block

Small group lessons will begin at 8:15 and will end at 11:00 each morning. We will be working on a preset lesson schedule this year. The timing of lessons will be the same as their lessons in the classroom in an effort to keep things as consistent as possible in the event that we have to go into distance learning. If any materials or supplies are needed for the lesson it will be communicated the day before via a Google Classroom assignment. At the end of each lesson, follow-up work will be assigned. The Google Classroom assignments will be updated with directions or specifications for the follow-up work and a due date will be included. Work is to be turned in via the Google Classroom assignment and will be corrected and returned with feedback if necessary.

Afternoon Work Block

During the afternoon work cycle (12:30-2:30) on Mondays, Meaghan will give a cultural or science lesson and Wednesdays will be either a literature circle or writers workshop. Fridays will be reserved for a classroom community virtual meet up from 12:30 to 1:30. The Virtual Meet Up will be supervised by one of the teachers. The purpose of this meeting is so the children can interact outside of academics. If the children have ideas about the virtual meet up, he or she would email Meaghan the week before the scheduled meet up. These ideas have included; drawing games, Kahoot quizzes, a time to share Writers Workshop pieces or community-building activities.

DISTANCE LEARNING PLAN

Upper Elementary Continued

Every day from 2:30-3:00 the children partake in their daily jobs in order to take care of their classroom environment. In the event that we go into Distance Learning we would strongly encourage your child to use this time to clean up their workspace, help load/empty the dishwasher, take out the trash, etc.

Check-in with Meaghan

On Mondays, Tuesdays, Thursdays, and Fridays, Meaghan will be available for check-ins in an open Zoom meeting room from 11:00-11:30. Children can join the meeting if they need help with a specific follow-up work assignment or anything else work-related. On Wednesday's, Meaghan will hold individual parent checkin's by appointment, as needed.

Student Weekly Conferences

On Wednesday mornings, depending on the needs of the Upper Elementary children, Meaghan will hold individual conferences with the children. These will be similar to the weekly conferences had in the classroom. The purpose of this conference is to connect one-on-one with each child. We will talk about work they enjoyed completing and work that was challenging. We will also review completed work, discuss potential lessons, and make a plan for upcoming work options.

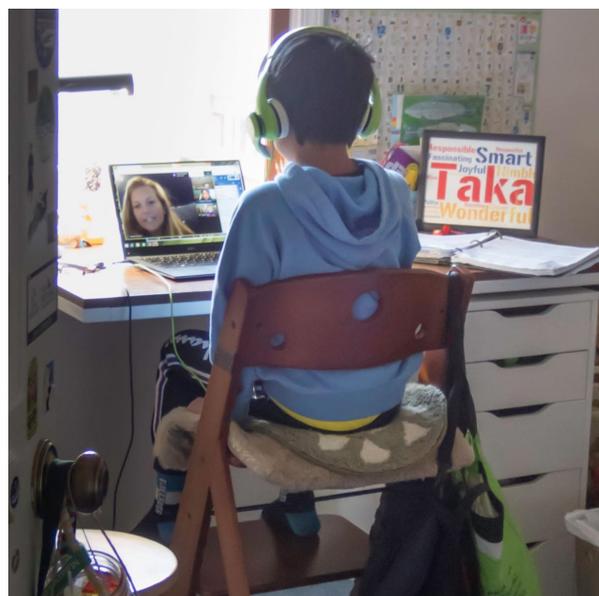
PE, art and music lessons will take place on Tuesdays and Thursdays from 12:30-2:30.

Individual Distance Learning

In the event that your child is out because he or she has to quarantine or is showing symptoms, your child will be able to join their lessons live via Zoom while at home. Upper Elementary will have a set lesson space that will be set up with a tripod so that he or she can join the lesson just as they would in the classroom. Follow up assignments will either be in their work folders or posted to Google Classroom.

Assessments

Upon the start of the school year, each child will be assessed using observation and formal assessments in all subject areas. These assessments will guide our instruction throughout the first term. Children will be grouped based on their abilities and small group lessons will be given. Whenever possible, Montessori materials will be provided and used for lessons and follow-up work. Supplemental materials will be utilized if needed. During lessons, observation will be used to assess student engagement and mastery. Follow-up work will be handed in and returned with any necessary feedback. Analysis of follow-up work will be used to guide instruction and determine mastery as well. We will continue to use Transparent Classroom to keep records of lessons, progress, mastery, and overall observations.



DISTANCE LEARNING PLAN

Upper Elementary Continued

Technology

Google Classroom and Zoom will be utilized for Distance Learning. Every student will need to have access to a device (Chromebook, laptop, iPad with keyboard, etc.) throughout each school day. Reliable wifi and a working webcam are important, and parents are encouraged to make sure the technology is in place for distance learning at the start of the school year so that the transition will be easier should the need arise.

Quest Email

Upper Elementary students will continue to use their Quest emails to communicate with teachers and to use with Google Classroom.

Distance Learning Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:00 - 8:15: Morning Meeting	8:00 - 8:15: Morning Meeting	8:00-8:15 Morning Meeting	8:00 - 8:15: Morning Meeting	8:00 - 8:15: Morning Meeting
Work Cycle 8:00-11:00	8:15 - 11:00: Small Group Lessons	8:15 - 11:00: Small Group Lessons	8:00 - 11:00: Small Group Conferences Music Lessons Posted	8:15 - 11:00: Small Group Lessons	8:15 - 11:00: Small Group Lessons
	<u>Meaghan</u>	<u>Meaghan</u>	<u>Meaghan</u>	<u>Meaghan</u>	<u>Meaghan</u>
	11:00-11:30 Open Zoom room for work check-ins/help	11:00-11:30 Open Zoom room for work check-ins/help	11:00-11:30 Parent Check In's	11:00-11:30 Open Zoom room for work check-ins/help	11:00-11:30 Open Zoom room for work check-ins/help
Afternoon	<u>Meaghan</u>		<u>Meaghan &</u>		<u>Meaghan</u>
Work Cycle 12:30-2:30	Cultural/Science Lessons	PE & Art	Literature Circle	PE & Art	Community Meeting/Virtual Meet-Up
	<u>Healy</u>				<u>Healy</u>
	Open Zoom room for work check-ins/help				Open Zoom room for work check-ins/help

DISTANCE LEARNING PLAN

Middle School

Schedule

The Middle School schedule during distance learning will include two or three synchronous classes via Zoom or Google Meet each school day. Teachers work together and make decisions within their own courses about which content and skills are core to the program. It is not possible to replicate the entire schedule of a school day in a distance learning format, so by making thoughtful choices about balancing synchronous and asynchronous learning and identifying areas that instruction may overlap - writing within science or humanities, for example - helps create a full but balanced distance program.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:00	M, W - Morning Meeting				
9:00 - 9:50	Math 7th Work Block 8th	Math 7th Work Block/Advisory 8th	Math 7th ELA 8th	Math 7th Work Block 8th	Math 7th ELA 8th
10:00-10:50	Math 8th ELA 7th	Math 8th Work Block 7th	Math 8th ELA 7th	Math 8th Work Block/Advisory 7th	Math 8th Work Block 7th
11:00-12:00	Science or Humanities	ELA	Science or Humanities	ELA	Science or Humanities
12:00 - 1:30	Outdoor time, lunch, break				
1:30 - 3:30	Work Block				

Google Classroom

Middle School students use Google Classroom regularly during in-person school, and therefore they will be able to transition easily to using this platform to keep track of all assignments and projects in the event we must switch to distance learning.

We learned in spring 2020 that staggering the release of assignments from specialists throughout the week and having core teachers coordinate due dates for larger assignments is important.

During times of distance learning, there are a few features of Google Classroom that may be especially helpful to both students and parents.

- To-Do List - This can be accessed by clicking on the three lines in the upper right hand corner of the screen and selecting the to-do list. Anything that was created as an assignment (as opposed to a material or announcement) will appear in the to-do or done lists.
- Guardian emails - Parents will be invited to receive guardian email summaries from Google Classroom. Those choosing to accept this invitation will receive daily or weekly summaries that include upcoming assignments, class activity, and any missing work.



DISTANCE LEARNING PLAN

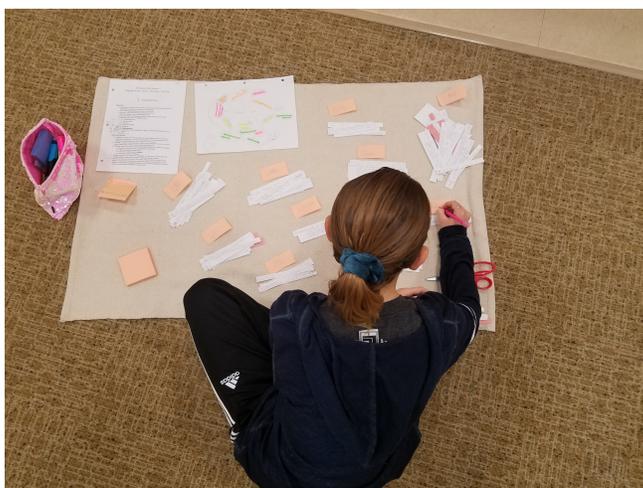
Middle School Continued

Materials

It is not practical for Middle School students to carry home all books and binders for every class each day. In the event that our pod or the whole school transitions to distance learning, we will arrange a pick up day for materials. Teachers will be able to continue instruction without interruption until materials can be collected. Materials accessed online will be open educational resources, materials purchased by the school, or materials that comply with accepted fair use guidelines.

Technology

Every Middle School student will need to have access to a device (Chromebook, laptop, iPad with keyboard, etc.) throughout each school day. If we transition to distance learning and a student needs to borrow a Chromebook, we can arrange that easily. Reliable wifi and a working webcam are important, and parents are encouraged to make sure the technology is in place for distance learning at the start of the school year so that the transition will be easier should the need arise.



Assessment

In general, assessment and feedback during distance learning will mirror what would happen at school, with formative and summative assessments, rubrics, self-evaluation, individualized comments, and student-teacher conversations being core components. Teachers will adjust pacing as needed to accommodate distance learning by focusing on core skills and content of the Middle School program. Each teacher will identify key components to include and will reteach individual students, small groups, or the whole class as necessary.

Office Hours

We will continue to be available to students for individual meetings as often as needed to support their learning. Students and teachers may schedule a meeting by email or during a synchronous class. Typically, same-day and next-day meetings can be scheduled on an as-needed basis with little delay or difficulty. Therefore, our “office hours” are on an ongoing basis, and we do not need to delineate a specific time for these in the schedule. With a small class and a very low student to teacher ratio, every student has tailored learning goals and supports. Parents should expect their Middle School students to be periodically meeting one-on-one with guides via Meet or Zoom.

DISTANCE LEARNING PLAN

Middle School Continued

Work Block

Students will have an extended work block each day, which was a highlight for students in spring 2020; many of the 7th and 8th graders explained that they valued the flexibility, independence, and agency that the long work block allows. Having used this model throughout their elementary years, these students are well prepared to manage these work blocks.

Work block is open-ended and will require some thought and strategy to plan. This may feel similar to the homework routine: keep track of projects and work for the various subjects, record due dates in the student planner, set aside times to work on projects in the way that best suits the individual. Middle School students will hold primary responsibility for managing work block time, but parents should check in on a daily basis and teachers are available for support during advisory, in synchronous classes, and additionally as needed.

Work Block:

- Science/humanities work
- Math projects and assignments
- Writers' Workshop projects and conferences
- Independent reading (every day!)
- Seminar preparation
- Art, Music, PE
- Journaling/free writing
- Independent study/projects (keep us posted!)
- Cooking/creating/care of environment at home

Work Environment

Establish a dedicated, comfortable, and inviting work space, ideally in a quiet area that allows for sustained concentration. Printing will not be required, but some students may wish to print certain lessons, notes, or work to place in the subject binders for their own reference. Be sure to have these materials at hand:

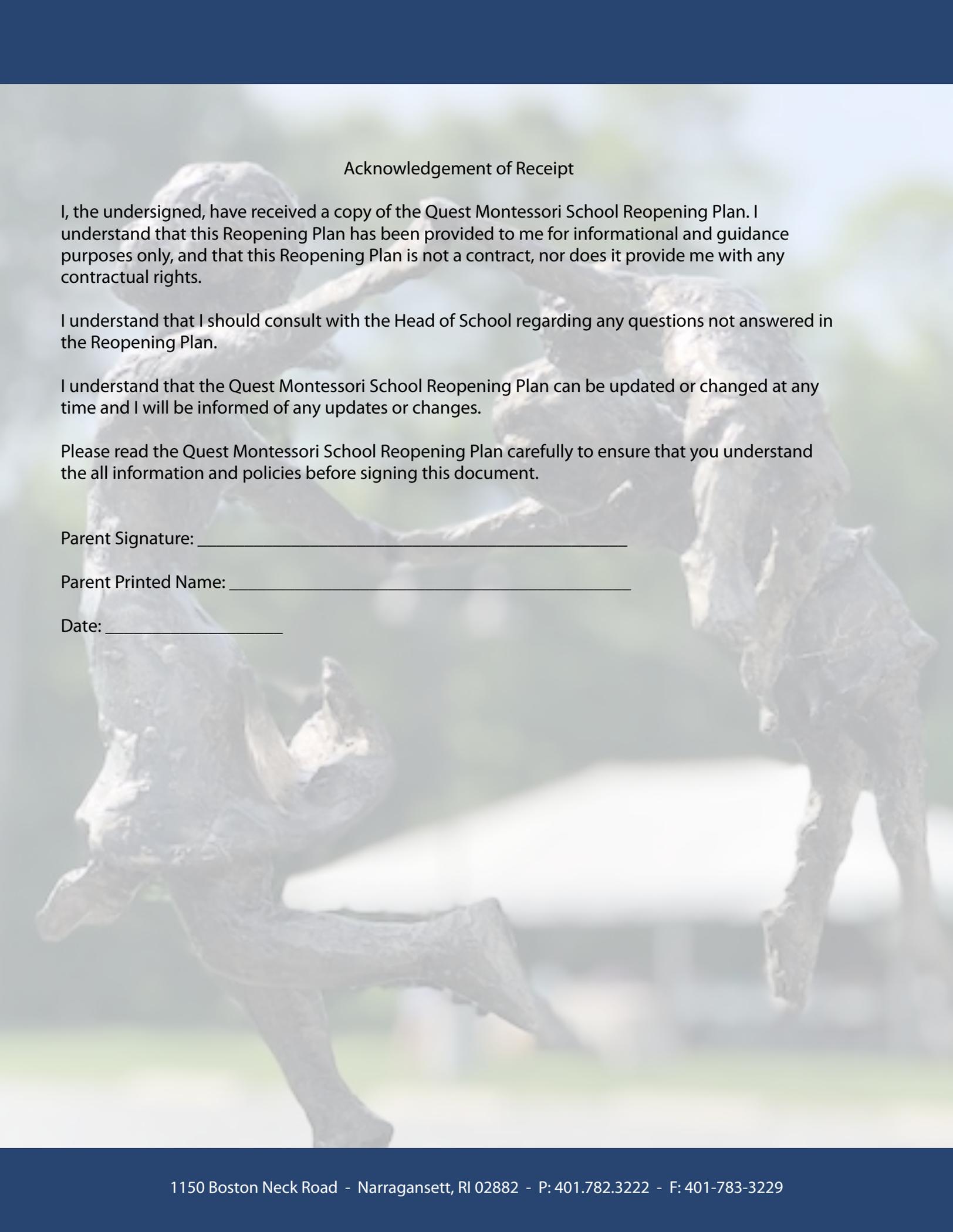
- Planner, Chromebook or equivalent device, water bottle
- For math: text book, calculator, lined paper, pencils
- For ELA: writer's notebook, pens, independent reading book/eBook

Attendance

Synchronous classes serve as our opportunity to record attendance. If your Middle School student will be absent for part or all of a day, please send a SchoolCues absentee form to inform the teachers that your child will not be present.

Quest Email

Middle School students will continue to use their Quest emails to communicate with teachers and to use with Google Classroom. Students are accustomed to receiving emails when assignments are posted in the classroom, and we will not copy parents on these emails or on routine communication around assignments or meetings. Parents will be copied on email that is being sent to their Middle School student if it is anything other than a routine matter or if information is being shared beyond day-to-day work. Students should plan to check their email daily.



Acknowledgement of Receipt

I, the undersigned, have received a copy of the Quest Montessori School Reopening Plan. I understand that this Reopening Plan has been provided to me for informational and guidance purposes only, and that this Reopening Plan is not a contract, nor does it provide me with any contractual rights.

I understand that I should consult with the Head of School regarding any questions not answered in the Reopening Plan.

I understand that the Quest Montessori School Reopening Plan can be updated or changed at any time and I will be informed of any updates or changes.

Please read the Quest Montessori School Reopening Plan carefully to ensure that you understand the all information and policies before signing this document.

Parent Signature: _____

Parent Printed Name: _____

Date: _____