



**PENFIELD**  
MONTESSORI ACADEMY

# Safe Return to In-Person Instruction and Continuity of Services Plan

Updated: August 19th, 2022

Updated: March 27th, 2023

**LEAD WITH  
LOVE**  
GROW WITH US  
**BEYER  
TOGETHER**  
DO WHAT IT TAKES  
**BE PRESENT**

<b>Introduction</b>	<b>3</b>
Welcome Letter	3
Goals/Guiding Principles	4
<b>Teaching and Learning</b>	<b>5</b>
In-Person Learning	7
<b>Health &amp; Safety of the School Community</b>	<b>10</b>
Air Quality	10
Contact Tracing	10
Face Coverings	11
Field Trips & Safety Drills	11
Classrooms	11
Arrival and Departure Procedures	12
Sanitization	12
Sick Child Policy	13

This guide is the 2022-2023 in-person reopening plan. However, it takes into account what we have learned in the past year as well as the newest [CDC guidance](#). This plan will be fluid throughout the school year. If cases go up, we may need to implement additional mitigation strategies. As cases go down, we will maintain or may consider a reduction in mitigation strategies. This will always remain a fluid process. We will certainly do our best to give timely communication if/when things change.




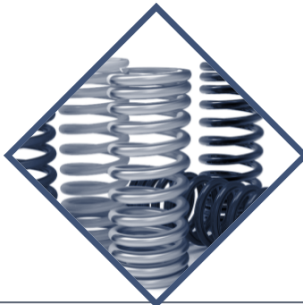
Sincerely,  
~Michelle Ravin  
Principal

**Goals for School in 2022-2023 School Year:**

- Keeping students and staff physically safe;
- Caring for the social-emotional and mental health needs of students and staff;
- Keeping learning coherent by creating a scope of standards with aligned systems of assessments, bound in units of instruction;
- Meeting the needs of every student by considering the unique experiences of students and by considering students’ families as active partners in learning; and
- Planning for “in-person” learning as the preferred mode of instruction, which we will work to maintain for the duration of the school year.

*Unlocking Potential... Together*

# GUIDING PRIORITIES

			
<p style="text-align: center;"><b>Equity</b> All students deserve every opportunity to access education. Student needs must be met.</p>	<p style="text-align: center;"><b>Safety</b> Students and staff must be physically safe. Staff and students’ social-emotional needs and mental health must be attended to.</p>	<p style="text-align: center;"><b>High Quality Instruction</b> Learning must be as coherent and consistent as possible, following a scope and sequence with an aligned assessment plan.</p>	<p style="text-align: center;"><b>Responsiveness</b> Flexibility is critical in school schedules, learning environments, protocols, and norms.</p>

1

# Teaching and Learning

## *In-Person Learning*

In-person learning can best be described as “normal” school with some continued precautions. Hand sanitizer will still be available in each classroom and throughout the building.

As per the CDC guidelines and considering the Montessori model, there will be no cohorting of students.

### Primary Daily Schedule - 2022-2023

Time Frame	Primary
7:30-8am	Breakfast in classroom
8:00-10:45	Work Period 1
10:45 - 11:15	Recess (includes K3 dismissal)
11:15-11:40	Lunch in cafeteria
11:40-2:45	Work Period & Specials
2:45: 3:00	Care of Environment
3:00pm	Dismissal

**Primary Guides Lunch Break: 11:00am- 11:30am**

**Primary Assistants Lunch Break: 11:30am- 12:00pm**

**Lower Elementary Daily Schedule - 2022-2023**

<b>Time Frame</b>	<b>Lower Elementary</b>
7:30-8am	Breakfast in Cafeteria
8:00-11:15	Work Period 1
11:15 - 11:45	Recess
11:45-12:15	Lunch in cafeteria
12:15-2:45	Work Period 2
2:45: 3:00	Care of Environment
3:00pm	Dismissal

**Lower Elementary Guides Lunch Break: 11:15am- 11:45am**

**Lower Elementary Assistants Lunch Break: 11:45am- 12:15pm**

**Upper Elementary Daily Schedule - 2022-2023**

<b>Time Frame</b>	<b>Upper Elementary</b>
7:30-8am	Breakfast in Cafeteria
8:00-11:45	Work Period 1
11:45 - 12:15	Recess
12:15-12:50	Lunch in cafeteria
12:50-2:45	Work Period 2
2:45: 3:00	Care of Environment
3:00pm	Dismissal

**Upper Elementary Guides Lunch Break: 11:45am- 12:205pm**

**Upper Elementary Assistants Lunch Break: 12:20pm- 12:50pm**

**Grades K4-K5 Instructional Schedule:**

K4- K5 Instructional Allocation		
All Subjects	Computer Lab	Recess/Lunch
360 minutes daily	12:00 -12:30pm	Red
	1:15 - 1:45pm	Green
	2:00-2:30pm	Purple
	30mins/day x4days/week	
		30mins/day x5days/week (each)

K4-K5 Specials		
Art		Library
45 minutes 1x/week		45 minutes 1x/week
Thursday	11:55 -12:40pm	Green
	12:50 - 1:35pm	Purple
	1:45-2:30pm	Red
Thursday	11:55 -12:40pm	Purple
	12:50 - 1:35pm	Red
	1:45-2:30pm	Green

**Primary Teachers Prep Time: 30mins (7:30-8:00am), Mon, Tues, Wed and Fri (30 mins), Thurs (90mins) = 360mins/week (6hrs)**

**After School: Except Tuesdays**

**Note: Additional Specials Schedule will follow soon**

**Grades 1-3 (Lower El) Instructional Schedule:**

Grades 1-3 (Lower El) Instructional Allocation			
All Subjects	Computer Lab		Recess/Lunch
360 minutes daily	8:30-9:00am	Peach	30mins/day x5days/week (each)
	9:10-9:40am	Orange	
	9:50-10:20	Yellow	
	30mins/day x4days/week		

Grades 1-3 (Lower El) Specials					
Art			Library		
30 minutes 1x/week			45 minutes 1x/week		
Wednesdays	12:40 -1:10pm	Yellow	Wednesdays	12:40 -1:10pm	Peach
	1: 20- 1:50pm	Peach		1: 20- 1:50pm	Orange
	2:00-2:30pm	Orange		2:00-2:30pm	Yellow

**Lower El Teachers Prep Time: 30mins (7:30-8:00am), Mon, Tues, Thurs and Fri (30 mins), Wed (75mins) = 345 mins (5 hrs 45mins)/week**  
**After School: Except Tuesdays**

**Note: Additional Specials Schedule will follow soon**



**Grades 4-6 (Upper El) Instructional Schedule:**

Grades 4-6 (Upper El) Instructional Allocation			
All Subjects	Computer Lab		Recess/Lunch
360 minutes daily	10:30-11:00am	Gray	30mins/day x5days/week (each)
	11:10-11:40am	Aqua	
	30mins/day x4days/week		

Grades 4-6 (Upper El) Specials					
Art			Library		
45 minutes 1x/week			45 minutes 1x/week		
Tuesdays	1:00-1:45pm	Gray	Tuesdays	1:00-1:45pm	Aqua
	1:55- 1:40pm	Aqua		1:55- 1:40pm	Gray

**Upper El Teachers Prep Time: 30mins (7:30-8:00am), Mon, Tues, Thurs and Fri (30 mins), Thurs (90mins) = 360mins/week (6hrs)**  
**After School: Except Tuesdays**

**Note: Additional Specials Schedule will follow soon**

# Health & Safety of the School Community

The health and safety of our students, staff, and school community remains a top priority.

Detailed health and safety recommendations will continue to be updated and shared. Using information from the Department of Health Services, and the Centers for Disease Control and Prevention, modifications will be made and shared with staff and families on an ongoing basis.

★ **Air Quality**

PMA has made significant upgrades to the HVAC systems through ESSER-II Funds, Focus on Energy Grant and other private donations. All classrooms have air purifiers.

★ **Contact Tracing**

Contact tracing may be used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. (From CDC Website)

Topic:	Face-to-Face:
<b>Contact Tracing</b>	<p>DPI supports broad-based efforts to notify people of a potential exposure while not performing contact tracing in schools.</p> <p>Possible broad-based notification measures include:</p> <ul style="list-style-type: none"> <li>• Referring staff, students, and families to the DHS or CDC websites to reference the level of community spread as a risk factor for being exposed.</li> <li>• Using electronic methods to inform entire classrooms or groups of possible exposure when a case is identified in school or self-reported to school officials.</li> <li>• Notifying when clusters of cases or outbreaks occur.</li> </ul>
	<p><a href="#">(From CDC)</a></p> <p>If You Test Positive for COVID-19</p> <p>Everyone, regardless of vaccination status:</p> <ul style="list-style-type: none"> <li>• Mandatory quarantine has ended (unless extreme threat), individuals who test positive must remain masked</li> </ul>
	<p>*CDC guidelines for “fully vaccinated” individuals: <a href="#">LINK</a></p>

★ Face Coverings

Topic:	All Individuals Inside of the School Building
	This guidance is subject to change, depending upon local and regional health and safety conditions and further guidance from the CDC.
<b>Masks - Staff, Students and Visitors</b>	PMA will follow guidance from CDC on health and safety, including recommendations regarding face coverings. <i>Consistent with these recommendations, all teachers, staff, students and visitors to K-12 schools, regardless of vaccination status, may choose to wear a mask.</i> PMA reserves the right to request masking of teachers, staff, students, and visitors throughout the year due to increased risk factors.

\*NOTE: Please supply your child with a mask if you want them to wear one as we have limited supply at school.

**Field Trips & Safety Drills**

Topic:	Face-to-Face:
<b>Field Trips</b>	Field trips outside of the building has resumed.
<b>Safety Drills</b>	Tornado, active threat, evacuation and monthly fire drills are required per state statute.

★ Classrooms

Topic:	Face-to-Face:
<b>Classroom - Cleaning</b>	Cleaning products are available in the classrooms for use if necessary. All classrooms are cleaned nightly.

<b>Classroom - Visitors/Volunteers</b>	PMA will allow visitors and volunteers into the school. PMA reserves the right to limit visitors or volunteers throughout the year.

★ Arrival and Departure Procedures

<b>Topic:</b>	<b>Face-to-Face:</b>
<b>Arrival/Departure Screening</b>	It is recommended that families screen symptoms at home. A child who is symptomatic should be kept home from school.
<b>Arrival/Departure</b>	Please refrain from entering the school during drop off and pick up unless previously discussed with the guide. Hug and Go protocol will allow for us to keep the flow of traffic moving and efficiently get through pick up and drop off. If you do need to enter the building please park in the lot.
<b>Arrival/Departure - Spacing (time, people)</b>	Arrival and departure for students will be organized based on students last names (A-M - 24th Street) (N-Z - 24th Place)

★ Sanitization

<b>Topic:</b>	<b>Face-to-Face:</b>
<b>Sanitization</b>	Hand sanitizer stations are located by classroom entrances. Hand sanitizer will be present in each classroom.

★ Sick Child Policy

Topic:	Face-to-Face:
<b>Sick Child Policy - General</b>	Sick children should be picked up within an hour of notification. A sick child will be asked to wear a face covering until they are picked up. Sick or symptomatic children (even if tested) should stay home.