

Rudolf Steiner School of Ann Arbor

2020-21 School Handbook Supplemental

Due to the COVID-19 pandemic, additional policies are being temporarily enacted and several policies and procedures will be flexed as needed to follow state and county guidelines.

This Supplemental Handbook contains policies and procedures specific to the 2020-21 school year. Policies listed here append or supersede those in the 2020-21 School Handbook.

Please refer to the [Return To School Plan](#) for more specific details on how the school will handle each state-determined phase.

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Introduction

Lower School Campus (LS) 2775 Newport Road, Ann Arbor, MI		High School Campus (HS) 2230 Pontiac Trail, Ann Arbor MI
PreK & Kindergarten PreK-K or EC Early Childhood	Grades 1-8 Grades	High School (9-12) HS
	Grades 7 & 8 will be on the HS campus during times that social distancing is required.	
ALL – EC through Grade 12		

Early Childhood

Rhythm and Daily Schedule

For 2020-21 our daily schedule will vary by pod, but we will be guided by daily, weekly and seasonal activities which provide essential experiences for the child. Each day will include outdoor and indoor creative play and daily activities infused with Mathematics, Science, World Language, Movement, Language Arts and Artistic work. Children who stay for the full-day option will have a lunch and rest time.

Daily Rhythm

Our rhythm during Phases 4 and 5 allows for the Lead Teacher to facilitate circle, snack, and story time with each nest.

Bluebird Oak Nest, Redbird Pine Nest, Robin Willow Nest

8:30-8:45 am	Drop Off
8:45-9:45 am	Outside – Each nest in own separate play area
9:45-10:30 am	Circle and Snack Time
10:30-11:30 am	Activity/Story/Playtime
11:30-12:30 pm	Outside – Each nest in own separate play area
12:15 am	Early Bird Pick Up
12:30-1:15 pm	Lunch-Rest Set Up/Lunch Time
1:15-2:30 pm	Rest/Nap Time
2:30-2:45 pm	Outside – Each nest in own separate play area
2:45-2:50 pm	Walk to Pick Up Location
2:50-3:00 pm	Pick Up

Chickadee

8:45-9:00 am	Drop Off
9:00-10:00 am	Outside
10:00-10:30 am	Circle and Snack Time
10:30-11:30 am	Activity/Story/Playtime

11:30-12:30 pm	Outside
12:30 pm	Early Bird Pick Up
12:30-1:15 pm	Lunch-Rest Set Up/Lunch Time
1:13-2:30 pm	Rest/Nap Time
2:30-2:45 pm	Outside
2:45-2:50 pm	Walk to Pick Up Location
2:50-3:00 pm	Pick Up

Bluebird Willow Nest, Redbird Spruce Nest, Robin Maple Nest

8:30-8:45 am	Drop Off
8:45-10:00 am	Play/Circle/Snack/Activity
10:00-11:30 am	Outside – Each nest in own separate play area
11:30-12:15 pm	Lunch-Rest Set Up
12:15 pm	Early Bird Pick Up
12:15-12:45 pm	Lunch
12:45-2:00 pm	Rest/Nap Time
2:00-2:45 pm	Outside – Each nest in own separate play area
2:45-2:50 pm	Walk to Pick Up Location
2:50-3:00 pm	Pick Up

Play Spaces

Each nest will play in their own separate outdoor play spaces. Names of the play spaces that your child will spend time in throughout the year are as follows:

Big Oak Woods – To the right of the back parking lot over the hill

Box Elder Bower – The portion of what we used to call the “Kindergarten Woods” where the climbing tree is located

Honey Locust Hill – The portion of what we used to call the “Kindergarten Woods” where the hill is located

Walnut Woods – This is across from the front parking lot and used to be called the “Wren Woods”

Linden Copse – The play area behind the large wooden fence around the driveway curve and near the front parking lot

Maple Garden – The play area behind the Chickadee and Robin rooms with the natural sandbox and playhouse

Dropping Off and Picking Up Your Student – *Also see LS Practical Matters*

There will be no Morning Greeting Circle.

EC Drop off Protocol:

Drop off will look different this year than it has in the past! With the added requirements to help keep your children and the staff safe we ask that you are patient with us and each other as we navigate these new protocols and rhythms.

All Redbird, Robin and Bluebird Nests drop off from 8:30 to 8:45 am. Chickadee drop off is from 8:45-9:00 am.

Depending on the class and nest that your child is in there will be a different drop off location for your child. You will receive a map with each drop off location marked, and you will see signs at your child’s drop off

location to help you find where you need to be. Your child's pick up location at the end of the day will be the same as the drop off location.

Drop Off Locations

Class	Nest	Location
Robin	Maple	Benches near Multipurpose Room
Robin	Willow	Back Lot near Sidewalk between building
Redbird	Pine	Back Lot near Honey Locust Hill
Redbird	Spruce	Benches near 2 front doors (main & left)
Bluebird	Oak	Gate near Linden Copse
Bluebird	Willow	Benches closest to Front Veggie Garden
Chickadee		Back Lot near Sidewalk btw. Bldgs.

We ask that you are mindful of the drop off time window when you are dropping your child off. This year we will not be able to be as flexible as in the past when it comes to drop off times. Please do not arrive early! Grades drop off is from 8:00-8:30 and we will not be able to accept Early Childhood students until all Grade School students arrive.

If you need to get out of your car to help your child get out of their car seat, get their backpack, etc. you must wear a mask. Staff will not be able to reach into your car for any reason.

We ask that you complete the ParentSquare Symptom Check before arriving to school. You can view the video on how to complete the check [here](#). Your child's teacher or assistant will greet you at your drop off location and will take your child's temperature using a touchless thermometer. He or she will verify that you have completed the ParentSquare Symptom Check. You may not drop your child off to school without having completed the Symptom Check.

Please make sure your child goes to the bathroom before they arrive at school, especially if your child's class or nest begins the day outside.

How does pick up work?

Early Bird Pick Up

If your child is an Early Bird (only attends our half day program), you will pick your child up around the circle drive. Pick up time for Redbird, Robin and Bluebird Early Birds is at 12:15 pm. Pick up time for Chickadee Early Birds is at 12:30 pm. Early Bird Pick Up locations will be around the circle drive. You will see your child and their lead teacher.

Full Day Pick Up

If your child stays for the full day, you will pick up your child from the same location where you dropped them off between 2:50 and 3:00 pm

Full Day Pick Up Locations

Class	Nest	Location
Robin	Maple	Benches near Multipurpose Room
Robin	Willow	Back Lot near Sidewalk btw. buldings
Redbird	Pine	Back Lot near Honey Locust Hill
Redbird	Spruce	Benches near btw 2 front doors (main & left)
Bluebird	Oak	Gate near Linden Copse
Bluebird	Willow	Benches closest to Front Veggie Garden
Chickadee		Back Lot near Sidewalk btw. Bldgs.

What if someone other than me is picking up my child?

If your child is to be picked up by someone other than yourself, please let your teacher know by phone or by emailing the school in a timely manner and follow up verbally to make sure the message was received. The person picking up your child must be on your Child Information Card that you filled out upon enrollment. It is very important that the staff knows who will be picking up the students each day. If you have a last-minute change regarding your student's pick-up arrangement, please do the following: call the front office and let the staff know of your change of plans. Our administrative staff will notify your child's teacher. When your child is to be picked up by someone other than yourself, please give the staff the person's name and they will check your child's CIC card to see if the person is on the list of authorized people to release your child to. If that person is not on your list, we ask that you please email us at lsattendance@steinerschool.org with your request. The person picking up must make sure that they have their photo ID with them.

EC Late Arrivals Protocol:

If you are late to school, you are asked to park and stay in your car with your child while you call into the front office at 734-977-4141. Someone will come out to your car when they are able, take your child's temperature and ensure that you have completed the ParentSquare Symptom Check.

EC Pick Up Protocol:

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Bluebird	Oak	Gate near Linden Copse
Bluebird	Willow	Benches closest to Front Veggie Garden
Chickadee		Back Lot near Sidewalk btw. Bldgs.

It is very important that the staff knows who will be picking up the students each day. If your child is to be picked up by someone other than yourself, please let the teacher know by phone or by emailing the school in a timely manner. Please do not send a handwritten note. The person must be on the Child Information Card (CIC) that you filled out upon enrollment. Staff will ask for photo ID from adults listed on your child's CIC form at the time of pick up.

Beforecare and Aftercare Programs

We are not able to offer Beforecare or Aftercare. All EC students need to be picked up by 2:50 pm.

Snack

Phase Four and Five

Daily snacks will be prepared by an Early Childhood employee wearing recommended Personal Protection Equipment. Snacks will be served to children individually. We encourage each child to eat the snacks that we

provide but we understand that due to COVID-19, some families may wish to send a snack from home for their child. Please contact your child's teacher if you wish to send a snack from home.

Health and Safety

See the *All-School Health, Illness and Medication* section.

Communication

No Change

Required Documents

No Change

Absences

No Change

Parent Meetings and Educational Events

When social distancing is required, all meetings will be scheduled as Zoom calls.

Parent Participation

No Change

Birthdays

During Phases 4 and 5 we are not able to have parents in the school building or on campus during the school day to celebrate birthdays. We will celebrate your child in the classroom with a special story and snack and your child's teacher will also send a Birthday Basket home to add to your family celebration. The basket may include a birthday cape, beeswax candles, a special gift for your child, and birthday cake. During periods of Remote Learning when the school is closed, your child's teacher will reach out to you about ways to celebrate while following social distancing guidelines from the State of Michigan.

Media

No Change

Early Childhood/Parent Library

School Libraries will be closed.

Grade One Admissions Policy

No Change

Social Development and Guidance

No Change

Grades 1 – 8

Program

No Change

Evaluation of Student Work

No Change

Mid-Morning Snack & Lunch

We will not be offering any food service to the Grades classrooms during Phase Four. This means no pizza and no bagels. Students will be asked to bring their own food for snack and lunch.

Leaving School During the School Day

If you need to take your student out of school before the regular dismissal time, please let the teacher and Front Office know. Call when you arrive at school and your child will be brought out to you.

Music Program

- Grades 1 and 2 – Music Appreciation with Ms. Van Duzen and Mr. Rohwer. Introduction of instruments, rhythm through use of lyres, xylophones, orff instruments, rhythm sticks, etc.
- Grades 3 and 4 – Violin instruction with Mr. Rohwer. Music Appreciation with Ms. Van Duzen
- Grade 5 - Music Appreciation with Ms. Van Duzen. Continue strings program and introduction of wind instruments with Mr. Rohwer
- Grade 6 - Music Appreciation and choral music history with Ms. Van Duzen. Introduction of ukulele with Ms. Van Duzen. Continuation of Strings Program with Mr. Rohwer.

Sports and After-School Activities

There will be no sports or after-school activities offered until the school is in Phase Five and feels there is a low chance of reverting back to Phase Four. Some after-school training will be offered to middle and high school students via Zoom.

Field Trips

No field trips will take place while in Phase Four.

Visitors

No visitors can be allowed on campus while in Phase Four.

Birthdays

Parents will not be able to participate in class birthday celebrations.

Student Conduct

Student Tardiness Policy

The school appreciates the cooperation of parent(s)/guardian(s) in getting students to the school on time. Class start times are 8:15 am for Grade 6 and 8:30 for Grades 1-5.

If arriving late, please park in the roundabout in front of the school and call the front office at 734-995-4141. A staff member will come out to your car to ensure that you have completed the required symptom check for your child and walk your child into the school and to their classroom.

Absences

No Change

Dress Code

Please make sure that your child's mask is suitable for school. Please avoid masks printed with swear words or inappropriate images.

Electronic Devices

No Change

In the Classroom

All our classrooms will support good physical distancing of students. Desks will be a minimum of six feet apart, there will not be any shared materials, and activities will be designed to avoid bringing students into unnecessary close contact.

Playground Safety

No Change

Sledding Guidelines

No Change

When on School Excursions

There will be no school excursions this year

Discipline Protocol

No Change

Lower School Campus Practical Matters (EC-6) (Grades 7 & 8, please see HS section)

Dropping Off and Picking Up Your Student

Morning Drop-Off

Class	Drop-off Time
Early Childhood	
Chickadee	8:45 am
Robin, Bluebird, Redbird	8:30 am
Grades	
1,2,3	8:15 am
4,5,6	8:00 am

Class	Class Start Time
Grades	
1-5	8:30 am
6	8:15 am

Pods will be assigned specific drop off spots along the driveway where cars will pull up to staff members, complete the symptom check questions and students will exit the car and follow the designated route to their pod classroom door or outdoor play area. Students will be supervised and supported between drop off and the start of class. All adults who step out of their vehicle must be wearing a mask.

Late Arrivals

Students in Grades 1-3 or Pod 4A that arrive late should park in the roundabout in front of the school and call the front office at 734-995- 4141. A staff member will come out to your car to ensure that you have completed the required symptom check for your child and walk your child into the school and to their classroom or play area.

Students in Grades 4-6 (excluding Pod 4A) that arrive late should park in the side drop-off lot and call the front office at 734-995- 4141. A staff member will come out to your car to ensure that you have completed the required symptom check for your child and walk your child into the school and to their classroom or play area.

Student Pick-Up

Class	Pick-Up Time
Early Childhood	
Chickadee	Early Bird: 12:30 pm Full Day: 2:50-3 pm
Robin, Bluebird, Redbird	Early Bird: 12:15 pm Full Day: 2:50-3 pm
Grades	
1,2,3	3:10-3:20 pm
4,5,6	3:20-3:30 pm

Pods will have assigned pickup spots along the driveway. A teacher and the pod will be at the designated spot where cars will drive up and students will get in their car. If there are siblings, the parent will pick up each student at the student's designated pick up spot. All teachers will wait with any siblings for pickup. This year it will be more important than ever for families to be very prompt and arrive on time for both drop off and pick up.

Last-Minute Change to Pick-up

No Change

Driving and Parking

- Pull up to your designated spot.
- Form a single line.
- Pull as far forward as possible.
- Wait for a staff member to approach the vehicle.
- Verify with staff the required health screening is completed for your student(s).
- Allow your student(s) to exit the vehicle and proceed to their pod.
- Any parent exiting a vehicle (i.e. to remove child from car seat) must wear a mask.
- For safety reasons no students may be left on school grounds unattended, regardless of age.

Beforecare and Aftercare Programs

We are not able to offer Beforecare or Aftercare. **All students must leave or be picked up within 15 minutes of dismissal.**

Entrance Security

No Change

Bus Transportation

No Change

Lower School Guidelines for Illness

See the *All-School Health, Illness and Medication* section.

Library Programs

School libraries will be closed.

Lost & Found

Please let your class teacher or the office know if you have lost something and we will look for it.

Animals

No Change

Pest Policy

No Change

Photography & Video Camera Use

To ensure that the students are allowed to experience plays and assemblies without distraction, the Faculty usually asks that any recordings or photographs of festivals, plays, etc., be done in cooperation with the teacher in charge of the event. A prior conversation will facilitate clarity regarding this. The Faculty member will work with parent(s)/guardian(s) to find an appropriate time for them to take pictures of meaningful events. This year we will be streaming a number of school events to enable parents and families to enjoy their children's plays etc.

Any parental photographing of students during school hours should be done unobtrusively so as not to distract students or faculty. Please request permission from parent(s)/guardian(s) before sharing or posting photos of other students.

Lower School Response to a Direct Threat to Campus Security and Safety

No Change

High School

Program

No Change

Student Conduct

No Change

Timeliness and Attendance

No Change

Respect and Courtesy

No Change

Physical Contact

It is the Rudolf Steiner High School policy that physical signs of affection between students remain appropriate. Students will not kiss, sit on laps or engage in romantic hugging on campus at any time. This is an academic environment and such behavior is inappropriate. Holding hands and friendly hugging while permitted under normal school conditions, will not be possible while in Phase 5 and below. Students should always be conscious of keeping a six-foot distance from teachers and fellow students. Under these conditions the sharing of personal items (pen, pencils, rulers, lunch) will not be permitted.

Electronic Devices Policy

Electronic devices such as laptops used for specific class work at specific times will be permitted by teachers during class. This will be used primarily for students enrolled in independent math and language classes. Technology used outdoors or without direct teacher supervision will not be allowed.

Cell Phone Policy

Although useful in arranging carpooling, letting parent(s)/guardian(s) know when a student will be home, and reaching friends and family outside of the school day, cell phones during the school day are a major and unnecessary, distraction.

However, when the school is in Phase 4 and choosing socially-distanced, in-person learning in pods, cell phone use will be permitted under very narrow circumstances. Students may keep their cellphones and headphones near them while in first and second period only, AND only if they must access the phone for classwork, such as checking an assignment on the LMS. The usual social media guidelines are still in effect, and if a pod teacher finds that a student is being disruptive or obviously engaging in activity not related to schoolwork, the pod teacher may ask that the student go to the front office for a pink slip.

When second period ends, students are required to switch their phones off completely and put their phones in a bag with their name on it for the teacher to place in a secure container until the end of the school day, when the final period teacher will retrieve the phones and make them available on a table for students to collect before leaving the building. If a student needs to retrieve their phone during the day, they must have a valid reason for doing so, and they may ask the relevant pod teacher to retrieve it for them and then return it to the secure container.

A student who deliberately violates this protocol will face serious consequences.

Computer Use and Wifi

Computer use to facilitate academic work is encouraged. While the school is in Phase 4, the school lacks a dedicated computer lab, therefore, students are permitted to bring a laptop from home to work on homework

at school. The guidelines regarding social media use are still in effect regarding students' laptops. Students are expected to adhere to the following so that the school's philosophy of respect and courtesy can continue to be upheld.

The high school has created a Student Wifi network. This network can be accessed at any time by any device without a password.

- Students are encouraged to talk with one another, take a walk outside, and do non-computer activities during breaks and lunch. However, if a student wants to work on their computer during a break or lunch, they may ask their pod teacher for a computer use pass.
- Computers should be silent, and students are encouraged to bring headphones.
- Computer use is for schoolwork or for communicating with teachers and staff only.
- Teachers may tell a student to stop using their computer at any time. Computer use is not permitted during class discussions or lectures.
- Computers may only be used at a student's pod desk or their main lesson desk (if different)
- Students may not gather around another student's desk to look at something together on the computer.
- Students may lose the privilege of using their computer in school if they are unwilling to follow the guidelines above.

Laboratory Safety Rules and Procedures

No Change

Personal Appearance

Students are asked to be respectful of the feelings and beliefs of others with all of their clothing. This includes masks. They should be free of overly political or controversial language. If a student has questions about a piece of apparel, they may always ask the opinion of a teacher or Coordinator before wearing it at school.

Clothing for School Trips

No Change

Being Prepared for Class

Students will need to make sure they have all of the supplies needed for class in their personal possession. There can be no sharing of materials. They may wish to carry small personal versions of common classroom supplies. Students will have their backpacks with them in their pods for personal item storage.

Respect for School Property

No Change

Behavior in Chorus Classes

Chorus will not be offered this year

Assembly Guidelines

Assembly will be held as a weekly event streamed from the Grade 12 Main Lesson room. Students will work with Laura Shope to prepare the weekly content.

Respect for Our Neighbors

No Change

Conduct at Off-Campus Facilities

No Change

Dance/Open-Mic/Performance Guidelines

These will not be offered this year

Cell Phone Policy

No Change

Plagiarism and Website Use Policy

No Change

Social Media Policy

No Change

Computer Use

There will be computers in each pod room. Students must have permission from their supervising teacher before using the computer. In some cases, primarily for independent language and math, students may bring in personal computers to complete online work. They must ask permission from their supervising teacher before beginning use on a personal computer. Unsupervised use of computers inside or outside the building will not be permitted.

Computer Use Rules and Agreement

No Change

Drug and Alcohol Policy

No Change

Conflict Resolution

No Change

Probation

No Change

Template for Response to a School Drug or Alcohol Incident

No Change

Emergency Plans

Drills will be conducted in a safely distanced manner. In some cases this will mean staggering drills so they may be conducted safely. If emergency protocol varies from what is safely practiced during the drill this protocol will be reviewed and discussed with students during the drill. During true emergencies safe distancing protocols will be followed as long as immediate safety is not threatened, in which case immediate safety is prioritized over safe distancing.

Academic Guidelines

No Change

HS Policy on Cheating

No Change

Absence from Lessons

No Change

Evaluations

No Change

Standardized Tests

No Change unless specified by State

AP Testing

No Change

International Students

No Change

College Counseling

No Change

Extracurricular Activities

Participation

We encourage everyone to participate in after-school activities either at the school or in the community but expect them to remain current with class work. In support of these activities, the faculty and staff are prepared to be flexible about requirements and timetables, but students need to communicate their situation in advance to the appropriate faculty/staff members. After-school activities cannot replace school responsibilities.

Sports

In Phase 4, Rudolf Steiner School will not participate in a competitive sports program. Training for sports teams will take place after school in small groups along pod lines managed by our coaching staff.

In Phase 5, some competitive sports may take place depending on the comfort level of the community, our coaches, and where we are in the season at the time Phase 5 begins.

Clubs

In addition to athletic activities, the school strives to facilitate other interests and activities. Depending on interest and availability of adult sponsors, we will host a variety of clubs. These may include drama, yearbook, hiking, community service, gardening, Model United Nations, etc. Students are encouraged to be active in organizing other students around common interests, and in recruiting adult sponsors.

In Phase 4 and 5 most clubs will have to be conducted remotely and on Zoom. Yearbook and Model United Nations will likely continue on Zoom. Some outdoor clubs, such as gardening and bee keeping, may be able to operate if masked and socially distanced.

Community Service

As members of our school community, the Ann Arbor community and the world community, it is important that each of us finds ways to contribute to the well-being of our communities without thought of personal gain. Students are encouraged to thoughtfully find areas of community need and to dedicate some portion of daily time and energy to making a difference. There are also opportunities for club community service work. Community service should be organized in cooperation with the school office.

During Phase 4 and 5 community service projects may need to be restricted to projects limiting contact. Appropriate examples could be craft projects (hats, scarves, masks) for donation, letter writing, or privately assembling toiletry care packages for those in need.

High School Campus Practical Matters (Grades 7 – 12)

Entrance Security

On school mornings, students will enter the building through their designated pod entrance.

School Hours

	School Start	School End
Grades 7 & 8	8 am	3 pm
Grades 9-12	8 am	M-Th 3:10 pm F 2:40 pm

The school day begins each morning at 8 am and students should be in class and ready to begin work by this time. If a student will be late or absent, a parent/guardian must call the front office. Parents of seventh and eighth graders will need to call the High School as the High School will track Grades 7 and 8 attendance.

All students must leave or be picked up within 15 minutes of dismissal unless they are participating in after-school activities. Students enrolled in the academic afterschool program will stay in pod groupings supervised by Laura Shope. Students participating in any sports training must be outside and with their coach.

Late Arrivals

Between 8 and 8:30 am, late students or parent of late students should call the front office at 734-669-9394 and report the student's arrival. Office staff will verify that the daily health screening is complete, mark the student as tardy, and the student may then proceed to their designated pod entrance.

After 8:30 am, exterior doors will be locked and late students and visitors must ring the main entrance doorbell for entry and then proceed to the front office to sign in. They will then go join their pod.

Lunch, Morning Break and Passing Periods

Lunch orders must be placed by 10 am. The lunch program will begin on October 1. This is to allow us time to understand the changes that will be needed in this new context.

Leaving School During the School Day

No Change

Lunch at School

We will be offering our normal food service of delivered take-out food, with some vendor changes, starting on October 1. Individually packaged, delivered, food will be placed on a counter in the kitchen or concessions area and students will be able to collect it as they take a break after Main Lesson.

All students will be expected to physically distance during lunch and to eat in a timely manner returning to wearing their mask as soon as they are finished eating. During the fall and spring, eating outside will be encouraged and windows opened in the classrooms. A clean, new mask should be used after lunch and hands should be washed or disinfected.

Picking Up Students in the Afternoon

No Change

Bus Transportation

This year we will not be running a shuttle.

Ann Arbor city buses make stops near campus. For specific information, visit www.theride.org or call 734-996-0400.

Medication

We now have bees on our campus. While bees do not often sting, if you are allergic and require an EpiPen please make the Front Office aware. An EpiPen will be taken with the teacher in charge whenever a class visits the hives.

Visitors/Guests

We are not able to welcome visitors onto campus.

Driving Guidelines

We ask that student drivers make responsible decisions around driving others to or from school and remember to stay masked. Rudolf Steiner High School is not responsible for the driving decisions made by students outside of school hours.

Student Drivers and the Sports Program

No Change

Illness

Please refer to the [All-School Health, Illness and Medication](#) section.

School ID Cards

No Change

Class Supplies

Students should bring the following supplies to be prepared for classes:

- Flowing ink pen – for main lesson work
- Pencils – hard (2H) for geometrical drawings, soft for general use
- Colored pencils – minimum of 12
- Erasers
- Ruler – 12 inch/metric
- Compass
- Protractor
- Lined paper
- Notebook
- Calculator
 - Scientific. The \$10 - \$20 variety will have the necessary functions
 - Graphing. For those students entering pre-calculus

COVID-19 Specific Supplies

Required:

- Reusable or disposable masks – 2 per day and a sealed container or bag to store your dirty mask when changed after lunch. Reusable masks must be washed before they are used again so it is a good idea to have a number on hand. You will need 10 if you want to make it through the whole week without washing.
- There will be no shared supplies in the building so remember to have writing utensils and whatever tools needed daily readily available such as a mini-stapler, tape, small hole punch, small manual pencil sharpener, and white out.
- Clipboard for use during outdoor classes. A basic clipboard may be purchased or one that has storage options and other features.

Optional:

- Small personal hand sanitizer (3oz or smaller) containing at least 70% alcohol. There will be hand sanitizer available at each entrance and in each classroom, but having your own allows you to choose your preferred product, limit germ contact, and carry it with you always so it is available whenever needed.
- Insulated lunchbox – if your lunch needs to be refrigerated as we are currently unsure if you will be allowed access to a refrigerator.
- Sound canceling headphones or earplugs for limiting distractions when students are working independently in a classroom where a teacher is teaching a class unrelated to them.

Remote Learning Specific Supplies

It is possible that at some point in the year we will be required to go into a remote learning scenario as a school. It is also possible that individual students or groups of students will need to temporarily go into remote learning

because of quarantines. The following supplies will be needed for remote learning. Please contact the school if you have trouble obtaining any of these supplies and need to borrow them from the school.

Required:

- Computer with camera and audio or a computer with a separate webcam and headphones with a microphone. (While some tasks may be accomplished by use of apps on phones or tablets, computers will be necessary for participating during live online classes. Please make sure you have enough in your household to accommodate the needs of all students and parents.)
- Reliable internet access
- Each student will need an email address that they have provided to the school for school use.

Optional:

- Printer
- Scanner or a scanner app that can convert pictures to PDF files

Library Resources

School libraries will be closed.

Animals

No Change

Photography and Video Camera Use

To ensure that the students are allowed to experience plays and assemblies without distraction, the Faculty usually asks that any recordings or photographs of festivals, plays, etc., be done in cooperation with the teacher in charge of the event. A prior conversation will facilitate clarity regarding this. The Faculty member will work with parent(s)/guardian(s) to find an appropriate time for them to take pictures of meaningful events. This year we will be streaming a number of school events to enable parents and families to enjoy their children's plays etc.

Any parental photographing of students during school hours should be done unobtrusively so as not to distract students or faculty. Please request permission from parent(s)/guardian(s) before sharing or posting photos of other students.

All-School Policies and Procedures

Withdrawal

No Change

Probation

No Change

Suspension

No Change

Dismissal

No Change

Withholding Contracts

No Change

Student Educational Support

No Change

Lower School

Although the way that we deliver our individual student supports will change to accommodate pods, we are committed to meeting the needs of all of our students.

High School

No Change

Bullying and Teasing

No Change

Communication Process

Faculty and Staff

No Change

Class Parent Meetings

Class parent meetings will take place on Zoom.

Community Support Process

No Change

Communication Tools

A Learning Management System (LMS) will be used to support students and families during times of required remote learning and for students participating in the Flexible Classroom Link program.

Newsletters and Flyers

No Change

Emergency Communication

No Change

School Safety

Drills

Drills will be conducted in a safely distanced manner. In some cases this will mean staggering drills so they may be conducted safely. If emergency protocol varies from what is safely practiced during the drill this protocol will be reviewed and discussed with students during the drill. During true emergencies safe distancing protocols will be followed as long as immediate safety is not threatened, in which case immediate safety is prioritized over safe distancing.

Weather Closings

No Change

Health, Illness and Medication

Allergic Reactions

No Change

Immunizations

No Change

Accident Insurance

No Change

RSSAA COVID-19 Policy and Procedure

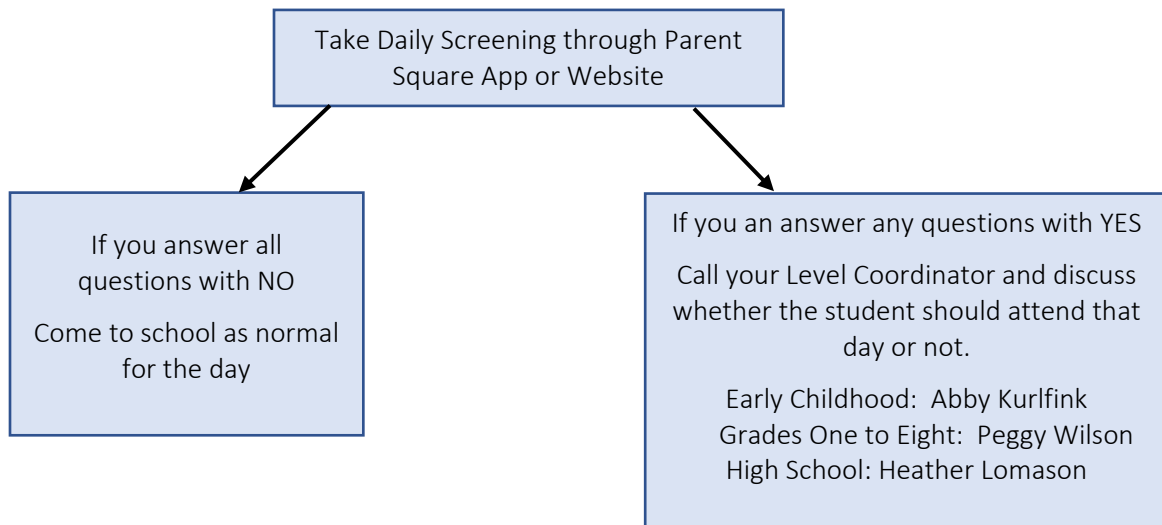
We will be implementing the Washtenaw County Health Department protocols for screening of employees and students for COVID-19 systems.

All students attending school on either campus must follow the following COVID-19 procedures.

- A. Parents should complete a daily entry self-screening using the ParentSquare tool
 - a. Log into your ParentSquare Account
 - b. Click on "Submit Daily Screening"
 - c. Identify who you are responding for (you can do an entire family in one entry)
 - d. CHECK YOUR CHILD'S TEMPERATURE – you must confirm that the student does not have a fever before completing the screening
 - e. Answer the questions –
If you answer 'yes' to the question about whether anyone in your household has had close contact with someone who has or is suspected of having COVID-19
OR
If you answer yes to any one of the following:
 - i. Fever above 100.4 F
 - ii. Sore Throat
 - iii. New uncontrolled cough that causes difficulty breathing
 - iv. Diarrhea, vomiting or abdominal pain
 - v. New onset of severe headachePlease call your School Coordinator and discuss with them whether the student should attend that day:
Early Childhood: Abby Kurlfink – 313-949-3166
Grades One to Eight: Peggy Wilson – 734-276-7687
High School: Heather Lomason – 773-551-0963
You are encouraged to contact your medical provider and follow their advice on whether a COVID-19 test is recommended.
 - f. A student who DID NOT have close contact with someone known or suspected to have COVID-19 may return to school when
 - i. If there was Fever: They have been fever free (without the use of fever reducing medications) for 24 hours
 - ii. If there was a Sore Throat: There has been improvement and, if strep throat, at least two doses of antibiotic have been taken
 - iii. If there was a Cough/Shortness of breath: There has been improvement
 - iv. If there was Diarrhea/Vomiting: no diarrhea or vomiting for at least 24 hours
 - v. If there was a Severe Headache: There has been improvement
 - g. A student who DID have close contact with someone known or suspected to have COVID-10 may return to school when they have either:
 - i. Had a negative COVID-19 test
OR
 - ii. Symptoms have improved, no fever for 24 hours (without the use of fever reducing medicines), and at least ten days have passed since symptoms first appeared
- B. If your student is tested for COVID-19 because of a concern that they might have the disease (not as part of a regular screening process that you receive on a scheduled basis) you must do the following:

- a. Call your Level Coordinator (see above) and inform them of the test and that the student will be absent until test results are received
 - b. Once you receive the result, if it is negative for the disease you must inform the Coordinator, and the student may return for the next scheduled day of school.
 - c. Once you receive the result, if it is positive for the disease you must inform the Coordinator and follow the procedure under C below.
- C. If a student receives a COVID-19 test and the result is positive for disease a parent must do the following:
- a. Quarantine the child as instructed by your personal medical care provider, or the Washtenaw Health Department
 - b. Keep siblings home from school until the Health Department approves their return to campus
 - c. Call your Level Coordinator (see names and numbers above) and report that your child has received a positive test and will not be able to attend school. The school will then do the following:
 - i. We will use the School COVID-19 Online Reporting Tool to report the potential school exposure to the Washtenaw County Health Department.
 - ii. We will share your contact information with the Washtenaw County Health Department (phone and email address), and you are asked to respond to their contact with you and to answer the questions they ask.
 - iii. We will share the contact information with the Washtenaw County Health Department of anyone that we are aware that your child had contact with over the past five days – this will include other students, employees and any visitors.
 - iv. Information about you and your child’s identity will be held by the level Coordinator, the level faculty chair, the School Administrator and the school HR department. We will work hard to hold confidentiality about your positive test, but in a small community it is likely that a wider group of people will figure out who had the positive test, and we will work to ensure that you are supported with care rather than judgement.
 - v. The Washtenaw County Health Department will make the decision about who in the school community has potentially been exposed and who should be quarantined.
 1. Once the Washtenaw County Health Department has informed us of who should be informed and quarantined we will make contact with the school individuals (employees and parents) and inform them that the Health Department will be contacting them because of a possible exposure and providing medical guidance. We will support the individual or family as needed.
 2. Once the individuals directly affected have been fully informed, the school will send a ParentSquare post to the entire community informing them that there has been a positive COVID-19 test in a community member and identifying the campus that it took place on. No more information will be shared with the community as a whole.
 - d. Your child may return to school when:
 - i. They have been fever free for 24 hours, with no use of fever-reducing medication, AND
 - ii. Symptoms have improved, AND
 - iii. It has been at least ten days since symptoms first appeared

Daily Screening Flow Chart for Parents



Contracts and Financial Matters

No Change

Enrollment Contract

No Change

Enrollment Deposit

No Change

Tuition Assistance

No Change

The Child and Dependent Care Tax Credit - Early Childhood, Before and After Care

No Change

Tuition and Payments

No Change

Tuition Payment Policy

No Change

Tuition Refund Insurance

Tuition Refund Insurance protects your financial commitment against unforeseen withdrawals and dismissals. This plan is optional for those paying tuition on the annual payment plan and required for those paying tuition on the monthly payment plan. As part of the insurance plan, RSSAA will assist you in filing a claim, collect any claim payment to which you are entitled and credit your account, paying any excess to you. The benefit is a percentage based on the remaining portion of the school year at the time of withdrawal. You will still be required to pay RSSAA any balance which remains unpaid after payment by the insurance carrier. All questions and claims should be directed to the Business Office.

Early Childhood Program Tuition Reduction Plan

Our Early Childhood program could be closed for periods of time throughout the year according to federal and state mandates. If our Early Childhood Program or an individual Early Childhood Class or pod is closed, adjustments will be made for Early Childhood families according to the plan below.

First Closure Period (consecutive weeks)

Remote Early Childhood Program and check ins will be provided during all weeks, including the weeks that are compensated with free camp weeks.

Week 1 No tuition adjustment

Week 2 1st week of complimentary camp in February 2021

Week 3 2nd week of complimentary camp in April 2021

Week 4 and after 75% tuition refund based on days buildings are closed

Second Closure Period (consecutive weeks)

Remote Early Childhood Program and check ins will be provided during all weeks, including the weeks that are compensated with free camp weeks.

Week 1 No tuition adjustment

Week 2 1st week of complimentary camp in Summer 2021

Week 3 2nd week of complimentary in Summer 2021

Week 4 and after 75% tuition refund based on days buildings are closed

Third, Fourth, etc. Closure Periods (consecutive weeks)

Remote Early Childhood Program and check ins will be provided during all weeks.

Week 1 No tuition adjustment

Week 2 and after 75% tuition refund based on days buildings are closed

This closure plan will also apply to individual pods and classrooms if there are closures for quarantining because of an exposure to COVID-19.

If you choose to keep your Early Childhood Program child home when the classroom or pod is open, you will be responsible for tuition. There will be no tuition adjustment.

Beforecare and Aftercare Fees Payment Policy

We are not able to offer Beforecare or Aftercare.

Governing Structure of our School

No Change

Community Life

Please refer to the [Return To School Plan](#) for full details on how each school event will be handled during the different state-determined phases.

EC and Grades Teacher Home Visits	Zoom
EC and Grades Summer Class Picnics	Zoom
New Parent Orientations	Zoom
HS Student Orientations	Zoom
EC Welcome Day	Cancelled
Rose Ceremony	Celebrated in a remote but meaningful way
Early Childhood Farm Trip	Cancelled
EC and Grade 1 – 12 Parent Meetings	Zoom
High School College Nights	Zoom
Michaelmas Harvest Festival	Cancelled
Golden Eagle Meetings	Zoom

EC and Grades Halloween Celebration	Zoom
EC and Grades Lantern Walk	Cancelled
Parent Teacher Conferences	Zoom
Winter Festival	Cancelled
Spiral of Light	Cancelled
May Day	Cancelled
End of the Year Picnics	Zoom

Volunteering

Volunteering will not be possible this year.

Parent Council

No Change

Fundraising

No Change

Purchasing Programs

No Change

Designated Gifts

No Change

Planned Gifts

No Change

Inspire. Create. Lead. Capital Campaign

No Change

Additional Resources on Waldorf Education

No Change