

Napoleon Community Schools

Return to School Plan

20-21

Phases 1-3

100% Remote Learning All Students

- All Buildings are closed for students
- All Extracurricular Activities and Athletics are suspended
- Staff has access to buildings to plan remote instruction
 - Google Classroom, SeeSaw, e2020

Phase 4 and Phase 5

Remote Learning or In-Person Learning

- Phase 4 and Phase 5 will follow the same weekly structure
 - Phase 5 will reduce some safety restrictions
- Families will still have the choice for Remote Learning or In-person Learning

Phase 4 Requirements

Personal Protective Equipment

Requirements from the Michigan Return to School Roadmap

1. Facial coverings must always be worn by **staff** except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - a. PreK-5 and special education teachers should consider wearing clear masks.
 - b. Homemade facial coverings must be washed daily.
 - c. Disposable facial coverings must be disposed of at the end of each day.
2. Facial coverings must be worn by pre K-12 students, staff, and bus drivers during school **transportation**. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
3. Facial coverings must always be worn in **hallways** and common areas by **pre K-12 students** in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - a. Homemade facial coverings must be washed daily.
 - b. Disposable facing coverings must be disposed of at the end of each day.
 - c. Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
4. Facial coverings must be worn in classrooms by all **students grades 6-12**. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
5. All **students in grades K-5** must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

District Implementation:

Pirates' Cove

- Staff will be supplied 3 masks by the district. These are required for staff. Masks with clear windows ensuring visible teacher mouths will be available for lower elementary staff and face shields for those staff members who would prefer to have them also
- Masks are not required for children, but can upon parent request. Parents and staff are required to wear a mask. Disposable or hand-made masks only.

Eby

- Staff will be supplied 3 masks by the district. These are required for staff. Masks with clear windows ensuring visible teacher mouths will be available for lower elementary staff. Additionally, face shields for those staff members who would prefer to have them also will be provided in addition to masks
- Students will be issued 3 washable cloth masks supplied by the district which need to be washed
- Additional masks available at both identified entrances and in office, and in classrooms
- Staff will go over use of masks with students
- Masks optional within rooms but must be used in hallways and other locations exterior to classroom
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot
- Tables will have plexiglass dividers to separate students

NMS

- Masks required for staff and students; Staff may wear a face shield and a mask
- District provides 3 washable cloth masks per student and staff member that need to be washed
- Masks available at each entrance, the office, and the classrooms
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot however, a face shield is recommended.
- Masks only removed for eating/drinking
- Tables will have plexiglass dividers

NHS/ALHS

- Staff and students while in the building will wear a facial covering
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot however, a face shield is recommended.
- School will provide 3 washable masks per student and staff member which need to be washed
- Masks available at the office, and the classrooms
- Tables will have dividers

Hygiene

Requirements from the Michigan Return to School Roadmap

1. Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors
2. Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

District Implementation:

Eby

- Students will use sinks and sanitizers as they change locations within rooms and exterior to room
- Sanitizers will be available in many locations around the building and in the courtyard for arrival
- Custodians must keep sanitizers full and restock supplies
- Water fountain use will be minimized.
- All adults will make sure that students are washing hands and/or sanitizing frequently at least a minimum time per the state requirements.
 - Preferably at all movement times.
- Adults that **MUST** move between rooms need to sanitize when entering a new room and maintain social distance from other staff members within the room.

NMS

- Hand washing signs(each room/halls/bathroom/entry doors); teach/review hand washing
- Students will sanitize hands upon leaving each classroom (each classroom has a hand sanitizer device already installed) and upon returning to a classroom from the restroom
- Drinking fountains closed, bottle filling station will be remained open, we will also allow water bottles in classes
- Custodians must keep sanitizers full and restock supplies

NHS/ALHS

- Students and staff will wash hands and student surfaces every hour of student contact.
- Hand sanitizer, viricide, wiping cloths, soap and sinks or additional washing stations will need to be secured to allow for the increase in hand washing
- Drinking fountains closed, bottle filling station will be remained open, we will also allow water bottles in classes
- Custodians must keep sanitizers full and restock supplies

Spacing, Movement, Access

- Signs will be present in visible areas to remind students and staff of physical distance guidelines.
- Masks and Lanyards
 - Provide every elementary student with a lanyard with two clips to keep clipped to sides of mask and hang around their neck/be on their person at all times when not wearing
 - All staff wear a badge with a large picture of themselves on it, as well as their name, for students to refer to due to wearing masks

- PreK/Y5/K/1st graders/new students are not familiar with all staff and it would be very difficult for them to recognize someone with their mask on (not to mention stranger danger)
 - Student Drop-Off
 - Pirate's Cove (GSRP) will use their entrance on the south side of the building.
 - Eby and NMS buildings- non-bussing students (car riders and walkers) all enter through the front doors of the building for a health screening, including a temperature check
 - NHS will use Library and Cafeteria entrances for drivers, drop offs, and walkers for screening these students
 - Elementary- Bus students enter through their grade-level door in the courtyard being directed by adults in the courtyard
 - Bus students ONLY allowed to enter through courtyard due to already completing a health screening- all other students must be directed to enter through the front of the building
 - Request parents to stay in their car in the parking lot and not come to the sidewalk
 - Require parents to not pass the ballard posts at any door- students and staff members are the only persons allowed to pass the ballard posts
- Lockers
 - Elementary
 - Students continue to use lockers, but teachers label lockers in a pattern to help separate
 - Ex: Use color or shape locker tags in a pattern of 2, 3, or 4 and dismiss students to lockers by one color/shape at a time to keep separate/space between students
 - Middle School
 - Backpacks may be allowed in the first semester.
 - Assign lockers by grade level- all students who are enrolled for in-person learning
 - High School
 - Assign lockers by grade level- all students who are enrolled for in-person learning
- Movement Between Classes
 - Classrooms must be sanitized in between every class- when students leave the classroom and before the students return to the classroom

- Highly recommend to students to bring their own water bottle from home to minimize the use of the drinking fountains.
- preK-5 Special Education- Students must wear masks when outside of their own classroom/homeroom
- No congregating in bathrooms (allow bathroom breaks more during class time)
- Elementary- wear mask when lining-up and when walking in the hallway
- Elementary will proceed down the right hand side of the hallway with students maintaining hands free and no touch policies for each other, lockers, tables and other adults in the building.
- Middle School
 - A/B Block with 1,3,5 periods on Monday/Thursday and 2,4,6 on Tuesday/Friday 100 minute class periods
 - Staggered release times to access lockers/use backpacks early in year
 - Recommend students to bring their own devices from home- less contamination/less to sanitize
- High School
 - A/B Block with 1,3,5 periods on Monday/Thursday and 2,4,6 on Tuesday/Friday 100 minute class periods
 - Staggered release times to access lockers
 - Recommend students to bring their own devices from home- less contamination/less to sanitize
 - More time needed between classes to pass as well as a schedule for different passing times per grade
- Recess - Elementary
 - PM recess 25 min duty free for staff; students will be supervised by paraprofessionals
 - Students must wear mask for entire recess time
 - Two parallel lines six feet apart for each class with six foot divider lines will be available within each quadrant for each class to line up in preparation for return to building.
- Specials - Elementary
 - Gym will be held in the gymnasium using required social distancing minimums with sanitizing between classes.
 - Music will be held in the music room with the room divided into a grid pattern to ensure correct social distancing spacing. There will be sanitizing between classes.
 - Technology will be held in room 32. Computer keyboards will be covered by Saran Wrap or sanitizable latex covering so that it can be removed or cleaned after each

use. Additionally, a dividing shield will be between each computer extending off of the table to give the students separation.

- Dismissal
 - Elementary
 - Different grade levels dismissed at different times through different doors
 - Non-bus (car riders/walkers) dismissed first
 - Schedule (these are the tentative times):
 - Y5/Kindergarten 3:10pm- courtyard
 - 1st Grade 3:10pm- courtyard
 - 2nd Grade 3:15pm- courtyard
 - 3rd Grade 3:25pm- front doors
 - 4th Grade 3:20pm- northeast corner doors
 - 5th Grade 3:25pm- northeast corner doors
 - Students line-up on marks on the ground using the bollards as the starting points
 - In the courtyard- mark every third bollard on the outside (away from the building) K/1st/2nd so parents know where their child will be to pick-up
 - Pick-ups exit their line as they see their adult and exit the area leaving only the students who have not yet been picked up by 3:30pm to begin calling bussing students
 - Parents still park in parking lot due to not enough room to park in the front of the building.
 - Bus students dismissed second using a staggered schedule
 - Schedule:
 - 3:25pm office begins calling bus numbers on speaker
 - Call one bus number from the front of the line, one from the middle of the line, and one from the back of the line at the same time and all students in the building who ride that bus number exit the building to line-up on the inside of the ballard marked with their bus number in the courtyard.
 - 3:28pm office dismisses next group of 3
 - 3:31pm office dismisses next group of 3
 - Students who have not been picked up can be taken to the office
 - It is not safe for young students to cross beyond bollards so kindergarten through second grade will line up behind them on X marks on the concrete

- Following morning drop off procedures, parents are to not pass the bollard posts at any door- students and staff members are the only persons allowed to pass the bollard posts
- Have multiple staff members at front door, courtyard, and northeast corner door supervising pick-ups while teachers remain in their classrooms supervising the bussing students- after the last of students have exited from a classroom, the classroom teacher comes out to assist to complete dismissal
- Young 5 and Kindergarten students will be provided with a luggage tag that will be required to remain on the outside of their backpack listing their first/last name, classroom teacher, room number, grade, and bus number/pick-up- they will also be a specific color to easily identify whose class they are in (ex: Mrs. Johns' students will all have blue tags) This will apply to both drop-offs and pick-ups
- NMS (6-8)
 - Will release by grade levels and at staggered times while also releasing bus students first with parent pick up and walkers (released through the main door) to be released after.
 - Bus students will exit through the south entrance.
- NHS (9-12)
 - Staggered release times to access lockers. Will release by grade levels and staggered while also releasing bus students first with parent pick up and walkers to be released after. Parent pickup, drivers, and walkers will dismiss after busses are loaded
 - NHS will use Library and Cafeteria entrances for dismissal of drivers, drop offs, and walkers.
- ALHS
 - Classrooms have exit doors, and students will be dismissed by classroom at the end of the day. Students who ride the head, will enter the bus, and students who drive will go directly to their vehicles.

District Implementation:

Eby

- Visitors or guardians will be allowed in the building for extenuating circumstances only.
- All visitors need to check in at the main office, and move to a waiting area.
- Parents will need to know prior to the start of school that they are NOT allowed inside the building for drop offs, pickups, or volunteer opportunities.

NMS

- Visitors or guardians will be allowed in the building for extenuating circumstances only.
- Students should be kept in “cohort” (can be by grade level) groups during the day whenever possible to minimize exposure to other students.
- “Cohort” group class passing times will be slightly staggered to minimize the number of students in the hall at the same time.

NHS/ALHS

- Visitors or guardians will be allowed in the building for extenuating circumstances only
- Lockers will be staggered by grade level
- Classroom exchange times will be staggered as much as possible, and given 10 minute total exchange times. This will allow for the greatest proximity between students.
- Lockers will still be used to store resources and belongings.

Screening Students and Staff

Requirements from the Michigan Return to School Roadmap

1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)

District Implementation:

Eby

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided near the scan entrances
- Students will be screened when entering the bus if they do not turn in a completed screening; or students that are brought to school will be directed to ONE entrance (front) where they will be screened upon entry if they do not have a completed form.
- There will be a screening station at the front entrance door to screen students entering at that point.

NMS

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided at the Main entrance.
- Temperature screen students before entering the bus, if they do not turn in a completed screening.
- If not possible, screen students/hand out masks in the foyer (for drop offs and self arriving students) or outside ONE entrance before entering the building, bus students will be dropped off at the south entrance.

- Buses could hold students and empty one bus at a time, if possible, to allow for appropriate student spacing.
- Students if coming to school will need to have temperature checked before coming to our building and be masked when they arrive.

NHS/ALHS

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided at the Library entrance.
- Temperature screen students before entering the bus, if they do not turn in a completed screening.
- Students if coming to school will need to have temperature checked before coming to our building if they do not turn in a completed screening at the bus entrance, the cafeteria entrance, or library entrance
- Students must be masked when they arrive, unless they have a note from a physician stating they are unable to wear a mask

Every student or staff member should be completing a health screening prior to coming to school. Any student or staff member who does not complete a screening and comes to school with a fever in excess of 100.4* will immediately be sent home, or held in a quarantine room until pickup, and then based on interaction the building administrator and staff will decide based on CDC and Health Dept guidelines on how to handle the positive test and quarantine.

Testing Protocols for Students and Staff and Responding to Positive Cases

Requirements from the Michigan Return to School Roadmap

1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)

District Implementation:

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing; said student should be held in a designated isolation area
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC

guidelines.

- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students

Requirements from the Michigan Return to School Roadmap

1. All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

District Implementation:

- Students within a room need to be kept current on a seating chart so that their information can be passed to the Health Department. (same for all buildings)
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
 - Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

COVID-19 contact for each building:

- Eby Contact- Michel McGonegal
- NMS Contact- Chris Adams
- NHS Contact- Pat Dillon
- ALHS Contact- Zach Kaanan
- Administration Office- Jim Graham

Food Service

Requirements from the Michigan Return to School Roadmap

1. Indoor assemblies that bring together students from more than one classroom will be prohibited.
 - Remote learning students- continue drive-thru pick-up at the high school *When students choose to learn from home virtual online they will receive information on how to order grab & go drive through pick up instructions (they must be enrolled in NCS)
 - Systems will be available for ordering breakfast and lunch

District Implementation:

Eby

- Both breakfast and lunch are prepared in the kitchen and students eat both breakfast and lunch in their classrooms
 - Delivered to Y5 through fifth grades
- Lunch supervisors help with opening food and supervising eating time so that teachers can eat (duty-free lunch)
- NO SHARING FOOD!

NMS

- Breakfast will be grab and go to 1st period class after entering the building
- Students will eat lunch in the cafeteria or if necessary the gym to allow for spacing, with cleaning between lunches and staggering lunch times.
- No microwave use will be allowed
- NO SHARING FOOD!

NHS

- Breakfast will be grab and go to 1st period class after entering the building; at main entrance and cafeteria
- HS will have multiple lunch periods accounting for Career Center needs as well as cleaning of the cafeteria
- No microwave use will be allowed
- NO SHARING FOOD!

ALHS

- Breakfast will be grab and go, items from the lunch room and/or a cart will be brought around with grab and go items for students to choose from. This will also be the procedure for 2nd chance breakfast as well.
- Students will be released for lunch by classroom one at a time to get items and will eat outside or at designated tables within classrooms they were released from
- Salad Bar items will be individually pre-wrapped
- Remote learners will be offered the opportunity to utilize the drive through at the main campus
- NO SHARING FOOD!

Gatherings and Extracurricular Activities

Requirements from the Michigan Return to School Roadmap

1. Indoor assemblies that bring together students from more than one classroom will be prohibited.

District Implementation:

- All school assemblies, or class meetings, (elementary and secondary) will be suspended. All essential presentations and programs will be done remotely if possible. Any presentation that cannot be conducted remotely will be done in an individual classroom by an essential staff member.
- In the elementary, a schedule will be created that allows four/five classrooms on a playground at one time, with the playground divided into five sections. Classes will not interact with each other, they will stay in their designated section for the day. The groups will rotate what section they will be allowed to use each day so all students will be able to use all parts of the playground in a week. Students will be sanitizing their hands before and after recess. Playground balls and other hand sized items will have to be banned as well as any sport that allows for contact.- e.g. touch football, basketball, tag. Additionally, no items may be brought from home.
- All field trips are suspended

- All Extracurricular Activities will require a face covering. All activities may be done outside when possible, while keeping all social distancing recommendations in place. A contact log must be kept by the program leader or coach. All travel and competition must stay within the guidelines of the current executive order. Competitions may be suspended depending on recommendations from the health department, CDC guidelines, or other safety measures adopted by the district.
- All gatherings and extracurricular activities will be reviewed as we move into Phase 5.

Athletics

Requirements from the Michigan Return to School Roadmap

- The district plan will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

District implementation:

- All athletic programs will follow policies and procedures issued by the MHSAA, which are consistent with the current executive order and the NFHS. These policies will contain guidelines for contact, equipment, practice (both in-season and out of season), travel/transportation, and competition.
- Indoor fitness center, and gymnasium will remain closed
- If school sponsored athletics are suspended or postponed, youth sports will not be using school facilities for any practices, events, or competitions.

- Phase 4 or Phase 5 will not dictate our participation in athletics, so the district will not review our programs as we move into Phase 5. All athletic programs will follow the MHSAA guidelines regardless of what Phase we are in.

Cleaning

Requirements from the Michigan Return to School Roadmap

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
2. Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
3. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
4. Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
5. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
6. Staff must wear gloves, surgical masks, and face shield when performing all cleaning activities.

District Implementation:

Eby

- All tables, desks, light switches, bathrooms, toys and any other classroom surfaces that have been used by students must be sanitized and/or disinfected every four hours for buildings where the students do not switch classrooms.
- Any other common surfaces (fountains, switches, locker handles) will be cleaned at least every four hours; more regularly when students are not present.

NMS

- Any time MS students leave a classroom, staff or students will need to wipe down his/her desk or table, etc. with approved cleaner before leaving; light switches and other common surfaces will need to be cleaned
- Any common surfaces (bathrooms, fountains, door handles, etc) need to be cleaned every 4 hours

NHS/ALHS

- Student and staff surfaces will be wiped down after every class period pending student contact.

- Door handles, windows, desks, light switches, and common surfaces in the classroom are the teachers responsibility, and bathrooms, lunchroom, and common areas are janitorial and lunch staff responsibility.
- Common hallway surfaces need to be cleaned every 4 hours
- Office staff will wipe surfaces in the area surrounding the office.

Busing and Student Transportation

Requirements from the Michigan Return to School Roadmap

1. Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
2. The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
 - a. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
3. Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
4. Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
5. Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
6. Create a plan for getting students home safely if they are not allowed to board the vehicle.
7. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
8. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
9. Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

District Implementation:

- Keep same bus routes
- Start the middle school and high school bus schedule 5 minutes earlier and start the elementary school bus schedule 5 minutes later to allow for more sanitation time
- Hand pumps installed on all buses- students required to sanitize before getting on the bus and before getting off the bus

- Students will be required to wear a mask to load onto the bus, unless they have a note from a physician stating they are unable to wear a facial covering.
 - Bus drivers can not turn students away unless they refuse to wear a mask to load the bus. If they refuse to wear a mask to load the bus, they will be turned away.
- Students will be required to have their temperature taken by the bus driver, if they do not have a completed screening, before loading the bus- if their temperature is above 100.4 degrees they can not load the bus
 - Parents should remain at Bus stop to ensure a smooth transition if the student is not allowed to board the bus due to symptoms being displayed.
 - Parents are encouraged to pre-screen their student prior to dropping them at a bus stop if not able to stay with their student.
 - Parents should identify a location the student can be taken in the event they develop symptoms.
- Keep windows on bus open as much as possible to help air out
- 2 students per seat maximum- 52 students per bus maximum- try to assign families/neighborhood students to sit together
- Bus drivers will be responsible for sanitizing the bus before their first bus run, in between every bus run, and after the last bus run
- Adjustments will be made to bus schedule so that not all of the buses are arriving at the same time - each bus releases their students as soon as they arrive making sure that they are not releasing at the same time as another bus
- Administration will need to create a list of “quarantined students” and relay to bus drivers so students do not load the bus if they are on the list

Medically Vulnerable (MV) Students and Staff

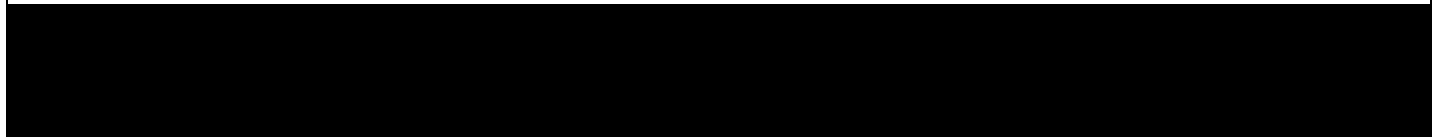
District Implementation:

Students

- These persons must be allowed to move at their own time and space.
- When a class leaves the room those that are medically vulnerable will need to leave early/after in order to avoid any chance of mixing with others.
- In the classroom medically vulnerable students may be allowed to sit by themselves and have a zone with space marked if desired by parents and students.
- At lunch time, medically vulnerable students will be given the opportunity to eat by themselves while maintaining social distancing.
- Students should be allowed to keep a three to six foot safety distance/buffer between themselves and others at all times when in the building

Staff

- Should be allowed to keep a three to six foot safety distance/buffer between themselves and others at all times when in the building
- Enable staff who are high-risk for severe illness (based on a physician’s diagnosis and documentation) to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities or environment that limit exposure risk, or to teach remotely if feasible. Engage and consult with local bargaining units to determine the best course of action for all parties involved.



Topic	Resources	Building Expectations
-------	-----------	-----------------------

<p>Prior to School starting Checklist:</p>	<ul style="list-style-type: none"> • Family Instructional Option questionnaire (Remote or In-Person) • Identify and establish professional development topics, dates, and times • Family information quick reference sheet • Staff information quick reference sheet • Memo or email to staff for self identification if medically vulnerable 	
---	---	--

<p>Families will make a learning commitment to start the school year</p> <ul style="list-style-type: none"> • Option 1: Remote Learning • Option 2: In-person Learning <p>Regardless of what Phase we are in, students will be able to be an Option 1 or Option 2 learner for the</p>	<ul style="list-style-type: none"> - Follow up communication specifically targeting our families that are in the 25-30% that are opting remote learning. - A Google Form was provided for families to choose Option 1 or Option 2 - After identifying which students need a device/internet if they 	<ul style="list-style-type: none"> - There will be a two week “grace period” for students and families to make a final decision - Following the initial two weeks, students and families must commit for the remainder of the quarter (9 weeks) - For the following quarter, families will then again make a learning commitment. That choice will continue to remain what is best for their family. Both remote learning and in-person learning will remain in place.
---	--	---

<p>20-21 school year.</p>	<p>choose Remote Learning, priority will be on families with multiple students (1 device per family)</p>	
<p>Instruction</p> <p>Option 1: Remote Learning</p> <p>Option 2: In-Person Learning</p> <p>*In Phase 5, In-person learning may consist of six periods a day (6-12). We will review our daily structure at this time.</p>	<p>Remote Learning Programs:</p> <ul style="list-style-type: none"> - Padlet, Zoom, - Google Classroom - SeeSaw - E2020 -Weebly Teacher Page (NMS) <p>In-person Learning:</p> <ul style="list-style-type: none"> - Face to Face 	<p>Pirates' Cove:</p> <p>Option #1 Remote</p> <p>-Padlet, Zoom and Remind will be used to communicate and distribute instruction and assignments.</p> <p>Option #2 In-Person</p> <p>-Children will attend on the scheduled preschool days.</p> <p>Eby:</p> <ul style="list-style-type: none"> - Option 1: Remote <p>See Saw will be the on-line support for K-2.</p> <p>Google Classroom will be the platform for grades 3-5</p> <ul style="list-style-type: none"> - Option 2: In-person <p>-Self contained classrooms and specials schedules running as normal with social distancing expectations and sanitation guidelines being followed</p> <p>-Pull out still occurring on a one to one basis</p> <p>-Office hours for remote learners to be set on Wednesday and to be established by each teacher.</p> <p>NMS:</p> <ul style="list-style-type: none"> - Option 1: Remote <p>Google Classroom will be the platform for 6-8</p> <ul style="list-style-type: none"> - Option 2: In-person <p>-Modified Block Schedule 6-12</p> <p>-Periods 1,3,5 on Mon-Thurs</p>

		<p>-Periods 2,4,6 on Tues-Fri -4 hours planning including up to 2 hours of “office hours”, 2 hours of student support, homework help, supervision on Wednesdays -100 minute class periods with fewer transitions.</p> <p>NHS: - Option 1: Remote Google Classroom will be the platform for 9-12 - Option 2: In-person -Modified Block Schedule 6-12 -Periods 1,3,5 on Mon-Thurs -Periods 2,4,6 on Tues-Fri -4 hours planning with up to 2 hours of “office hours”, 2 hours of student support, homework help, supervision on Wednesdays -100 minute class periods with fewer transitions.</p> <p>ALHS: - Option 1: Remote e2020 will be the platform as this is consistent with previous school years. The number of licenses will accommodate the students at ALHS with no additional funds expended. - Options 2: In-person Support as needed</p>
<p>Model/Structure</p> <p>- Buildings remain open 5 days per week</p>	<p>- We will have a limited amount of technology available for “check out” by students and families; priority will be placed on families that</p>	<p>Wednesday:</p> <p>Eby:</p> <ul style="list-style-type: none"> ● Face to face contact

<p>In-person Instruction:</p> <ul style="list-style-type: none"> ● Mon - Tues ● Thurs - Fri <p>- Wednesday; students may attend as needed; <u>not mandatory</u></p> <ul style="list-style-type: none"> ● Remediation/Enrichment ● Social-Emotional Support ● Technology Access ● Face to face contact ● Thorough Cleaning without disrupting instruction <p>ALHS -Friday</p> <ul style="list-style-type: none"> ● No students in the building ● Teachers will prep courses and provide feedback and support as needed 	<p>have multiple students in their household with no devices.</p> <ul style="list-style-type: none"> - Family communication will happen via email to parents/guardians, and All-Call. - Remote Resources: GoOpenMichigan Discovery Education Khan Academy E2020 Newslea MDE-COVID-19 Instructional Resources Mystery Science (K-5) Read Works 	<ul style="list-style-type: none"> ● Office hours to be determined by teacher ● Student supervision/enrichment/support ● Technology access <p>NMS:</p> <ul style="list-style-type: none"> ● Office Hours for all learners ● Supporting students within content areas ● Student supervision/enrichment ● Technology access <p>NHS:</p> <ul style="list-style-type: none"> ● Office Hours for all learners ● Supporting students within content areas ● Student supervision ● Technology Access <p>Teachers will have a minimum of four Prep/Office Hours hours every Wednesday. That time may be used for office hours, time to lesson plan, review, provide feedback, or prepare remote learning. Teachers will be responsible for two hours of monitoring students and offering academic support. That responsibility will be spread throughout the district to ensure teachers have an appropriate amount of prep/planning time.</p>
<p>Remote Learning:</p> <ul style="list-style-type: none"> - Daily course expectation - Accountability - Time constraint for students/staff 	<p>Daily/Weekly Expectations:</p> <p>Eby (K-2)</p> <ul style="list-style-type: none"> - Lower Elementary - We will follow age appropriate time frame guidelines for each grade level with increasing time as student age increases. Teacher presentations to smaller groupings spread over the morning and giving those groups the opportunity to complete assignments and the option for remediation. Supplemental materials 	

<p>- Assessment</p>	<p>will be added as needed for science and social studies. We will use SeeSaw as our primary method of student engagement by remote learning. Additionally, other platforms will be added or used as needed to supplement the learning and maintain student interest and engagement.</p> <p>Eby (3-5)</p> <ul style="list-style-type: none"> - Upper Elementary - We will follow age appropriate time frame guidelines for each grade level with increasing time as student age increases. ELA, math, science and social studies will be presented to students in various sized groupings depending on student needs and subject area. Each day of learning will be based on teacher established schedules and student needs. Supplemental materials will be added as needed for all subject areas. We will use Google Classroom as our primary method of student engagement by remote learning. Additionally, other platforms will be added or used as needed to supplement the learning and maintain student interest and engagement. <p>NMS/NHS</p> <ul style="list-style-type: none"> -Google Classroom will be the primary delivery platform for all in person and remote learning. This is by design to reduce the amount of prep time for both areas of instruction and to allow for flexibility within the classroom for staff. -Students should be working remotely for about 30 minutes per class in a “normal” 50 minute class period. -The recommendation for remote teaching/learning would be to provide 45-60 minutes per class in the modified block schedule which would be 100 minutes in length to reduce student movement. Total work time includes 180-240 minutes of direct instruction, assignments, and assessments. This may be a bit longer for core courses and less for electives. This may vary by grade level and content area this is the reason for the time variance. <p>ALHS</p> <ul style="list-style-type: none"> - e2020; continue program from last Spring written in our Continuity of Learning Plan - Students have the ability to come into the building for face to face support
---------------------	---

Accountability:

Eby (PreK-2)

- Accountability will take a couple of forms. In person/remote - Parents that have availability to the online materials will have students respond in that format. Those that are unable to do so, and materials are being delivered to them on busses, will return their materials in the same way. For entirely remote days - Teachers will be responsible for checking work and documenting participation in subject areas.

Eby (3-5)

- Our accountability will take a couple of forms. In person/remote - Parents that have availability to the online materials will have students respond via that format. Those that are unable to do so, and we are bussing materials to anyway, will then return their materials the same way at the time. For entirely remote learning days - Teachers will be responsible for checking work in math, reading, writing, science and social studies each contact day.

NMS

-Grading done on Google Classroom (Copied over to PowerSchool)

-Teachers may want to consider the use of a scoring rubric to aid students in completion of assignments.

For entirely remote learning days - Teachers will be responsible for checking work in Math, LA, Science and Social Studies each contact day.

-Grading of assignments should be done by Sunday Night (there is no change in a weekly grade update we currently use).

-Send parent emails to students who are behind or missing assignments this can be done during office hours provided on Wednesdays.

- Staff will be conducting wellness checks for all remote learners, also can be done on Wednesdays during office hours.

-Daily assignments are a good way to monitor student work and progress

-Test can be given online through Illuminate Education

-Teachers will be encouraged to establish/create different assessments that will show understanding and not necessarily memorization of facts.

NHS

- Staff will be conducting wellness checks for all remote learners
 - Formative weekly assessments will be mandatory. Daily assignments may be used to monitor student work and progress. Each lesson should include some form of assignment, activity, exit ticket, or practice.
 - Grading done on Google Classroom (Copied over to PowerSchool)
 - Teachers may want to consider the use of a scoring rubric to aid students in completion of assignments.
- For entirely remote learning days - Teachers will be responsible for checking work in Math, LA, Science and Social Studies each contact day.
- Grading of assignments should be done by Sunday Night
 - Send parent emails to students who are behind or missing assignments this can be done during office hours provided on Wednesdays.

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan
- Students have the ability to come into the building for face to face support

Time Constraints:

Eby (PreK-2)

- In person/remote - Teachers will produce or find or develop enough content to attach to their online platform to give equitable access to their online learners and allow them to complete assignments as given to students in class. Each staff member will be given a camera to record curriculum and curriculum presentation and edit an instructional piece to avoid duplication of teaching as much as possible. Time will be given on Wednesdays to create and add content to online platforms.

Eby (3-5)

In person/remote - Teachers will produce or find or develop, record, link enough content to attach to their online platform to give equitable access to their online learners and allow them to complete assignments as given to students in class. Each staff member will be given a camera to record and edit an instructional piece to avoid duplication of teaching as much as possible. Time will be given on Wednesdays to create and add content to online platforms.

NMS/NHS

-The recommendation for remote teaching/learning would be to provide 45-60 minutes of instruction, assignments, and assessment per 100 minute “block schedule class”. If we transition to 50 minute periods this would reduce the amount of time teachers would be expected to provide remote content/instruction to 20-30 minutes per class period. Total work time for students includes 180-240 minutes (daily) of direct instruction, assignments, and assessments. Teachers will also have four additional planning hours for remote learning preparation on Wednesdays which will include ‘office hours”, and two hours of “duty time” which can be content area support, monitoring students, or supporting other buildings.

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan

- Students have the ability to come into the building for face to face support

Assessment:

Eby (K-2)

- In person/remote - As assessments are given they will be made available to learners at home whether online or by direct delivery. For entirely virtual days - teachers will assess their learning allowing all learners to demonstrate understanding. Assessments will be delivered to those that have no online access using school transportation as needed.

Eby (3-5)

- In person/remote - As assessments are given they will be made available to learners at home whether online or by direct delivery. For entirely remote learning days - teachers will assess their learning using a tool that allows all learners to demonstrate understanding. Assessments will be delivered to those that have no online access.

NMS/NHS

-Teachers need a variety of assessments (formative and summative). Formative assessment should occur weekly. Daily assessments provide

	<p>good feedback on learning, but may be too time consuming for teacher and student.</p> <ul style="list-style-type: none"> -Unit/Chapter assessments -Project Based learning/assessment might be the best way to avoid academic dishonesty (recommend not required) <p>ALHS</p> <ul style="list-style-type: none"> - e2020; continue program from last Spring written in our Continuity of Learning Plan - Students have the ability to come into the building for face to face support
--	--

Phase 6

<p>Students/Families will still be able to choose:</p> <p>Option 1: Remote Learning</p> <p>Option 2: In-person Learning</p> <p>In-person learning may consist of six periods a day (6-12). We will review our daily structure at this time.</p>	<ul style="list-style-type: none"> ● Post pandemic ● Restrictions lifted ● 5th day (Remote Learning) stays in place, so staff has the appropriate time to service all Remote Learning, and support students in the building receiving face to face instruction.
---	--

Return to School Guidelines

<p>Social-Emotional Health</p>	<p>NCS Referral Process</p>	<p>Referral guidelines stay in place.</p>
---------------------------------------	---	---

Wellness	Contact Log SEL District Letter Check-In Template	<ul style="list-style-type: none"> - Eby refers to Raylynn Evers - NMS/NHS: Kammy Hollow <p>Wellness Checks (6-12)</p> <ul style="list-style-type: none"> - E2/Advisory - Build social/emotional concern into classroom time (secondary)
Athletics and Extracurricular Activities	<p>Phase 5</p> <ul style="list-style-type: none"> ● All athletic programs will follow policies and procedures issued by the MHSAA, which are consistent with the current executive order and the NFHS. These policies will contain guidelines for contact, equipment, practice (both in-season and out of season), travel/transportation, and competition. ● Phase 5 will not dictate our participation in athletics, so the district will not review our programs as we move into Phase 5. All athletic programs will follow the MHSAA guidelines regardless of what Phase we are in. <p>Phase 6</p> <ul style="list-style-type: none"> ● All restrictions are lifted 	
Lunches; food service	<p>Phase 6</p> <ul style="list-style-type: none"> ● Restrictions and adjustments will be lifted for lunches and lunch periods for all buildings 	
Transportation	<p>Stays the same in Phase 4, 5, and 6</p> <ul style="list-style-type: none"> ● Normal Pickup runs ● Normal Drop off to designated doors in each building ● Career Center; will run as scheduled as long as the Career Center remains open 	
Staff Resources -Professional Learning -COVID Training/Information	MI Safe Start Return to Schools Roadmap Safe Start Map Jackson County Health Department COVID-19 Guidelines for Offices	

	<p>Fact Sheet 1 Fact Sheet 2</p> <p>Mask Removal and Disposal</p> <p>Cloth Face Covering</p> <p>Crisis Resources</p> <p>Prepare and Prevent</p> <p>Refocus at Work</p> <p>Whole Child Resources</p> <p>FERPA</p> <p>HIPAA</p> <p>JCISD Professional Learning</p> <p>Distance Learning - Special Education</p>
<p>Special Education</p>	<p>Systematically review all current plans; IEP's, 504 plans, Individual Healthcare Plans etc. for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19</p>
<p>Attendance Policy</p> <p>-In-person</p> <p>-Remote</p>	<p>Our In-person attendance process will remain the same when students are learning face to face. If an in-person student is not present for any reason, they are expected to “check in” as a remote learner to be marked present for the day. For those “check-ins” every teacher will be required to submit attendance lists to the designated attendance personnel no later than 24 hours after the day is complete.</p> <p>Eby</p> <p>- Remote Learning Attendance</p> <p>Calls will be made on a daily basis at noon using a call sheet to receive verbal confirmation that work is being completed in core areas, reading, math, writing, science, social studies. For entirely remote learning days</p>

- Staff will take attendance on a daily basis for each core area taught, based on student participation.

NMS/NHS/ALHS

- Remote Learning Attendance

Students will submit a “check-in” for every course, everyday. The Check-In can be an assessment, an exit ticket, a survey etc. There needs to be documentation that students have been a participant for in class. Every teacher will be required to submit attendance lists to the designated attendance personnel no later than 24 hours after the day is complete.