

Ludington Area Schools  
Board of Education  
Meeting Minutes August 10, 2020

*This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.*

Mission: Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

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ELECTRONIC/VIRTUAL REGULAR MEETING

- I. Call to Order & Roll Call - The electronic/virtual meeting Pursuant to Executive Order 2020-154 was called to order by Board President Carlson at 6:00 p.m. This meeting was held via Google Meet at the following access phone number: (US) +1 318-536-1070; Pin number: 498 884 127#. (Google Meeting Link: [meet.google.com/gjs-bheu-htf](https://meet.google.com/gjs-bheu-htf)). The Ludington Board of Education, Administration Office is located at 809 E. Tinkham Avenue, Ludington, Michigan, 49431.  
Members Present: Steve Carlson, Bret Autrey, Mike Nagle, Stephanie Reed, Josh Snyder, Leona Ashley, Scott Foster  
Members Absent: None
- II. Google Meet Participant Controls - Superintendent Jason Kennedy explained the electronic meeting controls for viewing participants.
- III. Agenda Modification – Remove consent agenda items: c) Approval of Student Handbooks and d) K-12 Curriculum and Course Offerings.
- IV. Citizen Participation – Superintendent Jason Kennedy provided opportunity for public participation and reviewed Board Policy 0167.3 and protocol for participation. D’Ann Rhorer addressed the board regarding a complaint filed with the district and expressed her concern that she had not received a response on the outcome.
- V. Consent Agenda
  - A. Ratification of Bill Payment Per Summary Dated July 20, 2020, was approved by consent.
    - General Operating Fund \$2,590,824.91
    - Athletic Fund \$17,261.84
    - Lunch Fund \$47,986.16
    - Total All Funds \$2,656,072.91
  - B. Approval of Minutes -July 20, 2020 Regular Meeting was approved by consent. Motion by Snyder, supported by Autrey, to approve the consent agenda as written and presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- VI. Board Committee Reports
  - A. Josh Snyder gave the Finance Committee Report for August 6, 2020.
  - B. Mike Nagle gave the Building and Site Committee Report for August 7, 2020.
  - C. Stephanie Reed gave the Personnel Committee Report for August 5, 2020.
- VII. Business Manager’s Report - None heard.
- VIII. Superintendent’s Report & Comments
  - A. Jason Kennedy shared that MHSAA would be making a determination on August 20th regarding fall sports. He stated that if fall sports are suspended the pool could be repaired sooner. He presented recommendations for hiring Warren Stowe teaching science at the high school and Dierdre McKeever teaching elementary music. He reviewed the Owner, Architect, Construction Team Meeting Notes and the Architectural Field Report on the Elementary School Project. All information is available on the District website.
- IX. Discussion Items
  - A. Mr. Kennedy presented the following topics for discussion: Return to School Planning and COVID-19 Preparedness Response Plan, Elementary Technology Systems Bid Package, Elementary School Building Commissioning Bid Award, Elementary Bond Project Application and Certificate for Payment #4, Consumers Energy Easement for Elementary School Electrical Service, Notice of Conditions of Bid and Sale of Property, Milk and Bread Bid Recommendations, First Reading Neola Special Policy Update, and gave an overview of the Comprehensive Title IX Training and Staff Training Update.
- X. Action Items (Via Roll Call Vote)

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- A. New Teacher Contracts - Motion by Nagle, supported by Reed, to approve probationary teaching contracts for Warren Stowe and Deirdre McKeever, pending successful completion of all inservice requirements and background checks per Board Policy and Michigan Law as presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- B. Return to School Plan and COVID-19 Preparedness Response Plan - Motion by Autrey, supported by Foster, to approve the Return to School Plan and COVID-19 Preparedness Response Plan as written, presented and attached to the meeting minutes. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- C. Elementary School Building Commissioning Bid Award - Motion by Snyder, supported by Ashley, to award Functional Consultant Services the Elementary School Building Commissioning Bid in the amount of \$22,500 and authorize the Superintendent to sign and execute the agreement with Functional Consultant Services as presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- D. Elementary Bond Project Application and Certificate for Payment #4 - Motion by Autrey, supported by Reed, to approve the certificate for payment on the elementary school bond project and to authorize the District to pay \$731,439.83, as certified by the architect and construction manager, and as outlined in the Certificate for Payment as presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- E. Consumers Energy Easement for Elementary School Electrical Service - Motion by Autrey, supported by Foster, to approve the Resolution prepared by Thrun Law Firm and authorizing the Superintendent to sign and execute the Easement for Electrical Services Agreement with Consumers Energy as written and presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- F. Notice of Conditions of Bid and Sale of Property - Motion by Ashley, supported by Reed, to approve the Notice of Conditions of Bid and Sale of Property as it pertains to the sale of the vacant buildings as presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- G. Milk & Bread Bid Awards - Motion by Autrey, supported by Snyder, to award the milk bid to Prairie Farms and the bread bid to Aunt Millie's for the 2020-2021 school year as presented. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.
- XI. Other Items of Business and Announcements ~ It is noted the Board of Education met virtually in accordance with Executive Order 2020-154. Bret Autrey thanked staff for hours worked on the development of the Return to School Plan and COVID-19 Preparedness Response Plan. Mike Nagle commented that he has taught online courses for ten years and there is a significant amount of time to prepare the content and teaching online and during these unprecedented times hats off to all staff for their hard work. Josh Snyder and Steve Carlson also thanked the staff on behalf of the Board.
- XII. Adjournment - Motion by Autrey, supported by Nagle, to adjourn the meeting at 8:09 p.m. Roll Call Vote: Ayes: Carlson, Autrey, Nagle, Reed, Snyder, Ashley, Foster. Nays: None. Motion: Carries 7-0.

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Michael W. Nagle, Secretary, Board of Education

Approved \_\_\_\_\_

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(Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's central business office, 809 E. Tinkham Avenue, Ludington, Michigan. Phone 231-845-7303.)  
*The Ludington Area School District is an equal opportunity employer and provider.*



## **COVID-19 Preparedness and Response Plan**

(Executive Order 2020-142 District Preparedness Plan)

**Name of District:** Ludington Area School District

**Address of District:** 809 E. Tinkham Ave. Ludington, MI 49431

**District Code Number:** 53040

**Web Address of the District:** <http://www.lasd.net>

**Name of Intermediate School District:** West Shore Educational Service District

**Date Approved by Board of Education:** August 10, 2020

### **PREPAREDNESS PLAN INTRODUCTION**

Governor Whitmer's Executive Order 2020-142 "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the virus across the various phases of the Michigan Safe Start Plan. In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. The District recognizes that there is not a one-size-fits-all solution: "What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the conditions present in their regions (EO-2020-142)."

Each District shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15, 2020 or seven days before the first day of school, whichever comes first. This plan serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be sent to the West Shore Educational Service District for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan will be posted on the District's website home page no later than August 17, 2020. A single application for the District will be filed rather than multiple applications for individual schools within the District.

## PREPAREDNESS PLAN ASSURANCES

The District agrees to meet all of the following requirements of Executive Order 2020-142

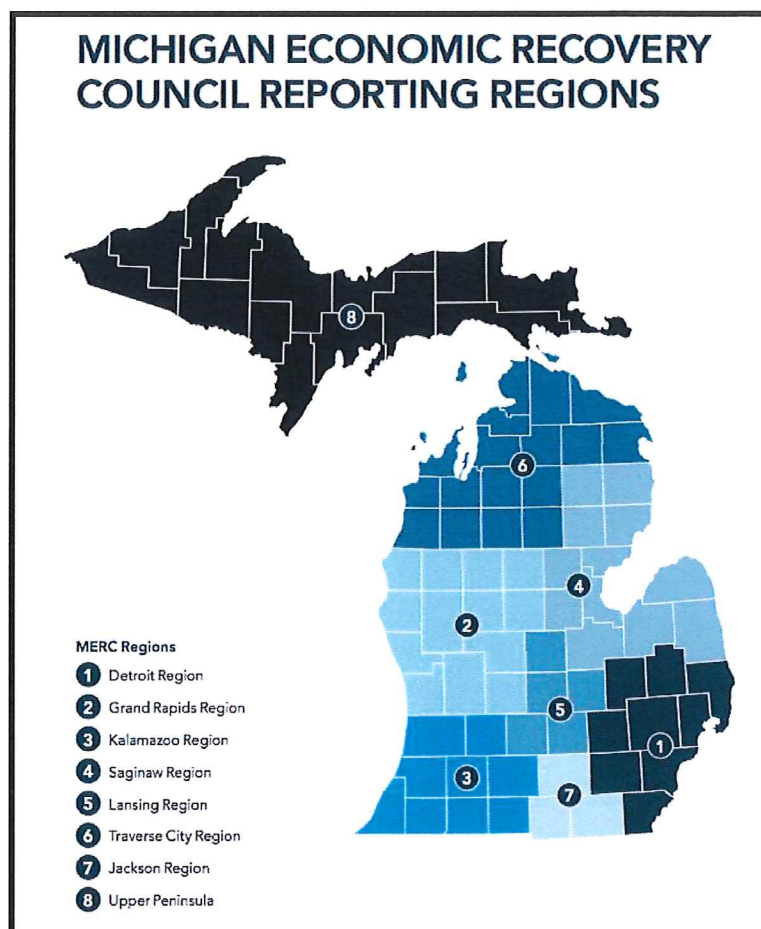
- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the District must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, Districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

## **ADDITIONAL PREPAREDNESS PLAN BACKGROUND INFORMATION**

### **Understanding the Michigan Economic Recovery Council (MERC) Reporting Regions**

The State of Michigan has been divided into eight (8) reporting regions by the Michigan Economic Recovery Council. These regions are used by the Council to track the intensity and evolution of COVID-19 across the state and region. This allows for decisions about reopening to be made at a regional level, while assessing risk factors and health care capacity within the region.

Understanding the MERC region that a school district belongs to is one factor that is important to understand in determining the district's return to school plan that it will follow. All schools within Mason County belong to the Grand Rapids MERC Region (Region 2). The map that outlines each MERC Reporting Region throughout the State is provided below:



### **Understanding the Phases of the MI Safe Start Plan**

In Governor Grtechen Whitmer's MI Safe Start Plan, regions of the state are evaluated across six phases. State officials and health experts closely monitor data in alignment with the following three questions:

- Is the epidemic growing, flattening, or declining?
- Does our health system have the capacity to address current needs? Can it cope with a potential surge of new cases?
- Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

This data is then used to assign each region of the state to one of the six phases, as outlined below:

1. **Uncontrolled growth:** Increasing number of new cases every day, likely to overwhelm the health system. Only critical infrastructure remains open. In-person instruction in schools is not allowed; schools must operate via remote learning.
2. **Persistent spread:** Continue to see high case levels with concern about health system capacity. Only critical infrastructure remains open, with lower-risk recreational activities allowed. In-person instruction in schools is not allowed; schools must operate via remote learning.
3. **Flattening:** Epidemic is no longer increasing and health system capacity is sufficient for current needs. Specified lower-risk businesses can reopen given adherence to strict safety measures. In-person instruction in schools is not allowed; schools must operate via remote learning.
4. **Improving:** Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures. In-person instruction in schools is permitted with required safety protocols.
5. **Containing:** Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures. Schools open for in-person instruction with minimal required safety protocols.
6. **Post-pandemic:** Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened. Assessing which phase we are in involves a comprehensive review of the facts on the ground. Schools are open for in-person instruction.

The Governor's MI Safe Start Plan outlines the approach that is taken by the State to move regions between phases, while outlining the following five best practices that should be followed to control the spread of COVID-19 within the workplace. These are: Access control, social distancing, sanitation and hygiene, personal protective equipment, and contract tracing and isolation.

### **Current Status of MERC Region 2 Schools**

Currently, all schools within Mason County, and thus MERC region 2, were assigned to Phase 4 of the Governor's MI Safe Start Plan. As the phase that a MERC region is in changes, so will the school's instructional plan, as required by the Executive Order. As the phasing of a MERC region improves, lesser restrictions are placed on schools within the MERC region. Likewise, as the phasing of a MERC region declines, greater restrictions will be put into place.

Below is an infographic that outlines the instructional plan and delivery methodology that Ludington Area Schools will implement depending upon the phase of the MI Safe Start Plan that the District's MERC region is in. Under phase 1 through 3, student learning will take place remotely. Under phase 4 through 6, choice between an online learning option and an all day, five (5) day per week in-person instructional model will be provided to students.

### **Plan Considerations**

The District's Return to School Task Force has developed an action plan for returning to school. This plan outlines the commitment of the District to follow the best practice recommendations of public health officials, the Centers for Diseases Control (CDC), the MDE, the Governor's MI Safe Schools Return to School Roadmap, and the State of Michigan. Importantly, where able, this plan of the District has been informed by the voices of our parents through the completion of the District's Return to School survey, and it follows the requirements of the Return to School Roadmap. Further, the District is committed to working closely with the District Health Department #10.

The plan is flexible and has been developed with the ability to be modified or adjusted, while aligning to the Governor's MI Safe Schools Return to School Roadmap. Regardless of scenario, our mission remains focused on empowering all students to achieve success and reach their full potential. Our vision of this plan is to deliver equitable, flexible, and high quality instructional models that focus on academic success for all students and provide for the safe return to school, being mindful of the social and emotional health and well-being of our entire school family.

## OVERVIEW OF DISTRICT INSTRUCTIONAL PLAN LEARNING OPTIONS

### Option #1: Phase Dependent In-Person Instruction

The District's instructional plan will follow the phase that the District's MERC region is assigned. In-person instruction that is allowed to take place will be held according to the District's collectively bargained calendar for the 2020-2021 school year. This includes in-person instruction up to five (5) days per week, following the clock hour schedule that the District has traditionally followed in previous years. Instruction will focus on a deeper learning and understanding of the essential claims and learning targets within Michigan's Academic Standards. Safety protocols that have been reviewed by the District Health Department #10 will be implemented. Students may transition from the in-person instructional model to the District's virtual instructional model at designated times during the year.

Instructional Plan MI Safe Start (Phases 1-3) Plan	Instructional Plan MI Safe Start (Phase 4) Plan	Instructional Plan MI Safe Start (Phase 5) Plan
All schools are closed for in-person instruction. Instruction transitions to remote learning, as outlined in the District's approved COVID-19 Preparedness and Response Plan.	School returns to in-person instruction with all required safety protocols implemented, as outlined in the District's approved COVID-19 Preparedness and Response Plan.	School returns to in-person instruction with all required safety protocols implemented, as outlined in the District's approved COVID-19 Preparedness and Response Plan.
Required, strongly recommended, and recommended Phase 1-3 MI Safe Schools Roadmap safety protocols are implemented with a continued emphasis on health and safety, mental and social emotional health, instruction, and operations.	Required, strongly recommended, and recommended protocols of the Phase 4 MI Safe Schools Roadmap are implemented with a continued emphasis on health and safety, mental and social emotional health, instruction, and operations.	Required, strongly recommended, and recommended protocols of the Phase 5 MI Safe Schools Roadmap are implemented with a continued emphasis on health and safety, mental and social emotional health, instruction, and operations.
Implement District Health Department #10 practices and protocols to assist in keeping students, staff, and families safe.	Implement District Health Department #10 practices and protocols to assist in keeping students, staff, and families safe.	Implement District Health Department #10 practices and protocols to assist in keeping students, staff, and families safe.

### Option #2a: 100% Oriole Academy Virtual Learning

Any student in grades K-12 will have the option to participate fully in an asynchronous (non-live teaching) online learning program facilitated by a certified LASD teacher of record. This program requires a self-paced, and intrinsically motivated student, and will use the District's online learning courseware through a third party vendor solution, or courses through providers such as Michigan Virtual University. Instruction will focus on a deeper learning and understanding of the essential claims and learning targets within Michigan's Academic Standards. Students will retain the full rights and privileges of a LASD student and will be allowed to participate in extracurricular activities and athletics, as long as the student meets the minimum eligibility requirements to participate in that extracurricular activity or event. Lessons and course content will be available to support any time, any place instruction to meet the needs of each student.



### **Option #2b: Online Remote Learning from Home**

Any student in grades K-12 will have the option to participate fully in an online learning program facilitated by a certified LASD teacher of record. Instruction will focus on a deeper learning and understanding of the essential claims and learning targets within Michigan's Academic Standards. Students will have a LASD mentor teacher, and will be provided an opportunity to connect virtually with cohort peer groups of students as a way to stay socially connected with peer students. Students will retain the full rights and privileges of a LASD student and will be allowed to participate in extracurricular activities and athletics, as long as the student meets the minimum eligibility requirements to participate in that extracurricular activity or event. Teacher support and structured lessons will be available and follow the traditional instructional time schedule for a normal school day. Courses will be provided through Canvas (the District's Learning Management System).

### **Note:**

This past year's remote learning model was a stop gap measure that was put into place to ensure a continuity of learning. The learning model that will be implemented this coming school year will be much more rigorous, including new and advanced learning. Although true, instruction will focus on a deeper learning and understanding of the essential claims and learning targets within Michigan's Academic Standards. Parents, teachers, and staff members must be committed to working together to support the learning of our students in this environment for it to be most effective. This must include the monitoring of the completion of each student's assignments. Log-in and attendance requirements will be mandatory, participation and student engagement will be required, and a higher level of accountability for work completion and grading will be established (unless otherwise mandated) in either of the online learning options provided by the District.

## **PREPAREDNESS PLAN (MI SAFE START PHASE 1-3 IMPLEMENTATION)**

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142, a plan must include all the following parts:

1. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. A link to the District’s Continuity of Learning Plan can be found at the link below:

The District will implement the following policies, procedures, and protocols when the region in which the District is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan:

### **MI Safe Start (Phases 1-3) Plan**

During this phase of the plan, the following attributes describe the status of the virus:

- At any time that the community spread of the virus is increasing and substantial.
- There is concern about health system capacity.
- Testing and tracing efforts may not be sufficient to control the spread of the pandemic.

Outlined below are the essential actions and safety protocols that the District will put into place during this phase of the instructional plan.

### **SAFETY PROTOCOLS**

#### **Face Coverings and Personal Protective Equipment and Hygiene**

- All school buildings within Ludington Area Schools will be closed for in-person instruction.

#### **Spacing and Movement**

- All school buildings within Ludington Area Schools will be closed for in-person instruction.
- Pere Marquette Early Childhood Center may be used by licensed child care providers, if the licensed child care providers follow all emergency protocols identified by the State.
- Ludington Area Schools will identify school employees and contractors that are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by the Superintendent.

### **Screening Students**

- All school buildings within Ludington Area Schools will be closed for in-person instruction.

### **Responding to Positive Tests Among Staff and Students**

- All school buildings within Ludington Area Schools will be closed for in-person instruction.

### **Food Service, Gathering, and Extracurricular Activities**

- Ludington Area Schools will enact a food distribution program similar or consistent with the Unanticipated School Closure School Food Service Program that was implemented for District students during the COVID-19 school building closure in the spring of 2020. This is subject to further guidance from the United States Department of Agriculture (USDA), the Michigan Department of Education (MDE), and the State of Michigan.
- All inter-school activities, after school activities, and extracurricular activities will be discontinued or suspended until otherwise directed.

### **Athletics**

- Athletic programs will be discontinued or suspended unless otherwise directed by legislative action, Executive Order, guidance or ruling from the MDE, or guidance or ruling from the athletic sanctioning organization, the Michigan High School Athletic Association (MHSAA).

### **Cleaning**

- All school buildings within Ludington Area Schools will be closed for in-person instruction. Cleaning practices and protocols will be adjusted to maintain school building functional order and the safety and well-being of the staff who are permitted to be physically present in school buildings for the purposes of conducting basic school operations.

### **Busing and Student Transportation**

- All busing and transportation will be suspended, except to provide for the purposes of conducting basic school operations or functions, as directed by the Superintendent. These may include tasks such as the delivery of the District's food service program to families, or the delivery of instructional materials to families, as examples.

### **MENTAL AND SOCIAL-EMOTIONAL HEALTH**

- The trained, professional counseling and guidance staff at Ludington Area Schools will implement a mental health screening protocol for all students. The screening will be compliant with HIPAA and FERPA policies, and will include screening instructions that provide age-appropriate and transparent disclosure of protocols in order to protect confidentiality while adhering to mandated reporting guidelines.
- The District will compile and regularly update a comprehensive list of wellness resources that are available to both staff and students that will be provided in conjunction with the screening activities listed above. This may also include guidance on understanding normal

behavioral response to crises, general best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness, as examples.

- The District will establish and communicate guidelines to all staff regarding the identification and referral of at risk students to the appropriate building-level support team so that services can be provided to students and families, as needed.
- The District has created a comprehensive crisis management plan that leverages all available internal and external mental health resources. This plan can be activated efficiently as needed, and is a partnership between local community based agencies, the Mason County Family Link, West Shore Educational Service District, and Ludington Area Schools. The Board of Education adopted the District’s Grief Crisis Response Plan on September 17, 2018.
- The District will provide timely, responsive, and ongoing professional development, as well as needed tools, resources, and implementation support. Topics include, but are not limited to: social-emotional learning, trauma-informed best practices, identification of at risk students, proper referral protocols, and self-care to promote wellness and resiliency.
- The District will establish ongoing reporting protocols for school staff to evaluate physical and mental health status of students so that the appropriate social and mental health supports can be provided to students and families, as needed.
- The District will designate a mental health liaison in each school building who will work across the school, local public health agencies, and community partners. This designation will apply to all schools, regardless of phase implementation. The District designates the following mental health liaison for each of its buildings:

<b>School Building</b>	<b>Designated Building Mental Health Liaison</b>
Pere Marquette Early Childhood Center	Trish Hanlon
Franklin Elementary School	Beth Gunsell
Lakeview Elementary School	Beth Gunsell
Foster Elementary School	Michelle Kiessel
OJ DeJonge Middle School	Steve Hull and Jennifer Shaw
Ludington High School	Michael Liekert and Laura Powers

- The District will activate a building specific communication channel for school stakeholders to address mental health concerns resulting from COVID-19. This may include the development of a technology based application solution available on each of the District owned and deployed student devices.

**INSTRUCTION**

**Governance**

- The District has created and will continue to operate a district wide Return to School Task Force, which is a working group consisting of students, parents, teachers, administrators, support staff, secretaries, bus drivers, food service employees, paraprofessionals, maintenance and custodial staff, among others.
- The District has created and deployed a parent return to school survey, and will continue to use surveying as a method to gather feedback from families, teachers, students, and school leaders about their experiences with remote learning.
- The District will continue to incorporate the feedback and input that it receives from stakeholders to improve the effectiveness of its plan
- The District will continue to communicate the results of the surveys that it conducts, as well as the feedback that it receives through the District's website and social media page.
- The District will post the District's Continuity of Learning and Remote Learning Plan with all involved stakeholders by posting this plan to the District's website and social media page.

### **Remote Instruction**

- Students receiving in-person instruction will transition to receiving their instructional support through the District's online remote learning from home instructional plan, as supported by the District's Continuity of Learning Plan. Students participating in the 100% virtual online academy program will continue to receive their instructional support through this plan.
- The District will ensure that remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders in their home language. Opportunities for ongoing feedback will be provided.
- The District will activate remote learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials.
- The District will support schools to assess every student in grades preK-12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
- The District will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - The District will provide online intervention and support services.
  - The District will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs.
- The District will support students who are at transitioning phases.
- The District will work with West Shore Educational Service District and its itinerant staff members to develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

### **Communication & Family Supports**

- The District will use its Power Announcer to implement a communication system needed to reach every family and student in their home language through multiple modes (e.g., text, all call, and email) to share:
  - Expectations around their child’s return to school;
  - Information about schedules and configurations;
  - Information about modes of assessment, details on curricula used in each subject and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- The District will provide resources to support their child’s education. These supports may include, but are not limited to:
  - Training about how to access and use the school’s chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child’s learning at home.

### **Professional Learning**

- Provide adequate time for schools and educators to engage in:
  - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. Share data and concerns about each student’s growth and needs with students’ assigned teacher(s) for the 2020-2021 school year;
  - Identify students who potentially need additional support; and
  - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- Create a plan for professional learning and training, with goals to:
  - Provide online and remote learning training and professional development to teachers in Canvas, the District’s Learning Management System, SeeSaw, and Remote Learning Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build school leaders’ and teachers’ capacity to design and develop blended and remote learning experiences that are equitable and engaging; and
  - Offer restorative support for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education.

### **Monitoring**

The District will monitor and assess the following:

- **Connectivity and Access:** Survey families to determine adequate connectivity. Provide information on reduced cost services in the area, or provide mobile hotspot devices to assist families necessary to successfully engage in and complete schoolwork.

- Attendance: Track and monitor students' online attendance on a daily basis. Make connections with students and families to ensure that students remain on track to earn credit in each of the courses that they are enrolled in.
- Student Work: Teachers will assess the quality of student work and provide feedback to students and families. Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. Students will be provided with a graded assessment of their work in each course or grade level. Accountability within each grade level and/or course will be improved upon from the District's initial implementation of remote learning in the spring of 2020, subject to legislative action or Executive Order prohibiting the District from doing so.

## **Operations**

### **Facilities**

- The District will audit necessary materials and supply chain for cleaning and disinfection supplies, while continuing to maintain schools in good working order to prepare for the subsequent return of students.
- The District will execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- The District will create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, particularly for essential workers.
- The District will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

### **Technology**

- The District will survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. The survey will also collect information about internet connectivity in the homes of students.
- The District will designate each building principal as a single point of contact in each school to plan and communicate with district technology teams.
- The District will develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.
- The District will identify a device and/or general technology support lead for each school. Andy Klevorn and Jen Collins will oversee technology support for the entire District, while Carrie Moeggenberg will serve as the instructional technology support for the District.
- Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a "help desk."
- The District has developed a district-wide procedure for the return and inventory of district-owned devices as part of a return to school technology plan. The procedures include:
  - If at the end of the school year, devices will be collected during the week following the close of school. Dropoff locations and times will be announced. Families may

also use the drop off bin outside of the Central Business Office for contactless dropoff.

- Devices will be bagged following the announced protocol at the dropoff location;
  - Devices will be sanitized prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Once returned, the District will conduct its standard summer maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- The District will develop a technology support plan for families, while continuing to monitor device usage and compliance with online learning programs.
  - The District will ensure that every student has access to the appropriate technology and connectivity needed to continue learning.

### **Food Service**

- The District will ensure a plan for nutrition services and student meals is in place so that students have access to meals provided by the District's food service program. This will be similar to the program that the District operated during the school building closure in the spring of 2020.



## **PREPAREDNESS PLAN (MI SAFE START PHASE 4 IMPLEMENTATION)**

In accordance with Executive Order 2020-142, a plan must include all the following parts:

2. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan.

The District will implement the following policies, procedures, and protocols when the region in which the District is located is in Phase of the Michigan Safe Start Plan:

### **MI Safe Start (Phases 4) Plan**

During this phase of the plan, the following attributes describe the status of the virus:

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicates the need for distancing to stop transmission and move to the next phase.

The following attributes that are outlined below to keep the school community safe during this phase should be expected by students, staff, and families:

- In-person instruction will be permitted with required safety protocols.
- School preparedness and response activities will continue with the District conducting ongoing surveillance and executing a series of active mitigation measures.
- The District will implement social and physical distancing measures as much as possible.
- Short-term dismissals and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes.
- The District will work closely with the District Health Department #10 to consider the judgment of the local health department of concern.

Outlined below are the essential actions and safety protocols that the District will put into place during this phase of the instructional plan.

### **SAFETY PROTOCOLS**

#### **Face Coverings and Personal Protective Equipment (PPE)**

The following PPE action steps are required to be taken by school districts throughout Michigan during this phase of the Return to School Roadmap. The District will provide students and staff with disposable face coverings or a protective face shield. The District has either purchased PPE, or has partnered with Mason County Emergency Management to receive donations. Examples (not limited to) of these options are shown below:

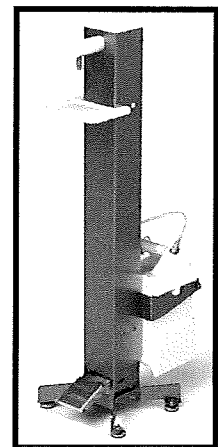


- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. These expectations include:
  - Facial coverings must be worn by staff except for meals when the staff member is eating. 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.
  - Facial coverings must be worn by preK-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 must always be worn in hallways and common areas by preK-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.
  - 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.
  - PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (6 feet or less) proximity to other students.
  - Facial coverings will be considered for preK students and students with special needs in hallways and common areas.

- Facial coverings are not recommended for use in classrooms by children ages 3 and 4 and should never be used on children under age 2, thus, the District will not require masks to be worn by students in this age grouping.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Individuals (staff or students) who claim medical exemption will need to meet with the building Principal, Director of Business Services, or Superintendent to provide rationale and documentation.
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- The wearing of face coverings will be added to the District/Building Code of Conduct. School staff will define, teach and prompt the wearing of face coverings within their predictable school routine. Re-teaching will occur daily until predictable school routines are established.
- Students requiring special considerations (example: 504 Plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their specific case manager for the development of additional interventions.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

### Hygiene

- The District will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- The District has purchased touch free hand sanitizing butlers (as seen to the right) that will be installed in each of our buildings prior to the start of the 2020-2021 school year. These systems will be used by students and staff to properly sanitize their hands throughout the day.
- The District 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.
- The District will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue, and will require that all used tissues be thrown in the trash with hands being washed immediately using proper hand hygiene techniques.



- The District will systematically and frequently check and refill soap and hand sanitizers. Students and teachers will have scheduled handwashing built into the school day with soap and water each day.
- The District will limit the sharing of personal items and supplies such as writing utensils, and personal items will be kept in separate and individually labeled cubbies, containers, backpacks, or lockers. The use of classroom materials will be limited to small groups and will be disinfected between use. Sharing school supplies will be limited, and each student will have their own supply box for materials. A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course.
- The District will purchase hand sanitizing stations to set up throughout school buildings to assist in the increased need for hand sanitation.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked.
- The District will ensure that each classroom has a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, etc. It will include:
  - Hand-washing schedule
  - Room and materials cleaning schedule
- The District will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video).
  - proper handwashing on the first day of school and reinforce weekly or more often, if needed
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, etc. Parents and caregivers will be asked to review and reinforce with their students.

### **Spacing, Movement, and Access**

- The District will space desks six feet apart in classrooms, as best as we are able to do. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- The District will arrange all desks facing the same direction toward the front of the classroom, as possible.
- The District will encourage teachers to maintain six feet of spacing between themselves and students as much as possible. Family members or other guests of students will not be allowed in the school building except under extenuating circumstances as determined by the building principal.
- The District may limit population density within our school facilities and transportation vehicles to maintain appropriate physical distancing.
- The District will place physical barriers such as plexiglass for protection in office spaces, at reception desks, and in other similar areas to assist in protecting students and staff.
- Guests who do receive permission to enter the building will be screened for symptoms, required to wear a facial covering, and wash or sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building for contact tracing purposes.



- The District will post signage throughout the buildings to indicate proper distancing.
  - The District will use floor tape or other markers at six foot intervals where line formation is anticipated, and will provide distancing markings in waiting and reception areas.
  - The District will post signs on the doors of restrooms to indicate proper distancing and hand hygiene techniques.
  - The District will make an effort to keep six feet of distance between people in the hallways.
  - The District will make an effort to keep the flow of foot traffic in the hallways either one way, or divided with either side following the same direction.
- Entrances and exits should be kept separate to keep traffic moving in a single direction. This may include staggered movements at incremental intervals to minimize the number of persons in the hallways, as possible.
  - The District will have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their reporting location. Parents will not be allowed to walk their children to their classroom, with the exception of the first week of school, as allowed by the building principal. This will allow for new students or students starting school for the first time at very early ages to become acclimated with the school.
  - Weather permitting and where possible, physical education will be held outside and distancing of six feet will be practiced.

### **Screening Students and Staff**

- The District will use the protocols for screening students and staff developed by the District Health Department #10, and will meet with the Department to seek approval of our screening protocols. These protocols include:
  - Per EO 2020-145, Districts shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.
  - A hard copy of the workplace screening tool that the District will use can be found in Appendix A of the District Health Department #10's Return to School Toolkit.
- The District will identify and designate a quarantine area and a staff person to care for students who become ill at school in each of the District's school buildings.
- Students who become ill with symptoms of COVID-19 will be placed in this identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will be required to wear a surgical mask. Students will not be allowed to remain at school and will be required to be picked up as soon as possible.
- Families will be encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature of 100.4 or greater will be required to stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- The District will purchase thermal temperature scanning units, as shown in the image, and make them available. The system will immediately report a student or staff member's temperature as being normal or not normal.
- Symptomatic students sent home from school will be required to be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- The District will develop a monitoring form using Google Forms for the screening of all employees. Employees will be required to respond to the questions in the form prior to reporting for work.
- Staff will be required to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will be required to stay home.
- The District will implement the Mayo Clinic COVID-19 self-assessment tool for all staff as a part of the daily self examination. If a staff member is uncertain as to whether they should report to work, staff members will be directed to complete the self-assessment that can be found at the website below:

<https://www.mayoclinic.org/covid-19-self-assessment-tool>

- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

#### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The District will cooperate with the District Health Department #10 regarding the implementation of protocols for screening students and staff.
- 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.
- 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.

- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

### **Responding to Positive Tests Among Staff and Students**

- The District will cooperate with the District Health Department #10 if a confirmed case of COVID-19 is identified. The District will 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.
- The District will notify the District Health Department #10, 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 District will work with the District Health Department #10 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 or more 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. The District will assist the local health department by collecting data and contact information of those exposed.
- Note: Student communicable disease related information is protected health information.
- Employees with a confirmed case of COVID-19 will be allowed to return to the workplace after they are no longer infectious. The District will work with the District Health Department #10 to provide instruction about return to work, using the most current guidelines from the CDC for this determination.

### **Food Service, Gathering, and Extracurricular Activities**

- The District will prohibit indoor assemblies that bring together students from more than one classroom.
- The District may use classrooms, large indoor spaces, or outdoor areas for students to eat meals at school, if distancing guidelines cannot be met.
- If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.
- The District will provide serving and cafeteria staff with barrier protection, including gloves, face shields, and surgical masks.
- The District will require that students, teachers, and food service staff wash their hands before and after every meal.
- The District will suspend all large scale assemblies of more than 50 students.
- The District will suspend all off-site field trips that require bus transportation to an indoor location.



- The District will require that recess be conducted outside whenever possible with appropriate distancing and cohorting of students.
- The District will discontinue self-service food and beverage distribution. Meals, snacks, and beverages will be individually packaged and distributed directly to students whenever possible.
- The District will provide grab and go style breakfast meals to students that desire them.
- The District will disconnect all bubblers on the drinking fountains from use until further notice. Touch free water bottle filling stations will continue to be made available to students and staff for use.

### **Athletics**

- The District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- The District will require that all students, teachers, and staff use proper hand hygiene techniques before and after every practice, event, or other gathering.
- The District will require that every participant confirm that they are healthy and without any symptoms prior to any practice or event.
- The District will require that all equipment must be disinfected before and after use.
- The District will allow inter school competitions to be held provided that facial coverings are worn if school transportation is provided.
- The District will allow spectators, limited to gathering capacity, provided that facial coverings are used by observers and six feet of distancing can be maintained at all times.
- The District will not allow the sharing of water bottles or water fountains. Students and staff should use a clearly marked water bottle for individual use.
- The District will prohibit handshakes, fist bumps, and other unnecessary contact.
- The District will suspend the use of indoor weight rooms and physical conditioning activities that require shared equipment. The District will encourage outdoor physical conditioning activities while maintaining appropriate distancing, weather pending.
- The District will suspend large scale indoor spectator events. The District will limit large scale outdoor spectator or stadium events to 100 people. People not part of the same household must maintain six feet of distance from one another.

### **Positive Athletic COVID-19 Screening**

- The student athlete either reported symptoms on the daily screening or had a temperature of 100.4 degrees or greater. Before returning to athletics a few steps will be required to be taken.
  1. Call your family physician to report the symptoms, temperature of 100.4 degrees or greater, and/or that the student has come into contact with a person who has tested positive of COVID-19.
  2. Follow guidance from a physician.
  3. To return to participation, the athlete will need to follow the guidelines below.
- Returning after testing positive for COVID-19:



1. Fever free for 3 days, and
  2. Improving symptoms, and
  3. 10-14 days have passed since onset of symptoms, and
  4. Physician clearance note
- Returning after testing negative for COVID-19:
    1. Fever free for 24 hours without medication, and
    2. Physician clearance note
  - No testing ordered by physician:
    1. Fever free for 3 days, and
    2. Improving symptoms, and
    3. 10-14 days have passed since onset of symptoms, and
    4. Physician clearance note

### **Cleaning and Sanitation**

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, stored in the classroom away from students. All frequently used materials will be wiped down after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- The District will ensure that frequently touched surfaces including light switches, doors, benches, bathrooms, etc., undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- The District will ensure that all libraries, computer labs, art classrooms, along with other hands-on classrooms undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- The District will require that all student desks be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- The District will allocate time between activities to ensure (allow for) proper cleaning and disinfection of high touch points.
- The District will provide appropriate cleaning materials to staff to be used on high touch point areas such as the copy machines between each use.
- The District will schedule and log the performance of ongoing and routine cleaning and disinfection of high touch point areas (door handles, stair rails, handles, faucets, toilets, playground equipment, water bottle filling stations, switches, desks, chairs, countertops,

tables, carts, trays, as examples).

- The District will ensure the 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.
- The District will require staff to wear gloves, masks, and face shields when performing cleaning activities.
- The District has purchased disinfectant fine mist systems, as seen in the image below, to disinfect high touch point areas.

### **Busing and Student Transportation**

- The District will require that the bus driver, staff, and all students in grades preK-12, if medically feasible, wear facial coverings while on the bus.
- Note: There may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis in consultation with District Health Department #10.
- The District will require that all students who seek to use the District's transportation system must register online to reserve their spot if they intend to ride the bus this fall. Bus capacity will be limited.
- The District will require that all students sanitize their hands as they enter the bus. The District has purchased hand sanitizing dispensers for each school bus.
- The District will ensure that all drivers clean and disinfect their buses before and after each transit route. The District has purchased hand held misting cleaning machines that will be used to disinfect each school bus.
- The District will clean and disinfect frequently touched surfaces in the vehicle (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.
- The District will clean, sanitize, and disinfect equipment, including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- The District will create a plan for seating based on maximum capacity determined, as will a plan for bus routes to accommodate the capacity limitations be developed.
- The District will assign students to seats, and will require that all students from the same home to sit together. Children that do not have siblings from the same home will sit alone.
- The District will require that all students must wear a face covering in order to ride the bus.
- The District will not issue bus passes, and will not allow students to ride other buses home with other students.
- The District will require that transfer students ride the bus that they are assigned, and there will not be exceptions made to this.
- The District will require that parents complete a temperature and wellness check on their students prior to our arrival.
- The District will designate a seating area on the bus for students who become ill on the bus. Students who are showing signs of illness will be sent home.
- The District will prohibit students who become ill throughout the day to use group transportation. Other transportation arrangements to get the child home will need to be

made in working with the District and family. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

- The District will require that a student who does not ride the bus for three (3) days, without making contact with the transportation department, will be removed from the bus route. Parents will need to register their student(s) for busing again, and students will be placed back on the bus if and when space is available. It is imperative that parents keep the transportation department informed as space on the buses may be limited.
- The District will strictly enforce all bus rules. Students will lose their right to ride for the remainder of the school year if they do not comply. There will be no exceptions to this for the safety of all students and bus drivers. Rules for bus conduct will be posted on each bus.
- The District will increase the walk zone for all secondary students at OJ DeJonge Middle School and Ludington High School to 2.5 miles of the school.
- The District will implement a walk zone for all elementary secondary students at Franklin, Lakeview, and Foster Elementary Schools to 1.0 miles of the school.
- The District will transport all Franklin and Lakeview Elementary School students who live south of Ludington Avenue. Likewise, the District will transport all Foster Elementary School students that live north of Ludington Avenue. This will ensure that no elementary student has to cross Ludington Avenue to get to school.
- Weather permitting, the District will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, the District will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

#### **Medically Vulnerable Students and Staff**

- The District will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and will update their plans as needed.
- The District will work with students, families, and staff who self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.
- The District will update and revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders who are medically vulnerable in an effort to improve effectiveness.
- The District will work with the District Health Department #10 to develop facial covering procedures for staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers).
- The District will engage and consult with local bargaining units to develop a plan that enables staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, or to have modified job responsibilities that limit exposure risk, where possible.
- The District will develop a mental health screening protocol for students that is facilitated by our counseling staff, where possible. Screening shall be compliant with HIPAA and FERPA policies.

- The District will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level student support teams.
- The District will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience.
- The District has developed a crisis response plan and has assigned the building level counselors, social workers, and student support specialists as the point people in centralizing mental health referrals, providing communications to families/ students, and public-facing wellness materials. This plan has been Board approved.

### **Governance**

- The District has created a district Return to School task force, led by the Superintendent, and composed of a broad group of stakeholders on the district and school level, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations;
  - Revise the District's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness;
  - Share the District's remote learning plan with all involved stakeholders in case of a return to remote learning.

### **Instruction**

- The District will establish an instructional vision for returning to school that ensures that:
  - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- The District will provide support for students who are transitioning from one building to the next, as these transition points are important to the success of our students.
- The District will support its schools to implement grade-level curricula that are aligned to Michigan preK-12 standards.
  - Specifically, the District will support its teachers in the utilization of power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.
- The District will ensure that each school building revises students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.

- The District will commence intervention and support services, including all programs and learning environments; especially special education, birth to five services, and CTE.
- The District will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs.
- The District will follow policies and guidance from the Michigan Department of Education.
- The District will work with all itinerant staff members and the West Shore Educational Service District to maintain a continuation of services for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- The District will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning, where appropriate.
- If remote learning, the District will activate plans to additionally monitor and assess:
  - Connectivity and Access:
    - The District will ensure that students have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - Attendance:
    - The District will develop systems to monitor and track students' online attendance on a daily basis.
  - Student Work:
    - The District will ensure that teachers assess the quality of student work and provide feedback to students and families. Teachers will provide graded feedback on assignments according to District policies, unless mandated otherwise.
    - The District will ensure that students self-assess the quality of their work, and reflect on teacher feedback, and learning progress to maximize student growth.

### **Communication and Family Supports**

- The District will use its Power Announcer to implement a communication system needed to reach every family and student in their home language through multiple modes (e.g., text, all call, and email) to share:
  - Expectations around their child's return to school;
  - Information about schedules and configurations;
  - Information about modes of assessment, details on curricula used in each subject and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- The District will provide resources to support their child's education. These supports may include, but are not limited to:
  - Training about how to access and use the school's chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and

- Strategies to support their child's learning at home.

### **Professional Learning**

- The District will provide adequate time for schools and educators to engage in:
    - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
    - Identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
    - Identify students who potentially need additional support; and
    - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
  - The District will create a plan for professional learning and training, with goals to:
    - Provide online and remote learning training and professional development to teachers in Canvas, the District's Learning Management System, SeeSaw, and Remote Learning Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
    - Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging; and
    - Offer restorative support for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education.
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### **PREPAREDNESS PLAN (MI SAFE START PHASE 5 IMPLEMENTATION)**

In accordance with Executive Order 2020-142, a plan must include all the following parts:

3. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 5** of the Michigan Safe Start Plan.

The District will implement the following policies, procedures, and protocols when the region in which the District is located is in Phase of the Michigan Safe Start Plan:

#### **MI Safe Start (Phases 5) Plan**

During this phase of the plan, the following attributes describe the status of the virus:

- New cases and deaths continue to decrease for an additional period of time.
- At this point, the number of active cases has reached a point where infection from other members of the community is less common.
- With widespread testing, positivity rates often fall much lower than earlier phases.
- Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

The following attributes that are outlined below to keep the school community safe during this phase should be expected by students, staff, and families:

- School preparedness and response activities around surveillance and active mitigation continue from Phase 4 with loosening of required safety protocols.
- Schools should remain prepared to implement social distancing measures.
- Short-term dismissals and suspension of extracurricular activities remain possible for cleaning and contact tracing purposes.
- Students and teachers at increased risk of severe illness should remain prepared to implement remote teaching and learning modalities.
- Schools must consider the judgment of the local health department for the sub-region of concern.

Outlined below are the essential actions and safety protocols that the District will put into place during this phase of the instructional plan.

### **SAFETY PROTOCOLS**

#### **Face Coverings and Personal Protective Equipment (PPE)**

The following PPE action steps are required to be taken by school districts throughout Michigan during this phase of the Return to School Roadmap. The District will provide students and staff with disposable face coverings or a protective face shield. The District has either purchased PPE, or has partnered with Mason County Emergency Management to receive donations. Examples (not limited to) of these options are shown below:

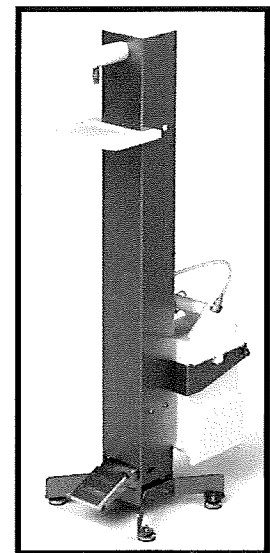


- The District will require that facial coverings be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
- The District will require facial coverings to be worn in hallways and common areas by preK-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.

- The District will not require the use of facial coverings for any student or staff member while students are in the classroom and appropriate physical distancing is established so that students and staff do not come into close contact (6 feet) with one another class.
- Facial coverings are not recommended for use in classrooms by children ages 3 and 4 and should never be used on children under age 2, thus, the District will not require masks to be worn by students in this age grouping. Facial coverings will be considered for preK students and students with special needs in hallways and common areas.

### **Hygiene**

- The District will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- The District has purchased touch free hand sanitizing butlers (as seen to the right) that will be installed in each of our buildings prior to the start of the 2020-2021 school year. These systems will be used by students and staff to properly sanitize their hands throughout the day.
- The District 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.
- The District will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue, and will require that all used tissues be thrown in the trash with hands being washed immediately using proper hand hygiene techniques.
- The District will systematically and frequently check and refill soap and hand sanitizers. Students and teachers will have scheduled handwashing built into the school day with soap and water each day.
- The District will limit the sharing of personal items and supplies such as writing utensils, and personal items will be kept in separate and individually labeled cubbies, containers, backpacks, or lockers. The use of classroom materials will be limited to small groups and will be disinfected between use.
- The District will purchase portable handwashing and/or hand sanitizing stations to set up throughout school buildings to assist in the increased need for hand washing stations.



### **Spacing, Movement, and Access**

- The District will space desks six feet apart in classrooms, as best as we are able to do. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- The District will arrange all desks facing the same direction toward the front of the classroom, as possible.
- The District will encourage teachers to maintain six feet of spacing between themselves and students as much as possible. Family members or other guests of students will not be allowed in the school building except under extenuating circumstances as determined by the building principal.
- The District may limit population density within our school facilities and transportation vehicles to maintain appropriate physical distancing.



- The District will place physical barriers such as plexiglass for protection in office spaces, at reception desks, and in other similar areas to assist in protecting students and staff.
- Guests who do receive permission to enter the building will be screened for symptoms, required to wear a facial covering, and wash or sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building for contact tracing purposes.



- The District will post signage throughout the buildings to indicate proper distancing.

- The District will use floor tape or other markers at six foot intervals where line formation is anticipated, and will provide distancing markings in waiting and reception areas.

- The District will post signs on the doors of restrooms to indicate proper distancing and hand hygiene techniques.

- The District will make an effort to keep six feet of distance between people in the hallways.

- The District will make an effort to keep the flow of foot traffic in the hallways either one way, or divided with

either side following the same direction.

- Entrances and exits should be kept separate to keep traffic moving in a single direction. This may include staggered movements at incremental intervals to minimize the number of persons in the hallways, as possible.
- The District will have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their reporting location. Parents will not be allowed to walk their children to their classroom, with the exception of the first week of school, as allowed by the building principal. This will allow for new students or students starting school for the first time at very early ages to become acclimated with the school.
- Weather permitting and where possible, physical education will be held outside and distancing of six feet will be practiced.

### **Screening Students and Staff**

- The District will cooperate with the District Health Department #10 regarding implementing protocols for screening students and staff, and will meet with the Department to seek approval of our screening protocols.
- The District will identify and designate a quarantine area and a staff person to care for students who become ill at school in each of the District's school buildings.
- Students who become ill with symptoms of COVID-19 will be placed in this identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will be required to wear a surgical mask. Students will not be allowed to remain at school and will be required to be picked up as soon as possible.
- Families will be encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature of 100.4 or greater will be required to stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- The District will purchase thermal temperature scanning units, as shown in the image, and make them available. The system will immediately report a student or staff member's temperature as being normal or not normal.
- Symptomatic students sent home from school will be required to be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- The District will develop a monitoring form using Google Forms for the screening of all employees. Employees will be required to respond to the questions in the form prior to reporting for work.
- Staff will be required to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will be required to stay home.
- The District will implement the Mayo Clinic COVID-19 self-assessment tool for all staff as a part of the daily self examination. If a staff member is uncertain as to whether they should report to work, staff members will be directed to complete the self-assessment that can be found at the website below:

<https://www.mayoclinic.org/covid-19-self-assessment-tool>

- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

#### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The District will cooperate with the District Health Department #10 regarding the implementation of protocols for screening students and staff.
- 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.
- 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. α 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.

- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

### **Responding to Positive Tests Among Staff and Students**

- The District will cooperate with the District Health Department #10 if a confirmed case of COVID-19 is identified. The District will 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.
- The District will notify the District Health Department #10, 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 District will work with the District Health Department #10 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 or more 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. The District will assist the local health department by collecting data and contact information of those exposed.
- Note: Student communicable disease related information is protected health information.
- Employees with a confirmed case of COVID-19 will be allowed to return to the workplace after they are no longer infectious. The District will work with the District Health Department #10 to provide instruction about return to work, using the most current guidelines from the CDC for this determination.

### **Food Service, Gathering, and Extracurricular Activities**

- The District will prohibit indoor assemblies that bring together students from more than one classroom.
- The District may use classrooms, large indoor spaces, or outdoor areas for students to eat meals at school, if distancing guidelines cannot be met.
- If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.
- The District will provide serving and cafeteria staff with barrier protection, including gloves, face shields, and surgical masks.
- The District will require that students, teachers, and food service staff wash their hands before and after every meal.
- The District will require that all gatherings, including those that occur outdoors (e.g., graduations), comply with current and future executive orders that set caps on congregations of people.



- The District will require that students and teachers wash hands before and after every event.
- The District will allow after-school programs to continue with the use of facial coverings.

### **Athletics**

- The District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- The District will limit indoor spectator events to 50 people. Large scale outdoor spectator or stadium events will be limited to 250 people. Spectators not part of the same household will be required to always maintain six feet of distance from one another.
- The District will require that students, teachers, and staff use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant must confirm that they are healthy and without any symptoms prior to any event.
- The District will require that all equipment must be disinfected before and after use.
- The District will require that buses be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- The District will require that each participant use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- The District will allow indoor weight rooms and physical conditioning activities to begin. The District will require that social distancing of six feet between participants be maintained while indoors and sharing equipment should be avoided.
- Handshakes, fist bumps, and other unnecessary contact should not occur.

### **Positive Athletic COVID-19 Screening**

- The student athlete either reported symptoms on the daily screening or had a temperature of 100.4 degrees or greater. Before returning to athletics a few steps will be required to be taken.
  4. Call your family physician to report the symptoms, temperature of 100.4 degrees or greater, and/or that the student has come into contact with a person who has tested positive of COVID-19.
  5. Follow guidance from a physician.
  6. To return to participation, the athlete will need to follow the guidelines below.
- Returning after testing positive for COVID-19:
  5. Fever free for 3 days, and
  6. Improving symptoms, and
  7. 10-14 days have passed since onset of symptoms, and
  8. Physician clearance note
- Returning after testing negative for COVID-19:
  3. Fever free for 24 hours without medication, and
  4. Physician clearance note
- No testing ordered by physician:

5. Fever free for 3 days, and
6. Improving symptoms, and
7. 10-14 days have passed since onset of symptoms, and
8. Physician clearance note

### **Cleaning and Sanitation**

- The District will ensure that frequently touched surfaces including light switches, doors, benches, bathrooms, etc., undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- The District will ensure that all libraries, computer labs, art classrooms, along with other hands-on classrooms undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- The District will require that all student desks be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- The District will allocate time between activities to ensure (allow for) proper cleaning and disinfection of high touch points.
- The District will provide appropriate cleaning materials to staff to be used on high touch point areas such as the copy machines between each use.



- The District will schedule and log the performance of ongoing and routine cleaning and disinfection of high touch point areas (door handles, stair rails, handles, faucets, toilets, playground equipment, water bottle filling stations, switches, desks, chairs, countertops, tables, carts, trays, as examples).
- The District will ensure that playground structures undergo normal routine cleaning.
- The District will ensure the 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.
- The District will require staff to wear gloves, masks, and face shields when performing cleaning activities.
- The District has purchased disinfectant fine mist systems, as seen in the image below, to disinfect high touch point areas.

### **Busing and Student Transportation**

- The District will require that all students who seek to use the District's transportation system must register online to reserve their spot if they intend to ride the bus this fall. Bus capacity will be limited.
- The District will require that all students sanitize their hands as they enter the bus. The District has purchased hand sanitizing dispensers for each school bus.

- The District will ensure that all drivers clean and disinfect their buses before and after each transit route. The District has purchased hand held misting cleaning machines that will be used to disinfect each school bus.
- The District will clean and disinfect frequently touched surfaces in the vehicle (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.
- The District will clean, sanitize, and disinfect equipment, including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- The District will require that transfer students ride the bus that they are assigned, and there will not be exceptions made to this.
- The District will designate a seating area on the bus for students who become ill on the bus. Students who are showing signs of illness will be sent home.
- The District will prohibit students who become ill throughout the day to use group transportation. Other transportation arrangements to get the child home will need to be made in working with the District and family. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- The District will require that a student who does not ride the bus for three (3) days, without making contact with the transportation department, will be removed from the bus route. Parents will need to register their student(s) for busing again, and students will be placed back on the bus if and when space is available. It is imperative that parents keep the transportation department informed as space on the buses may be limited.
- The District will increase the walk zone for all secondary students at OJ DeJonge Middle School and Ludington High School to 2.5 miles of the school.
- The District will implement a walk zone for all elementary secondary students at Franklin, Lakeview, and Foster Elementary Schools to 1.0 miles of the school.
- The District will transport all Franklin and Lakeview Elementary School students who live south of Ludington Avenue. Likewise, the District will transport all Foster Elementary School students that live north of Ludington Avenue. This will ensure that no elementary student has to cross Ludington Avenue to get to school.
- Weather permitting, the District will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, the District will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

#### **Medically Vulnerable Students and Staff**

- The District will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and will update their plans as needed.
- The District will work with students, families, and staff who self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

- The District will work with the District Health Department #10 to develop facial covering procedures for staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers).
- The District will engage and consult with local bargaining units to develop a plan that enables staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, or to have modified job responsibilities that limit exposure risk, where possible.

### **Governance**

- The District has created a district Return to School task force, led by the Superintendent, and composed of a broad group of stakeholders on the district and school level, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations;
  - Revise the District's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness;
  - Share the District's remote learning plan with all involved stakeholders in case of a return to remote learning.

### **Instruction**

- The District will establish an instructional vision for returning to school that ensures that:
  - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- The District will provide support for students who are transitioning from one building to the next, as these transition points are important to the success of our students.
- The District will support its schools to implement grade-level curricula that are aligned to Michigan preK-12 standards.
  - Specifically, the District will support its teachers in the utilization of power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.
- The District will ensure that each school building revises students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - The District will commence intervention and support services, including all programs and learning environments; especially special education, birth to five services, and CTE.
  - The District will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs.

- The District will follow policies and guidance from the Michigan Department of Education.
- The District will work with all itinerant staff members and the West Shore Educational Service District to maintain a continuation of services for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- The District will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning, where appropriate.
- If remote learning, the District will activate plans to additionally monitor and assess:
  - Connectivity and Access:
    - The District will ensure that students have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - Attendance:
    - The District will develop systems to monitor and track students' online attendance on a daily basis.
  - Student Work:
    - The District will ensure that teachers assess the quality of student work and provide feedback to students and families. Teachers will provide graded feedback on assignments according to District policies, unless mandated otherwise.
    - The District will ensure that students self-assess the quality of their work, and reflect on teacher feedback, and learning progress to maximize student growth.

### **Communication and Family Supports**

- The District will use its Power Announcer to implement a communication system needed to reach every family and student in their home language through multiple modes (e.g., text, all call, and email) to share:
  - Expectations around their child's return to school;
  - Information about schedules and configurations;
  - Information about modes of assessment, details on curricula used in each subject and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- The District will provide resources to support their child's education. These supports may include, but are not limited to:
  - Training about how to access and use the school's chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child's learning at home.

### **Professional Learning**

- The District will provide adequate time for schools and educators to engage in:



- Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
  - Identify students who potentially need additional support; and
  - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
  - The District will create a plan for professional learning and training, with goals to:
    - Provide online and remote learning training and professional development to teachers in Canvas, the District's Learning Management System, SeeSaw, and Remote Learning Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
    - Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging; and
    - Offer restorative support for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education.
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## **PREPAREDNESS PLAN (MI SAFE START PHASE 6 IMPLEMENTATION)**

In accordance with Executive Order 2020-142, a plan must include all the following parts:

4. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 6** of the Michigan Safe Start Plan.

The District will implement the following policies, procedures, and protocols when the region in which the District is located is in Phase of the Michigan Safe Start Plan:

### **MI Safe Start (Phases 6) Plan**

During this phase of the plan, the following attributes describe the status of the virus:

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.

The following attributes that are outlined below to keep the school community safe during this phase should be expected by students, staff, and families:

- Practice good hygiene.

Outlined below are the essential actions and safety protocols that the District will put into place during this phase of the instructional plan.

## **SAFETY PROTOCOLS**

### **Personal Protective Equipment**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Hygiene**

- The District will continue to provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).
- The District will continue to 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.
- The District will continue to encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### **Spacing and Movement**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Screening Students**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Responding to Positive Tests Among Staff and Students**

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
- If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision will be made in concert with the local public health department.
- The District will require the cleaning staff to wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

### **Food Service, Gatherings and Extracurricular Activities**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Athletics**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Cleaning**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Busing and Student Transportation**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.

### **Medically Vulnerable Students and Staff**

- The District will no longer be required to follow the safety protocols of the Return to School Roadmap.
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### **FINAL STEPS FOR SUBMISSION**

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15, 2020 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education:** August 10, 2020

**Link to the Board Meeting Minutes or Signature of Board President:** Insert Link

**Link to the approved Plan posted on the District school website:** Insert Link

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District Leader Submitting Plan:** Jason J. Kennedy, Superintendent

**Date Received by the West Shore ESD School Administrator:** August 11, 2020

**Date Submitted to State Superintendent and State Treasurer:** To be completed by ESD Superintendent

### **Source Credits:**

District Health Department #10: COVID-19 Return to School Toolkit (July 30, 2020). Online:

[https://www.dhd10.org/wp-content/uploads/2020/07/COVID-19-Return-to-School-Toolkit\\_07.30.2020.pdf](https://www.dhd10.org/wp-content/uploads/2020/07/COVID-19-Return-to-School-Toolkit_07.30.2020.pdf)

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