

Family Guide to PHASE 4

Of the COVID-19 Preparedness and Response Plan



Hillsdale Community Schools

Introduction

Returning to school is important to the students and families in our community. While students, parents, family members, and teachers did a great job during the initial onset of this pandemic, it became clear those conditions for learning were not easily managed or preferred for an extended period of time. Below are the guiding principles for reopening our schools.

- 1) Ensure the safety and wellness of students and staff.
- 2) Delivery high-quality instruction to students, regardless of the delivery model.
- 3) Provide flexibility and choice for instructional delivery through online and in-person options.

Plan Development Process

To develop the district's reopening plan, a structure was created that included:

- 4 - School Committees (HHS/Horizon, Davis, Gier, Bailey)
- 3 - Department Committees (Transportation, Food service, Custodial/Maintenance)
- 1 - District Committee

Each school has a unique building footprint, different ages of students, different staffing levels and unique characteristics for gyms, libraries, playgrounds, driveways, parking lots, etc...

Because there are different requirements in each of Michigan's COVID-19 response phases, it was a complicated process at each building. The school committees provided recommendations specific to that school. Each school committee included the building principal, teachers, support staff and some parents involved directly as members on the committees. Parents/student input was also gathered through survey results, email exchanges, and direct conversations with staff members.

The department directors and support staff members used their knowledge and skills to design the critical support structures needed for the schools. Getting children into school and home safely is a critical part of each day. Creating new schedules and protocols for breakfast and lunch programs required a lot of details and analysis. The staff developed cleaning and sanitizing procedures using the health department and CDC guidelines.

The district committee included administrators, department directors, teachers, support staff and business office and technology staff. This committee helped keep continuity to the overall district plan, and allow for unique adjustments at each school or department. The district committee's recommendations formed the majority of the content included in the final plan presented to the Board of Education.

Survey results clearly showed that families wanted flexibility and choice in the instructional delivery model. Some families felt strongly that a full remote or “at-home” plan was necessary and other families felt just as committed to a full “in-person” option. The instructional staff worked over the summer to meet the requests of both groups. Parents may choose either option for their children’s return to school plan.

Option 1: Online @ Home

Option 2: In Person @ School

Teachers, support staff members and administrators want to deliver high-quality instruction to students, regardless of the delivery model. The instructional staff reviewed online learning systems for students at each grade level to provide options that fit best with the district’s curriculum and learning styles of the students.

Everyone wants schools to be a safe and healthy environment. Students learn more and perform better under these conditions. The District made a commitment to provide staff and students with PPE supplies and equipment. This includes providing several reusable cloth facemasks for students. Hand sanitizer will be available throughout the school, including classrooms. Custodians will conduct frequent and thorough cleaning throughout the day. Social distancing protocols will be in place and smaller class sizes implemented.

Screenings are an important strategy for keeping each other healthy and the school environment safe and open. During Phase 4, the district will provide all students and staff with a health screening prior to starting their day in school or boarding a bus.

Training will be provided to staff on health screening protocols. During Phase 4, the district made a commitment to employ staff needed to conduct the health screenings for all students each day. If a family prefers to conduct the health screenings at home, before coming to school, or getting on a bus the district will provide the parents with the forms needed.

Changes with Open House Events

The Open House format has many people inside the schools at the same time. We will not implement the typical Open House events on August 17.

Each school is in the process of designing other experiences. Each school is producing video sessions to provide orientation information and families can schedule in-person sessions at all schools. The in-person sessions will be spread out throughout the week of August 24-27.

Orientation visits will involve a smaller amount of people at one time and will provide students/parents with much needed information provided directly by the teachers and building staff.

Online Students: For students who choose to attend school through the Online Program, both the student and parents will benefit from orientation information as well. Information will be available online as well as in-person. Learning about the devices, Learning Platform, and how communications with the teacher will occur on a day-to-day basis are important components for being prepared to be an Online Student.

Online School @ Home

The online program available for students will provide students with learning opportunities and lessons at home. Students enrolled in this option through Hillsdale Community Schools are Hornets! Teachers are assigned to online students according to their school assignment. The teachers assigned to online students focus on their group/classroom of students and provide students and parents with help and resources to ensure students are making progress in their learning.

Last spring, the students, families and teachers responded to a crisis mode with emergency school closures. There was no regular day so to speak. This school year needs to be different; it needs to be better.

The learning management systems (Google Classroom, Edgenuity, Accelerate Learning) are accessed online and are available throughout the day. Having said that, families are encouraged to create a structure for the lessons, including a daily schedule. Teachers will be available at designated times for “live help sessions, including ZOOM, Google Chats, emails and phone calls. A consistent schedule can be helpful to everyone involved!

Length of Commitment

Student enrollments in the online program are one semester. The district will provide an open enrollment process for the second semester during the month of November. Students may choose to continue with the online program all year or they may return to in-person learning at the start of the second semester.

1st Semester = September 8 – January 22

2nd Semester = January 25 – June 11

- Registration Window for 2nd Semester = November 1-30

Registration Process for Online Students

Registration Deadline – August 21 @ 12:00 Noon. The timeline is necessary so the staff can prepare the materials, including the computer devices and software setups.

Registration is completed online at the district's website, www.hillsdaleschools.org

Sports/Clubs for Online Students

Students enrolled in the district's online school are Hornets and as a result, may participate in the sports programs provided at their school. The normal Athletic Handbook requirements for participation apply for such things as grades, conduct, etc...

Learning Management Systems/Instructional Methods for Distance Learning

Hillsdale High School

- 1) Google Classroom: Teachers will continue to use this for organizing the information and links to resources.
 - 2) Edgenuity Software: Provides an inclusive platform for a full selection of courses for both required and elective curriculum.
 - 3) Digital subscriptions and any required textbooks will be provided by the school.
 - 4) ZOOM sessions for individual and small groups of students will be provided by the teacher to help students with tutoring and address questions.
 - 5) Email will be utilized regularly between students/parents/teachers.
- Career Center: Our online students can enroll in these programs. Please be aware, due to the nature of the hands-on learning, the HACC will provide the regular in-person programs during PHASE 4.
 - Dual Enrollment: All of the dual enrollment options remain in place for online students for Jackson College and Hillsdale College. Each college will determine the course they provide as online or in person. Please use the normal dual enrollment process with the Academic Counselor to enroll in these programs.

Horizon Alternative High School

- 1) Edgenuity Software: Provides an inclusive platform for a full selection of courses for both required and elective curriculum.
- 2) ZOOM sessions for individual and small groups of students will be provided by the teacher to help students with tutoring and address questions.
- 3) Email will be utilized regularly between students/parents/teachers.

- 4) The same Career Center and Dual Enrollment options apply to HHS and Horizon students.

Davis Middle School

- 1) Google Classroom: Teachers will continue to use this for organizing the information and links to resources.
- 2) Edgenuity Software (Grades 6-8): Provides an inclusive platform for a full selection of courses for all required curriculum/courses.
- 3) Accelerate Learning: (Grades K-5) Provides an inclusive platform for a full selection of courses for all required curriculum/courses.
- 4) Digital subscriptions and any required textbooks will be provided by the school.
- 5) ZOOM sessions for individual and small groups of students will be provided by the teacher to help students with tutoring and address questions.
- 6) Email will be utilized regularly between students/parents/teachers

Gier Elementary School

- 1) Google Classroom: Teachers will continue to use this for organizing the information and links to resources.
- 2) Accelerate Learning: (Grades K-5) Provides an inclusive platform for a full selection of courses for all required curriculum.
- 3) Digital subscriptions and any required textbooks will be provided by the school.
- 4) ZOOM sessions for individual and small groups of students will be provided by the teacher to help student with tutoring and address questions.
- 5) Email will be utilized regularly between students/parents/teachers

Bailey Early Childhood Center

Development Kindergarten & Kindergarten Classes

- 1) Google Classroom: Teachers will continue to use this for organizing the information and links to resources.
- 2) Accelerate Learning: (Grade 5) Provides an inclusive platform for a full selection of courses for all required curriculum.
- 3) Digital subscriptions and any required textbooks will be provided by the school.
- 4) ZOOM sessions for individual and small groups of students will be provided by the teacher to help student with tutoring and address questions.
- 5) Email will be utilized regularly between students/parents/teachers

Preschool (GSRP) Classrooms

- 1) Seesaw: Seesaw is a platform for student engagement that inspires students of all ages to do their best, and saves teachers time. Students use creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers find or create activities to share with students. Families only see their child's work and leave comments and encouragement.
- 2) ZOOM sessions with teachers for individual students and small groups of students.
- 3) Email will be utilized regularly between students/parents/teachers.
- 4) This learning plan applies to the Great Start Readiness Program (GSRP).

Materials Needed for K-12 Students

- 1) Electronic Device (Laptop, Chromebook, Tablet, or IPAD): The device must have the following capabilities:
 - Camera within or connected to the device
 - Microphone capacity within or connected to the device
 - Speakers (or) headphones within or connected to the device
 - Connected to the internet
 - **All online students are eligible for a device provided by the school.** Devices will be issued to students in a similar manner to what schools did in the spring. A parent may schedule a time to complete the checkout paperwork and pick up the device directly with the school.
- 2) Internet Connectivity
 - If internet connectivity cannot be established for whatever the reason, the school will provide access to the lessons and content through alternative means. This may include...
 - Pre-loading content directly onto a device (Chromebook, tablet, computer, etc...) for use offline.
 - Pre-loading content onto an electronic storage device (i.e. flash drive) for use offline.
 - Each school has a staff member assigned to help families with internet connectivity solutions.
- 3) Hard copy (ie. paper) Learning Packets can be made available for students without reliable internet connectivity.

- 4) Graphing Calculator (or) Graphing App
 - Students taking Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus
Teachers use a model TI84 when providing instruction.

- 5) The District will make available other required instructional materials as needed. Such materials vary by grade level and subject area; this may include textbooks, books for reading, rulers, dice, etc...

Materials Needed for Preschool Students

The materials needed for preschool students are in development. Children at this age benefit from hands-on projects and interactions with other children and adults to develop their oral language skills. The list of items will be communicated to parents by the classroom teacher.

In-Person Learning @ School

Registration Process for In-Person Learning

Registration is completed online at the district's website, www.hillsdaleschools.org. School offices are open from 8:00-4:00

Facemasks During Phase 4

- All students in grades preK-12 when on a school bus.
- All students in grades preK-12 when using indoor hallways and all other common areas.
- All students in grades 6-12 when in classrooms.
- All students in grades PreK-5, except when students are in their classroom throughout the school day and do not come into close contact with students in another class.



Positive Behavior Supports for Wearing Facemasks

A restorative justice approach should be used for students who are capable of wearing a facemask but do not comply as required.

- Safety and reinforcement of the expectations will be prioritized.
- Parental support will be important for students to hear.
- Progressive discipline may be necessary if non-compliance is a pattern.
- A review should be conducted for students with an IEP who demonstrate continued difficulty maintaining facemask protocol and remote instruction will be considered. This decision will be made collaboratively on an individual basis.

Medical Exemptions for Facemasks

Students unable to wear a face mask for medical reasons will be required to have their physician complete the [face mask exemption form](#) prior to entering a school or bus without a mask. Exempted individuals will be recorded in a master database. A list of exemption individuals will be shared with the staff working directly with each person.

Hand Washing

This is an effective prevention strategy for contraction of the virus as well as many other illnesses. Teachers will schedule frequent hand washing opportunities for students and hand sanitizer available when soap and water are not convenient.

Hand Sanitizer

The district will provide hand sanitizer on all school buses and at many locations throughout the school, including classrooms.

Social Distancing

The schools will implement procedures to create space and allow for social distancing as much as possible. The custodians rearranged desks and removed other furniture that is not essential from many classrooms. We have reassigned some teaching staff from elective courses to provide more classes in the reading/English and mathematics classes. We have also posted for a couple of more teachers to provide smaller class sizes throughout the district.

When to Keep Children Home

Families are encouraged to check their child's temperature at home every morning. Students with a temperature of 100.4 or greater should stay home. Families are discouraged from using fever reducers and then sending children to school.

Families are 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.

Before Leaving the House

Families should plan for the student drop-off process to take extra time each day. Screening will be conducted prior to entering the bus and/or school. Parents should not leave their child until the screening has been completed.

- Students will be considered "present and on time for school" when they are at school waiting for the screening process to be completed.

Screening Students Before Entering the School or Bus

The District will cooperate with the local health department regarding implementing protocols for screening students and staff. A copy of the District's screening and exposure protocols will be submitted to the local health department. The objective of this screening protocol is to keep students and staff healthy so that we can implement school in person.

Student Screening Process

- Screenings are provided by staff trained in the screening protocols.
- Temperature checks utilize a touchless thermometer to measure the forehead. Students with a temperature of 100.4 or greater shall not enter the school or bus.
- The following verbal questions are asked about possible exposure:
 1. Do you have any of these symptoms that are not caused by another condition?
 - Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
 2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? (*Contact is being 6 feet or closer for more than 15 minutes with a person.*)
 3. Have you had a positive COVID-19 test for an active virus in the past 10 days or has a medical professional told you to self-monitor or self-quarantine because of concerns about COVID-19 infection?

Private Vehicles at School:

- Vehicles will be directed to park in designated spaces and remain in the vehicle.
- Students should remain in the vehicle until directed by the school staff member to exit.
- Screening is conducted outside of the school building. It is recommended to conduct the screening in the vehicle or nearby the vehicle.
- Students showing signs/symptoms of COVID-19 shall not enter the school and will remain in the care/supervision of their parents or designee.
- Arrive at School Time: Each school will provide a recommended schedule to provide for staggered arrival times.

Bus Riders:

The goal of these protocols is to maintain bus service as much as possible during this pandemic. During Phase 4, the District will reduce the number of students on each bus route. This will be accomplished by adjusting bus routes and pick up times. A tiered bus route system may be utilized as needed. This means buses will pick up and deliver some students to school and then pick up other students and take them to school.

- All students will be screened before boarding a school bus each day.
- All students will be required to use hand sanitizer before entering the bus.

- All students (Prek-12) must wear facemasks while on the bus.
 - Parents are encouraged to complete the medical exemption process well in advance of the first day of school or the first time a student is scheduled to ride a bus. Only students on the pre-approved list will be able to ride the bus under these conditions.

Walking/Bicycle/Other:

- Screening is conducted outside the school building at a designated location.
- Students showing signs/symptoms of COVID-19 will be directed to a designated location to quarantine. The “During School” protocols will be implemented. Parents are expected to pick up the child in a timely manner.
- Arrive at School Time: 8:00 AM

Staff Screening

- All staff will be required to conduct a health screening protocol prior to coming to work each day and verifying through the form that they are safe to work. This will include taking their temperature.

Visitors (Including Parents) Screening

The school buildings are directed to limit visitors inside the school as much as possible. Many interactions and assistance can be completed using the school’s main entrance. All of the school buildings have a safe/secure main entrance with a service window.

- Face masks are required for all visitors to enter the main entrance area of all schools.
- All visitors entering a school building beyond the main entrance will complete a screening process including a temperature check and screening questions related to symptoms and any known exposures.

Responses When Students Display COVID-19 Symptoms at School

Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (regardless of age), and be placed in the identified quarantine area, and must be picked up immediately by their parent or guardian, emergency contact, or transported by ambulance if clinically unstable.

Symptomatic students sent home from school are directed to follow the guidelines for “return to school/work” developed by the local health department.

Link to health department:

<http://www.bhsj.org/>



Confirmed Cases of COVID-19

The district will cooperate with the local public health department when a confirmed case of COVID-19 is identified. All schools in the district will follow all necessary protocols including collecting the contact information for close contacts while at school of the affected individual from two days before he/she showed symptoms to the time when he/she was last present at the school.

Students/parents will 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.

Additional Resources for Parents

- Jackson Intermediate School District has developed multiple pages of resources for parents and students. Hillsdale Community Schools is a member of the Jackson ISD’s Technology Consortium and as a result, these resources are available. There are some helpful videos explaining how parents can access specific Google Classroom features, how students turn in assignments in Google Classroom and how students can manage computer devices. <https://sites.google.com/jcisid.org/edtech/distance-learning/student-parent-distance-learning>

Required 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.