

# Climax-Scotts Community Schools

## COVID-19 Back to School Preparedness & Response Plan

Version 1.0  
August 10, 2020

Additional information and resources can be found at [www.cssschools.net](http://www.cssschools.net)  
To summarize some key components of the C-S in-person Phase 4 & 5 plan:

1. **Masks/Facial Coverings** - All Pre-K-5th staff and students will be required to wear a mask or facial covering unless a medical clearance by a medical physician is on file. Of course, students will not have to wear a mask while eating and will be spaced as close to 6 feet as possible. Pre-K--5th may remove masks once in classrooms but we will recommend that all students wear them for various classroom activities, such as small group instruction. Masks may be worn on the playground. Any small group instruction in hallways will require a mask or facial covering. Parents are asked to drop students off as close to 8:45 as possible to limit congregating of groups outside while waiting to enter. Parents will be asked to say goodbye to student at door so there is less traffic in hallway. Grades 6-12 will wear masks or facial covering throughout the day unless a medical clearance by a medical physician is on file. Of course, students will not have to wear a mask while eating and will be spaced as close to 6 feet as possible.
2. **Social Distancing** - We are preparing all buildings to utilize social distancing space as close to 6 feet as possible. This is considered a *strong recommendation* from the State of Michigan Roadmap, but hard for any school to make reality at all times. While we cannot guarantee 6 feet of spacing at all times, we will be distancing as close to 6 feet as we possibly can. Our small class sizes align well with maintaining safe social distance guidelines. Again, it is not a requirement from the state's back-to-school document, but one we are trying to make as close to a reality as possible.
3. **Sanitization/Cleaning** - Will be conducted on a regular basis throughout the school day.
4. **Visitors** - No visitors or volunteers in Phase 4.
5. **Staff/Student Illness** - We will be working directly with the Health Department when there is a possible virus exposure or illness. They will guide us in regard to any possible quarantine or tracing.

The Climax-Scotts Return to School Plan is designed to eliminate or greatly reduce flare-ups so we can have students and staff in school. Please help us follow this plan with fidelity! Please read the entire Phase 4 section of the Return to School document.

# Assurances

Climax-Scotts Community School District commits to implement the following as outlined in the Governor's Executive Order 2020-142.

1. The District assures that when it provides in-person instruction to its students without disabilities, the district will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
2. The District assures that when schools are closed to in-person instruction, the district will 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 includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
3. The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it will 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.
4. The District assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
5. The District assures that during Phase 1, 2 or 3 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.
6. The District assures that during Phase 1, 2, or 3 it will suspend athletics, after-school activities, inter-school activities, and busing.
7. The District assures that during Phase 1, 2 or 3 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
8. The District assures that during Phase 4 it will prohibit indoor assemblies that bring together students from more than one classroom.

# INDEX

<b>Personal Protection Equipment (PPE)</b> .....	<b>4</b>
<b>Hygiene</b> .....	<b>4</b>
<b>Spacing, Movement, Access</b> .....	<b>5</b>
<b>Screening Staff &amp; Students</b> .....	<b>6</b>
<b>Testing Protocols</b> .....	<b>6</b>
<b>Food Service, Gatherings, Extra Curricular Activities</b> .....	<b>7</b>
<b>Athletics</b> .....	<b>7</b>
<b>Cleaning</b> .....	<b>8</b>
<b>Busing &amp; Student Transportation</b> .....	<b>8</b>
<b>Medically Vulnerable Students &amp; Staff</b> .....	<b>9</b>
<b>Mental &amp; Social/Emotional Health</b> .....	<b>10</b>
<b>Elementary Drop-Off and Dismissal</b> .....	<b>10</b>
<b>Instruction</b> .....	<b>11</b>
<b>Remote Instruction</b> .....	<b>14</b>
<b>Communication</b> .....	<b>14</b>
<b>Professional Learning &amp; Resources</b> .....	<b>15</b>
<b>Facilities, Hygiene, Movement, Cleaning</b> .....	<b>16</b>
<b>Technology</b> .....	<b>17</b>

## PERSONAL PROTECTION EQUIPMENT (PPE)

### PHASE 1-2-3 \*Closed for in-person

#### CS District and Building Implementation Plan: (Applies to both Phase 4 & 5)

- 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 proximity (2 feet or less) to other students. Students may be asked to wear a mask for small group activities.
- Expectations for the wearing of face coverings will be included in all districts to parent communication about facial coverings included in all handbooks, all student orientations, and all staff orientations. (Aug. 15-Sept 7)
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented.
- Facial coverings should be considered for K-5 students and students with special needs to be worn in the classroom. Facial coverings will be considered for pre-k and students with special needs in hallways and common areas. We will not recommend it in classrooms for children ages 3-4.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by school administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- 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.
- 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. (Completed by Sept 7)

## HYGIENE

### PHASE 1-2-3 \*Closed for in-person

#### CS District and Building Implementation Plan for Phases 4 & 5:

- Every classroom will be supplied with a fixed or portable hand sanitizing station. .
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.

- Each classroom will have a hygiene protocol with timelines that are posted and communicated.
- Teacher will teach students the following on the first day of school and reinforce 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 newsletter(s), web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues by September 7.
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by September 7.
  - Monitor hygiene supplies and refill as needed throughout the day.
  - Sharing school supplies will be limited, and each student will be encouraged to have their own supply box/backpack for materials

## **SPACING, MOVEMENT AND ACCESS**

### **PHASE 1-2-3 Closed for in person**

### **CS District And Building Implementation Plan for Phase(s) 4 & 5**

- Building/facility leaders and custodial staff will walk through each building by August 30 to assess the number of desks, tables, the capacity to physically distance with existing student enrollment and furniture.
- Building/facility leaders have determined what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. The current physical distance plan will accommodate ranges from 3 to 6 feet per classroom.
- Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments by Sept 7.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Restroom sinks will be marked out of order to maintain 3 feet distance between sinks.
- Visitors to the building will check in through the office.
- Only essential visitors (ISD Consultants, State Agency Workers, College Representatives, etc.) will be permitted limited access to interact with students, and only after reviewing and adhering to all safety expectations. Visitors will be required to sign out through the office to document time, purpose, and locations visited in the building.
- Flow of foot traffic may be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.
- If possible, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.

## SCREENING STUDENTS AND STAFF

### CS District and Building Implementation Plan for Phases(s) 4 & 5:

- Teachers and staff must self-screen for COVID-19 symptoms prior to coming to school each day.
- Parents and guardians are strongly encouraged to screen students in their household for COVID-19 symptoms prior to coming to school each day. To learn more about COVID-19 symptoms, see the information from the CDC.
- Visitors will be limited, but will be screened for COVID-19 symptoms upon entry into the office if they will be in other parts of the building.
- Staff, students, and visitors who test positive for COVID-19, or those who are exhibiting COVID-19 symptoms, must stay at home throughout the infection period and cannot return to campus until they have been cleared by their health professional.
- Students who exhibit symptoms of COVID-19 at school will be immediately separated from other students and sent home.
- If any student or staff member at a school tests positive for COVID-19, the district will work with the local health department and follow its quarantine guidance and potential closure of a school.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- School personnel will be in communication with the student/family until test results are provided and verified before the student can return to school.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work. This includes taking their temperature and self-checking for any other Covid-19 symptoms.

## TESTING PROTOCOLS FOR STUDENTS AND RESPONDING TO POSITIVE CASES

### PHASE 1-2-3 \*Closed for in-person

### CS District and Building Implementation Plan for Phases(s) 4 & 5:

- Teachers and staff must self-screen for COVID-19 symptoms prior to coming to school each day.
- Parents and guardians are strongly encouraged to screen students in their household for COVID-19 symptoms prior to coming to school each day. To learn more about COVID-19 symptoms, see the information from the CDC.
- Visitors will be limited but will be screened for COVID-19 symptoms upon entry into the office if they will be in other parts of the building.
- Staff, students, and visitors who test positive for COVID-19, or those who are exhibiting COVID-19 symptoms, must stay at home throughout the infection period and cannot return to campus until they have been cleared by their health professional.

- Students who exhibit symptoms of COVID-19 at school will be immediately separated from other students and sent home.
- If any student or staff member at a school tests positive for COVID-19, the district will work with the local health department and follow its quarantine guidance and potential closure of a school.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- School personnel will be in communication with the student/family until test results are provided and verified before the student can return to school.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work. This includes taking their temperature and self-checking for any other Covid-19 symptoms.

### **FOOD SERVICE, GATHERING AND EXTRA-CURRICULAR ACTIVITIES**

#### **Phase 1-2-3 Closed for in person**

#### **CS District and Building Implementation Plan for Phases(s) 4 & 5:**

- All students will wear masks into the cafeteria and can remove them when eating. They will put them back on when eating is completed. Students will be spaced throughout the cafeteria to maintain social distancing.
- Markings will be put on the floor to designate six-foot distancing as students wait in line in the cafeteria.
- All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.
- At this time no indoor assemblies will be held at the elementary and secondary buildings.
- At the elementary buildings a schedule will be determined for adequately cleaning outside equipment. Face masks will be worn at all times on the playground unless the individual is medically unable. Students will use hand sanitizer before entering the building.
- All field trips are suspended, this will be reviewed as we move to Phase 5.
- All extracurricular activities will require face covering. School dances and events may be held or suspended depending upon recommendations from the local health department.

### **ATHLETICS**

#### **PHASE 1-2-3 \*Closed for in-person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- The Climax-Scotts athletic dept. will continue to be in contact with the MHSAA as the protocols continue to change. The current requirements put forth by the MHSAA will be followed, and recommended guidelines will be taken into consideration and implemented where possible and appropriate. The MHSAA has allowed the use of last year's sports

physicals (2019-20) currently on file in the C-S Athletics department.

## **CLEANING**

**PHASE 1-2-3 closed for in person learning; building will continue to be cleaned**

### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- 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 sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders made to address increased cleaning protocols.
- Cleaning stations will be identified around the building(s) that hold materials for use.
- All classrooms will be provided spray bottles with EPA-approved sanitizer or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning, and students will not be allowed access to the cleaning solutions.
- Each building custodial team and administrator will tour their building and identify areas of frequent use 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.
- Custodial staff will walk the building wiping all high frequency usage areas throughout the day and following any evening activities in the building.
- Students' desks must be wiped down every time students exit the room at the elementary level or after every period at the secondary level with EPA-approved disinfectant or diluted bleach solution. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
- Playground equipment will be routinely cleaned.
- Training on cleaning materials and protocols will be provided to the staff by September 8th. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

## **BUSING AND STUDENT TRANSPORTATION**

**PHASE 1-2-3 \*Closed for in-person**

### **Bussing/Student Transportation**

- Training will be offered to all bus drivers that includes:
  - Appropriate use of face covering
  - Policies regarding face covering
  - Policies regarding hand sanitizing
  - Policies and methods for cleaning and disinfecting
- Students and staff will use hand sanitizer before entering the bus. Hand sanitizer shall be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must 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 shall be made on a case-by-case basis with local public health officials.

- Transportation vehicles shall be cleaned and disinfected before and after every transit route. Children shall not be present when a vehicle is being cleaned.
- Frequently touched surfaces in the vehicle shall be cleaned and disinfected prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and adaptive equipment being transported to schools daily.
- Students who board the bus and exhibit symptoms will be sent to the office upon arrival to school and quarantined; parents/guardians will be called to pick up immediately.
- If a student becomes sick during the day, they must not use group transportation to return home and parents/guardians will be called to pick up immediately. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students until they have been medically cleared to return to work.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, 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.

### **Summary**

- All students and staff will be required to wear a mask unless they are medically unable to do so and have a waiver on file.
- All surfaces will be cleaned and disinfected at least twice daily (prior to morning and afternoon routes)
- All students and staff will be required to use hand sanitizer before entering the bus.

## **MEDICALLY VULNERABLE STUDENTS AND STAFF**

### **PHASE 1-2-3 \*Closed for in-person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- Students with 504 plans and students and supports on their IEP, will follow the district learning plan schedule and be supported in the general education classroom by their special education teacher(s).
- Students who receive speech and language services, occupational therapy, and/or social work services will continue to receive those services.
- Students with medical conditions that will impact their ability to participate in in-person learning should contact Jennifer Chiechi, our Director of Special Education at [jchiechi@csschools.net](mailto:jchiechi@csschools.net) immediately so that an individualized plan can be created for your child.

## **MENTAL AND SOCIAL EMOTIONAL HEALTH**

### **PHASE 1-2-3 closed for in person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- Climax-Scotts believes mental and social-emotional health is a critical and foundational piece to the success of this coming year. Although we understand the “requirements” stated in the roadmap are minimally stated, we wholeheartedly believe this work and intentional planning will make or break every other part of the living-work plan. Therefore, we will elaborate on our plan to support our school community which includes students, families and community, instructional staff, support staff, administration and other school leaders.

#### **Elementary Drop-Off & Dismissal**

- Parents will be required to drop students off as close to 8:45 as possible to limit congregating of groups outside while waiting to enter. Parents will be asked to say goodbye to student at the outside door so there is less traffic in the hallway.
- Parents who pick up will be required to drive through the parking lot with a CS EL issued sheet taped to the rear passenger window with last name. Students will be brought to you as you pull up. The sheets will be issued by CS EI and will act as a sign out. If you do not have a sheet and did not call ahead or send in a note we will ask that you pull into the back-parking lot and approach after others have exited; someone will come to you to determine next steps. Please be certain to plan ahead if you are changing the pick up plan for your student.

#### **Screening and Referral Process to Identify and Support The School Community**

- The Climax-Scotts School District will utilize our Regional Critical Incident Stress Management (CISM) School Team plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed for situations such as the death of a student or staff member.
- Mental health staff will provide all school staff with guidelines for identifying students and families that are at greatest risk. A referral protocol will be shared with staff to ensure rapid response to student concerns. Mental health staff will then make appropriate referrals, provide services, and/or leverage existing supports to meet the needs of the students and their families.

#### **Resources To Support The School Community**

- We will provide regular communication to our school community and parents, *via* a variety of channels: district website, social media channels, and our district all-call. It is important that we provide information about the return to school transition that destigmatizes COVID-19; 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.
- Social worker will act as the primary point of contact for referral to mental health and wellness resources within the community. Social worker will ensure contact is established between district families and these resources and act as a liaison to ensure

services can be accessed by district families. Should barriers to service arise (i.e. transportation, language barriers, etc.) social worker will work with family to resolve these barriers.

- We will maintain a wellness resource page on our website. Our school social worker will create and cultivate content in collaboration with community agencies to ensure the list is comprehensive. The Climax-Scotts School District will compile and regularly update a list of wellness resources available to our school community that can be provided in conjunction with screening activities, and that reference school and community wellness resources. These will be placed on our website so that everyone has quick and easy access to them.

## **INSTRUCTION-GOVERNANCE**

### **PHASE 1-2-3 closed for in person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- Our district's Back to School (BTS) Teaching and Learning Team will be led by our Superintendent. We will include:
  - Principals
  - Counselor/ Social Worker
  - Pre-K-12 Teacher Representatives from our different buildings and grade levels
  - Support Staff Representatives (food service, transportation, administrative assistants, teaching assistants)
  - Board of Education representative
  - Parent representative
- Our group will meet virtually *via* Zoom weekly/bi-weekly. Subgroups may be formed to address specific areas of the plan and will meet as determined through our process.
- Our district will ask stakeholders to provide feedback regarding their experience with online learning through an online survey, as well as an open town hall meeting held *via* Zoom. An invitation for this meeting will be sent to district staff and parents, and will be publicly posted. The survey will be open for a two week period.
- After the results from the survey and town hall are available, our District Work Group will analyze these results to help inform the development of the plan, paying special attention to equity and access for all groups.
- The final Preparedness Plan will be posted on the district's website, and related sections will be included as a supplement to the student and staff handbooks. In the Welcome Back Meeting for staff in August, our district administration will cover the supplemental information in detail and answer questions related to the plan to ensure clarity of expectations and execution.

## **INSTRUCTION IN-PERSON OR HYBRID**

### **Phase 1-2-3 \*Closed for in-person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

#### **In Person Instruction**

- All students and staff will return to school utilizing safety protocols as outlined.
- An emphasis on the use of formative assessment and formative assessment data (teacher observation, teacher reflection, student reflection, student self-assessment, etc..) to inform instruction as we start the year is a priority. Teachers spend considerable time grappling with where students are in their learning and figuring out the next steps for each student.
- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. It is possible CS students will be utilizing an online curriculum to supplement instruction.
- 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.

### **Hybrid Instruction**

Clear expectations have been set around high quality remote and hybrid instruction that include:

- Best practices for blended or remote learning
- Grade-level proficiencies
- Modes of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Pre-K-5 students will attend school every day for face-to-face instruction.
- 6-12 High school students will engage in a hybrid model as described below:
- Alternate scheduling will continue to be analyzed to minimize contact during transition periods.

Monday/Tuesday/Thursday/Friday= face to face instruction

Wednesday = Online instruction/review/Building cleaning

Students will receive instruction both in person and at home online through Google Classroom and/or packets.

Content will align with in-person instructional days for better understanding and guidance of at-home expectations. Teachers can help prepare students for what their at-home days will consist of and preparation for content.

In-person instruction is spread out (M/W/F) to provide students with directions and guidance for at-home work, provide in-person check-in to help with questions, assignments and preparedness for the following remote learning day(s), and reduces the number of remote learning days in a row.

Specific structure and expectations for at-home learning days will be provided by teachers/schools closer to the start date.

- Deep learning and student engagement are top priorities for our instructional vision - whether our learning environment is face-to-face, hybrid, or remote.
- We will continue to use Tier 2 and 3 intervention programs to support student learning . We recognize that additional support may be necessary for students as we determine their needs in the first weeks of school.
- Supporting the social-emotional learning needs of students is necessary for academic success. As a staff we place a heavy emphasis on the [well-being](#) of students and staff to

enable them to meet the significant challenges created by the pandemic and school closures. This includes weekly one-on-one student check-ins by the classroom teacher and/or social worker (elementary) or counselor (secondary) as well as having counseling services available for all students.

#### Special Education:

- Before school starts, students' IEPs and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed in students' needs.
- Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.
- Establishing structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Developing a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

#### Postsecondary Transitions:

In close collaboration with our high school principals, counselors, college advisors and local college access network members, we will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Coordinating efforts with our local college access network, counselors, and college advisors.
- Monitoring the impact and perhaps unintended consequences created by moving to Credit/No Credit for spring 2020. We will ensure all transcripts note the COVID19 closure and any resulting changes in grading.
- Creating measures/processes to identify students who may need additional support.
- Hosting a College and Career Fair that is tentatively scheduled for face-to-face for Spring 2021. Based on the current conditions in the Spring, we may have to move this to a virtual format.

#### Elementary School Schedule and Considerations:

- **Face-to-face class with teacher - every day, full day.**
- **Students stay together as a class and do not mingle with other classes**
  - Tier 1 Instruction in core content provided by classroom teachers
  - Tier 2 support provided by classroom teachers happens here
  - Tier 3 support pushes into the classroom
- **Specials:** Specials schedule: specials teachers travel to classroom - students remain

in place (Music and PE classes will adjust curriculum so they don't involve singing, playing wind instruments, or indoor perspiration)

- **Lunch:** Utilize all tables to socially distance the students as much as possible.
- Preschool children will continue to eat lunch in their classroom.
- **Recess:** Students will wear masks, if medically able.

#### **Jr./Sr. High Schedule and Considerations:**

- **Face-to-face classes with teachers** - every day
- **Hybrid Model-**
  - Pre-K-5 students will attend school every day for face-to-face instruction. (Pre-K Fours is Mon-Thurs; Threes is Tuesday/Thursday AM)
  - 6-12 High school students will engage in a hybrid model as described below:  
Monday/Tuesday/Thursday/Friday= face to face instruction  
Wednesday = Online instruction/review/Building cleaning
- **Scheduling Model** - Alternate scheduling will continue to be analyzed to minimize contact during transition periods.

#### **REMOTE INSTRUCTION**

**Phase 1-2-3 District Implementation- Please see our Continuity of Learning Plan found on our main page @ [www.csschools.net](http://www.csschools.net)**

#### **COMMUNICATION AND FAMILY SUPPORTS**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

Communication Systems:

Based upon community feedback during Spring of 2020, we identified that multiple modes of communication (both one-way and two-way) enabled us to most effectively communicate with our families and students. We used and will continue to use multiple modes including our district website and social media sites, all call, Remind, email and text messaging. As we move forward we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child's return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students. We will use a variety of resources and tools.
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district's remote learning platform(s) effectively and parents have access to the information

- Communicate in a timely manner when it became necessary to modify our modes of instruction

#### Family Partnerships:

We truly value our parents as essential partners in the educational process. Our families and students have experienced many unforeseen challenges and new experiences during the past few months. We expect that we will all continue to face new experiences in the fall and are committed to supporting our students and families. We plan to provide:

- Supports and resources for our families to use at home including specific strategies for supporting their child's learning at home
- Opportunities for parents to build their digital literacy
- Zoom Q&A sessions where parents can interact with teachers to ask questions
- Virtual Superintendent and/or Principal roundtable sessions where parents can engage in informal conversation with school leaders

### PROFESSIONAL LEARNING

#### Phase 1-2-3 closed for in person

#### District and Building and Implementation Plan for Phase(s) 4 & 5:

- Climax-Scotts Professional Learning Plan is centered on ensuring robust and meaningful learning opportunities for staff.
- Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed.
- Opportunity to identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. (Will need to work with data from 2019-20 to share concerns about each student's growth and needs).

#### Resources that Support Professional Learning in these Topics:

##### Well-Being Resources

- COVID-19: [Talking to Children about COVID-19](#), [Helping Children Cope during COVID-19](#), [Educator's Guide to Supporting the Social Emotional Needs of Students: COVID-19 Information](#)
- [Social Emotional Learning](#), [Mindfulness for Children](#)

##### Remote Learning Resources

- [Best Practices for Remote Teaching](#) provides six strategies for working remotely with students
- [Best Practices for Remote Learning in the Content Areas](#), [\(PBIS\) Teaching Matrix for Remote Instruction](#) This provides concrete strategies in a concise rubric that help foster a positive classroom culture in a remote learning context

##### Other Resources

- [Michigan Virtual Remote Learning Training for Teachers](#)

- [Edupaths Professional Development for Educators](#)

## **School PD Calendar TBD**

### **FACILITIES**

**Phase 1-2-3 closed for in person**

**District and Building and Implementation Plan for Phase(s) 4 & 5:**

#### **Handwashing and Hygiene**

- Students and staff will wash/sanitize their hands upon entering their classroom(s).
- Students and staff will cough/sneeze into their elbows or cover with a tissue.
- Students should not share personal items (pencils, markers, etc...) with other students. Personal items should be kept separate from other students.
- Students and staff will be provided opportunities to adequately wash their hands throughout the day. Hand sanitizing stations have also been added to school building hallways and classrooms.

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

- Entrances and exits will be limited at each building. As possible, students and staff shall use up to two entrances and exits during the school day.
- At the elementary, parents will be directed to drive through the parking lot toward the back gym exit to pick up students. A name sheet will be provided to tape in your right rear passenger window and child(ren) will be brought to parents/guardians.
- Desks and tables will be placed as far apart as possible, dependent on the room size and the number of students in the classroom.
- Student desks/tables, as feasible, will face the same direction in the classroom.
- Signage and floor marking will be placed to indicate proper social distancing in common areas (hallways, restrooms, cafeteria, common areas).
- Family members and other guests are not allowed in the school building during school hours except for extenuating circumstances and approved by the District or Building leadership.
  - Guests entering the building will be screened for symptoms, wear a face covering, and wash/sanitize prior to entering.
  - Refusal to adhere to screening, face coverings, and or sanitizing prior to entering may result in removal from the building.
  - Records of non-school personnel or other visitors will be maintained in the building office.
- Students congregating before, during, and after school are strongly discouraged. Students should be dropped off as close to 8:45 (Elementary) & 7:30 (Jr./Sr. High) as possible so they can go directly to their classrooms. (unless you are utilizing Kids Corner).



- Elementary specials will be taught in the classroom as feasible. When students must move to another classroom, the specials classroom must be disinfected before the next class can enter and students will wash/sanitize into and out of the classroom.

### **Cleanng**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned throughout the day with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, art, and other hands-on classrooms will be cleaned after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

### **Lunch, Assemblies, Extracurriculars**

- Indoor assemblies with more than one classroom are prohibited.
- Students will wear masks/facial coverings for outdoor recess unless there is only one class out at a time.

## **BUDGET, FOOD SERVICE, ENROLLMENT & STAFFING**

### **Phase 1-2-3 closed for in person**

#### **District and Building Implementation Plan for Phase(s) 4 & 5:**

- We will continue to maintain our local health department guidelines and requirements for cleaning and sanitizing the kitchen and cafeteria tables; as always, staff will wear proper protective equipment during meal service.
- Additionally, we will practice social distancing and wear face mask/face shields.
- There will be markings on the floor for students to maintain social distancing requirements.
- Hand sanitation stations will be available throughout the cafeteria for required
- Employees will be asked daily on their health status before entering the building.

## **TECHNOLOGY**

### **Phase 1-2-3 closed for in person.**

#### **District Implementation Plan for Phase(s) 4 & 5:**

- We have surveyed families to determine who needs devices. We will pass out devices if needed for remote learning.
- A single point of contact for each building is the building principal in each building.

- All staff will be trained in remote learning platforms as needed for each level.
- Building principals will be the lead points of contact to assist parents and teachers with obtaining technology devices as needed.
- The district will continue to seek out additional supports for parents/guardians as needed for technology assistance
- The district is in the process of determining how many more devices may be needed to ensure that all students who need a device can receive one.
- The district will make every attempt to obtain hotspots for families that need them in the event of a complete closure.