

# Holt Public Schools Return to School Roadmap 2020-2021



Holt Public Schools, in consultation with the Holt Education Association, the Community Task Force, and the Holt Board of Education, developed this Return to School Roadmap to guide our processes and practices during the 2020-21 school year. It heavily references the Michigan Safe Schools Return to School Roadmap developed by the State of Michigan<sup>1</sup>. It also references US Centers for Disease Control (CDC) guidelines and other resources, as listed in the bibliography.

Below is a description of the different pathways through which teaching and learning may happen this year. In all pathways, we seek to capture the Board's mission and vision: Innovate, Educate, and Inspire. Our overall goal is to provide the most robust, safe, and healthy learning experience possible for staff and students at all times. We will ensure our practices, and procedures are designed with common sense and practicability in mind.

We believe all staff and students must have the knowledge and resources to keep themselves safe and healthy. We believe education is for all children, and we must do everything in our power to provide equitable learning opportunities for all students. All policies adopted by the Board of Education of Holt Public Schools are still in effect, albeit adapted to each model.

Holt Public Schools has developed these pathways and guidelines to best adapt and respond to the learning and health needs of our students and staff throughout the 2020-2021 school year. The plans outlined here are designed to mitigate the spread of illness during this unprecedented experience. Our foremost concern is to prioritize health and safety, as well as foster human relationships and social-emotional support. We acknowledge that during this novel experience student, parent, and staff anxiety and stress is high. We hope to be flexible and adaptive in our responses to issues and concerns as they arise and ask for open dialogue and honest feedback as we proceed. These plans also apply to our partner programs, including but not limited to Shared Time, GSRP, and Early College amongst others.

As of July 27<sup>th</sup>, 2020, the Board of Education voted for Holt Public Schools to start the school year remotely (model 1). A subcommittee of the Board of Education, Holt Education association, and administration will continue to meet weekly to further define the criteria for considering reopening for face to face instruction. Updates will be provided to the Board monthly, with an updated recommendation anticipated at the Board of Education meeting on November 9<sup>th</sup>, 2020.

We appreciate the patience of our learning community as we designed these guidelines and processes. Protocols embedded within the Reopening Plan will continue to be updated.

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<sup>1</sup> [https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

## Holt Public Schools Return to School Roadmap *At a Glance*

In all three models:

Remote learning for all or part of the day will be an option for students; We will observe [CDC guidelines](#) to the extent feasible; We will be prepared to toggle to another model of instructional delivery; Standards-based instruction should focus on grade level proficiency, with remediation embedded within instruction; Mental and social-emotional well-being [protocols](#) will be in place (see page 21)

### Model 1: Remote instruction

Holt Public Schools will shift a classroom, building, or the district to 100% remote learning based on one or more of the following criteria:

- State mandate (phases 1-3)
- Confirmed in-district cases
- Local COVID/health data

### Model 2: Face to Face instruction with Stringent Safety Protocols

Holt Public Schools will shift a classroom, building, or the district to the most robust safety protocols based on one or more of the following criteria:

- State phases (phases 4-5)
- Required Personal Protective Equipment is in place
- Local COVID/health data

### Model 3: Face to Face instruction with Minimal Safety Protocols

Holt Public Schools will shift the minimal safety protocols based on the following criteria:

- State phases (phase 6)
- Vaccine is available
- Local COVID/health data

- Schools are not permitted to provide in-person instruction
- School employees and contractors are permitted to be physically present in school, as determined by school administrators.
- We will establish and communicate mental health and social-emotional well-being [guidelines](#) to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams
- We will re-engage with 100% remote instruction per our updated [Remote Learning Guidelines](#) to deliver standards-aligned curricula and high-quality instructional materials.
- We will assess all students during the first few weeks of school to understand where students are academically and inform instructional decisions (if we are remote but still in phases 4 or 5, we may potentially bring students into building in small groups during the school day)

- All schools are permitted to resume in-person instruction with required safety protocols
- All highly recommended state [protocols](#) are implemented
- Short-term dismissals and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes.
- Face coverings will be required of all staff and students at all times (exceptions for medical reasons)
- Additional Personal Protective Equipment and health and safety protocols will be followed (prominent signage, desk shields, face shields, disposable masks, hand sanitizer, and disinfectant spray will be made available)
- Students will be provided transportation if they have face coverings
- There will be specific [protocols](#) for entering and exiting buildings, as well as moving during passing time
- Desks and tables will face forward in all rooms, and students will be seated as far apart as possible
- Robust [plans](#) are designed for when/if a staff member or student becomes ill at school/work
- Instruction will be provided with attention to social distancing and safety protocols, with instructional attention given to specific

- Schools are open for in-person instruction with safety protocols
- Focus will be on hygiene and hand washing
- Signage, hand sanitizer, and disinfectant spray will be in place
- Face coverings will be optional
- Robust [protocols](#) are designed for when/if a staff member or student becomes ill at school/work
- Attention to learning loss specific to at-risk populations

skills necessary to access grade level learning targets

## Definitions

### Face Coverings

Face coverings reduce the risk of transmission in community settings. Information will be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. HPS will require face coverings for all students and staff unless we are in Phase 6. The district will provide disposable masks to all. Shields will be available to wear in addition to masks if requested by staff.



### Hand Sanitizer

Hand sanitizer, containing at least 60% alcohol, will be used by staff and students, as well as hand soap when appropriate. Staff will focus efforts on educating students regarding the importance of frequent and thorough handwashing.




### Clean/Disinfect


In phases 1-3, we will thoroughly clean and disinfect buildings while they are closed to students. In phases 4-5, we will clean and disinfect classrooms and high-traffic areas daily. In phase 6, we will resume typical cleaning procedures. In all phases, disinfecting supplies will be available in classrooms and other public spaces to allow for frequent cleaning of materials.





## Holt Public Schools Return to School Roadmap *Details*

	<b>Model 1: Remote instruction</b>	<b>Model 2: Face to Face instruction with Stringent Safety Protocols</b>	<b>Model 3: Face to Face instruction with Minimal Safety Protocols</b>
<b>Practicing Prevention and Cleaning</b> 	<ul style="list-style-type: none"> <li>Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.</li> <li>We will ensure we have necessary materials and a strong supply chain for cleaning and disinfection supplies</li> <li>Schools will be cleaned and disinfected according to the</li> </ul>	<ul style="list-style-type: none"> <li>Schools are open with health and safety measures in place</li> <li>We will emphasize teaching, reteaching, and modeling of good hygiene, safety, and health <a href="#">protocols</a></li> <li>Classrooms will have all desks/tables facing forward with students sitting as far from each other as possible; all absorbent upholstered surfaces and additional furniture will be removed from the classroom (personal items removed by staff); desk shields will be used by students</li> <li>All students and staff members will wear masks at all times when in the company of others (including riding</li> </ul>	<ul style="list-style-type: none"> <li>Schools are open with reduced safety protocols</li> <li>We will focus on teaching and reinforcing good hygiene measures</li> <li>Hand sanitizer and sanitizing spray will be available</li> <li>Masks will be optional</li> </ul>

	<p><a href="#">CDC School Decision Tree</a></p> <ul style="list-style-type: none"> <li>• Custodial staff are advised to wear surgical masks when performing cleaning duties.</li> </ul>	<p>the bus) unless medically unable or while eating (desk shields still required)</p> <ul style="list-style-type: none"> <li>• Desk shields will be issued to all students PreK-12 to be used during instruction and at lunch.</li> <li>• PreK-6 students will be kept in the same cohort all day with teachers coming to them</li> <li>• Sanitizing supplies will be kept in classrooms; students are expected to wash their hands often and thoroughly, and the students should work together with the teacher to sanitize the rooms periodically throughout the day. A classroom <a href="#">checklist</a> of what is cleaned and how often and by whom will be provided.</li> <li>• Personal items should not be shared in the classroom</li> <li>• Custodians will systematically and frequently check and refill soap and hand sanitizers</li> <li>• Teachers should maintain social distancing between themselves and students as much as possible.</li> <li>• Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.</li> <li>• Signs will be posted throughout the building indicating proper social distancing for lining up in the cafeteria, using the bathrooms, etc. Floors will be clearly marked to indicate where to stand and walking direction in hallways. Waiting areas will have less seating available.</li> <li>• Classroom windows will be opened to increase ventilation (weather permitting).</li> <li>• Students will not all be in the hallway at one time; when students are in the hallway, they are to follow arrows and stay in designated areas. Hallways should be marked for one-way traffic direction whenever possible.</li> <li>• Separate building entrances and exits will be designated and clearly marked.</li> <li>• Frequently touched surfaces will be sanitized daily (computer labs, door handles, etc.) and hand sanitizer will be available</li> <li>• Playground equipment will be sanitized frequently</li> <li>• HVAC will be assessed, and new filters put in as needed</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Every classroom will have hand sanitizer, disinfectant spray, a waste basket, disposable gloves, and paper towel (verified <a href="#">weekly</a>)</li> <li>• Water fountains will be turned off (refillable water bottle stations will be available in all buildings)</li> <li>• Bathrooms will have signage as well as soap and paper towel at all times</li> </ul>	
<b>Supporting Teaching and Learning</b> 	<ul style="list-style-type: none"> <li>• More details regarding remote instruction can be found in the <a href="#">Remote Learning Guidelines</a></li> <li>• Holt Public Schools will coordinate and provide a venue for families to access materials in the fall should we remain in remote learning</li> <li>• All teachers will use Google Classroom to house materials (with access to the Google G Suite for other instructional technology)</li> <li>• All critical materials and student communications should be made through Google Classroom; Parent/family communication through Message Center</li> <li>• Student schedules will be coordinated at the district level and more defined at the building level</li> <li>• Letter grades at the secondary level will be calculated by the teacher of record</li> <li>• Instruction will be standards-based, as well as utilizing district adopted materials</li> <li>• Learning targets will be prioritized; all instructional units will be addressed in some way</li> <li>• Teachers will provide instruction, practice, application, feedback, and assessment on all learning targets</li> <li>• Attendance will be recorded daily</li> <li>• Teachers can work from their physical classroom; typical working</li> </ul>	<ul style="list-style-type: none"> <li>• Holt Public Schools will survey the community to determine which students want to enroll in remote learning for the 20-21 school year regardless of which phase we are in.</li> <li>• Details regarding remote instruction can be found in the <a href="#">Remote Learning Guidelines</a></li> <li>• All teachers will maintain a Google Classroom space in order to be ready to shift to remote instruction at any time; classroom codes, Google Classroom training, Chromebook training, passwords to commonly used platforms should all be shared with families early in the school year.</li> <li>• All critical materials and student communications should be made through Google Classroom; Parent/family communication through Message Center</li> <li>• Upon re-entering school, focus will be on developing community and supporting students who may be in social or emotional distress, as well as routines and procedures related to health, safety, and wellness</li> <li>• Teacher teams, led by teacher leaders, will identify what critical content was missed the prior year and integrate that content into units/learning targets that are a best fit</li> <li>• Teacher teams, led by teacher leaders, will discuss and document plans regarding pacing, feedback, and formative assessment to ensure catch-up growth for at-risk students</li> <li>• Teacher teams, led by teacher leaders, will explore and practice integrating high quality digital tools and resources that are appropriate and sustainable at each grade level in order to</li> </ul>	<ul style="list-style-type: none"> <li>• For students who continue online, more details regarding remote instruction can be found in the <a href="#">Remote Learning Guidelines</a></li> <li>• Return to standard operating procedure, emphasizing sanitizing and hygiene efforts</li> <li>• Staff evaluations will occur unless the state provides guidance otherwise</li> </ul>



	<p>conditions apply</p> <ul style="list-style-type: none"> <li>• Students who are unable to access technology at home will be provided alternative materials</li> <li>• Protocols will be in place to provide social-emotional support, and other supports as needed for each student</li> <li>• Staff evaluations will occur unless the state provides guidance otherwise</li> <li>• Small groups of students may be identified to come in for specific instruction during the school day if we are remote during phases 4 and 5</li> </ul>	<p>increase teacher and student familiarity with online learning.</p> <ul style="list-style-type: none"> <li>• Teachers will design instruction that maximizes social distancing</li> <li>• PreK-6 students will stay in their classroom all day, with specials teachers coming to their classroom. When possible, outdoors learning spaces should be considered.</li> <li>• 7<sup>th</sup>-12<sup>th</sup> grade students will rotate classes, wearing face masks and using desk shields in all classes, and assisting with cleaning of their classrooms periodically.</li> <li>• Staff evaluations will occur unless the state provides guidance otherwise</li> </ul>	
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<p><b>Special Education</b></p> 	<ul style="list-style-type: none"> <li>• Commence online intervention and support services</li> <li>• General and special education teachers will collaborate on delivery methods for assessments and instruction as outlined in IEPs.</li> <li>• We will consider students' accessibility needs and provide assistive technologies, where possible.</li> <li>• Students whose IEPs indicate a need for a special education program or related service (ie: CI program, resource program, OT, PT, Speech, etc. including students with pending initial evaluations), will have an amendment or contingency learning plan if the IEP cannot be fully implemented.</li> <li>• <a href="#">Q and A document</a> provided by the Special Education department</li> </ul>	<ul style="list-style-type: none"> <li>• We will revise students' IEPs 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.</li> <li>• We will provide clarity on the continuum of supports students will receive to all teachers.</li> <li>• We will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs.</li> <li>• We will conduct a review of each student's IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated programs and services (ie: CI program resource program, OT, PT, Speech etc.) while school buildings were closed.</li> <li>• <a href="#">Q and A document</a> provided by the Special Education department</li> </ul>	<ul style="list-style-type: none"> <li>• Resume standard protocols</li> </ul>
<p><b>Technology</b></p> 	<ul style="list-style-type: none"> <li>• We will work with families to ensure that all students have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork</li> <li>• The Technology department will provide <a href="#">help desk supports</a> to families and staff for devices and district software</li> <li>• The building will provide families with support for replacement of devices or teacher-provided materials</li> <li>• Technology teacher-leaders will be the point-of-contact in each building for the technology department in terms of device deployment and support</li> <li>• Technology teacher-leaders will support the instructional technology</li> </ul>	<ul style="list-style-type: none"> <li>• Principals will need to be prepared to deploy devices to students who indicate they need them within 48 hours</li> <li>• All AUPs/emergency forms should be completed in PowerSchool as soon as school starts</li> <li>• Principals will collect information regarding which families will need a device and possibly a cellular Hotspot (working collaboratively with the Technology Department)</li> <li>• Principals will ensure teachers have time to learn about, practice, discuss, and collaborate around Google Classroom and PowerSchool Power Teacher Gradebook</li> <li>• Teaching staff will communicate Google Classroom log-in information (Class Code) to students and families early in the year, as well as communicate information regarding any other platforms teachers will want students to</li> </ul>	<ul style="list-style-type: none"> <li>• Resume standard protocols</li> </ul>



	<p>questions from building staff as well as grow staff comfort level with digital tools</p> <ul style="list-style-type: none"> <li>• Devices will be deployed to students prior to remote instruction beginning if possible (within the 48 hour timeframe if given notice)</li> <li>• Instructional technology PD will continue to be provided by the ISD, as well as at the building level</li> <li>• Technology teacher leaders will develop a safe process to deploy and collect devices</li> <li>• The Technology Department will support the documentation and management of devices and work with building staff to replace or repair devices</li> <li>• The Technology Department will monitor content filters and device use</li> <li>• The Technology Department and building administrators will work with staff to ensure all staff have appropriate and necessary technology</li> <li>• All students TK-12 will have a working sign on and password</li> <li>• All students 3-12 will have a unique password</li> <li>• All students 5-12 will have email they can access, with 5-8 only being able to send and receive email with internal senders.</li> </ul>	access	
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<p><b>Transporting Students</b></p> 	<ul style="list-style-type: none"> <li>• All busing operations are suspended other than supporting food service or the delivery of materials to students</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be required to wear a mask on the bus, if they don't have one, one will be provided.</li> <li>• Students will need to use hand sanitizer as they enter the bus</li> <li>• Bus drivers will wear masks or face shields</li> <li>• Weather permitting, bus windows will be down to increase ventilation</li> <li>• Vehicles will be cleaned and disinfected after morning and afternoon routes</li> <li>• Students will be spread out as much as possible on the bus; buses will be loaded back to front and unloaded front to back when feasible</li> <li>• Field trips are discontinued</li> <li>• Students lining up for the bus should remain safely distanced from one another per building <a href="#">protocols</a></li> </ul>	<ul style="list-style-type: none"> <li>• Resuming standard operating procedures</li> <li>• Students and drivers may wear a mask</li> <li>• Hand sanitizer will be available</li> <li>• Frequently touched surfaces will be sanitized daily</li> </ul>
<p><b>Entering School Buildings and Transitions</b></p> 	<ul style="list-style-type: none"> <li>• School buildings are closed</li> <li>• School employees and contractors are permitted to be physically present in school, as determined by school administrators.</li> <li>• District leaders will determine roles, responsibilities, and reporting requirements for all staff, refraining from blanket reporting requirements</li> <li>• District /school leaders will leverage virtual tools and platforms if possible to conduct business and keep in-person reporting to a minimum during school closures</li> </ul>	<ul style="list-style-type: none"> <li>• Separate building entrances and exits will be designated and clearly marked per building <a href="#">protocols</a></li> <li>• Principals will design entrance and exit procedures, in collaboration with facilities and transportation, that support their unique building layout and needs</li> <li>• Students may not line up outside of the building</li> <li>• Building will post opening times</li> <li>• Students will go straight to their classroom/1<sup>st</sup> hour</li> <li>• No lockers will be issued for the 20-21 school year</li> <li>• Support staff/security will monitor classrooms and hallways</li> <li>• Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.</li> <li>• Staff and students will follow signs in hallways and entrances regarding appropriate places to stand, line up, wait, etc.</li> <li>• Hallways will be designated one-way or have markings indicating where to walk</li> <li>• Students will have staggered release and entrance times to ensure not all students are in the hall at the same time</li> </ul>	<ul style="list-style-type: none"> <li>• We will follow our standard operating procedure</li> </ul>

## Serving Meals



- Details available through our [Food Service Protocols](#)
- Students who are not present in school, but learning will be provided with school meals (Breakfast/Lunch)
- Meals will be packaged in a box containing 5 days' worth of meals
- Distribution will take place weekly, on Monday, at HHS Main Campus from the Main Kitchen time 12:00pm to 01:45pm
- Parents will preregister for a meal box (this will help to reduce waste & shortages)
- Staff will utilize a roster to check that the box was claimed. It is important to note that the student will be charged for 5 days of meals based on their account code (Free/Reduced/Paid)

- Details below available in our [Food Service Protocols](#)

### K-6 Buildings

- Breakfast in the classroom
- Staff will have bins with breakfasts no later than 8:10 a.m.
- Students will get a breakfast once their teacher is present
- Breakfast serving times 8:25 a.m.-8:40 a.m.
- At 8:40 a.m., kitchen staff will retrieve the bins and clip boards from outside the classroom door
- The building office will be provided 5 meals for late arrivals
- Offices will also have food pantry bins for late arrival students to have a breakfast item
- Lunch will be delivered to classrooms and can be eaten there or outside (per building decision)
- Classrooms and hallways will be supervised by support staff
- Lunch menu will offer one entrée choice, vegetable, fruit and a milk.
- Milk & condiments will be given by the cashier and/or Food Service Support staff
- No uneaten food is to be returned to the kitchen.
- Hand sanitizer will be required before entering PIN numbers
- There will be **NO SNACK BAR** for the start of the school year

### Junior High and High School


- Breakfast will be a grab-and-go model
- Breakfast and lunch will be served in the cafeteria/commons with indicated social distancing and seating
- Breakfast serving times (strictly enforced) 7:15 a.m.-7:35 a.m.
- Hand sanitizer will be required before entering PIN numbers
- Offices will also have food pantry bins for late arrival students to have a breakfast item
- There will be **NO NUTRITION BREAK**
- Students will wear masks when not eating and use their desk shields when eating
- No salad bar; lunch menu will offer one entrée choice, vegetable, fruit and a milk.
- Milk & condiments will be distributed by the cashier and/or Food Service Support staff


### Meals for Students Learning from Home

- Students who are enrolled in remote learning will be provided with school meals

- Students will eat breakfast & lunch in the Cafeteria
- There will be little change to the student serving line
- Snack bars will be open
- Products will be prepackaged
- Lunch times will be staggered

		<ul style="list-style-type: none"><li>▪ Meals will be packaged in a box containing 5 days' worth of meals</li><li>▪ Distribution will take place on Monday at HHS Main Campus from the Main Kitchen, noon-1:45 p.m.</li><li>▪ Parents will preregister for a meal box</li></ul>	
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<p><b>Group Gatherings</b></p>  <p><b>Extra-Curricular Activities, Assemblies, and Athletics</b></p>	<ul style="list-style-type: none"> <li>• All inter-school and after school activities must follow the guidelines of the most recent Executive order.</li> <li>• All athletics must follow the guidelines of the most recent Executive order.</li> <li>• All performances must follow the guidelines of the most recent Executive order.</li> <li>• Meetings or other gatherings must be held outdoors or digitally, following the guidelines of the most recent Executive order.</li> <li>• Specific decisions regarding athletics will come from the District as conditions are evaluated</li> </ul>	<ul style="list-style-type: none"> <li>• Students, teachers, and staff will wash hands before and after every gathering.</li> <li>• No indoor assemblies</li> <li>• Extracurricular gatherings of more than 50 people are suspended.</li> <li>• Off-site events that require bus transportation to an indoor location are suspended.</li> <li>• Recess will be conducted outside whenever possible with appropriate safe distancing and cohorting of students; students will wear masks in the company of others.</li> <li>• Extracurricular activities may continue with the use of facial coverings and appropriate safe distancing if conducted outdoors.</li> <li>• Comply with all guidance published by <a href="#">Michigan High School Athletic Association (MHSAA)</a> and the National Federation of State High School Associations (NFHS).</li> <li>• Every participant should confirm that they are healthy and without symptoms prior to any practice, event, or other gathering.</li> <li>• All equipment must be disinfected before and after use.</li> <li>• Inter-school competitions may be held outdoors provided that facial coverings are worn while using district transportation.</li> <li>• Buses must be cleaned and disinfected before and after every use</li> <li>• Up to 50 spectators are allowed at outdoor events provided that observers use facial coverings and maintain safe distancing at all times.</li> <li>• No spectators allowed at indoor events.</li> <li>• Venue entry and exit points must be managed to maintain safe distancing</li> <li>• Each participant must use a water bottle clearly marked for their exclusive use.</li> <li>• There should be no sharing of equipment; handshakes, fist bumps, and other unnecessary contact must not occur.</li> <li>• Physical conditioning activities that require shared equipment and use of indoor weight rooms are suspended.</li> <li>• Outdoor physical conditioning activities are</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Standard Operating Procedures</li> </ul>
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		allowed while maintaining safe distancing.	
<b>Child Care</b> 	<ul style="list-style-type: none"> <li>• Childcare programs would be suspended if the county is in Phase 1-3, and per state guidelines</li> <li>• We may be required to offer childcare per state guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Please see the Reopening Plan found here for information on the Reopening of Childcare:</li> <li>• <a href="https://www.hpsk12.net/downloads/covid-19/hps.cc.ecc-covid-19_preparedness_response_plan.pdf">https://www.hpsk12.net/downloads/covid-19/hps.cc.ecc-covid-19_preparedness_response_plan.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>• Resume business as usual</li> </ul>

**Protecting  
Vulnerable  
Populations**



- HPS will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will have N95 masks.
- Whenever possible, we will minimize face-to-face contact and to allow staff to maintain a distance of six feet from others, and/or modify job responsibilities that limit exposure risk.

## Mental health

- We will follow a mental health and social-emotional wellbeing [protocol](#)
- In all models, mental health and social-emotional well-being will be part of daily discussions and informal screening in the classroom.
- Screening instructions will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- We will establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams.
- We 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, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- We will establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member);and compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- We will establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- We will provide resources for staff self-care, including resiliency strategies.
- We will designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- We will leverage [MDE resources for student and staff mental health and wellness support](#).
- We will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- We will communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - We will work to destigmatize COVID-19
  - We will work to understand normal behavioral responses to crises.
  - We will put in place general best practices of talking through trauma with children.
  - We will support positive self-care strategies that promote health and wellness.



<b>Personnel, Finance, and Pupil Accounting</b>	<ul style="list-style-type: none"> <li>• The district will revisit job duties and responsibilities</li> <li>• The district will redeploy underutilized staff to serve core needs.</li> </ul>	<ul style="list-style-type: none"> <li>• The district will revisit job duties and responsibilities</li> <li>• The district will recruit, interview and hire new staff as is needed to fulfill all staffing obligations</li> <li>• Communicate any student enrollment or attendance policy changes with school staff and families.</li> <li>• Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).</li> <li>• Review EduStaff substitute teacher data as provided and discuss possible substitute teacher needs for the school year</li> <li>• Build and send back-to-school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all decisions and procedures.</li> <li>• Verify that student and staff handbooks are ready for distribution and/or are available digitally.</li> <li>• Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.</li> <li>• Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.</li> <li>• If staff get sick develop a <a href="#">plan</a> for how to respond regarding subs and using sick time for quarantine</li> </ul>	<ul style="list-style-type: none"> <li>• Resume standard operating procedures</li> </ul>
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**When a Child,  
Staff Member,  
or Visitor  
Becomes Sick  
at School**



- Holt Public Schools will cooperate with the local public health department regarding implementing [protocols](#) for screening and responding to ill students and staff
- Every school will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area until they can be picked up and transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will 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 should stay home.
- An electronic monitoring form for screening employees will be used every morning upon entry to the building
- Families will 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 stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families will 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.
- Families 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.
- 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.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure.
- Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Holt Public Schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

**Communication Plan**

Model 1: Remote instruction	Model 2: Face to Face instruction with Stringent Safety Protocols	Model 3: Face to Face instruction with Minimal Safety Protocols
Regardless of model, the district will send a formal communication to all families outlining the plan and how we are launching in the fall, alongside other pertinent information (PPE and safety guidelines, educational requirements and guidelines, and how to get updated information throughout the whole school year. The communication will also need to remind families that remote instruction this fall will be very different from Spring emergency remote learning (attendance, grades, etc.).		
<ul style="list-style-type: none"> <li>• Question and Answer documents for staff will be maintained and updated in the <a href="#">District Google Classroom</a> (code: jlkdxbc)</li> <li>• Question and Answer documents for the community will be posted to the <a href="#">website</a> and updated weekly</li> <li>• Peek of the Week emails will contain weekly community updates, as well as comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.</li> <li>• Central Office will send weekly updates to staff regarding all departments and house those updates in the District Google Classroom</li> <li>• Central Office will meet bi-weekly with local public health officials</li> <li>• Staff members will communicate weekly through a chain of communication outlined in the <a href="#">Remote Learning Guidelines</a></li> <li>• Training materials for families regarding access to online platforms and technology will be available on the website and sent out to all families</li> <li>• Support materials will be available to families regarding digital literacy and how to support learning at home via our district <a href="#">website</a></li> <li>• Building Principals will coordinate time for families to pick up materials, including technology and classroom supplies</li> <li>• Communicate any student enrollment or attendance policy changes with school staff and families.</li> <li>• A subcommittee of the Board of Education, Holt Education association, and administration will continue to meet weekly to further define the criteria for</li> </ul>	<ul style="list-style-type: none"> <li>• Crisis Intervention Team will meet periodically and minutes will be sent to staff</li> <li>• School schedules and protocols for transportation, entering the buildings, lunches, and passing times will be available through the district website for families and maintained on the Building or District Google Classroom for staff</li> <li>• All school schedules and protocols for transportation, entering the buildings, lunches, and passing times will be shared digitally through our district messaging system to all staff and families</li> <li>• Peek of the Week emails will contain weekly community updates, as well as comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.</li> <li>• Information regarding teaching, learning, and assessment will be shared with staff and families as well as housed on the website and District Google Classroom</li> <li>• Community Feedback group will meet monthly with the Superintendent</li> <li>• Training materials for access to online platforms and technology will be available on the <a href="#">website</a> and sent out to all families</li> <li>• <a href="#">Protocols</a> for if/when a staff member or student get sick are shared with the community</li> <li>• Communicate any student enrollment or attendance policy changes with school staff and families.</li> <li>• <a href="#">Guidelines</a> for maintaining remote learning for families who elect to stay online</li> </ul>	<ul style="list-style-type: none"> <li>• Crisis Intervention Team will meet periodically and minutes will be sent to staff</li> <li>• District Leadership team will meet to reflect on the Return to School plan and provide feedback, make changes, and communicate with other stakeholders for future reference</li> <li>• Community Feedback group will meet monthly with the Superintendent</li> </ul>

considering reopening for face to face instruction. An update will be presented to the Board of Education on November 9 <sup>th</sup> , 2020.		
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Per guidance from the state, “District leaders will determine roles, responsibilities, and reporting requirements for all staff, refraining from blanket reporting requirements” while in Phases 1-3 and/or remote learning. Below is an overview of job duties. Unless otherwise stated, **typical contracted job duties apply during remote learning**. For the fall session of remote learning, unless otherwise indicated by the Governor or a staff member’s direct supervisor, all staff are expected to report to the building.

Job Duty clarification during Remote Learning	
Classroom teachers (See <a href="#">Remote Learning Guidelines</a> )	<ul style="list-style-type: none"> <li>• Become comfortable/fluent with the use of Google Classroom as the platform from which to launch remote learning</li> <li>• Building principal has access to all Google Classroom codes</li> <li>• Post and follow weekly learning plan that follows the building schedule before the start of school day on Monday</li> <li>• Become familiar with priority targets</li> <li>• Communicate to principals students who disengage during remote instruction</li> <li>• Communicate with all families weekly</li> <li>• Daily Student Interactions (provide feedback and check in, post online materials, host office hours)</li> <li>• Maintain attendance records daily</li> <li>• Provide instruction on priority standards (and other identified standards if time)</li> <li>• Offer live/synchronous instruction regularly</li> <li>• Provide recorded instruction regularly</li> <li>• Provide formative and summative feedback regularly</li> <li>• Attend staff/department meetings as scheduled</li> <li>• Teachers will have access to building and are expected to report on-site on a weekly basis.</li> <li>• Creation and scoring of alternate materials</li> <li>• Support the process of distributing materials to students (designed at the building level)</li> <li>• Provide summative record of student learning on the report card/in the digital grade book per the typical routine</li> </ul>
Teacher Leaders	<ul style="list-style-type: none"> <li>• Work with instructional coaches to clarify standards for each unit</li> <li>• Work with instructional coaches to identify ways to integrate lost learning into grade level targets</li> <li>• Communicate with grade level/department</li> <li>• Support the development of instructional materials and assessments</li> <li>• Attend leadership meetings as scheduled</li> </ul>
Technology Teacher Leaders	<ul style="list-style-type: none"> <li>• Work with Curriculum Office and the building principal to develop a process for distribution and collection of devices</li> <li>• Work with staff to develop familiarity with online platforms and instructional tools</li> <li>• Support staff in responding to basic questions from families regarding using Google Classroom</li> <li>• Support device and other technology replacements at the building level</li> <li>• Work with the Technology Department to ensure all students have a device and connectivity and know how to get tech support when needed</li> </ul>

Para Professionals	<ul style="list-style-type: none"> <li>• Work with the students/families as assigned</li> <li>• Reach out to general ed teaching staff to offer support and communicate what support you are offering to students</li> <li>• Mental Health and Wellness focus: all support staff, alongside counselors and social workers, should check in with students, and communicate important, relevant information to classroom teachers</li> <li>• Volunteer to support other building, student, or staff needs</li> <li>• Attend Google Meetings with their student or classroom</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>• Specific guidance will be coming from the Director</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• Specific guidance will be coming from the Director</li> </ul>
Secretaries	<ul style="list-style-type: none"> <li>• Continue typical job duties</li> </ul>
Building Administrators	<ul style="list-style-type: none"> <li>• Clearly define staff expectations (as outlined in the student schedule designed each day)</li> <li>• Develop some process for providing support and feedback to teachers</li> <li>• Evaluate staff</li> <li>• Communicate with all staff</li> <li>• Coordinate job duties of all building staff</li> <li>• Communicate with students/parents (respond to questions, etc.)</li> <li>• Provide guidance to families regarding what to expect during remote learning and how best to support their students at home</li> <li>• Coordinate (with tech leader) deployment of devices and the supporting of staff in learning online platforms</li> <li>• Coordinate deployment of paper materials</li> <li>• Coordinate (with instructional coaches and teacher leaders) development of targets and instructional materials</li> <li>• Support staff in the learning of online platforms and development of instruction and assessment</li> </ul>
District Administrators and Directors	<ul style="list-style-type: none"> <li>• Coordinate vision and continuous learning that aligns with state requirements</li> <li>• Communicate with all staff and community</li> <li>• Support steps in implementing continuous learning</li> <li>• Communicate with all members departments</li> <li>• Support members on what work is essential/can be done during this time</li> <li>• Coordinate job duties of all building staff</li> </ul>
Facilities/Custodial Staff	<ul style="list-style-type: none"> <li>• Follow daily and weekly cleaning protocols as defined by the Director of facilities</li> <li>• Support building health protocols</li> <li>• Continue to sanitize areas used by teaching, administration, secretarial staff, food service areas</li> <li>• Continue working on project lists as needed (painting of sheds, classrooms, halls)</li> </ul>
Mental Health support (Social Workers, Counselors, School Psychologists, Deans when appropriate)	<ul style="list-style-type: none"> <li>• Work with the students/families you worked with before</li> <li>• Reach out to general ed teaching staff to offer support and communicate what support you are offering to students</li> <li>• Mental Health and Wellness focus: all support staff, alongside counselors and social workers, should check in with students, and communicate important, relevant information to classroom teachers</li> <li>• Support the work of the mental health section listed earlier in this document (including the linked protocol) and the remote</li> </ul>

	learning guidelines
Deans, Academic Interventionists, MTSS coordinators, and other MTSS support personnel	<ul style="list-style-type: none"> <li>• Instructional Coaches: Work with teacher leaders/all teachers to develop targets and instructional resources for continuous learning</li> <li>• Work with the students/families you worked with before</li> <li>• Reach out to general ed teaching staff to offer support and communicate what support you are offering to students</li> <li>• Mental Health and Wellness focus: all support staff, alongside counselors and social workers, should check in with students, and communicate important, relevant information to classroom teachers</li> <li>• Support principal with students who disengage during remote instruction</li> <li>• Staff (At-Risk and Title) must have a caseload identified that they are providing support for academics/behavior.</li> </ul>
Child Care	<ul style="list-style-type: none"> <li>• See published guidelines</li> </ul>
Technology Department	<ul style="list-style-type: none"> <li>• Support families with technology questions</li> <li>• Daily attention to the district website as communication to families</li> <li>• Support distribution of devices, hotspots, and flash drives as needed</li> <li>• Work with families to problem solve around connectivity issues</li> </ul>

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