

Mancelona Public Schools **COVID-19** Return to Learn & Continuity of Services Plan

(Executive Order 2020-142 District Preparedness Plan Template
originally named Preparedness and Response Plan)

Revised 1/25/2024

Name of District: Mancelona Public Schools

Address of District: 112 St. Johns Avenue, Mancelona, MI 49659

District Code Number: 05070

Web Address of the District: mancelonaschools.org

Name of Intermediate School District: Northwest Education Services

8/11/20 Board approved plan originally titled COVID 19 Preparedness and Response Plan

11/30/21 Conducted Public Survey – ESSER Plan Use of Funds

7/12/22 Board of Education ESSER funds discussion and public comment

8/9/22 Board of Education – Deputy John Morris-school safety and mental health discussion

Fall 2022 CIS Needs Assessment Parent & Staff survey

11/4/22 Board of Education – Pami Sprague school safety, MICIP and mental health update

12/5/23 Admin meeting to discuss CIS Needs Assessment Parent & Staff survey results to drive funding decisions

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

Requirements from the Michigan Return to School Roadmap

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

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

- Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet.

District and Building Implementation Plan:

The district plans to use a hybrid model of instruction using the online learning platform OTUS as the primary mode of instruction. For those students who do not have a device, the district will provide devices. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc.) will be made available to families who do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (e.g., virtual meeting, email, Remind, Class DoJo, etc.) or through weekly phone calls. For students with technology access, teachers will also communicate multiple times each week with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology or by phone or text.

For students with technology access, content will be delivered through the online platform, (i.e., OTUS). Teachers will be accessible for synchronous instruction (e.g., virtual meetings/office hours) and asynchronous instruction (e.g., pre-made videos/lessons, etc.). For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to students who do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within OTUS. Teachers will provide feedback to students on assignments through OTUS as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected during meal distribution. Teachers will review the

instructional packet and provide feedback to the student during their weekly communication (e.g., phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work, as needed, along with examples to support student learning. An example of this may be providing a student who is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up, if needed. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use OTUS to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (e.g., Communities in Schools of Northwest Michigan, Ironmen Health Center, DHHS, CMH, ISD supports, etc.)

Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Throughout Phases 1-3, Mancelona Public Schools will also implement the required and strongly recommended items (not covered above) from the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap document (p 15-20) related to the daycare center, food distribution, and Mental and Social-Emotional Wellbeing.

Requirements from the Michigan Return to School Roadmap

The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. Face Coverings (p. 22)

- Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated.

District and Building Implementation Plan:

- The expectations for wearing face coverings and how to obtain clean face coverings will be posted on the district website.
- 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.
- Fabric face coverings will be the responsibility of students and staff and are to be washed on a daily basis.
- Disposable masks will also be available for students/staff to use if a fabric mask is not available.
- Fabric and clear face coverings may be provided to preK-5 teachers with an option to wear either one during instruction. Any other teacher may also request a clear face covering if they are unable to wear a mask.
- Individuals (staff or students) who claim medical exemption will need to meet with the principal to provide rationale and documentation. Individuals with proper medical documentation will meet with the principal and be required to wear a face shield in lieu of a mask.
- 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 and asked to put on the face covering.
- If the student refuses to comply with the face covering requirement, parents will be notified and the student may be removed from the school building. The student will participate in remote instruction until the student agrees to participate with the safety protocol.
- 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 (e.g., 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.

2. Hygiene (p. 22-23)

- Please describe how the district will implement the **requirements** for hygiene protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Every classroom will be supplied with a fixed handwashing station or hand sanitizer.
- Supplies in the classroom (e.g., paper towels, soap, hand sanitizer, tissues, trash receptacles, etc.) will be checked daily and restocked as needed.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted. It will include:
 - Hand-washing schedule (every 2-3 hours and after changing classrooms)
 - Room and materials cleaning schedule
- On the first day of school with frequent reinforcement (this may be done via video), the teacher or other professional will teach students:
 - Proper handwashing
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Custodial staff will:
 - Procure adequate soap, hand sanitizer, paper towels, tissues throughout the year
 - Post signage related to cleaning and hygiene strategies in each room, restroom, and throughout the hallways
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader
- Students will have their own materials and sharing school supplies will be limited. Students' supplies and personal belongings will be separated from other students' items. Any items that must be shared will be disinfected between use.

3. Cleaning (p. 27)

- Please describe how the district will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period.
- 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.

- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff will wear proper PPE when performing all cleaning activities.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, a face shield, and gloves in order to address new cleaning protocols.

4.Athletics (p. 27)

- Please describe how the district will implement the **requirements** for athletics protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Athletic and extracurricular activities will follow the MI Safe Schools Return to School Roadmap and MHSAA guidelines.
- The district plan will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Spectators will be allowed provided that facial coverings are used by observers and six feet of social distancing is maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- In Phase 4, indoor weight rooms and physical conditioning activities that require shared equipment will be suspended. Outdoor physical conditioning activities will be allowed while maintaining social distancing. **In Phase 5**, indoor weight rooms and physical conditioning activities will be allowed with safety protocols in place.
- In Phase 4, large scale indoor spectator events will be suspended. Large scale outdoor spectator or stadium events will be limited to 100 people, and people not part of the same household will maintain six feet of distance from one another. **In Phase 5**, indoor spectator events will be allowed with up to 50 spectators. Large scale outdoor spectator or stadium events will be limited to 250 spectators with safety protocols in place.

5. Screening (p. 24)

- Please describe how the district will implement the **requirements** for screening protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Families are encouraged to check their child's temperature at home every morning before sending them to school or on the bus. Any students with COVID-19 symptoms should be kept home.
- All school staff will be required to conduct daily self-examinations, including a temperature check, prior to coming to work. Staff will verify (through a Google form) that they are safe to work. If staff exhibit any symptoms, they should stay home.
- Each school building will identify a room to serve as an isolation area. This room will be outfitted with appropriate PPE.
- Each building will have staff available to monitor potentially infected students.
- Symptomatic students will remain in the quarantine area with a mask until they can be picked up by a parent. Students sent home from school should be kept home until they have tested negative for COVID-19 or until they have completely recovered according to CDC guidelines.
- Parent communication will be made with directions on where and how to pick up the student.
- A designated person will contact the student/family periodically after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through WillSub.

6. Testing (p. 25-26)

- Please describe how the district will implement the **requirements** for testing protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students or staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.

- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families 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 diagnosed case of COVID-19, immediate efforts will be made to contact anyone who has spent more than 15 minutes within six feet of the ill person so he/she can be quarantined for 10 days at home. Students and staff will continue monitoring for symptoms of COVID-19 and may seek testing if symptoms develop.
- Any student with symptoms of COVID-19 will be sent home and can return based on Health Department guidelines.
- If a teacher has symptoms of COVID-19, he/she will also be sent home and can return based on Health Department guidelines. The room needs to be vacated for 24 hours and cleaned.
- All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- Positive tests for COVID-19 for staff members will result in a required quarantine away from school based on Health Department guidelines.

7. Busing and Student Transportation (p. 28)

- Please describe how the district will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap*.

District and Building Implementation Plan:

- Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus.
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily. This will be noted in the cleaning log.
- A plan will be created for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, he/she will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, he/she will follow protocols for sick staff outlined above and will not return to drive students.

- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, and if safe and appropriate to do so, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation.
- A weekly meeting will be held with district transportation.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs will be maintained.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Students are the responsibility of their parents/family until they enter the bus. Students without masks will not be permitted to ride the bus and will be sent back to the home to be received by the parents/family.

Additional Items:

Mancelona Public Schools will also comply with Required, Strongly Recommended, and Recommended protocols for Spacing, Movement, and Access, Food Service, Gathering, and Extracurricular Activities, Medically Vulnerable Students and Staff, Mental and Social-Emotional Health, Governance, Instruction, Communications and Family Supports, Professional Learning, Facilities, Budget, Food Service, Enrollment, and Staffing, Technology, and Transportation. Please see the attached documents for additional information regarding these topics.

Requirements from the Michigan Return to School Roadmap

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

Mancelona Public Schools will follow the same policies and procedures in Phase 5 as Phase 4, with exceptions noted.

- Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

All highly recommended protocols will be implemented.

- Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

All highly recommended protocols will be implemented.

Requirements from the Michigan Return to School Roadmap

After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Mancelona Public Schools will not exclude any protocols that are highly recommended in Phase 4.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 11, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [\[Google.doc Link\]](#)

Link to the approved Plan posted on the District/PSA/nonpublic school website:

mancelonaschools.org

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

Name of District Leader Submitting Plan: Jeffery DiRosa, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020

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

MPS Continuing Continuity of Learning Plan

1. INTEGRATE ONLINE PLATFORM IN COURSES

Utilize an online learning platform to compliment traditional classroom instruction. OTUS is the designated platform. Make the platform a part of the daily classroom routine.

2. ASSESS STUDENT CONNECTIVITY

At the earliest time possible, determine what students have the technological capabilities to consistently participate. A technology survey will be added to the emergency form. For unable to connect, see #9.

3. EDUCATE FAMILIES

Families need to be communicated with in regards to online learning and how it works. The family role is to provide the time and space for students to work at home. While there may be some flexibility, there still needs to be accountability.

4. EXPECTATIONS

Students should be using the platform and understand how their work transfers into the grade book and helps advance them in school. Teachers will monitor effort, document and share with building office personnel, see #10.

5. FEEDBACK

Grades and/or credit will be given for work completed online. These will be entered into PowerSchool. Alternate work will also be graded/recorded.

6. MIXED MODEL

Transitions away from traditional instruction, to split schedules or full online integration, will rely on the platform used to maintain learning with minimal interruption. Information from #2 becomes a valuable tool. (Also, option for traditional absences.)

7. OFFICE HOURS

Teachers should be available at designated times for students to email, text or call. Virtual office hours or class lessons will be part of the offering. Student work released incrementally during extended closures.

8. VARIETY OF INSTRUCTIONAL STRATEGIES

Repetitive lesson planning should be avoided. Using a variety of methods available online is needed to keep learning fresh and students engaged. For those on alternative plans (#9), return mailings need to be limited with coding of specific items to be returned.

9. ALTERNATIVE PLAN

Students unable to access the electronic instruction need to be provided with alternative materials and assignments. This is not an option, rather only to be used with students lacking the required technology. (#2 helps determine this)

10. DOCUMENTATION AND FOLLOW-UP

Building administrators/counselors will monitor participation and communicate directly with student families that are not adequately participating.

Individual buildings detail specifics for 1-10.

