

# Schoolcraft Community Schools



## ***"Proposed Return to Learning Plan"***

INFORMED AND DERIVED FROM 100% OF THE  
REQUIRED AND SUGGESTED PROTOCOLS IN THE  
"MI SAFE SCHOOLS – RETURN TO SCHOOL ROADMAP"

\*Updated on 9/28/2020

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## Background:

On March 13th, 2020 school was closed by the State due to positive Covid-19 cases in Michigan for the first time. Fast forward to June 30th, 2020 where all schools were provided a sixty-three page document titled "MI Safe Schools: Michigan's 2020-21 Return to School Roadmap". This document provided local districts with protocols, requirements and recommendations to return to school. In Phases 1-3, where cases are spiking, school is virtual. In Phase 4, where cases are lower, school is permitted to be face-to-face. In Phase 5 and 6, many of the protocols, requirements and recommendations are relaxed or dropped as students return full time.

On July 27th, the district released four options that met and were guided by all of the Phase 4 protocols, requirements and recommendations. In a collaborative effort with the Teachers, School Board, and Administration, that data was used to drive the plans laid out in this document.

## Guiding Principles:

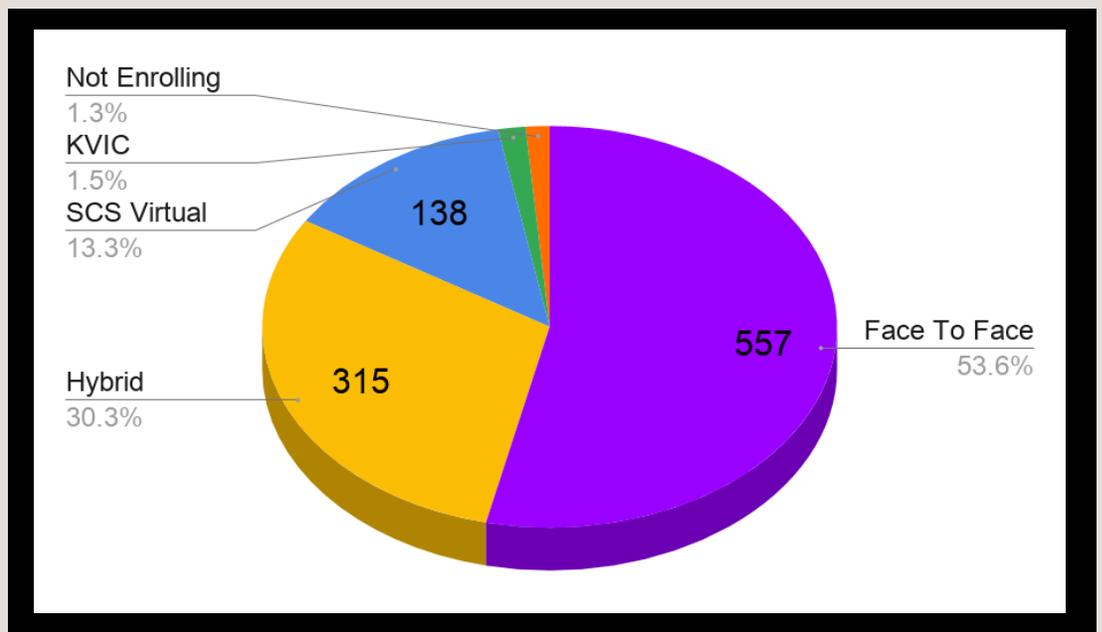
1. Honor the Schoolcraft Community Schools **Vision, Mission, Values**, and **Beliefs**.
2. Respecting the protocols, requirements and recommendations from the "*MI Safe Schools: Michigan's 2020-21 Return to School Roadmap*", create **safe** environments for students and staff to return.
3. Provide **flexibility** to our families, students and staff.
4. Develop plans that meet the same level of **academic** outcomes that our community expects.



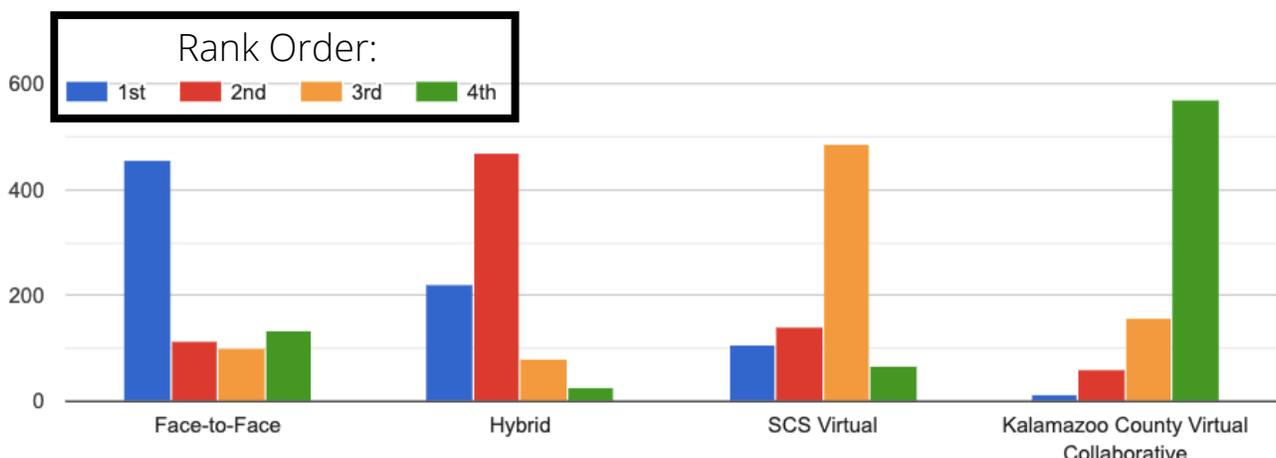
# Family Data Results:

The following graphs represent 1,020 responses making up roughly 98% of our total student population and was used to create the SCS "Proposed Return to Learn" plan.

When asked to select their preferred model of learning, families made the following selections:



Families were also asked to rank the learning model options from most desirable to least. Face to face received the most, first place votes followed by Hybrid, then SCS Virtual, and lastly Kalamazoo Virtual.



Learning Models

# Summary of Phases 1-6:

Our goal as a district is to ensure that our community has flexible and safe options no matter the phase that our region finds itself in during the 2020/2021 school year.

The six phases are defined as:



In Phases 1-3, school must be virtual.

In Phase 4-5, Schoolcraft will offer a variety of flexible and safe options.

In Phase 6, we will celebrate the return to fully function schools in our community!

**More details of each of the learning models in the 6 phases can be found on pages 4, 5 and 6.**

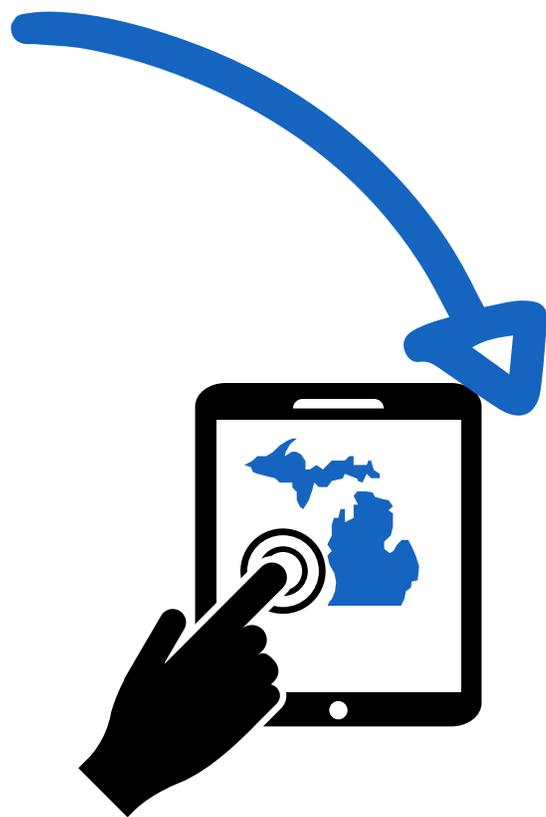
# Learning Models in Phases 1-3:

In Phases 1 through 3, the State has mandated that all students in Michigan participate in virtual learning to ensure the safety of students and staff. In these phases, students will engage in virtual learning from their Schoolcraft teachers or continue on with their Kalamazoo County Virtual program.

VS



**SCS Virtual**



**Kalamazoo  
County Virtual**

SCS Virtual will seamlessly allow students to transition in and out of Face-To-Face options and Hybrid options in later Phases with their SCS teachers. It also allows students to maintain connections to peers and teachers in synchronous and asynchronous lessons.

# Learning Models in Phases 4-5:



## AM/PM Face-to-Face (Elementary Only):

This is a 5 day a week model for elementary students. In this model, in order to reduce class size, students will register for a 3 hour AM session with their teacher or a 3 hour PM session with their teacher. In doing so, class-sizes are cut in half allowing for better execution of our safety protocols.

For those requiring a full day of student supervision, "Wrap-around" virtual learning supervision is offered at no cost.

The AM session is from 7:45 to 10:45 every day.

The PM session is from 12:05 to 3:05 every day.

There are a number of required and recommended protocols that are specific to each school building that are outlined in the Michigan Return Roadmap that we want you to be aware of. For example:

At the Elementary building, teachers will wear masks, students per "Executive Order No. 185" must wear masks in the classroom, students will be limited to that classroom for learning, lunch, and specials (except for PE), 3 recesses will be built into their day (no masks required), and learning outdoors will be encouraged (Michigan weather permitting).



## Hybrid (5th-12th Only):

Students will still attend school for full days in this model; however, they will not attend every day of the week (TWO days present at school each week). **The Hybrid schedule includes:** Monday - Virtual Day for all, Tuesday & Thursday in school learning for Group A and Wednesday & Friday in school learning for Group B. The goal of this model is to reduce the class size and reduce a student's total number of days spent in our physical school building. Students will still be expected to engage in school learning every day, regardless of whether their schedule has them present at school or learning from home. Should online/virtual learning be necessary (In Phase 1-3), the hybrid model makes for a smooth transition to the fully virtual model.



## SCS Virtual:

Virtual students in this model will be grouped together and will receive their synchronous (live online) and asynchronous (recorded) instruction from an SCS teacher. Students will practice their learning independently at home when not engaged in video learning, submitting that practice for feedback as directed by the teacher. Students will be supported by an SCS Virtual Coach in addition to their SCS Teacher giving the student and family as much support as possible.

For Elementary Students, their Virtual session will be taught live every afternoon during the PM session hours. See the Elementary Page (Page 7) for details.

## Kalamazoo County Virtual:



Students in this model will be connected to a teacher from Kalamazoo County and engage asynchronously (recorded video that is built into the program) in this virtual program where 70% of the child's feedback is from the program and 30% is from the instructor.

Children can work through the content at their own pace, at any time, spending roughly 30-40 minutes per subject area, per day, on that content. Families will have an SCS Mentor to help them navigate this learning when needed.

# Learning Model in Phase 6:

The "MI Safe Schools - Return to School Roadmap" defines Phase 6 as:

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

In Phase 6, schools in Michigan will be given permission to fully function as many of us know them. We look forward to celebrating this day with you as we welcome all of our students and all of the aspects of public school back!



## Phase 4 & 5 Overview:



### AM/PM Face-to-Face:

This is a 5 day a week model for elementary students. In this model, in order to reduce class size, students will register for a 3 hour AM session with their teacher **OR** a 3 hour PM session with their teacher. In doing so, class-sizes are cut in half allowing for better execution of our safety protocols.

For those requiring a full day of student supervision, "Wrap-around" virtual learning supervision is offered at no cost.

The AM session is from 7:45 to 10:45 every day.

The PM session is from 12:05 to 3:05 every day.

This model also ensures that 1 teacher per grade is the dedicated virtual teacher for the grade. They will teach, without physical students in front of them, to the virtual students in that grade during the PM session.

There are a number of required and recommended protocols that are specific to each school building that are outlined in the Michigan Return Roadmap found on pages 10 through 12.

At the Elementary building, students will be limited to their classroom for learning and specials (except for PE), 3 recesses will be built into their day (no masks required), and learning outdoors will be encouraged (Michigan weather permitting). In most cases, students will share a table with a peer, separated with plexiglass in between them. Each table will be roughly 4-6 feet away from the next. Per "Executive Order No. 185" must wear masks in the classroom. (10/5/2020)

Per "Executive Order No. 185", students in the Face-To-Face model will wear masks when on the bus, in the hallways and bathrooms, in the classroom, or in any other setting within the school. Students can un-mask while eating snack or lunch and while cohorted on the playground.



### Schoolcraft Virtual:

Virtual students in this model will be grouped together and will receive their synchronous (live online) and asynchronous (recorded) instruction from an SCS teacher. Students will practice their learning independently at home when not engaged in video learning, submitting that practice for feedback as directed by the teacher. Students will be supported by an SCS Virtual Coach in addition to their SCS Teacher giving the student and family as much support as possible. There will be required activities each day that reflect the learning that is happening by in-person students.

At the Elementary School, Virtual learning with the teacher will take place in the PM session (12:05-3:05). The students will not be asked to be on a screen for the duration of that 3 hour period; however, that is when the teachers will teach live to the students for the day.



### Kalamazoo County Virtual:

Students in this model will be connected to a teacher from Kalamazoo County and engage asynchronously (recorded video that is built into the program) in this virtual program where 70% of the child's feedback is from the program and 30% is from the instructor. Children can work through the content at their own pace, at any time, spending roughly 30-40 minutes per subject area, per day, on that content. Families will have an SCS Mentor to help them navigate this learning when needed.

# MIDDLE & HIGH SCHOOL

## Phase 4 & 5 Overview:



### Hybrid:

Students will still attend school for full days in this model; however, they will not attend every day of the week (TWO days present at school each week). The goal of this model is to reduce the class size and reduce a student's total number of days spent in our physical school building. Students will still be expected to engage in school learning every day, regardless of whether their schedule has them present at school or learning from home. At home learning will happen via Zoom video meetings, recorded instructional videos, and other pushed out content in Google Classroom. Should online/virtual learning be necessary, the hybrid model makes for a smooth transition to the fully virtual model.

Group A of hybrid students will meet Tuesday and Thursday. Group B of hybrid students will meet Wednesday and Friday. All hybrid students will learn from home on Mondays. This is a great model for the independent learner that can manage some learning on their own. \*Hybrid students' "at home" learning will require some screen time but not a full school day of screen time.



### Schoolcraft Virtual:

Virtual students in this model will be grouped together and will receive their synchronous (live online) and asynchronous (recorded) instruction from an SCS teacher. Students will practice their learning independently at home when not engaged in video learning, submitting that practice for feedback as directed by the teacher. Students will be supported by an SCS Virtual Coach in addition to their SCS Teacher giving the student and family as much support as possible. There will be required activities each day that reflect the learning that is happening by in-person students.

At the Secondary level, Virtual learning with the teacher will take place throughout the day in scheduled class periods (between 8:00 and 3:05). The students will not be asked to be on a screen for the duration of that 7 hour period; however, their teachers will be "live" during their scheduled periods and meeting virtual with their class. Your child will be provided a schedule and google classroom notifications to help them to know when to tune it and when to work independently.



### Kalamazoo County Virtual:

Students in this model will be connected to a teacher from Kalamazoo County and engage asynchronously (recorded video that is built into the learning platform) in this virtual program. That teacher's role is primarily dedicated to answering questions and assigning/monitoring progression through the content.

70% of the child's feedback is from the program and 30% is from the teacher. Children can work through the content at their own pace, at any time, spending roughly 30-40 minutes per subject area, per day, on that content. Families will additionally have an SCS Mentor to help them navigate this learning when needed.

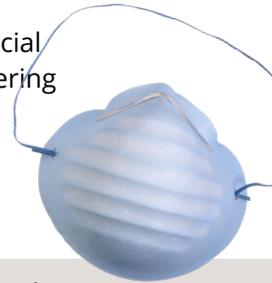
# Safety Protocols:

The following is from the "MI Safe Schools: Michigan's 2020-21 Return to School Roadmap":

## Masks:

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.



Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.

Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

Facial coverings must be worn in classrooms by all students grades K-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

Per "Executive Order No. 185" students K-12 must wear masks in the classroom. *\*Effective 10/5/20*

## Spacing, Movement, and Access:

In classrooms (where large tables are utilized) space students as far apart as feasible.

As feasible, arrange all desks facing the same direction toward the front of the classroom.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.

Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. *\*SCS will not permit adult guest*

As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.

If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone. *\*Not applicable to SCS*

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. 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. \*See document found at <https://bit.ly/HealthDepartmentProcess>

Staff should 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. \*SCS will be conducting temperature checks for all staff and students in a school building at the start of every day.

## Food Service, Gatherings, and Extra Curricular Activities:

Prohibit indoor assemblies that bring together students from more than one classroom.

Classrooms or outdoor areas should be used for students to eat meals at school, if distancing MI Safe Start | Phase 4 guidelines cannot be met.

If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff should wash hands before and after every meal.

\*SCS Middle & High will use cafeterias, Elementary will not.

Large scale assemblies of more than 50 students are suspended.

Off-site field trips that require bus transportation to an indoor location are suspended.

Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.

\*Elem will schedule 3 (mask free) outdoor recesses. Mid/High will schedule mask breaks throughout the day.

If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

## Cleaning:

Frequently touched surfaces including light switches, doors, benches, bathrooms, must 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. \*Staff and students at the Mid/High level to assist in meeting this protocol. Wipes and gloves will be provided.

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.



# Cleaning Continued:

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 must wear gloves, surgical mask, and face shield when performing all cleaning activities.

# Bussing and Transportation:

Require the use of hand sanitizer before entering the bus. Hand sanitizer must 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 should be made on a case-by-case basis with local public health officials.

Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.

Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

Create a plan for getting students home safely if they are not allowed to board the vehicle.

If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

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.



When possible, please consider transporting your child/children to and from school to limit the number of passengers on each bus.

Schoolcraft Community Schools will be communicating with all stakeholders through the following tools and methods:

- Schoolcraft App ("Schoolcraft Eagles Schools" in your App Store)
- Schoolcraft Website - Schoolcraftschools.org
- Email, text, and voice alerts
- Social Media (Facebook and Twitter)
- M-Live closures and alerts

It's imperative that your contact information, phone numbers, and email addresses are up to date. We occasionally encounter full voicemail boxes, please take time to empty your inbox today.



## Contact Information:

### What is my the best way to contact my child's school?

Elementary: 269-488-7250 or email @ el-office@schoolcraftcs.org

Middle School: 269-488-7300 or email @ ms-office@schoolcraftcs.org

High School: 269-488-7350 or email @ daileym@schoolcraftcs.org

### I have question about my child's learning/class?

Start by contacting the teacher first and the principal second.

### My child or a family member tested positive for Covid-19:

Call your child's school office.

### My child's technology device is not working properly:

Email @ weissj@schoolcraftschools.org or call 269-488-7299

### My family is in need of community/school supports:

Email the SCS Social Worker, Shelby Getsinger getsingers@schoolcraftcs.org

### How do I update my contact information for my child?

Use the phone and email information for your child's school listed above.

# Health and Safety:

Students and staff that have a medically documented reason to not follow one of the required protocols must submit a doctor's note to the school prior to attending.

## What if a child or staff member present a "Covid-19 symptom" while at school?

That individual will be removed from the classroom, quarantined, and sent home.

Individuals will be permitted to return with a medically documented note of a negative Covid-19 test. The Kalamazoo County Health Department will lead and direct the school/district as to our next steps. (See page number 11 for other "Screening" requirements.)

## What temperature is considered too high for school?

The road map indicates that "a temperature of 100.4 or greater" should be kept/sent home, tested for Covid-19 and/or follow up with a primary care provider.

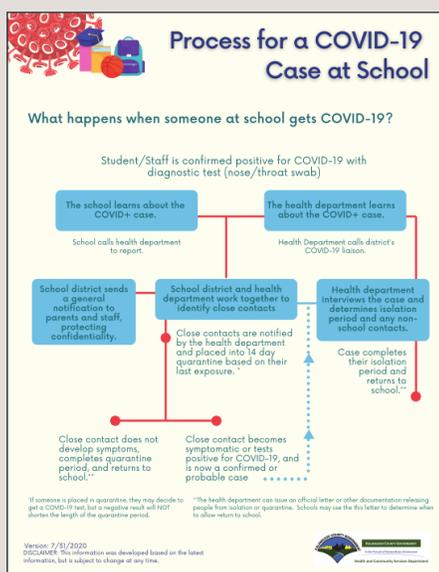
## What are the recommendations for sending/not sending my child to school?

Per the road map from the State, "Families are encouraged to monitor their children for symptoms of Covid-19. The presence of ANY symptoms, including fevers, 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."

## Where can I go to get a Covid-19 Test?

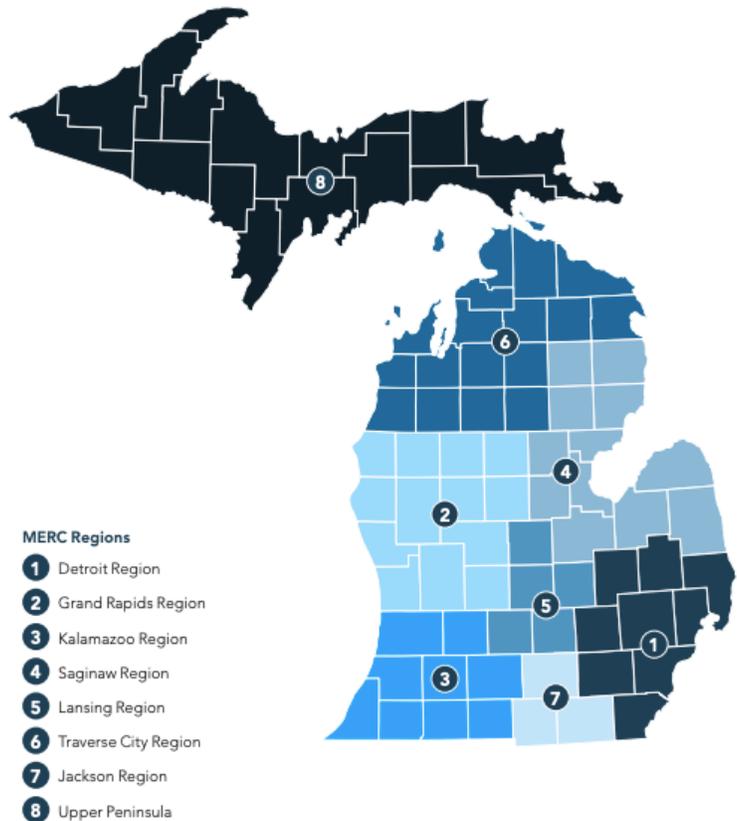
Visit <https://www.michigan.gov/coronavirus> to find a testing location.

**If your child is not feeling well... KEEP THEM HOME**



# Closures & Shutdowns:

We will likely encounter periods of the 2020/2021 school year where our school buildings are closed due to the decisions at the State, Region, County or local level. If our region is at a Phase that is less than 4 (Phase 1-3) we will be fully virtual. Phase 4 and above will offer a variety of learning models as indicated on previous pages.



## Alerts, Closures and Updates:

- Email
- Phone calls and text
- Schoolcraft App
- Social Media
- News Channels and Feeds

Correct contact information is essential, including approved family and friends that can pick up your child from school.



# Schedules & Next Steps:

The timeline for August and September is outlined in the calendars below. In short:

- SCS town hall on the "Proposed Return to Learn Plan" is 8/6 @ 7:00 PM
- SCS Board Meeting for "Return to Learn" approval is 8/10 @ 6:00 PM
- Registration for a model of learning launches 8/11
- Registration for a model of learning closes on 8/14
- Labor Day Weekend - No School 9/4-9/7
- Soft start of school is 8/31-9/1
- Full start with selected Phase 4 and 5 options is 9/3

AUGUST 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6 Town Hall	7	8
9	10 Board Meeting	11 Registration Launch	12	13	14 Registration Due	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Soft Start Day 1					

SEPTEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 Labor Day Weekend	5 Labor Day Weekend
6 Labor Day Weekend	7 Labor Day Weekend	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

To register for your preferred model of learning for the 2020/2021 school year, please use the following form between August 11th and August 14th:

<https://bit.ly/SchoolcraftRegistration>



See the SCS FAQ page at:

<https://bit.ly/SchoolcraftFAQ>



"To educate and empower each **EAGLE**  
to be successful in life!"