

Joseph K. Lumsden  
Bahweting Anishnabe PSA

Back to School Roadmap:  
Reopening Plan 2020-21



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## JKL Mission Statement

Joseph K. Lumsden Bahweting Anishnabe PSA, in cooperation with parents and community, provides an educational program that develops each student's individual abilities. We are committed to providing educational excellence through rigorous and relevant programs within a safe, nurturing and culturally rich environment with specific emphasis on the Anishnaabe traditions and language.

## Governance

### Purpose Statement

In accordance with the JKL Bahweting Anishnabe PSA (JKL) Mission, the JKL School Reopening Plan provides a framework for reopening school with the main goal of keeping all stakeholders safe from contracting and spreading the Novel Coronavirus 19 (Covid-19). We recognize that the effects of Covid-19 have caused our students, families, staff and community a great deal of worry and concern. We are dedicated to keeping students safe while providing outstanding instruction, as well as social and emotional support. We appreciate our JKL family's support during these trying times.

The JKL Back to School Reopening Plan and JKL Covid Response Plan are legally valid through the continued extension of Michigan [Executive Order 2020-142](#). Additionally, subsequent Executive Orders could supersede the JKL Reopening Plan and JKL Covid Response Plan in part or in whole.

### Communication and Support

JKL administration and staff are committed to on-going communication and support. Please contact us if you have questions or need information.

for questions/information about...	contact...
Daily instructional guidance	Your child's teacher's email and Dojo
General Information	Dr. Theresa Kallstrom <a href="mailto:tkallstrom@jkl.school.org">tkallstrom@jkl.school.org</a> 906-635-5055 x105

<p>Reopening Plan Q &amp; A Office Hours Every Wednesday 7-15, 7-22, 7-29, 8-5 <a href="https://meet.google.com/fbm-bxtt-zia">meet.google.com/fbm-bxtt-zia</a></p> <p>Phone Numbers (US)+1 414-909-5712 PIN: 466 292 144#</p>	<p>Dr. Carolyn Dale, Dir. of Curriculum &amp; Instruction <a href="mailto:cdale@jklschool.org">cdale@jklschool.org</a> 906-203-0815 - text or call @dojo (text for quickest response)</p>
<p>Daily expectations, parent support, teacher support, student support, special requests.</p>	<p>Dr. Lynn Methner, Principal <a href="mailto:lmethner@jklschool.org">lmethner@jklschool.org</a> @dojo</p>
<p>Special Education Academic Services</p>	<p>Holly Traynor, Director of Special Education <a href="mailto:htraynor@jklschool.org">htraynor@jklschool.org</a></p>
<p>Health Questions</p>	<p>Jill Sayer, RN <a href="mailto:jsayer@jklschool.org">jsayer@jklschool.org</a></p>
<p>Meal Program/Food Services</p>	<p>Becky Aldrich, Director of Finance <a href="mailto:baldrich@jklschool.org">baldrich@jklschool.org</a></p>
<p>Technology and problems with Chromebooks</p>	<p>Matt Patzwald, System Administrator <a href="mailto:helpdesk@jklschool.org">helpdesk@jklschool.org</a></p>
<p>Anishinaabe Resources</p>	<p>Dr. Chris Gordon, Culture Coordinator <a href="mailto:cgordon@jklschool.org">cgordon@jklschool.org</a></p>
<p>Reading and Writing Support</p>	<p>Katie Fewchuk, Literacy Coach <a href="mailto:kfewchuk@jklschool.org">kfewchuk@jklschool.org</a></p>
<p>Social Emotional Needs Community Resources</p>	<p>Jamie Eavou, Intervention Specialist <a href="mailto:jeavou@jklschool.org">jeavou@jklschool.org</a> or @dojo Kristen Corbiere, School Social Worker <a href="mailto:kcorbiere@jklschool.org">kcorbiere@jklschool.org</a> or @dojo Jen Olmstead, School Social Worker <a href="mailto:jolmstead@jklschool.org">jolmstead@jklschool.org</a> or dojo</p>

## State of Michigan and JKL Phases

The JKL instructional phases have been designed to correspond with the phases determined by the state. The following color-coded charts show instructional alignment with the state's phases.

### JKL Instructional Phases

Phase 1 Online Instruction	Phase 2 Online Instruction	Phase 3 Online Instruction	Phase 4 Hybrid Instruction w/Safety Measures	Phase 5 Face-to-Face Instruction w/Safety Measures	Phase 6 Instruction as usual.
All students learn online from home.	All students learn online from home.	All students learn online from home.	Students are assigned to groups A and B. Group A and B alternate 2 days at school and 3 days online from home to allow for social distancing.	All students attend schools with safety measures in place and social distancing to the extent possible.	All students attend school with instruction as usual and lesser safety measures in place.

### Michigan Phases



### Online Learning Option

As a charter school of choice, JKL is proud to offer parents the opportunity to enroll their child(ren) in on-site or online learning for the 2020-21 school year. Once enrolled in online learning, the student will remain enrolled virtually. If there is a request to change the delivery model, JKL will determine on



a case-by-case basis whether a particular delivery model remains appropriate, and if not, consider whether an alternate delivery model is feasible. Online learners will be expected to meet with teachers at scheduled times, complete assignments and assessments and adhere to attendance guidelines. Students will also receive daily and report card grades.

Meal boxes for virtual students will be available for weekly parent pickups after school. Virtual learners will also have equal access to all materials and supplies offered to onsite students.

## **Guiding Principles**

Decisions about reopening school are guided by the latest recommendations provided by the Centers for Disease Control (CDC), the state of Michigan, local and tribal governments, as well as consultation with the Chippewa County Health Department. The daily status of Covid-19 cases will likely fluctuate in the coming months and continue to vary from region to region. While we cannot predict the viral fluctuation, we can rely on a series of guiding principles to help us make decisions, evaluate those decisions, and adjust as necessary.

At the same time, we will not lose sight of our [Strategic Plan](#) and its priorities and goals.

The following guiding principles will be considered as we make decisions about reopening.

1. Ensure the health and safety of students, families, and staff by adhering to public health recommendations.
2. Provide continued instruction and integration of the Anishnabe culture and language.
3. Focus on continuing to raise student achievement by developing student-centric and family focused learning, and face to face or online learning that meet the individual needs of students and families while still addressing the Whole Child.
4. Comply with local, state, and federal laws and regulations.
5. Maintain fiscal responsibility and a balanced budget.
6. Collect and review up-to-date data and information from stakeholders to revisit plans as needed.

## **Plan Development and Data-Guided Decision-Making**

The following groups and resources guided the development of the reopening plan.

### Internal Guidance and Structures

JKL Reopening Workgroup:

*Chris Gordon, Anishnabe Language and Culture Coordinator/Instructor*

*Heather Purple, MS Science Teacher*

*Jamie Metro, Kindergarten Teacher*

*Katie Fewchuk, Literacy Coach*

*Megan LaRocque, MS Academic Services Teacher*

*Robert Donaldson, MS Social Studies Teacher*

*Susan Solomon, Gifted & Talented Teacher*  
*Tan-A Hoffman, 2nd Grade Teacher*  
*Tracey Knight, Technology Teacher*  
*Carolyn Dale, Director of Curriculum and Instruction*  
*JKL Administration, Members ex officio*

[JKL Return to Learn Extended Plan](#) Approved 8-26, 2021

[JKL Covid Response and Preparedness Plan](#)

[2020-21 Parent/Student Handbook](#)

[2020-21 Employee Handbook](#)

[Family First Covid-19 Response Act](#)

[Staff Focus Groups](#)

[Staff Survey](#)

[Parent Survey](#)

Educational Article Discussions

Weekly Administrative Meetings

### External Guidance and Structures

EUPISD Reopening Task Force

[MI Safe School Return to School Road Map](#)

[Return to School Roadmap](#)

[Safe Start Plan](#)

[Centers for Disease Control \(CDC\)](#) for schools

[Recovery to Reinvention Playbook](#)

[Occupational Safety and Health Act \(OSHA\)](#)

[New SEL Guidance to Reopen and Renew Your School Community](#)

[MAPSA](#)

[CASEL \(Collaboration for Academic Social & Emotional Learning\)](#)

### **Plan Timeline**

June 30, 2020 - Governor's Release of [MI Safe School Return to School Road Map](#)

July 10, 2020 - Review of draft reopening by DLT team and focus group

July 10, 2020 - Review by JKL Administrative and Reopening Team

July 10, 2020 - DRAFT plan sent to staff, Fiduciary, Board

July 13-17, 2020 - [Staff Training](#) and Open Comment for all staff

July 15, 2020 - Zoom meeting to present DRAFT reopening Plan for Staff, JKL Board & Fiduciary

July 20, 2020 - Respond to questions/comments and make revisions

July 21, 2020 - Send plan to NMU for review

July 31, 2020 - JKL Board meeting/approval

August 1, 2020---Final plan sent to parents

August 5, 2020 - Parent Q & A meetings via Zoom - 12:15 p.m.

August 6, 2020 - Parent Q & A meetings via Zoom - 5:30 p.m.

September 8, 2020 - School/Plan begins

# Criteria for Determining Phases

*The Supreme Court of Michigan announced on October 2, 2020 that the Governor no longer has the authority to determine Phases of Covid Infection through Executive Order (rendering the phases in the JKL Reopening Plan null and void). JKL Bahweting Anishnabe PSA will follow CDC criteria for moving through the phases outlined as follows:*

*The phases will be determined by the percentage of RT-PCR tests that are positive during the last 14 days in Chippewa County:*

*Phase 5- less than 3%  
Phase 4- 3% to 5%  
Phases 1-3 - greater than 5%*

*Positivity rates in Chippewa County will be verified by the school nurse daily. If positivity rates indicate there is a need to change phases, this change will occur within 48 hours.*

## PHASE ONE, TWO & THREE

*All Virtual*

### Wellness and Safety Procedures

#### Elementary

- For mental wellness, students will be given M-F virtual face to face instruction communication from classroom teachers, Special Education teachers, AS teachers, and Paraprofessionals.
- Students will have weekly virtual face to face communication from Specials teachers.
- Students will have weekly Tier I social/emotional lessons with classroom teachers and Tier II and III social and emotional lessons will be provided for each grade level by our social work staff.
- Arrangements will be made by teachers to talk to students who do not have internet access after all avenues to attain internet services have been exhausted.

#### Middle School

- For mental wellness, students will be given M-F virtual face to face instruction communication from classroom teachers, Special Education teachers, AS teachers, and Paraprofessionals.
- Students will have weekly virtual face to face communication from Specials teachers.
- Students will have weekly Tier I social/emotional lessons with classroom teachers and Tier II and III social and emotional lessons will be provided for each grade level by our social work staff.

- Arrangements will be made by teachers to talk to students who do not have internet access after all avenues to attain internet services have been exhausted.

## **Instruction and Technology**

Phases 1-6 (all phases): All JKL students will be issued a JKL Chromebook, Chromebook bag, and power cord to take back and forth to school daily. Instruction will start in Google Classroom both at school and at home.

### [Core and Supplementary Instruction](#)

#### **Distance/Remote Learning Expectations**

- All students are expected to attend online classes daily and complete the assigned tasks as scheduled. If parents are unable to support the learning plan as scheduled, then parents can contact school administrators to find accommodations that will work for them.

#### **Elementary**

- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to video viewing, screen recording, and Google Meet whole class instruction during the times of 8 a.m. and 4 p.m., or at the discretion of the teacher as approved by their supervisor.
- Daily check-in/meet time with attendance taken (morning meeting daily at the scheduled start of the day).
- Daily lessons in Math, Reading Workshop, Writing Workshop, Phonics/Word Work/Language, Science, and Social Studies.
- Assignments will have reasonable due dates, grading/assessment and feedback will be provided.
- Teaching staff will be flexible in the completion of assignments.
- Clear communication to parents that home based learning is not optional and they will need to establish a routine at home (early bedtime, etc).
- Teachers will establish a consistent distance learning routine and block schedule with a daily list of tasks and activities that students can easily access through Google Classroom.

#### **Middle School**

- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to video viewing, screen recording, and Google Meet whole class instruction during the times of 8 a.m. and 4 p.m., or at the discretion of the teacher as approved by their supervisor.
- Clear communication to parents that home based learning is not optional.
- Students will be provided daily check-in/meet time to take attendance, deliver content or provide support for all core subjects.

- Assignments will have reasonable due dates, grading/assessment and feedback will be provided.
- Teaching staff will be flexible in the completion of assignments.

## **Community and Visitors**

The school building will be closed during phases 1-3.

## **Plan Monitoring**

*Criteria for transitioning to another phase*

- JKL will follow the MI Safe Schools Roadmap, MI Safe Start Plan **and the percentage of RT-PCR tests that are positive during the last 14 days in Chippewa County** to determine which phase the school will operate in based on the Region 8 Phase.
- If a staff or student is exposed to someone who tested positive for Covid-19, school administration will assess the situation, act accordingly and communicate promptly with all stakeholders.

# **PHASE FOUR**

*Hybrid In-Person/Online*

## **Wellness and Safety Procedures**

### **Boarding the School Bus**

- Students will be divided into groups A and B.

***Group A: Students whose last name begin with the letters A-K would attend Monday and Thursday***

***Group B: Students whose last name begin with the letters L-Z would attend Tuesday-Friday***

***\*Exceptions to the attendance by last name include, students on the Sugar Island route (group A) and Bus #18 students (group B) due to the small number of bus riders.***

***Students will participate in distance learning on days they are not on site for face-to-face instruction.***

***Families with students with different last names are encouraged to contact Carolyn MacArthur at [cmacarthur@jkl.school.org](mailto:cmacarthur@jkl.school.org) to have their students placed in the same group.***

- Families will be placed in the same group.
- Students in the same family will sit together.
- All students will have assigned seats on the bus with social distancing, such as skipping seats.
- The transportation Supervisor will communicate bussing details to families about each student's bus route.
- All students will wear a school-provided mask on the bus.
- All students will have their temperature taken by school staff when entering the bus.
- All students will use hand sanitizer when boarding and deboarding the school bus.
- Students with a temperature of 100.4 degrees Fahrenheit will not be allowed to board the bus until:
  1. Student is home for 72 hours without symptoms.
  2. Student has a medical assessment and documentation stating the student can return to school.
- If a student returns to school after 72 hours with symptoms, medical assessment and documentation will be required to return to school.

#### **Deboarding the School Bus**

- Students will dismiss from the bus 6 feet apart
- Students will use hand sanitizer when deboarding the school bus.
- Bus drivers will communicate with each other and dismiss students on a staggered basis.

#### **Entering the School**

- Students will enter the school six feet apart.
- Students will enter into their assigned grade level door and have their temperature taken.
- Students who do not ride the bus will have their [temperatures taken](#) upon entering the school.

- Students with a temperature of 100.4 degrees Fahrenheit or higher will not be able to enter beyond the school office.
- Students with a temperature of 100.4 degrees Fahrenheit:
  1. Student is home for 72 hours without symptoms.
  2. Student has a medical assessment and documentation stating the student can return to school.
- If a student returns to school after 72 hours with symptoms, medical assessment and documentation will be required to return to school.
- Students will use hand sanitizer when moving from one room or environment to another (for example, moving from the entry/main office to the hallway).

### Face Coverings in School

There are many students at JKL with health conditions medically proven to complicate the symptoms of Covid-19 and for this reason masks will be required:

- All staff will be provided with masks and face shields that will be maintained by school staff.
- Students who ride the bus will receive a bus mask that they will keep in their Chromebook case and wear daily on the bus. Parents are encouraged to wash the bus masks regularly.
- Students can also wear their own mask, which families are responsible for washing.
- Students may not wear bandanas and other loose fitting face coverings.
- Students are required to wear masks on school buses at all times.
- Elementary students will wear a mask at all times, **except in PE**, on the playground and when eating or drinking. Staff will train students on this protocol.
- Middle School students will wear their mask at all times, except when outside or eating/drinking.
- Staff will be provided with a reusable cotton cloth mask and will wear them when within a 6 foot proximity to other staff or students.
- Face shields cannot replace face masks.
- Parents can apply for a waiver to wear a face shield instead of a mask [here](#).
- Face masks, face shields and gloves will be used by all students and staff when cleaning.
- Face masks, face shields and gloves will be used by all staff when handling, preparing or serving food.

### Breakfast/Before Class

- Students go directly to the classroom.
- Breakfast will be delivered to the classrooms by kitchen staff.
- Maintenance will rotate around the classrooms for pickup.

### Bathroom Usage

- Students with a bathroom in their classroom will only use that bathroom.
- Students will use shared bathrooms with only two students at a time while maintaining a 6 foot distance.

- Paraprofessionals will monitor bathroom usage/social distancing in the halls; Social work staff will support.
- Staff will escort K-1 students who do not have a bathroom in their classroom to the shared bathroom.
- Students will wait on markers if there are two students in the bathroom.
- Students will wash their hands thoroughly after using the bathroom.
- Student bathrooms have hands-free flush toilets.
- Middle school classes will allow only one student at a time to be out of the classroom to use the restroom.
- Staff will monitor hallways and bathrooms according to a schedule.

### **During Class**

- Teachers will empty their rooms of all extraneous items such as personal items, sofas, chairs, futons and other furniture, etc., to keep classrooms as sanitary and uncluttered as possible.
- Students will use hand sanitizer before entering or leaving the classroom.
- Students will enter or leave in a line 6 feet apart.
- Students will sit 6 feet apart.
- If desks, all desks will face the same direction.
- If tables, there will be a plexiglass divider between students.
- Plexiglass dividers will be used as needed for small group instruction.
- Students will remain in their classrooms, and teachers will move as needed.
- Students will be given individual supplies - supplies are not to be shared.

### **Drinking Fountains**

- Students will use paper cups at school water fountains, as there is no way to sterilize water bottles at school.
- Students can bring their own water bottle to school, which they must not share and must bring home to clean each night.
- No more than three students at the drinking fountain at a time (one drinking and two in line).
- Stand 6 feet apart (marked spaces).
- Only fill paper cups or water bottles, no drinking directly from fountains.

### **Outdoor Recess**

- Each class will have a separate scheduled recess time.
- Students will socially distance on the playground.
- Students will wash their hands before and after using the playground.
- Paraprofessionals will wipe down playground equipment to the extent possible.
- Students cannot share balls and other playground equipment.
- Maintenance will thoroughly clean playground equipment daily.



### **Indoor Recess**

- Students can engage in individual activities with their own supplies.
- Educational, but engaging videos.
- Online activities at staff discretion.

### **Lunch**

- Students will eat lunch in their classroom.
- Paraprofessionals will pick up student lunches in the cafeteria.
- Students can bring their own “cold lunch” to school.
- Students will wash their hands before and after eating.
- Students will clean their area and throw away all trash after eating.

### **Afternoon Snack**

- Paraprofessionals will pick up pre-counted snacks in the cafeteria.
- Students will eat snack in their classroom.
- Students will wash their hands before and after eating.
- Students will clean their area and throw away all trash after eating.

### **Dismissal**

- Students will be dismissed based on a school-wide schedule.
- Students will exit out their assigned door and go straight to their bus maintaining a 6 foot distance.
- Lower elementary can develop a system, such as the rope system, to ensure students remain 6ft apart)
- Students will sit with their family members on the bus.
- Students will sit in their assigned seats on the bus.
- All students will wear their bus mask from dismissal until they exit the bus.
- All students will have their temperature taken when boarding the end-of-day bus.
- Students with a temperature of 100.4 or higher will be picked up by school staff and parents called for a ride home.
- Students who do not ride the bus will wait 6 ft. apart at the parent pick-up with an adult.

### **Students who become ill (show Covid-19 symptoms) during the school day**

Symptoms include:

- ❖ Fever of 100.4 or higher
- ❖ Chills
- ❖ Cough
- ❖ Shortness of breath or difficulty breathing
- ❖ Fatigue
- ❖ Muscle or body aches
- ❖ Headache

- ❖ New loss of taste or smell
- ❖ Sore throat
- ❖ Congestion or runny nose
- ❖ Nausea or vomiting
- ❖ Diarrhea
- Students will be quarantined and made comfortable until parents pick them up.
- Students can return to school with medical documentation or after staying home for 72 hours to monitor symptoms.
- If students return to school with continued symptoms after staying home for 72 hours, medical documentation will be required to return to school.
- Upon a positive Covid-19 test, the Chippewa County Health Department will be notified.
- JKL will follow Chippewa County Health Department guidelines for contacting the parents of students and staff who came into contact with the infected student.

### **Staff Cleaning Procedures**

- Classrooms, bathrooms and common spaces will be supplied with Lysol Wipes and other cleaning supplies.
- Staff will clean up after themselves in all environments they touch/use.
- Staff will clean classroom surfaces several times per day.
- Staff will wash/sanitize their hands on a regular and on-going basis.
- Students cannot use Lysol wipes.

### **Bus Drivers**

- Bus drivers will sanitize buses before and after students ride.
- Bus drivers will take student temperatures as they board the bus and send any student with a temperature above 100.4 back to their home.
- Bus drivers will give students a mask when entering the bus and monitor mask-wearing.
- Bus drivers will follow the Disinfection Checklist.

### **Maintenance**

- Will disinfect all classrooms and common areas with an electrostatic device daily.
- Will provide Lysol wipes to instructional staff and bus drivers.
- Will fog classrooms and common areas per CDC guidelines.
- Instructional staff will remove all dishes, cutlery, cups and water bottles before fogging (per CDC guidelines).
- Will thoroughly vacuum all areas of the building each night, disinfect restrooms daily, remove all trash from all areas of the building daily.
- Will be available throughout the school day to disinfect any area of the building as requested by staff (e.g. a student leaves the school sick, vomit, etc).

### **Office/Shared Workspaces**

- Office staff will wipe down surfaces between visitors to the Main Office with Lysol wipes.
- Staff will disinfect all office equipment as they use it.
- Staff will disinfect common surfaces as they leave a work area.
- Staff will disinfect bathrooms after use.

### **Students**

- Teachers will instruct students on proper safety protocols including cough protocols, hand washing, mask wearing, social distancing, use of bathrooms, opening doors and keeping items and fingers out of mouth.

## **Instruction and Technology**

Phases 1-6 (all phases): All JKL students will be issued a JKL Chromebook, Chromebook bag, and power cord to take back and forth to school daily. Instruction will start in Google Classroom both at school and at home.

[Core and Supplementary Instruction](#)

### **Instructional Overview**

All teachers will start lessons in Google Classroom both online and at school.

All students will begin their learning in Google Classroom both online and at school.

[Elementary Instructional Visual 1](#)

[Middle School Instructional Visual 1](#)

### **Elementary**

#### **Face-to-Face / In-School Expectations**

- AM and PM attendance will be taken daily at school.
- Classroom teachers will provide daily lessons in Math, Reading Workshop, Writing Workshop, Phonics/Word Work/Language, Science, Social Studies, in accordance with the JKL School Curriculum Plan.
- Daily lessons will be delivered through Google Classroom.
- Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to video viewing, screen recording, live instruction through Google Meet for students at home, reading on-line or real books, on-line assignments or written assignments that align with best instructional practice.
- Paraprofessionals will aid in classroom instruction and will help in providing a safe learning environment for all students.
- Academic Service teachers will coordinate with classroom teachers for inclusion during core instruction for tier 2/3 services with the exception of Reading Recovery lessons, which will hold services 1:1 in the Reading Recovery rooms. They will have planned

lessons, and/or Leveled Literacy Intervention (LLI) lessons prepared for groups of students. They will also spend time throughout their day providing a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3 (This can be done when students are on site, and/or off site).

- Special Education teachers will coordinate with classroom teachers for inclusion and/or pull-out times depending on IEP and student needs. They will come to classrooms with planned lessons to support students within the classroom, and have planned instruction for IEP goals.
- Staff and students will social distance to the extent possible.
- Individual student supplies will be provided and no communal supplies will be used.
- All teachers will have a minimum of 45 minutes prep/planning daily.
- Culture, Art, Music, Technology, PE, and library classes will occur in the homeroom.

### **Distance/Remote Learning Expectations**

- Classroom teachers will provide daily lessons in Math, Reading Workshop, Writing Workshop, Phonics/Word Work/Language, Weekly lessons in science/social studies
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to video viewing, screen recording, reading on-line or real books, on-line or written assignments that align with best practice.
- Daily check-in/meet time whole class instruction during the times of 8 a.m. and 4 p.m. or at the discretion of the teacher as approved by their supervisor.
- Attendance will be taken daily during online learning days.
- Individual or small group Google Meets will be scheduled with families as needed.
- JKL staff will provide opportunities for students to learn coping skills and engage in social emotional learning opportunities.
- All student supplies and materials will be given to students during face-to face instruction.
- Teaching staff will be flexible in the completion of assignments while parents must understand that some assignments will need to be completed before the next school day for continuity of learning.
- Academic Service teachers will provide a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3. A consistent schedule will be developed with each family for Google Meet times.
- Special Education teachers will provide a combination of recorded and live lessons for students learning virtually. A consistent schedule will be developed with each family for Google Meet times.

### **Elementary Schedule:**

[Sample K-5 On Site Schedule 1](#)

[Sample K-5 On Site Schedule 2](#)  
[K-5 Specials Schedule](#)

## **Middle School**

### **Face-to-Face/At School Expectations**

- Classroom teachers will provide daily lessons in Math, Language Arts, Science, Social Studies, as in accordance with the JKL School Curriculum Plan.
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to live instruction, video viewing, screen recording, reading on-line or real books, on-line or written assignments that align with best instructional practice.
- Paraprofessionals will aid in classroom instruction in full class, small group or individual class setting and may also help in providing a safe learning environment.
- Teachers are encouraged to have an “open Google Meet” so students can check in whenever they have questions.
- Teachers will have 5 minutes to move from room to room between classes. Support staff (AS, SPED, or paras) will supervise classrooms until the next teacher arrives, then move to their next assigned classroom.
- Students will stay in one classroom for the duration of the day with teachers rotating into classrooms to teach classes still following the core block schedule linked below.
- 7th and 8th grade culture will be integrated into core subjects throughout the week. Other special classes will have a period blocked off to meet with students in person for check-ins, while most of their delivery will be online.
- Technology will be absorbed by core subjects allowing the Technology Teacher more time and schedule flexibility to help elementary classes with online technology.
- [Phase 4 Middle School Sample Schedule](#)

### **Distance/Remote Learning Expectations**

- Classroom teachers will provide daily lessons in Math, Language Arts, Science, and Social Studies.
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to live online Google Meet lessons, video viewing, screen recording, reading on-line or real books, on-line assignment, projects or other assignments.
- Daily check-in/meet time whole class instruction during the times of 8-4 or at the discretion of the teacher as approved by their supervisor.
- All teachers will have set Google Meet Office Hours between 8-4. Additional meeting times can be held at each teacher’s discretion. Individual or small group Google Meets will be scheduled with families as needed.
- All student supplies and material needed to complete assignments will be given to students while at school.

- Teaching staff will be flexible in the completion of assignments while parents must understand that some assignments will need to be completed before the next school day for continuity of learning.
- Academic Service teachers will provide a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3. A consistent schedule will be developed with each family for Google Meet times.
- Special Education teachers will provide a combination of recorded and live lessons for students learning virtually. A consistent schedule will be developed with each family for Google Meet times.
- Attendance and Participation: Students are expected to participate in daily learning activities and check in with their teacher for daily attendance.
- Schedule: [Phase 4 Middle School Sample Schedule](#)

#### **Accommodations for medically vulnerable students:**

- Medically vulnerable students will have accommodations as outlined in their 504 Plan, Individual Education Plan or Student Assistance Team document.
- Staff who require personal protection accommodations will contact their supervisor directly.

#### **Field Trips**

- Field trips will not be allowed during the 2020-21 school year.

#### **Middle School Swimming**

- Swimming will not be offered during the 2020-21 school year.

#### **Middle School Career Technical Education (CTE)**

- Middle School CTE will not be offered during the 2020-21 school year.

#### **After School**

- After school classes will occur during the 2020-21 school year. Students will stay with their class/cohort for after school classes with all safety precautions in place.

#### **Summer School**

- Summer School 2020 - Educational sites provided through Google Classroom.
- Summer School 2021 - To be determined.

#### **Athletics**

[MHSAA Re-Opening Update Center - Including Guidelines](#)

## Community/Visitors

### Visitors

- Visitors will be limited based on current Covid-19 data due to social distancing concerns.
- Only visitors with a scheduled meeting with school staff will be allowed to enter the school.
- Parents with an appointment will enter through the middle school office with meetings being held in the middle school conference room.
- Parent meetings will be held whenever possible.
- All visitors will check in at the main office.
- All visitors will wear a mask.
- All visitors will use hand sanitizer.
- All visitors will have their temperature taken.

### Community Rental Space

- JKL will not rent or lend space to non-school entities for the 2020-21 school year.

## Plan Monitoring

*Criteria for moving to one phase to another*

- JKL will follow the MI Safe Schools Roadmap, MI Safe Start Plan **and the percentage of RT-PCR tests that are positive during the last 14 days in Chippewa County** to determine which phase the school will operate in based on the Region 8 Phase.
- If a staff or student tests positive for COVID-19, the situation will be assessed and may result in transitioning to Phases 1-3 for a 14-day quarantine period.
- If a staff or student is exposed to someone who tested positive for Covid-19, school administration will assess the situation, act accordingly and communicate promptly with all stakeholders.

## PHASE FIVE

*Face-to Face instruction is available for all students with safety precautions in place.*

## Wellness and Safety Procedures

### Boarding the School Bus

- Students in the same family will sit together.
- All students will have assigned seats on the bus with social distancing to the extent possible.
- The transportation Supervisor will communicate bussing details to families about each student's bus route.

- All students will wear a school-provided mask on the bus.
- All students will have their temperature taken by school staff when entering the bus.
- All students will use hand sanitizer when boarding and deboarding the school bus.
- Students with a temperature of 100.4 degrees Fahrenheit will not be allowed to board the bus (parents must stay home until the bus departs) until:
  1. Student is home for 72 hours without symptoms.
  2. Student has a medical assessment and documentation stating the student can return to school.
- If a student returns to school after 72 hours with symptoms, medical assessment and documentation will be required to return to school.

### **Deboarding the School Bus**

- Students will use hand sanitizer when deboarding the school bus.
- Bus drivers will communicate with each other and dismiss students on a staggered basis.

### **Entering the School**

- Students will enter the school six feet apart.
- Students will enter into their assigned grade level door and have their temperature taken.
- Students who do not ride the bus will have their [temperatures taken](#) upon entering the school.
- Students with a temperature of 100.4 degrees Fahrenheit or higher will not be able to enter beyond the school office.
- Students with a temperature of 100.4 degrees Fahrenheit:
  1. Student is home for 72 hours without symptoms.
  2. Student has a medical assessment and documentation stating the student can return to school.
- If a student returns to school after 72 hours with symptoms, medical assessment and documentation will be required to return to school.
- Students will use hand sanitizer when moving from one room or environment to another (for example, moving from the entry/main office to the hallway).

### **Masks in School**

#### **Face Coverings in School**

There are many students at JKL with health conditions medically proven to complicate the symptoms of Covid-19 and for this reason masks will be required:

- All students will be provided with 1 JKL cotton mask that will be washed daily by school staff.
- Students who ride the bus will receive a bus mask that they will keep in their Chromebook case and wear daily on the bus. Parents are encouraged to wash the bus masks regularly.
- Students can also wear their own mask, which families are responsible for washing.
- Students may not wear bandanas and other loose fitting face coverings.
- Students are required to wear masks on school buses at all times.



- Elementary students will wear a mask at all times, except in PE, on the playground and when eating or drinking.
- Middle School students will wear their mask at all times, except when outside or eating/drinking.
- Staff will be provided with a reusable cotton cloth mask and will wear them when within a 6 foot proximity to other staff or students.
- Face shields cannot replace face masks.
- Parents can apply for a waiver to wear a face shield instead of a mask [here](#).
- Face masks, face shields and gloves will be used by all students and staff when cleaning.
- Face masks, face shields and gloves will be used by all staff when handing, preparing or serving food.

### **Breakfast/Before Class**

- Students go directly to the classroom.
- Breakfast delivered to the classrooms by kitchen staff.
- Maintenance will rotate around the classrooms for pickup.

### **Bathroom Usage**

- Students with a bathroom in their classroom will only use that bathroom.
- Students will be taught to use shared bathrooms with only two students at a time while maintaining a 6 foot distance.
- Paraprofessionals will monitor bathroom usage/social distancing in the halls; Social work staff will support.
- Staff will escort K-1 students who do not have a bathroom in their classroom to the shared bathroom.
- Students will wait in the hallway on a marker if there are already two students in the shared bathroom.
- Students will wash their hands thoroughly after using the bathroom with staff monitoring.
- Bathrooms will have hands-free toilets.
- Middle school teachers will allow only one student at a time to be out of the classroom to use the restroom.
- Classrooms will be free of all extraneous items such as personal items, lamps, furniture, etc., to keep classrooms as sanitary and uncluttered as possible.
- Students will use hand sanitizer before entering and leaving the classroom.
- If desks, all desks will face the same direction.
- If desks are arranged in groups, plexiglass partitions will be used.
- If tables, there will be a plexiglass partition on the table.
- Plexiglass partitions will be used as needed for small group instruction
- Students will remain in their classrooms, and teachers will move as needed.
- Students will be given individual supplies, not to be shared.
- Classrooms will be fogged (disinfected) at night when no one is in the building.

## **Drinking Fountains**

- Students cannot drink directly from the drinking fountain.
- Students will use paper cups at school water fountains.
- Students can bring their own water bottle to school, which they must bring home and clean nightly, and not share.
- If teachers distribute water bottles to students, the teacher is responsible for washing them each night.
- No more than three students at the drinking fountain at a time (one drinking and two in line).

## **Outdoor Recess**

- Each class will have a separate scheduled recess time.
- Students will socially distance on the playground.
- Students will wash their hands before and after using the playground.
- Paraprofessionals will wipe down playground equipment to the extent possible.
- Students cannot share balls and other playground equipment.
- Maintenance will thoroughly clean playground equipment daily.

## **Indoor Recess**

- Students can engage groups of two for playing with toys, such as Legos etc., with staff monitoring.
- Students can play board games with masks and hand sanitizer and/or plexiglass partitions if possible.
- Students moving about the room will wear a mask.
- All classroom supplies used must be thoroughly wiped down by an adult.
- Educational, but engaging videos can be shown.
- Online activities at staff discretion.

## **Lunch**

- Students will eat lunch in their classroom.
- Paraprofessionals will pick up student lunches in the cafeteria.
- Students can bring their own “cold lunch” to school.
- Students will wash their hands before and after eating.
- Students will clean their area and throw away all trash after eating.

## **Afternoon Snack**

- Paraprofessionals will pick up pre-counted snacks in the cafeteria.
- Students will eat snacks in their classroom.
- Students will wash their hands before and after eating.
- Students will clean their area and throw away all trash after eating.

## **Class Parties**

- Students may not bring snacks for birthdays, etc.

## **Dismissal**

- Students will be dismissed based on a school-wide schedule.
- Students will exit out their assigned door and go straight to their bus maintaining a 6 foot distance.
- Lower elementary can develop a system, such as the rope system, to ensure students remain 6ft apart)
- Students will sit with their family members on the bus.
- Students will sit in their assigned seats on the bus.
- All students will wear their bus mask from dismissal until they exit the bus.
- All students will have their temperature taken when boarding the end-of-day bus.
- Students with a temperature of 100.4 or higher will be picked up by school staff and parents called for a ride home.
- Students who do not ride the bus will wait 6 ft. apart at the parent pick-up with an adult.

## **Students who become ill (show Covid-19 symptoms) during the school day**

Symptoms include:

- ❖ Fever of 100.4 or higher
  - ❖ Chills
  - ❖ Cough
  - ❖ Shortness of breath or difficulty breathing
  - ❖ Fatigue
  - ❖ Muscle or body aches
  - ❖ Headache
  - ❖ New loss of taste or smell
  - ❖ Sore throat
  - ❖ Congestion or runny nose
  - ❖ Nausea or vomiting
  - ❖ Diarrhea
- Students will be quarantined and made comfortable until parents pick them up.
  - Students can return to school with medical documentation or after staying home for 72 hours to monitor symptoms.
  - If students return to school with continued symptoms after staying home for 72 hours, medical documentation will be required to return to school.
  - If notified of a positive COVID test, the Chippewa County Health Department will be notified.
  - JKL will follow Chippewa County Health Department guidelines for contacting the parents of students and staff who came into contact with the infected student.

## **Staff Cleaning Procedures**

- Classrooms/bathroom/common spaces will be supplied with Lysol Wipes.
- Staff will clean behind themselves in all environments they touch/use.
- Staff will keep their classroom sanitized throughout the day.
- Staff will wash/sanitize their hands on a regular and on-going basis.
- Students cannot touch Lysol wipes.
- Staff will remove all dishes, cutlery, cups and water bottles from classrooms nightly before fogging (per fogging guidelines).

### **Bus Drivers**

- Drivers will sanitize buses before and after students ride, based on a checklist.
- Drivers will take student temperatures as they board the bus.
- Drivers will send any student with a temperature above 100.4 home.
- Drivers will issue each student a mask when entering the bus (except for students who have their own mask).

### **Maintenance**

- Will disinfect all classrooms and common areas with electrostatic device daily
- Will provide Lysol wipes for classrooms and buses
- Will fog [MSDS Sheet](#) classrooms and common areas when student and staff are not present.
- Will thoroughly vacuum all areas of the building daily,
- Will disinfect restrooms daily.
- Will remove all trash from all areas of the building daily.
- Will be available throughout the school day to disinfect any area of the building as requested by staff.

### **Office/Shared Workspaces**

- Office staff will wipe down surfaces between visitors to the Main Office with Lysol wipes.
- Staff will disinfect all office equipment as they use it.
- Staff will disinfect common surfaces as they leave a work area.
- Staff will disinfect bathrooms after use.

### **Students**

- Teachers will instruct students on proper safety protocols including cough protocols, hand washing, mask wearing, social distancing, use of bathrooms, opening doors and keeping items and fingers out of mouth.
- Students will be responsible for using the safety protocols that they learn.
- Students may be sent home for refusal to follow safety protocols.

## Instruction and Technology

Phases 1-6 (all phases): All JKL students will be issued a JKL Chromebook, Chromebook bag, and power cord to take back and forth to school daily. Instruction will start in Google Classroom both at school and at home. Student Chromebooks will be ready to distribute to students the first day of school. [Core and Supplementary Instruction](#)

### Elementary

#### Face-to-Face/ In-School Expectations

- AM and PM attendance will be taken daily at school.
- Classroom teachers will provide daily lessons in Math, Reading Workshop, Writing Workshop, Phonics/Word Work/Language, Science, Social Studies, as in accordance with the JKL School Curriculum Plan.
- Daily lessons will be delivered through Google Classroom.
- Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to video viewing, screen recording, live instruction through Google Meet for students at home, reading on-line or real books, on-line or other assignments that align with best instructional practice.
- Paraprofessionals will aid in classroom instruction and will help in providing a safe learning environment for all students.
- Academic Service teachers will coordinate with classroom teachers for inclusion during core instruction for tier 2/3 services. They will have planned lessons, and/or LLI lessons prepared for groups of students. They will also spend time throughout their day providing a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3 (This can be done when students are on site, and/or off site).
- Academic Service Teachers may take 1-2 students from the same homeroom out of class with the use of plexiglass and masks during transition and teaching/learning.
- Special Education teachers will coordinate with classroom teachers for inclusion and/or pull-out times depending on IEP and student needs. They will come to classrooms with planned lessons to support students within the classroom, and have planned instruction for IEP goals.
- Adults will distance themselves from students to the extent possible.
- Individual student supplies will be provided and no communal supplies will be used.
- All teachers will have a minimum of 45 minutes prep/planning daily.
- Culture, Art, Music, Technology, PE, and library classes will occur in the homeroom.

#### Distance/Remote Learning Expectations

- Classroom teachers will provide daily lessons in Math, Reading Workshop, Writing Workshop, Phonics/Word Work/Language, weekly lessons in science/social studies
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is

not limited to video viewing, screen recording, reading on-line or real books, on-line or other assignments.

- Daily check-in/meet time whole class instruction during the times of 8 a.m. and 4 p.m. or at the discretion of the teacher as approved by their supervisor.
- Attendance will be taken daily during online learning days.
- Individual or small group Google Meets will be scheduled with families as needed.
- JKL staff will provide opportunities for the students to learn coping skills, and engage in social emotional learning opportunities.
- All student supplies and material needed to complete assignments will be given to students while at school.
- Teaching staff will be flexible in the completion of assignments while parents must understand that some assignments will need to be completed before the next school day for continuity purposes.
- Academic Service teachers will provide a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3. A consistent schedule will be developed with each family for Google Meet times.
- Special Education teachers will provide a combination of recorded and live lessons for students learning virtually. A consistent schedule will be developed with each family for Google Meet times.

## **Elementary Schedule**

[Sample K-5 On Site Schedule 1](#)

[Sample K-5 On Site Schedule 2](#)

[Phase 5 Elementary Specials Schedule](#)

## **Middle School**

### **In Person/At School Expectations**

- Classroom teachers will provide daily lessons in Math, Language Arts, Science, Social Studies, as in accordance with the JKL School Curriculum Plan.
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to live instruction, video viewing, screen recording, reading on-line or real books, on-line or other assignments that align with best instructional practice.
- Paraprofessionals will aid in classroom instruction in full class, small group or individual class setting and may also help in providing a safe learning environment.
- Teachers will have 5 minutes to move from room to room between classes. Support staff (AS, SPED, or paras) will supervise classrooms until the next teacher arrives, then move to their next assigned classroom.

- Students will stay in one classroom for the duration of the day with teachers rotating into classrooms to teach classes still following the core block schedule linked below.
- 7th and 8th grade culture will be integrated into core subjects throughout the week. Other special classes will have a period blocked off to meet with students in person for check ins, while most of their delivery will be online.
- Technology will be integrated by core subjects allowing the Technology Teacher more time and schedule flexibility to help elementary classes with online technology.
- [Phase 5 Middle School Sample Schedule](#)

### **Distance/Remote Learning Expectations**

- Classroom teachers will provide daily lessons in Math, Language Arts, Science, and Social Studies.
- Daily lessons will be delivered through Google Classroom. Teachers will differentiate instruction based on student and classroom needs. This instruction could include but is not limited to live online Google Meet lessons, video viewing, screen recording, reading on-line or real books, on-line assignment, projects or other assignments.
- Daily check-in/meet time whole class instruction during the times of 8-4 or at the discretion of the teacher as approved by their supervisor.
- All teachers will have set Google Meet Office Hours between 8-4. Additional meeting times can be held at each teacher's discretion. Individual or small group Google Meets will be scheduled with families as needed.
- All student supplies and material needed to complete assignments will be given to students while at school.
- Teaching staff will be flexible in the completion of assignments while parents must understand that some assignments will need to be completed before the next school day for continuity purposes.
- Academic Service teachers will provide a combination of recorded and live lessons for students learning virtually in either Tier 2 or 3. A consistent schedule will be developed with each family for Google Meet times.
- Special Education teachers will provide a combination of recorded and live lessons for students learning virtually. A consistent schedule will be developed with each family for Google Meet times.
- Attendance and Participation: Students are expected to participate in daily learning activities and check in with their teacher for daily attendance.
- Schedule: [Phase 5 Middle School Schedule](#)

### **Accommodations for medically vulnerable students:**

- Medically vulnerable students will have accommodations as outlined in their 504 Plan, Individual Education Plan or Student Assistance Team document.
- Staff who require personal protection accommodations will contact their supervisor directly.

### **Field Trips**

- Field trips will not be offered during the 2020-21 school year.

### **Middle School Swimming**

- Swimming will not be offered during the 2020-21 school year.

### **Middle School Career Technical Education (CTE)**

- Middle School CTE will not be offered during the 2020-21 school year.

### **After School**

- After school classes will occur during the 2020-21 school year. Students will stay with their class/cohort for after school classes with all safety precautions in place.

### **Summer School**

- Summer School 2020 - Educational sites provided through Google Classroom.
- Summer School 2021 - To be determined.

### **Athletics**

[MHSAA Re-Opening Update Center - Including Guidelines](#)

## **Community/Visitors**

### **Visitors**

- Visitors will be limited based on current Covid-19 data due to social distancing concerns.
- Only visitors with a scheduled meeting with school staff will be allowed to enter the school.
- Parents with an appointment will enter through the middle school office with meetings being held in the middle school conference room.
- Parent meetings will be held whenever possible.
- All visitors will check in at the main office.
- All visitors will wear a mask.
- All visitors will use hand sanitizer.
- All visitors will have their temperature taken.

### **Community Rental Space**

- JKL will not rent or lend space to non-school entities for the 2020-21 school year.



## Plan Monitoring

*Criteria for moving to one phase to another*

- JKL will follow the MI Safe Schools Roadmap, MI Safe Start Plan **and the percentage of RT-PCR tests that are positive during the last 14 days in Chippewa County** to determine which phase the school will operate in based on the Region 8 Phase.
- If a staff or student tests positive for COVID-19, the situation will be assessed and may result in transitioning to Phases 1-3 for a 14-day quarantine period.
- If a staff or student is exposed to someone who tested positive for Covid-19, school administration will assess the situation, act accordingly and communicate promptly with all stakeholders.

## **PHASE SIX**

*All students back to school with less restrictive safety measures.*

Phase Six is post-pandemic and is not anticipated for the 2020-21 school year.