

**Hartland Consolidated Schools  
COVID-19 Preparedness and Response Plan**

**Phase 4**

# Hartland Consolidated Schools

## COVID-19 Preparedness and Response Plan

**Governance:** Hartland Consolidated Schools developed a Return to Instruction, Learning, and Protocol work group in order to get feedback from all district stakeholders to ensure consistency and an effective structure for communication and feedback. The work group is led by the Superintendent and Assistant Superintendent of Curriculum and Instruction. The work group includes district and building administrators, department directors, teachers, district instructional coaches, and parents. Stakeholders have input in decisions related to the areas concerning returning to school in the fall and through the 20-21 school year. The work group is responsible for providing feedback on the plan's effectiveness and revise where needed as circumstances change.

Chuck Hughes, Superintendent  
Dave Minsker, Assistant Superintendent Curriculum/Instruction  
Scott Bacon, Assistant Superintendent Business/Operations  
Scott Van Epps, Assistant Superintendent Staff/Student Services  
Matt Marino, Maintenance and Transportation Director  
Scott Usher, District Technology Director  
Cyndi Kendrick, Board of Education  
Bill Gatewood, Board of Education  
Brenda Watt, Affiliate President  
Chuck Davis, Maintenance Representative  
Sue Cartier, Food Service President  
Rachel Bois, Accounting Supervisor  
Carol Hayes, Community Education Director  
Sue Pearson, Special Education Director  
Lisa Archey, Director of Student Nutrition  
Nicole Schingeck, Student Assistant Program Coordinator  
Laura Moore, HEA President / High School Teacher  
Susan Simmer, Village Elementary Teacher  
Michelle Vincent, Round Elementary Teacher

JD Wheeler, Athletic Director  
Monique Alberts, ELA District Instructional Coach  
Annette MacFarlane, Math District Instructional Coach  
Alison Liably, Farms Intermediate Teacher  
Lindsay Howe, Creekside Elementary Teacher  
Cathy Peck, Ore Creek MS Teacher  
Dotty Hottum, Round Elementary Principal  
Tony Howerton, Lakes Elementary Principal  
Angelina Kreger, Village Elementary Principal  
Kate Gregory, High School Principal  
Lawrence Pumford, Ore Creek MS Principal  
Mikki Cheney, Farms Intermediate Principal  
Nicole Conley, Legacy/HVA Principal  
Stephanie Way, Creekside Elementary Principal  
Darci Gontarski, District Nurse  
Kathy Dinser, Special Education Teacher  
Frank Wozny, High School Teacher  
Julie Barb, Lakes Elementary Teacher  
Jill Leutze, School Psychologist

# Phase 4 Plan Description and Overview

**Phase 4 Description:** Should the Hartland Consolidated Schools region be placed under the state mandated Phase 4, schools are fully open for in-person instruction. All JK-12 students will have an option for partial or full remote learning at all building levels (see in-person learning plan).

## HCS Return to School Plan Overview

Regardless of what phase or plan our district is in, students will be placed in classrooms and courses as in any typical school year. Students are assigned teachers and courses that they will stay in regardless of whether they are learning remotely or face-to-face. This will ensure consistency in instruction, keep students in front of familiar Hartland teachers, and enable the district to smoothly transition from one plan to another (remote learning to face-to-face), depending on COVID phase, without losing instructional and learning momentum.

# Phase 4 Plan School Week Schedule (August 19 - September 3)

**Rationale:** The start of school will begin in a modified educational schedule (soft start) for students choosing face-to-face with an equal amount of in-person and remote learning experiences for the first eight (8) days of school. This soft start was developed in conjunction with our teaching staff for the following reasons:

- The first few weeks of lower class sizes will provide a transition back to school, while giving students an opportunity to work remotely which will be expected on Fridays in the Phase 4 plan. Students will have time to learn the new digital platforms required for remote learning. All students will receive the same rigorous curriculum regardless of being enrolled in remote or face-to-face learning with the only difference being how the standards are delivered and relational interactions.
- The soft start provides students a transition period as they re-enter schooling with smaller populations in the buildings providing an opportunity to learn and become familiar with the safety requirements in Phase 4. (ex: masks, regular hand washing, social distancing in common areas, etc.)
- The soft opening provides an opportunity for staff to implement the new procedures required to educate students in the remote and in-person environment. It will allow our staff an opportunity to evaluate and adjust the processes in place regarding the new safety protocols.

## **Weekly Schedule Through Labor Day:**

Mondays and Wednesdays: Last name A-K (in-person) / Last name L-Z (remote learning)

Tuesdays and Thursdays: Last name L-Z (in-person) / Last name A-K (remote learning)

Fridays: All students remote learning

September 4: No School (Labor Day Weekend)

The district will consult with the Livingston County Health Department and staff to make the best possible decisions as we continue to move forward. Please see the next slide for what face-to-face may look like after Labor Day in a 4 +1 configuration.

# Phase 4 Plan School Week Schedule (After September 3)

## Weekly Schedule for 4 (Face-to-Face) + 1 (Remote Fridays):

Monday: Full day in-person instruction with remote learning option

Tuesday: Full day in-person instruction with remote learning option

Wednesday: Full day in-person instruction with remote learning option

Thursday: Full day in-person instruction with remote learning option

Friday: No in-person instruction for students. Remote learning for students / Teacher planning and PD / Deep cleaning

(Remote learning Fridays will be reevaluated if we move to Phase 5 to determine if we continue options for remote learning or a return to full in-person instruction)

## Friday Schedule Rationale:

- The teaching staff will be engaging in face-to-face and remote learning experiences for their students, which will include direct in-person instruction, providing interventions, managing platforms, recording lessons, increased communications with students/parents, and assessing in-person and remotely. This is a big shift in how we are providing a successful learning experience for our students. Staff will at a minimum need additional time at the start of the school year to get used to our new processes. The increased workload will require additional time to address the needs of all students both in-person and remotely.
- Fridays will allow an additional day that each building and classroom can be “deep” cleaned, in addition to the cleaning during and after each school day.
- Fridays will allow staff to hold planning meetings (grade level, content level, building level) to review student achievement data and plan for the next week for in-person and remote learning.
- One hour staff professional development sessions will be held on each Friday to support teachers.
- Fridays will give students a mental health break from all the new instructional and safety procedures they will be required to deal with and practice with online learning expectations in the event we move to Phase 3 or a quarantine situation.

# Phase 4 Plan School Week Schedule Continued

## **Student Expectations on Fridays:**

- Remote learning from home using the instructional platform (Google Classroom: 3-12 / SeeSaw: K-2).
- Students will be required to participate in online learning on these Fridays. Participation, assignments, assessments when assigned (unless otherwise arranged due to technology issues).
- Attendance protocol set by the district and the state will be required for students. Attendance for remote learners will be monitored by staff through in-person attendance through MiStar, and remote attendance through two-way communications documentation. Examples of two-way communications include virtual meetings, email, phone calls, and assignment completion/feedback.

## **Teacher Expectations on Fridays:**

- Teachers may contact by phone or virtual meeting each of their full remote learning students individually to answer questions, provide supports and interventions, discuss lessons and content, and/or assess if needed.
- Teachers will participate in planning activities for their in-person and remote learning instruction. These activities should include, but are not limited to: PLC meetings on student achievement data, intervention processes, and grade level/content collaboration, lesson creation, recording lessons for the platforms, communication with parents/students.
- Teachers will participate in the previously scheduled professional development 1 hour sessions provided by the district.

# Phase 4: HCS In-Person Instruction Plan

**In-Person Learning Plan:** In-person instruction is the highest quality of instruction and learning for students. The Phase 4 plan offers full in-person instruction, with a remote learning option for students. The following are what you can expect whether students are learning in-person or remotely. The expectations will allow us to move smoothly from one phase plan to another as the COVID requirements change, as well as minimize changes for students if we need to switch quickly from in-person to remote. The expectations will occur through the 20-21 school year so students will have access to the same teachers and content whether they are in-person or remote.

## **Instructional Learning Options:**

- 1) In-Person instruction.
- 2) Remote learning option with assigned Hartland classroom teachers in each of the district buildings, with the option to move to in-person instruction with the same teacher(s). Hartland teachers provide the remote instruction.
- 3) The Hartland Virtual Academy program is also available as an online option for 7-12 students (Michigan Virtual courses). Contact Mrs. Nicole Conley at [NicoleConley@hartlandschools](mailto:NicoleConley@hartlandschools) if interested by August 7, 2020. Students accepted in HVA must commit to the program for at least one semester.

## **What to Expect:**

- Consistent digital platforms were chosen for our teachers to use to help in the remote learning experience, as well as in-person learning. Google Classroom will be utilized by all teachers in grades 3-12. SeeSaw will be utilized in grades JK-2. The platforms will allow a consistent location for teachers to communicate with students/parents, send assignments and assessments, and provide resources to support student learning. The professional development plan includes teacher supports in learning and effectively utilizing both platforms. Since all teachers in those two grade spans will use the same platforms, it will give students a level of consistency and understanding, as well as give teachers the ability to collaborate and share strategies to make their students experience more rewarding.
- The district has purchased video document cameras for each classroom JK-12 to be utilized by classroom teachers and support staff to aid in the remote learning experience for students and parents. The document cameras have the capability to record teacher lessons in all content areas.
- Recorded lessons will be uploaded to the platform used by the teacher (Grades 3-12: Google Classroom / Grades JK-2: SeeSaw) for students to view from their remote learning location if needed.

# Phase 4: HCS In-Person Instruction Plan Continued

## In-Person Learning Plan Con't:

- Teachers will utilize the platforms on a daily basis regardless of whether students are participating in in-person instruction or remote learning. Either way, students will have access to the platform resources at any time.
- Parents will be sent help resources in setting up accounts for students and understand how the platforms work.
- Students learning remotely will be required to view the lessons, complete assignments, engage in assessments, return work, and communicate with their teacher through the platform on a daily basis as required. Students will receive daily schedules and timelines from their teachers to ensure that learning and work are accomplished consistently and timely.
- Elementary essential teachers, support staff and related service providers will be considered “co-teachers” on each students platform and will have the ability to communicate, provide interventions/resources, and download video lessons.
- With this delivery method, teachers will be able to deliver the standards-aligned curriculum, relevant materials/resources, and create opportunities to provide ongoing feedback.
- Teachers and administrators will meet as professional learning teams, in person or virtually on a weekly basis, to create consistent differentiation in learning, discuss student achievement and progress, create intervention opportunities, analyze assessment data, and share effective strategies. This includes teams to review students with IEPs and 504 plans. These teams of general education, special education, and support staff will assess student progress and needs. As well as design and implement appropriate accommodations, interventions and services virtually.
- All students JK-12 will be assessed in the first 30 days of school using formative assessments, screeners or diagnostic assessments given remotely or in-person. The state also mandated benchmark assessments for grades K-8 to be given the first 90 days of school and again before the last day of school. This will allow teachers to better understand where students are and locate deficiencies for immediate interventions.
- The district will stay connected with policy and guidance changes from the Michigan Department of Education.
- Attendance protocol set by the district and the state will be required for students. Attendance for remote learners will be monitored by staff through in-person attendance through MiStar, and remote attendance through two-way communications documentation. Examples of two-way communications include virtual meetings, email, phone calls, and assignment completion/feedback.



# Phase 4: HCS Instruction Plan Continued

## In-Person Learning Plan Con't:

### **Special Education / 504**

IEPs and 504 plans will be reviewed and revised, if necessary, in coordination with general education teachers, special education teachers, and related service providers to reflect the child's revolving needs based on assessment data and parent feedback. Teams will consider student needs based on time away from associated and related services while school buildings were closed. IEP and 504 teams will design accommodations and match services accordingly to the student's individualized needs and aligned with the educational opportunities of the general student population.

The district will strive in good faith to commence remote learning interventions and support services to the extent practicable. Students with disabilities will be provided equal access to alternative modes of instruction provided to students without disabilities. Plans will include all programs and learning environments, birth to five services, and career and technical education.

IEP and 504 teams, including general education teachers, special education teachers, and related service providers will use district structures to collaborate on delivery methods for assessments and instruction as outlined in IEPs and 504 plans. Student needs around accessibility will be considered and assistive technology will be provided, where appropriate.

The district will identify and evaluate intervention programs and services available to students at the school and district levels then identify any gaps within the intervention tiers for instruction.

Related service providers will develop a continuation of services or instructional plan to foster ongoing learning for students who receive Occupational Therapy, Physical Therapy, Speech & Language, Social Work, or Psychological Services. These services may be delivered using a virtual platform. Plans will allow students and families to meaningfully access the alternative modes of instruction.

The district will consider obtaining any additional standards-aligned tools or materials that may be required to support differentiation, interventions, or remote learning in order to address students' needs.

# Phase 4: HCS In-Person Instruction Plan Continued

## Communication and Family Support Plan for In-Person Instruction

- Additional communication systems for students and parents, other than through digital platforms, are email, text, phone calls, in-person meetings, and possible home visits if appropriate.
- Communications with students and parents will include weekly or monthly updates and expectations from the building principal, teachers, advisors or district personnel. These communications will include updates on school closures, reopenings, assessment feedback, daily instructional schedules and work time, and learning target progress.
- Teachers and building principals will provide supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child, as well as training on the district's digital systems and tools. Resources for technology help will be provided before the first day of school and will continue through the school year as needed.

## Professional Learning Plan

- The district will hold optional professional development sessions for teachers on August 10th, 11th and 13th, held at Hartland High School. Each day will hold multiple sessions of PD around instructional technology needed for in-person or remote teaching and learning. SCECH's can be earned by attending these PD sessions. The sessions are as follows:

# Phase 4: HCS In-Person Instruction Plan Continued

## Professional Learning Plan Con't

- August 10th, 11th, 13th Professional Development Sessions held at Hartland High School:
  - 8:30 – 10:00 Google Classroom Platform Functions and Features
  - 8:30 - 10:00 SeeSaw Platform Functions and Features
  - 10:00 – 11:30 Document Cameras / Lesson Recording
  - 10:00 - 11:30 Online Assessment Strategies
  - 12:30 – 2:00 Google Classroom Platform Functions and Features
  - 12:30 - 2:00 SeeSaw Platform Functions and Features
  - 12:30 - 2:00 Google Classroom Teacher Strategies
  - 12:30 - 2:00 SeeSaw Teacher Strategies
  - 2:00 – 3:30 Document Cameras / Lesson Recording
  - 2:00 - 3:30 Online Assessment Strategies
  - 2:00 - 3:30 Google Classroom Teacher Strategies
  - 2:00 - 3:30 SeeSaw Teacher Strategies

# Phase 4: HCS In-Person Instruction Plan Continued

## Professional Learning Plan Con't

- The district technology department and curriculum department is offering a help resource site for staff to reference, over the summer and through the school year, on instructional technology areas critical to in-person and remote teaching and learning. The site includes step-by-step instructions and video tutorials on the two platforms that will be used (Google Classroom and SeeSaw), Zoom meetings, Google Meet, Illuminate (district data warehouse system), and Document Camera and Uploading Lesson Videos. <https://sites.google.com/hartlandschools.us/hartlandtech/home>
- The district will conduct two full days of professional development for teachers and staff on August 17th and 18th. Professional development will be conducted in each of the school buildings from 8:00 a.m. to 3:00 p.m. each day. The following PD will be include:
  - Document camera video recording and uploading
  - Cross-grade level / content area meetings to review data and plan for where students are in their learning for additional support, what wasn't covered in the spring, and intervention systems to start the school year.
  - Grade / content area meetings to identify the appropriate power standards and most important learning targets for a more targeted approach returning to school.
  - PD on new building procedures due to state, local, and health guidelines.
  - Technology tools and resources with collaboration time.

# Phase 4: HCS In-Person Instruction Plan Continued

## Professional Learning Plan Con't

- Ongoing professional development for teachers and staff will occur during the district's Early Release Friday sessions. Each Friday through the school year provides an hour of professional development time. This time will be used for goals and focus areas determined most important for our district and individual buildings. Professional development topics in these sessions will include:
  - More specific technology resource needs
  - Professional Learning Communities time to review student performance data and review intervention effectiveness.
  - Best practice instructional strategies
  - Assessment revision and alignment
  - School climate and culture
  - Social Emotional learning best practice instruction and strategies
  - Instructional technology best practice strategies
  
- The district will provide a full day of professional development on February 22, 2021 and offer after school trainings to staff in the areas of instructional and learning strategies. SCECH's or stipends will be offered for these sessions.

# Phase 4: HCS In-Person Instruction Plan Continued

## In-Person Instruction Assurances

- Every student will have access to instruction aligned to the state standards, including strategies used by teachers to accelerate student learning.
- Every student will be assessed regularly to determine students ability and readiness.
- Every student will be provided supports in areas of deficiencies in academic and emotional needs.
- District and building educators will conduct ongoing checks of curriculum pacing and monitoring of student progress and growth.
- District and building educators will review student data to identify supports, interventions, trends and gaps for each student.
- The district will review IEP and 504 plans, in collaboration with teachers and parents, to address each students evolving needs.
- Support differentiation and intervention supports based on student needs.
- Set expectations for technology and digital needs for the school year in case there is a return to all remote learning during the school year.
- Consider structures outside of the school day to support students in need.
- Communicate with families and community at a high level about the status of the district, student progress and additional supports.
- Technology department will monitor and assess adequate connectivity and access for students to utilize online resources.
- The district will track student attendance for remote learning students on a daily basis by a developed system all teachers will use to monitor student participating on the platforms.
- Teachers will assess the quality of student work and provide feedback and learning progress.

# Phase 4: Mental & Social-Emotional Health

During Phase 4, Hartland Consolidated Schools is committed to serve the social and emotional wellbeing of our students, families, and staff. The goal is to create connections, educate and inform so that all members of our educational community are able to successfully access academic, social, and emotional virtual or face-to-face learning opportunities.

**Screening** for mental health and potential risk factors will be a priority and a collaborative team effort. Identified screeners will be age appropriate and will support the decision making process for determining targeted interventions for students. Screening will be HIPAA and FERPA compliant while adhering to mandated reporting guidelines. The district will refine and communicate referral processes and protocols to identify students who may need additional support or targeted intervention. A universal screener will be made available to all buildings.

If a student shows signs of suicidal ideation (using suicidal ideation questionnaire) parents will be notified and student may be referred to Community Mental Health, U of M ER or Saint Joseph ER in Howell for an evaluation with a referral from the school. If a student shows risk factors such as anxiety, depression, trauma, or substance use, parents will be notified and a referral may be made to an outside agency. If a follow up is necessary, mental health providers will coordinate with outside agencies, as well as develop and implement school supports as warranted.

# Phase 4: Mental & Social-Emotional Health Cont.

All teachers K-12 will receive “The 4 Tips for Teachers” while teaching students remotely that may be red flags or risk factors:

- Trust Instincts
- Use Standard Metrics
- Be Intentional
- Communicate, Communicate and Collaborate
- Provide a copy of the Behavioral Checklist for guidance as well for Risk Factors

**Professional Development** will be provided in multiple formats. A Google classroom has been created as a virtual learning environment for the 2020-2021 school year . This format will serve as a centralized location for staff to access appropriate tools and resources as well as to provide professional development on current mental health topics and evidence based practices such as:

- Trauma Informed Care
- Resilience for Youth and Adults
- Compassion Fatigue, and Self Care
- Mental Health Awareness
- Anxiety
- Social, Emotional and Behavioral High Leverage Practices
- The Least Reinforcing Scenario



# Phase 4: Mental & Social-Emotional Health Cont.

Additional professional development opportunities will be provided by mental health providers (e.g. student assistance coordinator, counselors, social workers, school psychologists and external community agencies) on the following topics:

- Understanding Post Traumatic Stress and Secondary Stress
- Mental Fitness and Self Care through TRAILS of University of Michigan
- Signs of Depression
- Signs of Drug and Substance Use in Youth and Teens
- Reporting Abuse and Neglect

# Phase 4: Mental & Social-Emotional Health Cont.

**Crisis Management** for the loss of a student, staff member or family member will be addressed with the Crisis team leaders Mr. Scott VanEpps, Mrs. Nicole Schingeck, Mr. Chuck Hughes and the building principal. Mrs. Nicole Schingeck (or other mental health provider with a direct relationship with the family) will reach out and provide grief and loss support through local agencies and educational resources. An email will be sent to teachers to notify them of the loss and an emergency staff meeting will be lead by the building principal, student assistance coordinator and building school psychologist, social worker, and counselor to provide support and clarity to staff. All school psychologists, social workers and counselors will be available for grief support. Local agencies such as Ashley's Place and counseling support will be referred as needed.

**Homelessness/Transitional Living-** All school personnel will be given the guidelines for homelessness and if a student is flagged, the district's homeless liaison will contact parents, provide the McKinney Vento paperwork, and report to the county McKinney Vento liaison for additional county support/referrals for food, housing, etc.

**Students Mental Health and Wellness Support K-12-** Remote programs will be created by mental health providers (e.g. counselors, social workers, school psychologists and the student assistance coordinator) to create a supportive sanctuary which can counteract stress from COVID, family conflict, anxiety, etc. Groups to promote social wellbeing and educational resources will be developed based on identified need and presented through virtual formats or in person.

# Phase 4: Mental & Social-Emotional Health Cont.

**Staying up to date and informed** -During the Covid Crisis students, families, and staff will be provided with resources on the destigmatization of COVID-19 (e.g. Steps to take to talk to students about Covid concerns, [Helping Children Cope with Changes Resulting from COVID-19](#)) and will be provided with the [Agency \(Covid-19\) Livingston Recovery Updates](#) through mental health providers.

Communication channels for school stakeholders to address mental health concerns resulting from COVID-19 include communication from the student assistance coordinator to building mental health providers and administrators as well as external community agencies (e.g. Human Services Collaborative Board, Community Mental Health, Wake Up Livingston and Livingston County Juvenile Court). Updated information, resources, and hotlines will be shared through emails and phone calls to families and general staff by designated mental health providers. District mental health providers will support students, families and staff by working to identify and provide resources and strategies that address wellness, self care, and resilience (e.g. [MDE COVID-19 Resources](#) and [MDE Mental Health Resources](#)).

# Safety Protocols

## Facial Coverings - Personal Protective Equipment (PPE):

- Facial covering shall be worn by all district staff members when interacting with co-workers, students and the public. (If working alone in your office/classroom a facial covering is optional).
- It is encouraged that staff bring their own facial covering, however one will be provided to all staff members if needed.
- Facial coverings shall be worn in classrooms by all students in grades JK – 12 (unless medically inappropriate and documented). A student may be allowed a mask break at teachers discretion (ex: K-4 snack)
- Facial covering shall be worn by ALL students when in halls, common areas and when on the school bus (unless medically inappropriate and documented).
- Clear facial coverings will be provided for special education teachers, related service providers, and paraeducators.
- Facial coverings will be considered for students with special needs in the extended resource programs, hallways, and common areas.
- Facial covering will also be worn when entering or leaving the building (unless medically inappropriate and documented).
- It is encouraged that students bring their own facial covering, however one will be provided to students if needed.
- Fabric or multi use facial covering must be washed daily. Disposable facial coverings must be disposed of at the end of the day. We ask parents to create a system at home that ensures this happens.
- It is strongly encouraged that everyone wears a face covering, however any staff member or student who is unable to medically tolerate a facial covering may choose not to if medically appropriate and documented.
- Students failing to adhere to the required facial covering policy fall under dress code of the student code of conduct.

# Safety Protocols Continued

## Hygiene:

- The district will provide all necessary supplies to support healthy hygiene behaviors. Such as soap, paper towels and hand sanitizer.
- Building custodians will monitor soap and hand sanitizer amounts and refill as needed.
- Building principals will work with teaching staff to encourage regular student hand washing throughout the day. Suggested times are when entering the classroom, after essentials, after lunch, after recess, during passing time, or as needed.
- Building principals and teaching staff will limit the sharing of supplies or personal items between students. Supplies should be assigned for individual student use.
- The district has installed hand sanitizing stations at entrances, lunch rooms, buses, and select hallways. Students and staff should use hand sanitizer when entering district buildings and as needed when moving throughout the building.

# Safety Protocols Continued

## Spacing, Movement, and Access:

- Classroom desks will be spaced in an effort to encourage social distancing where possible. During classroom activities students will be encouraged to social distance whenever possible.
- Classroom desks will be arranged facing in the same direction or so students are not facing each other whenever possible.
- As able, “specials” should be brought to the classroom. Speech, OT, PT, SSW, Psych will all go into the general education classrooms when possible.
- Teaching staff will maintain social distancing from students or other co-workers whenever possible.
- Building principals will work with students to encourage proper hallway traffic flow whenever possible.
- When entering the building students and staff shall use the doors furthest to the right and when exiting a building use the doors furthest to the right.
- Building visitors and other guest are not allowed in the building except under extenuating circumstances as determined by the Building Principal. Parents dropping off items may alert the office by pushing the intercom button and leave items outside the door for the office staff to pick up. PTO activities and other classroom parent volunteer activities are suspended.
- For after school student pick-up, parents or guardians will remain outside and students will be brought outside for pick up. It is encouraged that parents or guardians maintain social distancing and do not congregate.

# Safety Protocols Continued

## Screening Students, Staff, and Guests:

- District employees will self-screen prior to arrival to district facilities. Employees showing any signs or symptoms of COVID-19 such as a temperature of 100.4 or greater, or respiratory or gastrointestinal symptoms will alert their supervisor as soon as possible and should stay home. Employees should consider coronavirus testing if symptoms are present.
- Parents or guardians will self-screen students daily prior to boarding a school bus or being dropped off at a building. Students showing any signs or symptoms of COVID-19 such as a temperature of 100.4 or greater, or respiratory or gastrointestinal symptoms should stay home. Families should consider coronavirus testing if symptoms are present.
- Any building visitors critical to the operations of the district will be screened for symptoms, will wear a facial covering, and will use hand sanitizer when entering or leaving a district building. Records of building visitors will be kept by scanning QR code at each building.

# Safety Protocols Continued

## Testing Protocols for Students and Staff and Responding to Positive Cases:

- Students who develop a fever or become ill with COVID-19 symptoms at school will be quarantined in the nurses office, will wear a mask and parents or guardian will be contacted. The student will be picked up by parents or guardian as soon as possible. An alternate location will be established for any other sick or injured students.
- Symptomatic students and staff sent home from school will not be allowed to return to school until they have tested negative for COVID-19 or have been released from isolation according to [CDC guidelines](#).
- Building principals will notify families of any presence of any laboratory positive or clinically diagnosed case of COVID-19 in a classroom or school. The purpose of this notification is to encourage closer observation of students and staff for any symptoms at home. Specific student or staff information is considered confidential and will not be shared.
- If a case of COVID-19 is diagnosed within a building, immediate efforts will be made to contact (in partnership with the Livingston County Health Department) anyone that was in close contact (spent more than 15 minutes less than six feet in close proximity) with an infected individual. Once contacted you should monitor for any symptoms of COVID-19, and quarantine for 14 days. At this time according to state guidelines, testing of all students or staff members in the class is not recommended. If symptoms develop it is recommended to have testing for COVID-19.
- If a case of COVID-19 is diagnosed within a building the district will cooperate with the Livingston County Health Department to collect contact information for anyone in close contact with the affected individual from two days before he or she showed symptoms to the time he or she was last present in a district building. Teachers will be notified if any of their students are COVID-19 positive.
- If a case of COVID-19 is diagnosed within a building the district will initiate cleaning and disinfecting procedures in all spaces affected and building-wide touch surfaces.



# Safety Protocols Continued

## Food Service, Gathering, and Extracurricular Activities:

### Food Service

- All meals will be prepared and served according to USDA, MDE and local health department guidelines and requirements.
- Hartland Schools students will be served meals in the serving areas of the cafeteria.
  - Serving staff will use barrier protection including gloves and face coverings at all times.
  - Students and staff in serving areas will socially distance as much as possible and wear face coverings at all times unless eating.
  - Serving areas will have floor tape and markings to indicate six-foot intervals.
  - Signage will be posted to reinforce social distancing.
  - Hand sanitizer and handwashing facilities will be available to all students and staff to use before and after every meal.
  - All parts and components of meals will be served directly to students, including packaged condiments and disposable utensils. All self-serve options and convenience pick-up areas will be removed.
  - All contact surfaces will be disinfected between meal service with EPA approved disinfectant.
  - The district will encourage pre-payment for all meals to reduce the amount of cash handled in schools. We will provide instruction and technical assistance to help families pay for meals, online in advance.

# Safety Protocols Continued

## Food Service, Gathering, and Extracurricular Activities Con't:

### Food Service Continued

- Hartland Schools students will eat meals in the cafeterias as socially distanced as possible and wear face coverings at all times unless eating.
  - All students in the cafeterias will be socially distanced as much as possible.
  - Elementary students will sit by classroom as socially distanced as much as possible
  - Lunch tables will be spaced as far apart as possible to allow for greater social distancing.
  - Students at Farms Intermediate School and Ore Creek Middle School will have access to outside areas to eat meals as much as feasible and available to increase distancing.
  - High School students will have access to corridors, hallways, and outside courtyards as much as feasible and available to increase distancing.
- In the event of a short-term dismissal, meals will be served curbside as described in Phase 1-3.
- If the district has a planned online instruction day, we plan to send breakfast and lunch meals home on the previous in-person school day for families requesting meals. This service will be available to all Hartland students.
- Student Nutrition staff will receive training in proper disinfecting and sanitizing procedures, updated MDE guidelines and updated local health department regulations.

### Extracurricular Activities

- Field trips outside of the district are suspended
- Interior outside group activities are suspended in all buildings, except at the HESSC through Community Education and the Hartland Pool only.

# Safety Protocols Continued

## Athletics

### **Athletic Status:**

- Hartland's interscholastic athletic programs will participate in off season training as well as in season practices and competitions.
- All aspects of the athletic department will comply with guidance published by the Michigan High School Athletic Association (MHSAA) and established policies of the KLAA.

### **Safety Guidelines for Athletes and Coaches:**

- Coaches and student athletes will confirm that they are symptom free by completing a self-screening prior to every team activity. This form will be submitted by hard copy or online. Results of the self-screening will remain confidential and records of student attendance at activities will be kept.
- Coaches and student athletes will practice proper hand hygiene techniques before and after every team event. Hand washing facilities or sanitizer will be available to all participants.
- All team equipment will be disinfected before and after every use.
- Student athletes will be required to carry their own (clearly marked) water bottle. No team "hydration stations" will be used.
- The use of indoor weight rooms and locker rooms will be suspended but outdoor strength and conditioning sessions will continue to be provided for all student athletes by our certified training staff.

# Safety Protocols Continued

## Athletics Continued:

### Safety Guidelines for Athletic events and competitions:

- Our athletic events will comply with all safety guidance published by the MHSAA. We will also follow all rules for spectator events voted upon by the KLAA conference.

### Home Competitions:

- Large scale indoor spectator events will be suspended.
- Outdoor events of up to 1000 spectators, depending on venue capacity, are allowed. (Parents of student athletes will be given first consideration)
- Non participants will be required to wear masks while inside the facility.
- People who are not part of the same household must maintain six feet of distance from one another.
- Modifications will be made to entry and exit points of athletic facilities to prevent crowding. When possible, there will be a home spectator entry/exit and an away spectator entry/exit.
- In some cases it may be necessary to clear the facility of spectators between competitions. Start times for these contests may be changed as well. (Example: Freshmen/JV football or JV/Varsity soccer)
- Athletic “season” or “all sport” passes will not be sold for 2020-21. Ticket windows will run off of a predetermined pass list for most events.
- Hand washing facilities or sanitizer will be readily available for all spectators.

# Safety Protocols Continued

## Athletics Continued:

### Home Competitions continued:

- All event staff workers will adhere to safety regulations and maintain six feet of social distance when possible.
- Concession stands may run but with a limited (pre-packaged) menu.
- Signage with safety rules and expectations will be visible at all Hartland events.
- Frequent announcements with safety reminders will also be made when possible.
- Only participants and staff will be allowed near the playing surface.
- Peripheral events, themes, promotions and guests not critical to the athletic contest may be less common because of safety concerns and limits on attendance.

### Away Competitions:

- Competitions may be held against other MHSAA member schools only.
- Facial Coverings must be worn if school transportation is provided to away events.
- Buses will be cleaned and disinfected before and after every use.
- Hartland student athletes, coaches and spectators will adhere to host schools rules and regulations.
- Team camps or athletic competitions that require overnight stays will be suspended.

# Safety Protocols Continued

## Cleaning / Disinfecting:

All staff members performing cleaning with disinfectant must wear gloves, a surgical mask, and a face shield and follow all product instructions as outlined on the disinfectant packaging. Students are NOT permitted to perform cleaning duties. Only district approved disinfectant and chemicals may be used.

### High Touch Cleaning

- District cleaning staff will be performing routine disinfection throughout the school day of common touch surfaces such as light switches, door handles/push bars, bathrooms, drinking fountains, etc.

### Intermittent Cleaning

- Common room spaces such as media centers, computer labs, and essential rooms will have common touch surfaces and desks sanitized in between classes.
- District teaching staff will wipe down student desks with disinfectant whenever student populations are changed.
- Students should not be present when cleaning is taking place as this can trigger breathing problems and/or exacerbate asthma.
- District custodial staff will sanitize lunch tables between each lunch period.
- Playgrounds will continue to undergo normal cleaning as needed.

### Contamination Cleaning

- In the event of a positive COVID-19 infection, district custodial staff will wear surgical masks, gloves and a face shield when performing cleaning of any infected areas.
- Infected areas shall be closed for 24 hours prior to the cleaning/disinfecting of the space.
- The entire space will be disinfected by an electrostatic machine and approved disinfectant.

# Safety Protocols Continued

## Busing and Student Transportation:

- Hand sanitizing stations will be installed on all district buses. Students boarding the bus will be required to use hand sanitizer before proceeding to their seat.
- ALL students as well as the driver or bus aid will be required to wear facial coverings. If a student forgets a facial covering the bus driver will provide one. Students not wearing a mask are subject to removal from transportation upon the completion of intervention and due process has been provided.
- District buses will be disinfected after morning and afternoon routes with special attention to disinfecting touch surfaces. Any equipment used for the purposes of transportation will also be disinfected (such as wheelchairs).
- All students will have assigned seats while being transported on district buses. Assigned seats will be assigned first by family and then at the discretion of the transportation department. Drivers will take AM and PM attendance of riders to keep accurate record keeping.
- Students should be temperature checked at home prior to going to the bus stop. Students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

# Safety Protocols Continued

## Medically Vulnerable Students and Staff:

- Medically vulnerable students and staff will be addressed on a case by case basis to work towards providing the safest learning and working environment. The district understands that all circumstances and situations are unique and need to be addressed on an individual basis.
- Special Education: Staff will review all special circumstance plans (e.g Individual Healthcare Plans, Individualized Education Programs (IEPs), and 504 Plans) to determine if accommodations are needed to support students with special healthcare needs. Plans will be updated, as needed, to decrease risk of exposure to COVID-19. If a student is medically vulnerable, remote learning plans will incorporate feedback and input from teachers, families, students, and school leaders to improve its effectiveness and shared with stakeholders.



# Operations

## Technology:

### Communication and Family Support

- Technology support will be available to students and parents.
  - Students and Parents will first contact the teacher to see if they know how to resolve the issue. If they are unable to quickly do so, students or parents have two methods for obtaining additional tech support.
    - We have established a [Students and Parents Tech Help Website](#) where step-by-step guides and videos, and answers to frequently asked questions are available:
    - We have established a Tech Help Email which is monitored by all members of the Technology Department. [hcstechhelp@hartlandschools.us](mailto:hcstechhelp@hartlandschools.us)

### Professional Development

- Instructional staff will be provided a [Technology Self Assessment Survey](#) that will help guide their learning as they prepare for Fall 2020.
- Instructional staff have access to a [Technology Resource Website](#) containing step-by-step instructions and video resources that can be used prior to instruction in the Fall of 2020 and throughout the school year for learning and reference regarding the technology tools that will be necessary to conduct in-person as well as remote learning.

# Operations Continued

## Technology (Continued):

### Professional Development (Continued)

- Curriculum and Technology are providing optional professional development training days on August 10, 11, and 13 focused on SeeSaw, Google Classroom, Recording Lessons and the storage and delivery of the recordings to students.
- August 17 and 18 are required professional development days for teachers and staff where we will conduct mandatory training sessions focused on creating video lessons and the delivery of the videos to students.
- Ongoing professional development for teachers and staff will occur on an as needed basis by:
  - Adding to our step-by-step instructions and videos on our Tech Help website.
  - Conducting additional sessions using our early release Fridays.
  - Providing one-on-one or small group sessions by appointment.

### Staff Technology Support

- In each building the Building Principal will be the single point of contact that will plan and communicate with the Technology Director.
- We have a [Technology Efficiency Plan](#) in place where there is a Data Technician and Computer Technician assigned to a set of buildings. Our building personnel are re-introduced to the efficiency plan each Fall and know who their contacts are in the Technology Department.

# Operations Continued

## Technology (Continued):

### Staff Technology Support (Continued)

- We know how essential it is for Curriculum and Technology to work in conjunction with one another. In-district technology issues are handled through a technology work order system or through our help desk phone number which is answered by the Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction. She also has access to the work order system and monitors it to ensure critical issues are dealt with efficiently.
- Technology systems are in place to indicate if and when any of our infrastructure goes offline and our network administrators and engineers are notified of such events.
- Devices that are reported to not be working properly will be visited if onsite, and collected if offsite, and either Computer or Data Technicians will make the necessary repairs to the device. In the interim, the faulty device will be replaced by a functional device if one is available. If a replacement device is not available, priority for repair will be placed on any device that has no replacement.

### Online Content Delivery

- The district has purchased document cameras which are capable of doubling as a video camera to record teacher classroom lessons. Teachers will record their daily lessons and post those lessons using SeeSaw (Grades JK-2) or Google Classroom (Grades 3-12).
- Teachers will use software loaded on their computers to record lessons via their document camera, webcam, or desktop capture.

# Operations Continued

## Technology (Continued):

### Online Content Delivery (Continued)

- Teachers will upload their recorded lessons to YouTube or Google Drive and link them using SeeSaw or Google Classroom.
- Teachers have the opportunity to share their created content and publications with each other using Google Shared Drives, Google File Sharing and YouTube Playlists.
- Classwork and assessments will be available to remote learners using one of the two content delivery platforms (SeeSaw or Google Classroom).
- District devices, including Chromebooks, and desktop computers will be continually monitored to ensure they can be used with online learning platforms.
- Both Google Classroom and SeeSaw have the ability for teachers to create digital assignments and assessments. They also allow submission of online work to be easily accomplished so student work can be evaluated.
- Teachers will be required to use Illuminate for all district-provided assessments.
- For teacher created assessments, they may use the method of their choice, but are encouraged to use Illuminate for as many assessments as possible.

### Technology Access

- At the time of registration each year, which all students are required to complete online, we are collecting information pertaining to the access to technology devices in the home and home Internet access. We intend to use this data to ensure that every student has access to appropriate technology and connectivity to continue learning in a remote learning environment.

# Operations Continued

## Technology (Continued):

### Technology Access (Continued)

- All students and parents are required to acknowledge the district's Acceptable Use Policy which contains expected behaviors when using district technology or accessing online resources. This policy is relevant while students are at school and relevant if learning remotely while at home.  
[Student Acceptable Use Policy](#)
- Any student who borrows a district-owned device will be required to fill out a [Device Loaner Agreement](#) prior to being loaned a device. This device will help ensure our students are kept safe and district-owned technology is cared for.
- Should students need access to devices while at home the district will provide a Chromebook. If this becomes a need, District Technology Staff will contact students or their guardians via email with specific dates and times when devices may be picked up.
- Loaner devices will be identified and kept track of on a Google Sheet.
- When devices are returned they will be collected and moved to a storage location where they will be sanitized prior to re-deployment, replacement evaluation, or repair.
- All repair/replacement of devices will be conducted prior to the beginning of the following school year.
- When devices are collected or distributed, staff doing so will be provided with and will wear proper PPE including a mask and gloves.
- Hartland Consolidated Schools will make efforts to provide Internet access to students without it in their homes. At a minimum, we will provide exterior hot spots in the East Student Lot at Hartland High School for drive-up Internet access.

# Operations Continued

## Technology (Continued):

### Remote Learning Plan Evaluation

- Throughout the remote learning process, the technology team will continue to meet and evaluate our plan and procedures, discuss any need for change or adjustments, and make preparations for those changes.
- Upon the return to in-person instruction, the technology team will take any lessons learned and update the remote learning plan.
- As we continually evaluate our remote learning plan, we will continue to monitor and manage our assets and technology processes to ensure the plan we have in place is efficient and effective. We will make adjustments accordingly based on our continual evaluation.
- Our assets and infrastructure are always critical to our day-to-day operations. We will continue to monitor and manage our infrastructure throughout both remote as well as in-person instruction and work to resolve any issues discovered.
- Any technology issues that were identified during the school closure period will be discussed, evaluated, and used to enhance our existing long-term technology maintenance plan.

# Operations Continued

## Facilities:

- The Maintenance Department will procure and maintain all PPE for the district. The Maintenance Department will distribute PPE to all district buildings. The Maintenance Department will maintain a minimum amount of PPE in order to keep the district operating. Building principals will be responsible for maintaining building amounts for daily operations. Building principals will be responsible for ordering PPE from the Maintenance Department as needed to maintain building levels.
- Facial coverings with a transparent front will be available for special education teachers, related service providers, and students with disabilities or special needs in grades JK-5 if needed. Consideration of face coverings with a transparent front will be considered for special education teachers, related service providers, and students with disabilities or special needs in grades 5-12.
- Building principals will contact the Maintenance Department if a confirmed COVID-19 case is present. The Operations Manager will work with custodial management on performing COVID-19 disinfection procedures for district buildings and school buses.
- The Maintenance Department will review cleaning/building disinfection procedures with building custodians prior to the start of the school year.
- The Maintenance Department will conduct daily/weekly building walk-throughs to ensure cleaning/disinfecting procedures are being followed.

# Operations Continued

## Facilities (Continued):

- The Maintenance Department will install signage throughout district facilities as outlined in the *Signage* section.
- The Maintenance Department will continue to change HVAC filters regularly or as needed. Over this past summer all Heating, Ventilation and Air Conditioning (HVAC) was checked for proper operation and is running efficiently.

### **Signage**

Signage will be placed throughout district facilities to encourage safe practices for the following:

#### **Handwashing**

Elementary Schools

<https://www.cdc.gov/handwashing/pdf/Handwashing-BOY-superhero-8x11-p.pdf>

<https://www.cdc.gov/handwashing/pdf/Handwashing-GIRL-superhero-8x11-p.pdf>

Secondary Schools

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>



# Operations Continued

## Facilities (Continued):

### Signage (Continued)

#### **Facial Covering**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

#### **Social Distancing**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

#### **Symptoms of COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

### Training

- The district will provide training materials to staff on identifying the signs and symptoms of COVID-19.
- The district will provide training on proper procedures for disinfecting surfaces as well as procedures for safely handling disinfectant. [Six Steps for Safe & Effective Disinfectant Use \(PDF\)](#)
- The district will also provide training to staff and students on proper hand washing techniques and cough and sneeze etiquette.

# Operations Continued

## Food Service:

- Hartland Student Nutrition department will conduct outreach to understand who is coming back to work to account for any staff members not returning due to risk or an underlying medical condition.
- Hartland Administration will work with the Hartland Schools food service bargaining union to adjust staff as needed following the union contract.
- All staff will be trained and updated on any necessary food handling changes as they are implemented based on local public health guidance. These updates will be in the form of emails, kitchen info boards, staff meetings and staff trainings.
- Hartland Schools will continue to notify district families of local food resources in case they are in need of food assistance outside of school. These resources will be posted on our website and mailed to households.
- Lunch schedules will be created with proper safety protocols in mind.

# Operations Continued

## Enrollment:

- The District is planning on the return of all students enrolled in the MiStar student registry.
- Instructional delivery will be in accordance to the Return to School Plan and encompasses face-to-face, remote, or a hybrid, depending on the MI Safe Start phases declared by the Governor.
- Parents who choose not to send their child(ren) to school will be provided a remote learning option.
- The Remote Learning Plan and Professional Learning Plan are critical elements to delivering instruction and maintaining student enrollment.

## Staffing:

- JK - 12 teacher staffing is complete and no vacancies exist for the 2020-21 school year.
- All teachers will be provided professional development in accordance to the Professional Learning Plan.
- The District will work with the MDE to comply with Administrative Rules pertaining to hiring properly certified and endorsed educators.
- The District contracts with EduStaff to provide substitute teachers. As of 7/7/20, they reportedly have a pool of nearly 8,000 teacher-candidates subject to final approval and onboarding. A company representative indicates, “the number of candidates is looking good in comparison to the previous school year.” However, there still remains a shortage of substitute teachers to adequately cover teacher vacancies on a daily basis.
- New Teacher Orientation (8/12/20) will include awareness training on safety protocols.
- Hiring Protocol includes the option for remote interviews via Zoom.
- Work with bargaining units (teachers, affiliates, maintenance, student nutrition) is complete or in progress in order to respond to the COVID 19 impact with fairness, reasonableness, and flexibility.

# Summary

Phase 4	Creekside Elementary, Lakes Elementary, Round Elementary, Village Elementary	Farms Intermediate, Ore Creek Middle School Hartland High School
<b>Transportation</b>	<ul style="list-style-type: none"> <li>All students will wear facial covering - Unless Medical</li> <li>Family siblings sit together</li> <li>Assigned seating</li> </ul>	<ul style="list-style-type: none"> <li>All students will wear facial covering - Unless Medical</li> <li>Family siblings sit together</li> <li>Assigned seating</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>All Students wear facial covering except when eating</li> <li>Social distancing marks will be on the floor for areas where a lineup may be necessary.</li> </ul>	<ul style="list-style-type: none"> <li>All Students wear facial covering except when eating</li> <li>Social distancing marks will be on the floor for areas where a lineup may be necessary.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Students will wear a facial covering in the classroom space.</li> </ul>	<ul style="list-style-type: none"> <li>All students will wear a facial covering.</li> </ul>
<b>Common Areas/Passing time/Lockers</b>	<ul style="list-style-type: none"> <li>All students will wear a facial covering while in common areas/at lockers or during passing times.</li> </ul>	<ul style="list-style-type: none"> <li>All students will wear a facial covering while in common areas/at lockers or at passing times.</li> </ul>
<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>Facial coverings shall be worn upon exiting vehicle or bus up until the arrival into the classroom.</li> <li>During dismissal facial coverings must be worn when exiting the classroom and building (on sidewalks, etc) until student is inside personal vehicle or after dismissal from the school bus.</li> </ul>	<ul style="list-style-type: none"> <li>Facial coverings shall be worn upon exiting personal vehicle or bus.</li> <li>Facial coverings must be worn when exiting the building (on sidewalks, etc) until returning to personal vehicle or after dismissal from the school bus.</li> </ul>