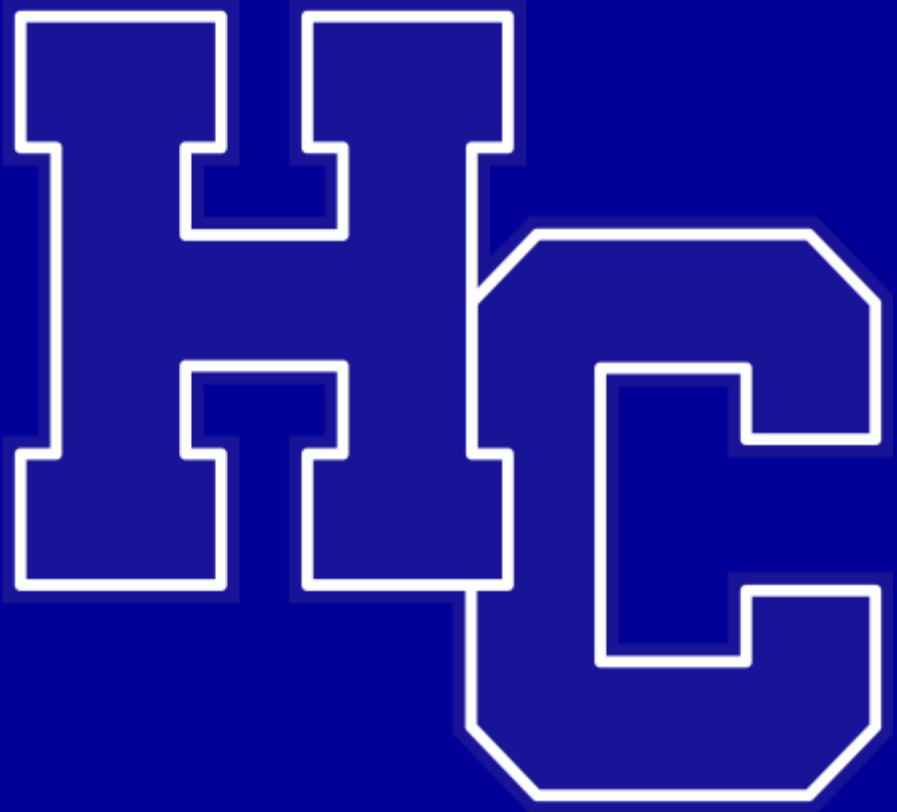


HARPER CREEK COMMUNITY SCHOOLS

RETURN TO SCHOOL ROADMAP

APPROVED AUGUST 10, 2020





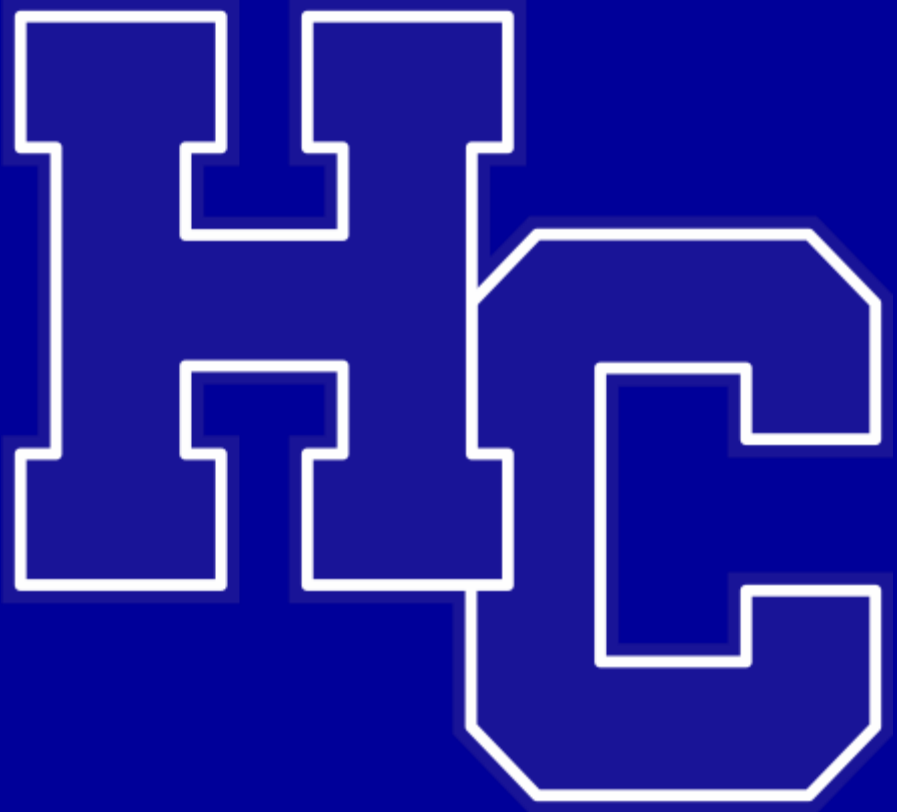
HOW WE ARRIVED AT TODAY'S RECOMMENDATION

PLANNING STAGE

- *HC Roadmap to School Team* formed May 2020
- Weekly Meetings
- Each major category formed subcommittees and identified what to DO FIRST in the roadmap design

MI Safe Schools: Michigan 2020-21 Return to School Roadmap – Released June 30, 2020

Preparedness and Response Plan due August 15, 2020



HC ROADMAP TO SCHOOL LEGEND

Governance

Instruction – Wellness

Facility

Technology

Operations

- Finance
- Human Resources
- Transportation
- Food Service
- Pupil Accounting
- Communications
- Athletics

GOVERNANCE TEAM

“Good governance cannot remain merely a philosophy. Concrete steps have to be taken for realizing its goals.”

- Narendra Modi

Rob Ridgeway, Superintendent

Laura Williams – Assistant Superintendent of Instruction

Carol Davis – Finance Director

Jim Robinson – Facility Director

Jim Maynard – Technology Director

Tammy Chapman – Human Resources Director

Stacy Hendon – Transportation Director

Rebecca Schneider – Communication Director

John Ruemenapp – Food Service Director

Ed Greenman – Athletic Director

Joyce Barry – CCDHP School Nurse

Dennis Anthony – High School Principal

Lisa Crawford – High School Vice Principal

Kim Thayer – Middle School Principal

Jason O’Farrell – Middle School Vice Principal

Nneka Daniels – Beadle Lake Elementary Principal

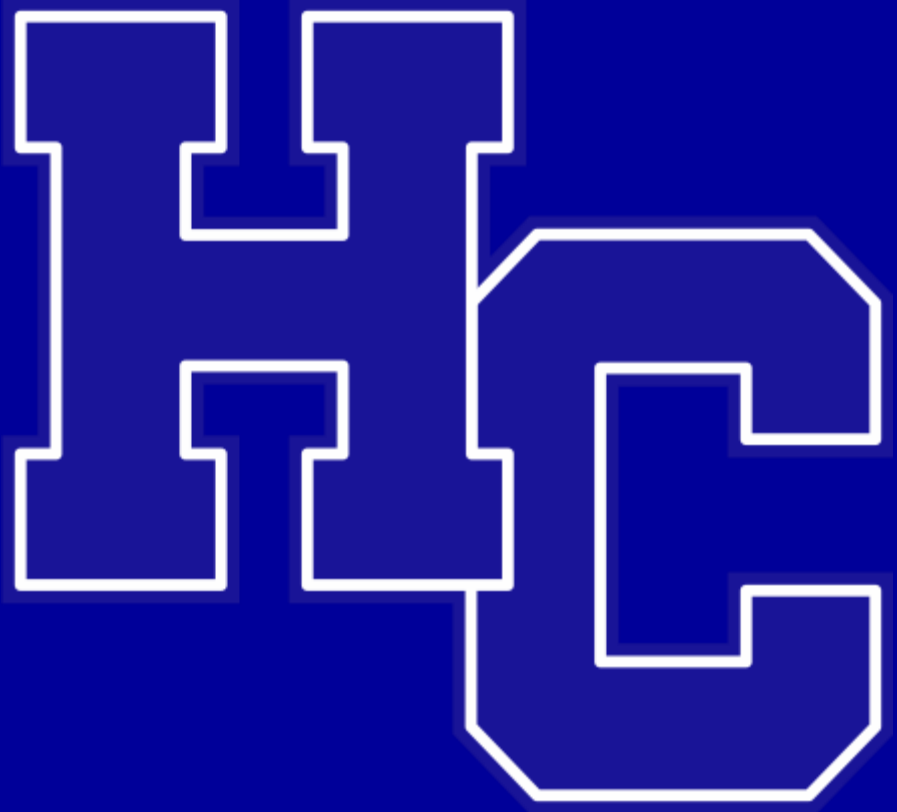
Shalen King-Short – Sonoma Elementary Principal

Brent Swan – Wattles Park Elementary Principal

Jen Feaster – CISD Special Education Supervisor

Gail Braman – Data Coordinator

Sharon Zebell – Executive Assistant

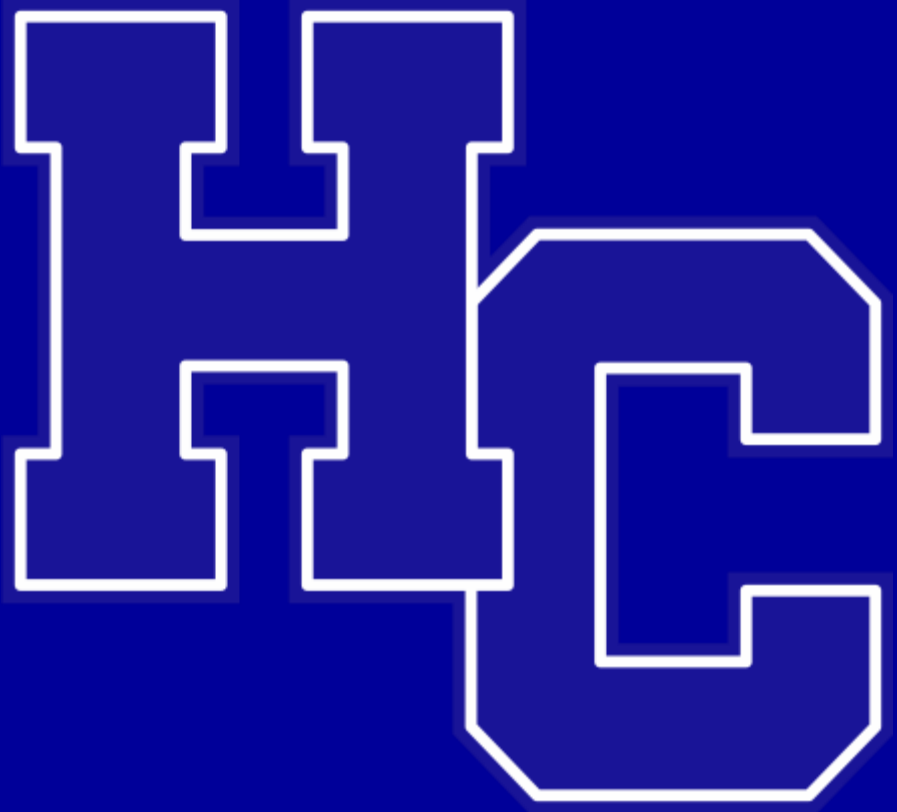


GOVERNANCE

- Created a regular weekly meeting schedule
- Created a *Return to School Roadmap* Vision

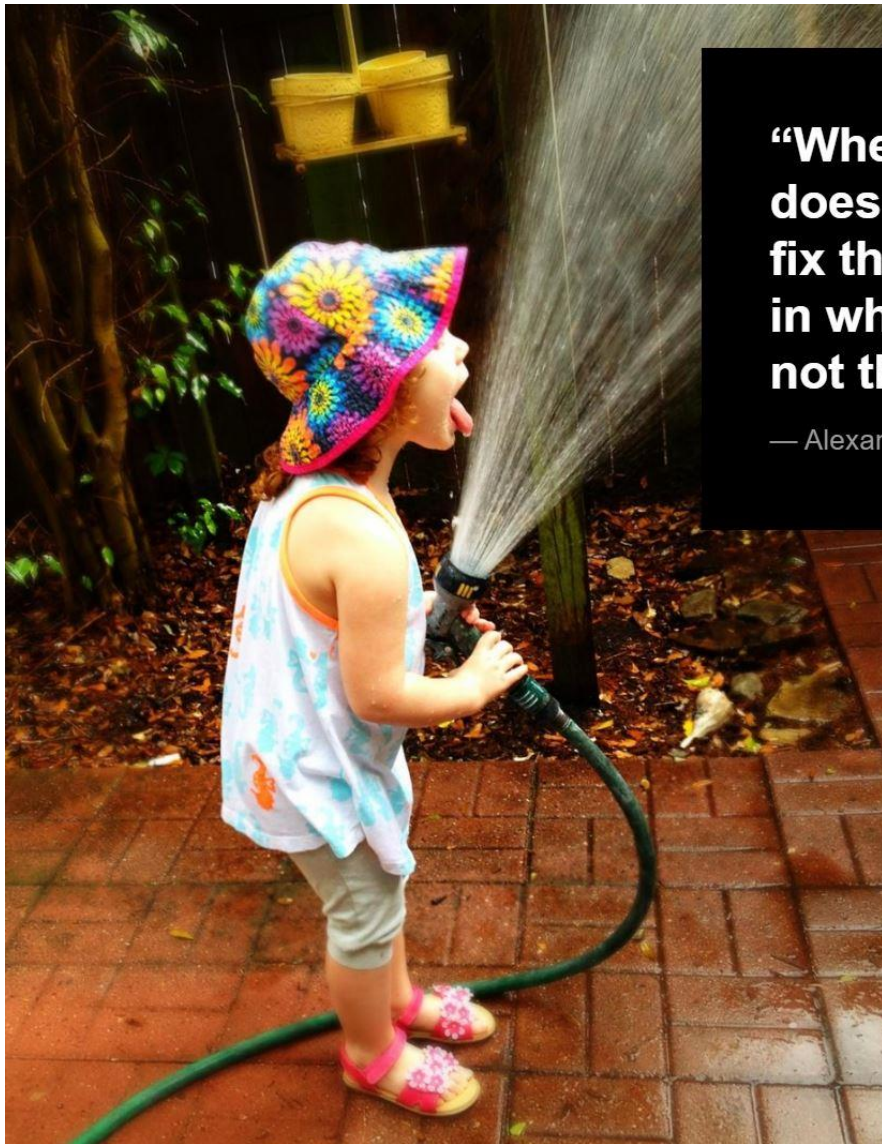
Educate, Empower and Equip Students for Life
while ensuring the safety, health and well-being of students and staff
by providing an excellent educational experience through
Joy, a Heart for People and instilling a strong *Belief in Self*.

- Formed a **Learning Advisory Committee** of teaching staff throughout the district
- Weekly Health Department Updates with CCDPH Officer, Eric Pessell
- Continued Conversation with HCEA Co-Presidents



GOVERNANCE

- Regular Communication with all stakeholders
 - Facebook Live
 - YouTube Videos
 - Zoom Meetings
- Input from MDE, MASA , MASB, and Thrun Law Firm via webinars, virtual meetings, and personal conversations
- Garnered Face-to-Face Feedback from all stakeholders via Open Zoom Meetings
 - Parents
 - students
 - Staff
 - Community Members
- Board Meetings via Zoom for transparency and enhanced feedback



**“When a flower
doesn’t bloom you
fix the environment
in which it grows,
not the flower.”**

— Alexander Den Heijer

LEADership TEAM

Laura Williams, Assistant Superintendent of Instruction

Dennis Anthony, High School Principal

Lisa Crawford, High School Vice Principal

Kim Thayer, Middle School Principal

Jason O’Farrell, Middle School Vice Principal

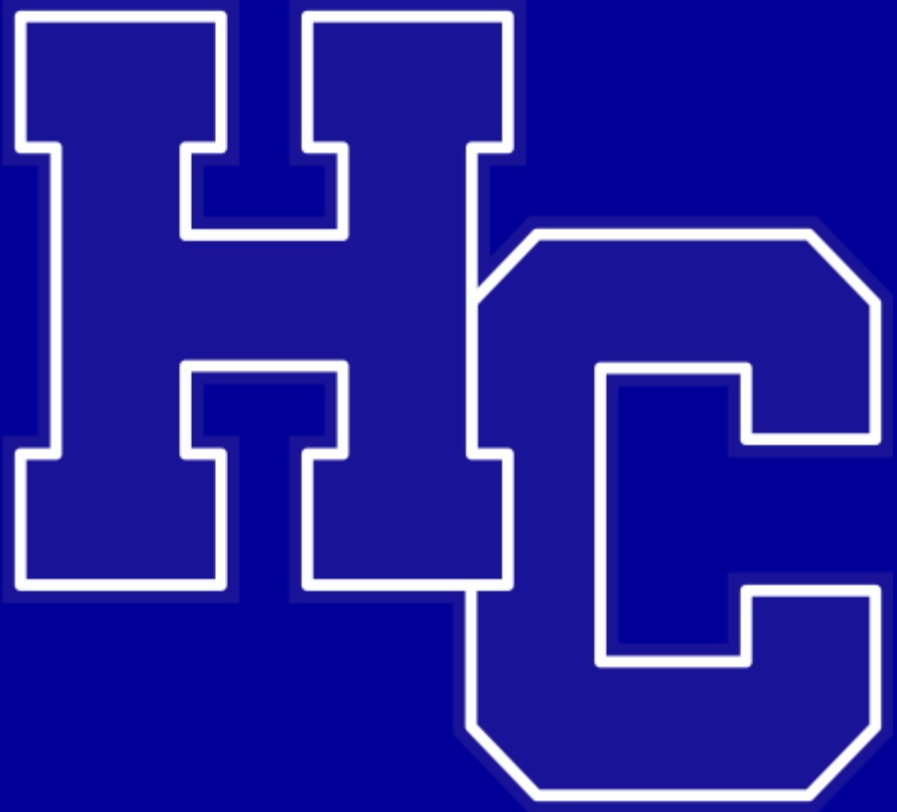
Nneka Daniels, Beadle Lake Elementary Principal

Shalen King-Short, Sonoma Elementary Principal

Brent Swan, Wattles Park Elementary Principal

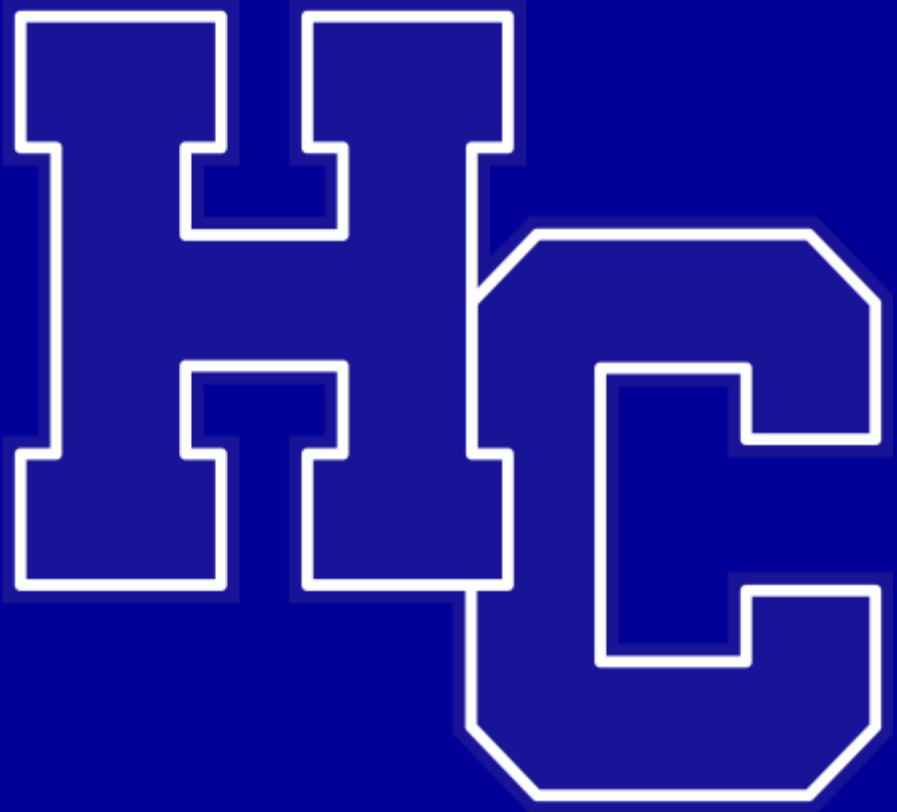
HEC





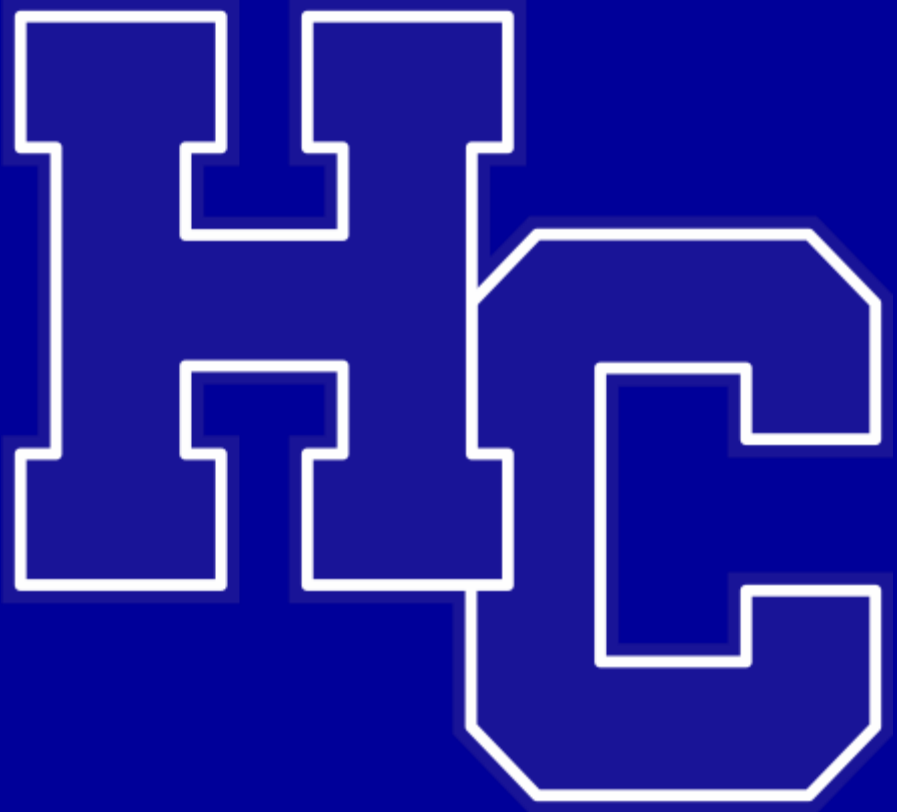
MENTAL and SOCIAL-EMOTIONAL HEALTH

- Partnership with Community Resources Plan for Return
 - ◻ We have met weekly, developing resources for staff, students and families- aligning to what we already have with child study process- data driven
 - ◻ Calhoun Health Dept, CISD, Grace Health, STARR, Summit Pointe
 - ◻ All staff working to complete Trauma Training- April – August
 - ◻ 20 HC staff members completed 5 Modules (30 hrs) Trauma/Resilience
 - ◻ 11 of which became STARR Certified Trauma Trainers



MENTAL and SOCIAL-EMOTIONAL HEALTH

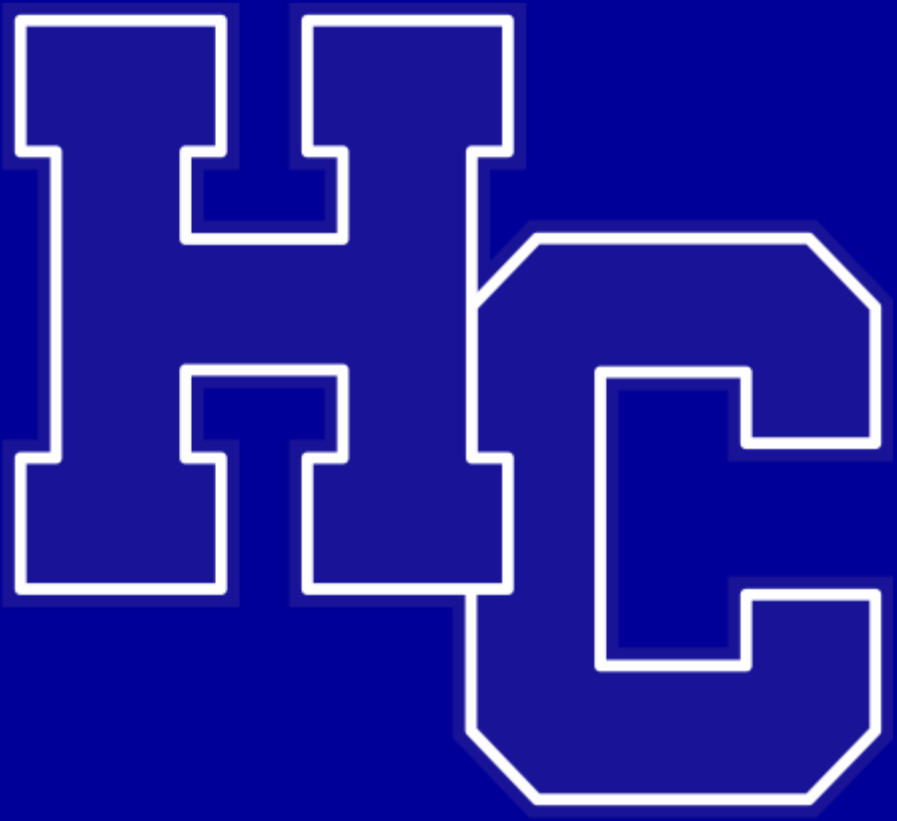
- Multiple Tiered Systems of Approach
 - ❑ All (Tier 1) Universal Supports:
 - Ensuring Positive Behavior Supports in Place
 - Social Emotional Learning – Lessons
 - Community Building – Circles, WEB, LINK
 - ❑ Some (Tier 2) Small group supports
 - ❑ Few (Tier 3) 1 on 1 and / or connected to outside service
- Professional Learning: Crisis Prevention Intervention, Trauma Informed / Resilience Focused
- Parent Engagement to support social emotional



HEALTH and WELLNESS

ALL GRADES

- Harper Creek Community Schools will follow Calhoun County Health Department protocols for sending students home if symptoms are exhibited at school and protocol to return to school
- Each building will have a health aide on site
- Masks will be worn by staff, except when eating
- All staff trained in protocols for students exhibiting signs & symptoms
- Quarantine space in each building
- Physical distancing to extent possible
- No gatherings of multiple classes or assemblies
- Only students and staff allowed to enter the building proper, visitors must follow strict protocols to enter reception areas.

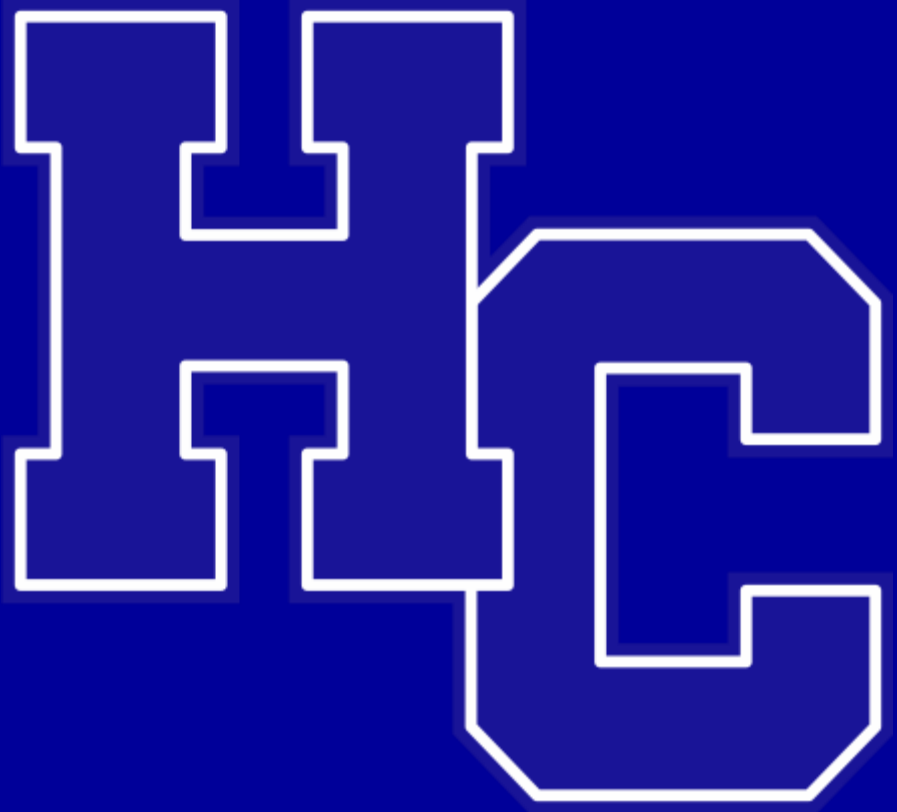


PRIOR TO ARRIVAL - ALL GRADES

Prior to coming to school, families are required to do a quick health check of their students (staff are required to do this same health check), including:

- Does your child(ren) feel feverish or have a temperature over 100.4?
- If so, you will need to keep your child home.
- Has your child(ren) exhibited any of the following symptoms (not due to some other known health problem)?
 - Cough
 - Runny nose and/or congestion
 - Tired and/or achy
 - Short of breath
 - Vomiting and/or diarrhea
 - New loss of taste or smell
- Has your child(ren) had close contact with someone diagnosed with COVID-19?
- Since they were last at school, has your child(ren) been diagnosed with COVID-19?

If the answer is YES to any of these questions, keep your child(ren) home from school. Call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

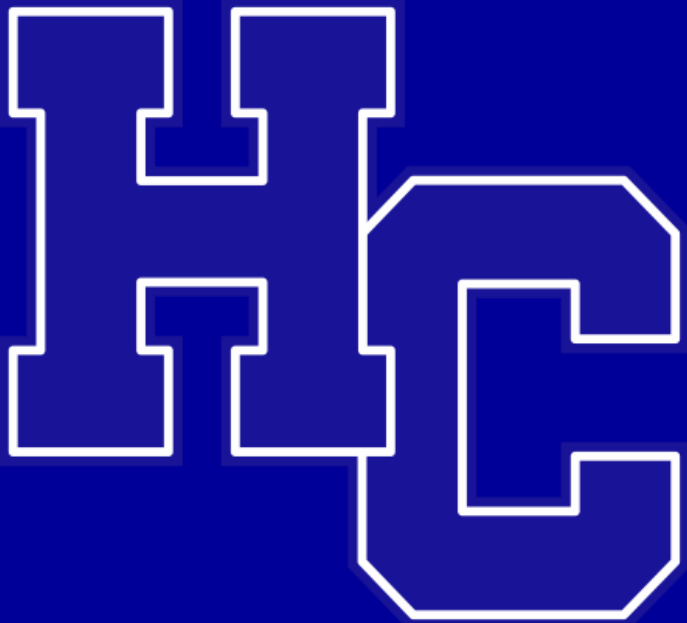


WELLNESS – HEALTH

Calhoun County Department of Public Health Update

- Eric Pessell - Health Official
 - ❑ Current Calhoun County COVID Information
 - ❑ Recommendations for Schools
 - ❑ Board of Education Questions

INSTRUCTION – SURVEY DATA



Parent Choice for Return to School

No Response yet

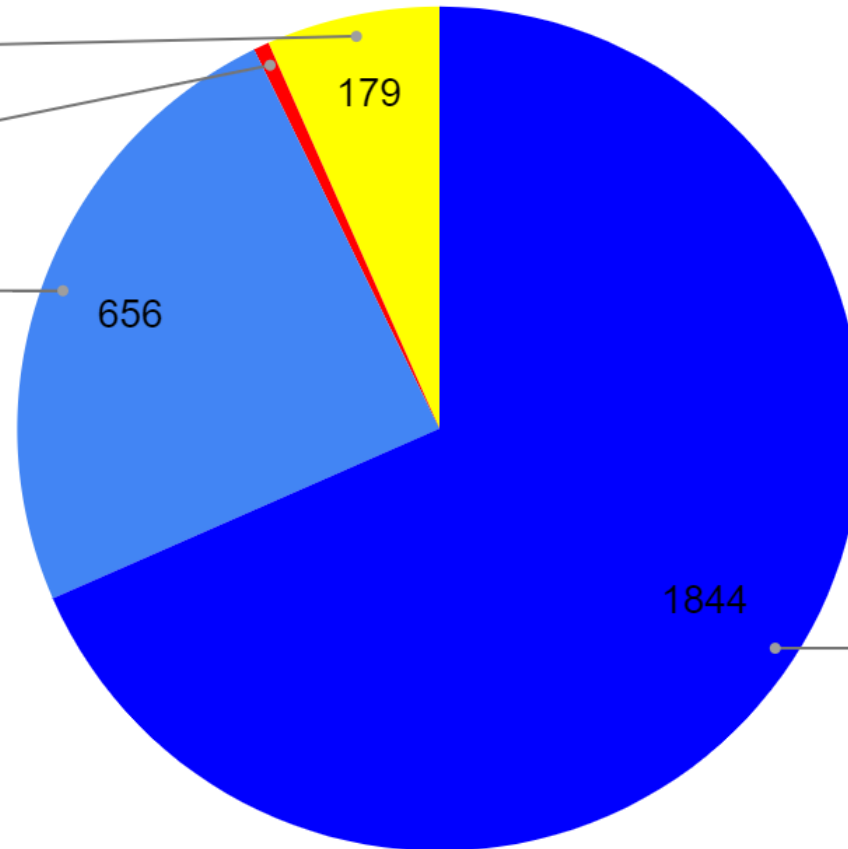
6.6%

Not Returning to HC

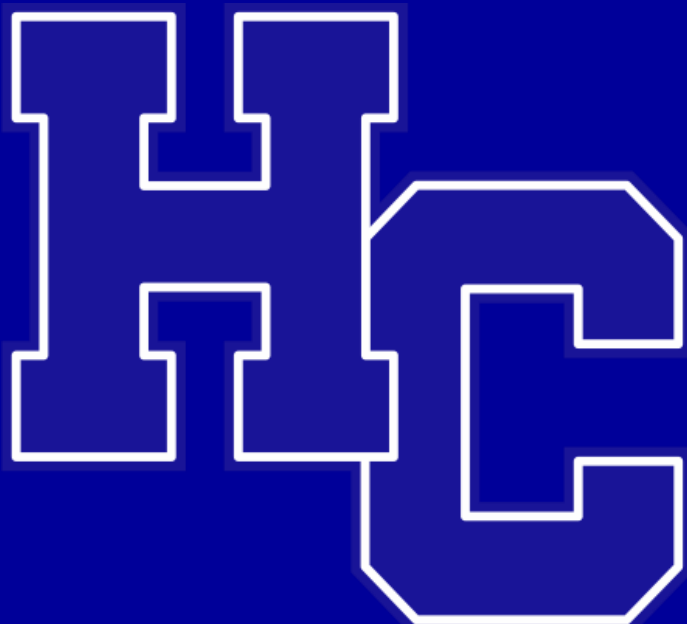
0.6%

100% Virtual

24.3%



Face to Face
68.4%



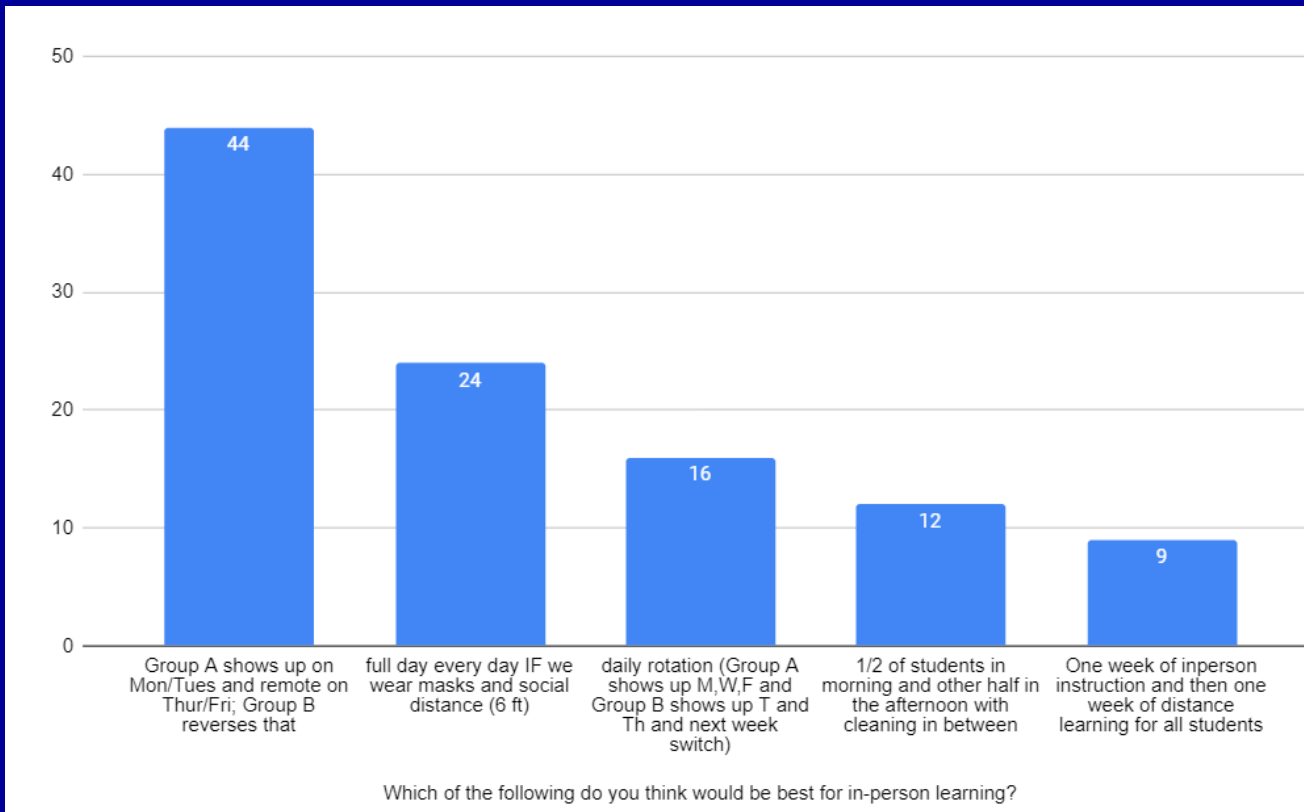
INSTRUCTION

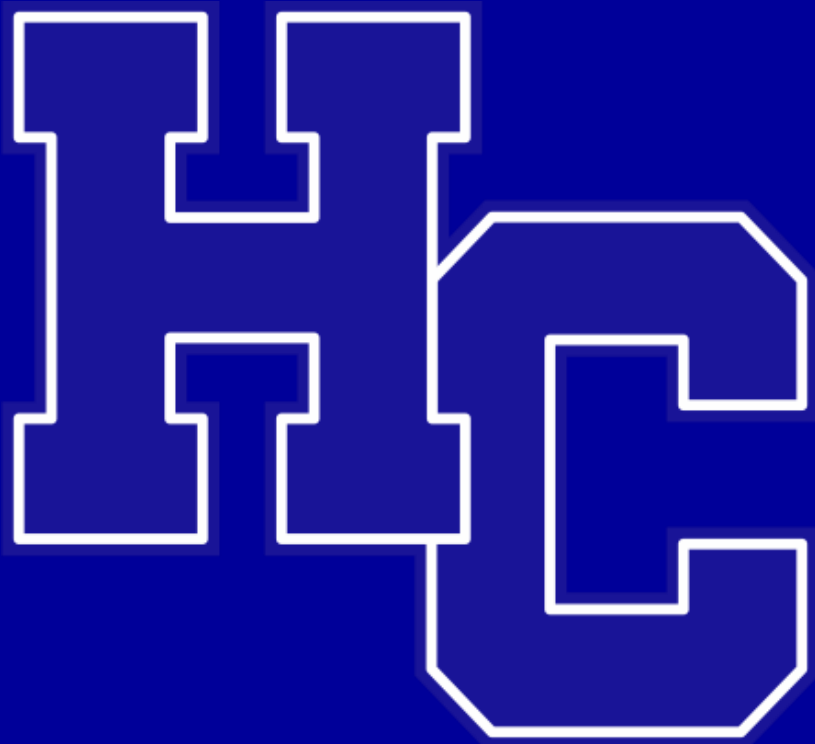
Survey Data

HCEA Member COVID-19 Survey

07/22/2020

What would be best for IN PERSON learning?





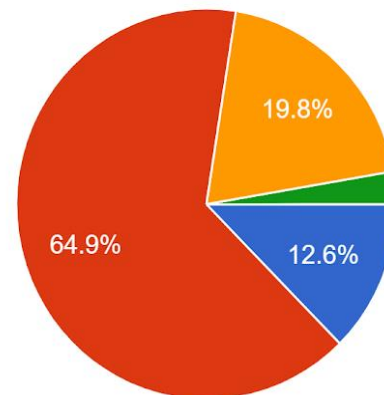
INSTRUCTION

Survey Data

HCEA Member COVID-19 Survey
07/22/2020

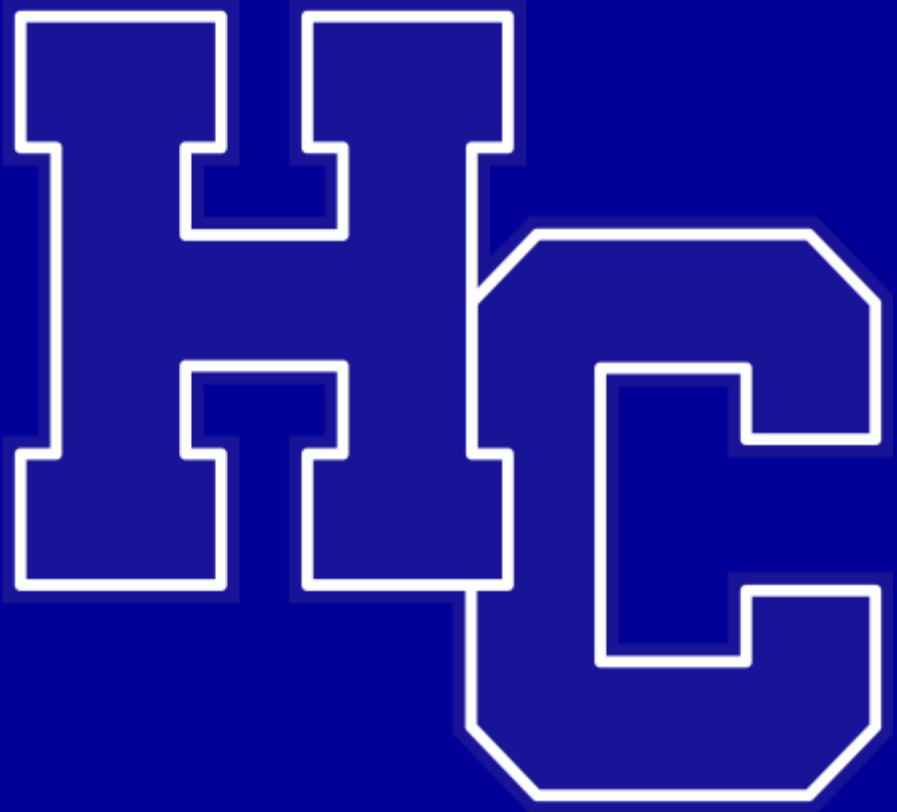
What is your level of comfort with REMOTE teaching?

111 responses



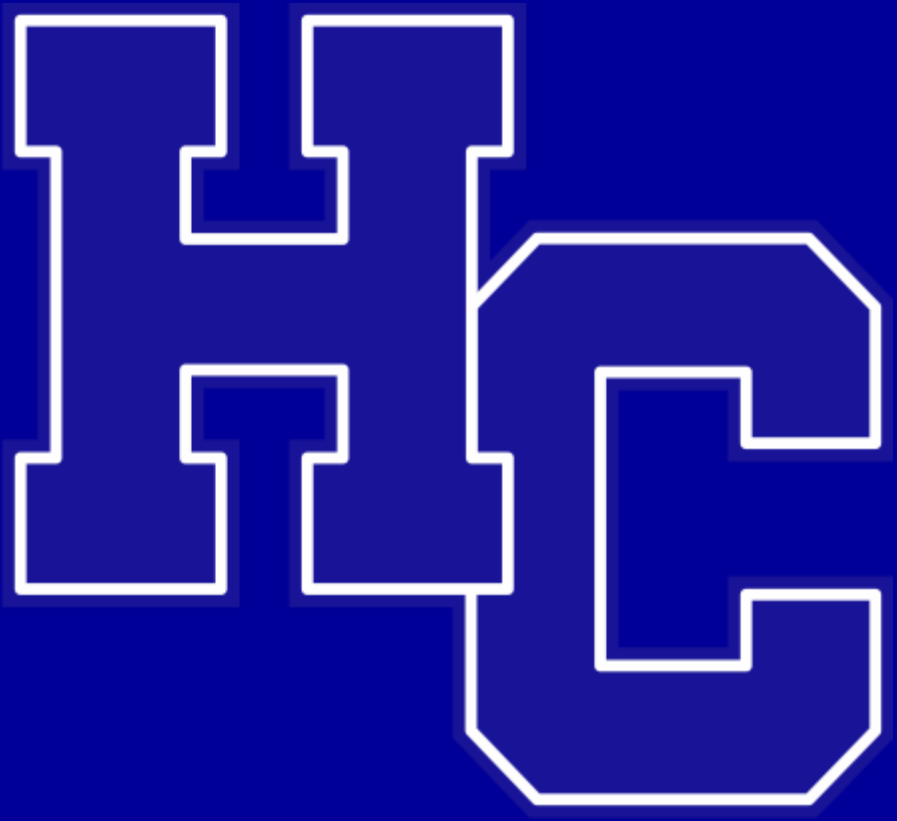
- Absolutely comfortable
- Somewhat comfortable - with a little training, I could do it
- Somewhat uncomfortable
- Absolutely uncomfortable

82% of Members Responded



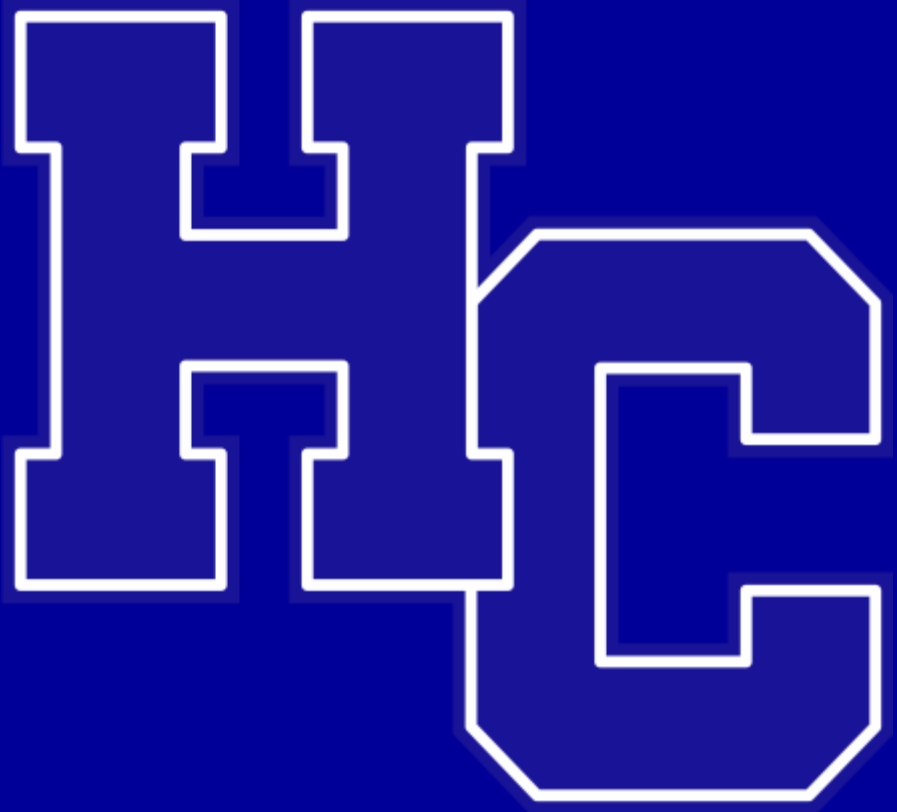
INSTRUCTION

- Prepare to teach direct instruction of HC curriculum in both learning options (face-to-face hybrid & virtual)
- Principals will share day overview for both in person and virtual week
- Identify needs to ensure strongly recommended can be followed: ie Math manipulatives K-4
- Instructional Technology & Communication Tools
 - Google Classroom 3rd-12th (some Schoology in HS)
 - Virtual Connection- Google Meets and/or TEAMS (Outlook)
 - Messages – Bloomz and School Messenger
 - Power School – student management system
 - Parent Support in using these tools for curriculum & assessment delivery



INSTRUCTION

- Provide Differentiated Professional Development to Teachers
 - Social Emotional/ Resilience Strategies
 - Setting up for distance learning
 - Training on Platforms: Google Classroom etc.
 - Tools/Assessments We will use to Monitor Social Emotional Status



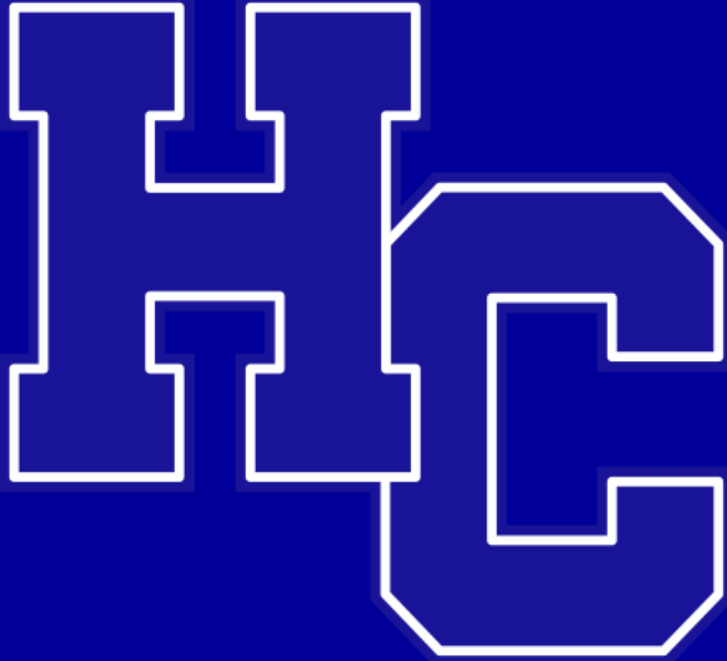
INSTRUCTION

Face-to-Face Plan Overview

- **Elementary**
 - ❑ Kindergarten – 4th Grade Face-to-Face Everyday
 - ❑ Small socially-distanced classrooms
- **Middle School**
 - ❑ 5th – 8th Grade Hybrid Model
 - Face-to-Face two days a week; from a distance three days a week
- **High School**
 - ❑ 9th – 12th Grade Hybrid Model
 - Face-to-Face two days a week; from a distance three days a week

INSTRUCTION

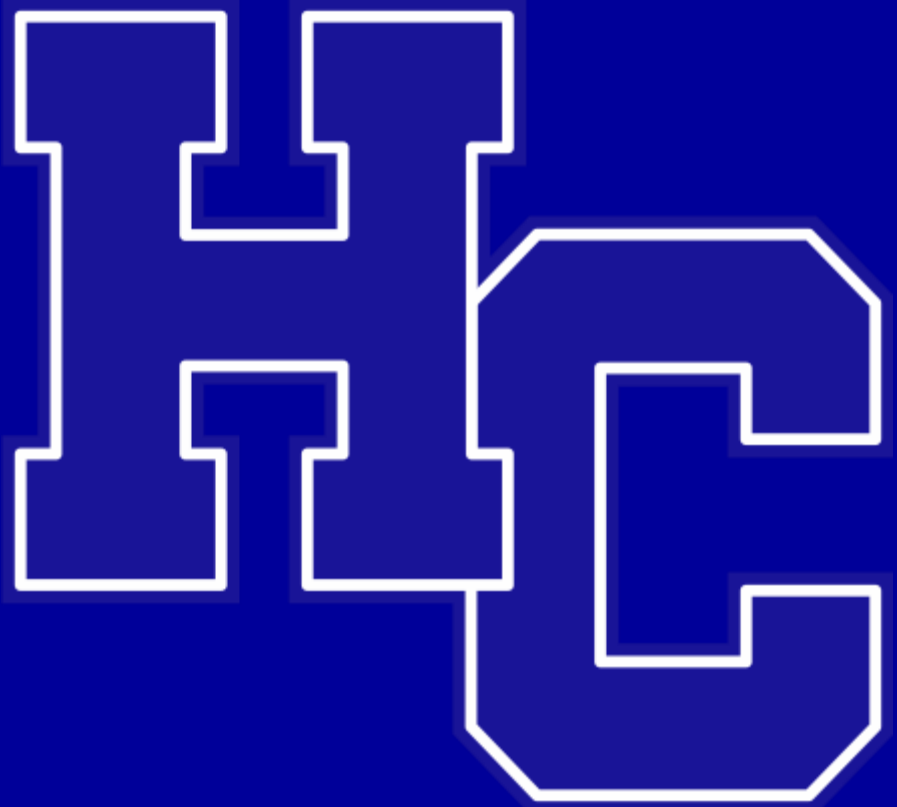
Elementary Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
ELA	Students will be in small classrooms	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom
Math	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom
Science	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom
Social Studies	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom
Elective	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom	Students will be in small classroom

INCLUDES Face to Face and recorded lesson instruction, some preparation for what it might be like to transition to virtual. Students will be interacting with some of the online resources that will be used in virtual instruction.

*Teachers will prepare lessons in a way that can transition to virtual classroom

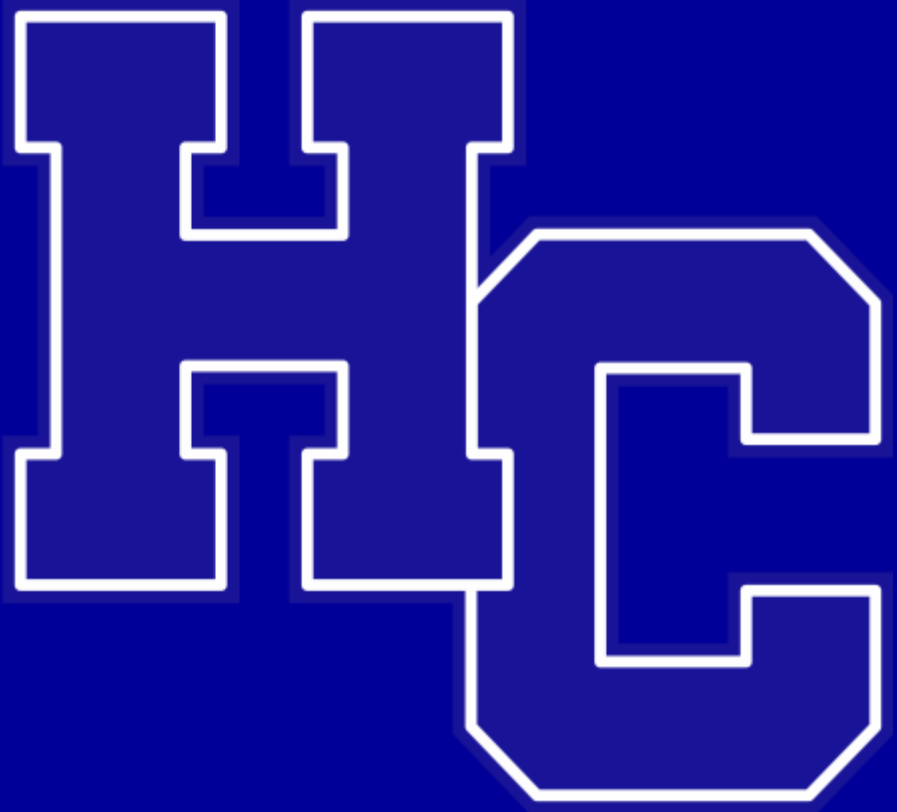


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INSTRUCTION

DRAFT Schedule Snapshot

8:50-9:15	Sanitize and get ready for Breakfast
9:15-10:45	Core Academic Instruction
10:50-11:30	Intervention/ Specials
11:35-12:05	Hand Washing, Lunch and Recess
12:05-12:15	Hand Washing and sanitizing
12:15-1:30	Core Academic Instruction
1:30-2:30	Intervention/ Specials
2:30-3:30	Core/ Wrap Up/ Social Emotional



INSRUCTION

E L E M E N T A R Y

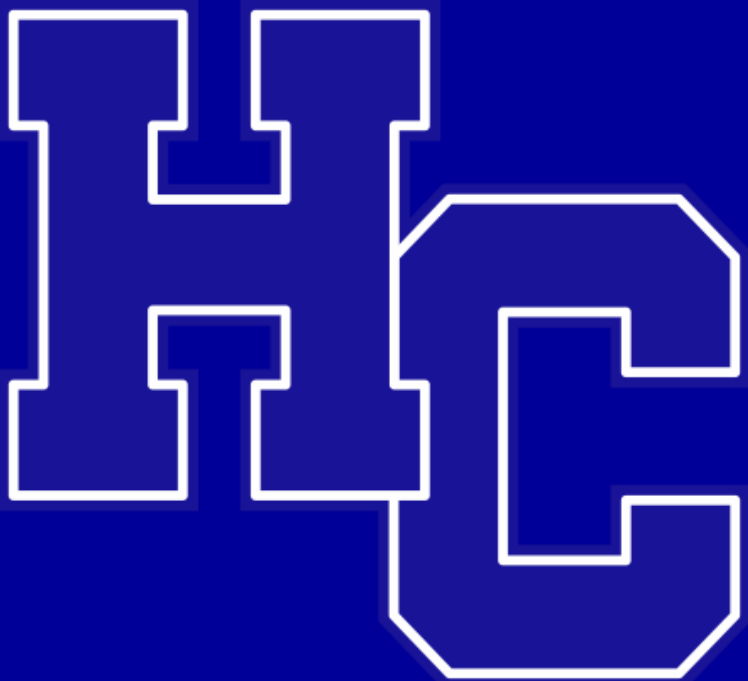
Day in the Life Snapshot

- Masks will be worn by staff, except when eating
- All staff trained in protocols for students exhibiting symptoms of Covid-19
- Dedicated quarantine space for students exhibiting Covid-19 symptoms
- Classrooms set up for physical distancing to extent possible
- No gatherings of multiple classes or assemblies
- Visitors and volunteers prohibited

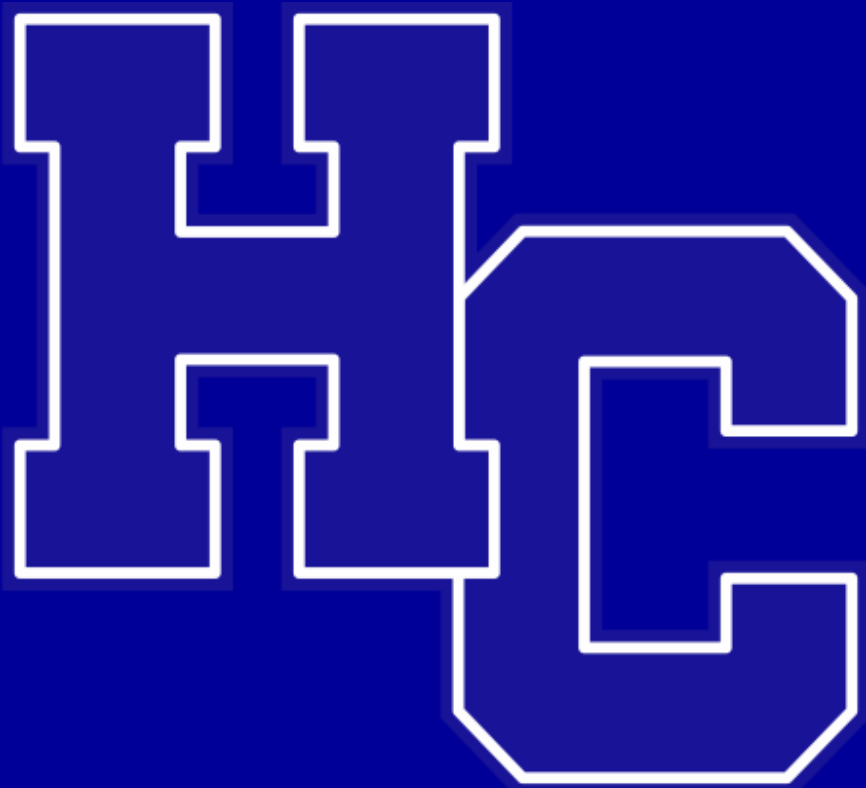
INSTRUCTION

Hybrid Fall Schedule

MIDDLE SCHOOL



	Monday	Tuesday	Wednesday	Thursday	Friday
Group A T/F F2F	Independent work time which may include: -working on assignments -working on individual or group projects -engaging in virtual meetings with other students from the same class with an intervention paraprofessional supervising -watching flipped instructional videos -engaging in independent research or watching videos that support learning	Independent work time which may include: -working on assignments -working on individual or group projects -engaging in virtual meetings with other students from the same class with an intervention paraprofessional supervising -watching flipped instructional videos -engaging in independent research or watching videos that support learning	online meetings, communication with teacher, independent work for both groups	Follows bell schedule in person learning	Follows bell schedule in person learning
Group B M/T F2F	Follows bell schedule in person learning	Follows bell schedule in person learning	online meetings, communication with teacher, independent work for both groups	Independent work time which may include: -working on assignments -working on individual or group projects -engaging in virtual meetings with other students from the same class with an intervention paraprofessional supervising -watching flipped instructional videos -engaging in independent research or watching videos that support learning	Independent work time which may include: -working on assignments -working on individual or group projects -engaging in virtual meetings with other students from the same class with an intervention paraprofessional supervising -watching flipped instructional videos -engaging in independent research or watching videos that support learning



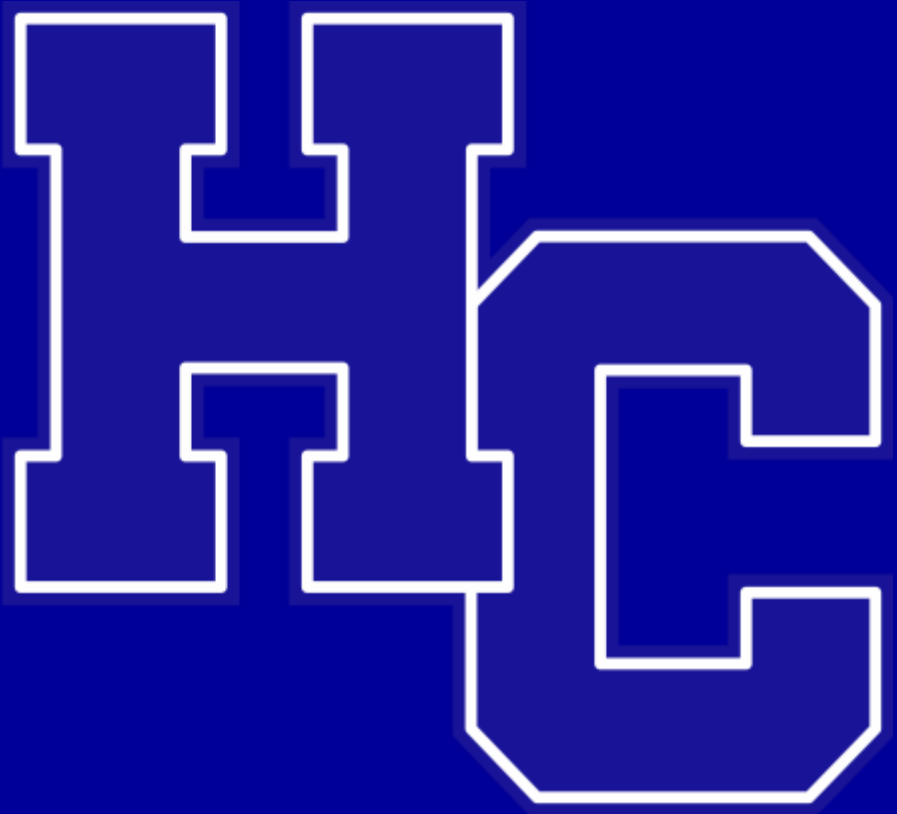
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INSTRUCTION

DRAFT Schedule Snapshot

7:00-7:30	Sanitize/Eat Breakfast/Go to assigned area for Social Emotional Learning
7:30-7:40	Transition to classes (in sections to maintain social distancing)
7:40-8:50*	1st hour
8:55-10:10*	2nd hour (include bathroom break & hand washing/sanitizing)
10:15-11:25*	3rd hour
11:25-12:00*	Hand Sanitizing & Lunch
12:05-1:15*	4th Hour
1:20-2:40*	5th Hour (include bathroom break & hand washing/sanitizing)



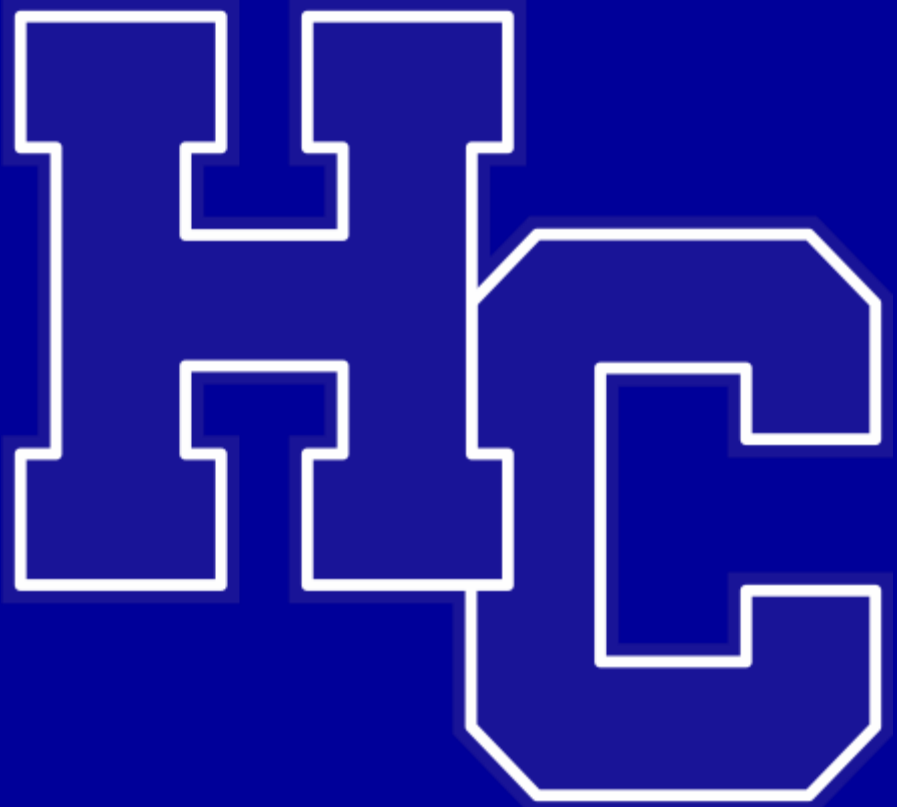
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INSTRUCTION

Day in the Life Snapshot

- Facial coverings must be worn in the building by all staff and students except for meals or when alone in a classroom/office
- Class periods will be adjusted as needed to accommodate times for handwashing protocols established by the local health department and to limit students in the hallways during class time
- Teachers will incorporate outdoor breaks and learning as much as possible to give students and themselves a break from mask wearing (social distancing shall be in place)
- Student's lockers will be assigned to keep a 6 foot distance between students



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INSTRUCTION

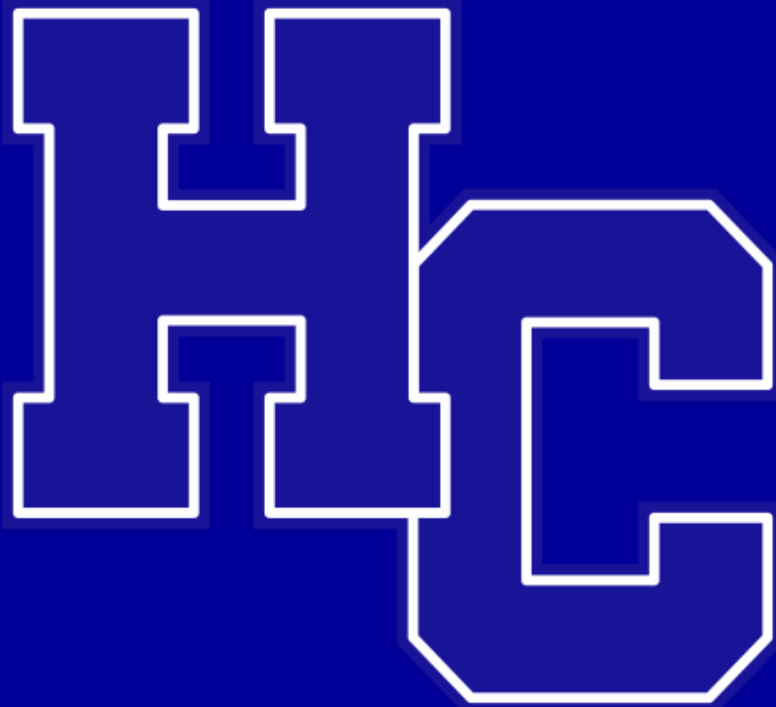
Day in the Life Snapshot

- Visitors and volunteers will not be allowed in the building at this time
- Staggering exit and class change times as much as possible
- Lunches will be in classrooms or spaced in assigned seats in large areas (cafeteria and library)
- All non-essential furniture and frequently handled items have been removed from classrooms
- Hand sanitizer will be provided to every classroom
- Students will be allowed to carry needed materials to their classrooms
- Locker rooms may be closed, dependent upon availability of cleaning staff
- Desks and chairs will be cleaned in accordance with the CCHD guidelines

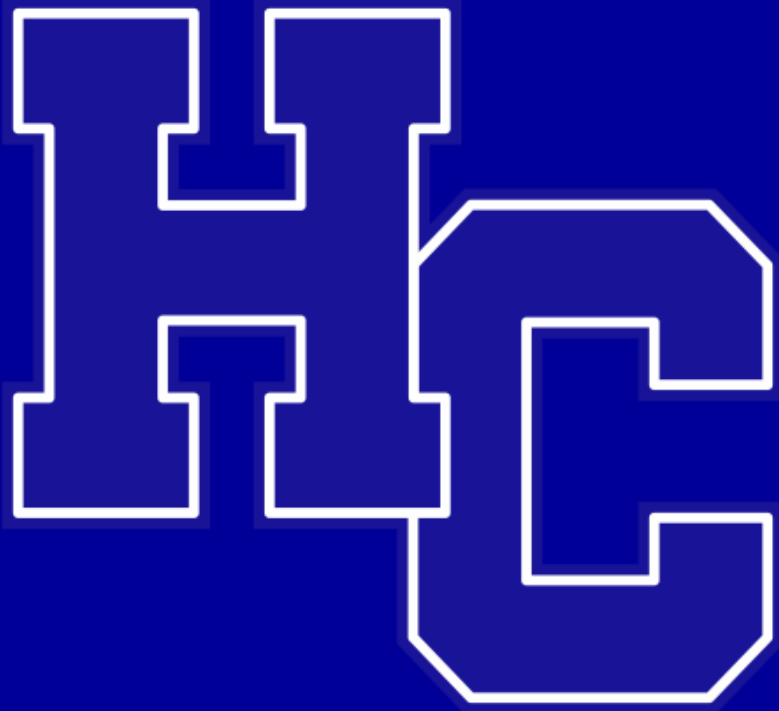
INSTRUCTION

Hybrid Fall Model

High School



Group A Thur/Fri F2F	Monday	Tuesday	Wednesday	Thursday	Friday
1	independent work time -- working on assignments linked to the week's lessons	independent work time -- working on assignments linked to the week's lessons	online meetings, help, work, demonstration, independent work for both groups	Follows bell schedule in person lesson -- lesson supports, tech support Sm.group/individ. check ins	in person lesson Small group/individual check ins
2	independent work time -- working on assignments linked to the week's lessons	independent work time -- working on assignments linked to the week's lessons	online meetings, help, work, demonstration, independent work for both groups	in person lesson - lesson supports, tech support Sm. group/Indiv. check ins	in person lesson Small group/individual check ins
3	independent work time -- working on assignments linked to the week's lessons	independent work time -- working on assignments linked to the week's lessons	online meetings, help, work, demonstration, independent work for both groups	in person lesson - lesson supports, tech support Sm.group/individ. check ins	in person lesson Small group/individual check ins
4	independent work time -- working on assignments linked to the week's lessons	independent work time -- working on assignments linked to the week's lessons	online meetings, help, work, demonstration, independent work for both groups	in person lesson - lesson supports, tech support Sm.group/Indiv. check ins	in person lesson Small group/individual check ins
5	independent work time -- working on assignments linked to the week's lessons	independent work time -- working on assignments linked to the week's lessons	online meetings, help, work, demonstration, independent work for both groups	in person lesson - lesson supports, tech support Small group/individ. check ins	in person lesson Small group/individual check ins

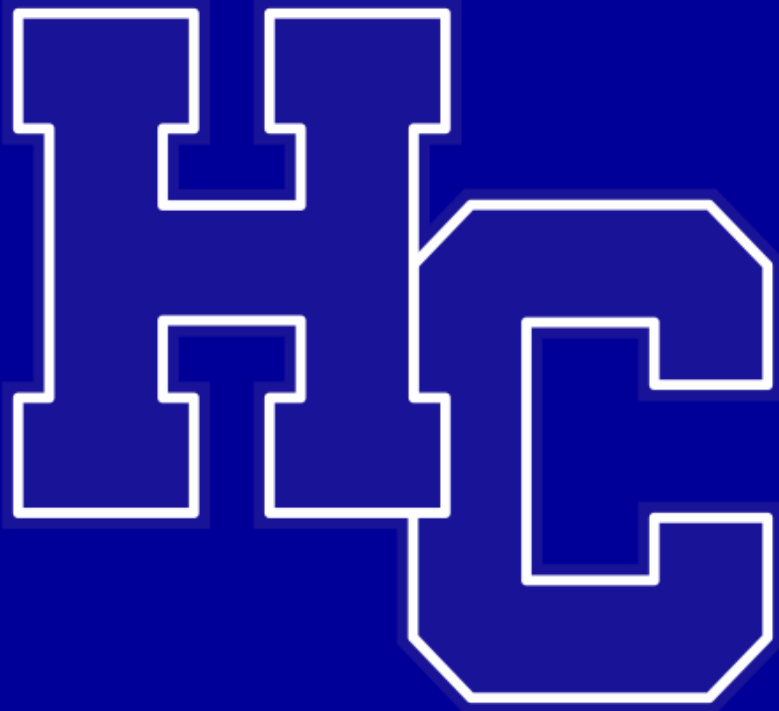


INSTRUCTION

Hybrid Fall Model – Details

High School

- High School secondary students (9-12) will be divided into 2 cohorts based on geographical location of residence and/or student schedules. Families will remain on the same schedule.
- Cohort A will attend school Monday and Tuesday. Cohort B will attend school Thursday and Friday. This will help ensure smaller class sizes to support social distancing.
- Students will move from classroom to classroom.
- Lockers will be utilized. Students will be encouraged not to loiter at lockers.
- Band, and Choir classes will meet outside as much as possible. Music theory and general music instruction can be delivered inside. The delivery of instruction to students whose instruments can be played with a face covering, can be held inside (for instance percussion instruments). However, vocal music and instruments that cannot be played with a face covering will most likely be practiced/performed outside.



INSTRUCTION

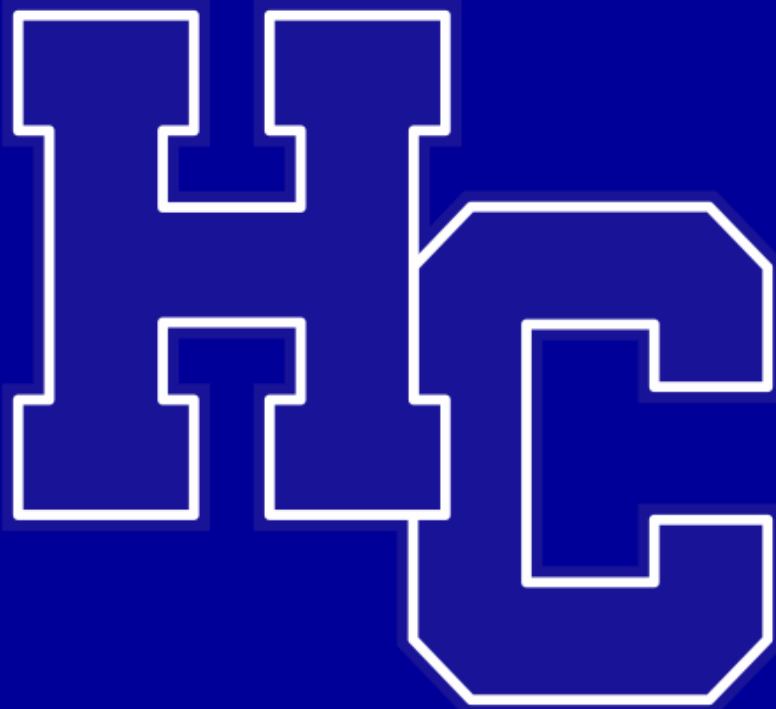
Hybrid Fall Model Details

High School

- Physical Education classes will meet outside as often as possible. Instruction and demonstration can be delivered inside. There is a possibility that locker rooms will not be available.
- Lunch will be eaten in the cafeteria, outside on the cafeteria patio (weather permitting) and in the choir room. If needed, tables will be set up in the main lobby also. Cafeteria tables will be marked to ensure students are social distanced while eating. Students are allowed to remove their masks while eating. **(Consider open lunch for student drivers)**

INSTRUCTION

Hybrid Fall Schedule – Monday/Tuesday – Thursday/Friday

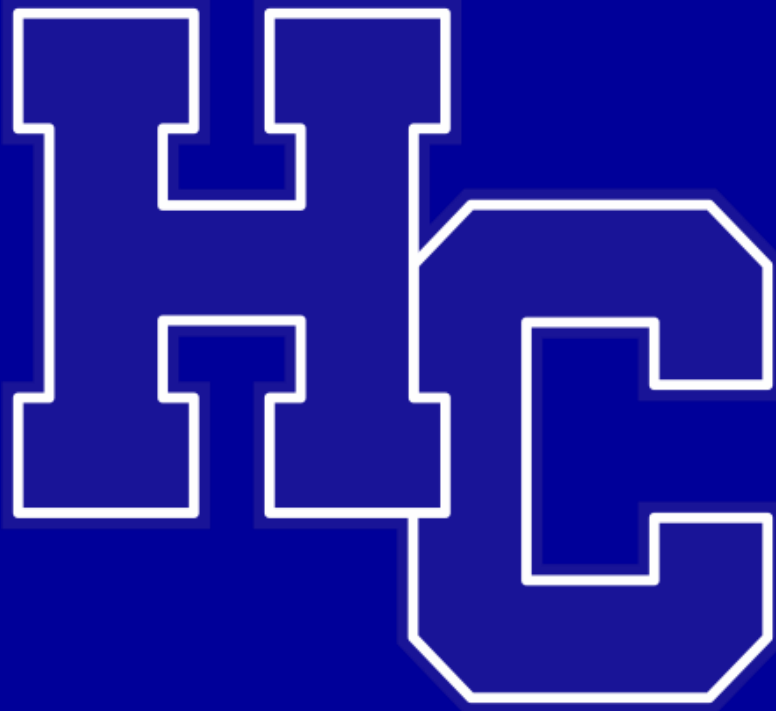


High School

Cohort A: Monday and Tuesday

Cohort B: Thursday and Friday

7:00 - 7:45	Students Arrive
7:45 - 9:06	1st Block
9:13 - 10:34	2nd Block
10:34 - 11:14	Lunch A
11:14 - 12:35	3rd Block A
10:41 - 12:02	3rd Block B
12:02 - 12:42	Lunch B
12:42 - 2:02	4th Block
2:09 - 2:50	5th Block Intervention and Extension



INSTRUCTION

Hybrid Fall Schedule – Wednesday

All students are at home

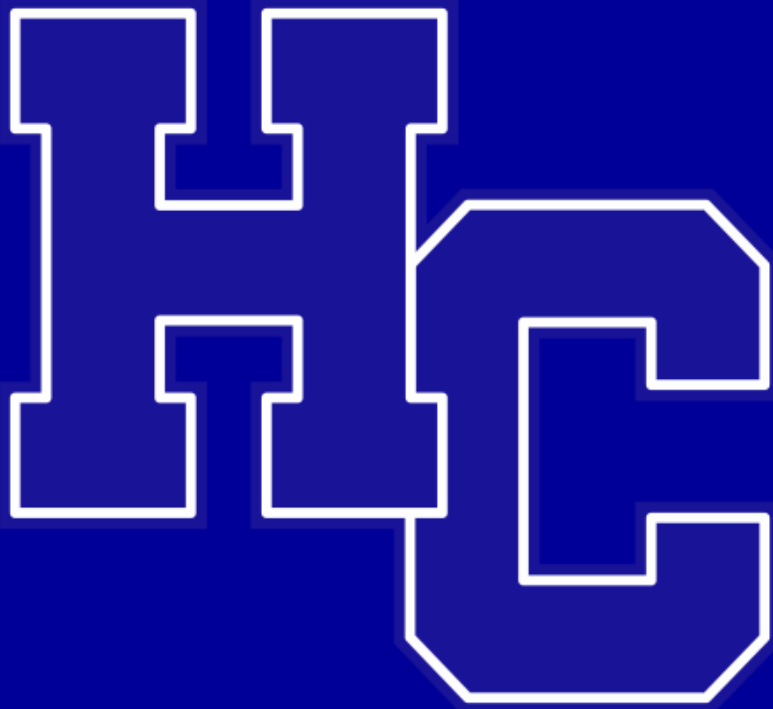
All staff are present at school

HIGH SCHOOL

7:00 - 7:45	Students Arrive
7:45 - 8:45	CA Team time
8:45 - 9:15	1st Block - Synchronous Instruction
9:30 - 10:00	2nd Block - Synchronous Instruction
10:00 - 11:30	Virtual Attendance, Asynchronous Learning
11:30 - 12:00	Lunch
12:00 - 12:30	3rd Block - Synchronous Instruction
12:45 - 1:15	4th Block - Synchronous Instruction
1:15 - 2:50	Planning, Virtual Attendance, Asynchronous Learning

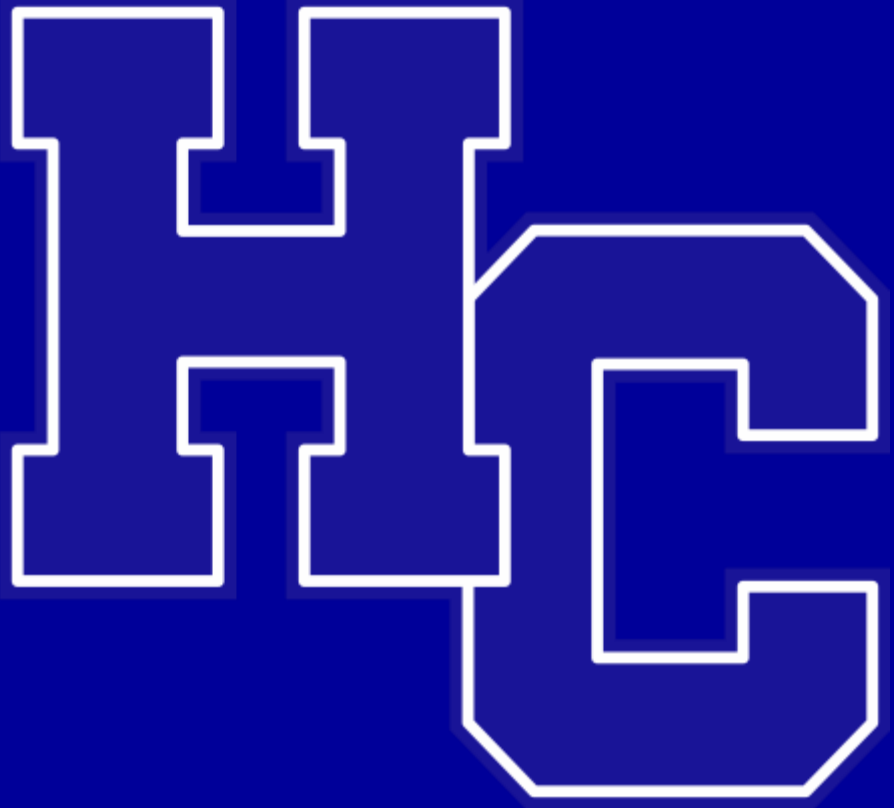
INSTRUCTION

HIGH SCHOOL



- When a cohort is not attending school, they will be expected to continue learning through the virtual platform utilized by their teacher(s). Currently, these platforms are Google Classroom and/or Schoology.
- Students may still attend the Battle Creek Area Math & Science Center, Calhoun Area Career Center, and Dual Enrollment classes following the same process and requirements in place for Face-to-Face/Online Instructional Model. If the students are not able to self-transport to Harper Creek High School, they will be provided a space at HCHS to participate in the BCAMSC and CACC virtual instruction during those scheduled hours. They will follow all HCHS protocols during those times.
- In the event that our state goes to Phase 1-3- we will go to a full virtual schedule- all students are virtual and teachers will be providing lessons to and in contact with students with synchronous and asynchronous learning daily.
- It is proposed that we discontinue intervention and extension classes if the full virtual schedule is adopted. Credits would be adjusted and classes would be extended when in-person resumed if during the same semester.

INSTRUCTION



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Day in the Life Snapshot

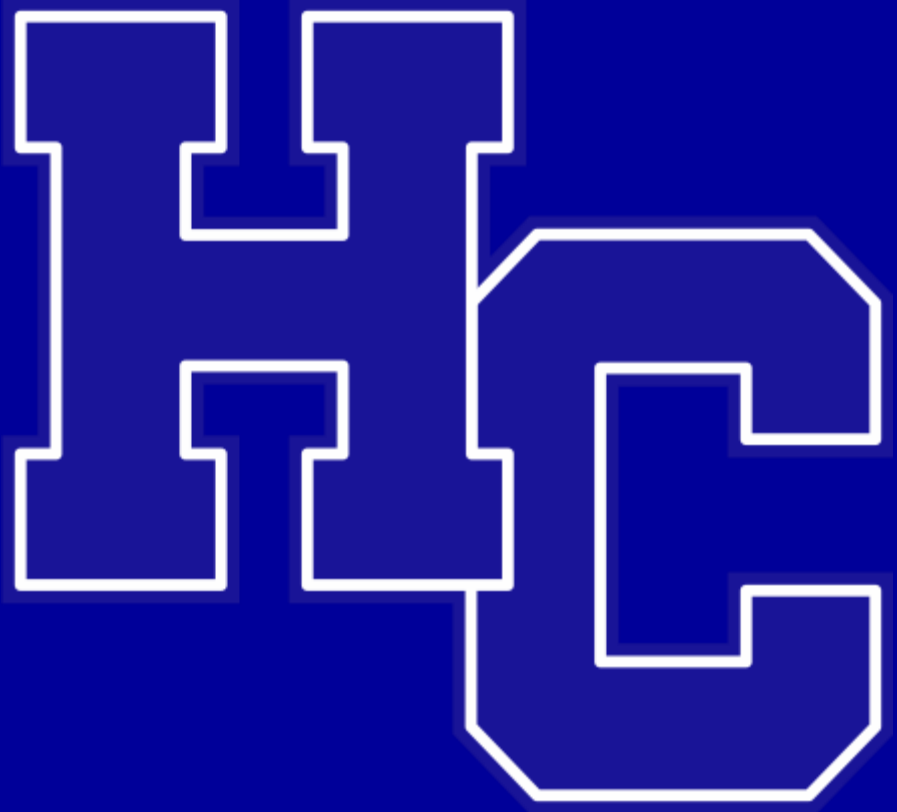
Health and Wellness

In Your Child's Classroom

Prior to Arrival – Home Health Screening

Arriving to School – Students

Arriving to School - Staff



INSTRUCTION

VIRTUAL PLAN OVERVIEW

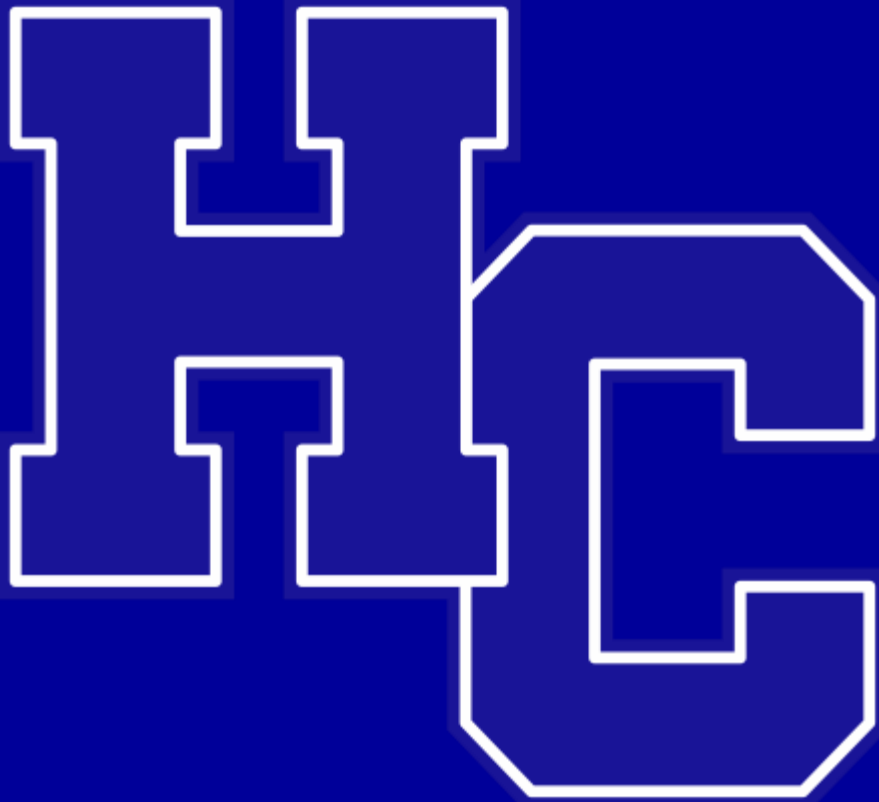
Elementary/Middle School/High School

- Students learning from distance
- Taught by Harper Creek teachers using Harper Creek curriculum
- K – 8 students receive Chromebooks
- 9 – 12 students receive laptops
- Daily contact with teachers
- Students can participate in extracurricular activities and athletics
- Michigan Virtual University and Edgenuity – E2020 are options

INSTRUCTION

Virtual Schedule

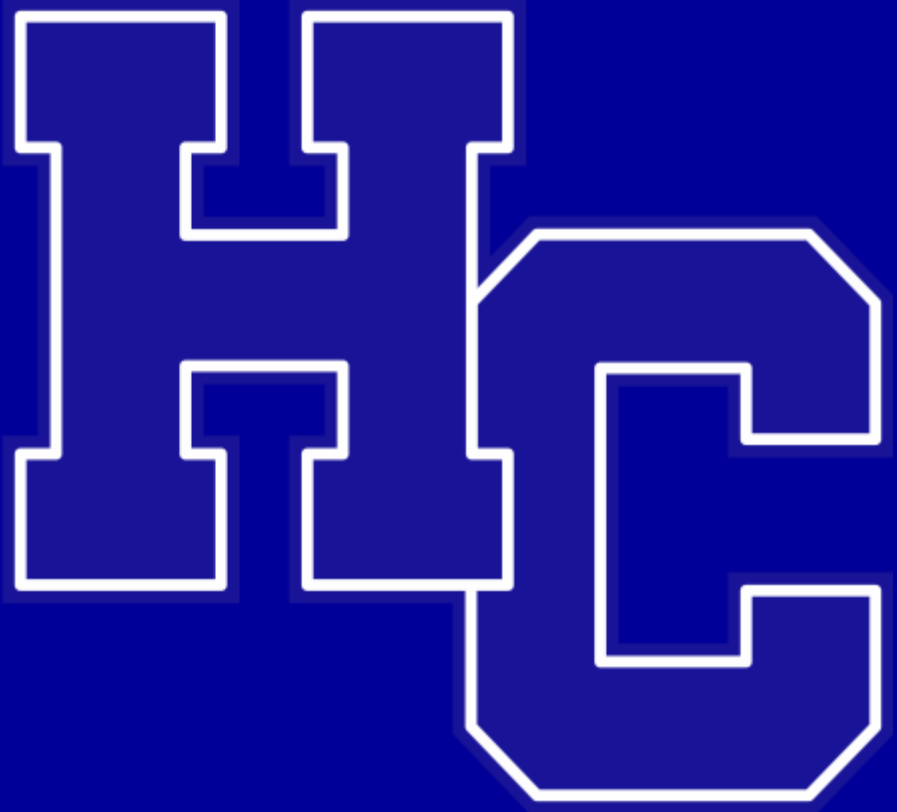
Elementary



Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> •Morning Message •Check the LMS (seesaw, Google Classroom) •Look at the daily checklist and assignments 	Morning Message Check the LMS (seesaw, Google Classroom) Look at the daily checklist and assignments	<ul style="list-style-type: none"> •Morning Message •Check the LMS (seesaw, Google Classroom) •Look at the daily checklist and assignments 	<ul style="list-style-type: none"> •Morning Message •Check the LMS (seesaw, Google Classroom) •Look at the daily checklist and assignments 	<ul style="list-style-type: none"> •Morning Message •Check the LMS (seesaw, Google Classroom) •Look at the daily checklist and assignments
Mini lessons recorded -- number corner, Bridges lesson, writing, reading lessons <ul style="list-style-type: none"> •Independent work time •Check in and share time (Live) 	Mini lessons recorded -- number corner, Bridges lesson, writing, reading lessons Independent work time Check in and share time (Live)	Mini lessons recorded -- number corner, Bridges lesson, writing, reading lessons Independent work time Check in and share time (Live)	Mini lessons recorded -- number corner, Bridges lesson, writing, reading lessons Independent work time Check in and share time (Live)	Mini lessons recorded -- number corner, Bridges lesson, writing, reading lessons Independent work time Check in and share time (Live)
Science Lesson	Social studies Lesson	Science Lesson	Social Studies Lessons	Weekly Reflection/Check In
Small Group Contact Time Scheduled (need based live sessions)	Small Group Contact Time Scheduled (need based live sessions)	Small Group Contact Time Scheduled (need based live sessions)	Small Group Contact Time Scheduled (need based live sessions)	Small Group Contact Time Scheduled (need based live sessions)

Includes lessons, small group instruction including lesson support, check in, manipulatives provided/suggested. In the event we transition to virtual there would be live teaching sessions students could join.

Virtual/forced virtual --- Face-to-face teachers may have the ability to have more time to connect with students than a virtual teacher that may be responsible for multiple grade levels.



VIRTUAL INSTRUCTION

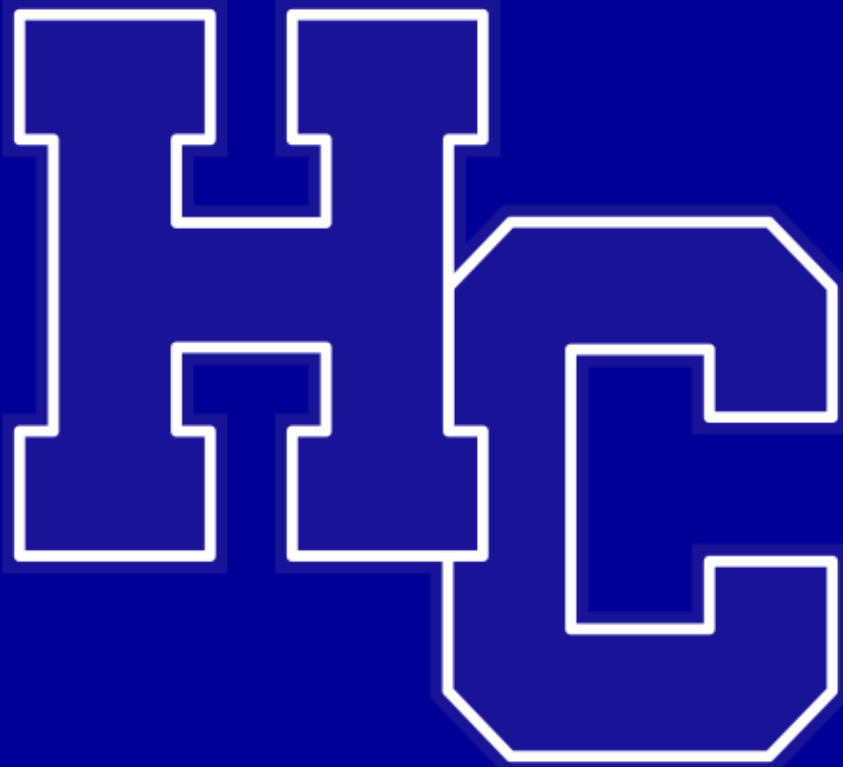
ELEMENTARY

- Includes lessons, small group instruction including lesson support, check in, manipulatives provided/suggested
- In the event that we transition to virtual, there would be “live” teaching sessions that students could join
- Virtual/forced virtual --- The Face-to-Face teachers may have the ability to have more time to connect with students than a virtual teacher that may be responsible for multiple grade levels
- Social Emotional
- Students with ancillary services will be contacted by Calhoun Intermediate School District personnel, or District personnel to schedule sessions

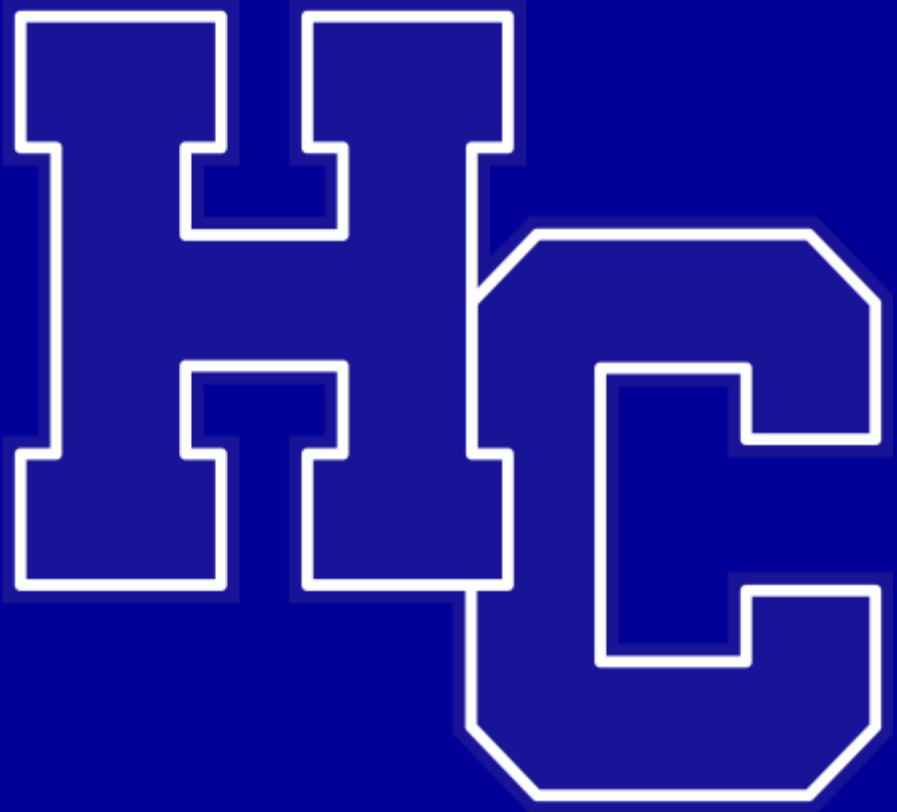
INSTRUCTION

Virtual Schedule

MIDDLE SCHOOL



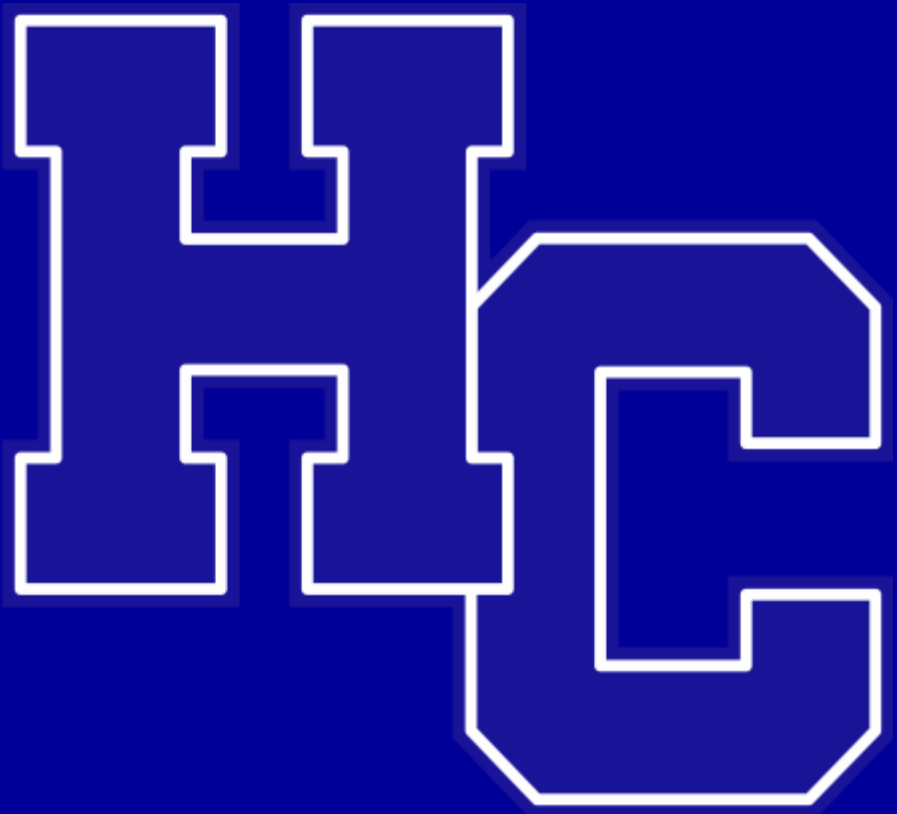
	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Check In	<ul style="list-style-type: none">•Check in with Teacher(s)•Log on to Google Classroom•Weekly Overview of standards and checklist	Check In with Teacher(s) Log on to Google Classroom Social/Emotional Lesson	Check In with Teacher(s) Log on to Google Classroom	Check In with Teacher(s) Log on to Google Classroom Social Emotional Lesson	Check In with Teacher(s) Log on to Google Classroom
Core & Elective Lessons	Recorded videos of the lessons	Recorded videos of the lessons	Recorded videos of the lessons released	Recorded videos of the lessons	Recorded videos of the lessons
Personalize help	Individual/Group meeting time	Individual/Group meeting time		Individual/Group meeting time	Individual/Group meeting time
Individual Work Time	Independent work to reinforce daily lesson	Independent work to reinforce daily lesson	Independent work time	Independent work to reinforce daily lesson	Independent work to reinforce daily lesson



VIRTUAL INSTRUCTION

MIDDLE SCHOOL

- Students will have one homeroom teacher that will be the main school contact for the student and their family
- The teachers assigned as virtual teachers will be middle school staff members that are most skilled in virtual classrooms, both synchronous and asynchronous learning, and have a very high level of communication skills
- Students will be expected to be in communication with their teachers and classmates in a mutually agreed upon frequency and duration
- Students will receive grades for virtual coursework
- Students will be issued a Chromebook, if needed



VIRTUAL INSTRUCTION

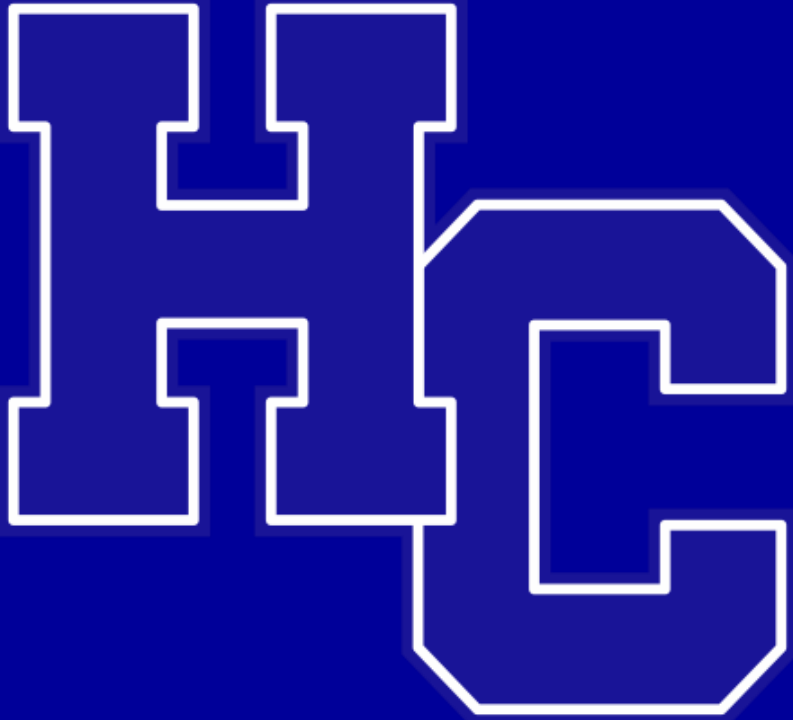
MIDDLE SCHOOL

- There will be a specific person identified in the building to help with technology needs
- Virtual students will have four core classes and one elective in their schedule
- Students with an IEP/504 Plan or special needs will have team-identified accommodation(s) met virtually
- Students with ancillary services will be contacted by Calhoun Intermediate School District personnel, or District personnel to schedule sessions

INSTRUCTION

Virtual Schedule Blocks 1 – 3

HIGH SCHOOL

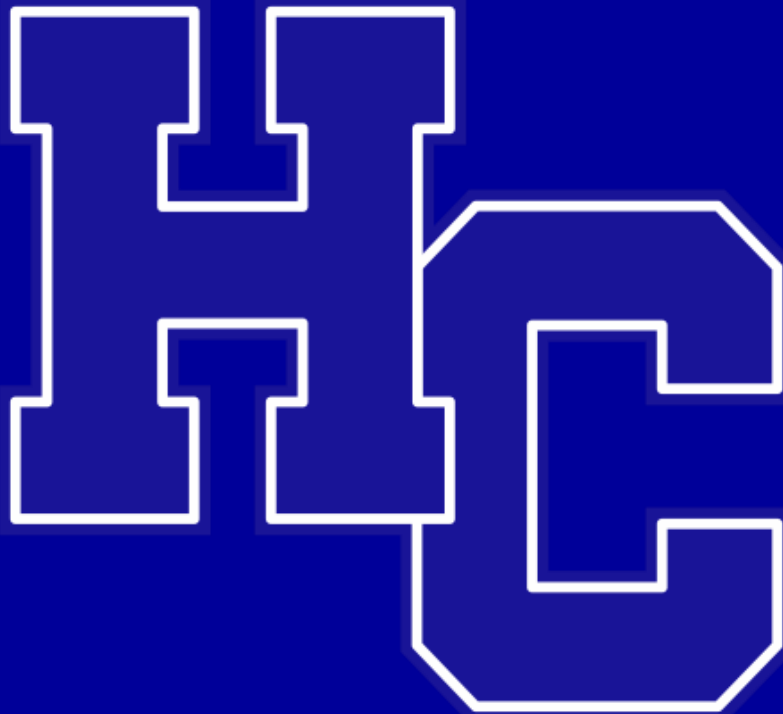


Block	Monday	Tuesday	Wednesday	Thursday	Friday
	Morning School Announcements	Morning School Announcements	Morning School Announcements	Morning School Announcements	Morning School Announcements
Math	<p>Weekly overview</p> <p>Online live/recorded instruction</p> <p>Individual assignment</p>	<p>Recorded review of yesterday's assignment</p> <p>Online live/recorded instruction</p> <p>Small group practice online with teacher</p>	<p>Students work on individual assignment</p>	<p>Review of yesterday's assignment</p> <p>Online live/recorded instruction</p> <p>Small group practice online with teacher</p>	<p>Math and Daily Life Connection:</p> <p>Examples</p> <p>Guest Speaker</p> <p>Video</p> <p>Research a career</p>
English/ Social Studies	<p>Weekly overview</p> <p>Reading assignment</p> <p>Online discussion</p>	<p>Online/live instruction</p> <p>Reading assignment</p> <p>Online discussion</p>	<p>Online/live instruction</p> <p>Reading assignment</p> <p>Online discussion</p>	<p>Online/live instruction</p> <p>Reading assignment</p> <p>Online discussion</p>	<p>Personal project:</p> <p>Examples</p> <p>Journaling Blog</p>
Elective	<p>Weekly overview</p> <p>Online/live instruction</p> <p>Individual activity</p> <p>Small group discussion online</p>	<p>Independent work</p>	<p>Online/live instruction</p> <p>Individual activity</p> <p>Small Group discussion online</p>	<p>Independent work</p>	<p>Turn in final project or report</p>

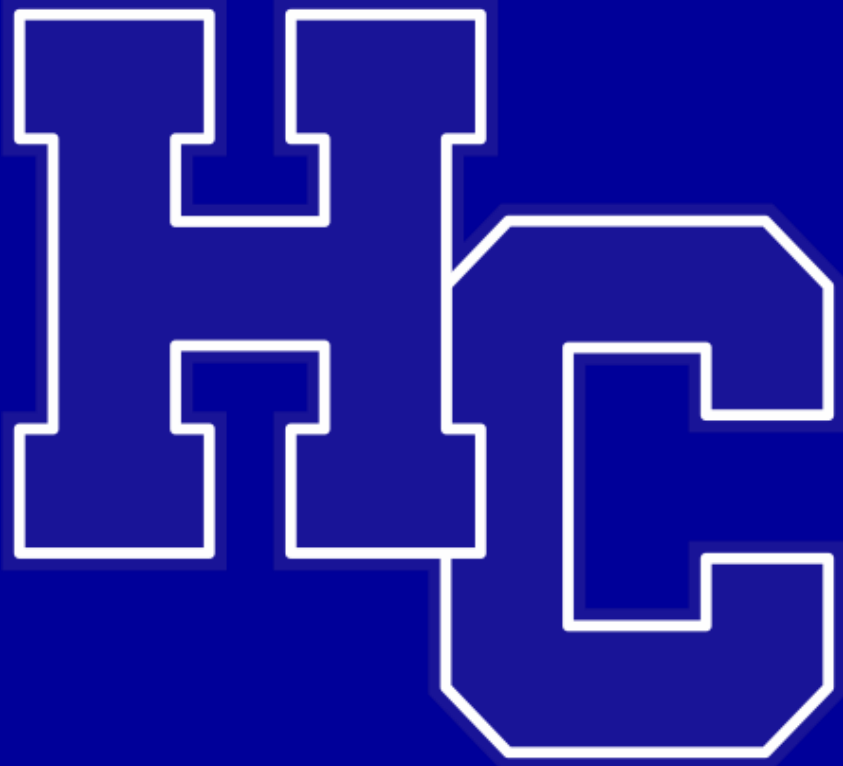
INSTRUCTION

Virtual Schedule Blocks 4/5

HIGH SCHOOL



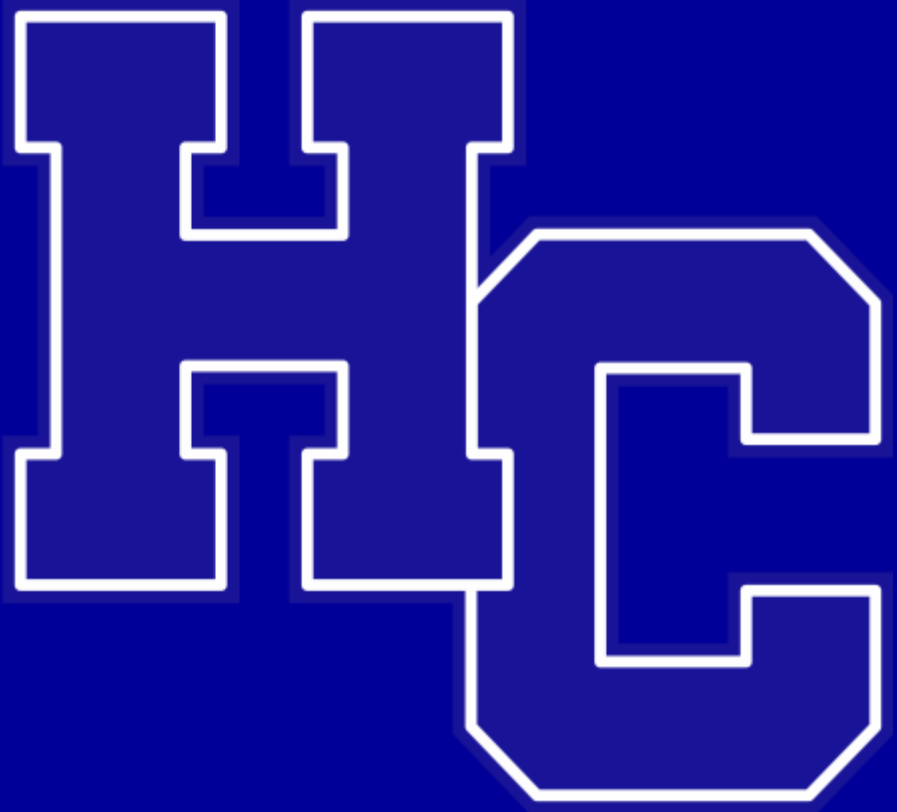
Block	Monday	Tuesday	Wednesday	Thursday	Friday
Science	<p>Weekly Overview</p> <p>Introduce Science Phenomenon</p> <p>Students ask questions</p> <p>Students categorize questions</p>	<p>Review of student questions</p> <p>Students create an initial model of the phenomenon and share online</p> <p>Students comment on each other's models</p>	<p>Online lab simulation given one variable to study</p> <p>Graph data</p> <p>Write a reflection in notebook</p>	<p>Watch recorded teacher feedback</p> <p>Run the lab sim, changing the variable</p> <p>Graph data</p> <p>Write a reflection in notebook</p>	<p>Students share their findings from yesterday's lab using Flipgrid.</p> <p>Students comment on each other's results online.</p> <p>Write an end of week reflection.</p>
Extended Learning Time	<p>Small group or 1:1 help with a core/special ed teacher</p> <p>21st century competency skills lessons (character, collaboration, citizenship, communication, creativity, and critical thinking)</p>	<p>Small group or 1:1 help with a core special ed teacher</p> <p>21st century competency skills lessons (character, collaboration, citizenship, communication, creativity, and critical thinking)</p>	<p>Small group or 1:1 help with a core special ed teacher</p> <p>21st century competency skills lessons (character, collaboration, citizenship, communication, creativity, and critical thinking)</p>	<p>Small group or 1:1 help with a core/special ed teacher</p> <p>21st century competency skills lessons (character, collaboration, citizenship, communication, creativity, and critical thinking)</p>	<p>Small group or 1:1 help with a core/special ed teacher</p> <p>21st century competency skills lessons (character, collaboration, citizenship, communication, creativity, and critical thinking)</p>



VIRTUAL INSTRUCTION

High School Details

- Students who elect 100% virtual will be scheduled with Harper Creek Staff to the greatest extent possible. If staffing allows, students will be assigned to Harper Creek classes for synchronous learning during the instructional day which mirrors the in-person schedule.
- There will be a semester commitment to the HCCS Virtual Instructional Model.
- For classes not staffed by Harper Creek teachers, Michigan Virtual will be assigned.
- Virtual Instruction by Harper Creek staff will be flexible - synchronous and asynchronous - however, there will be daily contact/interactions between teachers and students via the learning platforms and video conferencing (e.g. MS Teams/ZOOM).
- Staff will report each day to the building and follow the in-person learning schedule of classes.
- Grades are issued just as they are in traditional and Hybrid Instructional Models.
- There will be meaningful assessments, quizzes, tests and exams. Depending on the course structure, some assessments will receive immediate feedback, while other assessments will receive feedback in a timely manner.

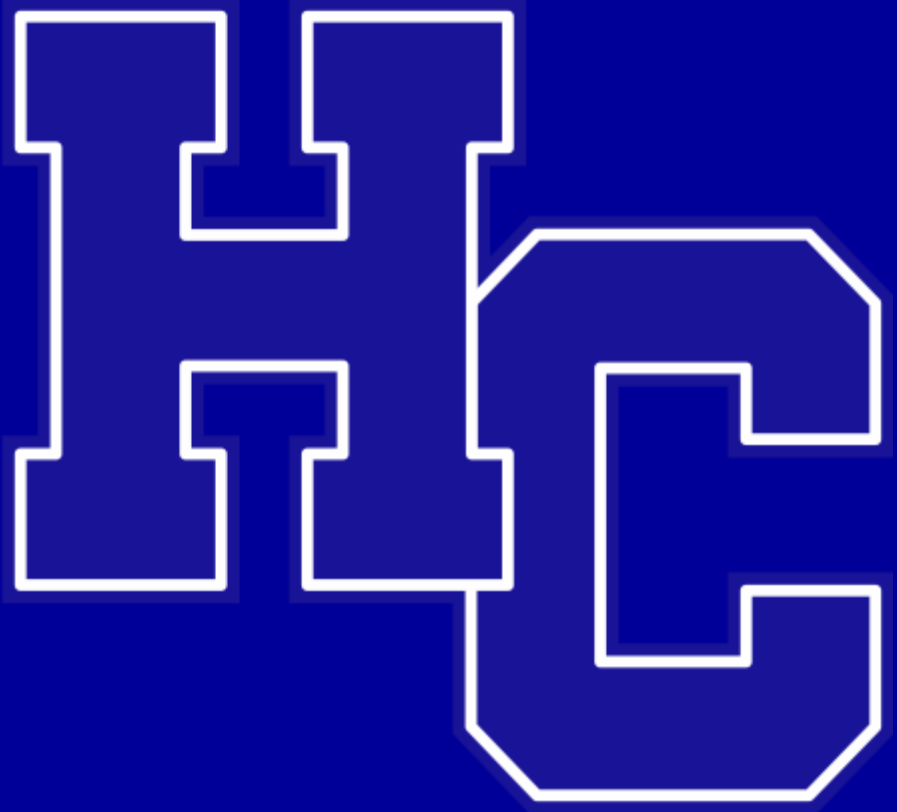


OPERATIONS

FACILITY

CLEANING PROTOCOLS

- High touch surfaces will be cleaned every 4 hours during school hours
- Bathrooms will be cleaned every 4 hours during school hours
- Desks will be cleaned after each class change
- All spaces used cleaned every day
- All spaces used sanitized every night using (5) Clorox 360 machines
- NO use of water fountains
 - Students can fill water at bottle fillers or sinks
 - Students are responsible for their own water bottles

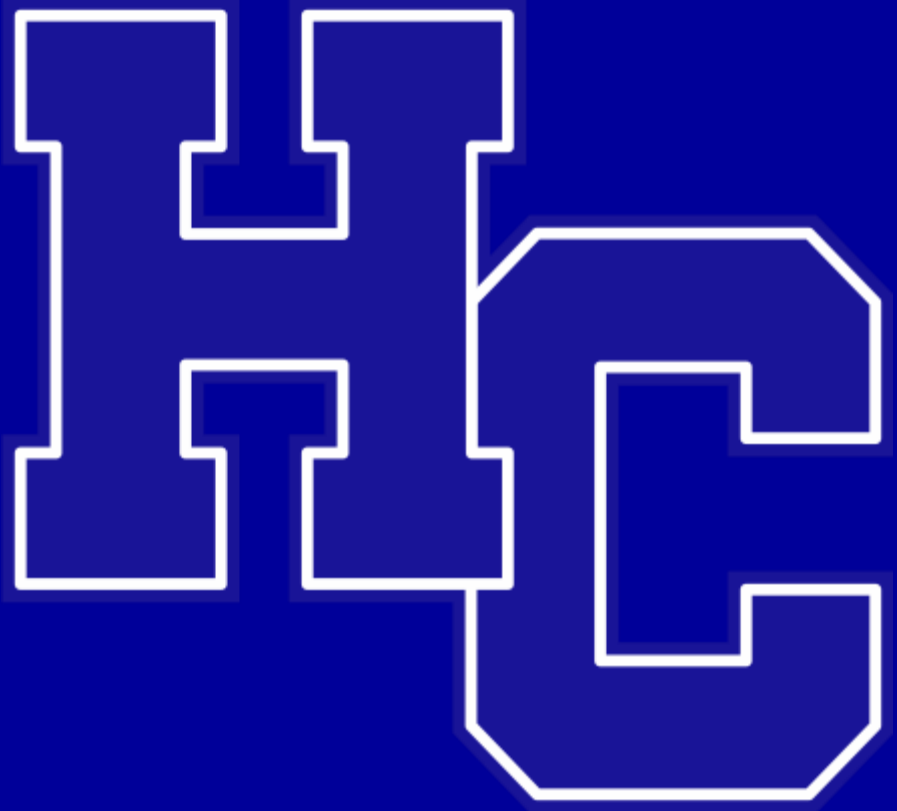


OPERATIONS

FACILITY

HVAC SYSTEMS

- All filters changed
- All units and coils cleaned
- All outside air circulation set at 25% up from 7%
- All Air Handlers are Operational



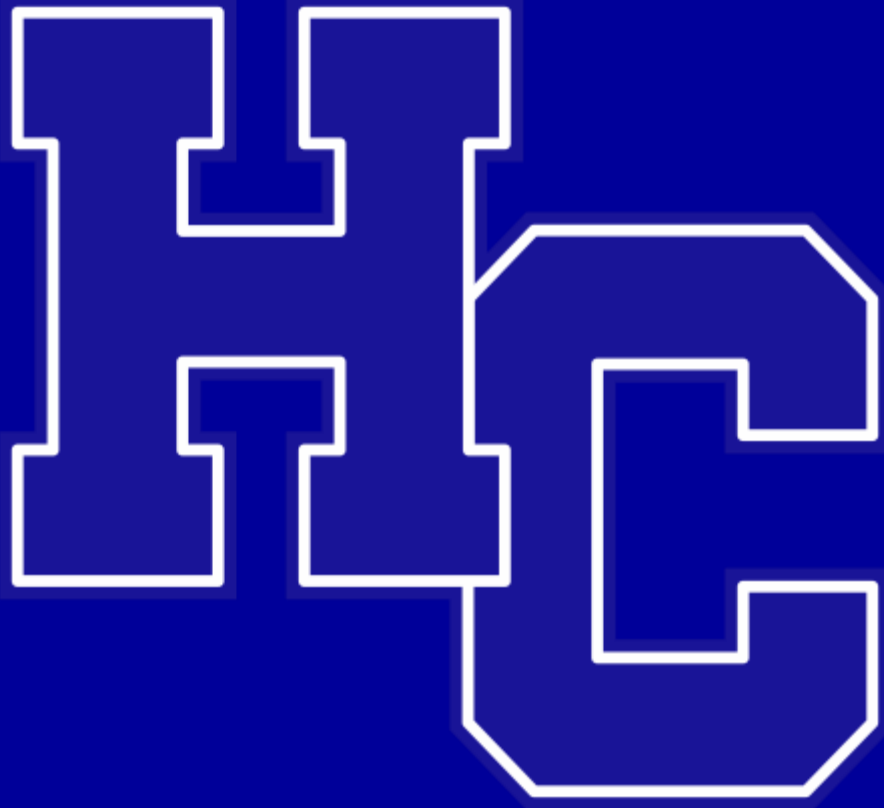
OPERATIONS

FACILITY

Personal Protection Equipment (PPE)

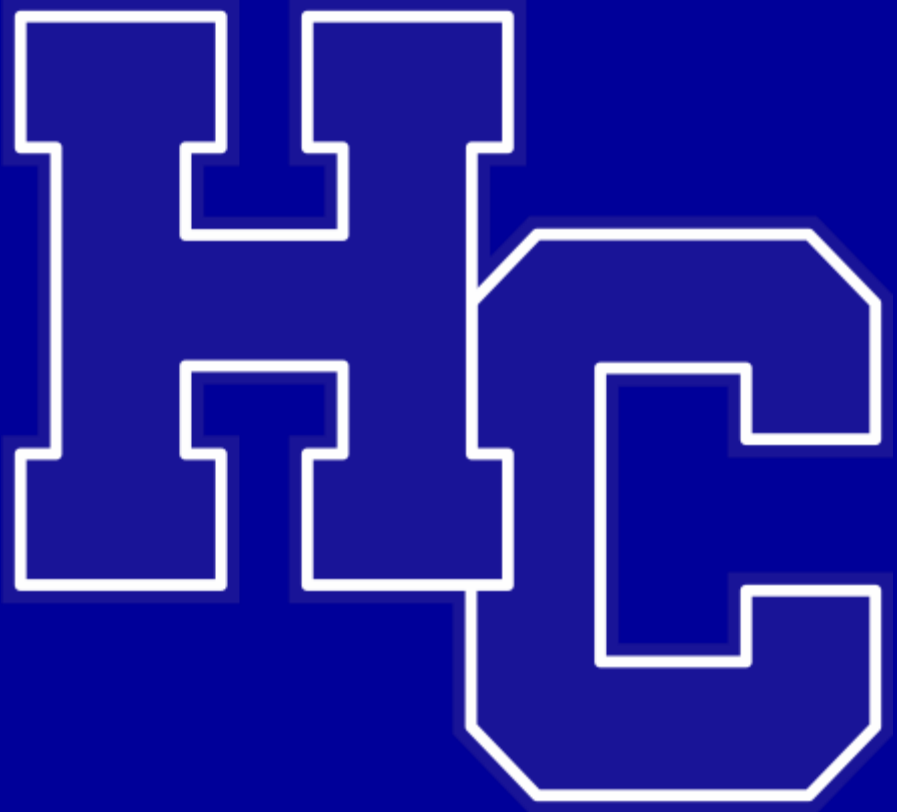
- 105,000 disposable surgical masks
- 600 clear masks – 60 on-site
- 300 KN95 masks
- 600 Face Shields
- Gloves
- Hand Sanitizer Stations located in all classrooms, on all buses, and in common areas
- Cloth masks can be used but must be provided and washed by the user daily – disposable masks will be available

FACILITY



COVID -19 Cost Spreadsheet as of August 6, 2020

ITEM	VENDOR	TOTAL COST	Paid	Not Paid.	Notes
3 ply face masks	Stewart Ind.	\$45,000.00	x		
3 Ply face masks	KSS	\$1,302.00	x		
KN 95 Face Masks	Emedco	\$953.94	x		
Clear Face Masks	Amazon	\$2,500.00		x	
Face Shields	Grainger	\$1,520.00	x		
Face Shields	Grainger	\$304.00	x		Cares Funds
Signage	Emedco	\$402.80	x		
Signage	Emedco	\$344.92	x		
Signage	Emedco	\$151.46	x		
Signage	Emedco	\$537.01	x		
Signage	Emedco	\$142.99	x		
Hand Sanitizers	Lowes	\$65.56	x		
Signage	Grainger	\$256.50	x		
Signage	Grainger	\$708.00			
Signage	Grainger	\$175.00			
Wipes	KSS	\$3,848.98		x	Cares Funds
Hand Sanitizer	KSS	\$5,514.48	x		Cares Funds
Gloves	KSS	\$3,992.00		x	Cares Funds
Spray Bottles	KSS	\$223.88	x		Cares Funds
Trigger Sprayers	KSS	\$187.21	x		Cares Funds
T-360 Machines	KSS	\$19,999.95		x	Cares Funds
T-360 Chemicals	KSS	\$5,179.26		x	Cares Funds
Back Pac sprayers	Amazon	\$1,536.00		x	For Buses
Estimated Custodial	D&L Industrial	\$473,944.00		x	Estimated.
	Total Cost	\$568,789.94			

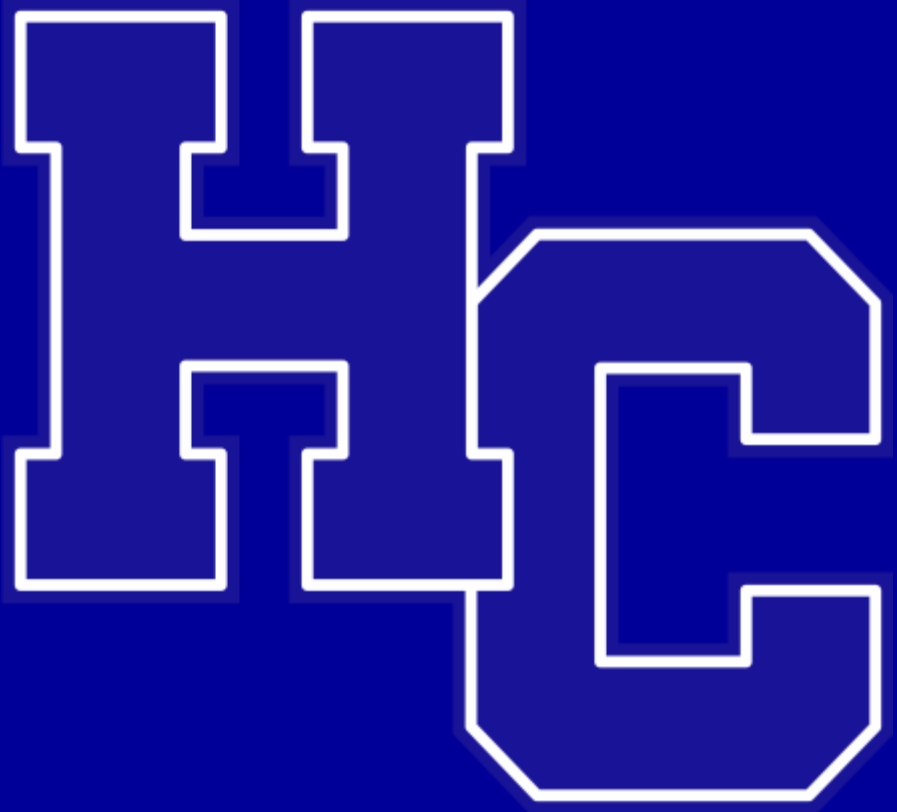


OPERATIONS

TECHNOLOGY

DEVICES

- Devices have been ordered to complete 1:1 deployment
- If devices have not arrived when school starts, we will repurpose existing devices
- Elementary students will use devices from old grade-level carts
- Middle School students will use undeployed devices in district tech shop
- High School students will use extras, returned laptops, and computer cart devices

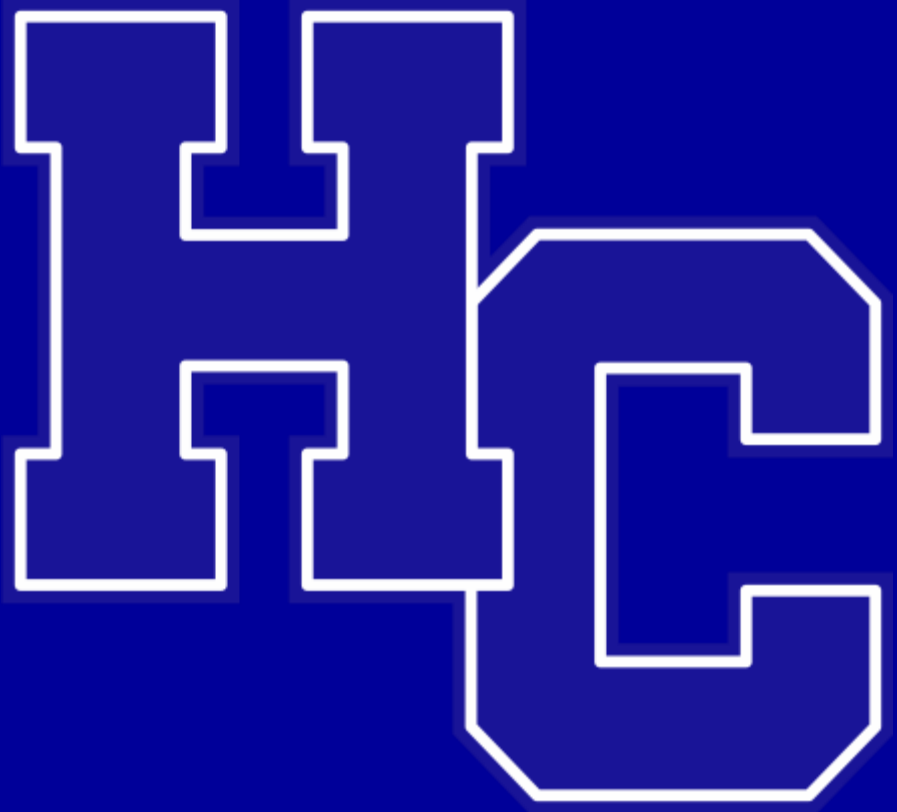


OPERATIONS

TECHNOLOGY

CONNECTIVITY

- HOTSPOTS
 - We deployed a number of hotspots in the spring; those hotspots are still deployed
 - We have additional hotspots available as needed
 - Sprint is the provider for hotspots
 - Sprint is sending us some signal boosting devices for outlying areas
 - We have a contract with Verizon if connectivity remains an issue

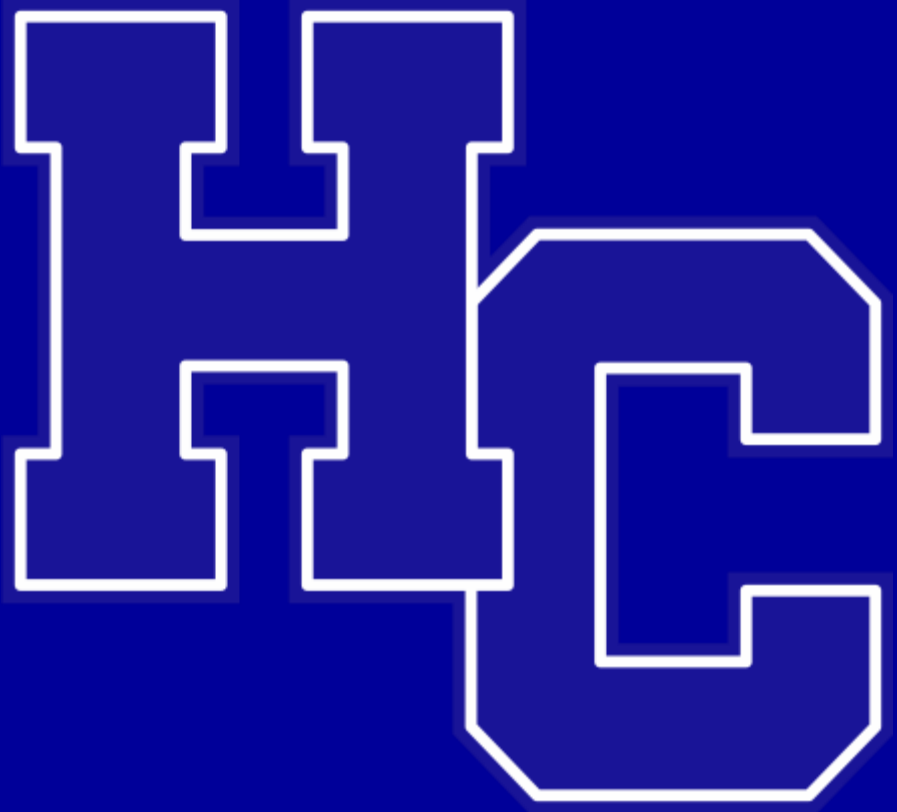


OPERATIONS

TECHNOLOGY

DEPLOYMENT

- Middle School and High School devices checked out through library system
- Middle School classes check out by homeroom
- High School uses existing system
- Elementary devices are stored in classroom for in-person students
- Teacher maintains list of who uses which device
- Virtual students issued a computer or Chromebook, if needed
- Virtual students keep their devices at home

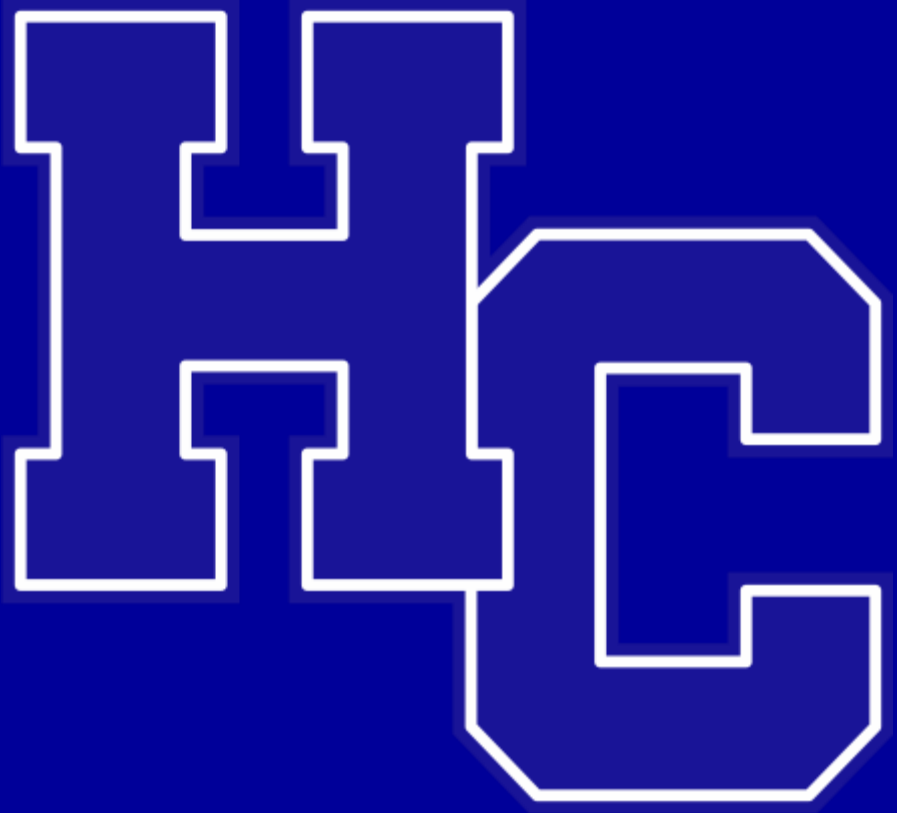


OPERATIONS

TECHNOLOGY

HELP/REPAIR/PROBLEMS

- Students with tech problems should go through the library in their building
- Phone and email contact available for outside access
- Library staff will direct repair process/helpdesk ticket creation/loaner issuance
- District IT staff will handle any repairs/warranty claims
- Repairs/problems tracked through helpdesk
- Recurring issues may become PD topics
- Knowledgebase of tech information and video library for self-help
- In person/virtual support sessions available

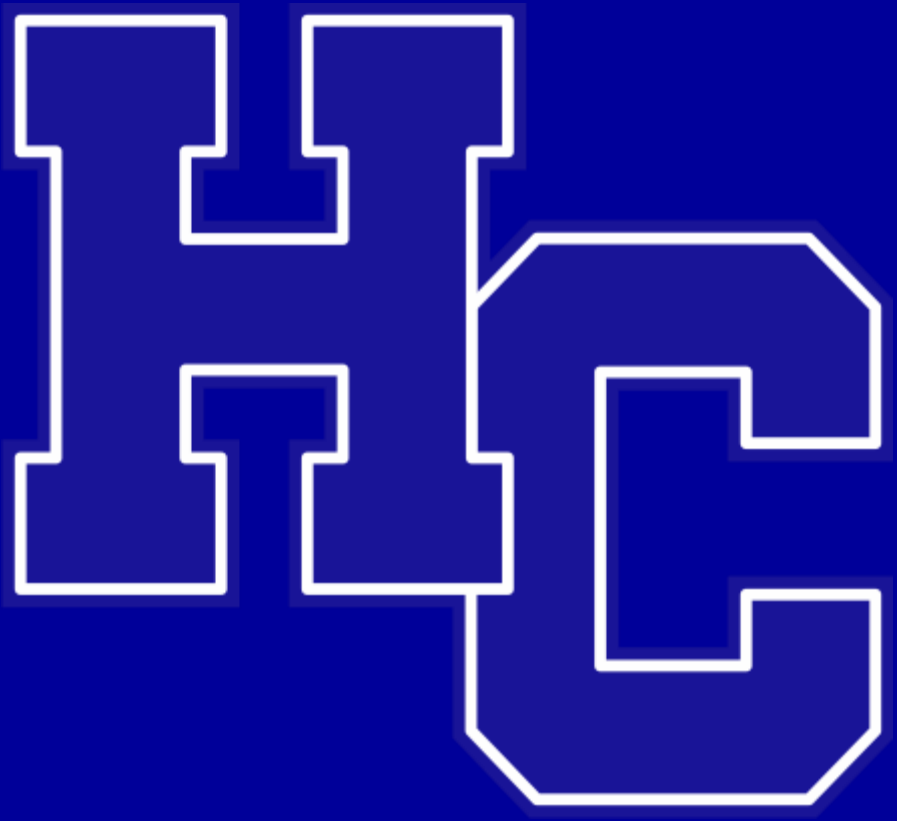


OPERATIONS

FINANCE

Cost of School Re-Opening

Personal Protective Equipment	\$94,845
Estimated Annual Custodial Increase	\$473,944
Increased Staff	
3 Elementary Teachers	\$180,000
Increase Hours - Health Aides	\$30,000
Increased Hours - Library/Tech Aides	\$20,000
Estimated Annual Transportation Increase	\$100,000
Central Registration Software	\$15,000
Hot spots (\$7,000 per month)	\$95,100
Elementary Math Manipulatives	\$11,000
Elementary Student Storage Tubs	\$8,900
CPI Trainer PD	\$7,160
Computer Bags	\$12,800
Total	\$1,048,749

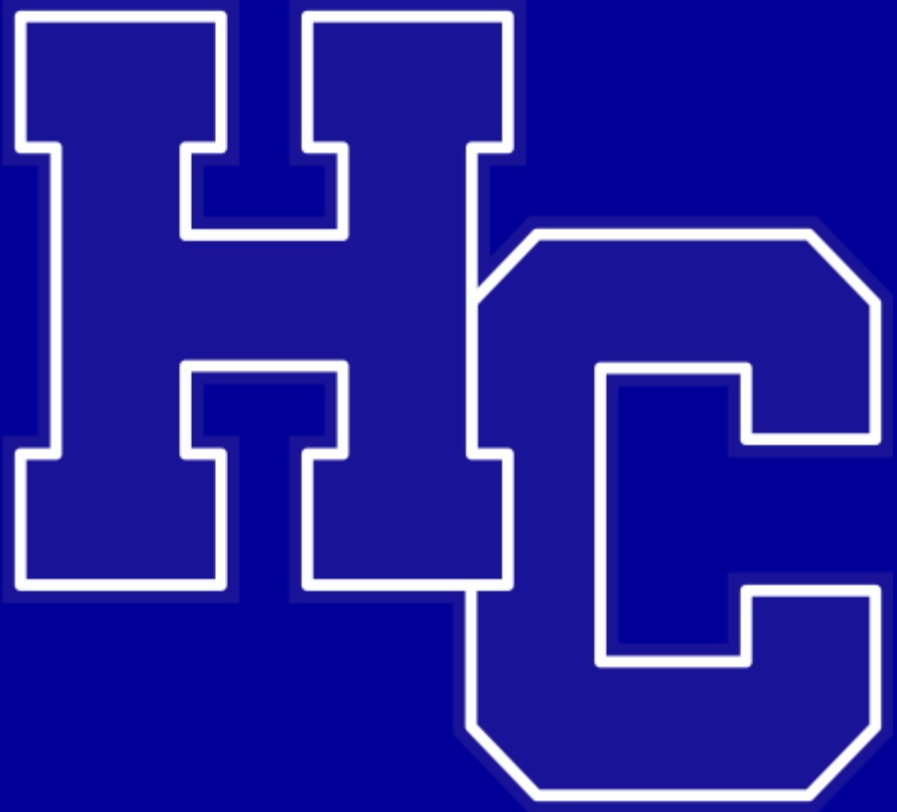


OPERATIONS

FINANCE

Revenue – COVID-19 Related

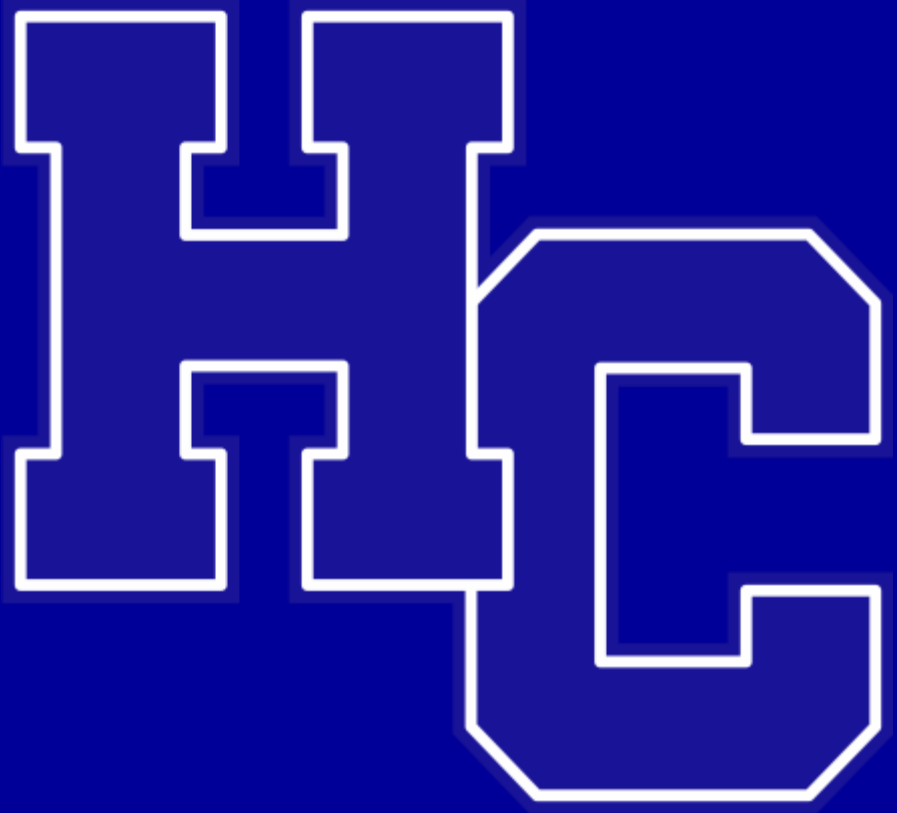
CARES – Original	\$248,000
CARES – August 2020 \$350/Student (Estimate)	\$900,000
Total	\$1,148,000



OPERATIONS

HUMAN RESOURCES

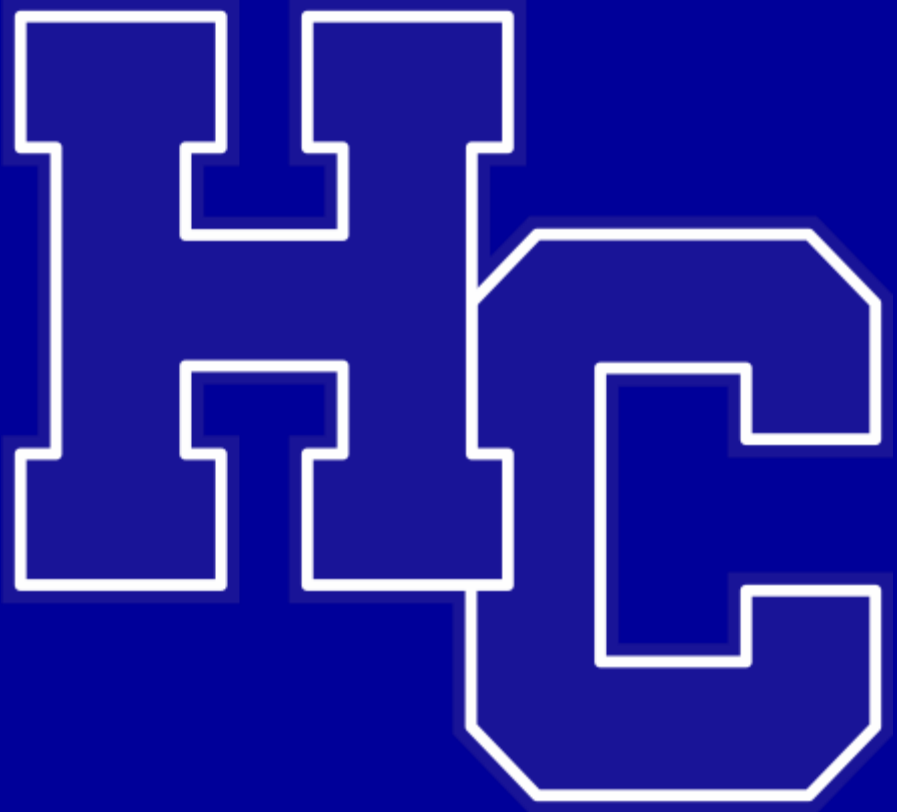
- Daily screening required for all staff members
<https://misymptomapp.state.mi.us/login>
- Workplace infection-control practices
- Proper use of PPE
- Steps the employee must take to notify (for themselves or students) symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- Sick time
- Contact Tracing
- How to report unsafe working conditions



OPERATIONS

TRANSPORTATION

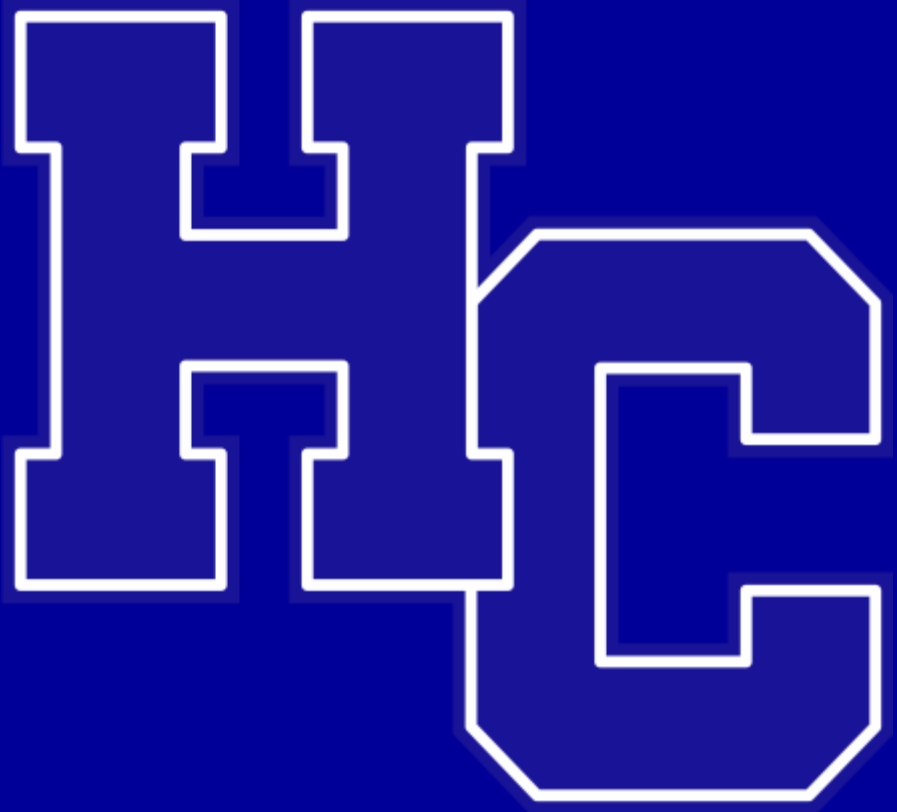
- Masks are required for students and staff
- Students will be asked to use the provided hand sanitizer upon embarking buses
- Students will be asked to fill the back seats first, filling up to the front of the bus
- Students will debark the bus from front to back
- Two children per seat, with family members sitting together
- Buses sanitized after each route
- Buses will be deep cleaned two times daily



OPERATIONS

FOOD SERVICE

- **Meals for the 2020 / 2021 school years will not be free to all students**
 - Only to those students that qualify
 - Students will have to qualify based on income, direct certification or other means to receive free meals
 - Applications must be submitted just like in years past
 - Applications will be processed as soon as possible to determine the child's meal status of free, reduced or paid
 - Multiple meals can be handed out up to 5 days
 - No weekend meal service
 - Parents/Guardians can pick up meals for their students



OPERATIONS

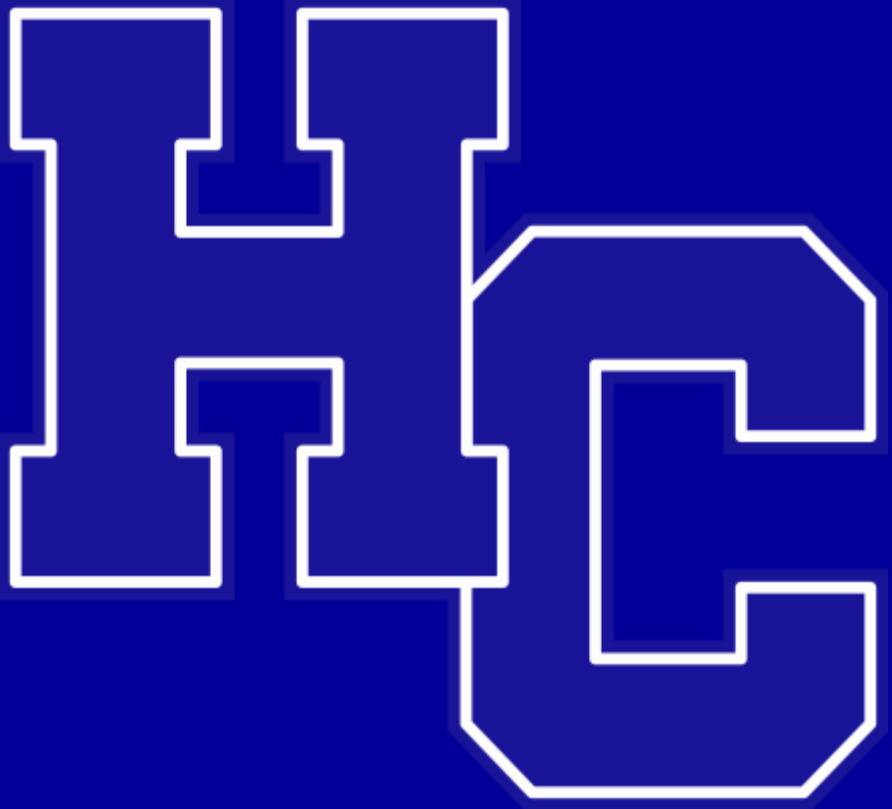
PUPIL ACCOUNTING

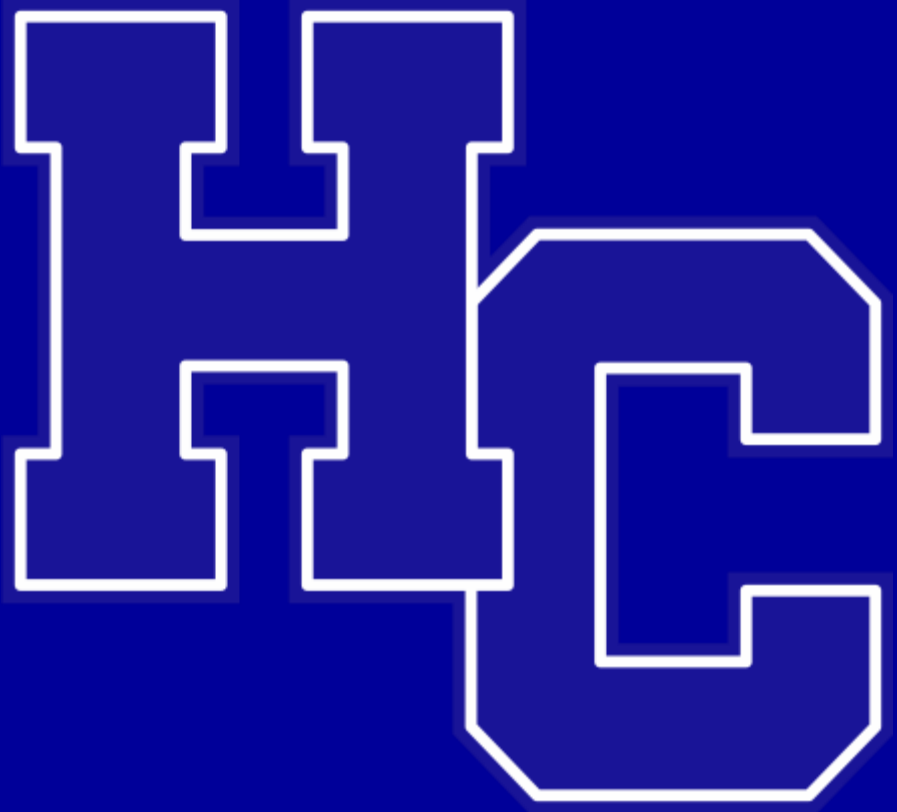
- Attendance
- Full Time Equivalent – FTE

OPERATIONS

ATHLETICS

- MHSAA GUIDANCE
 - The MHSAA is committed to having 3 seasons of sports this school year.
 - When feasible, parents will be asked to provide transportation in athletics to and from games.
 - The MHSAA “Overview of Important Return to Play Topics” document has been reviewed with each head coach.
 - The MHSAA will determine if football, soccer, and volleyball programs will be allowed to compete by August 20

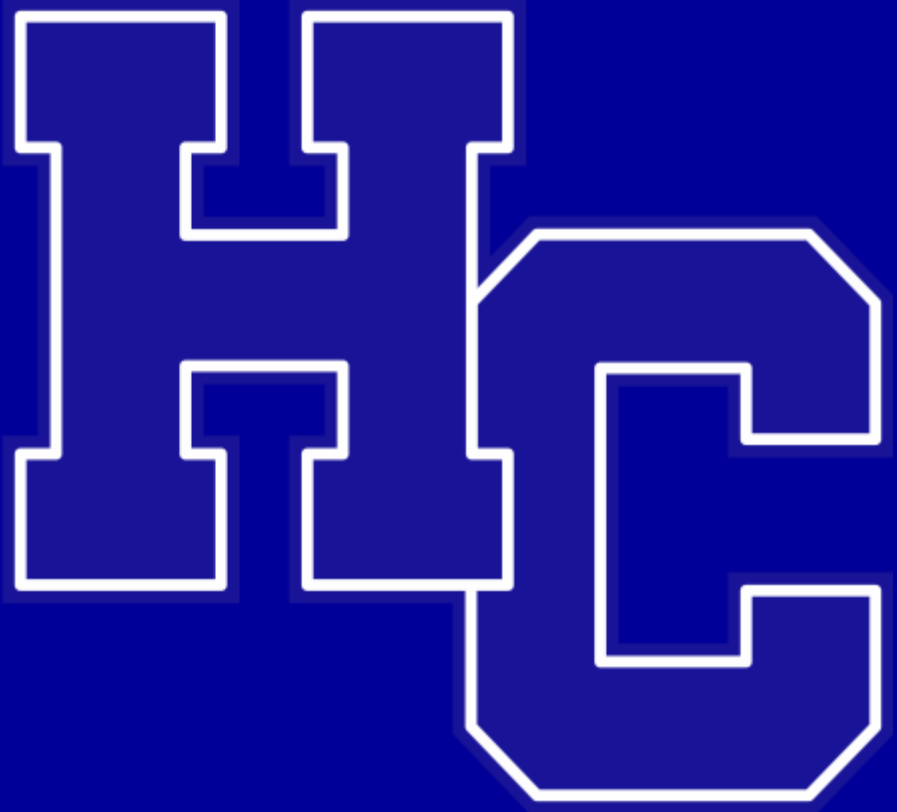




OPERATIONS

ATHLETICS

- CURRENT HARPER CREEK ATHLETIC ACTIVITY
 - ❑ Football practice is scheduled to begin August 10
 - ❑ Boys & Girls Cross Country, Girls Golf, Boys Soccer, Girls Swimming, Boys Tennis, and Volleyball is scheduled to begin August 12
 - ❑ Middle School sports begin on August 24
 - ❑ All guidelines and activities are subject to change to reflect changes in MHSAA guidelines



OPERATIONS

ATHLETICS

- Face coverings have been purchased for all fall athletes and coaches
- Pre-workout and pre-game screenings will be conducted by coaches in each sport
- Facility cleaning and cleaning of equipment has been reviewed with head coaches
- If allowed, spectators will be required to wear masks and practice social distancing
- League athletic directors have met to alter schedules and develop common protocols for events