

# Bellaire Public Schools Extended COVID-19 Learning Plan

as Described in Public Act 149, Section 98a

**September 21, 2020**  
**Revised September 30, 2020**

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s **COVID-19 Preparedness and Response Plan**. Instead, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access.

Bellaire Public Schools educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD no later than October 1, 2020 for approval. ISDs and PSAs will transmit the approved plan to the state superintendent of public instruction and the state treasurer.

Bellaire Public Schools **Extended COVID-19 Learning Plan** has been submitted to the TBAISD as a PDF file.



## Bellaire Public Schools Extended COVID-19 Learning Plan

**District Name:** Bellaire Public Schools  
**District Address:** 204 W Forest Home Ave  
Bellaire, MI 49615  
**District Phone:** (231) 533-8141  
**District Website:** <http://bellairepublicschools.com/>  
**Superintendent:** Mark J. Brenton  
mbrenton@bellairek12.org  
**District's ISD:** Traverse Bay Area Intermediate School District (TBAISD)

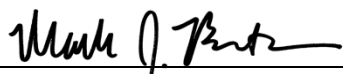
This plan was approved by the Bellaire Public Schools Board of Education on Monday, September 21, 2020

### Assurances

1. The Bellaire Public Schools will make our TBAISD-approved Extended COVID-19 Learning Plan accessible through the Transparency Reporting Link located on the District's website no later than October 1, 2020.
2. The Bellaire Public Schools will create and make available on its transparency reporting link located on the District website, a report concerning the progress made in meeting the educational goals contained in its **Extended COVID-19 Learning Plan** not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the Bellaire Public Schools expected would be achieved by the end of the school year.
3. **Benchmark Assessments:** The Bellaire Public Schools will...
  - Use the *NWEA Measures of Academic Progress (MAP)* as a benchmark assessment for Reading and Mathematics in grades K-12; NWEA is aligned to state standards.
  - administer *NWEA MAP* to all pupils in grades K-12 to measure proficiency in reading and mathematics within the first nine (9) weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the Bellaire Public Schools will...
  - provide pupils with equitable access to technology and the internet necessary to participate in instruction, and;
  - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the Bellaire Public Schools had planned for that exposure to occur for in-person instruction.
5. The Bellaire Public Schools, in consultation with the Health Department of Northwest Michigan, will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics.

**Note:** A determination concerning the method for delivering pupil instruction shall remain at the Bellaire Public Schools Board's discretion. Key metrics that the Bellaire Public Schools will consider shall include at least (but not necessarily be limited to) all of the following:

- COVID-19 Cases or Positive COVID-19 tests
  - Hospitalizations due to COVID-19
  - Number of deaths resulting from COVID-19 over a 14-day period
  - COVID-19 cases for each day for each 1 million individuals
  - The percentage of positive COVID-19 tests over a 4-week period
  - Health capacity strength
  - Testing, tracing, and containment infrastructure with regard to COVID-19
6. If the Bellaire Public Schools determines that it is safe to provide in-person instruction, the Bellaire Public Schools will prioritize providing in-person instruction to pupils in grades K-5 who are enrolled in the Bellaire Public Schools.
7. The **Bellaire Public Schools** assures that...
- instruction will be delivered as described in this plan and re-confirmed by the Bellaire Public Schools Board;
  - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year;
  - the Bellaire Public Schools will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and;
  - public comment will be solicited from the parents or legal guardians of the pupils enrolled in the Bellaire Public Schools during a public meeting described in PA-149.
8. The Bellaire Public Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The Bellaire Public Schools will ensure that no less than three (3), two-way interactions occur between a pupil enrolled in the Bellaire Public Schools and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the Bellaire Public Schools. The Bellaire Public Schools will publicly announce its weekly interaction rates at each Bellaire Public Schools Board meeting where it re-confirms how instruction is being delivered. The Bellaire Public Schools will make those rates available through the transparency reporting link located on the Bellaire Public Schools website each month for the 2020-2021 school year.



Superintendent



President, Board of Education

9/21/2020

Date

9/21/2020

Date

## **Learning Plan Narrative**

### **Opening Statement**

The COVID-19 global pandemic is impacting our school community in a number of ways: we are experiencing a traumatic event, many students may have significant gaps in their learning, and equity issues are more pronounced.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 2019-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will be behind and will need opportunities to catch up. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

As Bellaire Public Schools plans to begin the school year in a hybrid learning environment, we will need to ensure that there are structures in place to ensure student engagement and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff.

## Quality Evidence-Based Assessment Practices

The Bellaire Public Schools believes that benchmark assessment evidence gleaned from the *NWEA Measures of Academic Progress* can be used to monitor and evaluate patterns and trends in students' academic performance, and to identify effective instructional programs. We believe it can provide guidance for standardizing or adjusting curriculum and instruction across grade levels, schools, and districts.

However, we will not use benchmark assessment data to make high-stakes instructional decisions about individual student learning. Rather, Bellaire Public Schools will continue the use of (and professional learning around the implementation of) formative assessment as a powerful practice embedded in the teaching and learning process to continuously observe where our students are in order to modify instruction.

We believe the use of formative assessment, which is supported by an extensive body of research, provides in-time data for both our teachers and students to accelerate their learning and progress and gives us a more complete picture of what our students know and are able to do.

### Educational Goals

The *NWEA Measures of Academic Progress* (MAP) – both reading and mathematics – will be administered to all students twice: once in the first nine (9) weeks of the school year, again mid-year, and once again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February and June.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the formative assessment process.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on NWEA results.

- **Goal 1:** All students will demonstrate improved performance in Reading/English Language Arts (ELA) from Fall 2020 to Spring 2021 as measured by *NWEA Measures of Academic Progress* (MAP).

All teachers will use formative assessment to support modification of instructional practices and content to support meaningful student progress towards mastery of Reading/ELA academic standards.

Results from Reading/ELA benchmark assessments, locally-administered summative assessments, and formative assessments will drive discussion among instructional staff as well as data analysis by administration.

- **Goal 2:** All students will demonstrate improved performance in Mathematics from Fall 2020 to Spring 2021 as measured by *NWEA Measures of Academic Progress* (MAP).

All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.

Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

## **Instructional Delivery & Exposure to Core Content**

The Bellaire Public Schools' full instructional plan can be found in our **Safe Schools/Return to Learn Plan** (see Appendix A).

### **Mode of Instruction**

To start the school year, all K-12 students will attend school every day for face-to-face instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

Students who are unable (or whose families are unwilling to allow them) to return may attend their classes remotely using either SeeSaw (K-2) or Google Classroom (3-12).

Both options are defined in our **Safe Schools/Return to Learn Plan** (see Appendix A).

### **Curriculum and Instruction: Academic Standards**

The Bellaire Public Schools curriculum for core academic areas is aligned to the Common Core State Standards (CCSS).

### **Equitable Access**

#### **Technology**

The Bellaire Public Schools will work to ensure that all students are provided equitable access to technology and the internet as described in our Continuity of Learning Plan that was previously submitted to the state. The Bellaire Public Schools system for maintaining student access to technology devices and the internet is described in the Safe Schools/Return to Learn Plans (Appendix A), and again in the Continuity of Learning Plan (Appendix B).

#### **Students with Identified Special Needs**

When school starts, students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers and/or providers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

For students from infancy through age five (5), those with identified special needs, and those attending CTE programming, intervention and support services will be integrated into the student's program immediately upon the start of school.

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IFSP or IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

## Modified Requirements for Bellaire Public Schools Extended COVID-19 Learning Plans

SB 0927, Senate Concurred, September 23, 2020 – Section 98a begins on p.229.

Senate Concurred Bill 0927 was presented to Governor Whitmer on September 28, 2020. Section 98a of this bill modifies the requirements for district/PSA Extended COVID-19 Learning Plans required in Public Act 149. These modified requirements take effect once Governor Whitmer signs the bill into law.

The Bellaire Public Schools amends the previous submitted ECOL Plan as follows.



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Superintendent Signature

9/29/2020

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Date



Sub-section	Modified requirements (SB 0927) for Bellaire Public Schools Extended COVID-19 Learning Plans	Location in the Template for Extended COVID-19 Learning Plans
1(c)	Thirty days after the approval of the plan under subsection (2), and each month thereafter, the district must, at a meeting of the board or board of directors, as applicable, of the district, reconfirm how instruction is going to be delivered during the 2020-2021 school year.	Assurance #8
1(c)	<p>For each reconfirmation described in this subdivision, the district shall report to the center, in a form and manner prescribed by the center,</p> <ul style="list-style-type: none"> <li>▪ the instructional delivery method that was reconfirmed;</li> <li>▪ how that instruction will be delivered for each grade level offered by the district, including pre-kindergarten, as applicable; and</li> <li>▪ whether or not, as determined by the department in consultation with the center, the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations.</li> </ul>	Assurance #8
1(g)	A requirement that the district, in consultation with a local health department, as that term is defined in section 1105 of the public health code, 1978 PA 368, MCL 333.1105, and district employees, develop districtwide guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics.	Assurance #6
1(i)	A requirement that the district shall ensure that 2 2-way interactions occur between a pupil enrolled in the district and the pupil's teacher or at least 1 of the pupil's teachers or another district employee who has responsibility for the pupil's learning, grade progression, or academic progress during each week of the school year for at least 75% of pupils enrolled in the district.	Assurance #10

1(i)	<p>As used in this subdivision, "2-way interaction" means a communication that occurs between a pupil and the pupil's teacher or at least 1 of the pupil's teachers or another district employee who has responsibility for the pupil's learning, grade progression, or academic progress, where 1 party initiates communication and a response from the other party follows that communication, and that is relevant to course progress or course content for at least 1 of the courses in which the pupil is enrolled or relevant to the pupil's overall academic progress or grade progression. Responses, as described in this subdivision, must be to the communication initiated by the teacher, by another district employee who has responsibility for the pupil's learning, grade progression, or academic progress, or by the pupil, and not some other action taken.</p>	Assurance #10
2	<p>A district that is not a public school academy that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to the intermediate district in which the district is located by not later than October 1, 2020, and, except as otherwise provided in this subsection, a district that is a public school academy that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to its authorizing body by not later than October 1, 2020, for approval.</p> <p>A district that is a public school academy that, by agreement, provides educational services for the residents of a district that is not a public school academy and that does not directly provide public educational services to its residents that intends to provide instruction under an extended COVID-19 learning plan shall submit its extended COVID-19 learning plan described in subsection (1) to the intermediate district in which it is located not later than October 1, 2020 for approval.</p>	Introduction Page
2	<p>An intermediate district or authorizing body, as applicable, shall approve an extended COVID-19 learning plan submitted for approval under this subsection by not later than October 9, 2020 if the plan includes all of the elements required for inclusion in the plan under subsection (1).</p>	Introduction Page

3	An extended COVID-19 learning plan described in subsection (1) and approved under subsection (2) must be made accessible through the transparency reporting link located on the district's website by not later than October 12, 2020.	Assurance #1
4(a,b,c)	<p>All of the following apply to a district that is providing instruction under an extended COVID-19 learning plan approved under this section:</p> <p>(a) By not later than January 15, 2021, the district shall create a report that includes information regarding both of the following and shall ensure that the report under this subdivision can be accessed through the transparency reporting link located on the district's website:</p> <ul style="list-style-type: none"> <li>(i) The amount and type of training provided during the current school year as of the date of the report to teachers of the district through professional development that focuses on how to deliver virtual content.</li> <li>(ii) The amount and type of training provided during the current school year as of the date of the report to the parents and legal guardians of pupils and to pupils on how to access and use virtual content provided by the district.</li> </ul> <p>(b) (a) By not later than February 1, 2021, the district shall create a report concerning progress made in meeting the educational goals described in subsection (1) that the district expected would be achieved by the middle of the school year and shall ensure that the report under this subdivision can be accessed through the transparency reporting link located on the district's website.</p> <p>(c) (b) By not later than the last day of the 2020-2021 school year, the district shall create a report concerning progress made in meeting the educational goals described in subsection (1) that the district expected would be achieved by the end of the school year and shall ensure that the report under this subdivision can be accessed through the transparency reporting link located on the district's website.</p>	Assurances #2 & 3

## Appendix A: BPS COVID-19 Preparedness & Response Plan

**Name of District:** Bellaire Public Schools

**Address of District:** 204 W Forrest Home Ave, Bellaire, MI 49615

**District Code Number:** 05040

**Web Address of the District:** <http://www.bellairepublicschools.com/>

**Name of Intermediate School District:** Traverse Bay Area Intermediate School District

### **Board of Education:**

- Mike Robinson, President
- Rob Silk, Vice President
- Melissa Dyste, Secretary
- Brad Klooster, Treasurer
- Don Hoyt, Trustee
- Walt Mann, Trustee
- Kerrie Ann Shannon, Trustee

**Superintendent:** Mark Brenton

### **Introduction**

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

Every district is required to submit a completed **Assurance Document** and **Preparedness Plan** to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This document serves both as the Bellaire Public Schools' **Assurance Document** and **Preparedness Plan**.

This Preparedness Plan was submitted to the Traverse Bay Area Intermediate School District (TBAISD) on [insert date], for transmission to State Superintendent of Public Instruction Dr. Michael Rice and State Treasurer Rachael Eubanks no later than August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's public website home page no later than August 17, 2020.

## MI Safe Schools

On June 30, 2020, Governor Gretchen Whitmer released the **MI Safe Schools Plan**, often referred to as the **Return to Learn** plan or **Roadmap**. The **MI Safe Schools Plan** is fundamentally guided by the **MI Safe Start Plan** and its subsequent phases.

Below is a modified version of the **MI Safe Start Plan** graphic illustrating the correlation to the MI Safe Schools Plan:

1 Uncontrolled growth	2 Persistent spread	3 Flattening	4 Improving	5 Containing	6 Post-pandemic
Remote Learning	Remote Learning	Remote Learning	In-Person Learning	In-Person Learning	In-Person Learning
Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Stringent Required Safety Protocols	Moderate Required Safety Protocols	Essentially back to old normal.
Same plan with tweaks	Same plan with tweaks	Same plan with tweaks	New plan required	Plan with more district choice	No plan needed

If Region 6 (Traverse City Region), moves back into **MI Safe Start** Phase 1-3, we are mandated to close the school building and return via remote learning for the 2020-21 school year.

If Region 6 moves to Phase 4 or remains in Phase 5 (which we are as of August 10, 2020), the school buildings will be open for live, in-person instruction.

The MI Safe Schools Plan and Executive Order 2020-142 requires the district to create three plans for reopening in the fall.

- The first plan – which we refer to as Plan B – is for Phases 1-3 and is a modified version of our Continuity of Learning (COL) Plan created in the Spring of 2020 for the remainder of the 2019-20 school year.
- Plan A<sup>2</sup> (Phase 4) requires specific restrictions and non-negotiable requirements, as detailed in the **MI Safe Schools Roadmap**.
- Plan A<sup>1</sup> (Phase 5) involves most of the same requirements as does Plan A<sup>2</sup> (Phase 4), above, though some elements designated **Required** in Phase 4 are changed to **Strongly Recommended** in Phase 5. Any **Strongly Recommended** item that is not included in this plan must be identified and addressed in this plan.

Practically speaking, everything designated **Strongly Recommended** is implemented in both Plan A<sup>1</sup> and A<sup>2</sup>, making both Plans virtually identical for all practical purposes.

No plan is required for Phase 6. This remains unlikely until such time as a viable vaccine is developed and in wide distribution or COVID-19 no longer exists.

## Preparedness Plan Assurances

Bellaire Public Schools agrees to meet all of the following requirements of Executive Order 2020-142:

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

## Preparedness Plan

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

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

### **A. Bellaire Public Schools Safe Start Plan B – Phases 1, 2 or 3**

1. In the event that school does not resume face-to-face, on-site instruction for the 2020-21 school year, the Bellaire Public Schools plan to implement a Continuity of Learning Plan similar to that used during spring of the 2019-20 school year, but with some significant alterations to better serve our students.

This plan may be found in **Appendix A** at the end of this document.

### **B. Bellaire Public Schools Safe Start Plan A<sup>2</sup> – Phase 4**

1. Instruction
  - a. Elementary (K-5)
    - i) Live, in-person instruction will be provided during regular schools hours.
      - a. All K-2 students will be issued a district-managed iPad
      - b. All students in grades 3-5 will be issued a district-managed Chromebook
    - ii) A remote learning option will be made available to families whose children are unable to return to school for live, in-person instruction.
      - a. Students opting for remote learning when live, in-person instruction is available must use their district-issued device to engage in all activities, submit assignments and take assessments.
        - i. If reliable internet access is not available, the district will work diligently to supply services or devices to allow remote learning students to access all online content.
        - ii. If, after exhausting all options, the district is unable to reasonably provide reliable internet access to remote learning students, analog instruction and assessment will be provided (i.e. packets).
      - b. Classroom teachers will provide daily live broadcasts of instruction using Google Meet or another student-appropriate platform
        - i. Daily English Language Arts instruction (90 minutes), potentially including (but not necessarily limited to):
          1. Direct, teacher-led instruction
          2. Small group work
          3. Partner Work
          4. Guided Practice
          5. Independent Practice

- ii. Daily instruction of other core subject areas (90 minutes [Math, Science and/or Social Studies; varies based on need]), potentially including (but not necessarily limited to):
      1. Direct, teacher-led instruction
      2. Small group work
      3. Partner Work
      4. Guided Practice
      5. Independent Practice
    - iii. Teachers will not necessarily be visible and on-camera during an entire online session
    - c. Each teacher will create and maintain a Google Classroom or another student-appropriate online platform, mirroring in-class assignments and activities used for live, in-person instruction, to the extent possible.
    - d. Online assessments may include (but are not necessarily limited to):
      - i. Participation in asynchronous threaded online discussions using Google Classrooms or another student-appropriate online platform (as appropriate).
      - ii. Participation in real-time instruction and/or group interaction through Google Meet or another student-appropriate online platform.
      - iii. Submission of written work (i.e. short answers, essays, etc.) through Google Classroom or another student-appropriate online platform.
      - iv. Submission of online work using a variety of media/platforms.
      - v. Submission of performance work using video and/or audio.
    - e. Teachers will remain in regular communication with remote learning students' families using a variety of media, including (but not necessarily limited to): email, telephone, text messages and/or written correspondence.
- b. Secondary (6-12)
  - i) Live, in-person instruction will be provided during regular schools hours.
    - a. All students in grades 6-12 will be issued a district-managed Chromebook
  - ii) A remote learning option will be made available to families whose children are unable to return to school for live, in-person instruction.
    - a. Students opting for remote learning when live, in-person instruction is available must use district-issued Chromebook to engage in all activities, submit assignments and take assessments.
      - i. If reliable internet access is not available, the district will work diligently to supply services or devices to allow remote learning students to access all online content.
      - ii. If, after exhausting all options, the district is unable to reasonably provide reliable internet access to remote learning students, analog instruction and assessment will be provided (i.e. packets).
  - b. Regular live broadcasts of instruction using Google Meet



- i. Daily instruction (30-45 minutes/class), potentially including (but not necessarily limited to):
        - 1. Direct, teacher-led instruction
        - 2. Small group work
        - 3. Partner Work
        - 4. Guided Practice
        - 5. Independent Practice
      - ii. Teachers will not necessarily be visible and on-camera during an entire online session
    - c. Each teacher will create and maintain a Google Classroom for each section, mirroring in-class assignments and activities used for live, in-person instruction, to the extent possible.
    - d. Online assessments may include (but are not necessarily limited to):
      - i. Participation in asynchronous threaded online discussions using Google Classrooms (as appropriate).
      - ii. Participation in real-time instruction and/or group interaction through Google Meet.
      - iii. Submission of written work (i.e. short answers, essays, etc.) through Google Classroom.
      - iv. Submission of online work using a variety of media/platforms.
      - v. Submission of performance work using video and/or audio.
      - vi. Online assessments conducted through *Repondus LockDown Browser* or other means.
    - e. Secondary students' grades will be accessible through *PowerSchool*.
    - f. Teachers will remain in regular and ongoing communication with remote learning students' families using a variety of media, including (but not necessarily limited to): email, telephone, text messages and/or written correspondence.
  - c. All Instruction protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).
2. Personal Protective Equipment (PPE)
- a. All on-site Bellaire Public Schools staff (including contracted service workers) will wear face coverings (e.g. mouth- and nose-covering masks) **at all times** during the school day, except when eating.
  - b. All on-site students in **Kindergarten through 12<sup>th</sup> grade** will wear face coverings **at all times** during the school today with the following exceptions:
    - i) Face coverings may be removed when students are eating; practical social distancing guidelines will remain in place.
    - ii) Face coverings may be removed when students are outside of the school building; practical social distancing guidelines will remain in place.

- iii) Face coverings may be removed for the purposes of engaging in exercise/physical activity (i.e. physical education class, athletic practice, etc.); practical social distancing guidelines will remain in place.
- c. Any staff member or student unable to tolerate a face covering in the above listed circumstances must provide documentation from a physician indicating all of the following:
  - i) The fact that the staff member/student is unable to tolerate a face covering, and;
  - ii) The specific reason why the staff member/student is unable to tolerate a face covering, and;
  - iii) The duration that the staff member/student is deemed unable to tolerate a face covering, and;
  - iv) What other methods for addressing prevention of potentially-infectious agents from affecting other individuals in the area (i.e. face shield, physical barrier, etc.) are recommended.
- d. Students, staff, and parents will be required to watch a [safety video](#) on the wearing of and expectations for maintenance of face coverings. Students, staff, and parents will sign off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- e. Signage regarding face covering requirements will be prominently displayed in all areas requiring their use, including (but not necessarily limited to):
  - i) School offices
  - ii) Hallways
  - iii) Publicly-accessible restrooms
  - iv) Middle/high school classrooms
  - v) School buses
- f. Fabric face coverings will be provided to every student and staff member on or before the first day of school.
- g. Fabric and clear face coverings will be provided to elementary teachers and instructional support staff with the requirement to wear only the clear mask during instruction. A teacher or instructional support staff member at any grade level may request a clear face covering.
- h. Fabric face coverings will be worn home; it is the responsibility of each family/staff member to clean, disinfect, and return to school each day with the mask.
- i. Disposable masks will be made available to students or staff who do not have one or whose mask is deemed a health risk (i.e. not properly laundered, damaged beyond repair, etc.)
- j. Students capable of tolerating a face covering that refuse to do so in an area where a face covering is required will be issued a disposable face covering by a school personnel and asked to put the face covering on.
  - i) Students demonstrating patterns of non-compliance will be removed from the school building and required to engage in remote instruction until such time that the student agrees to comply with this safety protocol or the student withdraws from the district.

- ii) Parents/guardians will be notified of each instance of non-compliance by the building administrator or designee.
- iii) Continued removals from the school building will result in permanent placement into remote instruction and the student could be restricted from coming to the school site.
- k. Staff who are capable of wearing a face covering and refuse to do so will be addressed by the building administrator and may face progressive disciplinary measures for insubordination.
- l. Guests to the school building (i.e. presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.
  - i) Until such time as the district resumes normal [Phase 6] operations, the building **will not permit entry** to anyone not working in or attending the school.
  - ii) Any parents/guardians picking a student up from the school is required to remain in their vehicle and to call the school upon arrival; the student will be released/escorted from the building to the vehicle.
  - iii) Likewise, any parent dropping a student off at school will not enter the building to sign the student in. Instead, the parent will call the school to report the student's arrival.
- m. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- n. All face covering protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. student handbooks, district web site, social media, email, etc.).

### 3. Hygiene

- a. Bellaire Public Schools will:
  - i) Have handwashing sinks available to all elementary students, either in (K-4) or adjacent (5) to the classrooms.
  - ii) Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
  - iii) Teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer that contains at least 60% alcohol; such instruction will come from classroom teachers; reinforcement will come from classroom teachers, support staff and/or administration, as needed.
  - iv) Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue; such instruction will come from classroom teachers; reinforcement will come from classroom teachers, support staff and administration, as needed.
  - v) Ensure that used tissues are thrown in the trash and hands washed immediately using proper hand hygiene techniques; signs will be posted in all public areas and in classrooms as a reminder.
  - vi) Systematically and frequently check and refill soap and hand sanitizer.

- vii) Mandate that students and teachers engage in regular handwashing with soap and water every 2-3 hours at a minimum.
  - viii) Limit sharing of personal items/supplies such as books, writing utensils, etc.
  - ix) Keep students' personal items separate and in individually labeled containers, cubbies, or lockers, depending on building/grade level; locker assignments will occur to as to avoid crowding by students accessing them.
  - x) Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
  - xi) Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.
- b. All Hygiene protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).
4. Cleaning
- a. The Bellaire Public Schools will ensure that:
- i) Custodial staff will, prior to the start of school:
    - a. Clean frequently touched surfaces, including light switches, doors, benches and bathrooms, at least every four hours with an EPA-approved disinfectant.
    - b. Procure adequate soap, hand sanitizer, paper towels, tissues, etc.
    - c. Post signage related to cleaning and hygiene strategies in each room, restroom, and throughout the hallways
    - d. Monitor hygiene supplies and refill as needed
  - ii) Libraries, computer labs, practical and fine arts, and other hands-on classrooms undergo cleaning after every class period with an EPA-approved disinfectant.
  - iii) Student desks are wiped down with an EPA-approved disinfectant after every class period.
  - iv) Playground structures continue to receive normal routine cleaning by custodial/maintenance personnel.
  - v) Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation, when staff use products.
  - vi) Custodial/maintenance staff will wear gloves, a face covering, and a face shield when performing all cleaning activities.
- b. All Cleaning protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).
5. Athletics
- a. The Bellaire Public Schools will ensure that:
- i) Compliance with all guidance published by [Michigan High School Athletic Association \(MHSAA\)](#) and the [National Federation of State High School Associations \(NFHS\)](#) is maintained.
  - ii) Students and staff use proper hand hygiene techniques before and after every practice, event, or other gathering.

- iii) Every participant confirms that he/she is healthy and without any symptoms prior to any event.
  - iv) All equipment is disinfected before and after use.
  - v) When inter-school competitions are held, facial coverings are worn if school transportation is provided. Buses are appropriately cleaned and disinfected before and after every use in accordance with State mandates.
  - vi) Spectators wear facial coverings and maintain six (6) feet of social distancing at all times, and that diligent attention to entry and exit points is maintained to prevent crowding.
  - vii) Each participant uses a clearly marked water bottle for individual use and that there is no sharing of this equipment.
  - viii) Handshakes, fist bumps, and other unnecessary contact does not occur.
  - ix) Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities will continue and appropriate social distancing maintained.
  - x) Large scale indoor spectator events are suspended.
  - xi) Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household will maintain six (6) feet of distance from one another.
  - xii) All student athletes, whether attending in-person or remotely, comply with weekly district eligibility requirements (i.e. grade check, disciplinary review, etc.)
- b. All Athletics protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

## 6. Screening

- a. The Bellaire Public Schools will ensure that:
  - i) A copy of district Screening protocols (see **Appendix B**, below) are submitted for vetting by the [Health Department of Northwest Michigan](#).
  - ii) All school personnel and contracted service providers cooperate with the local public health department regarding implementing protocols for screening students and staff.
  - iii) Each school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.
  - iv) Students who become ill and exhibit symptoms consistent with COVID-19 are placed in the identified quarantine area with a face covering in place until such time as they can be picked up from school.
    - a. School staff caring for these children will wear a face covering, with the exception of students with special needs requiring aerosolized procedures, in which case an N95 mask is required.
  - v) COVID-19 symptomatic students sent home from school remain so until such time as they have tested negative or have completely recovered, as per [CDC guidelines](#).
  - vi) Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4°F or greater, they will stay home.



- a. An [online monitoring form](#) is provided for self-screening of all employees and contracted service workers.
- vii) Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4°F or greater are directed stay home and parents/guardians are advised consider coronavirus testing if symptoms of COVID-19 are present.
  - a. Under advisement by legal counsel, the district will not engage in mass temperature checks or other health screenings; students' temperatures will only be checked if they are sent to the office with symptoms of illness
- viii) Families are encouraged to monitor their children for symptoms of COVID-19, and that – if there are any symptoms present, including cough or shortness of breath – the parent/guardian is instructed to keep the student home from school and to follow up with a primary care provider before returning to school.
- b. All Screening protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

## 7. Testing

- a. The Bellaire Public Schools will ensure that:
  - i) Schools cooperate with local public Health Department personnel regarding implementing protocols for screening students and staff.
  - ii) Students who develop a fever or become ill with COVID-19 symptoms at school wear a mask and be transported by their parent or guardian, emergency contact, or ambulance (if clinically unstable), for off-site testing.
  - iii) Staff who develop a fever or become ill with COVID-19 symptoms at school wear a mask and be transported for off-site testing.
  - iv) Symptomatic students and staff sent home from school remain home until they have tested negative for COVID-19, or have been released from isolation, as per CDC guidelines.
  - v) Families are notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
  - vi) In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts are made to reach out to any close contacts (i.e. those who spent more than 15 minutes less than six [6] feet in close proximity to the student or staff member) so that they can be quarantined at home in accordance with CDC guidelines, and strongly recommend that students and staff be closely monitored for any symptoms of COVID-19.
  - vii) Parents and guardians be directed to check students' temperature at home every morning using oral, tympanic (ear) or temporal scanners; students with a temperature of 100.4°F or greater will be required to stay home and parents/guardians recommended to seek coronavirus testing.
  - viii) Parents and guardians be encouraged to monitor for symptoms of COVID-19, and that the presence of any unexplained symptoms, including cough or shortness of breath, prompt the parent/guardian to keep the student home from school and to follow up with their primary care provider.

- b. All Testing protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

## 8. Student Transportation

- a. The Bellaire Public Schools will ensure that:

- i) All rider use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- ii) The bus driver, staff, and all students (if medically feasible) will wear facial coverings while on the bus. **Note:** There may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.
- iii) Staff will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when vehicles are being cleaned.
- iv) Staff will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to both morning and afternoon routes.
- v) Staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools on a daily basis.
- vi) Staff will ensure that students make it home safely if they are not allowed to board the vehicle by:
  - a. notifying the adult present (if possible);
  - b. honking the horn to get adult's attention and calling them over to explain the situation, or;
  - c. following all legal requirements, then using a cellular phone or radio to contact the school so staff can either attempt contact with the student's parent/guardian, or contact law enforcement for additional assistance.
- vii) If a student becomes sick during the day, that they will not be permitted to use group transportation to return home and will instead follow protocols outlined above.
- viii) If a driver becomes sick during the day, he/she follows all protocols for sick staff outlined above, and will not return to drive students until cleared.
- ix) Weather permitting, doors and windows will remain open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- x) Weather permitting, windows remain open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

- b. All Student Transportation protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

### C. Bellaire Public Schools Safe Start Plan A<sup>1</sup> – Phase 5

- 1. The Bellaire Public Schools intends to employ the same protocols and safety measures in Plan A<sup>1</sup> (Phase 5) as are implemented in Plan A<sup>2</sup> (Phase 4).

- D. After careful consideration of written and verbal input from staff, families and community members, the Bellaire Public Schools intends to implement with fidelity all Required and

Highly Recommended protocols and procedures detailed in the Return to School Roadmap, as presented above.

## **Final Steps for Submission**

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

**Date of Approval by the District Board of Education:** August 10, 2020

**Link to the Board Meeting Minutes:** <http://bellairepublicschools.com/district-office/board-meeting-minutes/>

**Link to the approved Plan posted on the Bellaire Public Schools District web site:** <http://www.bellairepublicschools.com/>

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

**Name of District:** Bellaire Public Schools

**Date Received by the ISD:** August 11, 2020



## **Appendix B: Phases 1-3 Continuity of Learning Plan**

In the event that schools does not resume for in-person instruction, or at such time after school reopens for in-person instruction but is later shut down by Executive Order, legislative action or local decision, the Bellaire Public Schools will enact the following plan for wholly-remote instruction and assessment detailed hereafter.

### **Remote Instruction**

All Bellaire Public School teachers will prepare daily lessons for live broadcast at all grade levels, as follows (unless noted otherwise):

- At the elementary level (K-5), teachers will produce and deliver a minimum of one (1) daily lesson live over video using Google Meet for one of the four core subject areas: English Language Arts (ELA), Math, Science and Social Studies.

Such lessons may include (but are not necessarily limited to):

- Demonstrations (i.e. science experiment, art project, instrumental, etc.)
- Direct instruction (i.e. the teacher is at the board/easel providing new information)
- Interactive instruction (i.e. teacher interacts with students over video)

These live broadcasts will typically measure between 15-45 minutes in duration, depending on the nature of the instruction, the subject covered, and so on.

- At the secondary level (6-12), teachers will produce and deliver daily instruction live over video using Google Meet for each of their instructional hours. Added supplemental recorded videos may be made available during the week, but this depends on the individual teacher, the need for such additional sessions, and other factors.

Similarly, live broadcasts at the secondary level will be between 15-45 minutes.

### **Daily Workloads**

Further, all Bellaire Public School teachers will produce a daily assignment for their students in no less than two (2) of the four (4) core content areas (at the elementary level), or in their specific content areas (at middle and high school).

Again, the activities provided by each teacher will focus on 1.) introducing new concepts that a.) can be accurately delivered through online instruction, and b.) are crucial to students as they progress during the school year; 2.) practicing existing skills, and; 3.) enhancing previous knowledge/current understanding.

The **maximum** suggested workloads for daily assignments, beyond the time spent watching live broadcasts (i.e. homework), are as follows:

- **Kindergarten & 1<sup>st</sup> Grade** – 15-20 minutes/subject area
- **2<sup>nd</sup> & 3<sup>rd</sup> Grades** – 20-30 minutes/subject area
- **4<sup>th</sup> & 5<sup>th</sup> Grades** – 30-45 minutes/subject area
- **6<sup>th</sup>-12<sup>th</sup> Grades** – 30-45 minutes per teacher

## **Assessments & Grading**

All students are expected to login to each of their teachers' Google Classrooms on a daily basis at the regularly-scheduled classroom time (or at another time determined in advance by the individual teacher), both for attendance purposes as well as to access assignments and other content posted by teachers, to submit assignments, to participate in online threaded discussions, and so on, depending on the class, the instructor, and other factors.

Students' grades will be determined using attendance/routine participation, regular daily/weekly assignments, projects and papers, participation in online forums/during live broadcasts between teachers and students, online assessments. Assessments will take multiple forms during the duration of online instruction, potentially including (but not necessarily limited to) the following:

- Participation in asynchronous threaded online discussions using Google Classroom
- Participation in real-time multimedia presentations, instruction and/or group interaction through Google Meet
- Submission of written work (i.e. quizzes/tests, short answers, essays, etc.) through Google Classroom
- Submission of online work using a variety of media/platforms
- Submission of performance work using video and/or audio
- Online assessments conducted through *Repondus LockDown Browser* or other means

The district is providing iPads (K-2) or Chromebooks (3-12) to facilitate students' access to online resources, including Google Classroom, Google Meet, and so on.

Daily assignments will typically be due the day they are assigned, though longer-duration assignments, projects, performance pieces and other, similar assignments may have extended due dates.

## **Regular Communications**

All teachers will make themselves available to their students during certain hours each week (i.e. "office hours"), and will communicate those hours to their students and families. This may include email and/or telephone contacts.

Further, communications will be initiated by the teacher to the student, outside of daily instruction, [minimally] on a weekly basis.

Finally, all communications from students or parents/guardians will be responded to by staff within 24 hours, or by the next regularly-scheduled school day (i.e. not on weekends, during scheduled vacations, etc.).

## **Analog Instruction and Assessment**

For those students without reliable and readily-accessible internet access, the district will endeavor to provide devices to them for the remainder of the school year.

For those students who, even with school assistance, cannot receive adequate internet access at their homes, teachers are expected – to the best of their abilities – to produce analog equivalents for offline completion. That is, for those students without internet access, and for those that we cannot provide internet access, teachers will have to provide hard copies.

Communication expectations are the same, though they are likely restricted to the telephone in these cases.

Students who receive analog, offline instruction and assessment are required to complete and return all written work to the teacher(s) who assigned them. This will be facilitated either by parents/guardians returning the materials to the school using receptacles placed outside of the appropriate school buildings, through retrieval using school buses during regular route runs, or through retrieval by district staff through other means, dependent on the individual circumstances and the student's home situation.

