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.” (EO-2020-142)

For students enrolled in Spanish immersion, please note that the Extended Traditional learning option is only available in English due to limited staffing per grade.
The Extended Traditional Learning Option

Students in Jenison’s Extended Traditional program will complete their work from home virtually under the instruction of a JPS teacher. This will likely be someone other than the regularly assigned in-person classroom teacher. They will be placed in class with other students in their same grade while completing coursework. Students will have live, synchronous class sessions where they log into a video classroom at the same time as their teacher and classmates each day. Each session will also be recorded so students who are not available to log in at that time can review the instruction at a time that works best for them. Students will also have independent work to complete posted in their online classroom each day. This independent work might include watching a video, reading through an article/presentation, or participating in a shared digital document. Because students are able to complete the assignments at any time that works best for them, independent coursework is considered asynchronous. It is important to note that Extended Traditional classes will follow the same pace and sequence as traditional classes in order to allow for students to transition back to the traditional option when they are ready and approved throughout the year.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Daily Course Announcements Morning Meeting Social Emotional Learning Lesson</td>
<td>Live Class Session (with small breaks)</td>
</tr>
<tr>
<td>9:00</td>
<td>Whole Group Foundational Literacy Skills</td>
<td>Live Class Session (with small breaks)</td>
</tr>
<tr>
<td>9:30</td>
<td>Reading</td>
<td>Live Class Session (with small breaks)</td>
</tr>
<tr>
<td>10:00</td>
<td>Math Instruction Direct Instruction</td>
<td>Live Class Session (with small breaks)</td>
</tr>
<tr>
<td>10:30</td>
<td>Break / Possible Small Group Work with Instructor</td>
<td>Independent Work Time</td>
</tr>
<tr>
<td>11:00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Science / Social Studies Writing Lessons</td>
<td>Independent Work Time</td>
</tr>
<tr>
<td>12:40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td></td>
<td>Independent Work Time</td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td>Independent Reading Math Homework Possible Small Group Work with Instructor</td>
<td>Independent Work Time</td>
</tr>
<tr>
<td>2:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STUDENT LEARNING OPTIONS (7TH – 12TH GRADE)

ALL COURSES IN EACH LEARNING OPTION WILL BE TAUGHT BY JENISON TEACHERS.

TRADITIONAL
- Students will attend school each day and participate in a block schedule format to reduce movement and exposure.
- A rotating schedule of 3 classes per day for 2 hour block: will take place on M/W & T/F, with all classes meeting each Friday.
- Lunches will take place in small group designated areas.
- All special education services will be provided in the traditional manner.

EXTENDED TRADITIONAL
- Students will learn from home at the same pace as the students in the traditional classroom.
- Students will follow an outlined, structured plan that mirrors the block schedule taking place in traditional classrooms.
- Students will participate in live classroom lectures and activities while following a required schedule, which includes virtual attendance at specific times throughout each school day.
- Coursework will be provided along the same timeline as traditional students through Google Classrooms.
- Special education services, although different than in the traditional learning environment, will be provided to students.

FULLY ONLINE
- Full time online learning will be provided through Jenison International Academy.
- Teaching and learning will take place through Blackboard, a virtual learning platform, with students accessing JIA-created courses and curriculum. All courses are consistent with those offered through Jenison Public Schools.
- This option is for students who are independent, self-motivated, and have a strong at-home support system.
- A full semester commitment is required for the Fully Online learning option.
- Students may access and participate in all JPS-sponsored athletics and extracurricular activities that are offered.

Please select the image above to enlarge.

Block Daily Schedule
Traditional & Extended Traditional Students

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 7:55</td>
<td>Zero Hour</td>
<td>Zero Hour</td>
<td>Zero Hour</td>
<td>Zero Hour</td>
<td>Zero Hour</td>
</tr>
<tr>
<td>8:00 - 10:00</td>
<td>1st Hour</td>
<td>2nd Hour</td>
<td>1st Hour</td>
<td>2nd Hour</td>
<td>8:00 - 8:55 1st Hour 9:00 - 9:55 2nd Hour</td>
</tr>
<tr>
<td>10:05 - 12:05</td>
<td>3rd Hour</td>
<td>4th Hour</td>
<td>3rd Hour</td>
<td>4th Hour</td>
<td>10:00 - 10:55 3rd Hour 11:00 - 11:55 4th Hour</td>
</tr>
<tr>
<td>12:45 - 2:45</td>
<td>5th Hour 12:45 - 2:45</td>
<td>6th Hour 12:45 - 2:45</td>
<td>5th Hour 12:45 - 2:45</td>
<td>6th Hour 12:45 - 2:45</td>
<td></td>
</tr>
<tr>
<td>12:10 - 12:40</td>
<td>B Lunch 12:40 - 1:10</td>
<td>B Lunch 12:40 - 1:10</td>
<td>B Lunch 12:40 - 1:10</td>
<td>B Lunch 12:40 - 1:10</td>
<td>12:30 - 1:25 5th Hour 1:15 - 2:25 6th Hour</td>
</tr>
<tr>
<td>1:15 - 2:45</td>
<td>5th Hour 1:15 - 2:45</td>
<td>6th Hour 1:15 - 2:45</td>
<td>5th Hour 1:15 - 2:45</td>
<td>6th Hour 1:15 - 2:45</td>
<td></td>
</tr>
<tr>
<td>12:10 - 1:15</td>
<td>C Lunch 1:15 - 1:45</td>
<td>6th Hour 1:50 - 2:45</td>
<td>5th Hour 1:50 - 2:45</td>
<td>6th Hour 1:50 - 2:45</td>
<td>2:25 - 2:45 6th Hour Homeroom Check-In Student Support</td>
</tr>
</tbody>
</table>
Sample Instructional Block

Extended Traditional students join class through Google Meet.
• 10-20 minutes: Check-In & attendance, bell work, learning targets, review
• 50 minutes: Direct (live) Instruction - ie. lecture, discussion, Q&A, introduce assignments/activities

Extended Traditional students leave Google Meet to work individually OR remain for additional help/questions.
• 50 minutes: learning extension, homework assignments/activities, collaborative work, assessment, teacher feedback, Q & A

Homework and additional resources are posted in Google Classroom.

Fridays

On Fridays, Traditional & Extended Traditional students will remotely attend all Direct Instruction hours according to the above schedule. Traditional students who require additional academic support and/or social emotional support may be requested by instructor, counselor, or administrator to attend school.

Given that the first three weeks of school are 4-day weeks, the schedule will eliminate the Friday option.

Traditional Students

• Masks: Students are required to enter school with a mask and wear a mask at all times. Masks will be available for students who need one.
• School Hours: 7:30am - 3:00pm, to reduce the volume of students in the building, we are requesting that students arrive after 7:30am and depart by 3:00pm.
• Parents & Students will daily self-monitor for COVID-19 symptoms and if symptoms occur, parents and students will follow district protocol.
• Lockers will be used for storage and accessed before and after school only. Students will not be able to use lockers between classes.
• Students may utilize a backpack/book bag for materials throughout the day.
• Bring your own device - students are encouraged to bring their own device. School is not responsible for personal items that are lost or stolen.
• Lunch: students will maintain social distance protocol in designated locations.
• Juniors & Seniors will be given off-campus lunch privileges. When leaving campus, the driver (and siblings) are permitted to leave together.
• Media Center: students will not have access to the media center before/after school or during school hours. Single section classes may schedule the media center for use.
• Passing Time: students will be directed to use outside sidewalk travel or hallways following designated protocol.
• Minimize hall use: students will not be allowed in hallways during class time, with the exception of restroom use (1 at a time).
• Extra-curricular clubs will not be held 1st Semester.
Extended Traditional Students

- Students will follow student conduct expectations while attending online sessions.
- Attend JJHS and/or JHS classes from home following the same daily schedule as Traditional students.
- Attendance recorded at the beginning of each hour.
- Direct (live) Instruction attendance is required and students may be required to participate for the entire block as determined by the instructor.
- If a student is enrolled in Extended Traditional learning and wishes to return to the building, the parent/guardian will contact the home building principal for a transition plan. The transitional timeline will be determined together with the building principal and parent/guardian. Please know this process may take up to a week for the transition to take place. Very restricted opportunities will be allowed to transition back to the traditional classroom. Administrative approval will be required.

DISTRICT AND BUILDING INSTRUCTIONAL IMPLEMENTATION PLAN

It is the commitment of Jenison Public Schools, that every student:

- has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;

- will be assessed to determine grade-level proficiencies using formative assessments, screeners, or diagnostics;

- will have their academic and social-emotional needs addressed with the integration of Social and Emotional Learning (SEL) and strengthening ions with students;

- will have revisions as appropriate to IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child’s evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly;

- will be offered scaffolds and supports to meet their diverse academic and social-emotional needs

During all phases, the goal will be for intensive collaboration between grade level teachers to allow for flexibility between the options and phases to best meet the needs of all students.
During phases 1-3, all learning will be fully online through Blackboard/Google Classroom platforms. These platforms will also be utilized for students requiring extended periods of absence for quarantine or health purposes. See Extended Traditional/Fully Online learning options above for additional information. During phases 4-5, all students at JPS will have three instructional options. Students may elect from the following:

<table>
<thead>
<tr>
<th>Traditional</th>
<th>Extended Traditional</th>
<th>Fully Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional classroom instruction will follow appropriate safety protocols.</td>
<td>Extended Traditional instruction will consist of online at the same pace as traditional instruction.</td>
<td>Fully Online instruction takes place through JIA, and a one semester commitment is required.</td>
</tr>
</tbody>
</table>

Our District’s Extended Traditional and Fully Online instruction will be a standards-based curriculum accessed electronically via Blackboard/Google Classroom or any other learning management system used by online instructors. Instruction will include synchronous (live) and asynchronous (not live) sessions with direct feedback from the classroom teacher. District guidelines will be established for the percentage of time in synchronous and asynchronous sessions. The District will provide students access to the internet and technology devices as needed to participate in the virtual learning platform. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Elementary categorical classrooms and ECSE will access Collaborate tools within Blackboard to capitalize on synchronous sessions as needed. Secondary categorical classrooms will access Google Classroom as appropriate.

For all student instructional options teachers will:

- monitor student access and assignment completion on a regular basis
- provide continuous feedback in various formats
- differentiate instruction to meet each student’s needs
- provide small groups and/or one-on-one support

School personnel will monitor attendance and participation whether students select Traditional, Extended Traditional, or Fully Online for their instruction. Daily student participation is expected.

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Any departure from this expectation will be addressed if students are not in scheduled sessions. The District will do everything it can to meet student/family needs and allow for full participation. Teachers/Staff will be expected to make regular contact with students and have two-way communication. This may be done through the use of technology, feedback, phone calls, etc. For all forms of instruction, there will be a significant emphasis on building relationships and maintaining connections. SEL support will be consistent in daily and weekly connections with students.

Individual buildings will monitor student mental health needs and provide support as appropriate online or in person. Teachers will monitor and assess the needs of students and families. If a need is identified, the teacher will elevate that need to the principal, counselor, social workers, or parent liaisons to make the necessary follow-up. The counselors, social workers and/or parent liaisons will help connect the family to outside agencies, if needed, to help meet their needs.

**FACE COVERINGS**

- A note from a physician will be required for anyone deemed medically unable to wear a mask. A master database will be maintained containing exempted individuals.

- Staff that are medically able will wear face coverings at all times other than when eating.

- Students, staff, and bus drivers that are medically able will wear appropriate face coverings during school transportation. Disposable masks will be provided as needed.

- All students in grades 6-12 that are medically able will wear appropriate face coverings. Masks will be provided as needed. Visual supports and accommodations will be provided as necessary for students who are special education eligible. Disposable masks will be provided as needed.

- Students in grades TK-2 will remain in cohort groups (not co-mingled with other classes) and generally not be required to wear masks inside their assigned grade level rooms. Appropriate face coverings will be required for students who are medically able in common indoor areas (bathrooms, hallways, etc.) and may be required at times when new adults are introduced to the classroom (specials, etc.). Students in grades 3-5 will follow the same general guidelines, but will wear masks when 6’ social distancing cannot be maintained. Disposable masks will be provided as needed.

- Appropriate face coverings will be worn by Pre-K students that are medically able on buses and common indoor areas. Visual supports and accommodations will be provided...
HYGIENE

- The District will provide appropriate supplies wherever needed by students and staff.

- Handwashing or hand sanitizing will be conducted on a regular schedule. Students will be taught proper hand washing/sanitizing techniques. There will be daily reminders. Signs will be posted throughout buildings describing proper hand washing techniques.

- At the elementary level, Germ-stopper mini-lessons will be utilized to educate staff and students on coughing, sneezing, using tissues, and handwashing techniques along with signage throughout buildings. At the secondary level, signage will be posted with directions/reminders regarding coughing, sneezing, using tissues, and handwashing techniques.

- Custodial and maintenance staff will maintain a schedule of checking and refilling soap and hand sanitizer. Staff will notify the office immediately if any supplies run out during the day.

- At the elementary level, students will have individual supplies kept in an individually labeled container. Secondary students will only utilize personal supplies and personal items.

- Secondary students will have individual lockers. When possible, elementary students’ personal items will be kept in separate lockers, same family lockers or cubbies.

- Use of classroom materials will be limited to small groups with disinfecting in between use. Individual supplies will be utilized whenever possible.

- Handwashing and/or sanitizing stations will be available in each classroom and throughout the building.

- Students will be provided individual water bottles that can be refilled at bottle refill stations.
CLEANING

- Frequently touched surfaces will be cleaned every four hours. JPS staff will wipe down surfaces within classrooms. Custodial staff will wipe down public areas.

- At the elementary level, hands-on classrooms and media centers will only be used for 6th grade students who are able to co-mingle and wear masks at all times. For K-5 students, materials will be provided to students in classrooms and cleaned prior to redistribution.

- At the secondary level, media centers, computer labs, arts rooms and hands-on classrooms will be cleaned after every class period/use. Spaces will be limited to one class of students at a time.

- Student desks will be cleaned by staff as required at the elementary level. At the secondary level, student desks will be cleaned between each class period. Students may clean their own desk with proper safety equipment.

- Playground structures will continue to be cleaned on a regular schedule. Electrostatic spraying machines will be utilized for this purpose.

- Cleaning and disinfecting supplies will be stored appropriately, kept away from students, and used with proper ventilation.

- Staff will wear gloves, masks, and face shields when cleaning. These items will be provided.

- Staff will be provided training regarding cleaning procedures and techniques.

- All cleaning supplies will include an EPA-approved disinfectant.

ATHLETICS

- The District will comply with all guidance from the MHSAA and NFHS regarding athletics.

- Students, teachers and staff will use proper hygiene techniques before and after every practice, event or gathering. Every participant will confirm that they are healthy and
without any symptoms prior to any event. Records will be maintained of student responses. Coaches will be responsible for ensuring these practices occur.

- All equipment will be disinfected before and after each use. Coaches will be responsible for ensuring this takes place.

- Face coverings will be worn by those that are medically able on school transportation to and from athletic events. Buses will be cleaned and disinfected by the driver before and after every use.

- Spectators (in allowable numbers) will use face coverings when medically able and maintain 6 feet of distance from any non-household member at all times. Entry and exit points will be monitored by school staff to ensure proper distancing is enforced.

- Each participant will have their own clearly labeled water bottle. There will be no sharing. Coaches will monitor this.

- Handshakes, fist bumps, and other unnecessary contact will not occur. Coaches will be responsible for monitoring this.

- Indoor weight rooms and physical conditioning activities that require shared equipment will be suspended in Phase 4. Social distancing will be enforced for allowable outdoor activities. Coaches will be responsible for enforcing this.

**SCREENING**

- The school district will cooperate/coordinate with Ottawa County Health Department regarding all screening protocols.

- Each school will designate a quarantine area with a staff member to monitor. Students who exhibit symptoms of COVID-19 will be placed in the quarantine area and provided a surgical mask until they can be picked up. KN95 masks will be provided to those who require them. Students will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. The Health Department will be notified after parents have been contacted to assist in contact tracing and identification of vulnerable individuals.

- Students sent home with symptoms of COVID-19 must remain home until they produce a negative test or have met CDC/Health Department guidelines for recovery/quarantine.

- Staff will be required to conduct daily self-examinations to check for COVID-19 symptoms in a Google Form and will notify the District and stay home if symptoms exist.
until they produce a negative test or have met CDC/Health Department guidelines for recovery/quarantine.

- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google Form as well as through the District absence reporting system. This will be monitored and follow up will occur with symptomatic individuals regarding testing and reporting of results.

- Positive tests for staff members will result in a required quarantine away from school for 14 days.

- Families are expected to check their child’s temperature at home daily before coming to school, and keep them home if a student’s temperature is 100.4 F or greater. Families are also encouraged to monitor their child for symptoms of COVID-19, and follow up with a primary care provider if symptoms exist. Families should inform the District if anyone in their household has been exposed to someone with COVID-19.

- Visitors will be significantly limited. Tables will be available for parents to drop-off and pick-up student items without entering buildings. Any allowed visitor will answer district screening questions, wash or sanitize their hands and wear a face covering.

**TESTING**

- The school district will cooperate with the Ottawa County Health Department regarding screening and testing protocols.

- Students who develop a fever or COVID-19 symptoms at school will wear a mask, be quarantined until transported home, and encouraged to get an offsite test.

- Staff who develop a fever or COVID-19 symptoms at school will wear a mask, be quarantined until transported home, and encouraged to get an offsite test.

- Staff and students sent home with symptoms of COVID-19 must remain home until they produce a negative test or have met CDC/Health Department guidelines for recovery.

- Families of students who have been exposed to individuals testing positive or clinically diagnosed cases of COVID-19 will be notified of such and encouraged to monitor symptoms at home.

- In the event of a positive test or clinically diagnosed case of COVID-19, anyone in close contact will be notified so they can quarantine for 14 days at home. All others will be
closely monitored for symptoms, but will only need to quarantine or be tested if symptoms are present.

**BUSING AND STUDENT TRANSPORTATION**

- Students will use supplied hand sanitizer as they load the bus.
- When medically able, bus drivers, staff, and students will wear a face covering while on the bus.
- Buses, including frequently touched surfaces, will be cleaned and disinfected before and after each route.
- All transportation related equipment will be cleaned, sanitized, and disinfected as required.
- Signage will be placed on each bus to address the use of face masks, and for proper sneezing/coughing and hand cleaning techniques.
- Professional development regarding cleaning and safety will be required for all bus drivers.
- A plan will be developed for getting students home safely if they are not allowed to board the bus.
- Students who become sick during the school day will not use group transportation to return home.
- Bus drivers who become sick during the school day will follow proper protocols and not return to drive students that day.
- When possible, doors and windows will be open while cleaning the vehicle and to let the vehicle air out between trips.
- When possible, windows will be open when the vehicle is in motion to increase air circulation.
The District intends to follow all required and strongly recommended procedures outlined in the Michigan Return to School Roadmap when in Phase 5 of the Michigan Safe Start Plan. During Phase 4, the District will comply with all required elements of the Return to School Roadmap. Regarding Phase 4 strongly recommended elements, every effort will be made to provide elementary students individual (or same family as appropriate) spaces for coats, bags, etc. to be stored, but this may be a challenge due to space and facilities in some cases. Social distancing will be utilized to the maximum extent possible. It will not always be possible to space desks or students/teachers 6 feet apart. Social distancing floor markings will be utilized as necessary. They may not be needed in all situations.