Riverview Community School District
Riverview, Michigan

RCSD Leadership Committee
Report and Recommendations
2021-2022 School Year
EXECUTIVE SUMMARY

I am pleased to share the Riverview Community School District Leadership Committee Report and Recommendations for the 2021-2022 school year. These recommendations are designed to put the health and well-being of students, teachers and staff at the forefront, and provide flexibility of programming and instructional options for students and parents while maintain high academic expectations. These recommendations are subject to change via executive order, legislative changes, health department mandate, or committee decision.

The instructional options for the 2021-2022 school year include fulltime face-to-face instruction, virtual instruction through the Riverview Virtual Academy, which are outlined as follows.

- Fulltime Face-to-face instruction
  - Available for Kindergarten through Grade 12.
    - Students and staff will follow all PPE and physical-distancing requirements. Class sizes will be determined by demand for full program and maximized physical distancing. Physical distancing requirements defined by the CDC are a minimum of three feet, and a minimum of six feet between cohorts.
    - Students will report for full days Monday through Friday.
    - Start times, dismissal times, and schedule times will be staggered to reduce exposure from group to group.
  - Middle School/High School
    - Students will be divided in cohorts to the greatest extent possible.
    - Students may select virtually courses to comply with individual program completion.
    - Students may select up to two courses to be conducted virtually to allow for greater flexibility within the schedule to allow for electives that would run best in-person (art, PE, band, choir)
    - CTE, Dual Enrollment, Enhanced Dual Enrollment will run as outlined by partner entity.

- Virtual Learning
  - All classes online through Riverview Virtual Academy
  - Certified teacher assigned for evaluation and assistance.
  - Students required to take at least three courses per trimester.
  - Mentor teacher assigned for assistance and monitoring with weekly check-in.
  - All RVA guidelines, procedures, and protocols followed.
  - Once selected, this instructional option is permanent for the duration for the school year.

Online learning through the Riverview Virtual Academy presents the lowest risk of exposure and will be least disruptive in regard to potential shutdowns or quarantines.

With regard to fall athletics, Riverview Community School District will adhere to mandates from the Michigan High School Athletic Association for outdoor and indoor athletic programs.

I want to express my gratitude to the Riverview Community School District Leadership Committee. This group of fifty-three teachers, administrators, parents and support staff has continued to volunteer their time and effort to compile and evaluate information, explore and discuss alternatives and provide these recommendations to the Board and community.
I further want to express my gratitude to our district staff, parents, and students. I thank you for your patience and continued support as we navigate new requirements, interventions and programs. We will further need your patience and understanding as we implement the plan and make necessary adjustments along the way. Together we will provide the best options for our children.

Dr. Russell E. Pickell
Superintendent
Riverview Community School District.
BACKGROUND

In response to the ongoing COVID-19 pandemic, educators across the country have worked to provide alternative means to educate students while keeping students and school personnel safe.

Riverview Community School District’s Continuity of Learning plan was approved by Wayne RESA on April 10, 2020 and was implemented beginning on April 14, 2020 through the end of the 2019-2020 school year. Riverview Community School District Continuity of Learning plan provided consistent opportunities for connecting with teachers along with the shift to instruction/new learning of essential content for each grade/course. The District’s Continuity of Learning Plan and Learning Resources were posted on the District’s website.

The CDC and MDHHH forecasts regarding the uncertain trajectory of the COVID-19 pandemic, and the potential for a resurgence of COVID-19 in Fall, 2020, prompted significant health and safety precautions resulting in challenging physical/social distancing requirements. In order to proactively plan for an uncertain future, the District launched a COVID-19 School Re-entry Task Force to research and develop plans for a range of potential school re-entry scenarios and provide recommendations to the Riverview Community School District Board of Education for consideration.

Given the current CDC and MDHHH forecasts regarding the uncertain trajectory of the COVID-19 pandemic, and the potential for a resurgence of COVID-19 in Fall, 2021, a full return to school without significant health and safety precautions and potentially challenging physical/social distancing requirements is unlikely. In order to proactively plan for what remains an uncertain future, the COVID-19 School Re-entry Task Force was rebranded the Riverview Community School District Leadership Committee and was charged to research and develop plans for a range of potential school operation scenarios and provide recommendations to the Riverview Community School District Board of Education for consideration.

Committee

Schedule: The committee, initially called Task Force, was initially formed on May 12, 2020 and held the first meeting on May 19. Subsequent meetings were held on consecutive Tuesdays through June 23, 2020 with an interim report to the Board of Education on June 23, 2020. The committee has continued to meet monthly to re-affirm the extended return to learn plan, and to collect data and prepare for the 2021-2022 school year. Individual action teams meet on alternate schedules as determined by each team.

Purpose: The purpose of the Riverview Community School District Leadership Committee is to research, develop and provide recommendations for a range of potential school operation scenarios, based on CDC and MDHHS guidelines to mitigate COVID-19 risks and protect the safety and wellbeing of students, families and staff members while maximizing opportunities for student learning.

Charge:
1. Consider the ongoing guidance of the CDC, MDHHS, MDE, WCHD, and other international, national, state and local health and educational authorities regarding COVID-19 to establish a plan for safe school operation.
2. Act in accordance with the Guiding Principles and District vision/purpose/goals.
3. Identify/Develop action teams for a comprehensive Learning Plan (includes work-group teams for: GSRP, Special Education, Elementary, Middle School, High School, RVA, Summer Enrichment Athletics/Extracurriculars); Operations (Custodial/Cleaning Protocols, Transportation, Procurement of Supplies); Food Service; Health/Wellbeing.
4. Develop recommendations for each of the following scenarios by level/program (GSRP, Elementary, Middle, High School)

<table>
<thead>
<tr>
<th><strong>Face-to Face Instruction w/Added Safety Precautions</strong></th>
<th><strong>Full Virtual Learning Through RVA</strong></th>
<th><strong>Full Remote Learning</strong></th>
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<tbody>
<tr>
<td>• In-person learning scheduled to maximize space between assigned students in a classroom.</td>
<td>• Virtual Learning Option(s) available through RVA. Year-long commitment.</td>
<td>• In-person instruction is prohibited for an intermittent time period due to governmental or public health mandate, or through a lack of staff to operate safely.</td>
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**Considerations:**
- Schedules at each level (including lunch, arrival, dismissal, transitions)
- Health protocols
- Cleaning protocols
- Transportation
- Food Service
- Child Care / After School programs
- Ability to quickly pivot between fulltime face-to-face learning or full remote learning.
- Possible mitigation protocol adaptations.

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<th><strong>Considerations:</strong></th>
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<td>• In-person options permissible for addressing individual/small group needs.</td>
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<td>• Intervention assistance.</td>
<td>• Synchronous/Asynchronous schedules</td>
<td>• On-site/off-site staff options</td>
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<td>• Parent contract.</td>
<td>• Health protocols</td>
<td>• Cleaning protocols</td>
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<td>• Self-paced learning.</td>
<td>• Food Service</td>
<td>• Food Service</td>
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<td>• Food Service</td>
<td>• Technology requirements.</td>
<td>• Child Care programs, if any</td>
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<td>• Support for Parent/Learning Coach.</td>
<td>• Ability to quickly pivot between fully open / partially open and/or full distance learning.</td>
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*Table 1: Scenario Team Planning Considerations*

5. Consider stakeholder input including student, teacher, parent input, community members.
6. Update the Board of Education regarding the work of the Committee.
7. Provide input into the continued development of the District’s Academic Operations Plan.
8. Other action teams/goals to be determined by the Committee and/or Board of Education as necessary.
Members:

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Diana Alexander</td>
<td>Carla Avery</td>
<td>Jennifer Barczyk</td>
<td>Tim Barlage</td>
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<td>Holly Bunch</td>
<td>Jennifer Campau</td>
<td>Lori Coleman</td>
<td>Tiffany Crysler</td>
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<td>Jill Cunningham</td>
<td>Michelle Draper</td>
<td>Kimberly Degenkolb</td>
<td>Derrick DiBrano</td>
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<td>Jeff Edwards</td>
<td>Amy Farkas</td>
<td>Rodney Flint</td>
<td>Abigail Genig</td>
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<td>Sean Gill</td>
<td>Jason Gribble</td>
<td>Laura Grunwald</td>
<td>Megan Gwardinski</td>
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<td>Joseph Hatzl</td>
<td>Sarah Henige</td>
<td>Marci Heulitt</td>
<td>Brandi Hicks</td>
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<td>Glen Hoying</td>
<td>Violet Hoying</td>
<td>Gary Kennedy</td>
<td>Nicole Kornijenko</td>
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<td>Tracy Kuderik</td>
<td>Jacqueline Kujawski</td>
<td>Natalie LeBeau</td>
<td>Bonnie Lopez</td>
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<td>Angelyn Maxon</td>
<td>Gianina Meli</td>
<td>Nicole Munoz</td>
<td>Jill McQuiston</td>
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<td>Ryan Newland</td>
<td>Brianna Niefert</td>
<td>Ryan Patrick</td>
<td>Jeanne Peterson</td>
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<td>Tiffany Plackowski</td>
<td>Christine Polgar</td>
<td>Ryan Poniedzielski</td>
<td>Amanda Rebeka</td>
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<td>Aaron Robinson</td>
<td>Shelby Ruhlig</td>
<td>Brenda Said-Wright</td>
<td>Scott Sample</td>
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<td>Matthew Scharboneau</td>
<td>Joshua Shirlen</td>
<td>Kristyn Skwiera</td>
<td>Erik Southward</td>
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<td>Bethany Tomasek</td>
<td>Benjamin Zolynsky</td>
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Early Childhood (ECP, GSRP, Dev Kind):
Tim Barlage, Jennifer Campau, Sarah Henige, Violet Hoying, Jacqueline Kujawski, Tiffany Plackowski, Kristyn Skwiera.

Lower Elementary (K,1,2):
Holly Bunch, Lori Coleman, Megan Gwardinski, Gianina Meli, Jill McQuiston, Brianna Niefert, Christine Polgar, Ryan Poniedzielski, Brenda Said-Wright.

Upper Elementary (3,4,5):
Diana Alexander, Michelle Draper, Laura Grunwald, Brandi Hicks, Tracy Kuderik, Natalie LeBeau, Angelyn Maxon, Ryan Newland, Bethany Tomasek.

Middle School:
Tiffany Crysler, Jill Cunningham, Derrick DiBrano, Amy Farkas, Abigail Genig, Sean Gill, Nicole Kornijenko, Bonnie Lopez, Nicole Munoz, Lina Singleton.

High School:
Kimberly Degenkolb, Rodney Flint, Marci Heulitt, Joseph Hatzl, Amanda Rebeka, Aaron Robinson, Shelby Ruhlig, Matthew Scharboneau, Joshua Shirlen, Andrew Zulewski.

Athletics, Specials and Extracurriculars
Amy Farkas, Glen Hoying, Ryan Patrick, Erik Southward, Benjamin Zolynsky.

Summer Learning
Derrick DiBrano, Amy Farkas, Abigail Genig, Bethany Tomasek.

Remote Teaching and Learning Development
Carla Avery, Jennifer Barczyk, Amy Farkas, Jeanne Peterson, Scott Sample.

Health and Wellbeing
Jeff Edwards, Marci Heulitt, Gary Kennedy, Michelle Draper

Finance and Operations
Gary Kennedy, Russell Pickell.
GUIDING PRINCIPLES

1. Equitable access to learning is a right for each child.
2. In collaboration with parents, students, and teachers, schools will use data and evidence to prioritize resources for each child.
3. Teachers and staff will prioritize deep, meaningful relationships to create safe learning environments for each child.
4. Teachers and staff will empower the value, cultivation of relationships, and belonging of student and parent voice in all aspects of learning and emotional support for families.
5. Student and staff safety must be carefully prioritized within a focus on student learning.
6. Adhere to as many mitigation protocols and other health guidelines provided by WCHD, CDC and MDHHS.
7. Educational services and opportunities must be flexible in addressing a range of needs.
8. The best solutions or approach at one level may not be best at all levels.
9. The assignment and utilization of staff (including instructional staff) may need to look the same and/or different than what has been typical under ordinary circumstances.
10. The best solutions are those that offer sustained access to quality instruction for all students with the least threat to safety and wellbeing.
11. Given the financial forecast and projections for school funding, the fiscal impact of solutions must be one of many considerations. Solutions must meet MDE requirements necessary to receive full state aid.
12. All solutions must include sufficient preparedness for quality remote learning to be deployed or increased quickly under any unanticipated development.
13. Athletics, fine and performing arts and extracurricular activities are important aspects of education to the extent such programs and activities do not pose unnecessary safety risks.
14. Solutions must have a means to flexibly bridge to another solution as circumstances evolve over time.
15. To the extent possible/practical, offering choices within options should be considered (i.e. remote learning options for families choosing not to send students to school for health or other reasons; staff members in higher risk categories).

FINANCIAL CONSIDERATIONS

1. Whether it be PPE requirements or other measures required to keep students and faculty safe, the costs must be contained within provided school revenues.
DISTRICT STRATEGIC PLAN AND INITIATIVE ALIGNMENT: This work is aligned with District Strategic Plan Goals:

**Target Goal – Student Support Services**
Design and implement a documented practice whereby each student is known by an adult advocate who provides support and assistance through the establishment of a long-term relationship.

**Strategic Action**
- Provide, coordinate, and evaluate the effectiveness of support systems to meet the physical, social, and emotional needs of the student population being served.

**Target Goal – Teaching and Assessing for Learning**
Develop and implement a systematic process for collecting, analyzing and using data from various assessments that focus on improving curriculum and instruction through professional development to increase student achievement.

**Strategic Action**
- Provide and coordinate learning support services to meet the unique learning needs of students.
- Ensure all staff members participate in a continuous program of professional learning.
- Ensure professional and support staff continuously collect, analyze and apply learning from a range of data sources, including comparison and trend data about student learning, instruction, program evaluation, and organizational conditions that support learning.

**Target Goal – Facilities and Operations**
Create, implement, document and revisit a systemic long-range strategic plan for facilities renovation, which promotes a 21st century learning environment.

**Strategic Action**
- The district will maintain facilities, services, and equipment to provide a safe, clean, and healthy environment for all students and staff.

**Target Goal - Technology and Instructional Technology Systems**
Create, implement, and revisit a systemic long-range strategic plan for information resources and technology which promotes the integration of technology as a comprehensive component of learning and teaching throughout the district.

**Strategic Action**
- The district will provide, coordinate, and evaluate the effectiveness of information resources and related personnel to support educational programs throughout the district.
- The district will provide a technology infrastructure and equipment to support the system's teaching, learning, and operational needs.

INSTRUCTIONAL TRANSFORMATION MATRIX ALIGNMENT: This work is aligned with the following components and rankings of the Instructional Transformation Matrix.

**Classroom Roles and Settings - Infusion**
- Teacher guides small groups or individuals.
- Limited Whole group instruction occurs.
- The setting is arranged for flexible work environments with varied seating types/locations.

**Motivation and Purpose – Infusion**
- Students work toward intrinsic motivation with frequent encouragement from the teacher and peers.
- Teacher facilitates students individually based upon their abilities.

**Content and Delivery - Transformation**
- The LMS serves as a library of resources created and shared by the students to support individual and group work.
- Teacher and students consistently use the LMS to monitor and coordinate their learning and consult with the teacher and their peers.
Reflections and Feedback-Transformation

- Students and teacher establish the process towards mastery of objectives and build a learning contract.
- Teacher reviews the narrative of mastery of learning created by the student.
- Performance-based assessment of learning is frequently checked and revised.
COMMITTEE RECOMMENDATIONS:

General
- Academic programming should strive to provide and promote five days of face-to-face learning for those interested.
- To promote flexibility for families. If possible, multiple schedules should be present in buildings or throughout the district.
- Whether due to funding or COVID-19, these models will be in place for the entire year.
- Team meetings should take place to consider individual needs within an alternate schedule for students with IEP’s.
- Special Education students would benefit from more regular schooling in the building.
- Student populations may be shifted throughout buildings to accommodate scheduling preference or necessity.
- The selection of Virtual Programming for a student is a commitment that will continue throughout the entire year.
- Students will not share lockers.
- Schedules shall align and comply with all operational Executive Orders and/or CDC guidelines.
- Champions will be available for wrap around care and care as in the past.

Mitigation Measures

Personal Protective Equipment and Hygiene
- Facial coverings must always be worn by all staff except for meals. NO EXCEPTIONS.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. NO EXCEPTIONS.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except during meals. NO EXCEPTIONS.
- Facial coverings are not recommended for use in classrooms by children ages 2-3.
- Facial coverings should never be used on children under age 2.
  - Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - PreK-5 and special education teachers shall wear clear masks.
  - Homemade facial coverings and clear masks must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
  - Note: Students with significant disabilities preventing the use of facial coverings will engage in virtual learning.
- Students shall wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom shall wash their hands or use sanitizer every time a new group of students enters their room.
- Teachers will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students will cough and sneeze into their elbows or cover with a tissue. Used tissues shall be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.
- Personal items and supplies such as writing utensils will not be shared among students.
- Students’ personal items will remain separate and in individually labeled cubbies, containers, or lockers.
- Classroom materials will be disinfected between uses.
**Physical Distancing and Movement**
- Desks and student stations shall be spaced a minimum of three feet apart (center to center) in classrooms.
- In classrooms where large tables are utilized, space students as far apart as feasible with a Plexiglas barrier for additional protection.
- Additional air circulation units will be used in all music rooms.
- As feasible, desks shall be arranged facing the same direction toward the front of the classroom.
- Teachers shall maintain six feet of spacing between themselves and students as much as possible.
- Family members, community members, or other guests are not allowed in the school buildings.
- Signage shall be posted to indicate proper social distancing.
- Floor tape or other markers shall be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be indicated in waiting areas.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Classroom windows shall be open as much as possible, weather permitting.
- As able, “specials” (STEAM, music) shall be brought to the classrooms instead of having students move to different locations.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- When possible, physical education shall be held outside and social distancing of six feet should be practiced.
- Hallways shall be divided with either side following the same direction.

**Screening Students**
- Schools will cooperate with Wayne County Health Department regarding implementing protocols for screening students and staff.
- Students who become ill with symptoms of COVID-19 shall be placed in an identified quarantine area with a surgical mask in place until they can be picked up. School staff caring for these children shall wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school shall be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff shall 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 or greater, they should stay home.
- An electronic monitoring form for screening employees shall be used daily.
- 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 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

**Testing Protocols for Students and Staff and Responding to Positive Cases**
- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask and be immediately transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
• Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
• Symptomatic students and staff sent home from school shall be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
• Families shall be notified 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.
• In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.
• If a confirmed case of COVID-19 is identified, 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 at the school shall be appropriately reported to Wayne County Health Department.
  o Note: Guidance on confidentiality laws and statutes that protect student and staff health information shall be provided to staff. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
• Employees with a confirmed case of COVID-19 shall only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Medically Vulnerable Students and Staff

• All current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) shall be systematically reviewed for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
• Virtual learning with supports will be in place for students identified as high-risk for severe illness due to COVID-19.

Mental & Social-Emotional Health

• Schools shall implement a mental health screening for all students. Screening shall be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) shall provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
• Guidelines shall be communicated to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams.
• A comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member) shall be established.
• A comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources shall be compiled, provided and regularly updated.
• Ongoing reporting protocols for school staff to evaluate physical and mental health status shall be established.
• Resources for staff self-care, including resiliency strategies shall be provided.
• Schools shall communicate with parents and guardians, via a variety of channels, return to school transition information including:
  o Destigmatization of COVID-19.
  o Understanding normal behavioral response to crises.
  o General best practices of talking through trauma with children.
  o Positive self-care strategies that promote health and wellness.

**Instruction**

• Schools shall assess every student in grades preK-12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
• Students’ IEPs, IFSPs, and 504 plans in coordination with general and special education teachers shall reflect the child’s needs based on assessment data and parent feedback. Accommodations and services shall reflect needs accordingly.
• Checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically homing in on the progress of students in need of additional support shall be conducted.
• MDE policies and guidance shall be monitored and updated.
• A continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers shall be developed.
• Schools shall ensure that:
  o Every student has access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
  o Every student is assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  o Every students’ academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
• Supports for students who are transitioning to postsecondary shall be secured.
• Students’ 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, shall be revised as needed with designed accommodations and matched services.
• Structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students’ needs around accessibility and provide assistive technologies, shall be established where possible.
• Student data to identify overall trends and gaps in student learning to design systemic supports and interventions shall be reviewed.
• Each students’ IEP in partnership with teachers and parents to reflect each student’s evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed shall be reviewed.
• Additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students’ needs shall be provided.
• Expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers’ and students’ familiarity with online learning in case of a return to remote instruction shall be set.
When needed, Remote learning programs shall deliver standards-aligned curricula and high-quality instructional materials and integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.
**Early Childhood Learning Center (ECP, GSRP, Dev Kind)**

**ECP:**
- Classes will run as per special education guidelines. Program runs in an AM/PM schedule with small class sizes.
- Students will attend ½ days Monday through Thursday. Friday is used for prep and IEP’s.

**GSRP:**
- Classes will run as they have in the past. Students will report for full days Monday through Thursday. Friday is utilized for prep, home visits, and deep cleaning.
- Start times, dismissal times, and schedule times shall be staggered to reduce exposure from group to group.

**Dev Kind:**
- Classes will run as they have in the past. Students will report for full days Monday through Friday.
- Length of day to be determined to accommodate teacher prep.
- Teacher and Paraprofessional may be expected to provide specials content due to scheduling and staffing restrictions and to reduce risk of exposure.
- Specials may be provided by other staff if feasible.
- Start times, dismissal times, and schedule times will be staggered to reduce exposure from group to group.
- **Remote Learning**
  - Remote learning as conducted from April 14, 2020 through June 12, 2020 will only be implemented during periods of intermittent shut down due to COVID-19 outbreaks for individual, groups, classrooms, or buildings.
  - Program will only be in place for identified individuals for the timeframe required.
  - Devices will be provided.
  - This is not a permanent option due to staff being fully engaged with learning and caseloads.

**Considerations:**
- **Staffing** – for social distancing, all classes will need to keep paraprofessionals to provide more small group settings.
- Meals will be served in classrooms staff is responsible for coverage of the students.
- Hand Sanitizer to be applied to children by parents prior to entering building. Hand sanitizer can be used in classrooms with adult monitoring.
- Drinking fountains will be changed to bottle fill and students shall bring individual water bottles.
- For nap time, bedding will be provided by school, stay at school and shall be washed weekly.
- Nonessential visitors, volunteers, and activities involving external groups or organizations shall be suspended.

**2021-2022 Early Childhood Learning Center Building Procedures**

**Start and Dismissal Times**
Times are staggered to avoid large groups of students entering and exiting the building at the same time:
- **Door 1 – Main**
  - GSRP Room 3 (7:55am – 2:00pm) 18 students (1 lead teacher/2 para)
  - DK1 & 2 (8:45am – 2:30pm) 12-18 students (1 lead teacher/1 para)
- **Door 2 – RVA Side**
  - GSRP Room 2 (7:55am- 2:00pm) 18 students (1 lead teacher/2 para)
- GSRP Room 1 (8:05am – 2:10pm) 18 students (1 lead teacher/2 para)
- ECP AM Class (8:45am – 11:30am) 5-10 students (1 lead teacher/3 para)
- PM Class (12:30pm – 3:15pm) 8-10 students (1 lead teacher/3 para)

- Students will wait outside (social distancing) on their designated spot/marker until teacher arrives (as of now GSRP will need temperature checks before entering per licensing).
- All doors will be wedged open so students can just walk in/out without touching door handles.

Lunch
Students will eat lunch with teacher in classrooms – hot lunches will be delivered to the rooms with milk. Teachers will take class out to recess before or after eating lunch with staggered small groups outside.

- Developmental Kindergarten: 11:00am (tentative)
- GSRP Room 1: 11:20am-11:50am
- GSRP Room 2: 11:10am – 11:40am
- GSRP Room 3: 11:15am – 11:45am

Washing Hands Procedures
Stated in Re-Entry plan - Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.

Teachers instruct students on proper handwashing procedures, modeling to students and checking each student for adherence. For classes without sinks, procedure will be acted out. During scheduled handwashing time, the student will watch other students while each student is washing hands to monitor for adherence.

Handwashing Procedure (modified from https://www.cdc.gov/handwashing/when-how-handwashing.html)
1. Student A wets hands with clean, running water (warm or cold) and applies soap and steps onto designated floor dot. While on dot, they lather hands by rubbing them together with the soap for at least 20 seconds, including the backs of hands, between fingers, and under nails.
2. Student B steps to sink dot and wet hands, applies soap and steps onto second designated floor dot. While on dot, they lather hands by rubbing them together with the soap for at least 20 seconds, including the backs of hands, between fingers, and under nails.
3. Student A steps back to sink dot and rinses hands well under clean, running water.
4. Student A grabs clean paper towel, removes themself from area and dries hands as walking to a garbage can. Discard paper towel in garbage can.
5. Student B steps to sink dot and process is repeated.
6. Teacher calls another set of students to repeat process.

   • In classroom with sinks, last person in line turns off the water, using their paper towel so they do not touch faucets.
   • In group bathrooms, each student turns off water with paper towel when handwashing is completed

Times for Scheduled Handwashing with Soap and Water (based upon entry times and lunch times)
See Classroom Schedules for more details.
Rooms without sinks
- Students will be called for handwashing from classroom by teacher. Students will enter group bathrooms three-four at a time, allowing for social distance. Students follow handwashing procedure listed above, watching other students to ensure adherence. When done, students return to classroom and another pair of students continues process.

Bathroom Procedures
- Students may use bathroom with teacher permission. Only 3-4 students allowed at a time.
- ECP Staff will use provided PPE during all bathroom times
- Main bathroom door is to be kept open at all times.
- After bathroom Use
  - Students wash hands using proper handwashing technique.
  - Students use fresh paper towel to dry hands and turn off water.
  - Students discard paper towel into garbage can and return to classroom.

Use of hand sanitizer (modified from https://www.cdc.gov/handwashing/when-how-handwashing.html)
This procedure may be used in addition to washing hands with soap and water every 2-3 hours.
1. Apply the gel product to the palm of one hand (teachers read the label to learn the correct amount and share information with students).
2. Rub hands together. Be sure to watch children to make sure they are not putting it in their mouths.
3. Rub the gel over all the surfaces of hands and fingers until your hands are dry. This should take around 20 seconds.

Arrival/Entering Classrooms
- Staff
  - Inform principal PRIOR to entering building if experiencing any COVID-19 symptoms
  - Complete Daily Questionnaire
  - Upon entering classroom, use hand sanitizer or wash hands with soap and water
- Students
  - Parents would have completed Daily Questionnaire
  - Enter building during designated time, practicing social distancing and following arrows along hallway
  - Hand sanitizer applied prior to entering the building
  - Go to cubby unpack backpack and hang coats
  - Upon entering the room apply hand sanitizer and sit in designated spot

Hallways
- Practice social distancing - areas will be marked on the floor for children when waiting in line for bathrooms and gym.
- We will follow patterns of walking on in the same direction in hallways as best as we can. Going north stay on bathroom side of hall and going south stay on office side of hall.

Breakfast
- Food service worker will drop off “grab and go” breakfast in a tub
- Students will inform teacher that they wish to eat breakfast
- Teacher will call student to wash hands/or use sanitizer and get breakfast, allowing for social distancing
- Students will have 10 minutes to eat breakfast at their desk/designated table spot
• after 10 minutes, students will throw trash away and properly dispose of pure liquids (into sink if available, into dumping container if not).

Lunch
• A lunch count will be taken by teacher in morning after arrival
• students and staff will wash hands, following handwashing procedure
• students will get lunch from designated area and eat at designated area if bringing lunch (DK class only)
• students eating school lunch
  o Food service worker will drop of “grab and go” lunch in tub
  o wait to be called by teacher to get lunch/milk
  o students take items back to designated seat and will eat at designated seat
• at end of lunch, teacher will call students to throw trash away and properly dispose of pure liquids (into sink if available, into dumping container if not). Lunchboxes will be returned to designated area.
• teachers will spray desk/students wipe off with a provided paper towel
• Teachers will walk around with garbage can for wipe disposal.

Snack if applicable
• students will wash hands with soap and water or use hand sanitizer
• Snacks can be provided with parent donations, saved breakfast items or teacher purchase. (DK only)
• at end of snack, teacher will call students to throw trash away and properly dispose of pure liquids

Drinking Fountains
• drinking fountains will not be available. Students will be asked to bring reusable water bottle with their name on it for classroom hydration.
• Students may be allowed to refill water bottle in sinks or water-refilling station one at a time after being reminded to follow hallway directional arrows and to practice social distancing
• If a child does accidently use the mouth part of the drinking fountain it will need to be sanitized immediately
• Child take home bottle everyday and wash. Child return next day with refilled bottle (WATER ONLY)

Recess/Outside Time
• Recess/Outside times must be staggered by class (GSRP schedule is complete DK and ECP are waiting to schedule designated times after special times set?)
• Social distancing must be practiced. All Students must wash hands or use hand sanitizer prior to going outside
• Per Riverview Guidelines, masks must be worn on playground. GSRP is awaiting direction from licensing as currently it states no masks during outside play.
• For mask break, students may stand in designated area away from the entry doors and take mask off. They may remain there as long as recess is in session. Other students may not come within 6 feet of these students.
• No shared materials such as balls, jump ropes, chalk and hula hoops unless the item can be wiped or sanitized between each class.
• When recess is over, students must use hand sanitizer on playground before entering school
Classroom Manipulatives/Literature Books/Guided Reading Books/Ipads/Chromebooks/Dry Eraser Markers/Erasers/Pencil Sharpeners with Handles

- If possible, students have own set of manipulatives. Each student will have a box/bag of supplies needed that will be assigned to them to keep in their designated spot
- If not possible, after items are used, items must be sanitized with proper cleaning products provided by the district. For items that cannot be sanitized they will be isolated for a 7 day period

Flexible Seating Options

- Not allowed at this time, as no materials can be shared

Personal Supplies/Storage

- Each student will have a box/bag of supplies needed that will be assigned to them to keep in their designated spot

Lining Up in Room or Outside

- Masks must be on
- Practice reasonable social distancing

Mask/Face Shield Requirements

- Masks/face shields must be worn at all times, except when eating or drinking and during rest time.
- Mask/face shield breaks may be taken in designated areas and/or at designated times

Safety Drills

- To be determined

Classroom Specials

- STEAM will take place in the classroom, taught by specials teacher (DK only)
- Gym will take place outside or in the gym, taught by the gym teacher (DK only)

Illness

- Students will inform teacher if feeling COVID symptoms and will be sent to office if teacher is concerned. District procedure will be followed, with students waiting on bench in lobby if being sent home.
- Staff will inform principal if feeling COVID symptoms

Quarantine Room

- Students that show signs of symptoms will be moved into the quarantine room located behind the Main office. This space will be provided for the child to stay in until an adult can come and pick them up.
- We are awaiting specific district guidance on communicating with families as well as steps to be taken if a positive case arises. This guidance is being worked on and awaiting final direction from MDE and Licensing

Cleaning Procedures

- Staff will be required to clean frequently used areas on a regular basis (every 2 hours)
- The day has been shortened to allow cleaning time after children leave. A cleaning list will be provided for each classroom.
• Cleaning spray will be provided in the bathrooms and gym areas. There will be a schedule provided of when these areas need to be sprayed and the staff will work together to ensure a safe environment for all.

• We will be provided with a sprayer that will sanitize items in the gym area. Once we receive this item we will get further direction on when and how to use it. This may need to be done between each class entering the gym.

Parent Volunteers/visitors
• At this time, we will not be allowing any volunteers or visitors into the building. As we change phases we will make decisions if this changes.

Dismissal
• Students will pack up for dismissal in small groups assigned by the teacher. Teachers must have students ready for their designated dismissal time.

• When dismissal time arrives, students will be called by teacher to exit classroom as a group and walk to their designated exit, following social distancing guidelines and hallway directional arrows.

• If students must wait for family there will be a designated area they will wait with the teacher/para

• Staff are to remain outside until all children are picked up.
Elementary (Grades K-5) – Forest, Huntington, Memorial Elementary:

Learning Programs:

- **Virtual Learning**
  - All classes online through Riverview Virtual Academy
  - Certified teacher assigned for evaluation and assistance.
  - Students required to take at least four courses per trimester.
  - Mentor teacher assigned for assistance and monitoring with weekly check-in.
  - All RVA guidelines, procedures, and protocols followed.

- **Live Instruction**
  - Students and staff will follow all PPE and social-distancing requirements. Class sizes will be determined by demand for full program and allowable spacing.
  - Schedule
    - Students will report for full days Monday through Friday.
    - Teacher and Paraprofessional may be expected to provide specials content due to scheduling and staffing restrictions and to reduce risk of exposure.
    - Provides maximum face to face instruction but potential exposure is highest.
    - Specials may be provided by other staff if feasible.
    - Start times, dismissal times, and schedule times will be staggered to reduce exposure from group to group.

- **Remote Learning**
  - Remote learning will only be implemented during periods of intermittent shut down due to COVID-19 outbreaks for individual, groups, classrooms, or buildings.
  - Program will only be in place for identified individuals for the timeframe required.
  - Devices will be provided.
  - This is not a permanent option due to staff being fully engaged with learning and caseloads.

Considerations:

- Arrival and dismissal would be staggered to reduce congestion during entry and screening.
- Classrooms will be marked for social distancing placement of student workstations.
- Programming and staff assignments will be determined by certifications of available staff.
- Course expectations, classroom structure, assessment strategies, and home expectations need to be modified by teaching staff to promote successful completion of course.
- Grab and go meals will be provided with meals being eaten in classrooms. Staff is responsible for coverage of the students during lunch.
- Hand Sanitizer will be provided throughout building and classrooms.
- Scheduling provides for family flexibility for everyday or alternate day for alignment to other family schedules.
- Recess schedule would be restructured to reduce exposure.
- Nonessential visitors, volunteers, and activities involving external groups or organizations shall be suspended.
- Proper PPE, as defined by CDC, MDHHS, MDE, WCHD and other international, national, state and local health and educational authorities, to be worn as directed.

Arrival/Entry Procedures:
All students will wait outside (social distancing) or in cars until grade level start times. Visitors are not permitted to enter the building. See building arrival/dismissal times.
Students

- Parents and students are expected to self-monitor their individual health. Parents must complete the Daily Questionnaire for the student at home. **IF STUDENTS ARE FEELING SICK/HAVE FEVER, STUDENTS SHOULD BE KEPT AT HOME AND OFFICE INFORMED OF ILLNESS.** The following should exclude students from school:
  - Temperature 100.4 degrees or higher
  - Sore Throat
  - Uncontrolled cough and/or Difficulty Breathing
  - Diarrhea, vomiting or abdominal pain
  - Severe headache or fever
- Students will enter building during designated time, practicing social distancing and following directional arrows along hallway, and adult directions upon entering.
- Students will enter classroom, applying hand sanitizer on hands as entering.
- Students will proceed to desk/designated table spot and unpack backpack. Students will leave belongings in designated personal area with materials not touching another student’s materials.
- Sit in chair at desk/designated table spot.

Staff

- Will inform principal PRIOR to entering building if experiencing symptoms outside of your normal experience
- Complete the district COVID-19 RCSD Screener every day before entering the building.
- Upon entering classroom, use hand sanitizer or wash hands with soap and water
- Upon entering classroom, will use hand sanitizer or wash hands with soap and water.

Illness

Students will inform teacher if feeling symptoms of illness and will be sent to office if teacher is concerned. District procedure will be followed, with students waiting on bench in lobby if being sent home.

Hallways

- Students and staff will wear masks and practice reasonable social distancing.
- Students and staff will follow directional arrows in hallway.
- Classes will walk on the right side of the hallway.

Washing Hands Procedures

Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.

Teachers will instruct students on proper handwashing procedures, modeling to students and checking each student for adherence. For classes without sinks, procedure will be acted out. During scheduled handwashing time, the student will watch other students while each student is washing hands to monitor for adherence.

Handwashing Procedure (modified from [https://www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html))

1. Student A wets hands with clean, running water (warm or cold) and applies soap and steps onto designated floor dot. While on dot, they lather hands by rubbing them together with the soap for at least 20 seconds, including the backs of hands, between fingers, and under nails.
2. Student B steps to sink dot and wet hands, applies soap and steps onto second designated floor dot. While on dot, they lather hands by rubbing them together with the soap for at least 20 seconds, including the backs of hands, between fingers, and under nails.
3. Student A steps back to sink dot and rinses hands well under clean, running water.
4. Student A grabs clean paper towel, removes their self from area and dries hands as walking to a garbage can. Students discards paper towel in garbage can.
5. Student B steps to sink dot and process is repeated.
6. Teacher calls another set of students to repeat process.
   - In classroom with sinks, last person in line turns off the water, using their paper towel so they do not touch faucets.
   - In group bathrooms, each student turns off water with paper towel when handwashing is completed

**Rooms with sinks**
- Students line up as called in front of sinks (can utilize bathroom sinks also). Students follow handwashing procedure listed above, returning to desk when done. All Memorial Classrooms have sinks.

**Rooms without sinks**
- Students will be called for handwashing from classroom by teacher. Students will enter group bathroom in a small group, allowing for social distance. Students follow handwashing procedure listed above, watching other students to ensure adherence. When done, students return to classroom and another set of students continues process.

**Use of hand sanitizer** (modified from [https://www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)). This procedure may be used in addition to washing hands with soap and water every 2-3 hours.
   1. Apply the gel product to the palm of one hand (teachers read the label to learn the correct amount and share information with students).
   2. Rub hands together.
   3. Rub the gel over all the surfaces of hands and fingers until your hands are dry. This should take around 20 seconds.

**Cleaning Procedures**
- The staff will work together to ensure a safe environment for all.
- The school day has been shortened to allow for thorough sanitizing protocols to be followed.
- Maintenance has a rigorous cleaning schedule daily and nightly.
- Additional cleaning will take place throughout the school day with CDC recommended equipment.

**Drinking Fountains**
- Drinking fountains will not be available. Students will be asked to bring reusable water bottle with their name on it for classroom hydration.
- Students may be allowed to refill water bottle in sinks one at a time after being reminded to follow hallway directional arrows and to practice social distancing

**Breakfast**
• A food service worker will roll breakfast cart down hallway. When reaching the classroom, he/she will ask which students would like to eat breakfast. Those students will sanitize hands and go in hallway to get breakfast, allowing for social distancing.
• Students will have 10 minutes to eat breakfast at their desk/designated table spot.
• After 10 minutes, students will throw trash away and properly dispose of pure liquids (into sink if available, into dumping container if not).
  o Students may put non-perishable breakfast items into their desk if they wish to save those for snack during designated time. These items must be removed by the end of each day. If having tables, students will store under chair or in backpack. Students may also donate unfinished non-perishable snack items to community area in classroom. Teacher will wipe those items with a sanitizing wipe or wash items before storing in the community bin in classroom.
• May be eaten outside, as long as social distancing is practiced, and garbage is cleaned up.

Snack
• Students will wash hands with soap and water.
• Students will get snack from their desk and will eat snack at desk.
• Students will inform teacher if they have no snack and wish to eat one. Snacks can be provided with parent donations, saved breakfast items, or provided by teacher or office.
• At end of snack time, teacher will call students to throw trash away and properly dispose of pure liquids.
  o Snack may be eaten outside at teacher discretion, as long as social distancing is practiced and garbage is cleaned up.

Lunch
To ensure student and staff safety and maintain proper supervision for contact tracing, students will eat in Gym, lunchroom, classroom, or other designated area with assigned seating by classroom cohort. All lunch groups will be monitored by staff and food service. Teachers will rotate lunchroom supervision as assigned and be compensated accordingly. Remaining Teachers will eat in lounge or classroom. Teachers assigned to supervise during their lunch period, either in classroom or lunchroom will be compensated per CBA.
• A lunch count will be taken by teacher in morning after arrival and provided to lunch staff.
• Students and staff will wash hands, following handwashing procedure
• Students who brought lunch, will get lunch from desk.
• Scheduled classroom lunch locations will be determined and communicated by the building principal.
• Students will have assigned seating and will sit in classroom cohorts (4).
• Cohorts will socially distance from one another (6-feet).
• Classes will have a designated recess time either before or after lunch allowing for smaller cohorts on the playground.

Birthday Treats
• Students may bring in a treat that is store-bought, pre-packaged and the child can carry independently into the classroom. The teacher will pass out the treats.
• Teachers must know in advance so time can be scheduled in the classroom for this to take place.

Bathroom Procedures
Classrooms with bathrooms

- Students may use bathroom with teacher permission. One cohort per classroom at a time. There will be x’s outside bathroom to socially distance while waiting.
- Bathroom doors are to be kept open when not in use.
- **Bathroom Use**
  - When entering bathroom, students use paper towel to lift doorstop, discarding paper towel into bathroom garbage can.
  - After using bathroom, students use paper towel to turn on bathroom faucet and flush toilet.
  - Students wash hands using proper handwashing technique.
  - Students use fresh paper towel to dry hands, turn off water, open bathroom door and put doorstop down.
  - Students discard paper towel into garbage can.

Classrooms without bathrooms

- Students may use bathroom with teacher permission. Only two students allowed at a time (total).
- Main bathroom door is to be kept open at all times.
- **Bathroom Use**
  - When entering bathroom stall, students use paper towel to lock stall door, leaving paper towel temporarily on bathroom floor.
  - After using bathroom, students will hold toilet paper to flush toilet.
  - Students get fresh paper towel to turn on faucet and then discard paper towel in garbage can.
  - Students wash hands using proper handwashing technique.
  - Students use fresh paper towel to dry hands and turn off water.
  - Students discard paper towel into garbage can and return to classroom.

Classroom Manipulatives/Literature Books/Guided Reading Books/Ipads/Chromebooks/Dry Eraser Markers/Erasers/Pencil Sharpeners with Handles

- If possible, students have own set of manipulatives.
- If not possible, after items are used, items must be isolated for a one-week period.
- If one-week isolation is not used, then items must be wiped down/sanitized after use with bleach solution.
- A system will be in place to insure proper sanitization.

Flexible Seating Options

- Not allowed at this time, as no materials can be shared.

Personal Supplies/Storage

- Students will keep own supplies in desks. If have a designated table spot, students can store materials under chairs or on table if there is room.

Lining Up in Room

- Masks must be on
- Practice reasonable social distancing

Lining Up Outside

- Masks must be on
• Practice reasonable social distancing (using x’s that have been placed)

**Mask/Face Shield Requirements**
- Masks/face shields must be worn at all times, except when eating or drinking
- Mask/face shield breaks may be taken in designated areas and/or at designated times
- Face shields only may be worn if interacting with others. If not, masks and face shields will be required.
- Students will be asked to bring masks from home. Disposable ones will be made available for use if needed.
- District will provide PPE for staff.
- Shields will remain at school.
- Reusable masks should be taken home each day and washed.

**Safety Drills**
- Will be planned per guidelines provided by the state.
Forest Elementary Building Procedures 2021-2022


Staggered drop-off times for non-busing students:
- **Kindergarten/First students**: Enter building using their pod doors between 8:35-8:40. (Mrs. Mathews’ Kindergarten students that will use the main front doors.) Dismissal will be using the same doors.
- **Second/Third grade students/Mr. Ryan**: Enter building using their pod doors between 8:30-8:35. Dismissal will be using the same doors.
- **Fourth/Fifth grade students**: Enter their pod doors between 8:25-8:30. Dismissal will be exiting out the same doors.

General:
- Students are to report DIRECTLY to their classroom. No congregating for any reason.
- When students arrive, they may not play on playground.
- Tardies will count towards total absences. Parents will still sign in any child that comes after 8:40 using the QR code on front door and they will be marked tardy.
- Please do not bring your child early/before the scheduled start time. All doors will be wedged open so students can just walk in/out without touching door handles.
- The Multi-Purpose room will be closed and will not be used for rain/snow/cold weather. If it is raining, cold, snowing, etc., you must wait until your child’s designated drop off time before they can enter the building (using their pod doors). They may wait in your car. Again, they cannot play on playground before school either.

Times for Scheduled Handwashing with Soap and Water (based upon entry times and lunch times)
- K/4th = during scheduled bathroom break (before snack), before lunch, & end of day
- 1st/5th = during scheduled bathroom break (before snack), before lunch, & end of day
- 2nd/3rd = during scheduled bathroom break (before snack), before lunch, & end of day
  (Hand sanitizer will be given when students come into the classroom and after recess.)

Lunch

Teachers will take class out for recess after eating lunch with staggered small groups outside. (See schedule below.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Handwashing</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindy</td>
<td>10:50-11:00 AM</td>
<td>11:00-11:20 AM</td>
<td>11:20-11:35 (P)</td>
</tr>
<tr>
<td>5th</td>
<td>11:15-11:25</td>
<td>11:25-11:45</td>
<td>11:45-12:00 (F)</td>
</tr>
<tr>
<td>1/2</td>
<td>11:30-11:40</td>
<td>11:40-12:00</td>
<td>12:00-12:15 *</td>
</tr>
</tbody>
</table>

Recess=*M, W, F 2nd grade field/1st grade playground T/Th 2nd grade playground/1st grade field
**5th grade must hand wash at end of their specials class on Wednesday.

Recess
- Recess times must be staggered by grades (see schedule above)
• Social distancing must be practiced
• Masks must be worn on playground
• For mask break, students may stand in middle of sidewalk square away from the entry doors and take mask off. They may also use the checkerboard if their class is on the field. They may remain there as long as recess is in session. Other students may not come within 6 feet of these students.
• Shared materials such as balls, jump ropes, chalk and hula hoops must be assigned by grade level and cleaned between uses.
• When recess is over, students must use hand sanitizer on playground before entering school.
• There will also be multiple “checkerboards” painted onto the field or hula hoops this school year. Teachers can use these checkerboards anytime throughout the day that they are vacant. They can be used while teaching, for mask breaks, and/or recess time.

Dismissal
• Students will pack up for dismissal in classroom. Teachers must have students ready for their designated dismissal time.
• When dismissal time arrives, students will be called by teacher to exit pod, following social distancing guidelines.
• If students must wait for sibling(s), the family must have a designated spot outside of school and away from exit doors.
• For the first several weeks, teachers will walk students out to ensure proper process.

End of the day release for buses:
Busers will be released (starting with K and going chronologically to 5) by the teacher to go to gym. Students will line up on the x’s in the gym (socially distanced) until bus arrives (if bus is already there, they will be escorted out, with masks on and while social distancing). Kindergarten paras will walk their classes down to show them how to do this and supervise. Also, the staff members that have bus duty that week will be there to assist as well.

Classroom Subject Area Specialization
• Teachers may switch classrooms for different subjects/team teaching. Students will remain in their homeroom classroom.

Classroom Specials
• STEAM will take place in their cohort classroom, taught by STEAM teacher
• Gym will take place outside or in the gym, taught by the gym teacher

Illness
• Students will inform teacher if feeling symptoms of illness and will be sent to office if teacher is concerned. District procedure will be followed, with students waiting in designated Covid room while a staff member is outside that door.
• Staff will inform principal if feeling symptoms of illness

Visitors
• There will be absolutely NO visitors/parents allowed in the building (with the exception of substitute teachers) at any time.
• Parents will drop their child off at pod doors/front doors (using a mask).
• If it is after 8:45 am, the parent will walk student to the front doors, sign in their student using the QR code posted on the door, and will buzz the office once this is complete. Office staff will open door for child to come in.
• If parents are signing a student out early, they will use QR code on door and then ring buzzer. Office staff will have the student come down to office and they will let them out to the parent.
• All Doctors notes will be turned in to drop box (labeled) that is to left of the buzzer (near front door).
• All personal belongings dropped off by parents for students will be labeled with student name and teacher name. The item(s) will be placed in drop box. Then, parent will buzz the office to let them know that they have placed an item in the drop box.
• Watch DOG program will be suspended until further notice.
• Parent Club will be allowed to assist with directing traffic, but not opening doors of cars or helping students. They will use a mask and socially distance. (Please sign up by contacting Parent Club.)
**Huntington Elementary Building Procedures 2021-2022**

These procedures and protocols will be reviewed monthly and may be revised. Updates will be posted on Schoology.

**School Day Start Times**
Student arrival times are staggered to avoid large groups of students entering and exiting the building at the same time.

- **Kindergarten students**: enter building using kindergarten door (right of main doors) at 8:25 and walk to class.
- **Fifth grade students**: enter building using side door entrance at 8:25 and walk to class.
- **First grade students**: enter at main doors at 8:30 and walk to class.
- **Fourth grade students**: enter side doors at 8:30 and walk to class.
- **Second grade students**: enter at the main doors at 8:35 and walk to class.
- **Third grade students**: enter at the side doors at 8:35 and walk to class.

**Lunch Times**
- Fourth grade: 10:50 – 11:20 (lunch/recess)
- Second grade: 11:30 – 12:00 (lunch/recess)
- Third grade: 11:30 – 12:00 (recess/lunch)
- Kindergarten: 12:00 – 12:30 in classroom
- Fifth grade: 12:10 -12:40 (lunch/recess)
- First grade: 12:30 – 1:00 in classroom

**Recess**
- Recess times must be staggered by grade level.
- Social distancing must be practiced as much as possible, and masks must be worn on playground during playtime.
- For mask break, students may stand in middle of sidewalk square away from the entry doors and take mask off. They may remain there as long as recess is in session. Other students may not come within 6 feet of these students.
- There will be no shared materials such as balls, jump ropes, chalk and hula hoops. Unless separate recess bins for grades are utilized. Those bins will be kept in office to be sprayed after usage.
- When recess is over, students will use hand sanitizer before entering school and will also wash hands after entering school.

**Classroom Specials**
- Times staggered so no overlap in hallways.
- Music & STEAM can be taught in their separate classroom, maintaining social distancing.
- Gym will take place outside or in the gym, taught by the gym teacher.

**Classroom Subject Area Specialization**
- Teachers may switch classrooms for different subjects/team teaching. Students will remain in their homeroom classroom.
School Dismissal

School Day Dismissal Times
Student dismissal times are staggered to avoid large groups of students entering and exiting the building at the same time, and to help keep parking lot running smoothly.

- **Kindergarten students**: Dismissal time at 3:10 using kindergarten door
- **Fifth grade students**: Dismissal time at 3:10 using side door entrance
- **First grade students**: Dismissal time at 3:15 using main doors
- **Fourth grade students**: Dismissal time at 3:15 using side doors
- **Second grade students**: Dismissal time at 3:20 using main doors
- **Third grade students**: Dismissal time at 3:20 using side doors

Dismissal/Exiting Classrooms

- Students will wash or sanitize hands before leaving classroom.
- Students will pack up for dismissal in classroom. Teachers will have students ready for their designated dismissal time.
- When dismissal time arrives, students will be called by teacher to exit classroom, following social distancing guidelines and hallway directional arrows.
- If students must wait for sibling(s), the family must have a designated spot outside of school and away from exit doors.
- Champions students will be released from classroom 5 minutes before classroom dismissal time and go to the Champions Room, following directional arrows in hallway.
- Teachers will walk students out to ensure proper process.

Times for Scheduled Handwashing with Soap and Water (based upon entry times and lunch times)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>K/5</td>
<td>before lunch, end of day, after any recess</td>
</tr>
<tr>
<td>1st/4th</td>
<td>morning snack, before lunch, end of day, after any recess</td>
</tr>
<tr>
<td>2nd/3rd</td>
<td>morning snack, before lunch, end of day, after any recess</td>
</tr>
</tbody>
</table>

Outside Masks Break

- Outside mask breaks will be encouraged, with teachers and students practicing social distancing.
- Masks will be worn to and from area of outside mask break.
Memorial Elementary Building Procedures 2021-2022

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 – 8:40</td>
<td>Kindergarten &amp; Grade 1 - Prep</td>
</tr>
<tr>
<td>8:20 – 8:45</td>
<td>Grades 2-5 Prep</td>
</tr>
<tr>
<td>8:45 – 8:50</td>
<td>Arrival K-1</td>
</tr>
<tr>
<td>8:50 – 8:55</td>
<td>Arrival 2-5</td>
</tr>
<tr>
<td>8:55 – 9:10</td>
<td>Breakfast in Classroom</td>
</tr>
<tr>
<td>10:15 – 10:45</td>
<td>Kindergarten Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>10:45 – 11:05</td>
<td>Kindergarten 20-minute recess</td>
</tr>
<tr>
<td>10:55 – 11:35</td>
<td>1st Grade Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>11:35 – 11:55</td>
<td>1st Grade 20-minute recess</td>
</tr>
<tr>
<td>11:45 – 12:15</td>
<td>2nd Grade Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>12:15 – 12:35</td>
<td>2nd Grade 20-minute recess</td>
</tr>
<tr>
<td>12:25 – 12:55</td>
<td>3rd Grade Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>12:55 – 1:15</td>
<td>3rd Grade 20-minute recess</td>
</tr>
<tr>
<td>1:05 – 1:35</td>
<td>4th Grade Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>1:20 – 1:40</td>
<td>4th Grade 20-minute recess</td>
</tr>
<tr>
<td>1:45 – 2:15</td>
<td>5th Grade Lunch in cafeteria</td>
</tr>
<tr>
<td></td>
<td>3 Zones – 4 tables in each zone per classroom</td>
</tr>
<tr>
<td>2:15 – 2:35</td>
<td>5th Grade 20-minute recess</td>
</tr>
<tr>
<td>3:30</td>
<td>Dismissal K-1</td>
</tr>
<tr>
<td>3:35</td>
<td>Dismissal 2-5</td>
</tr>
<tr>
<td></td>
<td>K – Café Doors, 1st Grade – NE Doors</td>
</tr>
<tr>
<td></td>
<td>1st Grade – NE Doors, 3rd Grade – Café Doors,</td>
</tr>
<tr>
<td></td>
<td>4th Grade – SW Doors, 5th Grade – Central Recess Doors</td>
</tr>
</tbody>
</table>

Important Considerations

- Entering and Exiting School - (K-1) and (2-5) staggered start and end times. Parents will not be allowed inside building. Classes will meet at the designated entrance. Parents and staff will do check at home for COVID-19 symptoms, including tracking of student temperatures. Staff will fill out questionnaire before they come into the building. Classes will immediately use hand sanitizer upon entering with guidance from staff. Children will put away items, wash hands when needed. Masks are to be worn upon entering and not removed unless children are eating.
- Student bags and personal belongings will go into lockers/classroom cubbies. Teachers will minimize students traveling back and forth to these areas during the school day. This will avoid traveling around classroom and/or hallway if they need something from their bag.
- Bathroom/Hand Washing Schedule will be created for each classroom. Classes that do not have bathrooms (115, 113, 112) will coordinate breaks when traveling to gym and or recess. These classroom schedules will have to be coordinated as a group amongst these classrooms. Hand washing should be done on a regular basis within each classroom. All classrooms have a sink to use.
- Quarantine room will be in room adjacent to main office (100). Room is large and has plenty of space for student and assigned adult, who is ill.
- Gym/playground- Indoor gymnasium has sanitation device that will be used for space and gym items. Students will wear masks when outside for recess, which will limit face touching, and students will wash their hands as soon as they return to classrooms.
- Cleaning classrooms - Adults assigned to the classroom will use disinfectant spray/cleaner at the end of the day. Students can clean stickiness/food/drink with paper towels and water after eating breakfast/snacks in their designated space.
- Hallway – students will walk directly to their classroom when entering the building; travel time for class travel will be for either gym, STEAM, lunch, or recess. Arrows will be placed on hallway floors for directions and designated pathways to avoid multiple classes intersecting.

**Meal Procedures**

**Lunch in the Cafeteria**
- Student lunch count will be taken by teacher in morning after arrival
- Students and staff will wash hands, following handwashing procedure
- Students will enter cafeteria at their designated lunch time – students will walk in and go directly to their assigned eating space, using hand sanitizer once they sit down.
- Students will be assigned 8 students per table with designated spots to sit; talking quietly to minimize yelling or shouting will be expected by students when their masks are off.
- Ordered lunches will be passed out by cafeteria lunch staff according to the a.m. order that was provided.
- Students eating school lunch
  - Food service worker will pass out lunch in the cafeteria, once the student is sitting in assigned spot.
  - Lunch counts will be calculated on a class list showing student choices of A or B – more input will be needed from Chartwells.
  - Students will remain at their assigned spot, eating their lunches. Students will be sitting distanced from other students – masks can be removed once child is sitting in their designated zone and spot. Masks will go back on before anyone gets up to throw anything away, ask a question, or go to the rest room.
  - Restroom use will be limited for emergency purposes only and teachers will schedule a bathroom break with all students before going to the cafeteria.
  - Students can throw away garbage on their way out, while wearing their safety mask.
  - Cafeteria staff will take students outside for recess, and teachers will report on time to recess, ensuring that cafeteria staff can return promptly to the cafeteria for the next lunch.

**Times for Scheduled Handwashing with Soap and Water** (based upon entry times and lunch times)
- K/5 = before lunch, afternoon snack, end of day.
- 1st/5th = morning snack, before lunch, end of day
- 2nd/3rd = morning snack, before lunch, end of day

**Recess**
- Recess times must be staggered by grades (see schedule above)
- Social distancing must be practiced
- Masks must be worn on playground
• For mask break, students may stand in middle of sidewalk square away from the entry doors and take mask off. They may remain there as long as recess is in session. Other students may not come within 10 feet of these students - these breaks will be scheduled and monitored by assigned teacher.
• No shared materials such as balls, jump ropes, chalk and hula hoops
• When recess is over, students must wash hands after entering school

Arrival
• Teachers will meet students at their designated area outside of the school.
• K & 1st grade teachers will go out at 8:43 a.m. when the bell rings, and grades 2-5 will go out at 8:48 a.m. when the bell rings.
• Students will line up on designated spots that are socially distanced.
• Teachers will have hand sanitizer ready for student use before they enter the building.

Dismissal
• Students will pack up for dismissal in classroom. Teachers must have students ready for their designated dismissal time.
• When dismissal time arrives, students will be called by teacher to exit classroom, following social distancing guidelines and hallway directional arrows.

Teacher Restroom Breaks
• Staff can split recesses with grade level teacher and use restroom at that time.
• Support staff can briefly monitor class to allow teacher to use restroom.
• Teachers may use restroom during prep time.
• If an emergency, teachers may leave class unattended briefly to use restroom as quickly as possible.

Classroom Subject Area Specialization
• Teachers may switch classrooms for different subjects/team teaching. Students will remain in their homeroom classroom.

Classroom Specials
• Music and STEAM will take place in their assigned classrooms, taught by specials teacher.
• Gym will take place outside or in the gym, taught by the gym teacher

Staff Lounge/Teacher Collaboration Room/ Shared Materials and Machines (staff)
• Practice social distancing
• Use proper handwashing techniques
• Sanitize used surfaces after using

Illness
• Students will inform teacher if feeling symptoms of illness and will be sent to office if teacher is concerned. District procedure will be followed using the health screener recommended by the Wayne County Health Department, with ill students waiting in room 100 next to the office if being sent home.
• Staff will inform principal if feeling symptoms of illness.
Middle School Learning Programs:

Virtual Learning
- All classes online through Riverview Virtual Academy
- Certified teacher assigned for evaluation and assistance.
- Students required to take at least four courses per trimester.
- Mentor teacher assigned for assistance and monitoring with weekly check-in.
- All RVA guidelines, procedures, and protocols followed.
- Remote Learning
  - Remote learning will only be implemented during periods of intermittent shut down due to COVID-19 outbreaks for individual, groups, classrooms, or buildings.
  - Program will only be in place for identified individuals for the timeframe required.
  - Devices will be provided.
  - This is not a permanent option due to staff being fully engaged with learning and caseloads.

Live Instruction
- Students and staff will follow all PPE and social-distancing requirements. Class sizes will be determined by demand for full program and allowable spacing.
- Schedule
  - Students will report for full days Monday through Friday.
  - Provides maximum face to face instruction but potential exposure is highest.
  - Start times, dismissal times, and schedule times will be staggered to reduce exposure from group to group.
  - Students may select up to two courses to be conducted virtually to allow for greater flexibility within the schedule to account for electives that would run best in-person (art, PE, band, choir)

Remote Learning
- Remote learning will only be implemented during periods of intermittent shut down due to COVID-19 outbreaks for individual, groups, classrooms, or buildings.
- Program will only be in place for identified individuals for the timeframe required.
- Devices will be provided.
- This is not a permanent option due to staff being fully engaged with learning and caseloads.

Considerations:
- Additional entrances will be used at the beginning of the day to reduce congestion during entry and screening.
- Band and choir classes can be held in Auditorium if needed to allow for social distancing, and health guidelines.
- Classrooms will be marked for social distancing placement of student workstations.
- Programming and staff assignments will be determined by certifications of available staff. Online/live blends will be utilized as needed to ensure scheduling requirements are met.
- Course expectations, classroom structure, assessment strategies, and home expectations need to be modified by teaching staff to promote successful completion of course.
- Grab and go meals will be provided with meals being eaten in classrooms. Staff is responsible for coverage of the students during lunch.
- Hand Sanitizer will be provided throughout building.
- Where possible, students remain in the same room and teachers rotate (pods).
- Nonessential visitors, volunteers, and activities involving external groups or organizations shall be suspended.
• Proper PPE, as defined by CDC, MDHHS, MDE, WCHD and other international, national, state and local health and educational authorities, to be worn as directed.

Seitz Safety Protocols

Health Check

Parents and students are expected to self-monitor their individual health (The following should exclude students from school):

• Temperature 100.4 degrees or higher
• Sore Throat
• Uncontrolled cough and/or Difficulty Breathing
• Diarrhea, vomiting or abdominal pain
• Severe headache or fever

General Safety Precautions

• Masks or appropriate face coverings will be worn at all times
• Individuals who are not able to comply with mask requirement, enroll in RVA
• Social Distancing will be adhered to at all times
• Proper hygiene and hand-washing or sanitizing conducted regularly

Visitors

• Parents and/or visitors are not in the building during school hours.
• Signing students out/in will be done outside with a phone call/QR code.
• Items brought for students will be left on a table outside of the office.

Entry Procedure

• School will begin at 7:55 a.m., parents may not drop off students prior to 7:45
• Student entry:
  o 6th grade – Enter through B-hall, drop off in Huntington Parking lot
  o 7th grade – Enter through A-Hall, drop off in Seitz Parking lot
  o 8th grade – Enter through Main Entrance, drop off in Seitz Parking lot
  o Breakfast students - Enter through Auditorium/Cafeteria entrance, drop off in Huntington Parking lot, no earlier than 7:30 a.m.
• Once the school day begins, doors will be locked, cleaned and access to the building is limited to the Main Entrance

Dismissal Procedure

• Dismissal will be staggered starting at 2:55 and ending at 3:00 p.m.
• Students dismissed to previously mentioned entrance/ exits
• Building/outside must be cleared in a timely manner after dismissal. Non-essential loitering will not be allowed

Classrooms
• Students will remain in cohorts throughout the day.
• Students will be spaced at a minimum of 3’ apart.
• Desks or Workstations will be set up to reflect proper distancing rules.
• Sanitizing stations are available in every class and common areas.
• Rooms will be cleaned every evening.
• Plexiglass dividers will be used when necessary.
• Classroom desks will be cleaned as required.

**Lunch Procedure**

To ensure student and staff safety and maintain proper supervision for contact tracing, students will eat in the cafeteria, classroom, or other designated area with assigned seating by classroom cohort. All lunch groups will be monitored by staff and food service. Teachers assigned to supervise during their lunch period, either in classroom or lunchroom will be compensated per CBA.
• Scheduled classroom lunch locations will be determined and communicated by the building principal.
• Students will wash their hands before and after lunch.
• Students will have assigned seating and will sit in classroom cohorts.
• Cohorts will socially distance from one another (6-feet).
• Lunch is during 4th hour.
• Grab-And-Go meals available.
• Microwave use will not be permitted.
• Tables will be cleaned as required.

**Hallways**

• Student hallways used minimally to exchange classes (if necessary).
• Lockers will be assigned by cohort.
• Lockers can only be used at the beginning and end of the day.
• Students limited to Hallways unless safety or emergency needs exist.

**Bathrooms**

• Students must sign out of classroom to use the restroom.
• Hands must be washed before exiting restroom.
• Bathrooms will be cleaned as required.

**Common Areas (Library, Auditorium, Staff Lounge, Staff Workroom)**

• Common area access is limited based on student need and proper distancing, safety and supervisory requirements.
• Large group assemblies will follow all CDC guidelines.
**High School:**

**Learning Programs:**
- **Virtual Learning**
  - All classes online through Riverview Virtual Academy
  - Certified teacher assigned for evaluation and assistance.
  - Students required to take at least four courses per trimester.
  - Mentor teacher assigned for assistance and monitoring with weekly check-in.
  - All RVA guidelines, procedures, and protocols followed.
- **Live Instruction**
  - Students and staff will follow all PPE and social-distancing requirements. Class sizes will be determined by demand for full program and allowable spacing.
  - Students may select virtually courses to comply with individual program completion.
  - Students may select up to two courses to be conducted virtually to allow for greater flexibility within the schedule to account for electives that would run best in-person (art, PE, band, choir)
  - CTE, Dual Enrollment, Enhanced Dual Enrollment will run as outlined by partner entity.
- **Remote Learning**
  - Remote learning will only be implemented during periods of intermittent shut down due to COVID-19 outbreaks for individual, groups, classrooms, or buildings.
  - Program will only be in place for identified individuals for the timeframe required.
  - Devices will be provided.
  - This is not a permanent option due to staff being fully engaged with learning and caseloads.

**Considerations:**
- As directed in Executive Order 2020-35, high school requirements will be adjusted to account for impact of COVID-19 on academic programming.
- Band and choir classes can be held in Auditorium if needed to allow for social distancing, and health guidelines.
- Classrooms will be marked for social distancing placement of student workstations.
- Group students with common courses in "pods" when possible, to minimize exposure.
- Programming and staff assignments will be determined by certifications of available staff. Online/live blends will be utilized as needed to ensure scheduling requirements are met.
- Course expectations, classroom structure, assessment strategies, and home expectations need to be modified by teaching staff to promote successful completion of course.
- Hand Sanitizer will be provided throughout building.
- Nonessential visitors, volunteers, and activities involving external groups or organizations shall be suspended.
- Proper PPE, as defined by CDC, MDHHS, MDE, WCHD and other international, national, state and local health and educational authorities, to be worn as directed.

**RCHS Building Policies**

**Entry Procedure**
- Parents and students are expected to self-monitor their individual health (The following should exclude students from school):
  - Temperature 100.4 degrees or higher
  - Sore Throat
  - Uncontrolled cough and/or Difficulty Breathing
  - Diarrhea, vomiting or abdominal pain
  - Severe headache or fever
• Students enter through Main Entrance, Horseshoe Entry and Student Lot Doors
• Once the school day begins access to the building is limited to the Main Entrance
• Students report to first hour classrooms
• Students are expected to carry relevant materials throughout the day
• Lockers can be assigned but access will be limited to reduce exposure (Before School, Lunch and After School)
• Non-essential visitors are not allowed on campus

Lunch Procedure
• Lunches in common areas with proper safety guideline and distancing.
• Additional lunch periods will be scheduled with expanded location options for eating, maintaining required distancing, and contract tracing ability.
• Breakfast will also be available
• Appropriate students may leave campus for the lunch period
• Lunch areas cleaned before and after usage

Dismissal Procedure
• Students dismissed to previously mentioned entrance/exits
• Building must be cleared in a timely manner after dismissal. Non-essential loitering will not be allowed
• Building is cleaned daily

Hallways
• Student hallways used minimally to exchange classes
• Lockers not used to prevent violation of distancing guidelines
• Students limited to Hallways unless safety or emergency needs exist
• One-Way Traffic available to be implemented with second floor and stairwells

Bathrooms
• Students must sign out of classroom to use the restrooms
• Hands must be washed before exiting restroom
• Restrooms cleaned as required.

Common Areas (Lobby, Library, Auditorium, Staff Lounge, Staff Workroom)
• Common area access is limited based on student need and proper distancing, safety and supervisory requirements
• Common areas cleaned several times a day
• Lockers cleaned on a regular basis
• No large group assemblies

Classrooms
• Sanitizer stations in every class and area
• Desks will be cleaned prior to each class between groups (Students ARE allowed to assist with general cleaning and sanitizing tasks)
• Rooms will be cleaned every evening
• Desks or Workstations will be set up to reflect proper distancing rules
• Plexiglass dividers will be used when necessary
General Safety Precautions

- Masks or appropriate face coverings will be worn at all times
- Individuals medically not allowed to wear face coverings will be evaluated on an individual basis for proper placement
- Social Distancing will be adhered to at all times
- Proper hygiene and hand-washing or sanitizing conducted regularly
- Non-essential visitors not allowed on campus
- Non-essential large group activities not allowed during the school day

Athletics, Extracurricular Activities, Gatherings

- Schools and teams shall comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff shall use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant shall confirm that they are healthy and without any symptoms prior to any event.
- Indoor assemblies that bring together students from more than one classroom are prohibited.
- All equipment shall be disinfected before and after use.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses shall be cleaned and disinfected before and after every use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant shall use a clearly marked water bottle for individual use. There shall be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities shall be allowed while maintaining social distancing. (Phase 4)
- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants shall be maintained while indoors and sharing equipment shall be avoided. (Phase 5)
- Large scale indoor spectator events shall be suspended. Large scale outdoor spectator or stadium events shall be limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. (Phase 4)
- Indoor spectator events shall be limited to 50 people. Large scale outdoor spectator or stadium events shall be limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another. (Phase 5)
- Extracurricular activities may continue with the use of facial coverings.

Transportation

- The use of hand sanitizer before entering the bus shall be required. Hand sanitizer shall be supplied on the bus.
- Social distancing on the school bus shall be maintained. One child per row or one child per seat; this shall be determined by the size of the bus and the distance between seats and rows.
- Bus drivers shall adhere to employee screening protocol before they start their shift.
  - This can be a self-temperature check and answering the health screening questions, or a health screening procedure that the drivers go through at the bus garage.
- Bus driver, staff, and all students in grades preK-12 must wear facial coverings while on the bus.
• Transportation vehicles shall be cleaned and disinfected before and after every transit route. Children shall not be present when a vehicle is being cleaned.
• 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) shall be cleaned and disinfected prior to morning routes and prior to afternoon routes.
• A plan for getting students home safely if they are not allowed to board the vehicle shall be created and communicated.
• Weather permitting, doors and windows shall be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
• Weather permitting, and if appropriate and safe, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation.
• Bus procedures for bus drivers and students that are informed by public health protocols shall be finalized and communicated.
• Changes to students’ IEPs shall be collaborated closely with IEP teams to monitor and implement accordingly.
• Parameters and procedures for social distancing at bus stops shall be set.

Food Services
• Classrooms or outdoor areas shall be used for students to eat meals at school.
• If cafeterias must be used, mealtimes shall be staggered to create seating arrangements with six feet of distance between student cohorts.
• Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
• Self-serve, buffet-style options shall be eliminated; grab-and-go, ready-to-eat options will be implemented.
• Students, teachers, and food service staff shall wash hands before and after every meal.
• Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students will wear facial coverings.
• Prepayment either online or envelopes shall be encouraged.

Custodial/Maintenance/Facilities
• Frequently touched surfaces including light switches, doors, benches, bathrooms, shall be cleaned at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
• Libraries, computer labs, arts, and other hands-on classrooms shall undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
• Student desks shall be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
• Playground structures shall continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
• Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses products shall be conducted.
• Proper PPE, as defined by CDC, MDHHS, MDE, WCHD and other international, national, state and local health and educational authorities, shall be worn as directed.
• Necessary training for any changes in recommended cleaning guidelines issued by OSHA and/or CDC shall be provided. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
• Custodial and facilities staff shall review and make actionable district guidance regarding cleaning and disinfection.
• Ventilation in each classroom shall be audited and monitored.
• HVAC systems at each building shall be checked to ensure that they are running efficiently.
• Air filters shall be changed regularly.
• Signage about frequent handwashing, cough etiquette, and nose blowing, social distancing, and capacity shall be posted throughout buildings and facilities.
• Any necessary additional cleaning protocols for classrooms that house Students with Disabilities shall be implemented.

**Technology**

• Online resources that were created, published, or distributed by teachers and others during the closure period shall be collected, organized and placed on Schoology.
• Technology-facing lessons learned for inclusion in the district’s updated remote learning plan shall be organized.
• Tracking and inventory results shall be reviewed frequently as a way of understanding the quality and progress of technology processes.
• Where possible, live streaming of classrooms for students who are medically vulnerable shall be implemented.

**Communication and Family Supports**

• Additional communication systems needed to reach every family and student in their home language shall be implemented through multiple modes (e.g., text, call, email, home visit) to share:
  o Expectations around their child’s return to school;
  o Clear information about schedules and configurations;
  o Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  o Plans for each of the different school opening scenarios.
• Resources and supports shall be provided that provide families with:
  o Training about how to access and use the school’s chosen digital systems and tools;
  o Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  o Opportunities to build their digital literacy; and
  o Strategies to support their child’s learning at home.

**Professional Development**

• Adequate time for schools and educators shall be provided to engage in:
  o Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  o Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student’s growth and needs with students’ assigned teacher(s) for the 2021-2022 school year;
  o Identify students who potentially need additional support; and
  o Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
• A plan for professional learning and training shall be provided with goals to:
  o Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
- Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
- Build school leaders’ and teachers’ capacity to design and develop blended and remote learning experiences that are equitable and engaging.
Budget, Enrollment, Staffing

- Schools shall be supported in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).
- Schools shall be supported in conducting staff and student outreach to understand who is coming back.
  - For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.
  - Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
  - For students, this should include those with preexisting conditions who may need a remote learning environment.
- Need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs shall be assessed.
- District shall work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted.
- Underutilized staff shall be redeployed to serve core needs.
- Where possible, and in partnership with local bargaining units, staff positions that would enable high-risk staff to provide remote services shall be identified and modified.
- Any student enrollment or attendance policy changes shall be communicated with school staff and families.
- Guidance shall be investigated and provided on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- Services will be coordinate with related service providers, in the school and community, to identify and address new student and adult needs.
- An inventory on how many substitute teachers are available shall be conducted.
- Legal counsel shall be contacted to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- School leaders shall be engaged in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- School leaders shall be trained to orient new school staff to any operational changes.
- Master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind shall be created and refined as necessary.
- Food service staff shall be trained to ensure any necessary food handling changes are implemented based on local public health guidance.

2021-2022 Options for Small Group Instruction- Listed in order from least exposure to greatest exposure.

1. Virtual- Provide small group lessons virtually (Schoology assignment, Screencastify video, SeeSaw, RAZ Kids, FlipGrid, eSpark etc.). Check-in with students individually following the lesson or require students to submit a reflection/proof of their learning.
   - Protocols
     - No restrictions
2. 3 Ft. Distanced Triangle- Maintain a 3-foot distance between cohorted students and 6 foot distance between students and teacher when providing small group instruction.
   - Protocols
     - No time limit
Assigned Seat Differentiated Instruction- If there is not enough space in the classroom under current COVID restrictions to create a socially distanced small group workspace, consider assigning seats in the classroom according to reading level or other instructional needs. This will allow teachers the opportunity to meet with groups of students at their own assigned seats. The teacher may be closer than 6 feet for this model but will maintain movement.

- Protocols
  - For non-cohort students, keep within the small group time limit.
  - Cohorted students must maintain a minimum of 3 feet social distance from each other, and six feet from teacher.
  - No plexiglass needed
  - Do not need to wipe down surfaces since instruction in happening at assigned seats.

Small Group Instruction with Plexiglass- This instruction would take place at round or kidney-shaped tables in classrooms. Students would need to maintain 6ft social distancing from teacher.

- Protocols
  - Keep within the small group time limit of ten (10) minutes for non-cohorted students.
  - Plexiglass dividers between teacher and students
  - Wipe down surfaces between small groups
  - Group your students into cohorts of 3-4. Anytime students are pulled for small group instruction, they should remain in this cohort. No time limit.

Performing Arts Procedures

Band

Enter the Classroom
- Students enter classroom, squirting hand sanitizer on hands as entering
- Students will wear normal masks upon entering the classroom.
- Students will head to their classroom assigned seats a minimum of 3 ft apart.

Retrieval of Instruments
- Students should wear their normal mask to retrieve instrument
- Students will be assigned groups to retrieve instruments with no more than 10 in a common area at a time preferably not done by instrument so social distancing can still be enforced.
- Students will bring instruments back to seat and put their instrument together and switch their mask to their band mask
- Bell covers will be placed on all wind and brass instruments

Indoor Rehearsal
- Following an indoor rehearsal, rooms should be empty for at least 1 air change before next use (6 mins)
- Emptying spit valves on absorbent sheets to be disposed (Paper Towel, Puppy Pad, Ect…)

Outdoor Rehearsal
- Outdoor rehearsals are recommended if possible
- Students should still be 3 feet apart
- Emptying spit valves on absorbent sheets to be disposed (Paper Towel, Puppy Pad, Ect…)

Dismissal
- Students change into normal mask
- Students pack up their instrument at their seats and store their extra or band mask in their case (should be taken home and washed (or replaced) weekly, including cloth bell covers).
• Students will put away their instruments by groups with no more then 10 in a common area at a time preferably not done by instrument so social distancing can still be enforced.
• Students leave classroom, squirting hand sanitizer on hands when departing
• Room will be disinfected between classes with common areas being wiped down

Choir

Enter the Classroom
• Students enter classroom, squirting hand sanitizer on hands as entering
• Students will wear normal masks upon entering the classroom and at all times in the classroom.
• Students will head to their classroom assigned seats a minimum of 3 ft apart

Retrieval of Materials
• Students should wear their mask to retrieve their materials
• Students will be assigned groups to retrieve materials with no more then 10 in a common area at a time preferably not done by section so social distancing can still be enforced.
• Students will bring materials back to seat

Indoor Rehearsal
• Following an indoor rehearsal, rooms should be empty for at least 1 air change before next use (6 mins)

Outdoor Rehearsal
• Outdoor rehearsals are recommended if possible
• If using tents they must not have side panels to allow airflow.
• Students should still be 3 feet apart

Dismissal
• Students pack up their materials at their seats
• Students will put away their materials away by groups with no more then 10 in a common area at a time preferably not done by instrument so social distancing can still be enforced.
• Students leave classroom, squirting hand sanitizer on hands when departing
• Room will be disinfected between classes with common areas being wiped down

General Music

Teacher Enters the Classroom
• Teacher will squirt hand sanitizer on hands as entering
• Students will wear normal masks upon entering the classroom and at all times in the classroom.
• Students will be in their classroom assigned seats a minimum of 3 ft apart

Use of materials in classroom
• Specials teachers will have use of teacher computer and projector in the room
• Any special materials should be brought by the specials teacher

Retrieval of Materials
• Students should wear their mask to retrieve their materials
• Students will be assigned groups to retrieve materials with no more then 5 in a common area at a time.
• Students will bring materials back to seat

Cleaning of Materials
• All Materials will be sanitized after use
• No Sharing of supplies/instruments
• Once an instrument is used it must be disinfected properly until it can be used again

Instruments
• Should be disinfected after each use
• Will not be shared
• Will be sanitized before used again
• Recorders can be used as long as students are 3 feet apart and have the sound hole covered with fabric
• Students using wind instruments will use a mask with a slit in it
• Ukuleles can be used as long as they are disinfected between each use

**Singing**
• Can take place as long as students are wearing a mask and 3 feet apart

**Movement**
• Is allowed as long as students are wearing masks and students are 3 feet apart

**Outdoor class**
• Outdoor classes are recommended if possible
• For outdoor classes, singing should stop for approximately 5 minutes between 30-minute segments to allow aerosol to disperse.
• If using tents they must not have side panels to allow airflow.
• Students should still be 3 feet apart

**Mental & Social-Emotional Health Plan**

**Overview**
This plan highlights a continuum of supports through a tiered approach to address mental and social-emotional health needs that have arisen due to the school closure or COVID-19.

**SSIS SEL Brief + Mental Health Scales**
Each Riverview student will complete the SSIS SEL Brief + Mental Health Scales screeners, unless a family opts out from having their child do so. RCSD staff will complete the SSIS SEL Brief + Mental Health Scales screeners on all students. The purpose of this survey is for students to self-report and staff to rate student social emotional learning skills and mental health. The data generated from these screeners will help to immediately identify students who need assistance, plan for Social Emotional Learning lessons, monitor student progress in intervention programs, and evaluate social behavior outcomes of MTSS services.

**Mental Health and Social Emotional Resources**
Resources will be shared in Schoology in the Social Emotional Learning group and the District MTSS group. There are numerous resources, strategies and relationship building tools for teachers. These groups will be updated regularly with staff resources for self-care and wellbeing as well as professional development opportunities through webinars and articles. RCSD has implemented a crisis hotline that is available to staff, students, and families the number is (734) 545-8807.

**Referral to Mental Health Team**
When a student is referred for more assistance the referral will be reviewed by the building MTSS/Child Study Team. Next steps may include a more in-depth screening tool with parental consent, short term counseling or social work services, or a referral for more support through outside agencies.
Continuum of Tiered Supports

Return to School Tiered Mental and Social Emotional Support

**Tier One Supports**
- Re-teach, remind and acknowledge positive school-wide expectations.
- Focus on the positive, and avoid punitive approaches.
- Emphasize a sense of community.
- Establishing positive relationships and taking an interest.
- Use high rates or praise/encouragement (4-1)
- Look for signs that students might need more help.
- Re-engage families as partners.
- Build trust within the classroom and with students

**Tier Two Supports**
- Small group or individualized social emotional skills work.
- Develop a stress reduction plan, use a calming space.
- Check in/Check out to manage feelings and anxiety.
- Track interventions and effectiveness.
- Work with a building mentor.

**Tier Three Supports**
- Riverview Mental Health Team
- Consent and screener Services
- Referral for outside services.
Appendix _Cleaning Protocols and Supplies

Hi Everyone,

In order to provide a safe environment during the upcoming school year, we will be following procedures similar to what we have always followed during flu season.

With that said, all high touch surfaces need to be disinfected a minimum of every 4 hours during the school day. Additionally, student desks and chairs need to be disinfected between class changes.

**TEACHING STAFF**
WILL BE RESPONSIBLE FOR DISINFECTING:
- ✓ Their personal spaces including but not limited to, their desk, computer keyboard and chair
- ✓ Student desks and chairs (this includes between class changes)
- ✓ Telephone
- ✓ Projecting equipment
- ✓ Student manipulatives
- ✓ Shared learning materials

**CAFETERIA STAFF**
WILL BE RESPONSIBLE FOR CLEANING & DISINFECTING:
- ✓ Kitchen
- ✓ Cafeteria
- ✓ Cafeteria furniture

**DAY CUSTODIAL STAFF**
WILL BE RESPONSIBLE FOR CLEANING & DISINFECTING:
- ✓ Restroom fixtures
- ✓ Light switches
- ✓ Door handles and knobs
- ✓ Pencil sharpeners
- ✓ Faucet handles
- ✓ Handrails
- ✓ Office counters, etc.

**AFTERNOON CUSTODIAL STAFF**
WILL BE RESPONSIBLE FOR CLEANING & DISINFECTING:
- ✓ The entire building
- ✓ All high touch areas
- ✓ All student desks & chairs
- ✓ Restrooms and fixtures
- ✓ Light switches
- ✓ Door handles and knobs
- ✓ Pencil sharpeners
- ✓ Faucet handles
- ✓ Handrails
- ✓ Office counters, etc.

All personnel will be provided with an EPA approved disinfectant and supplies to perform their tasks.

⚠️ Always follow the directions on the disinfectant label and keep in an area that is out of reach of children.
Cleaning and disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

The Difference Between Cleaning and Disinfecting

- **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
  - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they’ve been properly cleaned.

Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](http://epa.gov/listn) or scan the QR code with your smartphone to check EPA’s list of approved disinfectants.

Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

**Consider cleaning surfaces and objects including but not limited to:**

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Shared electronics such as printers
- Other shared learning materials

When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

**Options for cleaning and disinfection include:**

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day

Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
Six Steps for Properly Cleaning and Disinfecting Your School

Protect Your School Against COVID-19
Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

✔ Always wear gloves and other personal protective equipment (PPE) appropriate for the chemicals being used.
✔ Cleaning and disinfection products should not be used by or near students.
✔ Make sure that there is adequate ventilation (air flow) when using chemical products to prevent yourself or others from inhaling toxic fumes.

1. Use an EPA-approved disinfectant against COVID-19. Visit epa.gov/listn or scan the QR code with your smartphone to check EPA’s list of approved disinfectants.

2. Always follow the directions on the label. Check “use sites” and “surface types” to find out where the product can be used. Pay close attention to “precautionary statements.”

3. Clean surfaces and determine how areas will be disinfected. Clean surfaces with soap and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.

4. Follow the specified contact time. Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.

5. Wear gloves and wash your hands with soap and water. Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.

6. Store chemicals in a secure location. Keep product lids closed tightly and store products in a location away from students’ reach and sight.

cdc.gov/coronavirus
Riverview Virtual Academy
High School Online Learning Agreement

Introduction
Welcome to Online Learning with Riverview Virtual Academy (RVA). RVA is a free public school offering an online school experience to students in grades K-12. RVA is a part of the Riverview Community School District, and we accept students from Wayne County, Monroe County, Washtenaw County, Macomb County, and Oakland County. At RVA, students are eligible for a high school diploma after successfully completing the required 18 Michigan Merit Curriculum requirements.

Flexibility
RVA offers students the option to complete coursework in their own time at their own location, under the supervision of a learning coach (parent or other family member) while still receiving support from a mentor teacher. Students can repeat lessons as many times as needed to master the skill. Courses are available 24 hours a day, 7 days per week; however, families are strongly encouraged to set up a daily schedule and plan to work 1-2 hours per day per course, five days per week to keep pace with timely course completion.

Attendance
- It is expected that the learner will consistently make progress on a weekly basis toward course completion
- At least two weekly contacts with the mentor teacher are mandatory. These sessions can include, but are not limited to email exchange, small group instruction, and phone calls
- Student participation is mandatory for all required state testing

Learner Commitment
It is expected that the learner will:
- Adhere to the course schedules as prescribed and communicate with the mentor teacher on a regular basis
- Work according to pacing guides to complete the requirement of the course in a timely manner
- Be actively engaged when working with the mentor teacher
- Ask questions

Parent/Guardian Commitment
It is expected that the parent/guardian will spend 1-3 hours weekly:
- Reading progress report emails
- Reviewing the status of their child’s classes
- Monitoring daily and weekly course progress
- Communicating with their child’s mentor teacher
- Participate in parent/teacher conferences

Communication
A student and parent/guardian will be able to communicate with the Mentor Teacher via:
- Schoology- Schoology is a learning management system (LMS) used to provide individual communication, mass communication, provide resources, and has a calendar of information.
Mentor Teacher Academic Support
- RVA mentor provided to monitor progress and provide learner and parent/guardian support
- Available for scheduled small group virtual or in-person instruction (1-3 hours per week based on student need and class structure)
- Ability to modify and personalize courses to meet student academic needs and interests
- Supervision and administration of all state assessments

Support Services
- Students with IEPs can still be provided with services via teletherapy or small group in-person instruction (special education provider, speech pathologist, social worker)
- Students with 504s plans will be reviewed and implemented via their general education setting.
- Students who qualify for MTSS (Multi-Tiered Systems of Supports) intervention will be provided with scheduled small group virtual or in-person instruction

Technology
All students will have access to a Chromebook from Riverview Community Schools. Chromebooks will be monitored by the learning coach and Riverview Community Schools. It is highly recommended to use a personal laptop or desktop computer if you have access.
It is the responsibility of the learner & parent to review, agree, and sign the Riverview Community School District Agreement for Acceptable Use of Technology Resources.
If you have issues with your Chromebook, please email the mentor teacher.

RVA Tips and Tricks for Success
- Identify a set time each day to complete schoolwork
- Create a schedule for this set daily time
- Graph weekly progress
- Designate a comfortable work area free from distractions
- Organize school supplies in the work area
- Check Schoology and email daily
- Use a planner, notebooks, and a to-do list to stay organized
- Ask questions

Parent/Guardian Acknowledgment and Understanding
I have read and understand the policies and stated expectations for my child and agree to support the Riverview Virtual Academy program expectations. I understand that this is a full year commitment and my participation in my child’s education will help determine their likelihood of success in the program.

Parent/Guardian Signature __________________________ Date ____________
Riverview Virtual Academy
Middle School Online Learning Agreement

Introduction
Welcome to Online Learning with Riverview Virtual Academy (RVA). RVA is a free public school offering an online school experience to students in K-12 and is part of the Riverview Community School District. Middle School students attending RVA will be virtually enrolled in language arts, math, science, and social studies; with the opportunity to participate in face-to-face elective courses.

Flexibility
RVA offers students the option to complete coursework in their own time at their own location, under the supervision of a parent or guardian while still receiving support from a mentor teacher. Students can repeat lessons as many times as needed to master the skill. Courses are available 24 hours a day, 7 days per week; however, families are strongly encouraged to set up a daily schedule and plan to work 4-5 hours per day, five days per week to keep pace with timely course completion.

Attendance
- It is expected that the learner will consistently make progress on a weekly basis toward course completion
- At least two weekly contacts with the mentor teacher are mandatory. These sessions can include, but are not limited to email exchange, small group instruction, and phone calls
- Student participation is mandatory for all required state testing

Learner Commitment
It is expected that the learner will:
- Adhere to the course schedules as prescribed and communicate with the mentor teacher on a regular basis
- Work according to pacing guides to complete the requirement of the course in a timely manner
- Be actively engaged when working with the mentor teacher
- Ask questions

Parent/Guardian Commitment
It is expected that the parent/guardian will spend 1-3 hours daily:
- Reading progress report emails
- Reviewing the status of their child’s classes
- Monitoring daily and weekly course progress
- Communicating with their child’s mentor teacher
- Participate in parent/teacher conferences

Communication
A student and parent/guardian will be able to communicate with the Mentor Teacher via:
- Schoology- Schoology is a learning management system (LMS) used to provide individual communication, mass communication, provide resources, and has a calendar of information.
- Email
- Phone

Mentor Teacher Academic Support
- RVA mentor provided to monitor progress and provide learner and parent/guardian support
• Available for scheduled small group virtual or in-person instruction (1-3 hours per week based on student need and class structure)
• Ability to modify and personalize courses to meet student academic needs and interests
• Supervision and administration of all state assessments

Support Services
• Students with IEPs can still be provided with services via teletherapy or small group in-person instruction (special education provider, speech pathologist, social worker)
• Students with 504s plans will be reviewed and implemented via their general education setting.
• Students who qualify for MTSS (Multi-Tiered Systems of Supports) intervention will be provided with scheduled small group virtual or in-person instruction

Technology
All students will have access to a Chromebook from Riverview Community Schools. Chromebooks will be monitored by the learning coach and Riverview Community Schools. It is highly recommended to use a personal laptop or desktop computer if you have access.
It is the responsibility of the learner & parent to review, agree, and sign the Riverview Community School District Agreement for Acceptable Use of Technology Resources.
If you have issues with your Chromebook, please email the mentor teacher.

RVA Tips and Tricks for Success
• Identify a set time each day to complete schoolwork
• Create a schedule for this set daily time
• Graph weekly progress
• Designate a comfortable work area free from distractions
• Organize school supplies in the work area
• Check Schoology and email daily
• Use a planner, notebooks, and a to-do list to stay organized
• Ask questions

Parent/Guardian Acknowledgment and Understanding
I have read and understand the policies and stated expectations for my child and agree to support the Riverview Virtual Academy program expectations. I understand that this is a full year commitment and my participation in my child’s education will help determine their likelihood of success in the program.

___________________________________________________________
Parent/Guardian Signature                     Date
Riverview Virtual Academy
Elementary Online Learning Agreement

Introduction
Welcome to Online Learning with Riverview Virtual Academy (RVA). RVA is a free public school offering an online school experience to students in K-12 and is part of the Riverview Community School District. Students enrolled in K-5 will follow the same requirements for ELA, math, science, and social studies as the traditional setting.

Flexibility
RVA offers students the option to complete coursework in their own time at their own location, under the supervision of a learning coach (parent or other family member) while still receiving support from a mentor teacher. Students can repeat lessons as many times as needed to master the skill. Courses are available 24 hours a day, 7 days per week; however, families are strongly encouraged to set up a daily schedule and plan to work 4-5 hours per day, five days per week to keep pace with a timely course completion.

Attendance
- It is expected that the learner will complete a minimum of 15-20 hours of schoolwork per week
- Students must make consistent progress in their courses
- At least two weekly contacts with the mentor teacher are mandatory. These sessions can include, but are not limited to email exchange, Class Connect sessions, small group instruction, and phone calls
- Participation is mandatory for all required state testing

Learner Commitment
It is expected that the learner will:
- Adhere to the course schedules as prescribed and communicate with the mentor teacher on a regular basis
- Work according to pacing guides to complete the requirement of the course in a timely manner
- Be actively engaged when working with the learning coach or mentor teacher
- Ask questions

Learning Coach Commitment
A parent or guardian must be identified as the student’s learning coach and is expected to:
- Assist with daily lessons
- Monitor student progress and comprehension of lessons
- Develop a weekly and daily schedule
- Communicate with the mentor teacher
- Monitor technology and internet service

Communication
A student and learning coach will be able to communicate with the Mentor Teacher via:
- Schoology- Schoology is a learning management system (LMS) used to provide individual communication, mass communication, provide resources, and has a calendar of information.
- Email
- Phone
- Video conference via Newrow

Mentor Teacher Academic Support
• RVA mentor provided to monitor progress and provide Learning Coach and learner support
• Available for scheduled small group virtual or in-person instruction (2-5 hours per week based on student need and class structure)
• Ability to modify and personalize courses to meet student academic needs and interests
• Supervision and administration of all state assessments

Support Services
• Students with IEPs can still be provided with services via teletherapy or small group in-person instruction (special education provider, speech pathologist, social worker)
• Students with 504s plans will be reviewed and implemented via their general education setting.
• Students who qualify for MTSS (Multi-Tiered Systems of Supports) intervention will be provided with scheduled small group virtual or in-person instruction

Technology
All students will have access to a Chromebook from Riverview Community Schools. Chromebooks will be monitored by the learning coach and Riverview Community Schools. It is highly recommended to use a personal laptop or desktop computer if you have access.
It is the responsibility of the learner & parent to review, agree, and sign the Riverview Community School District Agreement for Acceptable Use of Technology Resources.
If you have issues with your Chromebook, please email the mentor teacher.

RVA Tips and Tricks for Success
• Identify a set time each day to complete schoolwork
• Create a schedule for this set daily time
• Designate a comfortable work area free from distractions
• Organize school supplies in the work area
• Check Schoology and email daily
• Use a planner, notebooks, and a to-do list to stay organized
• Ask questions

Parent/Guardian Acknowledgment and Understanding
As my child’s Learning Coach, I have read and understand the policies and stated expectations for my child and agree to support the Riverview Virtual Academy program expectations. I understand that this is a full year commitment and my participation in my child’s education will help determine their likelihood of success in the program.

__________________________________________________ _____________
Learning Coach Signature Date
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<th>RESOURCES</th>
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<td>3/26/2020: Mental Health Crisis Planning DRAFT</td>
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<td>CDC Guidance Docs</td>
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<td>NASP Guidance Docs</td>
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<td>NASN: Interim Guidance: Role of the School Nurse in Return to School Planning</td>
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<td>MDE COVID-19 Education Information and Resources</td>
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<td>Return to School Roadmap: Where Public Education and Public Health Meet - Opportunity Labs</td>
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<td>RE-ENTRY AND RECOVERY ARE NOT THE SAME THING: WHAT THE NEXT CHAPTER FOR SCHOOLS MAY LOOK LIKE - Instruction Partners, 4/13/20</td>
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<td>9 Ways Schools Will Look Different When (And If) They Reopen – NPR, 4/24/20</td>
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<td>Under pressure to reopen this fall, school leaders plot unprecedented changes – WA Post, 4/27/20</td>
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<td>School Resource Hub - Instruction Partners</td>
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<td>Chapters We See Ahead - Instruction Partners, 4/15/2020</td>
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<td>Consider Four Re-entry Scenarios - Instruction Partners, 4/30/2020</td>
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<td>A Plan To Safely Reopen America’s Schools And Communities - AFT</td>
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<td>Readiness and Emergency Management for Schools (Technical Assistance Center)</td>
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<td>Hanover Research Toolkit: Planning and Delivering Online Instruction for K-12 Students During COVID-19 School Closures</td>
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<td>Hanover School Reentry Checklist</td>
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<td>State of Michigan Six Phases of Michigan SAFE START PLAN, May 7, 2020</td>
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<td>Maryland's Recovery Plan for Education May 2020</td>
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<td>Missouri's Recovery Plan for Education, May 2020</td>
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<td>Lear Corporation: SAFE WORK PLAYBOOK An interactive guide for COVID-19 Pandemic Preparedness and Response</td>
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<td>CDC’s Reopening Decision Tree for Childcare Programs</td>
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<td>CDC’s Reopening Decision Tree for Schools</td>
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