From the Superintendent

Dear Ida Schools Community:

Ida Public Schools will begin on September 8th, 2020. By combining the latest data from the state and federal government with staff and community input, we currently have two options for fall, with a third option on standby should we be required to go to Phase 3 or Phase 5.

We will issue a survey that asks for your choice of options. The following paragraphs briefly describe each option. In addition, you will find an in-depth explanation for each of the options in the pages ahead.

Option 1: A/B Rotation: two days of face-to-face instruction and three days of Distance Learning provided by Ida staff. Face-to-face instruction must be administered with mitigation conditions as provided in the Mi Safe School Roadmap. Option 1 is available to all students in Ida Public Schools, Ida Early Middle College, and the Harvest Academy (Ida’s alternative high school.) Students A - K (A day) would go to school on Monday and Wednesday with Distance Learning taking place on Tuesday, Thursday, and Friday. Students L - Z would go to school on Tuesday and Thursday with Distance Learning taking place on Monday, Wednesday, and Friday. This helps teachers and students see one another more often. If they attended two days back to back, they would not see teachers and friends for 5 straight days. A / B also decreases cohort exposure and increases social mitigation.

Option 2: Ida Virtual Academy: An on-line learning option, provided in partnership with Lincoln Empowered, Edgenuity, and Michigan Virtual. This option is available to all Ida Public Schools students. If chosen on the survey, we will contact you to answer all of your questions before you make your final decision. Parents and students set the schedule in this option, which could include weekend learning. The Virtual Academy allows greater flexibility to parents’ schedules while addressing health concerns and various learning styles. If interested, please read over the general information in this publication regarding the Virtual Academy. If Michigan moves to Phase 5 or back to Phase 3 during the first nine weeks of school, K-5 students would remain in the Ida Virtual Academy for the remainder of the 9 weeks and have the opportunity to transfer back into the current option with their Ida classroom teacher at the beginning of the next 9 week marking period.
6-12 students would remain in the Ida Virtual Academy until the end of the 18-week semester. They would then have the opportunity to transition to the current option available with Ida classroom teachers.

**Option 3 (Standby): Full Distance Learning. This is not an option on the survey for selection as it would be an authorized full school closure per the Mi Safe School Roadmap.** Should we have to implement this option, students would transition from three days of Distance Learning (Option 1) to five days of Distance Learning (Option 3).

Parent survey results and the District Task Team input indicate a high value for face-to-face instruction. While we understand it is difficult to manage with various schedules, the A/B Rotation (Option 1) provides the preferred face-to-face instruction while following social mitigation to the best of our abilities. Based on survey responses and the current health status in Monroe County, we think it is best for our students to see their teacher(s) face to face, at least two days a week, for as many days/weeks as possible should a closure be imminent, rather than for our students never to have had the opportunity to meet, in person, with their teachers and some of their classmates.

We will get through this challenging time, and it is our hope we do it while providing quality learning opportunities, and social/emotional support for our students and families. I do know that some of our families are brainstorming ways to help one another with childcare for the days their children are not in school. Successfully overcoming the changes this year will take a helpful hand from all of us.

I truly am looking forward to the students getting back to learning in whichever capacity will work the best for each them while adhering to health parameters to the best of our abilities. I am also thankful for the efforts of our staff, public health agencies, and the educational leaders from around the county, state, and country involved in helping us plan.

If there are thoughts or concerns you would like to share, there will be a section on the survey to do so. Thank you in advance.

Sincerely,
Sandy Kreps
Ida Public Schools Roadmap To Learning Plan

OPTION SELECTION: You will receive a survey via Honeywell and a hard copy in the mail that asks you to select an option for your child(ren). Surveys are due as soon as possible. Students will be assigned to Option 1 unless we hear differently. You might choose Option 1 for one of your children and Option 2 for another. You are the best one to decide what is right for your child(ren), and hopefully, we have provided the flexibility to do this. The in-depth explanations that follow include three sections for each option: Instruction, Health and Safety, and Social/Emotional Health. These sections are designed to highlight the key components of each option.

OPTION 1: Face to Face with Distance Learning (A / B Day Plan)

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-School Learning</td>
<td>Distance Learning</td>
<td>In-School Learning</td>
<td>Distance Learning</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>B-Day Students L -Z</td>
<td>B-Day Students L -Z</td>
<td>B-Day Students L -Z</td>
<td>B-Day Students L -Z</td>
<td>B-Day Students L -Z</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>In-School Learning</td>
<td>Distance Learning</td>
<td>In-School Learning</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

**Instruction**

- Students will report two days a week for face-to-face instruction and three days will be distance learning. The assignments for the distance learning days will be given at the start of the week or when they are in class. If we go full distance learning due to health reasons or Phase 3, students will have distance learning all four days with no new assignments on Friday. The work to be done on Friday will have been already assigned earlier in the week. Based on parent surveys, this is important.

- High quality instruction is our goal for all students. Distance learning and instruction will look different than it did during the March – June full school closure where academics were graded on participation to keep our students engaged. This fall, distance learning will be taught and graded with accountability, including pre and post assessments, formative and summative assessment, and our comprehensive curriculum.

- PreK – 5: Each grade level will have their own syllabus. See examples of this on the Elementary website from spring distance learning. Remember, instruction now will be graded differently. Technology needs will be addressed.

- 6th – 12th: Each class will have a syllabus. See examples of this on the website. Remember, instruction now will be graded differently. Technology needs will be addressed.

- For students eligible for special education, teams will be reviewing individual plans and working with families to ensure students continue to progress toward established goals and objectives.

**Health and Safety**

- Prior to school, parents and students will have complete information as to health protocols for COVID prevention including daily screening, what happens if a child or teacher tests positive, and who will need to be quarantined. Please see MI Safe Start Plan for a preview.

- MI Safe Start Plan requires face masks. If a student has a doctor's note stating that the face mask is a health risk for them, they will be exempt from this requirement. The school must receive this note prior to September 8th or before the student can ride the bus or report to class. If a student forgets their mask, we will have them available.

  - PreK – 5th Grade: Face masks are required on the bus, in the hallway, and in common areas. Face masks are not required in the classroom.

  - 6th – 12th Grade: Face masks are required on the bus, in the hallway, in the classroom, and in common areas.

- Elementary desks will be used by the student they are assigned to. In addition, deep cleaning will occur each night. We are still organizing how secondary desks will be sanitized throughout the day, and how lockers will be assigned and used.
Health and Safety (continued)

- Social mitigation in the cafeteria and hallways: Ida’s student numbers in each lunch, with an A/B rotation schedule, make it possible for students to eat in the cafeteria following social mitigation protocols. Social mitigation in the hallways is possible with one-way traffic, by following arrow directions on the floor to remind students to stay on their side of the hall.

- Bus Social Mitigation: Even with an A/B rotation, our bus numbers will be a challenge. If you can drive your child(ren) to school, that would be most appreciated. The buses that have the biggest challenge are bus 9, 18 and 22. We are asking all family members to sit in same seat(s) to help with available seats. Buses will be sanitized after each bus run.

- Transportation: If you could drive your child to school, in these times of trying to socially mitigate, we would most appreciate it. Busing will be especially challenging, even with half the students.

- Sanitizing will be going on throughout the day, in classrooms, on the playgrounds and other public areas. Each afternoon, deep cleaning will be done. Only visitors with essential business will be allowed into the buildings.

- Students are urged to bring water bottles for hydration. There will not be refilling opportunities since drinking fountains will be turned off.

- Universal breakfast (no charge) is provided at school upon request, when in school. They can also be sent home for the day(s) students are not in school, upon request, not to include weekends. Those students in Ida Virtual School will be able to pick up meals at times that will be later released.

- Lunch (free/reduced/paid) can be sent home for the day(s) students are not in school upon request, which does not include weekends. The USDA enabled us to provide seven days of free breakfasts and lunches for all students in the spring. For fall, we will be able to provide free breakfasts for all and lunch will follow our free/reduced/paid plans.

- Please take advantage and sign up for free/reduced. You might qualify. This information is kept confidential, and the ease at school checkout is seamless. The form is on our website and will be sent home in a parent packet. If a student qualifies, they also qualify for waived college admissions fees, ACT/SAT fee waivers, college financial assistance, and adjusted athletic pay to participate fees.

Social and Emotional Health

- Face-to-face instruction is the best option for social and emotional development and needs. We will strive to provide this whenever possible.

- Guidance counselors, support staff, and a student service provider are available for all students, whether on site, in Distance Learning, or enrolled in the Ida Virtual Academy.

- Whether face to face, distance, or enrolled in the Ida Virtual Academy, Ida Public Schools is committed to extracurricular activities and clubs, including band, choir and athletics. The way these activities are carried out might look different than the traditional in order to provide social mitigation protocols. We will offer, as best we can during a pandemic, the opportunities that make these activities rich and meaningful.

- Ida Public Schools website will continue to strive to provide the latest offerings for community services.
OPTION 2: K-12 Ida Virtual Academy, in partnership with Lincoln Empowered, Edgenuity and Michigan Virtual

If you choose this on the survey, we will contact you to answer all your questions before you make your final decision.

Ida Virtual Academy: Ida Public Schools, in partnership with Lincoln Empowered, Edgenuity, and Michigan Virtual is offering this total virtual educational opportunity for families. The principal, or a support staff member will follow up with those who indicated this as their choice to explain the program, curriculum and the letter of agreement. The curriculum is parent driven, not teacher driven. An on-site mentor will be provided.

**Instruction**

- Ida Public Schools, in partnership with Lincoln Empowered, is offering a total virtual educational opportunity for K – 5 families who prefer a homeschool format. 9-week enrollment options.
- Ida Public Schools, in partnership with Lincoln Empowered, Edgenuity, and Michigan Virtual, is offering a total virtual educational opportunity for 6 – 12 families. The principal and school guidance counselors will provide guidance as to which virtual program is best for your student(s). Semester (18 weeks) enrollment options.
- High quality instruction is our goal for all students. Lincoln was chosen based on its approval rating from parents.
- The principal will have a mentor from the school make contact once a week to monitor, not teach or tutor, how the student is doing, and check if there are any technology needs.
- To meet the requirements of virtual instruction, the communication must be two-way, meaning the parent/student and the mentor will connect once a week as determined in the Virtual Learning Letter of Agreement.
- PreK – 5th grade students will enroll for a marking period at a time. After nine weeks, if it is decided that they would like to go back to Ida teachers, they are required to complete the 9 weeks they are in, and then they are able to transfer back.
- 6th – 12th grade students will enroll for a semester at a time. If they decide they would like to return to the Ida Public Schools Distance Learning/face-to-face option, after the drop/add window, they are required to complete the 18-week semester before they transfer back.
- For students eligible for special education, teams will be reviewing individual plans and working with families to ensure students continue to progress toward established goals and objectives.
- Teams are reviewing instructional considerations for students in need of interventions or 504 accommodations.

**Health and Safety**

- Prior to school, parents will have complete information as to health protocols for COVID prevention, what happens if a child or teacher tests positive, and who will need to be quarantined. Please see the document from the state for a preview of this information. Mi Safe School Roadmap
- Universal breakfast (no charge) is provided, upon request, and does not include weekends. Students will be able to pick up meals at times that will be later released.
- Lunch (free/reduced/paid) can be provided, upon request, and does not include weekends. The USDA enabled us to provide seven days of free breakfasts and lunches for all students in the spring. For fall, we will be able to provide free breakfasts for all students, and lunch availability will follow our free/reduced/paid plans. Students will be able to pick up meals at times that will be later released.
- Please take advantage and sign up for free/reduced. You might qualify. This information is kept confidential, and the ease at school checkout is seamless. The form is on our website and will be sent home in a parent packet. If a student qualifies, they also qualify for waived college admissions fees, ACT/SAT fee waivers, college financial assistance, and adjusted athletic pay to participate fees.
Social and Emotional Health

• Face-to-face instruction is the best option for social and emotional development and needs, but we know that this might not be the best option for other reasons, thus, the Ida Virtual Academy option.

• Guidance counselors, support staff, and a student service provider are available for all students, whether on site, in Distance Learning, or enrolled in the Ida Virtual Academy.

• Whether face to face, distance, or enrolled in the Ida Virtual Academy, Ida Public Schools is committed to extracurricular activities and clubs, including band, choir and athletics. The way these activities are carried out might look different than the traditional in order to provide social mitigation protocols. We will offer, as best we can during a pandemic, the opportunities that make these activities rich and meaningful.

• Ida Public Schools website will continue to strive to provide the latest offerings for community services.

Questions

If you have questions, please refer to the following email list:

**ELEMENTARY SCHOOL**
Elementary Principal: Bert Wagner, wagner@idaschools.org (Virtual Academy questions)
Elementary Secretary: Janet Wehner, wehner@idaschools.org
Elementary Secretary: Becky Clymer, clymer@idaschools.org
Elementary Student Service Provider: Donna Banker, banker@idaschools.org

**MIDDLE SCHOOL**
Middle School Principal: David Eack, eack@idaschools.org (Virtual Academy questions)
Middle School Secretary: Beth Rupp, rupp@idaschools.org
Middle School Secretary: Mary Hosler, mhosler@idaschools.org
Middle School Guidance Counselor: Jennifer Butz, butz@idaschools.org

**HIGH SCHOOL**
High School Principal: Chuck Fuller, fuller@idaschools.org (Virtual Academy questions)
High School and Athletic Secretary: Wendy Hiteshew, hiteshew@idaschools.org
High School Secretary: Robin Nowak, nowak@idaschools.org
High School Guidance Counselor: Kelly Riley, riley@idaschools.org
High School Guidance Counselor: Caitlyn Ryan, ryan@idaschools.org
Assistant Principal: Amy Janssen, janssen@idaschools.org (Virtual Academy questions)
Athletic Director: Tim Leonard, leonard@idaschools.org

Technology Director: Ryan Kisonas, kisonas@idaschools.org

Transportation Director: John Elkins, elkins@idaschools.org
IDA HIGH SCHOOL
- Location: School Grounds
- Seat Time: 8:00 a.m. - 3:10 p.m.
- Admission: Automatic
- 24 credits to graduate with IHS diploma
- Able to participate in athletics and extracurricular
- Eligible to participate in Dual Enrollment and Ida Early Middle College
- Eligible to be considered for Top Ten
- Vendor: Edgenuity for Credit Recovery

IDA VIRTUAL ACADEMY
- Location: Virtual or Blended
- Seat Time: Weekly Mentor Contact
- Admission: Student or Staff Request
- 24 credits to graduate with IHS diploma
- Able to participate in athletics and extracurricular
- Eligible to participate in Dual Enrollment and Ida Early Middle College
- Eligible to be considered for Top Ten by taking Honors Courses on school grounds
- Vendor: Lincoln Empowered & Michigan Virtual

HARVEST ACADEMY
- Location: Virtual on School Grounds
- Seat Time: Minimum of 10 hours per week
- Admission: Staff Recommendation
- 18 credits to graduate with Alternative Ed. diploma
- Not able to participate in athletics and extracurricular
- Not eligible to participate in Dual Enrollment and Ida Early Middle College
- Not eligible to be considered for Top Ten
- Vendor: Edgenuity

IDA HIGH SCHOOL
- 24 credits for Ida High School diploma
- Access to Dual Enrollment, Ida Early Middle College, CTE, and credit recovery options as needed

HARVEST ACADEMY
- 18 credits for Michigan Merit Alternative Education diploma
- Serve students with difficulty in completing traditional education
- On site virtual classes with teacher support

IDA VIRTUAL ACADEMY
- 24 credits for Ida High School diploma
- Access to Dual Enrollment, Ida Early Middle College, CTE

IDA EARLY MIDDLE COLLEGE
- Apply by the end of 10th grade
- Opportunity to earn Ida High School diploma and up to an Associate’s degree from Monroe County Community College
- Student can take up to 20 college courses
- Additional academic year at MCCC

DUAL ENROLLMENT
- Earn Ida High School Diploma
- Partnership with Monroe County Community College
- Student can take up to 10 college courses
What Is The Roadmap? What Does It Mean?

The plan must outline how districts will meet the necessary safety and wellness/educational needs for students and staff members.

What is the difference between: Required, Strongly Recommended and Recommended?

1. Required: safety protocols that are required to be implemented by all Michigan schools PK-12. They are the most feasible protocols that will minimize risk of exposure to COVID-19.
2. Safety protocols that are either Strongly Recommended or Recommended are optional and all schools may choose to implement these safety protocols to minimize spread of COVID-19. All strongly recommended and recommended protocols and actions will not be appropriate or feasible in all settings and should be implemented as appropriate.
**Roadmap To Learning Plan**

**MI Safe Schools Roadmap**
requires districts to create and submit learning plans that would align to the various levels of the MI Safe Start Plan Phasing

**Levels 1-6**

- Levels 1-3 = All Virtual
- Levels 4 - 5 = In-person/Virtual
- Level 6 = Return to Traditional
What have we learned through our surveys and previous experiences?

<table>
<thead>
<tr>
<th>Parent</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>• Parents want their children in school</td>
<td>• Need more professional development for distance learning</td>
</tr>
<tr>
<td>• Concerned about safety if they return</td>
<td>• Tough to communicate at all hours</td>
</tr>
<tr>
<td>• Community split on face masks</td>
<td>• Concerns on the spread of the virus and quarantining</td>
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<tr>
<td>• Did not feel their children learned best at home</td>
<td>• Technology/internet access concerns</td>
</tr>
<tr>
<td>• Time to plan and prepare is important</td>
<td>• Cleaning and sanitation concerns (ex. bathrooms)</td>
</tr>
<tr>
<td>• Overwhelmed (prefers to work on what is essential)</td>
<td>• Hard to maintain normalcy and structure with a schedule that can change quickly</td>
</tr>
<tr>
<td>• Too much to juggle with work/schedules</td>
<td>• Requirement of face masks for teachers of young students who learn by seeing facial expressions</td>
</tr>
<tr>
<td>• Need flexibility as to when assignments are due</td>
<td>• Planning challenges to meet the needs of all students with limited contact</td>
</tr>
<tr>
<td>• Would like a day off in the week to catch up</td>
<td>• Concerns about distancing on buses, during recess, and lunch time</td>
</tr>
<tr>
<td>• Technology/internet access/connectivity concerns</td>
<td>• Concerns regarding consistent staff requirements/expectations</td>
</tr>
</tbody>
</table>
Roadmap To Learning Teams

**School Operations**
Plan for systems, finance, and scheduling.

**Facilities**
Plan for facilities needs for safe reopening.

**Curriculum Teams**
Plan for instructional and curricular needs for scenarios.

**Transportation**
Plan for transportation needs.

**Professional Learning**
Plan for successful staff PL during/before school year.

**Instruction, Curriculum and Technology**
Plan for Instructional and curricular needs.

**Face to Face, Distance and Virtual Learning**
Develop plan and identify resources.

**Food Service**
Plan for food needs for reopening and possible closure.

**Health**
Plan for procedures and protocols to maintain physical and social/emotional health.

**Athletics and Extracurricular**
Plan for safe participation that aligns with MHSAA requirements and CDC/MDE.

**Student Support**
Plan for ELL, SEL, IEP, 504.

**Communication**
Implement communication plan.
### Roadmap To Learning Plan Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March - June, 2020</strong></td>
<td>- District Advisory Team Meetings</td>
</tr>
<tr>
<td><strong>June 29, 2020</strong></td>
<td>- Honeywell and hard copy survey sent to parents and staff</td>
</tr>
<tr>
<td><strong>June 30, 2020</strong></td>
<td>- Governor releases Mi Return to Learn Roadmap</td>
</tr>
<tr>
<td><strong>June 30, 2020</strong></td>
<td>- Honeywell resent so responses could include feedback from the Governor’s Mi Return to Learn press conference</td>
</tr>
<tr>
<td><strong>July 16 to Present</strong></td>
<td>- District COVID Tasks Teams</td>
</tr>
<tr>
<td><strong>August 10, 2020</strong></td>
<td>- Presentation to IPS Board of Education and Community for the fluid Ida Public Schools Roadmap to Learning Plan for discussion and approval.</td>
</tr>
<tr>
<td><strong>August 12, 2020</strong></td>
<td>- A survey will be sent in a Honeywell and hard copy explaining the Ida Public School Roadmap to Learning Plan with a mandatory option selection page. We asked them to be returned ASAP so we can plan for the students.</td>
</tr>
</tbody>
</table>
| **August 13 - September 3, 2020** | **Parent and student contact to:**  
- Parent packets mailed to provide instructional, health and safety guidance and requirements.  
- Customize student schedules as needed from parent, student, teacher, counselor and principal’s guidance.  
- To enroll those choosing Ida Virtual Academy.  
- Adjusting A/B rosters to maximize mitigation.  
- To assess and address technology needs. |
As we work closely with the Michigan Department of Education, state health officials, the local government, community leaders, families, and staff, we will continue to evaluate and develop plans. Our options must be flexible and able to transition between phases. Our mission always will be high quality instruction and health and safety.

CONSIDERATIONS
Ida Public Schools Roadmap to Learning task teams will strive for best practices. They will continually evaluate, reflect, and reorganize as needed, especially in the areas of:
- Communication
- Curriculum and Instructional Adjustments
- Health and Safety
- Digital Tools and Access to Technology
- Transportation and Food Services
- Student Support and Well Being
Personal Protective Equipment

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn by PreK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings 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 are referred to forthcoming guidance from MDE.

Facial coverings must be worn in hallways and common areas by PreK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings 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 are referred to forthcoming guidance from MDE.

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Hygiene

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

- 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.

Screening Students and Staff

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.
Testing Protocols for Students and Staff and Responding to Positive Cases

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Responding to Positive Tests Among Staff and Students

- All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

Food Service, Gathering and Extracurricular Activities

- Prohibit indoor assemblies that bring together students from more than one classroom.

Athletics

- 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 must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

- All equipment must be disinfected before and after use.

- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.

- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

- Handshakes, fist bumps, and other unnecessary contact must not occur.

- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing

- Large scale indoor spectator events are suspended. Large scale indoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

- 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.
State Governance - continued

Cleaning

• Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

• Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

• Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

• Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant, is unnecessary.

• Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

• Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Busing and Student Transportation

• Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

• The bus driver, staff, and all students in grades PreK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

• Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.

• Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

• Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

• Create a plan for getting students home safely if they are not allowed to board the vehicle.

• If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

• Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

• Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan)

https://www.col-essentials.org

Name of District: Ida Public Schools
Address of District: 3145 Prairie Street, Ida, Michigan 48140
District Code Number: 58070
Email Address of the District: idaschools.org
Name of Intermediate School District: Monroe County Intermediate School District
Name of Authorizing Body (if applicable): Monroe County Intermediate School District
Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district’s/PSA’s, or nonpublic school’s public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.
Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).

✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.

✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.

✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.

✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.

✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.

✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.
Preparedness Plan


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

A. The policies and procedures that the District will follow when the region in which the district is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan.
   1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Ida Public Schools will offer a hybrid of multiple modes of learning for Phase 1, 2, or 3.

In partnership with Monroe County Community College, our dual enrolled students, including the CTE courses, are using on-line instruction. Students will be given information and offered support both by the Ida High School staff (zoom, email and phone) and MCCC staff through email. Students will be encouraged to use their MCCC email for information from the college and any other remote protocols.

Students will continue to have remote access to CTE programs at neighboring schools through our CTE County Exchange as they did during the COL. All information will come from the school that houses the CTE program. Students will be encouraged by our high school counselors to stay in contact with their teachers in the CTE programs.

The mode of instruction from our teachers to our students will be a hybrid depending on student access and instruction.

Each teacher will include in their syllabus all options for the modes of instruction for the course that include variations of modes of instruction based on student access to instruction and resources. Using data from the Continuity of Learning Plans, we know the current connectivity needs of our students. We will continue to use this data to develop individual technology plans for each of the 80 households in need and for additional households as domestic situations change.

The plans include and are not limited to internet access, hot spots, equipment needs, and delivery of equipment/hot spots to the home via mail. Participation includes, on-line classrooms, on-line office hours and resources and in some cases, hard packets, following mitigation protocols, emails and phone calls for office hours and/instruction. It is not a one size fits all. If there are still gaps in accessibility,
which we are hoping is not the case since each teacher will keep track of each of their students and communicate technology needs to our IT staff. We will work daily on seamless accessibility and quality of education for the mode of instructions used by the student and by our teachers.

B. The policies and procedures that the District will follow when the region in which the District is located is in Phase 4 of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)
   a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
      i) All staff and all students in grades preK-12 when on a school bus.
      ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      iii) All staff when in classrooms.
      iv) All students in grades 6 and up when in classrooms.
      v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

We will continue to educate our parents and students regarding the utmost importance of face coverings through all communications sent home and on our website in preparation for school so there are no surprises, and so parents, students and staff are fully aware. Face covering conditions are required unless the parent or student presents a doctor’s note prior to the start of school or before they board the bus or enter the school. If a student does not comply, they will not be allowed to board the bus or enter the school. If in school and they refuse, they will be put in a quarantine area until a parent can pick them up. They will not be punished. If they forget their face covering, the bus driver will provide one. If they arrive at school via another form of transportation, they will be given one before entering school.

The staff will be instructed and mentored as to how to deal with these situations.

2. **Hygiene**
   Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

We will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques. These signs/posters will also be mailed to parents and staff. Each teacher will have a classroom kit with these products as well as a checklist of what needs to be sanitized throughout the day. We 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. Students lunch passing time will be extended so as to allow time for
handwashing and hand sanitizing. We will have hand sanitizers throughout the building in big areas, such as gyms and cafeterias, as well as classrooms.

We will continue to:
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Provide portable handwashing and/or hand sanitizing stations to set up throughout schools
- Keep up with the latest from the CDC and local health agencies

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<th>3. Cleaning</th>
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<td>Please describe how you will implement the cleaning requirements for cleaning protocols from the Return to School Roadmap (p. 27).</td>
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Custodial staff will frequently clean:
- Touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- We will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

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<th>4. Athletics</th>
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<td>Please describe how you will implement the requirements for athletics protocols from the Return to School Roadmap (p. 27).</td>
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We will 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 must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event, conditioning or practice.
- All equipment must be disinfected before and after use. Inter-school competitions may be held provided that,
- Facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times.
- Attention will be given to entry and exit points with signage to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should 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 are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended.
- Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet.

Screening

Please describe how you will implement the requirements for screening protocols from the Return to School Roadmap (p. 24).

Ida Public Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Although strongly recommended in the MI Safe School Roadmap, not required, we will do our best to adhere to the following best practices:

- Each school will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
6. Testing
Please describe how you will implement the requirements for testing protocols from the Return to School Roadmap (p. 25).

Ida Public Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Although not required, we will ask and encourage:

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, and encouraged to consider 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 if requested by sais staff member.
- Symptomatic students and staff sent home from school will be encouraged to stay home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will 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 will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

7. Busing and Student Transportation
Please describe how you will implement the requirements for busing and student transportation protocols from the Return to School Roadmap (p. 28).

Ida Public School will:

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. There may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these
situations should be made on a case-by-case basis with local public health officials.

- Clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Implement our plan for getting students home safely if they are not allowed to board the vehicle.
- Students who become sick during the day, will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, bus drivers will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

In collaboration with our local health department, staff, parents, children and legal counsel, we will use data to decide which of the requirements from Phase 4 we will continue in Phase 5 with Phase 5 requirements being the starting point. We will not hesitate to require stricter requirements than outlined in Phase 5 based on the collaborative data.

1. Indicate which highly recommended protocols from the Return to School Roadmap the district will include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

Ida Public Schools will follow all Strongly Recommended protocols in the Return to School Roadmap (insert link here)

2. Indicate which highly recommended protocols from the Return to School Roadmap the district will not include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

None at this time.
D. After considering all the protocols that are highly recommended in the Return to School Roadmap, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in Phase 4.

None at this time.

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 12, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: Sandra K. Kreps


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

Name of District/PSA/Nonpublic Leader Submitting Plan: Sandra K. Kreps

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer:
Board of Education
Mike Mero, Jr., President | Tim Janssen, Vice President
Matt Darr, Treasurer | Heather Schafer, Secretary
Jamie Hunter, Trustee | Jennifer Muir, Trustee | Andy Peth, Trustee

Ida Public Schools Directory • Main Office (734) 269-9003

Elementary School: K – 4
269-3605 or Ext. 3501
Office Hours: 7:30 a.m. to 4:00 p.m.
Student Hours: 7:55 a.m. to 3:00 p.m.
  • Principal: B. Wagner ......................... 3500
  • Secretary: J. Wehner ......................... 3501
  • Secretary: B. Clymer ......................... 3502
  • Student Service Provider: D. Banker.  3520

Middle School: 5 – 8
269-2220 or Ext. 2502
Office Hours: 7:30 a.m. to 4:00 p.m.
Student Hours: 8:05 a.m. to 3:10 p.m.
  • Principal: D. Eack ......................... 2500
  • Assistant Principal: A. Janssen ......... 2501
  • Secretary: B. Rupp ......................... 2502
  • Secretary: M. Hosler ......................... 2503
  • School Counselor: J. Butz .................. 2504

High School: 9 - 12
269-3485 or Ext. 1502
Office Hours: 7:30 a.m. to 4:00 p.m.
Student Hours: 8:05 a.m. to 3:10 p.m.
  • Principal: C. Fuller ......................... 1500
  • Assistant Principal: A. Janssen ........ 1501
  • Secretary: W. Hiteshew .................... 1502
  • Secretary: R. Nowak ......................... 1503
  • School Counselor: K. Riley .................. 1506
  • School Counselor: C. Ryan .................. 1505

Ida Public Schools Virtual Academy
  • B. Wagner - Elementary School
  • D. Eack - Middle School
  • C. Fuller - High School
  • A. Janssen

Harvest Academy (Ida Alternative High School)
  • C. Fuller - High School
  • K. Riley - High School
  • C. Ryan - High School

Central Office
269-3110 or Ext. 4003
Office Hours: 7:30 a.m. to 4:15 p.m.
  • Superintendent: S. Kreps .................. 4000
  • Secretary: J. Dressel ......................... 4002
  • Transportation Director: J. Elkins ...... 4001
  • Building & Grounds: B. Cherry .......... 4001
  • Secretary: C. Guthrie ....................... 4003
  Transportation and Food Service

Business Office Ext. 5002
  • Business Manager: C. Baas .................. 5003
  • Bookkeeper: D. Nieuwkoop ................. 5002
  • Payroll: C. DuCharme ....................... 5001

Special Areas
  • Athletic Director: T. Leonard ................ 269-3485 or 1504
  • Curriculum Director: S. Ash ................ HS-1510, MS-2510
  • Food Service Director: P. Oberski ...... 3510
  • Technology Director: R. Kisonas ........ 3510
  • School Social Worker: R. Tinney ........ ES-3036, MS-2520
  • School Psychologist: T. Stockton ......... MS-2518, HS-1518
  • School Nurse: M. Rozek