INTRODUCTION

MI SAFE SCHOOLS: MICHIGAN’S 2020-21 RETURN TO SCHOOL ROADMAP - Link

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)
LETTER FROM SUPERINTENDENT MIKE SMAJDA

Dear Western Families:

I think we can all agree the start of the 2020-2021 school year is going to be anything but typical! However, I am confident we can make the best out of a less than ideal situation. All public schools are required by the State of Michigan to develop a reopening plan based on the MiSafe Schools-Return to School Roadmap. Western has been diligently working with community members, parents, administrators, teachers and board members to create a plan that is safe, flexible and consistent.

This document contains details regarding the safety procedures and protocols that will be followed for the various Phases we will experience before returning to a post-pandemic school experience. Please take time to read through this document and discuss it with your child(ren) to ensure that you are making the best decision for your family. We will work diligently at providing a safe environment for everyone, but we must work together to execute this plan. Some major points of the plan are:

- Masks will be required for all students (Y5-12) and staff.
- Social Distancing will be encouraged when physically possible.
- Disinfecting protocols will be increased in frequency and thoroughness.

At the end of this document there is a link to follow to select in-person or remote learning for your child(ren). We are asking that you submit your selection by August 12th. This information is necessary for our principals to make preparations for in-person instruction. Please note that your selection is a four week commitment to in-person or remote learning. While parents may move from in-person to remote learning at any time, those who select the remote learning option will only be permitted to move to in-person at the end of each four week interval. So to recap, here is what we need from our parents:

1. Review the details in this plan.
2. Discuss the options with your family.
3. Make a decision regarding the option that works best for your child(ren).

While school may look very different this year than in the past, it is our goal to deliver a positive educational experience to our students and respect the choices that every family must make for themselves. Together, we can make this school year a positive experience and create lasting memories of how we overcame some major challenges. HERE WE GO!
MI SAFE START PHASES - QUICK GUIDE

1-3

**VIRUS STATUS:**
- Community spread of the virus is increasing and substantial
- There is concern about health system capacity
- Testing and tracing efforts may not be sufficient to control the spread of the pandemic

**SCHOOL OPERATING STATUS:**
- No in-person instruction, remote only

**ATHLETICS/EXTRACURRICULARS:**
- All athletics are suspended
- After-school activities suspended

4

**VIRUS STATUS:**
- Overall numbers still high, but new cases and deaths have fallen
- Most outbreaks are quickly identified
- Health system capacity can typically handle outbreaks

**SCHOOL OPERATING STATUS:**
- Parent Choice: Remote or in-person instruction is permitted with required safety protocols
- Masks are required for all staff and students in-person

**ATHLETICS/EXTRACURRICULARS:**
- Allowed with strict protocols
- Spectators limited

5

**VIRUS STATUS:**
- New cases and deaths continue to decrease
- The number of active cases is less common
- Positivity rates often fall much lower than earlier phases

**SCHOOL OPERATING STATUS:**
- Parent Choice: Remote or in-person instruction is permitted with required safety protocols
- Masks are required for all staff and students in-person

**ATHLETICS/EXTRACURRICULARS:**
- Allowed with protocols and limitations of spectators

6

**VIRUS STATUS:**
- Post-Pandemic
- Few, if any, active COVID-19 cases locally
- Community spread not expected to return
- Sufficient community immunity and availability of treatment

**SCHOOL OPERATING STATUS:**
- Open for in-person instruction
- Continue to practice good hygiene

**ATHLETICS/EXTRACURRICULARS:**
- Safety protocols no longer required
## REQUIREMENTS - PHASE 4

<table>
<thead>
<tr>
<th><strong>PPE</strong></th>
<th><strong>BUSING</strong></th>
</tr>
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<tbody>
<tr>
<td>Students, staff must wear face masks, except at meals and outdoors (if with the same class)</td>
<td>Students required to use hand sanitizer upon boarding</td>
</tr>
<tr>
<td>Students, staff must wear face masks on bus</td>
<td>Bus drivers, staff, and students must wear masks</td>
</tr>
<tr>
<td>Students, staff must wear face masks in the hallways</td>
<td>Buses cleaned before and after every route</td>
</tr>
<tr>
<td>Students, staff must wear masks in the classroom</td>
<td>Symptomatic students cannot ride bus</td>
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<td>Windows open if above 55 degrees</td>
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## CLEANING

<table>
<thead>
<tr>
<th><strong>HYGIENE/SCREENING/POSITIVE CASES</strong></th>
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<tbody>
<tr>
<td>Frequently touched surfaces cleaned with approved cleaning products</td>
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<tr>
<td>Hands-on classrooms must be cleaned after every period</td>
</tr>
<tr>
<td>Students wipe down desks before/after every period (MS/HS) or every 2-3 hours (Elementary)</td>
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<tr>
<td>Safe use of cleaning products</td>
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<tr>
<td>Enviro-Clean will follow all mandated cleaning protocols (daily)</td>
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INSTRUCTION AND TECHNOLOGY

WESTERN HIGH SCHOOL

‣ All Western High School students will be provided a district-issued iPad for the 2020-21 school year.
‣ All Western High School staff will be using Schoology as a consistent Learning Management System (LMS) to deliver content for students who choose in-person and remote learning. PowerSchool will be used for academic reporting and attendance purposes.
‣ The device distribution information will be shared by the Western Technology Department in the near future.

WESTERN MIDDLE SCHOOL

‣ All Western Middle School students (6-8) will be provided a district-issued iPad for the 2020-21 school year.
‣ All Western Middle School staff will be using Schoology as a consistent Learning Management System (LMS) to deliver content for students who choose in-person and remote learning. PowerSchool will be used for academic reporting and attendance purposes.
‣ The device distribution information will be shared by the Western Technology Department in the near future.

BEAN, PARMA, AND WARNER ELEMENTARY SCHOOLS

‣ All Western elementary students (Y5-5) will be provided a district-issued iPad for the 2020-21 school year.
‣ All elementary staff will be using Seesaw as the consistent Learning Management System (LMS) to deliver content for students who choose in-person and remote learning. PowerSchool will be used for academic reporting and attendance purposes.
‣ The device distribution information will be shared by the Western Technology Department in the near future.

WESTERN CAREER PREP HIGH SCHOOL

‣ Western Career Prep High School students will be provided a district-issued ChromeBook for the 2020-21 school year.
‣ Students will continue to engage in courses provided by WCPHS teachers and Edgenuity. Students will choose in-person or remote learning and must be engaged in two-way communication with their teachers on a frequent basis. PowerSchool will be used for academic reporting and attendance purposes.
‣ The device distribution information will be shared by the Western Technology Department in the near future.
INSTRUCTIONAL LEARNING OPTIONS - PHASES 4 & 5

#1  IN-PERSON W/ VIRTUAL COMPONENT

- Students attend school four and a half (4.5) days per week and follow a schedule similar to a regular school day.
- Each Wednesday will be a half day to allow for teacher collaboration and additional cleaning.
- Teachers will create HyFlex lessons that can be delivered in-person or remotely.
- All students will receive a district-issued iPad (Y5-12).
- All required components of the MI SAFE SCHOOL ROADMAP will be followed.
- Students and staff must wear a mask except during meals and other occasional breaks. Students will be provided 3 washable masks.
- Students should bring water bottles.
- Class rosters will be reviewed and adjusted, when able, to allow for as much social distancing as possible.
- Students may participate in after-school activities.
- Parents may elect to move to Option 2 (Virtual) at any time.

#2  REMOTE LEARNING  FULLY ONLINE AT HOME

- Students attend school virtually and receive the same educational rigor and relevance as in-person.
- Teachers deliver the same HyFlex lessons that are delivered in-person.
- Students take the same assessments as the in-person option.
- All students will receive a district-issued iPad (Y5-12). WCPHS students will receive a district-issued ChromeBook.
- Students participate on a daily basis and engage in frequent two-way communication with their teachers.
- Students may participate in after-school activities provided they adhere to all district required safety protocols.
- Parents may elect to move to Option 1 (In-Person) every four weeks.
Dear Elementary Families:

The Western School District has identified a return to school plan that allows each family to make a choice to return in-person or to receive fully online instruction this year. Please take time to discuss this decision as a family and complete the form by August 12th. While the information in the document is intended to give you the information needed to make the best decision for your child, please feel free to call if you have additional questions. To keep families informed here are additional items that are specific to all three elementary buildings:

- Screening: See the daily home screening for students that is located in this document.
- Busing: Busing will be available; however, students must wear a mask and use hand sanitizer prior to entering the bus.
- Enter/Exit: Each elementary school will have two locations to enter and exit the building. Students will enter each building with a mask on. Buildings will not be open until 8:25. Students being dropped off will need to remain in cars until that time. Walkers should not arrive before 8:25. Students entering after the tardy bell (8:40) will check in to the front office.
- Early Pickup: Parents need to PREARRANGE picking up their child prior to 3:00 via e-mail or phone call to the office. The secretary will communicate with the classroom teacher. Upon arrival, parent should call the office. We urge families to avoid picking up your child early.
- Movement/Hallways: Students will follow designated traffic patterns throughout the buildings. We will stagger movement between classes, breaks, and lunch. Breaks and lunch will be in classrooms or outdoors and allotted times will be scheduled for movement of each class.
- Lockers: All students will have their own lockers. If a shortage of lockers occurs, family members may share.
ELEMENTARY CONTINUED:

- Recess: Each class will have at least one 25-minute recess outside per day, this is weather permitting. Classes will have their “own” section of the playground where they can safely play without intermingling with other classrooms.

- Breakfast/Lunch: Breakfast and lunch will take place in the classrooms and hot lunches will be available through the school. If bringing your own lunch, it must be a cold lunch. Microwaves will not be available. Sack lunches will be available to take home on Wednesdays.

- Water Bottles: All students are encouraged to bring their own water bottle. Each elementary school will have two filling stations, but drinking fountains will be closed.

- Masks: Please see requirements outlined in document for all district students and staff members.

- Positive tests: In the event of a positive test result we will follow the recommendation of the Jackson County Health Department.

- Sick students: Students with a temperature or feeling sick will be placed in a building designated room. Families will be contacted for immediate pickup.

- Visitors to the Building: No people outside of school staff will be allowed past the office at any time. We are aware there may be circumstances necessary for a parent to come into the office. Parents will not be allowed beyond the office.
Dear WMS Families,

We are very excited to get back to our purpose of educating students. During this time, we have been planning to be as safe as possible by following guidelines and recommendations from the state. Although questions and concerns may arise, here are some of the specifics regarding safety procedures taking place at WMS to begin this school year. As noted previously, you have two options for education this year. Use the information in this document to make the best choice for your family.

Thank you for your time and patience as we continue to try to make the best decisions for our students, staff, and community.

Have a Great Day!

Brett Hackworth

› Virtual Instruction: Instruction will be virtual and will mirror the same instruction received face-to-face. Families will select an option for 4 weeks at a time.

› Face-to-Face Instruction: Students will follow a traditional schedule. Social Distancing will be attempted by scheduling once we know how many families will be in person and virtual. Students will be taught and encouraged to use social distancing rules. Families will select an option for 4 weeks at a time.

› Arrival / Dismissal Protocol: The building will be open for students at 7:20am. Students are to go to their locker and directly to their 1st hour class. Students will enter/exit based on grade level. 6th grade by Library, 7th grade in 7th grade hall by high school and 8th grade by main entrance.

› Hallway Usage: Establish traffic flow with floor tape and signage in hallways. Dismiss students by teams to keep hallways at 50 percent capacity.

› Personal belongings/lockers: Students will be able to access their lockers in the morning, lunch, and end of the day. Backpacks must remain in lockers during the day.
WESTERN MIDDLE SCHOOL CONTINUED:

- **PE/Band/Choir:** Band/Choir will be socially distanced in the auditorium and other large spaces. Performances will not take place at this time. PE will be held outside whenever possible. Students will not have access to the locker room.

- **Germ Shields:** Shields will be added to the Main Office / Library.

- **Cleaning Protocol:** Wipes will be provided to each classroom / Common Areas. Surfaces will be wiped down by students before they leave the class.

- **Masks:** Please see requirements outlined in document for all district students and staff members.

- **Screening Protocol:** The district will use the Parent Screening Protocol.

- **Breakfast/Lunch:** Prepackaged breakfast kits will be available for students in the cafeteria prior to school and will eat breakfast in their 1st hour. Students will preorder lunch in the morning and eat lunch in a classroom. Microwaves will not be available for use. There will be a take home lunch available on Wednesdays.

- **Student supplies:** Students will not be permitted to share supplies. A student supply list will be shared with families.

- **Sick students:** Students with a temperature or feeling sick will be placed in a building designated room. Families will be contacted for immediate pickup.

- **Visitors to the Building:** No people outside of school staff will be allowed past the office at any time. We are aware there may be circumstances necessary for a parent to come into the office. Parents will not be allowed beyond the office.
WHS Families,

As we gear up for the 2020-21 school year, the following are highlights of the safety procedures and guidelines we are currently planning to implement for the health and safety of all our students and staff as it stands today regarding the face-to-face and virtual options.

My hope is that this gives you some answers as you make the decision on the best educational options for your child (either the face-to-face or virtual learning.)

Although there are sure to be many questions unanswered...we will continue to keep you updated as conditions change.

Flexibility, Grace & Patience will win the day! Go Panthers!!!

Take Care,

Dr. Vickers

› Screening: See the daily home screening for students that is located in this document.

› Masks: Please see requirements outlined in document for all district students and staff members.

› Movement/Hallway Usage: Students will follow designated traffic patterns throughout the building.

› Lockers: All students will have their own lockers. Students will be able to access their lockers in the morning, lunch, and end of the day.

› Busing: Busing will be available. Students must wear a mask and use hand sanitizer prior to entering the bus.

› Band/Physical Education: Band will be socially distanced in the auditorium. Band students will complete a music appreciation course. There will not be performances in Stage 4 and 5. Weight room will remain closed during Phase 4 and 5. Students in Physical Education will participate in an activity based class.
WESTERN HIGH SCHOOL CONTINUED:

- **Breakfast/Lunch:** Prepackaged breakfast kits will be available for students to purchase in the cafeteria prior to school. Microwaves will not be available for use.

- **Water Bottles:** All students are encouraged to bring their own water bottle. WHS has a bottle filling station in the Commons, but drinking fountains will be closed.

- **Dual Enrollment:** Dual Enrollment students must leave the building or report to a designated area during their Dual Enrolled class.

- **Arrival / Dismissal Protocol:** The building will be open for students at 7:20 AM. Students will have the opportunity to pick up breakfast, go to their lockers, and report to their first period. Students will report to the Commons and Cafeteria prior to the school day. At dismissal, students may exit out of any exterior door.

- **Jackson Area Career Center:** JACC will run on a normal schedule. We will communicate additional information to JACC students as it becomes available.

- **Positive Tests:** In the event of a positive test result we will follow the recommendation of the Jackson County Health Department.

- **Sick Students:** Students with a temperature or feeling sick will be placed in a designated room. Families will be contacted for immediate pickup.

- **Visitors to the Building:** No people outside of school staff will be allowed past the office at any time. We are aware there may be circumstances necessary for a parent to come into the office but we would like to do our best to limit this. If a parent needs to meet with a staff member, they must contact the school to arrange a meeting.
  - **Picking up students:** Please call the office when you have arrived in the parking lot. Students must remain in their classroom until the parent arrives to pick them up.
  - **Dropping off students:** Students do not need to be escorted into the building
  - **Dropping off items:** There will be a table located near the entrance of the High School, parents can leave the item on the table and call the main High School number (517-841-8200) to let the office staff know they have dropped off an item. We ask that parents, if possible please email or text your student that an item has been dropped off.
Dear Western Career Prep HS Parents and Families,

We are looking forward to working with you during this upcoming school year and beyond. As you can see, the Western School District has identified a return to school plan that allows each family to make a choice to return in-person or to receive instruction entirely online this year. Please take time to discuss this decision as a family and complete the form as soon as you are comfortable. While the information in the document is intended to give you the information needed to make the best decision for you, please feel free to call the office if you have additional questions. Here are some additional items that are specific to Western Career Prep High School:

- **Screening:** See the daily home screening for students that is located in this document.
- **Masks:** Please see requirements outlined in document for all district students and staff members.
- **Movement:** We will be staggering movement between classes, breaks, and lunch. Breaks and lunch will be in classrooms and allotted times will be determined for movement of each class around the building during those breaks.
- **Visitors to the Building:** No people outside of school staff will be allowed past the office at any time. We are aware there may be circumstances necessary for a parent to come into the office. Parents will not be allowed beyond the office.
- **Career Center:** Students that were approved to attend Career Center will attend and will follow all of the Career Center guidelines while attending.

We are excited about starting back up and are here to support you and your child.

For additional information regarding Western Career Prep High School, please contact the front office at 841-8700.

Sincerely,

Brandon Baum, WCPHS Director
Parents: Please complete this short screening each morning before your child leaves for school. If your child has any of the following symptoms, please do not send your child to school and please call to report the symptoms to the front office.

**SECTION 1: SYMPTOMS**
If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

| ✓ | Temperature 100.4 degrees Fahrenheit or higher when taken by mouth |
| ✓ | Sore throat |
| ✓ | New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline) |
| ✓ | Diarrhea, vomiting, or abdominal pain |
| ✓ | New onset of severe headache, especially with a fever |

**SECTION 2: Close Contact/Potential Exposure**

| ✓ | Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 |
| ✓ | Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework |
| ✓ | Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open |

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
LEARNING OPTION - SELECTION/REGISTRATION

DEADLINE TO DECLARE - AUGUST 12TH, 2020

Please visit the following link to make the selection for your child(ren) to start the school year. Please submit a separate survey for each child.

Parents may change from Option #1 (In-Person) to Option #2 (Fully Online) at any time. Parents who select Option #2 (Fully Online) to start the school year will not be able to change their selection until the next selection day (approximately 4 weeks after the start of the school year).

CLICK HERE to Make Selection
**SCHOOL CALENDAR**

**Western School District**

**School Calendar**

**2020-2021**

- **August 26**: ½ day of School for Students and Staff
- **September 4 – September 7**: No School - Labor Day Weekend
- **September 8**: School Resumes
- **October 7**: Student Count Day
- **October 19**: No School for Students and Staff
- **November 25, 26, 27**: No School - Thanksgiving Recess
- **December 18**: ½ day of School for Students and Staff
- **December 18**: End of First Semester
- **December 21 – January 1**: No School - Winter Recess
- **January 4**: School Resumes
- **January 18**: No School – Martin Luther King, Jr. Day
- **February 10**: Student Count Day
- **February 12-15**: No School – Presidents’ Weekend
- **March 8**: No School for Students and Staff
- **March 26 – April 2**: No School - Spring Recess
- **April 5**: School Resumes
- **May 31**: No School - Memorial Day
- **June 10**: ½ day of School for Students and Staff – Last Day of School

**PARENT-TEACHER CONFERENCE SCHEDULE**

<table>
<thead>
<tr>
<th>Elementary</th>
<th>Middle School</th>
<th>High School</th>
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<tbody>
<tr>
<td>Oct 12-16</td>
<td>Oct 12-16</td>
<td>Oct 12-16</td>
</tr>
<tr>
<td>Feb 8-12</td>
<td>Feb 8-12</td>
<td>Feb 8-12</td>
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**HALF DAY EARLY DISMISSAL DATES FOR ALL GRADES K-12**

PLEASE NOTE NEW DISMISSAL TIMES FOR THE DATES BELOW!

**Elementary Dismissal - 12:35 p.m.**

**Middle School Dismissal – 11:30 a.m.**

**High School Dismissal – 11:30 a.m.**

- **Sept 2, 9, 16, 23, 30**
- **Oct 7, 14, 21, 28**
- **Nov 4, 11, 18**
- **Dec 2, 9, 16**
- **Jan 6, 13, 20, 27**
- **Feb 3, 10, 17, 24**
- **Mar 3, 10, 17, 24**
- **Apr 7, 14, 21, 28**
- **May 5, 12, 19, 26**
- **Jun 2, 9**