

ISHPEMING PUBLIC SCHOOL DISTRICT NO. 1  
319 EAST DIVISION STREET  
ISHPEMING, MICHIGAN 49849



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# Back to School Preparedness and Response Plan 2020-2021

**Name of District:** [Ishpeming Public School District](#)

**Address of District:** [319 East Division Street, Ishpeming, MI 49849](#)

**District Code Number:** [52180](#)

**Web Address of the District:** [www.ishpemingschools.org](http://www.ishpemingschools.org)

**Name of Intermediate School District:** [Marquette-Alger RESA](#)

**Name of Authorizing Body (if applicable):** [Marquette-Alger RESA](#)

## 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 is 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

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

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

Details of this plan may be reviewed and modified, at any time, based on directions from the State of Michigan, the Public Health Department, or the Ishpeming Public School District Board of Education.

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*.

To provide alternative instruction, all teachers of the Ishpeming Public School District will utilize a method agreed upon by the parents/guardians and the teacher. These methods may include electronic communications, telephone communications, instructional packets and/or another method that works best for families. Students may need a device with internet access, and/or writing utensils. An evaluation of student electronic needs will be completed in August, with distribution of supplies at least one week prior to the start of school. Any student or parent/guardian choosing paper copies of instructional material will be accommodated with teachers providing a daily or weekly packet. Our goal is for all students to participate in whichever means works best for them and their family. No student will be penalized for the method in which they choose to participate and learn.

On all student-scheduled days, student engagement will be practiced and required. Students will be held accountable for assigned work, and will be graded on all work assigned.

The following will be incorporated into phases 1-3

- Teachers will report to their classroom daily and be available to students who contact them via email, video, phone call, etc.
- Support staff will be assigned to specific classes, to help support curriculum needs
- Teachers will use Google Classroom to communicate with students, post assignments, and collect assignments on a daily basis.
- Birchview teachers will connect with students daily, by video conference.
- Middle/High school teachers will connect with students 3-4 times per week, by video conference.
- Teachers will continue facilitating student progress in the approved curriculum by teaching, evaluating student work, and assigning grades.

- 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** (Return to School Roadmap p. 22)

Based on the Mi Safe Schools Roadmap the IPSD plan will align to the state required protocol, and most of the strongly recommended protocol. In phase 4 our District goal is to teach students face-to-face as much as possible, five days a week. Our District will do so while practicing strict safety guidelines at all times. During in-house instruction, all students and staff will wear masks 100% of the time to include, but not limited to: on the bus, in the hall, in the office, in the bathroom, in the commons area, in the cafeteria, in the gym, in the classrooms, and on the playground. The exceptions to wearing a mask are: elementary students in music class, providing students are able to social distance; elementary students while they are outside with only their cohort group; students in preschool programs, who are 3 and 4 years of age, while they are in the classroom; students or staff who are medically unable to tolerate a facemask covering; when staff and students are eating; and students or staff who are incapacitated or unable to remove the facial covering without assistance.

Any non-compliant student will be issued a disciplinary referral along with having their parent contacted. Any student showing patterns of non-compliance will be removed from the building for the rest of the day with a possible suspension, and placed into on-line instruction until the remainder of the semester. Non-compliant students will only be permitted to return to school the following semester if they agree to follow all safety protocols set up in the Back to School Preparedness and Response Plan.

Visitors to the buildings will be limited to essential workers to assist with Speech Therapy, Occupational Therapy, Physical Therapy, and individuals participating in IEP's, 504 Plans, or child studies. Any contractor scheduled for work, will be scheduled after hours when possible.

The following will be incorporated into phase 4

- No school indoor assemblies will be held. All presentations must be delivered to students in the individual cohort of a grade/class.
- Outdoor spectator events are allowed with limits of 100 people, while using facial masks and maintaining social distancing between families.
- All school field trips will be suspended.

Food Service will be modified in the following way.

- Grades will have staggered lunch-time releases.
- Class cohort will remain together, but maintain social distancing while eating.
- Lunch will be prepared and boxed ahead of time.
- Utensils will be included in individual boxes.
- Condiments will be individually distributed.
- Lunch lines will be guided with 6 feet distant stickers on the floor.

The mental and social-emotional health of our staff and students is a foundational piece to the success of this upcoming school year. We will actively work to support the needs of our students and staff by implementing the following:

- Provide resources for self-care.
- Continue to make available: our school guidance counselors, our assigned social workers, our school nurse, and the Hematite Health Clinic.
- Continue to work toward our school wellness goals, and expand upon them.

- Schedule additional school wellness team meetings to evaluate current processes and discuss how we can better support our staff and students.
- Utilize the referral process in identifying students needing support.
- Review and update the District Emergency Management Plan, and update team member list.
- Schedule all recertification trainings for renewals of credentials.

2. **Hygiene** (Return to School Roadmap p. 22-23).

The following will be incorporated into phase 4

- Each classroom will be supplied with hand sanitizing stations, cleaning supplies to use between classes, and towel.
- All staff will be trained on safety protocol (cleaning, hand washing, coughing, trash disposal) as part of professional development before school starts.
- Staff will teach and reinforce proper safety protocol (cleaning, hand washing, coughing, trash disposal) to students on a regular basis.
- Cleaners, sanitizers, and soaps will be refilled on a daily basis.
- We will limit the sharing of personal items or supplies.
- Computers will be cleaned after each use.
- Staff and students will have scheduled breaks for handwashing with soap.
- Personal items will be separated by individual desks, lockers or cubbies.
- Signage will be posted throughout the school regarding safety protocol.
- Staff and students will use personal water bottles that are labeled with their name, instead of using their mouths to drink out of drinking fountains.

3. **Cleaning** (Return to School Roadmap p. 27).

The following protocol will be followed in phase 4:

- Teachers will sanitize desks, door knobs and counters between classes.
- Custodial staff will clean and disinfect all surfaces each evening.
- Computers or other shared supplies will be sanitized after each use.
- Office staff will sanitize counters, door knobs and desks each hour.

4. **Athletics/Extra Curricular Activities** (Return to School Roadmap p. 27).

The following protocol will be followed in phase 4:

- We will comply with MHSAA and NFHS guidelines.

5. **Screening** (Return to School Roadmap p. 24).

The following protocol will be followed in phase 4:

- We will comply with local public health department recommendations.
- All staff will be required to conduct self-health assessments before reporting to school. If staff exhibit any respiratory or gastrointestinal symptoms or have a temperature of

100.4 degrees or greater, they shall stay home. Any symptomatic staff should be kept home for at least 10 days from the onset of symptoms, and until the individual has been fever free for at least 24 hours.

- A quarantine area will be identified in each building.
- Students who become ill will be isolated in the quarantine room until they are picked up or can be sent home. The student and the trained caretaker must wear a mask.
- If a student becomes ill, their parent will be contacted immediately to arrange for transportation home, and encouraged to arrange for testing.
- Parents are encouraged to conduct self-health assessments on their children before sending them to school. Symptomatic students should be kept home for at least 10 days from the onset of symptoms, and until the individual has been fever free for at least 24 hours.
- Any staff or student testing positive of COVID-19 must inform school administration immediately. Any positive cases may result in a class and/or building moving to 100% distant learning for 2 to 14 days, based on a recommendation from our local public health department. A closure will allow the local public health department to finalize contact tracing, and also allow the building to be cleaned and disinfected.
- An IEP or 504 meeting will be scheduled for any student identified as medically vulnerable to determine accommodations.

6. **Testing** (Return to School Roadmap p. 25).

The following protocol will be followed in phase 4:

- We will comply with local public health department recommendations.
- Staff or students who develop a fever, become ill, or have symptoms of COVID will wear a mask and be sent home. Anyone being sent home is encouraged to follow-up with COVID-19 testing.
- Any staff or student testing positive of COVID-19 must inform school administration immediately. Any positive cases may result in a class and/or building moving to 100% distant learning for 2 to 14 days, based on a recommendation from our local public health department. A closure will allow the local public health department to finalize contact tracing, and also allow the building to be cleaned and disinfected.
- Families will be notified of any positive cases identified in a class, or in contact in the school setting such as those who spent more than 15 minutes less than six feet in close proximity to the student or staff member. Names of specific students will not be released. In the event that a student or staff member is determined to be exposed, the individual should quarantine for 14 days and self-monitor. At this time, mass testing of all students and staff in the class is not recommended. Testing is recommended for those who show symptoms of COVID. All notification will comply with local public health department recommendations.

7. **Busing and Student Transportation** (Return to School Roadmap p. 28).

The following protocol will be followed in phase 4:

- Parents will be encouraged to self-transport their children if possible.
- Hand sanitizer stations will be mounted in each bus. Students and staff riding the bus must use hand sanitizer as they enter the bus.
- Face masks must be worn by all students and staff.

- If a student becomes ill while in school, they will not be permitted to return home on the bus.
- Weather permitting, the windows on the bus should remain open during transportation of students.
- Buses will be cleaned, with surfaces disinfected, before and after each route.
- If a driver becomes ill, they must follow protocols as outlined above.
- Students who are unable to ride the bus must be transported by their parent or guardian.
- Each bus will be equipped with extra disposable face masks.

**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.**

Based on the Mi Safe Schools Roadmap the IPSD plan will align to the state required protocol, and most of the strongly recommended protocol. In phase 5 our District goal is to teach students face-to-face as much as possible, by practicing strict safety guidelines at all time. During face-to-face instruction, all students and staff will wear masks 100% of the time to include on the bus, in the hall, in the office, in the bathroom, in the commons area, in the cafeteria, in the gym, in the classrooms, and on the playground. The exceptions to wearing a mask are: students in music, chorus or band, providing students are able to social distance; students who are outside for a class or recess; students in preschool programs, who are 3 and 4 years of age, while they are in the classroom; students or staff who are medically unable to tolerate a facemask covering; when staff and students are eating; and students or staff who are incapacitated or unable to remove the facial coving without assistance.

Any non-compliant student will be issued a disciplinary referral along with having their parent contacted. Any student showing patterns of non-compliance will be removed from the building for the rest of the day, and placed into on-line instruction until the remainder of the semester. Non-compliant students will only be permitted to return to school the following semester if they agree to follow all safety protocol set up the Back to School Preparedness and Response Plan.

Visitors to the buildings will be limited to essential workers to assist with Speech Therapy, Occupational Therapy, Physical Therapy, and individuals participating in IEP's, 504 Plans, or child studies. Any contractor scheduled for work, will be scheduled after hours when possible.

The following will be incorporated into phase 5

- No school indoor assemblies will be held with an outside presenter.
- Indoors assemblies can be held with in-house personnel, keeping grades/cohorts separated.
- Outdoor spectator events are allowed with limits of 250 people, while using facial masks and maintaining social distancing between families.
- All school field trips will be suspended.
- Staff and students will not be required to wear masks while outside at recess or when on class walks, as long as a distance of 6 feet is maintained between individuals.

Food Service will be modified in the following way

- Grades will have staggered lunch-time releases.



- Class cohort will remain together, but maintain social distancing while eating.
- Lunch will be prepared and boxed ahead of time.
- Utensils will be included in individual boxes.
- Condiments will be individually distributed.
- Lunch lines will be guided with 6 feet distant stickers on the floor.

The mental and social-emotional health of our staff and students is a foundational piece to the success of this upcoming school year. We will actively work to support the needs of our students and staff by implementing the following:

- Provide resources for self-care.
- Continue to make available: our school guidance counselors, our assigned social workers, our school nurse, and the Hematite Health Clinic.
- Continue to work toward our school wellness goals, and expand upon them.
- Schedule additional school wellness team meetings to evaluate current processes and discuss how we can better support our staff and students.
- Utilize the referral process in identifying students needing support.
- Review and update the District Emergency Management Plan, and update team member list.
- Schedule all recertification trainings for renewals of credentials.

Hygiene – The following protocol will be followed in phase 5

- Each classroom will be supplied with hand sanitizing stations, cleaning supplies to use between classes, and tueling.
- All staff will be trained on safety protocol (cleaning, hand washing, coughing, trash disposal) as part of professional development before school starts.
- Staff will teach and reinforce proper safety protocol (cleaning, hand washing, coughing, trash disposal) to students on a regular basis.
- Cleaners, sanitizers, and soaps will be refilled on a daily basis.
- We will limit the sharing of personal items or supplies.
- Computers will be cleaned after each use.
- Staff and students will have scheduled breaks for handwashing with soap.
- Personal items will be separated by individual desks, lockers or cubbies.
- Signage will be posted throughout the school regarding safely protocol.
- Staff and students will use personal water bottles that are labeled with their name, instead of using their mouths to drink out of drinking fountains.

Cleaning – The following protocol will be followed in phase 5

- Teachers will sanitize desks, door knobs and counters between classes.
- Custodial staff will clean and disinfect all surfaces each evening.
- Computers or other shared supplies will be sanitized after each use.
- Office staff will sanitize counters, door knobs and desks each hour.

Athletics/Extra Curricular – The following protocol will be followed in phase 5

- We will comply with MHSAA and NFHS guidelines.

Screening – The following protocol will be followed in phase 5

- We will comply with local public health department recommendations.
- All staff will be required to conduct self-health assessments before reporting to school.

If staff exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 degrees or greater, they shall stay home. Any symptomatic staff should be kept home for at least 10 days from the onset of symptoms, and until the individual has been fever free for at least 24 hours.

- A quarantine area will be identified in each building.
- Students who become ill will be isolated in the quarantine room until they are picked up or can be sent home. The student and the trained caretaker must wear a mask.
- If a student becomes ill, their parent will be contacted immediately to arrange for transportation home, and encouraged to arrange for testing.
- Parents are encouraged to conduct self-health assessments on their children before sending them to school. Symptomatic students should be kept home for at least 10 days from the onset of symptoms, and until the individual has been fever free for at least 24 hours.
- Any staff or student testing positive of COVID-19 must inform school administration immediately. Any positive cases may result in a class and/or building moving to 100% distant learning for 2 to 14 days, based on a recommendation from our local public health department. A closure will allow the local public health department to finalize contact tracing, and also allow the building to be cleaned and disinfected.
- An IEP or 504 meeting will be scheduled for any student identified as medically vulnerable to determine accommodations.

Testing – The following protocol will be followed in phase 5

- We will comply with local public health department recommendations.
- Staff or students who develop a fever, become ill, or have symptoms of COVID will wear a mask and be sent home. Anyone being sent home is encouraged to follow-up with COVID-19 testing.
- Any staff or student testing positive of COVID-19 must inform school administration immediately. Any positive cases may result in a class and/or building moving to 100% distant learning for 2 to 14 days, based on a recommendation from our local public health department. A closure will allow the local public health department to finalize contact tracing, and also allow the building to be cleaned and disinfected.
- Families will be notified of any positive cases identified in a class, or in contact in the school setting such as those who spent more than 15 minutes less than six feet in close proximity to the student or staff member. Names of specific students will not be released. In the event that a student or staff member is determined to be exposed, the individual should quarantine for 14 days and self-monitor. At this time, mass testing of all students and staff in the class is not recommended. Testing is recommended for those who show symptoms of COVID. All notification will comply with local public health department recommendations

Busing and Student Transportation – The following protocol will be followed in phase 5

- Parents will be encouraged to self-transport their children if possible.
- Hand sanitizer stations will be mounted in each bus. Students and staff riding the bus must use hand sanitizer as they enter the bus.
- Face masks must be worn by all students and staff.
- If a student becomes ill while in school, they will not be permitted to return home on the bus.
- Weather permitting, the windows on the bus should remain open during transportation of students.

- Buses will be cleaned, with surfaces disinfected, before and after each route.
- If a driver becomes ill, they must follow protocols as outlined above.
- Students who are unable to ride the bus must be transported by their parent or guardian.
- Each bus will be equipped with extra disposable face masks.

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*.

The IPSD will follow all strongly recommended protocols while in phase 5.

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*.

The IPSD will follow all strongly recommended protocols while in phase 5.

- 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**.

The IPSD will follow most of the strongly recommended protocols while in phase 4, with the exception of social distancing in all classes. However, our District goal is to teach students face-to-face as much as possible, by practicing strict safety guidelines at all time. During face-to-face instruction, all students and staff will wear masks 100% of the time to include: on the bus, in the hall, in the office, in the bathroom, in the commons area, in the cafeteria, in the gym, in the classrooms, and on the playground.

The exceptions to wearing a mask are: elementary students in music class, providing students are able to social distance; elementary students while they are outside with only their cohort group; students in preschool programs, who are 3 and 4 years of age, while they are in the classroom; students or staff who are medically unable to tolerate a facemask covering; when staff and students are eating; and students or staff who are incapacitated or unable to remove the facial covering without assistance.

Since social distancing will be hard in some classes, we will incorporate other safety protocol by facing all desks in the same direction and try to place them as far apart as possible.

## 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:**

Board Approval: [Monday, August 10, 2020](#)

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:** [Superintendent](#)

A handwritten signature in blue ink that reads "Carrie Meyer". The signature is written in a cursive style.

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

*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:**

[Carrie Meyer, Superintendent](#)

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

[Monday, August 10, 2020](#)

**Date Submitted to State Superintendent and State Treasurer:**

[Monday, August 10, 2020](#)