



2020-21

RETURN TO SCHOOL PLAN

**LAKE ORION
COMMUNITY
SCHOOLS**

Pine Tree Center

July 2020

TABLE OF CONTENTS

2	LETTER FROM SUPERINTENDENT BEN KIRBY
3	STATE OF MICHIGAN REQUIREMENTS
4	TECHNOLOGY
5	SPECIAL SERVICES
6	INSTRUCTIONAL LEARNING OUTLINES
7	INSTRUCTIONAL LEARNING OPTION 1: IN-PERSON
8	SELF-SCREENER
12	COVID-19 RESPONSE AND PROTOCOLS
13	INSTRUCTIONAL LEARNING OPTION 2: VIRTUAL
14	CALENDAR/MOVING FORWARD



JULY 2020

LETTER FROM SUPERINTENDENT BEN KIRBY

Five months ago, our lives were thrown into chaos. As a nation, our reality became uncertainty, confusion and hesitation. Yet as we changed our lives in an instant, we learned how well we could adapt. We figured out adversity brought us closer as families, it taught us how to pivot into creativity and that we have resiliency beyond what we could imagine.

Though I was in a different role in a different school district in March, July brought me here, to this special community, to join you in our re-entry. In my short time affiliated with Lake Orion Community Schools, I've seen the work of this staff and learned about the success of our students. This makes me proud to be a Dragon. I see what awaits our students this fall, shared in this Return to School plan, crafted by dozens of our staff members this summer.

In my 27 years in public education, I've learned the rhythm. The end of one school year leads to a release with district operations slowing to a snail's pace before building up again until fall. This past spring's quick thinking led to summer's intense planning and now, we're glad to share how the LOCS fall will appear. We will offer two quality options for student learning this fall.

- Five days a week in-person instruction in LOCS school buildings, with safety and health precautions considered at every turn. From the first-day bus pickup to the floor directional arrows in our hallways to the appropriate seating in the multiple lunch areas at our middle schools. Guided by the state of Michigan, the LOCS staff has found the appropriate level for our students and staff.
- Dragon Virtual 2020, the remote learning option where students will receive the elite LOCS education, will be delivered by our award-winning staff in a unique format. Families who have a personal reason to keep their children in the home environment, have the opportunity to keep them engaged and progressing, just as they would in the school buildings.

The challenges are vast. As our world still battles this invisible virus, our goal is to create a comfortable space for your children to learn, wherever that feels appropriate for you. We know there will be questions and curiosity and, certainly, more of that hesitation. But the plan our staff has produced and we're sharing today is designed to be flexible, to be dynamic and to be prepared for whatever the next days, weeks and months bring. Thank you for your partnership as we navigate this together. And thank you for your faith in LOCS and the opportunity awaiting us all.

Go Dragons!

Ben Kirby

Superintendent, Lake Orion Community Schools



MICHIGAN REQUIREMENTS

STATE PHASE 4 HEALTH/SAFETY

RELEASED JUNE 30, 2020



PPE

- Staff must wear face masks, except at meals
- Students, staff must wear face masks on bus
- Students, staff must wear face masks in hallways and common areas, except at meals
- Students in Grades 6 through 12 must wear masks in classrooms
- All students in Grades DK-5 must wear masks in common areas



BUSING

- Require hand sanitizer upon boarding
- Bus driver, staff, students in Grades Pre-K through 12 must wear mask
- Clean before and after every route
- Clean frequently touched surfaces
- Clean, sanitize, disinfect equipment
- Plan for getting students home if they are not cleared to ride
- Symptomatic students cannot ride bus
- Keep doors and windows open when cleaning after each run



CLEANING

- Frequently touched surfaces
- Hands-on classrooms (libraries, art rooms) must be cleaned after every period
- Student desks must be wiped down after every period with different students, or if students switch classes in Grades 6-12
- Playground structures must undergo normal cleaning
- Safe use of cleaning products
- Staff must wear gloves, mask, and face shield while cleaning



HYGIENE/ SCREENING/ POSITIVE CASES

- Provide supplies to support healthy hygiene
- Teach, reinforce handwashing
- Cooperate with public health department for screening
- Cooperate with public health department for protocols



ATHLETICS

- Comply with MHSAA, NFHS guidelines
- Students, teachers, staff must wash hands before and after every practice/game
- All equipment must be disinfected before and after use
- Wear masks on bus
- Spectators must wear masks, observe six feet social distancing
- Individual water bottles
- No handshakes/fist bumps
- No indoor weight rooms/training with shared equipment
- No large scale indoor spectator events
- Large scale outdoor events limited to 100 spectators



GATHERINGS

- Prohibit indoor assemblies

TECHNOLOGY

PINE TREE CENTER



IN-PERSON

- Pine Tree Center will use the laptops contained in the carts.
- All laptops and desktop keyboards will be cleaned between users.

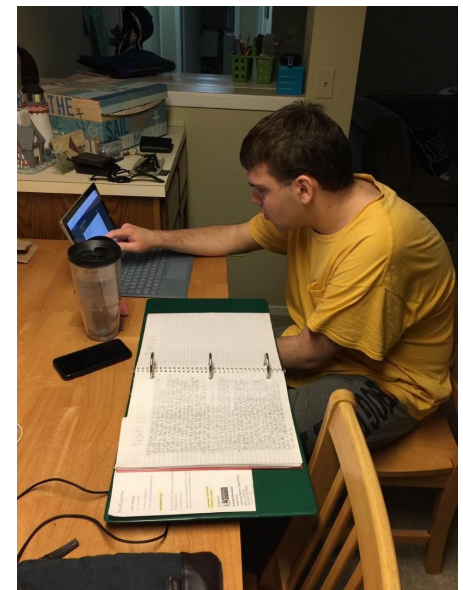


DRAGON VIRTUAL

- Families can request one device per student for students who choose the virtual option.
- LOCS Technology Support will be available.

FAMILY PURCHASE

Families interested in purchasing a personal device can receive discounted pricing from Sehi Computer Products, Inc. Register to receive access in the purchasing portal:
<https://www.buysehi.com/category.jhtm?cid=1214>.



SPECIAL SERVICES

HEALTH PLANS/IEP

- All students with health plans will be reviewed.
 - If adjustments or accommodations are necessary, the family will be contacted.
- All IEPs will be reviewed by the IEP teams and adjusted based on the individualized needs of the students.
 - Parents should contact their IEP teams before making any decisions if choosing the virtual option for their student.
- All IEPs will be reviewed and convened at the beginning of the school year to determine if adjustments are needed and if the student qualifies for recovery services due to the 2019-20 Covid-19 school closure.
- IEP meetings may continue to be held virtually unless the family requests an in-person meeting.
 - An in-person meeting would require all involved to be following the district protocols of masks and social distancing, if possible.
- The content delivery will be determined once the in-person and Dragon Virtual registrations are defined.
- LOCS staff members working with students who require hands-on or close proximity interaction will wear appropriate Personal Protective Equipment, including gloves, masks, and face shields as necessary.



SOCIAL-EMOTIONAL

- Social-emotional support will be available to students at all levels provided by PTC staff.



INSTRUCTIONAL LEARNING

TWO OPTIONS

In-Person

Students in school buildings 5 days a week

PROGRAM DETAILS

- Student receives traditional in-person education
 - ASD program in classrooms; PHASES and EI program with rotating class schedule
 - Health and safety protocols in place
- Transportation for LOCS students via LOCS buses
- Transportation for students from out of district provided by the home district
- Breakfast/Lunch in classroom, specials with modifications

Remote

In-person instruction may transition to remote learning due to COVID-19 positive, outbreak, or state directive

PROGRAM DETAILS

- Online education facilitated when traditional in-person classroom environment is not possible.
- Remote learning is meant to be temporary, transitional.
- Remote learning will be activated if the State of Michigan enters phases 1-3 OR as a contingency plan when in-person learning is not possible.
- All students will be taught by PTC staff.
- Participation, assignments, activities are required. Teachers will provide students with feedback and grades where applicable.

Virtual

Dragon Virtual program, Register by Aug. 7

PROGRAM DETAILS

- Dragon Virtual is a fully online educational program for families who choose this option.
- It is an online experience that aligns directly with the traditional rigorous LOCS classroom curriculum while providing scheduling flexibility.
- Dragon Virtual is being created, instructed and led by certified LOCS educators.
- LOCS students in Grades K-12 and Post-Secondary will be registered to Pine Tree Center.
- Students who are enrolled in Dragon Virtual will follow the PTC school year calendar, by level.

STUDENT EXPERIENCE

- Students will be instructed by a certified LOCS teacher.
- A combination of online and offline activities will be planned for students.
- Technology devices can be requested for students enrolled in Dragon Virtual.
- All necessary educational materials will be provided.
- Participation, assignments, activities are required. Teachers will provide students with feedback and grades where applicable.

PARENT/GUARDIAN EXPERIENCE

- Support your child's management of the Dragon Virtual school experience.
- Provide flexibility and consistency in your child's virtual experience.

ENROLLMENT/REGISTRATION

DRAGON VIRTUAL REGISTRATION

1. Read Return to School document to understand differences between In-Person and Dragon Virtual.
2. "Attend" virtual information night at 7 p.m. on July 27 (Zoom link shared prior to the event).
3. Visit LakeOrionSchools.org/DragonVirtual2020
4. Click on Dragon Virtual registration link, complete form between July 30-August 7.
5. LOCS will follow up with more details prior to the start of school.

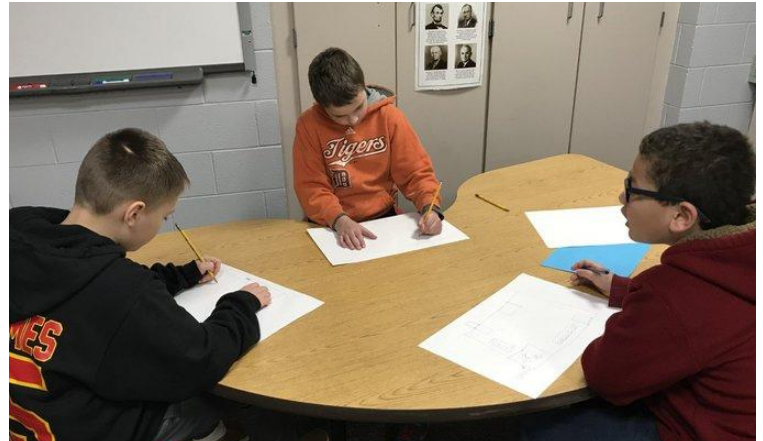
IN-PERSON PROCESS

1. Returning students planning to attend the in-person learning do not need to register.
2. LOCS will follow up with more details about class assignments/schedules closer to the start of school.

INSTRUCTIONAL LEARNING

OPTION 1: IN-PERSON

Lake Orion Community Schools plans to open on September 8, 2020 for in-person instruction. For the majority of students, research shows in-person learning supports social-emotional and academic learning at the highest level. The district's primary goal remains to keep all students and staff safe, taking appropriate measures within the classrooms and common areas to meet standards and orders set forth by local, state and national health authorities. LOCS asks that all visitors and families respect and observe the announced and posted protocols when visiting LOCS schools and facilities. Our entire community works together to stay safe.



ARRIVAL/DISMISSAL

- Bus line will have students enter/exit first.
 - Buses will be entered/exited one at a time with assigned staff starting with first bus in bus line and so on and so forth.
- Parent drop-off line will have students enter/exit second with assigned staff.
- Private transportation line will have students enter/exit third with assigned staff.
- All students and staff must complete the Clear to Go app each day, prior to boarding a bus or arriving at PTC.
 - Alternatives will be available for those without the app.
- Due to state of Michigan requirements, every student and staff member must wear a face mask when entering and exiting the building, unless:
 - a medical exception is provided
 - student is unable to remove his/her own mask independently

CLASS/TRANSITIONS

- Classrooms will be set up to allow the maximum distance possible between students.
- Students will remain in the classroom for breakfast and lunch or in another area where social distancing can occur, such as outside.
- Students will be required to wear face masks in the classroom, unless:
 - a medical exception is provided
 - student is unable to remove his/her own mask independently
- Students will be required to wear face masks in common areas such as hallways, unless:
 - a medical exception is provided
 - student is unable to remove his/her own mask independently
- Schedules will be designed to stagger transition periods, with directional markers in hallways and reduced sharing of equipment and materials.
- Students will be asked to hand wash/sanitize multiple times per day, between every transition.

OPTION 1: SELF-SCREENER

Lake Orion Community Schools will require all students and staff entering or using a district facility to self-screen for COVID-19-related symptoms prior to arriving. Approval is noted with a green badge.

Check In



Before going on-site to Lake Orion Community Schools, please check-in.

My Linked Accounts

Lake Orion Community Schools Check-In

Clear To Go!



Valid Until:

07/12 at 05:12 AM

Screened At:

07/11 at 11:12 AM

QUESTIONS

Confirm Your Answers:

Do you have a fever?

No

Do you have a cough?

No

Do you have a sore throat?

No

Do you have shortness of breath?

No

Have you been in close contact or cared for someone with COVID-19 in the past 14 days?

No

Result: Pass

Submit

Revise

CDC "close contact": Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset

ALTERNATE SUBMISSION

For those without the mobile phone app, a form with the same screening questions will be available on LakeOrionSchools.org or in printed form at school buildings. A new completed form still must be submitted each time upon entering school or another LOCS facility.

INSTRUCTIONAL LEARNING

OPTION 1: IN-PERSON



HALLWAYS

- Each hallway will be marked with a "lane divider" similar to a street, with opposite arrows indicating the desired direction.
 - Students will be asked to stay closer to the wall than the center divider.
 - Restrooms will be marked by signage, noting the capacity to provide sufficient social distancing and the flow will be monitored by PTC staff.
- Only lockers within the classroom will be used for 2020-21 school year and will not be shared.

ART/MUSIC/PE/MEDIA

- At PTC, every effort will be made to bring these options into the classroom, with the specials teacher adapting with individual tools and/or cleaning between student use for each student.
- If they are held outdoors, students may remove masks while observing social distancing of 6 feet once outside.

SENSORY

- All shared sensory areas at PTC will be wiped down between uses.
- Students and staff must wash their hands before and after using the sensory area.



PERSONAL ITEMS

- Students are discouraged from sharing personal items.
- Students and staff will be asked to have individual water bottles, which can be refilled at school hallway filling stations.
 - The filling stations will be cleaned during the day and social distancing markers will be placed around the station.
- PTC students will be provided a lanyard so their mask is easily accessible throughout the day.

INSTRUCTIONAL LEARNING

OPTION 1: IN-PERSON



BREAKFAST/LUNCH

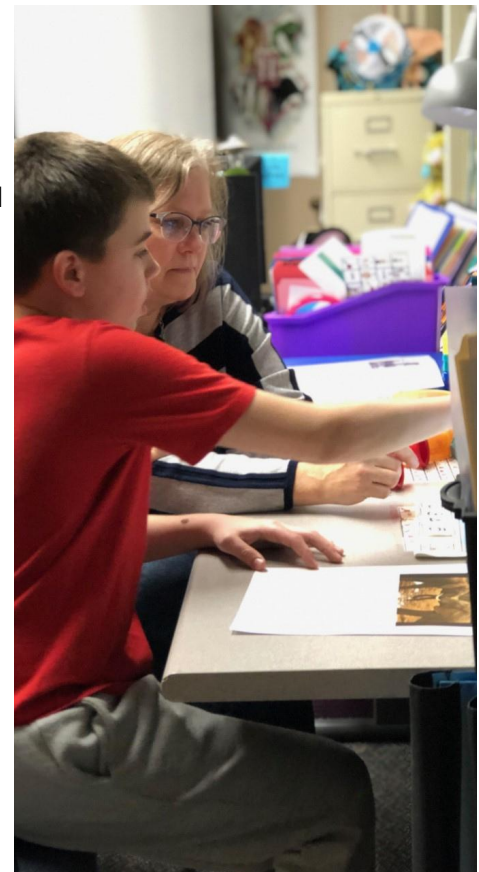
- PTC students will eat in their classrooms or in another area where social distancing can occur, such as outside.
- Students ordering breakfast and lunch will have the food delivered to the classroom.

OTHER ACTIVITIES

- Field trips and assemblies will not be allowed.
- Limited job sites may be available for Post-Secondary students with parent/guardian signed consent.
 - If permissible by individual community site regulations/mandates
- Limited community-based instruction may be available for Post-Secondary and students in the EI program with parent/guardian signed consent
 - If permissible by individual community site regulations/mandates
- Transportation requirements for job sites and community-based instruction will be followed.
 - Vehicle capacity and disinfection will adhere to the governor's Return To School recommendations.
 - Bus driver, staff, and students are required to use hand sanitizer upon boarding.
 - Bus driver, staff, students must wear mask, unless:
 - a medical exception is provided
 - student is unable to remove his/her own mask independently
 - No more than 12 people, including bus driver, staff, and students will be on the bus.
 - Seating will be staggered on the bus.
 - Bus will be cleaned before and after every run.
- Parent events (conferences, curriculum nights) will be conducted virtually.
- Guest presenters will be restricted to a virtual connection with students.

RECESS

- Face masks are not required outdoors if 6 feet of distance is maintained.
- Equipment will be limited to the appropriate number of students to maintain distancing.
- Students must wash their hands before and after using the playground equipment.



INSTRUCTIONAL LEARNING

OPTION 1: IN-PERSON



TRANSPORTATION

- Vehicle capacity and disinfection will adhere to the governor's Return To School recommendations.
- Students will be assigned to a specific seat. Keeping families seated together will be a priority.
- The Clear to Go app must be completed and receive a green badge to show prior to the student boarding the bus.
- A parent/guardian must wait at the bus stop until the bus departs, in the event a student is not permitted to board due to COVID-19 symptoms.
- Students who receive specialized transportation will be reviewed on a case-by-case basis.
- Each PTC bus route is planned to have a bus aide.

DISINFECTING

- Staff at all facilities will increase disinfecting procedures.
 - Desks will be wiped down between class periods if a different group of students enters.
 - Additional disinfecting supplies will be in each room.
 - Custodians will make increased rounds throughout the day.
 - Equipment will be disinfected prior to and after use.
 - Areas contacted by a symptomatic individual will be closed and intensely cleaned.
 - All buildings will be deep-cleaned and disinfected significantly prior to the school year.



VISITORS

- Visitors to school facilities will be restricted to essential personnel, unless there is a reason for their attendance (e.g. picking up a sick student.)
- All visitors must complete a self-screening questionnaire prior to entering the building.
- Visitors who are permitted entry must wear a mask and remain in a designated area pertaining to the reason for the visit.
- Each school/facility will have a drop-off space for student items arriving after the school day has begun.

COVID-19 RESPONSE

POSITIVE TEST PROCEDURES/PROTOCOLS

- COVID-19 symptoms are: cough, fatigue, fever/chills, headache, temperature of 100.4 or higher, nausea/vomiting, loss of taste/smell, shortness of breath, sore throat.
- Isolated waiting rooms will be designated at each school for symptomatic students.
- Any symptomatic student will need to be picked up by an adult listed on the emergency card.
- Any student who tests positive for COVID-19 must remain home, based on the protocols below.
- Any individual with a fever cannot return to LOCS facility until they are 72 hours fever-free without fever-reducing medication.
- LOCS requires all positive COVID-19 tests from student/staff to be reported to school administration by families to initiate contact tracing. Doctor documentation is required.
- Those with "close contact" with positive individual should also remain out of school for the same 14-day period and monitor symptoms. This includes all family members.
 - The CDC defines "close contact" as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset.
 - LOCS will transition students to remote learning for the duration of the quarantine.
 - A classroom, bus route or individual group or activity could be closed under LOCS protocols.
- If a classroom is required to quarantine, students will move to remote learning until allowed to return to school.
- Should the Oakland County Health Division establish a county-wide school protocol, LOCS will defer to that process, as recommended by the state Return to School roadmap.
- Students will not be penalized for staying home due to illness and are encouraged to remain home when feeling sick, even if not symptomatic.
- LOCS staff members are subject to the same protocols as contained in the Preparedness and Workplace Plan



COVID-19 PROTOCOL POSITIVE TEST

**INDIVIDUAL
COVID-19 POSITIVE
TEST**



**OAKLAND COUNTY
HEALTH DIVISION
(OCHD) CONTACTED,
WORKS WITH LOCS
ON CASE NEXT STEPS**

DEFINITIONS

ISOLATION:
ISOLATION SEPARATES SICK
PEOPLE WITH A CONTAGIOUS
DISEASE FROM PEOPLE WHO
ARE NOT SICK.

ISOLATION PROCESS:
STAY AWAY FROM ALL
OTHERS UNTIL 14 DAYS AFTER
LAST EXPOSURE.

QUARANTINE:
QUARANTINE SEPARATES AND
RESTRICTS THE MOVEMENT OF
PEOPLE WHO WERE EXPOSED
TO A CONTAGIOUS DISEASE TO
SEE IF THEY BECOME SICK.

QUARANTINE PROCESS:
STAY HOME UNTIL 14 DAYS
AFTER LAST EXPOSURE AND
MAINTAIN SOCIAL DISTANCE
(AT LEAST 6 FEET) FROM
OTHERS AT ALL TIMES.

GROUP: EXTRACURRICULAR,
BUS

**INDIVIDUAL OUT FOR MINIMUM OF
14 DAYS, ISOLATE FOR 10 DAYS
GROUP/CLASS CLOSED,
EXPOSED STUDENTS
QUARANTINED
CLASS MOVES TO REMOTE
LEARNING**



**TWO GROUPS/CLASSES
W/POSITIVE TEST,
CONSULTATION WITH OCHD ON
BUILDING STATUS**

**Report positive cases to LOCS
Building Administrator**



Lake
Orion
Community
Schools

COVID-19 PROTOCOL POSITIVE EXPOSURE

**INDIVIDUAL COVID-19
POSITIVE EXPOSURE
(CLOSE CONTACT)**



**INDIVIDUAL OUT
FOR MINIMUM OF 14 DAYS,
MUST QUARANTINE FOR 14 DAYS,
MOVES TO REMOTE LEARNING**

DEFINITIONS

CLOSE CONTACT: INDIVIDUAL WHO HAS HAD CLOSE
CONTACT (LESS THAN 6 FEET) FOR 15 MINUTES OR
MORE TO SOMEONE WITH A CONFIRMED CASE OF
COVID 19

QUARANTINE PROCESS: STAY HOME UNTIL 14 DAYS
AFTER LAST EXPOSURE AND MAINTAIN SOCIAL
DISTANCE (AT LEAST 6 FEET) FROM OTHERS AT ALL
TIMES.

INSTRUCTIONAL LEARNING

OPTION 2: VIRTUAL

Lake Orion Community Schools will offer a virtual learning option for all students (including students from other districts that are currently enrolled in a center based-program at PTC) interested in learning in a virtual setting. The Dragon Virtual program will also begin September 8, 2020. Families may choose the virtual program for a semester (September-January) during the registration period for any reason.



DRAGON VIRTUAL 2020
LAKE ORION COMMUNITY SCHOOLS
VIRTUAL LEARNING PROGRAM



LakeOrionSchools.org/DragonVirtual2020



ASD/EI PROGRAMS

- Students will receive all content as well as IEP programming/services from their caseload teacher, PTC staff, as well as learning/instructional opportunities from other LOCS staff.
- Students will be able to participate in any activities hosted at Pine Tree Center.
- Students who enroll in Dragon Virtual will be required to complete at least one full semester.
- Dragon Virtual students will follow the same academic curriculum guides as our in-person learning classrooms; therefore, students who elect to return to in-person instruction will have a smooth transition.
- Dragon Virtual students may be asked to complete formal assessments in-person or proctored online.

POST-SECONDARY

- Students will receive all content as well as IEP programming/services from a Post-Secondary teacher, PTC staff, as well as learning/instructional opportunities from other LOCS staff.
- Students will be able to participate in any activities hosted at Pine Tree Center.
- Students who enroll in Dragon Virtual will be required to complete at least one full semester.
- Dragon Virtual students will follow the same academic curriculum guides as our in-person learning classrooms; therefore, students who elect to return to in-person instruction will have a smooth transition.
- Dragon Virtual students may be asked to complete formal assessments in-person or proctored online.



CALENDAR

CALENDAR OF EVENTS

July 27

PTC Return to School Plan shared with LOCS community

July 27, 7 p.m.

Dragon Virtual Informational Parent Meeting

July 30, 8 a.m.

Dragon Virtual Registration Opens

(LakeOrionSchools.org/DragonVirtual2020)

August 7, 4 p.m.

Dragon Virtual Registration Closes

August 12, 6 p.m.

LOCS Board of Education Meeting (remote)

Late August

Bus Stop Information Sent to Families

August 26, 6 p.m.

LOCS Board of Education Meeting (remote)

September 8

First Day of School (In-Person and Dragon Virtual)

MOVING FORWARD

As Lake Orion Community Schools administrators, teachers, and parents produced this Return to School plan, the understanding was, for the first time in years, the future is uncertain.

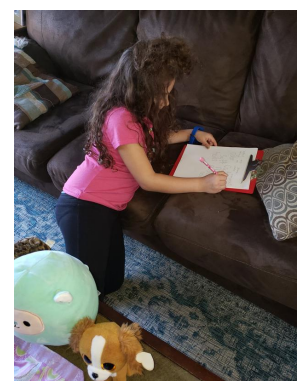
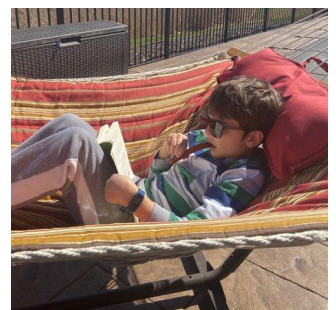
This plan is being released today, July 27, 2020, with the expectation that LOCS will begin the school year September 8, 2020, in Phase 4 of the State of Michigan Safe Start Plan.

Today you're receiving a document on (virtual) paper.

This document will continuously update online at LakeOrionSchools.org/ReturnToSchool as information and requirements change. Please stay with us.

As the state's school plans evolve, so will we, keeping you informed. Thank you for your partnership.

-- LOCS Administration





Lake
Orion
Community
Schools