



BERKLEY  
SCHOOLS

BERKLEY SCHOOL DISTRICT

2020-21

# Return to School Roadmap

Berkley School District

14501 Talbot, Oak Park, MI 48237

District Code Number: 63050

[www.berkleyschools.org](http://www.berkleyschools.org)

Oakland Schools ISD

Dennis McDavid, Superintendent  
August 3, 2020



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# Letter to the Community

August 3, 2020,

Dear Berkley Schools Community,

Over the past few months our administrative team along with teachers, custodians, secretaries, and paraprofessionals worked diligently to create this Return to School Roadmap. This guiding document was created following the Governor's MI Safe Schools Return to School Roadmap as well as guidance from the CDC and American Academy of Pediatrics. In addition to committee meetings, we surveyed our parents and staff to garner as much input from our stakeholders as possible. Once we were nearly complete with the work, our Cabinet team met with the Board of Education for two workshops to discuss the planning. All of this was with the goal of returning to school in person.

As our teams worked to find solutions to all requirements in the Governor's plan, it became very clear to me that we would hit many roadblocks as we returned to school in-person. We began to focus our work on the "what-ifs." What if staff and students became sick and we had to close classrooms or buildings? What if we had a year that was full of starts and stops, and how long would those last? What if the coronavirus spread through our schools and infected our community on a large scale? What if our custodians became sick and we didn't have enough staff to disinfect our buildings? And many more.

We know our teachers are experts when it comes to instruction. We were never worried about how instruction would be delivered in person because our teachers are creative, flexible and lead with the students in mind. Even if our classrooms looked and felt differently with social distancing and mask wearing, we know in-person instruction is the most effective way to teach and learn.

After balancing all of the safety protocols, the what-ifs

and unknowns, I recommended to the Board of Education on August 3, 2020, to begin our school year fully online. We believe safety is our number one priority, and if we really stand by that principle, then I could not recommend opening our buildings for in-person instruction. We will begin the year all online at least through the end of the first marking period, October 30, 2020.

Inside of our plan you will see details on safety, wellness, instruction and operations. We have detailed what online learning will look like, how much time will be required and which systems we'll use to make this fall a very robust and successful time of learning. We also detailed what returning to in-person instruction will look like and what safety precautions will be required.

When we feel it is safe to return to in-person learning, we will follow Oakland County Health Division's guidelines to the best of our abilities while using our judgment for all the health and safety decisions. We will continue to survey families to ensure online and, when appropriate, in-person learning is successful. We will also survey families when it is time to return to the classroom to see if a virtual option is still necessary.

Please understand the recommendation for beginning the year fully online was not made lightly. I care deeply about the health and wellness of our students and staff. I also know that starting online offers many challenges to our families who don't necessarily have regular care for their children. In the coming weeks you will learn more about online learning, child care options, food service distribution and other details.

My deepest gratitude,

Dennis McDavid  
Superintendent  
Berkley School District



**B E R K L E Y**  
S C H O O L S

# Committees

As we assembled these committees, we were sure to include voices from all our staff groups, union leaders and Thinc Team (teacher) leaders. We also used surveys to collect thoughts from all staff and parent/guardians to make sure everyone had a voice. In addition to surveys, meetings were held with the Berkley Area PTSA Council, students and the Board of Education.

## Facilities

**Chaired by Larry Gallagher,**  
**Deputy Superintendent of Finance, Facilities & Operations**

Lauren Wexler, *Teacher - Angell*; Amy Sarris, *Teacher - BHS*; Jen Simone, *Teacher - BHS*; Natalie Hill, *Secretary - Rogers*; Bob Merkle\*, *Custodian - Angell*; Paul Yowchuang, *Norup Principal*; Beth Krehbiel\*, *Burton Principal*; Katie Fotiu, *Early Childhood Supervisor*; Teri Unsworth, *ServiCar* (transportation provider); Jon Barth, *Operations Facilitator*; Jenna Romain, *Accounting Supervisor*; Barb Tombrillo, *Executive Assistant to Larry Gallagher*

## Operations

**Chaired by Chris Sandoval,**  
**Assistant Superintendent of Schools & Human Resources**

Molly Bascom-Keller, *Teacher - Burton*; Steve Lyskawa\*, *Teacher - Norup*; Megan Blackwell, *Teacher - BHS*; Cindy Barna\*, *Secretary - AMS*; Chris Smallwood, *Custodian - Norup*; Andy Meloche, *BHS Principal*; Jen Hiltunen, *Teacher - AMS*; Meghan Ashkanani, *Pattengill Principal*; Vince Gigliotti, *Angell Principal*; Lori Stone, *BHS Athletic Coordinator*; LaVon Larson, *Food Services Director*; Jen Poston, *Pupil Accounting Supervisor*; Erin Haley, *Executive Assistant to Chris Sandoval*

## Wellness

**Chaired by Heather Lackey,**  
**Director of Student Services**

Jen Rogers, *Teacher - Rogers*; Laurie Ovies, *Teacher - Angell*; District Social Workers; District School Psychologists; District Counselors; Sheri Sienkiewicz\*, *Paraeducator - BHS*; Jennifer Gebbie, *CASA Director*; Ruth Sochacki, *Norup Assistant Principal*; Shamika Womble, *BHS Assistant Principal*; Jim Cowdrey, *AMS Assistant Principal*; Jackie Whitehead, *Executive Assistant to Heather Lackey*

## Instruction/Technology

**Chaired by Scott Francis,**  
**Director of Teaching, Learning & Technology**

Kristi Metz, *EL Teacher*; Shana Ramin, *Teacher - Norup*; Kathy Milia, *Teacher - AMS*; Julie Smith, *Teacher - AMS/BHS*; Julia Kettner, *Teacher - Norup*; Stacey Bronoel, *Teacher - Rogers*; Nicole Stone, *Teacher - Rogers*; Stacie Angel, *Instructional Support Specialist & Teacher - AMS*; Jennifer Wilcox, *Instructional Support Specialist & IB Coordinator - Norup*; Megan Throm, *Instructional Support Specialist & Teacher - Norup*; Rikki Kwas, *Early Literacy Coach*; Sandra LaRaia, *Math Coach*; Julie Decker, *Paraeducator - BHS*; Beth Meacham, *Rogers Principal*; Mike Ross, *AMS Principal*; Carolyn Cregar, *BHS Assistant Principal*; Jeanette Rossiter, *Administrative Intern*; Mary Coughlin, *Supervisor of Instructional Services*; Christine Halliday, *Shared Time Supervisor*; Lauren Villaluz, *Technology Integration Specialist*; Wes Prescott, *Director of Technology – Field Services*; Lara Overy, *Executive Assistant to Scott Francis*; Suzanne Tyner, *Executive Assistant to Scott Francis*; Nic Farquhar, *Special Education Supervisor*

## Governance

**Chaired by Dennis McDavid,**  
**Superintendent**

Larry Gallagher, *Deputy Superintendent of Finance, Facilities & Operations*; Chris Sandoval, *Assistant Superintendent of Schools & Human Resources*; Heather Lackey, *Director of Student Services*; Scott Francis, *Director of Teaching, Learning & Technology*; Jessica Stilger, *Director of Communications*; Board of Education: Keith Logsdon, *President*; Mary Jo Israel, *Vice President*; Mitchell Moses, *Treasurer*; Sheryl Stoddard, *Secretary*; Roger Blake, *Trustee*; Ron Justice, *Trustee*; Mike Tripp, *Trustee*



# Guiding Principles

As the Return to School committee worked throughout the summer to plan the District's response to the COVID-19 pandemic, the responsibility was the safety of staff and students. The priority was a comprehensive plan for instructional options for all families. As the work progressed, the group referenced the work of the CDC, the American Academy of Pediatrics and the State of Michigan plans. The CDC and the Oakland County Health Division provided health guidance.

## Guiding Documents

- [MI Safe Schools: Return to School Roadmap](#)
- [MI Safe Start Plan: A Plan to Re-Engage Michigan's Economy](#)
- [American Academy of Pediatrics Guidance for School Re-entry](#)
- [CDC Considerations for Schools](#)

# Phases 1-6

## From the MI Safe Schools Roadmap

Governor Whitmer will continue to use the MI Safe Start Plan as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4 of the MI Safe Start Plan. Some regulations and mandates will be relaxed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan. Schools will retain authority to enact stricter public health requirements than is mandated within this Roadmap. Additionally, school districts will retain the authority to close school buildings even if they have not been mandated to do so.

## Phases 1-3

- Community spread is increasing & substantial
- Hospital capacity concern
- Testing/tracing efforts may not be sufficient

## Phase 4

- Number of cases/deaths fallen, but overall cases are still high
- Most outbreaks are quickly identified/traced/contained
- Health system can handle outbreaks

## Phase 5

- New cases/deaths continue to decrease
- Community spread is less common
- Widespread testing lowers positivity rate

## Phase 6

- Post-pandemic



# Phases 1-3

If the Detroit Region of the State of Michigan is in Phases 1-3 of the Governor's MI Safe Start Plan, school buildings will not be allowed to open and remote online learning will be implemented. This means community spread of the virus is increasing and substantial, there is concern about health system capacity and testing and tracing efforts may not be sufficient to control the spread of the pandemic. School districts will follow required safety protocols, focus on mental and social-emotional wellbeing, provide robust remote instruction and have plans for school operations.

## Safety Protocols

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### Personal Protective Equipment (PPE) & Hygiene

- School buildings are closed for in-person instruction
- PPE is required for custodial and maintenance staff who will be cleaning buildings
- If teaching staff enter the building to deliver online instruction from their classrooms, masks will be required for staff in all common areas

### Spacing & Movement

- School buildings are closed for in-person instruction
- School employees may enter the building to deliver online instruction

### Responding to Positive Tests Among Staff and Students

- While school buildings are closed, the Berkley School District will follow the protocol established by the Oakland County Health Division to respond to positive tests among staff and students. The District will cooperate with the Health Division as is necessary and will send notices to families as requested.

### Food Service, Gatherings, Extracurricular

- Berkley Schools will work with our food service provider Aramark and the State of Michigan to implement meal distribution programs
- All school activities are suspended, including athletics and facility rentals

### Cleaning

- School buildings will be cleaned and cleaning practices will be adjusted to maintain functional order and to respond to staff usage in the buildings

# Phases 1-3 | Berkley School District Return to School Roadmap

## Mental & Social-Emotional Health

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Mental and Social-Emotional Health will take a front seat during the 2020-21 school year. Berkley School District recognizes that mental health among staff and students needs to be a priority based on survey data from both groups. In a summer 2020 survey, 71% of parents reported behavior changes in their children since the pandemic began. 63% of staff reported anticipating feeling overwhelmed, anxious, depressed or otherwise upon their return to work.

Knowing this data, it is imperative that the District take a close focus on serving the mental health needs of all our stakeholders. Without this focus, teaching and learning will be challenging.

The Berkley School District will implement the following strategies for Phases 1-3.

- Adopt a new social-emotional curriculum, Second Step, for students grades TK-8
- All students, grades TK-8, will engage in a weekly social and emotional lesson
- Continue the Sources of Strength program at Berkley High School as well as access to counselors

- Students will be asked to respond weekly to a mental health screening assessment to evaluate if any supports are needed
- Survey families to assess the mental health needs of our students
- Provide parent resources to help their children with mental health needs
- Partner with community mental health agencies to provide mental health support for students and staff
- Establish the position of a Wellness Coordinator. The Wellness Coordinators will be filled by current Berkley Schools mental health professionals. They will provide assistance implementing the social-emotional curriculum, present at staff meetings, and check in with staff in the building.
- Actively share mental health resources to staff through the bi-weekly staff newsletter, the staffHUB
- Develop a regular check in mechanism for staff members during remote learning
- Provide staff with training to identify students at risk while delivering online instruction

## Instruction

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Online learning for all students was a rapid shift for all learners and teaching staff in the Spring of 2020. Teachers pivoted quickly, over a weekend, to change from in-person instruction to all online enrichment. Then, three weeks later, they pivoted again to provide instruction that moved the curriculum forward. Knowing what we know from parent and staff surveys, we recognize the need to create a more robust online learning system for families.

In order to do more robust learning, the District invested in an online Learning Management System, Schoology. All teachers will use this system to deliver instruction, post assignments, assign grades and communicate with students in a virtual environment.

### Online Learning

- All teachers use Schoology, an online Learning Management System to deliver instruction
- Schoology offers students the opportunity to see assignments and grades, participate in group discussions, interact with teachers and other students, track their progress, turn in assignments, monitor progress and homework due dates, plus much more

- Schoology is a tool that students use daily to interface with the teacher on assignments and coursework. It also allows parents to manage their child's academic progress, including combining children into one parent login.

### Elementary Online Schedule: Grades TK-5

- Teachers will deliver live lessons daily
- Daily lessons will include math and English language arts, with half the class at a time
- Science and Social Studies assignments and projects will be posted in Schoology
- Students can expect to participate in online instruction for 1.5 - 3 hours per day broken up by breaks, depending on the grade level
- Specials will be offered to all students
- Berkley Schools will provide a detailed schedule for all grade levels
- Time is added in to the day for students who need accommodations, small conferences, and/or special education support



# Phases 1-3 | Berkley School District Return to School Roadmap

## Instruction, continued

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### Secondary Online Schedule: Grades 6-12

- Students will follow a block A/B schedule
- Fridays will rotate A/B
- Norup, Anderson and BHS will send out building specific schedules
- Middle School instructional blocks will be an hour and fifteen minutes and include live teaching
- High School instructional blocks will be an hour and a half and include live teaching
- A support block of time will be available for interventions and individual student conferences
- Students will follow their in-class schedules for the live online lessons
- Students can expect to participate in online instruction for 3 - 4.5 hours per day broken up by breaks, depending on the grade level
- Schoology will be used to support at-home learning on students' off days

### Adult Transition Program

The Adult Transition Program at CASA will become a virtual program.

### Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will also learn through online instruction.

### Shared Time

Shared Time teachers will follow the plans for teaching and learning of the partner school at which they are assigned.

## Operations

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### Facilities

The Berkley School District facilities have been through a thorough inspection of supplies for cleaning and disinfecting over the summer of 2020. The Custodial and Maintenance team will monitor supplies, maintain the buildings and continue to clean and disinfect as necessary. As custodial and maintenance teams work to clean buildings, they will wear PPE. While in Phase 3, the District

### Communication & Family Supports

The Roadmap will be communicated through our School Messenger communication platform. Parents will receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our District website, and a link to the Roadmap will also be posted on our District Facebook page.

- Families will be provided with the material lists they may need to help implement learning at home
- Consideration will be made to also provide packets of information for students to complete without their electronic devices
- Berkley School District will communicate clear expectations of students and staff, including the attendance and grading requirements
- Berkley School District will survey families during the online learning process to evaluate and adjust as needed

### Professional Learning

- The month of August will be utilized to train all teachers in Schoology. Schoology will also be utilized in Phases 4-6, and will be part of the professional learning modules no matter which Phase school starts.
- Teachers will focus on learning the new tools, while utilizing best practices to deliver instruction remotely
- Staff will be given clear expectations for delivering the instruction as well as monitoring student progress

will also be sure to have adequate PPE supplies for when the District moves into Phase 4 and students and staff return in person.

### Technology

The District's technology team will survey families to understand the tech needs for each student. The District will make every effort to provide a technology device and



# Phases 1-3 | Berkley School District Return to School Roadmap

## Operations, continued

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wireless internet hotspot for each child/family and staff member who needs one.

The District will also establish the following:

- Access to a help desk phone number for families and staff
- District procedures to distribute and collect devices with sanitizing procedures in place
- Monitor device usage and order new devices for those in need of replacement
- Schedule training for staff and parents on how to use the provided technology
- Resources for families to investigate technology and internet options

### **Budget, Food Service, Enrollment and Staffing**

The District will work with Aramark to provide meals to families who qualify, and/or distribute meals following relaxed state rules to any child 18 and under.

The District has changed its enrollment procedures to allow for online uploading of documents, rather than in person only options.

All hiring and interviewing will be done online, if possible, to follow social distancing requirements.

### **Kids' Zone Latchkey**

Berkley Schools Kids' Zone Latchkey program will survey families to understand the need for full-day care for families who registered for Kids' Zone.

Berkley School District will make every effort to provide child care to families through the Kids' Zone program, while following licensing guidelines.

### **Berkley Building Blocks**

Berkley Building Blocks, including tuition and Early-On programs, will follow Executive Orders, licensing requirements and family demand for the program in determining whether the center will remain open if the Detroit Region is designated as Phase 3.

Berkley Building Blocks has established its own COVID-19 response plan and will continue to follow this plan if the program remains open.



# Phase 4

If the Detroit Region of the State of Michigan is in Phase 4 of the Governor's MI Safe Start Plan, school buildings are allowed to resume in-person instruction with required safety protocols. This means the number of new cases and deaths has fallen for a period of time, but overall case levels are still high, most new outbreaks are quickly identified, traced and contained due to robust testing and rapid contact tracing, the health system capacity can typically handle the new outbreaks, and the overall number of infected individuals still indicate the need for social distancing to stop transmission and move to the next phase. School districts will follow required and recommended safety protocols, focus on mental and social-emotional wellbeing, provide options for instruction and have plans for school operations.

## Safety Protocols

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### Personal Protective Equipment (PPE)

Berkley School District defines a facial covering as a mask throughout this document. Masks can be homemade/cloth or disposable level-one (basic) surgical. Masks must be worn over both the nose and mouth, following CDC guidelines. Any student or staff member with a documented medical condition, who is unable to medically tolerate a mask, must not wear one. Any student or staff who is incapacitated or unable to remove the mask without assistance, must not wear one. Exempt individuals will be recorded in a master database.

- Adults will wear a mask at all times in schools, except at meals
- Students, staff, and bus drivers will wear a mask while on a bus
- Students will wear masks in hallways and common areas, including playgrounds when more than one class is outside at the same time
- Students grades TK-12 will wear masks in classrooms
- The District will maintain a three month supply of all PPE and will monitor usage regularly and order additional supplies when necessary
- Masks with a clear mouth area will be purchased for staff grades TK-5 as well as special education staff
- Cloth masks will be purchased for all other staff
- Face shields will be purchased for all staff, to wear in addition to a mask, if desired
- Cloth masks will be purchased in two sizes to accommodate the age range of students
- Disposable masks will be kept in the office for students who do not bring their cloth mask to school
- Face shields will be available for all students, but are not a substitute for a mask
- Surgical masks will be available for any staff or student who exhibit COVID-19 symptoms, and for staff who care for students who exhibit symptoms
- Homemade/cloth masks must be washed daily
- Disposable masks must be disposed of daily
- Students who are capable of wearing a mask and refuse to do so in an area where a mask is required will be issued a mask by a staff member and asked to put the mask on. Consequences for insubordination may be followed as stated in the Student Code of Conduct.
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol

# Phase 4 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

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### Hygiene

- Hand sanitizer and disinfecting wipes will be available in every classroom and soap will be provided in all schools near water sources
- Handwashing times for students will be scheduled throughout the day
- Students will be taught proper hygiene techniques such as handwashing, coughing and sneezing into their elbows, etc.
- Students will hand sanitize or wash hands after playing on the playground
- The District will limit the sharing of students' personal items and supplies. Families will be provided supply lists before the start of school.
- Students' personal items will be kept separate using lockers, cubbies, etc.

### Spacing, Movement and Access

- Desks will be spaced 3-6 feet apart and facing forward
- Students at tables will be spaced apart and tables will be equipped with shield separators
- Teachers should maintain six feet of spacing from students when possible
- Classroom windows may be opened to add additional air flow
- When possible, Specials' teachers will travel to classrooms, especially at the elementary level
- Visitors will not be allowed in the building, except under extenuating circumstances. Strict visitor records will be kept. Visitors who enter the building, will be screened following Oakland County Health Division protocol, must wear a facial mask, and must sanitize hands upon entering.
- Signs, floor tape, and markings will be used in common areas to encourage and outline social distancing
- Staggered scheduling will be used for hallway passing times, bathroom breaks, recess, lunch and entry/dismissal

### Testing Protocols and Screening Students and Staff

- All buildings will follow screening protocols established by the Oakland County Health Division. At a minimum, staff/students will be screened for signs and symptoms of illness.
- Students and staff will conduct a health screening daily before coming to school. Students and staff exhibiting any symptoms, including a temperature of above 100.4° F must be kept home.
- Each school will have a designated quarantine area for students who become sick while at school. Sick students will wear masks while they await pick up.
- Symptomatic students and staff will be sent home until they have tested negative or fully recovered according to [CDC guidelines](#)

### Responding to Positive Cases Among Students and Staff

- Schools will follow protocols established by the Oakland County Health Division for responding to a positive case. All positive cases will be reported to the Oakland County Health Division.
- Families will be notified of any confirmed positive cases in the classroom and/or school, maintaining confidentiality according to ADA and privacy laws
- Per CDC guidelines, any close contacts (anyone within 6 feet for more than 15 minutes in the previous 48 hours) of any students or staff who test positive will be required to quarantine at home for 14 days and monitor symptoms. It is not required for all students or staff members in the class to be tested. Those who develop symptoms will be required to take a COVID-19 test. Employees' sick bank will not be affected for those who are quarantined (pursuant to government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Symptomatic students and staff will not return to school until they have tested negative or [have been released from isolation per CDC guidelines](#)
- The Oakland County Health Division nurse assigned to Berkley Schools will assist with implementation of protocols to respond to positive cases

# Phase 4 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

### Food Service, Gatherings, and Extracurricular Activities

#### Food Service

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals
- All staff and students will wash hands before and after meals
- Lunch times and outdoor recesses will be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff will follow social distancing guidelines while eating lunch in designated staff areas

#### Gatherings & Extracurricular Activities

Student and parent gatherings will abide by the following guidelines:

- Assemblies that bring together students from more than one classroom are suspended
- Large scale outdoor assemblies or gatherings of more than 50 people are suspended
- Indoor concerts and building events are suspended
- Off-site field trips that require bus transportation to an indoor location are suspended
- Select small group extracurricular activities may continue with the use of masks

#### Athletics

The Berkley School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA).

- Whether school is held in-person or online, athletes may participate in sports following MHSAA guidelines
- 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, masks 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 outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. Spectators must wear masks. Attention will be given to entry and exit points to prevent crowding.

#### Cleaning

- High touch surfaces that include computer keyboards, sinks and sink fixtures, telephones, door knobs, and light switches will be cleaned every four hours. Bathrooms will be spray disinfected every four hours. Staff will note the time, date and initials on a cleaning chart that is kept daily.
- Shared materials will be cleaned after every class period including computers, art materials, and books
- Classroom teachers, custodial staff, paraeducators, lunch aides and/or students will wipe down student desks and tables at the end of every period at the secondary level with disinfectant wipes
- At the elementary level, student desks and tables will be disinfected before and after lunch by lunch aides and/or paraeducators
- All classrooms will be provided disinfecting wipes, hand sanitizer, and latex-free gloves
- Staff and students must wear gloves, a mask and face shield when cleaning
- All buildings will be cleaned and disinfected nightly
- Playground equipment will undergo normal cleaning protocols

# Phase 4 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

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- The District will ensure safe and correct use and storage of cleaning and disinfection products
- Staff will be provided training on how to clean using the new protocols

### Busing and Student Transportation

The Berkley School District will work with its transportation provider ServiCar to implement busing protocols.

- All adults and students must wear masks on buses and use hand sanitizer before entering the bus
- Transportation vehicles will be cleaned and disinfected after every drop off and at the end of the day
- Any equipment (such as wheelchairs, etc.) must be cleaned when being transported to schools

- If a student is sick, they may not use District transportation. Schools will follow protocols for sick students.
- If a driver becomes sick, protocols for sick staff will be followed
- Windows on buses should be opened, weather permitting, for ventilation

### Medically Vulnerable Students and Staff

The Berkley School District will review accommodations for students with special healthcare needs and update their care plans as needed.

The District will also work with any staff member who is medically vulnerable to understand any accommodations needed.

## Mental & Social-Emotional Health

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Mental and Social-Emotional Health will take a front seat during the 2020-21 school year. Berkley School District recognizes that mental health among staff and students needs to be a priority based on survey data from both groups. In a summer 2020 survey, 71% of parents reported behavior changes in their children since the pandemic began. 63% of staff reported anticipating feeling overwhelmed, anxious, depressed or otherwise upon their return to work.

Knowing this data, it is imperative that the District take a close focus on serving the mental health needs of all our stakeholders. Without this focus, teaching and learning will be challenging.

The Berkley School District will implement the following strategies for Phase 4.

- Adopt a new social-emotional curriculum, Second Step, for students grades TK-8
- All students, grades TK-8, will engage in a weekly social and emotional lesson
- Continue the Sources of Strength program at Berkley High School as well as access to counselors
- Students will be asked to respond weekly to a mental health screening assessment to evaluate if any supports are needed
- Survey families to assess the mental health needs of our students
- Provide parent resources to help their children with mental health needs
- Partner with community mental health agencies to provide mental health support for students and staff
- Establish the position of a Wellness Coordinator. The Wellness Coordinators will be filled by current Berkley Schools mental health professionals. They will provide assistance implementing the social-emotional curriculum, present at staff meetings, and check in with staff in the building.
- Actively share mental health resources to staff through the bi-weekly staff newsletter, the staffHUB
- Develop a regular check in mechanism for staff members during remote learning
- Provide staff with training to identify students at risk while delivering online instruction

# Phase 4 | Berkley School District Return to School Roadmap

## Instruction

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During Phase 4, Berkley School District has created two instructional options:

- I - Online for All
- II - Return to the Classroom

### I - Online for All

All students will begin the 2020-21 year in remote instruction and continue online through at least the first card marking period (October 30, 2020). Once it has been determined safe to return to the classroom, the District will survey families to see if a continued virtual option is needed.

In order to hold more robust learning for both in-person and online instruction, the District invested in an online Learning Management System, Schoology. All teachers will use this system, which has the capacity to deliver live instruction, post assignments, assign grades and communicate with students. Schoology will support an online learning environment in the following ways:

- All teachers will use Schoology to deliver instruction
- Schoology offers students the opportunity to see assignments and grades, participate in group discussions, interact with teachers and other students, track their progress, turn in assignments, monitor progress and homework due dates, plus much more
- Schoology is a tool that students use daily to interface with the teacher on assignments and coursework. It also allows parents to manage their child's academic progress, including combining children into one parent login.

Families will be provided with material lists they may need to help implement learning at home. Consideration will be made to provide packets for students to complete without their electronic devices. Expectations for participation, assignments and attendance will also be shared with all prior to the school year beginning. We always strive for inclusion for our special education services and as always, all planning and decision making will be done with students with special needs as a top priority.

### Elementary Online Schedule: Grades TK-5

- Teachers will deliver live lessons daily
- Daily lessons will include math and English language arts, with half the class at a time
- Science and Social Studies assignments and projects will be posted in Schoology

- Students can expect to participate in online instruction for 1.5 - 3 hours per day broken up by breaks, depending on the grade level
- Specials will be offered to all students
- Berkley Schools will provide a detailed schedule for all grade levels
- Time is added in to the day for students who need accommodations, small conferences, and/or special education support

### Secondary Online Schedule: Grades 6-12

- Students will follow a block A/B schedule
- Fridays will rotate A/B
- Norup, Anderson and BHS will send out building specific schedules
- Middle School instructional blocks will be an hour and fifteen minutes and include live teaching
- High School instructional blocks will be an hour and a half and include live teaching
- A support block of time will be available for interventions and individual student conferences
- Students will follow their in-class schedules for the live online lessons
- Secondary students can expect to participate in online instruction for 3 - 4.5 hours per day broken up by breaks, depending on the grade level
- Schoology will be used to support at-home learning on students' off days

### Adult Transition Program

The Adult Transition Program at CASA will become a virtual program. Details on the operations of the program will be sent to families from the Adult Transition Principal.

### Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will also learn through online instruction. Further communication will be sent from the teachers and programs to their families.

### Shared Time

Shared Time teachers will follow the plans for teaching and learning of the partner school at which they are assigned.



# Phase 4 | Berkley School District Return to School Roadmap

## Instruction, continued

### II- Return to the Classroom

After the Berkley School District decides it is safe to return to the classroom, the District will survey all families to understand the desire for an online learning option in addition to an in-person option. If an online option is desired, the District will make programs and resources available to students who choose this option. When students return to in-person instruction, we anticipate there may be disruptions to classrooms and teaching staff if a virtual option is established. We'll mitigate disruption as much as possible. We will also consider a phased approach to returning to the classroom, bringing back grade levels at a time.

The details below are focused on returning in-person.

#### Elementary In-Person Instruction: Grades TK-5

If in-person learning is available, students will attend five days a week, full days. By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan.

We know that in-person learning is the best method of instruction for all students. By reducing student interaction in the building, and containing students in their classroom cohorts we feel it will be best for the learners to hold in-person instruction daily.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practice will be adjusted to increase safety measures in the classrooms.

- Specials teachers will travel into the classroom, including art, music and media
- Physical education classes will be held outside, if at all possible
- Instructional methods follow social distancing guidelines highlighted in this plan. Students will sit at desks or tables facing the front of the room. Teachers may utilize technology to support the lessons.
- Music classes will focus on music appreciation and theory
- 5th grade music options will not be available during this phase. Music classes similar to K-4th grade will be available.

- The District is investigating all options to ensure our students who are taking a math course above their grade level will continue to do so

#### Secondary In-Person Instruction: Grades 6-12

For families who choose in-person instruction, students will attend in-person following a hybrid schedule. Students will attend school on an A/B and every other Friday schedule. This will ensure half, or less than half, of the student population will be in the building at the same time. By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practice will be adjusted to increase safety measures in the classrooms.

- The student body will be divided by alphabet, roughly allocating 50% of students to the A days and 50% to the B days
- Students who attend A days will always attend A days, and every other Friday, and likewise for B days
- Students will attend their full schedule while in school
- Schoology will be used to support at-home learning on students' off days

#### Adult Transition Program

The Adult Transition Program at CASA will run five days a week. The programming may be adjusted due to restrictions placed on job sites. Details on the operations of the program will be sent to families from the Adult Transition Principal.

#### Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will return to in-person instruction five days a week.

#### Shared Time

Shared Time teachers will follow the plans for teaching and learning of the partner school at which they are assigned.



# Phase 4 | Berkley School District Return to School Roadmap

## Instruction, continued

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### Communication & Family Supports

The Roadmap will be communicated through our School Messenger communication platform. Parents will receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our District website, and a link to the Roadmap will also be posted on our District Facebook page.

- Berkley School District will communicate clear expectations of students and staff, including the attendance and grading requirements
- Berkley School District will survey families to evaluate instructional practices and adjust as needed

### Professional Learning

- The month of August 2020 will be utilized to train all teachers in Schoology and social-emotional curriculum, including the back to school Professional Learning week
- Teachers will focus on learning the new tools, while utilizing best practices to deliver instruction remotely
- Staff will be given clear expectations for delivering the instruction as well as monitoring student progress

## Operations

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### Facilities

The Berkley School District maintenance team has assessed and inventoried all cleaning supplies over the summer of 2020. In Phase 4, the Custodial and Maintenance team will monitor supplies, maintain the buildings and continue to clean and disinfect as called for in the Return to School Roadmap.

- As custodial and maintenance teams work to clean buildings, they will follow guidance from the CDC about the use of masks and additional PPE when performing cleaning duties
- The District has established a cleaning committee, a full inventory of PPE supplies, an ordering schedule and an inventory twice-weekly check in to ensure the District has enough supplies
- The District will procure 3 months of PPE to begin the school year
- The custodial team has assessed all desk and table availability and spacing options inside of each classroom
- Drinking fountain bubblers (mouth area) will be covered and closed. Bottle fillers will be active.
- HVAC systems will be checked before school begins and routinely to ensure all units are working properly
- Air filters will be changed four times per year: the beginning of the school year and at the end of each marking period. Filtered air systems remove

particulates that can include viruses and bacteria. They bring in fresh outdoor air as well and help condition the room with specific CO2 levels and humidity, two factors that can greatly reduce the spread of airborne viruses.

### Technology

Before the school year begins, the District's technology team will survey families to identify tech needs for each student, including computers and internet hotspots. Berkley School District is not a 1 to 1 district, but devices will be available to support online learning for staff and students.

The District will also establish the following:

- Access to a help desk phone number for families and staff
- Procedures to distribute and collect devices with sanitizing procedures in place
- A system to monitor device usage and order new devices for those in need of replacement
- Training and/or resources for staff and parents on how to use provided technology
- Resources for families to investigate technology and internet options

# Phase 4 | Berkley School District Return to School Roadmap

## Operations, continued

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### Budget, Food Service, Enrollment and Staffing

#### Budget

- The Berkley School District will assess the need for new or additional positions in maintaining a balanced budget
- The District is using CARES Act funding for all allowable purchases and is actively seeking additional funding sources

#### Food Service

Berkley School District's food service provider Aramark will be a partner in executing safe food preparation and distribution.

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals
- All staff and students will wash hands before and after meals
- For elementary students, lunch times and outdoor recesses will be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff should use social distancing while eating lunch in designated staff areas
- Aramark will create a plan to ensure secondary students who are not in attendance (for example, if it's an A day, but they attend on a B day) will still have access to food if they qualify for free or reduced lunch

#### Enrollment

The District has changed its enrollment procedures to allow for online uploading of documents, rather than in person only options. Families may make appointments to meet with enrollment staff, or, once school is in session visit the Enrollment Office and follow social distancing protocols to complete the registration process.

#### Staffing

Berkley School District sent a preliminary intent to return survey to all staff members in July.

The District is considering redeploying staff into much needed areas such as the cleaning team and child care programs.

All hiring and interviewing will be done following social distancing protocols as well as require all individuals involved to wear a mask.

#### Kids' Zone Latchkey

Berkley Schools Kids' Zone Latchkey program will survey families to understand the need for full-day care for families who registered for Kids' Zone if instruction is all online. Kids' Zone will resume the regular program of before and after-school care with safety precautions, capacity reductions and mask requirements if the District has resumed in-person instruction.

Berkley School District will make every effort to provide child care to families through the Kids' Zone program, while following licensing guidelines.

#### Berkley Building Blocks

Berkley Building Blocks, including tuition and Early-On programs, will follow Executive Orders, licensing requirements and family demand for the program. Berkley Building Blocks anticipates remaining open in Phase 4.

Berkley Building Blocks has established its own COVID-19 response plan and will continue to follow this plan while the program is open.



# Phase 5

If the Detroit Region of the State of Michigan is in Phase 5 of the Governor's MI Safe Start Plan, school buildings are allowed to resume in-person instruction. This means the number of new cases and deaths continue to decrease for an additional period of time, the number of active cases has reached a point where infection from other members of the community is less common, widespread testing allows positivity rates to fall much lower than earlier phases, rapid case investigation, and contact tracing and containment strategies cause new cases to continue to fall. School districts will follow required and recommended safety protocols, focus on mental and social-emotional wellbeing, provide options for instruction and have plans for school operations.

## Safety Protocols

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### Personal Protective Equipment (PPE)

Berkley School District defines a facial covering as a mask throughout this document. Masks can be homemade/ cloth or disposable level-one (basic) surgical. Masks must be worn over both the nose and mouth, following CDC guidelines. Any student or staff member with a documented medical condition, who is unable to medically tolerate a mask, must not wear one. Any student or staff who is incapacitated or unable to remove the mask without assistance, must not wear one. Exempt individuals will be recorded in a master database.

- Adults will wear a mask at all times in schools, except at meals\*
- Students, staff, and bus drivers will wear a mask while on a bus\*
- Students will wear masks in hallways and common areas, including playgrounds when more than one class is outside at the same time\*
- Students grades TK-12 will wear masks in classrooms\*
  - *\*The District will reevaluate mask requirements for Phase 5 when the region moves to Phase 5, considering the Governor's Executive Order 2020-147 on masks*
- The District will maintain a three month supply of all PPE and will monitor usage regularly and order additional supplies when necessary
- Masks with a clear mouth area will be purchased for staff grades TK-5 as well as special education staff
- Cloth masks will be purchased for all other staff
- Face shields will be purchased for all staff, to wear in addition to the mask, if desired
- Cloth masks will be purchased in two sizes to accommodate the age range of students
- Disposable masks will be kept in the office for students who do not bring their cloth mask to school
- Face shields will be available for all students, but are not a substitute for a mask
- Surgical masks will be available for any staff or student who exhibit COVID-19 symptoms, and for staff who care for students who exhibit symptoms
- Homemade/cloth masks must be washed daily
- Disposable masks must be disposed of daily
- Students who are capable of wearing a mask and refuse to do so in an area where a mask is required will be issued a mask by a staff member and asked to put the mask on. Consequences for insubordination may be followed as stated in the Student Code of Conduct.
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol

# Phase 5 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

### Hygiene

- Hand sanitizer and disinfecting wipes will be available in every classroom and soap will be provided in all schools near water sources
- Handwashing times for students will be scheduled throughout the day
- Students will be taught proper hygiene techniques such as handwashing, coughing and sneezing into their elbows, etc.
- Students will hand sanitize or wash hands after playing on the playground
- The District will limit the sharing of students' personal items and supplies. Families will be provided supply lists before the start of school.
- Students' personal items will be kept separate using lockers, cubbies, etc.

### Spacing, Movement and Access

- Desks will be spaced 3-6 feet apart and facing forward
- Students at tables will be spaced apart and tables will be equipped with shield separators
- Teachers should maintain six feet of spacing from students when possible
- When possible, classroom windows should be opened for ventilation
- When possible, Specials' teachers will travel to classrooms, especially at the elementary level
- Visitors who enter the building, will be screened following Oakland County Health Division protocol, must wear a facial mask, and must sanitize hands upon entering. Strict visitor records will be kept.
- Signs, floor tape, and markings will be used in common areas to encourage and outline social distancing
- Staggered scheduling may be used for hallway passing times, bathroom breaks, recess, lunch and entry/dismissal

### Testing Protocols and Screening Students and Staff

- All buildings will follow screening protocols established by the Oakland County Health Division. At a minimum, staff/students will be screened for signs and symptoms of illness.

- Students and staff will conduct a health screening daily before coming to school. Students and staff exhibiting any symptoms, including a temperature of above 100.4° F must be kept home.
- Each school will have a designated quarantine area for students who become sick while at school. Sick students will wear masks while they await pick up.
- Symptomatic students and staff will be sent home until they have tested negative or fully recovered according to [CDC guidelines](#)

### Responding to Positive Cases Among Students and Staff

- Schools will follow protocols established by the Oakland County Health Division for responding to a positive case. All positive cases will be reported to the Oakland County Health Division.
- Families will be notified of any confirmed positive cases in the classroom and/or school, maintaining confidentiality according to ADA and privacy laws
- Per CDC guidelines, any close contacts (anyone within 6 feet for more than 15 minutes in the previous 48 hours) of any students or staff who test positive will be required to quarantine at home for 14 days and monitor symptoms. It is not required for all students or staff members in the class to be tested. Those who develop symptoms will be required to take a COVID-19 test. Employees' sick bank will not be affected for those who are quarantined (pursuant to government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Symptomatic students and staff will not return to school until they have tested negative twice in 48 hours, or [have been released from isolation per CDC guidelines](#)
- The Oakland County Health Division nurse assigned to Berkley Schools will assist with implementation of protocols to respond to positive cases

### Food Service, Gatherings, and Extracurricular Activities

#### Food Service

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals

# Phase 5 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

- All staff and students should wash hands before and after meals
- Lunch times and outdoor recesses will be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff should use social distancing while eating lunch in designated staff areas

### Gatherings

Student and parent gatherings will abide by the following guidelines:

- All gatherings, including concerts and events and those that occur outdoors will comply with current/future Executive Orders that set caps on congregations of people
- Field trips may resume, following protocols outlined in the “Busing and Student Transportation” section of this plan

### Athletics

The Berkley School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA).

- 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, masks 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 conditioning may resume

- Indoor spectator events are limited to 50 people
- Outdoor spectator events are limited to 250 people. Spectators must stay 6 feet away from one another.
- Berkley Schools will consider outside rentals of facilities for athletic events

### Cleaning

- High touch surfaces that include computer keyboards, sinks and sink fixtures, telephones, door knobs, and light switches will be cleaned every four hours. Bathrooms will be spray disinfected every four hours. Staff will note the time, date and initials on a cleaning chart that is kept daily.
- Shared materials will be cleaned after every class period including computers, art materials, and books
- Classroom teachers, custodial staff, paraeducators, lunch aides and/or students will wipe down student desks and tables at the end of every period at the secondary level with disinfectant wipes
- At the elementary level, student desks and tables will be disinfected before and after lunch by lunch aides and/or paraeducators
- All classrooms will be provided disinfecting wipes, hand sanitizer, and latex-free gloves
- Staff and students must wear gloves, a mask and face shield when cleaning
- All buildings will be cleaned and disinfected nightly
- Playground equipment will undergo normal cleaning protocols
- The District will ensure safe and correct use and storage of cleaning and disinfection products
- Staff will be provided training on how to clean using the new protocols

### Busing and Student Transportation

The Berkley School District will work with its transportation provider ServiCar to implement busing protocols.

- Bus drivers, adults and all students must wear masks on buses and should use hand sanitizer before entering the bus
- Transportation vehicles will be cleaned and disinfected after every drop off and at the end of the day



# Phase 5 | Berkley School District Return to School Roadmap

## Safety Protocols, continued

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- Any equipment (such as wheelchairs, etc.) must be cleaned when being transported to schools
- If a student is sick, they may not use District transportation. Schools will follow protocols for sick students.
- If a driver becomes sick, protocols for sick staff will be followed
- Windows on buses should be opened, weather permitting, for ventilation

### Medically Vulnerable Students and Staff

The Berkley School District will review accommodations for students with special healthcare needs and update their care plans as needed.

The District will also work with any staff member who is medically vulnerable to understand any accommodations needed.

## Mental & Social-Emotional Health

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Mental and Social-Emotional Health will take a front seat during the 2020-21 school year. Berkley School District recognizes that mental health among staff and students needs to be a priority based on survey data from both groups. In a summer 2020 survey, 71% of parents reported behavior changes in their children since the pandemic began. 63% of staff reported anticipating feeling overwhelmed, anxious, depressed or otherwise upon their return to work.

Knowing this data, it is imperative that the District take a close focus on serving the mental health needs of all our stakeholders. Without this focus, teaching and learning will be challenging.

The Berkley School District will implement the following strategies for Phase 5.

- Continue the social-emotional curriculum, Second Step, for students grades TK-8
- All students, grades TK-8, will engage in a weekly social and emotional lesson
- Continue the Sources of Strength program at Berkley High School as well as access to counselors
- Students will be asked to respond weekly to a mental health screening assessment to evaluate if any supports are needed
- Survey families to assess the mental health needs of our students
- Provide parent resources to help their children with mental health needs
- Partner with community mental health agencies to provide mental health support for students and staff
- Continue the position of a Wellness Coordinator. The Wellness Coordinators will be filled by current Berkley Schools mental health professionals. They will provide assistance implementing the social-emotional curriculum, present at staff meetings, and check in with staff in the building.
- Actively share mental health resources to staff through the bi-weekly staff newsletter, the staffHUB
- Continue the regular check in mechanism for staff members during remote learning
- Staff will continue to identify students at risk while delivering instruction

# Phase 5 | Berkley School District Return to School Roadmap

## Instruction

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During Phase 5, all students will return to the classroom and likely attend five days a week. The District will survey families to understand the desire for an online learning option in addition to an in-person option. If an online option is desired, the District will make programs and resources available to students who choose this option.

Teachers will continue to use Schoology, an online Learning Management System to share assignments, monitor progress and communicate with families.

### In-Person Instruction

By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan for Phase 5.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practice will be adjusted to increase safety measures in the classrooms.

### Elementary: Grades TK-5

- Specials teachers will travel into the classroom, including art, music and media
- Physical education classes will be held outside, if at all possible
- Instructional methods follow social distancing guidelines highlighted in this plan. Students will sit at desks or tables facing the front of the room. Teachers may utilize technology to support the lessons.
- Music classes will focus on music appreciation and theory
- 5th grade music options will not be available during this phase. Music classes similar to K-4th grade will be available.
- The District is investigating all options to ensure our students who are taking a math course above their grade level will continue to do so

### Secondary: Grades 6-12

- Students will likely resume an in-person schedule, five days a week

### Adult Transition Program

The Adult Transition Program at CASA will run five days a week. The programming may be adjusted due to restrictions placed on job sites. Details on the operations of the program will be sent to families from the Adult Transition Principal.

### Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will operate with in-person instruction five days a week.

### Shared Time

Shared Time teachers will follow the plans for teaching and learning of the partner school at which they are assigned.

### Communication & Family Supports

The Roadmap will be communicated through our School Messenger communication platform. Parents will receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our District website, and a link to the Roadmap will also be posted on our District Facebook page.

- Berkley School District will communicate clear expectations of students and staff, including the attendance and grading requirements
- Berkley School District will survey families to evaluate instructional practices and adjust as needed

### Professional Learning

- Berkley School District will continue to offer professional learning opportunities and supports for staff
- Staff will be given clear expectations for delivering instruction as well as monitoring student progress



# Phase 5 | Berkley School District Return to School Roadmap

## Operations

### Facilities

If the District is in Phase 5 during the 2020-21 school year the Custodial and Maintenance team will monitor supplies, maintain the buildings and continue to clean and disinfect as necessary.

- As custodial and maintenance teams work to clean buildings, they will follow guidance from the CDC about the use of masks and additional PPE when performing cleaning duties
- The District has established a cleaning committee, a full inventory of PPE supplies, an ordering schedule and an inventory twice-weekly check in to ensure the District has enough supplies
- The custodial team will continue to assess all desk and table availability and spacing options inside of each classroom
- HVAC systems will be checked routinely to ensure all units are working properly
- Air filters will be changed four times per year: the beginning of the school year and at the end of each marking period. Filtered air systems remove particulates that can include viruses and bacteria. They bring in fresh outdoor air as well and help condition the room with specific CO2 levels and humidity, two factors that can greatly reduce the spread of airborne viruses.
- Drinking fountain bubblers (mouth area) will be covered and closed. Bottle fillers will be active.

### Technology

The District's technology team will continue to survey families to identify tech needs for each student. We are not a 1 to 1 district, but devices will be available to support online learning for staff and students.

The District will also establish the following:

- A help desk phone number for families and staff
- Procedures to distribute and collect devices with sanitizing procedures in place
- A system to monitor device usage and order new devices for those in need of replacement
- Training and/or resources will be available for staff and students
- Resources for families to investigate technology and internet options

### Budget, Food Service, Enrollment and Staffing

#### Budget

- The Berkley School District will assess the need for new or additional positions in maintaining a balanced budget
- The District is using CARES Act funding for all allowable purchases and is actively seeking additional funding sources

#### Food Service

Berkley School District's food service provider Aramark will be a partner in executing safe food preparation and distribution.

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals
- All staff and students will wash hands before and after meals
- For elementary students, lunch times and outdoor recesses may be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff should use social distancing while eating lunch in designated staff areas

#### Enrollment

The District has changed its enrollment procedures to allow for online uploading of documents, rather than in person only options. Families may also visit the Enrollment Office and follow social distancing protocols to complete the registration process.

#### Staffing

Berkley School District will monitor staffing requests and deploy staff to needed areas.

## Operations, continued

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### Kids' Zone Latchkey

Berkley Schools Kids' Zone Latchkey will resume the regular program of before and after-school care with safety precautions, capacity reductions and mask requirements.

Berkley School District will make every effort to provide child care to families through the Kids' Zone program, while following licensing guidelines.

### Berkley Building Blocks

Berkley Building Blocks, including tuition and Early-On programs, will follow Executive Orders, licensing requirements and family demand for the program. Berkley Building Blocks anticipates being open in Phase 5.

Berkley Building Blocks has established its own COVID-19 response plan and will continue to follow this plan while the program is open.



# Phase 6

If the Detroit Region of the State of Michigan is in Phase 6 of the Governor’s MI Safe Start Plan, school buildings will resume in-person instruction as normal. This phase is post-pandemic. Few, if any, active COVID-19 cases locally are present, community spread is not expected to return, sufficient community immunity is present, and there is availability of treatment.

## Safety Protocols

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### Hygiene

- Continue to provide cleaning supplies

### Responding to Positive Tests Among Staff and Students

- Areas closed if a positive case occurs
- Continue to consult with Oakland County Health Division on protocols

### PPE, Spacing, Movement, Screening Protocols, Food Service, Gatherings, Extracurricular Activities, Athletics, Cleaning, Busing and Student Transportation

- Safety protocols are no longer required



# 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 2019–20 school year.
- The District assures that during Phase 1, 2, or 3 of the MI 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 MI 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 MI 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 MI Safe Start Plan it will provide for the continuation of food distribution to eligible students.
- The District assures that during Phase 4 of the MI 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.



BERKLEY  
SCHOOLS

# Final Steps for Submission

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

- ☐ Date of submission to the Board of Education: August 3, 2020
- ☐ Date of approval by the Board of Education: August 3, 2020
- ☐ Submitted by Keith Logsdon, Board of Education President
- ☐ This Return to School Roadmap is published on the [Berkley Schools' website homepage](#), as well as on the [Return to Schools webpage](#).