

# Sparta Area Schools



## COVID-19

# Preparedness and Response Plan

FINAL

Approved by Board of Education  
8/12/2020



**Name of District:** Sparta Area Schools

**Address of District:** 465 S. Union, Sparta, MI 49345

**District Code Number:** 41240

**Web Address of the District:** <https://www.spartaschools.org/>

**Name of Intermediate School District:** Kent ISD

**Name of Authorizing Body:** Board of Education

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## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying [Michigan's 2020- 21 Return to School Roadmap](#) offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Grand Rapids may not work in Sparta. "Districts retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

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

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020.

Additionally, this Preparedness Plan will be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application will be filed by the district rather than multiple applications for individual schools within a district.

Depending on the status of the MI Safe Start Plan, there are four scenarios for school opening in the fall of 2020:

**Phase 1-3:** Fully remote instruction

**Phase 4:** In-person instruction with strict health and safety protocols

**Phase 5:** In-person instruction with more flexible health and safety protocols

**Phase 6:** Return to normal with minimal safety protocols (no plan needed)

## 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, the District will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Return To School Planning

In June of 2020, Sparta Area Schools created two Return to School committees composed of district and school level representatives to gather, prioritize, and develop COVID-19 health and safety guidelines (Safety committee) and plan for a return to teaching and learning (Instruction/Technology committee). These committees, with the assistance of our district administrative team and feedback from our community surveys, developed recommendations for reopening our schools.

Our committees each met on five separate occasions to review any literature, feedback, or guidance and utilized the following principles to guide our work:

- Creating a safe working and learning environment for our staff and students
- Providing the highest quality learning environment for our students
- Providing a choice for families based on their preference of learning models
- Providing both social-emotional and academic support for ALL students
- Compliance with all state laws and executive orders
- Clear, consistent, and accurate communication with all stakeholders

Following the release of the governor's Roadmap, our committees were charged with developing specific action plans to address three scenarios according to the Michigan Safe Start Plan:

- Return to School in Phase 1-3: Fully Remote Learning
- Return to School in Phase 4: Face-to-Face with strict safety protocols
- Return to School in Phase 5: Face-to-Face with flexible safety protocols

Following the development of our plan, it was shared with all staff, with the Sparta Education Association (SEA) and Sparta Educational Support Personnel Association (SESPA), with our community, and with our Board of Education. A full review of our plan will be shared with the Board of Education on Monday, August 10, with formal Board approval slated for August 12. Once approved, our plan will be posted on our district website.

The Board of Education, by vote of approval, reserves the right to adjust or alter this plan at any time.

**\*Kent County is currently in Phase 4 of the MI Safe Start Plan (as of August 5, 2020), and Sparta Area Schools is planning to reopen our schools for students on Tuesday, August 25 for face-to-face instruction, but also provide a virtual option for families that find that more desirable at this time.**

## Phases 4 & 5: Strict/Recommended Safety Protocols

In Phase 4 of the MI Safe Start Plan, schools are required to implement strict safety protocols in order to open their schools to face-to-face instruction. These protocols include:

- Require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - All staff and all students in grades DK-12 when on a school bus.
  - All staff and all students in grades DK-12 when in indoor hallways and common areas.
  - All staff when in classrooms.
  - All students in grades 6-12 when in classrooms.
  - All students in grades DK-5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- Prohibit indoor assemblies that bring together students from more than one classroom.
- Incorporate the Return to School Roadmap's required protocols governing hygiene, cleaning, athletics, screening, testing protocols, busing and student transportation.

When our region moves into Phase 5 of the MI Safe Start Plan, it is strongly recommended that our schools continue to implement these safety protocols. If we plan to exclude any, we must document it in our plan.

Sparta Area Schools recognizes that socially distancing students (6 ft. between students) in grades DK-12 throughout the school day and in classrooms could prove difficult at times. Our classroom arrangements and activities will provide as much space between students as is feasibly possible, and our staff will monitor students at arrival and dismissal, and at other passing times. Mask requirements may be relaxed when the region moves to Phase 5, pending the current requirements and recommendations at that time.

## Phases 4-5: Sparta Area Schools Learning Models

DK - 5 Face to Face Learning	DK - 5 Virtual Learning	6 - 12 Face to Face Learning	6 - 12 Virtual Learning
<p>All K-5 students attend school in-person all day, every day, with health and safety protocols in place.</p> <p><b>Features:</b>  All students cohorted by classroom.  No mixing of classes.  Specials teachers push-in to classrooms for art, music, and STEM.  Students eat lunch in cafeteria by cohorts.  Students will be cohorted by classroom on playground.  Staff wear face coverings at all times (except when eating).  Students wear face coverings at all times (except when eating).  Mask breaks will be built into the school day for students while in the classroom.</p>	<p>A fully on-line virtual learning option for families concerned about their children learning in a face to face environment.</p> <p><b>Features:</b>  Students remain enrolled in Sparta Area Schools.  Taught by Sparta Area Schools staff or state-certified teacher.  District-provided chromebook.  Curriculum aligned to MI state standards.  All students will receive core instruction (Reading, writing, math, science, social studies) with electives.  Students may shift to face to face learning each trimester (12 weeks).</p>	<p>All 6-12 students attend school in-person every day, with health and safety protocols in place.</p> <p><b>Features:</b>  Shorter school day for HS and MS students to minimize exposure.  Altered schedule with less classes each day to minimize passing time.  Students eat lunch in their classroom during the last block of the school day.  Staff wear face coverings at all times (except when eating).  Students wear face coverings at all times (except when eating).  Course organization through the Schoology learning management system.</p>	<p>A fully on-line virtual learning option for families concerned about their children learning in a face to face environment.</p> <p><b>Features:</b>  Students remain enrolled in Sparta Area Schools.  Taught by Michigan certified teachers.  Students assigned a Sparta teacher mentor.  District-provided chromebook.  Curriculum aligned to MI state standards.  Students can participate in KCTC, KTC, and dual enrollment opportunities.  Students can participate in all extracurricular activities/athletics.  Students may shift to face to face learning at semester (mid-year).</p>

## DK-5 Face-to-Face Learning

### Overview

All students attend school in-person, every day. Students are cohorted by their class and do not mix with students from other classes. This learning model most closely mirrors our traditional K-5 school experience. Students participate in recess, lunch, specials, and will receive pull-out or push-in support services as needed. Strict health and safety protocols will be in place.

#### Building Start Times:

Ridgeview - 8:50 am

Appleview - 8:40 am

#### Building End Times:

Ridgeview - 3:25 pm

Appleview - 3:15 pm

### Specials

Art, music, physical education, and STEM (Ridgeview students only) continue to be a part of each child's school experience. Art, music, and STEM will take place in the general education classroom with individualized materials. Gym will take place outside as much as possible, otherwise, class will be held in the gym.

### Face Coverings

All staff are required to wear facial coverings at all times within the building. Students are required to wear facial coverings at all times within the building other than while they are eating. This includes transitions within the classroom, to specials, lunch, bathrooms, during student arrival, during student dismissal, coming to and from the office, etc. Mask breaks will be built into the school day for students while in the classroom.

### Lunch and Recess

Grade levels will be divided into two groups with half eating lunch while the other half are at recess. Classes will be assigned specific tables for lunch and outside areas for recess. Students will remain with their cohort class at all times and tables in the cafeteria will be disinfected between classes.

### Sample K-5 Face to Face Cohort Model Schedule

Arrival & Breakfast	Literacy Block	Specials	Lunch & Recess	Math	Science or Soc.Studies	Writing Workshop	Wrap-up & Dismissal
8:50 - 9:15	9:15-10:30	10:30-11:15	11:15-12:00	12:00-1:10	1:10-2:00	2:00-3:00	3:15-3:25



## 6 - 12 Face-to-Face Learning

### Overview/Rationale

All students attend in person. Students will rotate through a schedule of three blocked classes beginning at 7:50 a.m. Students will eat lunch with their 3rd block class in their classroom. Students will be released at about 1:45 p.m. based on a staggered release to allow for social distancing as students leave the buildings.

The middle and high school will operate on a block schedule in the interest of student safety and learning. The block schedule allows for fewer transitions, smaller class sizes and ample time between secondary and elementary bus runs for thorough sanitizing of our bus fleet. The block schedule also embeds flexibility for differentiation and intervention to support students' individual needs.

### Lunch and Food Service

Breakfast and lunch will be available daily for students. Breakfast will be offered as students enter the building. Students will take their breakfast with them to their first block class. Third block classes have time built in to allow students the opportunity to get lunch from the cafeteria then return to their third period classes to eat. We will have closed campus for lunch at both buildings. Selections from the cafeteria will be limited to 3 or 4 items that can be chosen quickly.

### Start/Dismissal Times

Under this model start and dismissal times for both middle and high school students have been altered. Both the middle school and high school will run from 7:50 a.m. to 1:45 p.m. daily.

### Face Coverings

All staff and students wear face coverings, except when eating and drinking. This includes wearing face coverings in hallways and common areas and at arrival and departure.

### Overview/Rationale of Daily Schedule

The alternating block schedule offers advantages during this unique time to ensure that students and staff are as safe as possible based on the guidance from the CDC, KCHD and the Governor's back-to-school roadmap.

- **Smaller class sizes** (reduced by 20%) allowing for more distancing between students
- **Fewer transitions** reducing opportunities for kids to congregate and/or travel in common spaces
- **Shortened school day** allowing for time to clean, disinfect, and sanitize, including our bus fleet in between secondary and elementary bus runs
- **Common planning** empowering staff with time to coordinate around common content areas

**Middle School Schedule****Alternating Days**

<b>7:50-9:35</b>	<b>1st Hour/4th Hour Block</b>
<b>9:40-11:25</b>	<b>2nd Hour/5th Hour Block</b>
<b>11:30-1:45</b> <ul style="list-style-type: none"> <li>• Bus riders Released at 1:35</li> <li>• Pick-Up (Car) Released at 1:40</li> </ul>	<b>3rd Hour/6th Hour Block: LUNCH/Virtual Seminar</b>
<b>Virtual Learning Weekly</b>	<b>Virtual Homework (30 min/day or more)</b>

**High School Schedule****Alternating Weeks**

<b>Schedule</b>	<b>A Day/Week</b>	<b>B Day/Week</b>
<b>7:50-9:30</b>	<b>1st period</b>	<b>2nd period</b>
<b>9:35-11:15</b>	<b>3rd period</b>	<b>4th period</b>
<b>11:20-1:45</b> <ul style="list-style-type: none"> <li>• Bus riders Released at 1:45</li> <li>• Pick-Up (Car) Released at 1:40</li> </ul>	<b>5th period including LUNCH</b>	<b>6th period including LUNCH</b>
<b>Virtual Learning Weekly</b>	<b>Virtual Homework (30 min/day or more)</b>	<b>Virtual Homework (30 min/day or more)</b>

## DK - 12 Sparta Virtual Learning

### Overview

The Sparta Virtual Learning option is available by request for any family that prefers their child learn entirely online rather than in-person.

Families who choose to have their child learn remotely through Sparta Virtual are encouraged to commit to a full trimester of instruction (12 weeks) at the DK-5 level and to a full semester (18 weeks) at the 6-12 level. This means that students will not be permitted to move between Sparta Virtual and face-to-face instruction prior to the end of the current trimester/semester.

Students who participate in Sparta Virtual Learning remain Sparta Area Schools students. They have the same access to services and activities that students who are enrolled in face-to-face instruction enjoy.

### Definitions of Asynchronous and Synchronous Learning

Asynchronous learning is distance learning where the teacher and student are in different locations and are not connected live, in real time. Asynchronous learning requires students to complete tasks and activities independently. Examples of asynchronous learning include recorded lessons that students can access, posted notes from class lectures, discussion boards and self-guided lesson modules.

Synchronous learning is learning that takes place while the teacher and student are in different locations but are connected electronically in real time (live).

### Students in Grades DK-5

The Sparta Virtual learning option will be staffed and taught by highly qualified, Sparta Area Schools or state-certified teachers, depending on enrollment. The Edgenuity (Accelerate Education) learning platform will be used to support virtual content for the Sparta Area Schools teacher. The teacher will have the discretion to utilize other online programs to support student learning and create their own lessons. The teacher will be available for individual, small group, and whole class synchronous 'live' meetings to provide support and encouragement for student learning, as well as communications with the child's parent/guardian. Together, we provide a program that is accredited and nationally recognized with a curriculum aligned with the State of MI Standards.

Learning is integrated within individual activities, independent tasks, synchronous sessions and phone calls with your child's teacher. Learning can occur when students learn best, and not just between 8:00 a.m. and 3:30 p.m.

Students who enroll in Sparta Virtual Learning take six or more courses, including language arts, math, social studies, science, and electives (art, music, physical education).

The student's daily routine may include checking messages, checking the calendar within the platform, attending scheduled synchronous sessions, and completing independent lessons and assessments.

## **Students in Grades 6-12**

Sparta Area Schools is expanding its partnership with Michigan Virtual (MV) to provide a fully online option for our 6 - 12 students. Our high school students have previously found success utilizing MV courses when a course is not offered within our school or when an online course solves a scheduling conflict for a student. MV is accredited and fully aligned with the State of MI Standards and the Michigan Merit Curriculum to ensure our students are on a pathway towards graduation. Students may also enroll in credit recovery or elective courses using our Edgenuity learning platform.

High school students enrolled in courses through Michigan Virtual or Edgenuity will fulfill Sparta High School graduation requirements. Students will individually select courses to fit their needs and interests during meetings with their counselors. Students will receive grades that will be recorded on their SHS transcript and be calculated in the GPAs.

Michigan Virtuals curriculum is taught by Michigan certified teachers hired by Michigan Virtual. Students develop relationships with their online instructors and classmates through class discussion boards, emails, and online help sessions. Students will work asynchronously, meaning that each student will determine the schedule that works best for them. There are no scheduled synchronous class meeting times. Students will be provided a Sparta Schools mentor teacher who will monitor their progress and check in with them periodically. Michigan Virtual offers a wide selection of core and elective courses including Advanced Placement courses.

Students in grades 6-12 will have equal access to participate in all extracurricular or athletic activities. High School students enrolled in Sparta Virtual Learning will have access to KCTC and KTC programs, just like students enrolled in face-to-face learning. In addition, students in grades 9 - 12 will continue to have access to dual enrollment opportunities as appropriate.



## Sparta Virtual FAQ's

SV Questions	Program Descriptors
<b>Who can enroll in Sparta Virtual?</b>	All students who were enrolled in Sparta Area Schools at the end of the 2019-20 school year, and any student who is a current resident of Sparta Area Schools.
<b>Will devices be provided to students by the district?</b>	All students enrolled as a virtual learner will receive a district provided device.
<b>Who will deliver the curriculum?</b>	<p><b>Elementary (K-5):</b> Highly Qualified Michigan Certified teachers who are employees of Sparta Area Schools. A third party vendor, Edgenuity, will be used to support virtual content for the Sparta Area Schools teacher. The teacher will have the discretion to utilize other online programs to support student learning and create their own lessons.</p> <p><b>Secondary (6-12):</b> Highly Qualified Michigan Certified teacher with support from a Sparta Area Schools mentor teacher. Michigan Virtual courses will be used primarily for core content, along with Edgenuity as an option for electives. Content of all classes will align with state standards and Sparta Area Schools curriculum.</p>
<b>Which content/subjects will be provided?</b>	<p><b>Elementary (K-5):</b> Literacy (Reading and Writing), Mathematics, Science, Social Studies, and specials.</p> <p><b>Secondary (6-12):</b> English/Language Arts, Mathematics, Social Studies, Science, Foreign Language, and Electives.</p>
<b>How will learning be supported?</b>	<p><b>Elementary (K-5):</b> A Sparta teacher will be available for individual, small group, and whole class synchronous 'live' meetings to provide support and encouragement for student learning, as well as communications with the child's parent/guardian.</p> <p><b>Secondary (6-12):</b> Students will have their online instructor along with a Sparta mentor teacher to support their progress and provide necessary encouragement and assistance.</p>
<b>Who is responsible for students' completing their work?</b>	<p><b>Elementary (K-5):</b> The students have the responsibility, with assistance of their home support system, to complete their work timely and as requested. Teachers will be available with support through individual meetings with students and/or parents.</p> <p><b>Secondary (6-12):</b> The students have the responsibility, with assistance of their home support system, to complete their work timely and as requested. The teacher mentor will be available with support through individual meetings with students and/or parents.</p>

<b>What responsibilities do parents have at home?</b>	<p><b>Elementary (K-5):</b> Students will require daily oversight/assistance from their home support system.</p> <p><b>Secondary (6-12):</b> Students will be given clear expectations and assignments with defined outcomes and timelines. They will benefit from the oversight/assistance of their home support system to maximize their success.</p>
<b>How much of the day should families plan for students to be engaged in work each day?</b>	Students are full-time students. We are expecting students to experience a rich and exciting content experience. Much of the learning permits self-paced opportunities. There will be deadlines and some assignment expectations will require more energy and effort than other tasks. Students should expect a minimum of 3-4 hours of engagement daily, and some days as many as 5-6 hours.
<b>What will grading and progress communication look like?</b>	<p><b>Elementary (K-5):</b> Grading will mimic the grading and feedback systems of face-to-face learners.</p> <p><b>Secondary (6-12):</b> Final grades will mimic the grading structures of their face-to-face peers.</p>
<b>Can parents have students move between virtual and in person?</b>	If enrolling in virtual learning, students will be expected to commit to at least one trimester (DK-5) or semester (6-12) in the program. For secondary students, to ensure adequate credit attainment, a semester commitment is likely required. We will consider extenuating circumstances on a case-by-case basis.
<b>Can virtual learners participate in all extracurriculars as in-person learners, including athletics?</b>	Yes! Virtual learners are Spartans! They are members of our school community and have access to all the opportunities of their face-to-face peers. Eligibility standards will be the same as for our face-to-face learners.
<b>What options do we have if there is limited or no internet service in our home?</b>	Sparta Area Schools will make attempts to provide students with the necessary resources to permit participation in online school.
<b>Could a high school student take classes virtually and still attend classes at KCTC?</b>	Yes! Students may take their core classes virtually, and still attend the tech center face-to-face. Students may also dual enroll in college courses both virtually or face-to-face.
<b>What are the attendance requirements for students that are learning virtually?</b>	Students will be expected to engage in learning daily, but with flexibility based on family schedules and virtual learning needs. Student progress will be monitored for engagement and work completion by the teacher on a weekly basis. Teachers will coordinate meeting times with students and/or families based on mutually agreed upon availability.

## Health & Safety - Phase 4-5

### Personal Protective Equipment (PPE)

All staff and students will be required to wear face masks during their time in any common areas of our buildings. Secondary students (6-12) and all staff will be required to wear masks inside the classroom at all times, except when eating/drinking. Elementary students (DK-5) will be required to wear masks in the classroom other than when teachers provide “mask breaks” or when eating/ drinking. The district will provide two cloth masks to all staff and students on the first day of school. Students and staff may also use their own masks that they bring from home. Reusable masks must be washed at home each day and disposable masks must be discarded daily. Mask requirements may be relaxed when the region moves to Phase 5, pending the current requirements and recommendations at that time.

It is understood that there will be situations in which a mask is forgotten, lost, or damaged. The district will have ample supply of disposable masks readily available to meet the needs that arise throughout the school day. Staff will also be supplied with face shields and gloves for cleaning purposes inside the classroom.

Any student that provides medical documentation that they are unable to wear a mask will be excused from this requirement. Alternative facial covering options, such as a face shield, may be substituted for a mask in these instances, unless medical documentation also provides relief from this option. Guidance from the Michigan Department of Education will be followed for all students with disabilities that may not be required to wear facial coverings.

Students are encouraged to carry a personal size hand sanitizer with them between school and home. As hand washing with soap and water is most effective, this will be taught as a best practice and scheduled by elementary classroom teachers periodically. A 60% or higher alcohol-based hand sanitizer will be provided in every classroom, office, and common space. Students will be encouraged to use hand sanitizer any time they enter or exit the classroom.

Adequate supplies of soap, hand sanitizer, paper towels, and tissues will be provided in the buildings and classrooms. These supplies will be checked and filled periodically throughout the school day and after school. Staff is encouraged to notify building custodial staff or the office any time they are running low on any of these supplies in their classroom or notice it is running low in any of the common areas.

## Cleaning & Disinfecting

The district is committed to ensuring that intensified cleaning occurs in compliance with the Return to School Roadmap, industry standards, and best practices. To accomplish this mission, every employee will play an important role in ensuring the spaces they work in are maintained and cleaned throughout the day. The district contracts with Grand Rapids Building Services (GRBS) for custodial staffing and will adjust services for more staff to be working during the school day. The following summary of cleaning protocols will occur each school day:

### **Starting Clean:**

- Each building will be thoroughly cleaned each evening and students and staff will arrive to clean classrooms each day.
- The HVAC operation schedule has been extended to provide for after hours operation to fully exchange the indoor air with outdoor air.

### **Supplies:**

- The district will use an EPA-approved disinfectant specifically listed for use against SARS-CoV-2 (COVID-19) (List N) .
- Every classroom will be equipped with a spray bottle of the same disinfectant and sanitizer for daily use.
- All disinfectants and sanitizer will be clearly labeled.
- Every classroom will be equipped with multiple microfibre cloths for disinfecting and sanitizing, color-coded for appropriate use.

### **General Cleaning Standards:**

- Teachers will clean frequently touched surfaces in the classroom including light switches, doors, tables, desks at least every four hours at the elementary level (K-5).
- Teachers will clean frequently touched surfaces in the classroom including light switches, doors, tables, desks between each class at the secondary level (6-12).
- Custodial staff will clean each bathroom at least one time during the day. Such schedules may involve the cleaning of classroom bathrooms during instruction.
- Custodial staff will clean and disinfect common spaces consistently, at least every four hours at all levels.
- The HVAC operation schedule has been enhanced to increase fresh air exchanges. This is universally true across the district except in select spaces where a smaller increase is limited due to mechanical design.



## Elementary Classroom Supplies

The suggested back-to-school supplies listed on each elementary buildings' website are for individual use only. Families are asked to label all student supplies with each child's first name and last initial to further support this goal. Frequently used items within the classroom will be assigned to individual students and used exclusively by that student only throughout the school day whenever possible (e.g. some textbooks, devices, etc.). Other items within the classroom will be cleaned, disinfected, and/or sanitized as required per the Return to School Roadmap.

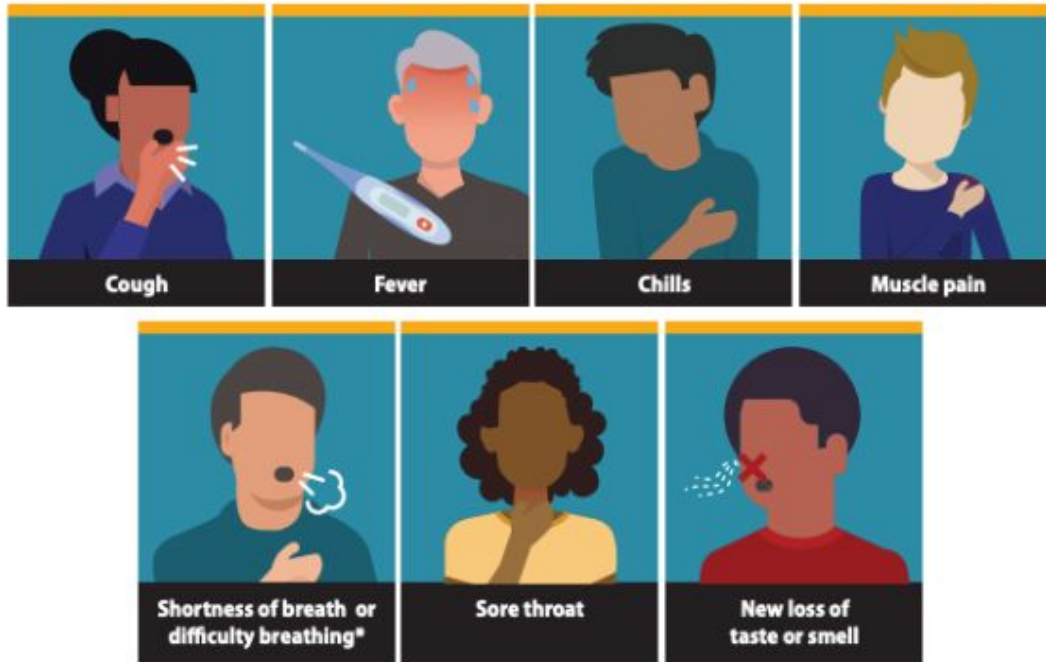
## Screening for COVID-19 Symptoms

Parents/guardians will be provided information on how to screen their child(ren) at home for COVID-19 each day before arriving at school. Screening for COVID-19 symptoms includes temperature taking and checking for specific COVID-19 symptoms as defined by the Center for Disease Control (CDC). In its July 23, 2020, guidance for schools, the CDC does not currently recommend universal symptom screening (screening all students grades K-12) be conducted by and at school. As a result, parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day. Students who are sick should not attend school in-person. Symptom screening will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies. Of utmost importance, is that students stay home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).

Sparta Area Schools employees will also screen for symptoms before arriving to work in the district. Employees and parents/guardians of children exhibiting unexplained COVID-19 symptoms, testing positive for COVID-19, or in close contact with a COVID-19 infected person should immediately contact the building administrator/building secretary.

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

07/14/20 - A May 20, 2020 10:44 AM

## COVID-19 Protocols

The protocols articulated in the Sparta Area Schools Preparedness and Response Plan are based on guidance from the Kent County Health Department (KCHD) and the Center for Disease Control (CDC). The KCHD provides daily guidance in this area to Kent County Schools through its School Toolkit:

<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>

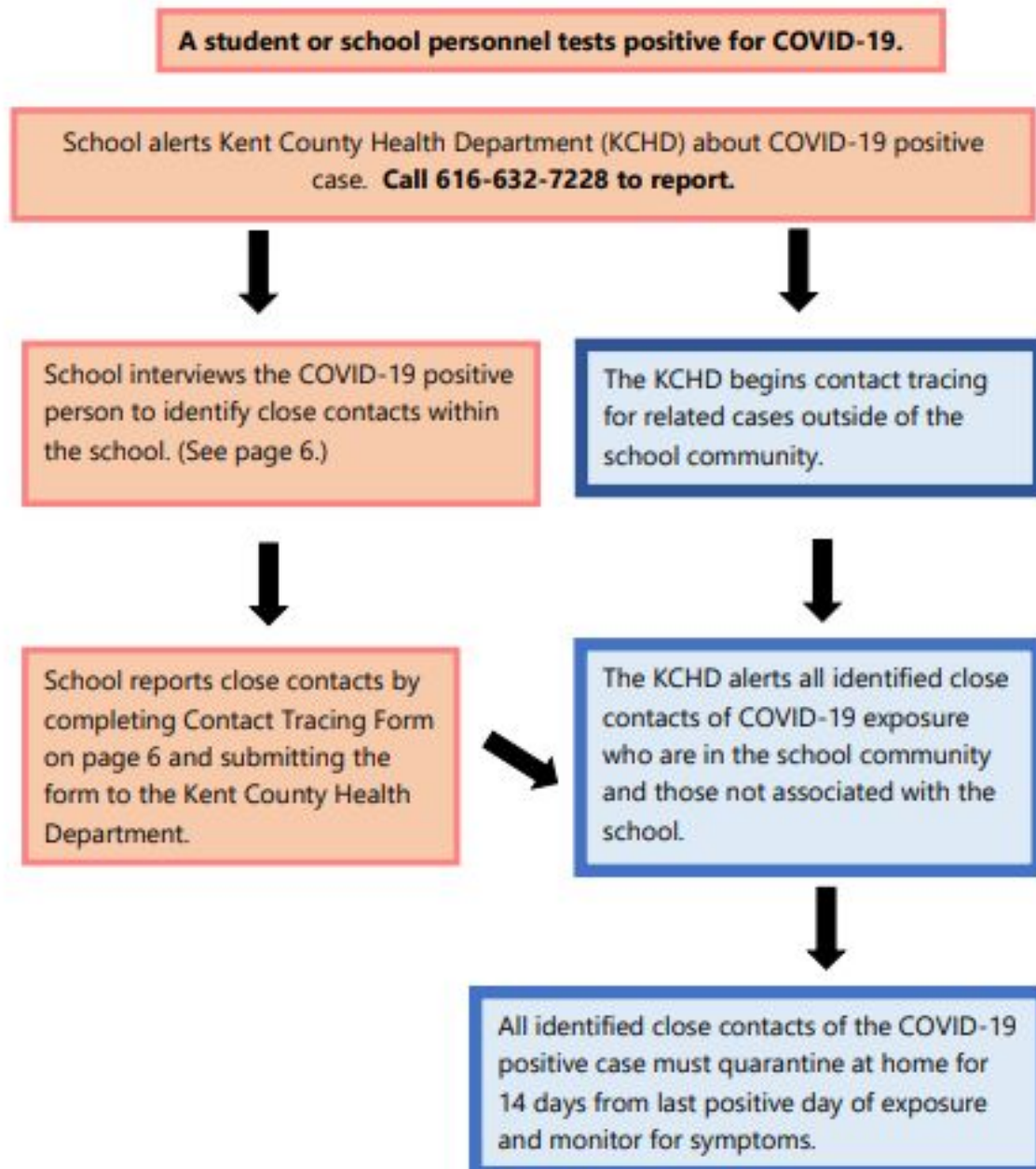
Data and science about COVID-19 changes daily, thus, the information conveyed in the plan is subject to change based on recommendations from the KCHD and/or the CDC.

Every COVID-19 related situation is unique and will require individualized analysis in regard to the precise steps and communications for implementation. Nevertheless, the graphics from the KCHD School Toolkit (following pages) provides a general overview of procedures and protocols related to a student or staff member presenting with COVID-19 symptoms, presenting with a positive COVID-19 test, and/or have close contact with a person testing positive for COVID-19. The CDC defines “close contact” as any individual within six feet of an infected person for at least 15 minutes with or without a mask, indoors or outdoors.

## Reporting a COVID-19 Concern

The district has established a confidential system for families to report positive COVID-19 cases or other COVID-19 concerns. Families should call **616-887-8253** as the primary method to make a COVID-19 report. If the call is not answered, please leave a message requesting a district administrator to follow-up with a phone call to gather further information and determine next steps.

## Contact Tracing in the School Setting



From the Kent County Health Department School Toolkit (7/31/20):  
<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>

## School Scenarios with Action Steps

Student/Staff person is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
<b>A student/school personnel within the school is confirmed to have COVID-19.</b>	<b>A student/school personnel within the school is symptomatic and pending lab result for COVID-19.</b>	<b>A student/school personnel within the school is a close contact to a confirmed COVID-19 case.</b>
<p>The student/school personnel <b>AND</b> all household members of the student/school personnel are <b>immediately</b> excluded from school.</p> <p>The confirmed positive student/school personnel must isolate at home. The student/school personnel must remain out of school until</p> <ul style="list-style-type: none"> <li>10 days have passed since symptoms first appeared <b>AND</b></li> <li>24 hours with no fever (without the use of fever-reducing medication) <b>AND</b></li> <li>Respiratory symptoms have improved (e.g. cough, shortness of breath)</li> </ul> <p>Household members, classmates, and teachers of the <b>isolated</b> student/school personnel who are close contacts are to remain out of school for 14 days after their last date of close contact.</p>	<p>The student/school personnel is to remain out of school while results are pending.</p> <p><b>If positive, see scenario 1.</b></p> <p>If negative and <b>NOT</b> considered a close contact to a positive case, the student/school personnel must be symptom-free for <b>24 hours without the use of fever-reducing medications</b> prior to returning to school.</p> <p><b>If negative and considered a close contact to positive case, the student/school personnel is to remain out school for 14 days since their last day of close contact. A negative test DOES NOT change the need to quarantine for 14 days.</b></p> <p>Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>The student/school personnel must quarantine for <b>14 days since last date of close contact.</b></p> <p>Household members, classmates, and teachers of the <b>quarantined</b> student/staff person may continue to attend school and should monitor for symptoms. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>

*\*Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. Contact tracers will consider age of students, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure*

From the Kent County Health Department School Toolkit (7/31/20):

<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>



## School Scenarios with Action Steps

Household member of a student within the school is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
<b>1. Household member of a student within the school has been confirmed to have COVID-19.</b>	<b>2. Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.</b>	<b>3. Household member of a student within the school has had close contact to a known case of COVID-19.</b>
Students who live in the same house as the COVID-19 positive person are to remain out of school while the household member is in isolation (10 days). The student must continue in quarantine for <b>14 days</b> after the last date of close contact after household member's isolation period ends.	Students who live in the same household of the family member are to remain out of school until test results are in.  <b>If the household member is positive, see scenario 1.</b>  If the household member is negative, student can return to school.	Student can remain in school but should be monitored.  If COVID -19 symptoms develop in the household member, students should remain out of school, and should be treated as in Scenario 2 pending results.

*\*Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. Contact tracers will consider age of students, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure.*

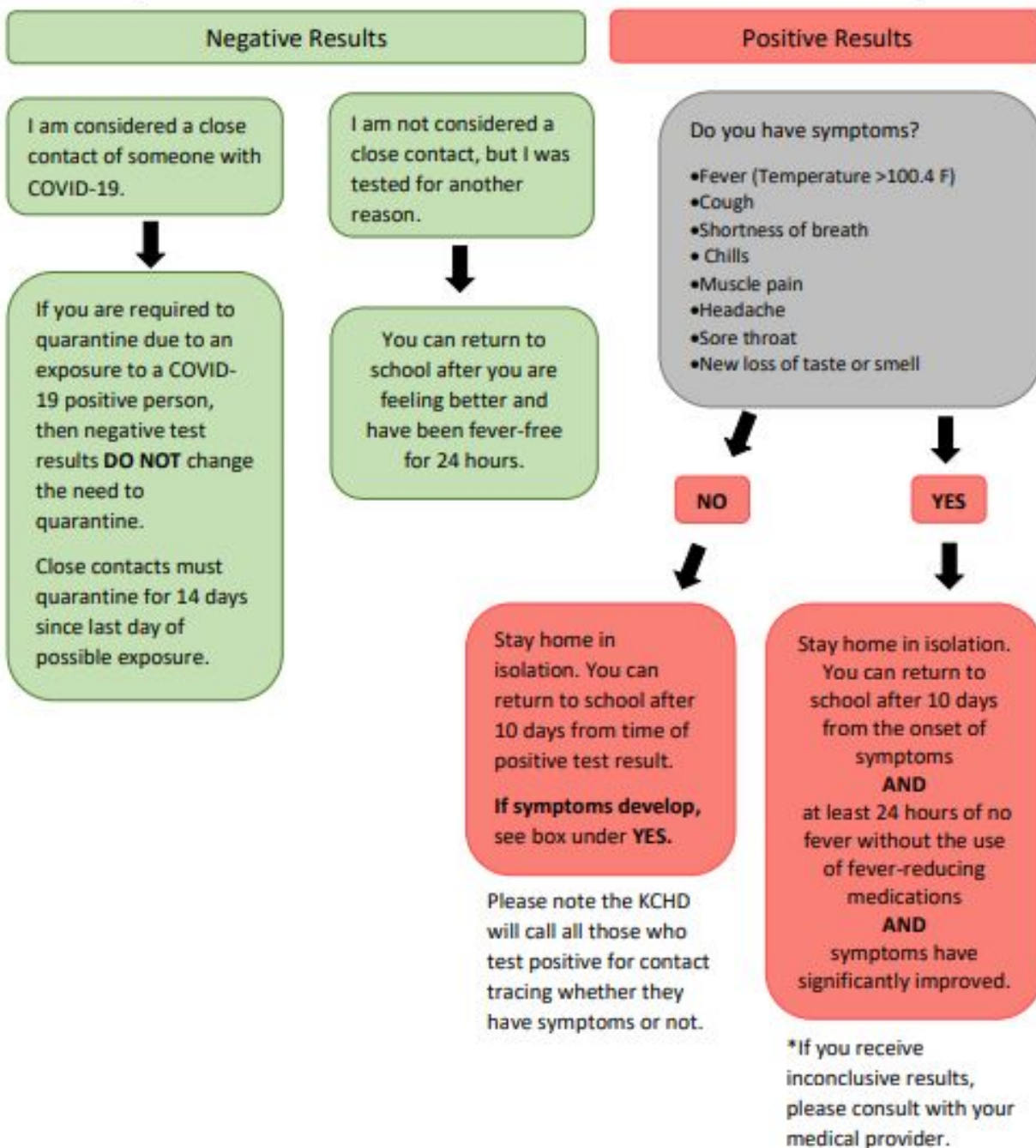
*\*If a COVID-19 positive case follows CDC Guidance for isolation, household members may not be considered close contacts. This will be up to the discretion of the contact tracer to determine if a COVID-19 positive case can meet isolation requirements. If a COVID-19 positive case can meet isolation requirements, close contacts within the household must quarantine for 14 days starting from the last day of close contact.*

From the Kent County Health Department School Toolkit (7/31/20):

<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>

## Returning to School After Receiving Your COVID-19 Test Results

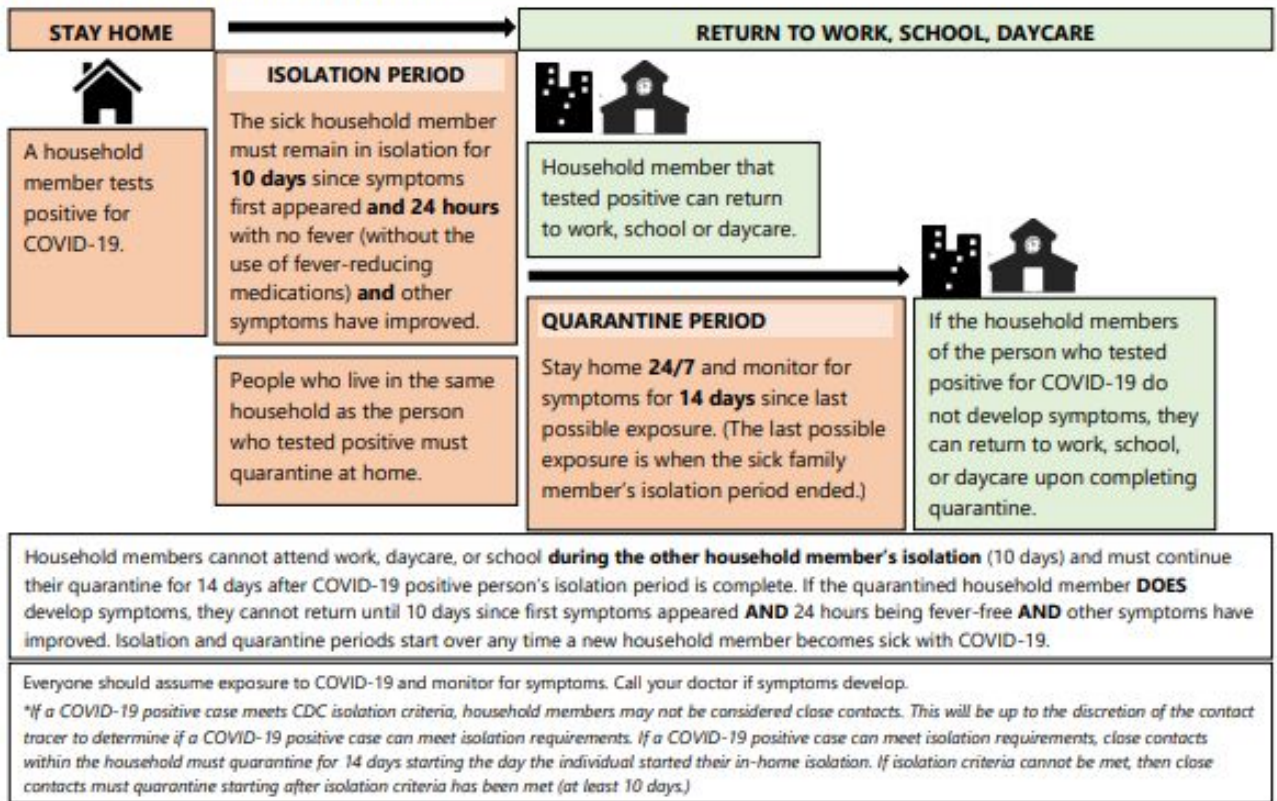
You have been tested for COVID-19 and received your test results.



From the Kent County Health Department School Toolkit (7/31/20):

<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>

## Isolation and Quarantine Timeline



From the Kent County Health Department School Toolkit (7/31/20):

<https://www.accesskent.com/Health/CommDisease/pdfs/SchoolToolkit%207.31.2020.pdf>



## Phases 1-3: Remote Learning

If our region or county is moved back to Phase 1-3 of the governor's MI Safe Start Plan at any time, our district must implement the following requirements:

- Require the closure of school buildings to anyone except:
  - District employees or contractors necessary to conduct minimum basic school operations consistent with our 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.
  - Food-service workers preparing food for distribution to students or their families.
  - Licensed child-care providers and the families that they serve.
- Suspend athletics, after-school activities, inter-school activities (e.g. competitions), and busing.
- Offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet.
- Provide for the continuation of food distribution to eligible students.
- 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.

If our district must move back to Phases 1-3, we plan to use a hybrid model of instruction using online learning platforms as the primary mode of instruction. [i.e. Schoology (6-12), Google Classroom (3-5), Seesaw (DK-2)]. For those students that choose to learn virtually during Phase 4, they will continue to learn remotely on their existing platform (i.e Michigan Virtual and Edgenuity). The district will provide devices (chromebooks) for students in grades 3-12. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. We will also do our best to work with families that may not have internet access at home to help them get connected. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

## Phases 1-3: Sparta Remote Learning Models

### Overview

Based on a State and/or local decision about closures as a result of an increase in COVID-19 spread, Sparta Area Schools is prepared to move some or all students to virtual only instruction, called Remote Learning. Remote learning days follow a set schedule of asynchronous and synchronous learning which is delivered by each student's assigned Sparta Area Schools teacher(s).

### Students in Grades DK-5

The Seesaw platform will be used by Ridgeview staff and students (K-2) and Google Classroom will be used by Appleview staff and students (3-5). The teacher will have the discretion to utilize other online programs to support student learning as well. The teacher will be available for individual, small group, and whole class synchronous 'live' meetings to provide support and encouragement for student learning, as well as communications with the child's parent/guardian.

If our schools are in a remote learning phase, students will continue to be exposed to reading, writing, math, social studies, science and specials on a weekly basis. The remote learning curriculum will pick up where face-to-face instruction left off.

The student's daily routine may include checking messages, checking the calendar within the platform, attending scheduled synchronous sessions, and completing independent lessons and assessments. Students will be expected to have regular attendance which will be monitored by teachers through student engagement in assigned tasks and work completion. Teachers will monitor student progress during remote learning, providing feedback and guidance to students on an individual and small group basis depending on learning needs. Grades will be assigned based on student performance on assigned tasks, quizzes, tests and/or projects.

The following two sample schedules provide flexible opportunities for students to engage in remote learning at the elementary level dependent on their families schedule. Teachers will work with each family in their class to determine the availability of the student and develop a schedule that will allow the student to be successful in a remote learning environment.



# learning AT HOME

Sample  
Schedule

## School Day Instructional Sample Schedule

For students who have availability for instruction during the school day

9:00am - 9:15am	Review "Morning Message" from teacher and prepare for the day
9:15am - 10:15am	Reading Workshop with live or recorded teacher instruction and assigned tasks
10:15am - 11:15am	Writing workshop with live or recorded teacher instruction and assigned tasks
11:15am - 12:15pm	Lunch and recess
12:15pm - 1:15pm	Math with live or recorded teacher instruction and assigned tasks
1:15pm - 1:45pm	Science or SS tasks/activities as assigned by the teacher
1:45pm - 2:15pm	Art, Music or PE live or recorded teacher instruction and assigned tasks
2:15pm - 2:45pm	Virtual meeting with classroom teacher and small group for support with today's work



# learning AT HOME

Sample  
Schedule

## Flexible Instructional Schedule

For students who have limited availability for instruction during the school day and will be completing work outside of normal school hours.

10:30am - 10:45am	Review "Morning Message" from teacher and prepare for the day
11:15am - 12:15pm	Writing workshop with recorded teacher instruction and assigned tasks
2:15pm - 2:45pm	Virtual meeting with classroom teacher and small group for support with today's work
4:00pm - 5:00pm	Reading Workshop with recorded teacher instruction and assigned tasks
5:00pm - 6:00pm	Math with recorded teacher instruction and assigned tasks
6:00pm - 6:30pm	Science or SS tasks/activities as assigned by the teacher
7:00pm - 7:30pm	Art, Music or PE with recorded teacher instruction and assigned tasks

## **Students in Grades 6 - 12**

Sparta High School and Sparta Middle School will utilize Schoology as an organizational tool for all instruction throughout the school year both for face-to-face learning (Phases 4 and 5) as well as remote learning (Phase 3). Teachers at our secondary buildings will post daily lessons in a consistent, easy to navigate format for students and their families. Any links to notes, videos, practice problems, assignments, and all other materials will be organized through Schoology. During periods of remote instruction, teachers will post daily lessons for students to complete with an expectation of approximately one hour of instruction for each of their three classes that day. This instruction may take place synchronously (live) as well as asynchronously (in a recorded format) to allow for flexibility of learning by secondary students. In addition, teachers will be available each afternoon for synchronous (live) learning opportunities. These afternoon times may be individual, small group, and whole class synchronous 'live' meetings to provide support and encouragement for student learning.

If our schools are in a remote learning phase, students will continue to be exposed to new material on a daily basis. The remote learning curriculum will pick up where face-to-face instruction left off. Daily learning tasks will be available asynchronously so that students are able to complete work as individual schedules allow within expected guidelines. Accommodations for deadlines may be made with individual teachers as needed. Additional meetings with staff may be scheduled to meet family needs outside the 9:00am - 2:30pm remote school day.

The student's daily routine during remote instruction should include checking school email, checking daily assignments in Schoology, attending scheduled synchronous class sessions, and completing independent lessons and assessments. Students will be expected to have regular attendance which will be monitored by teachers through student engagement in assigned tasks and work completion. Teachers will monitor student progress during remote learning, providing feedback and guidance to students on an individual and small group basis depending on learning needs. Grades will be assigned based on student performance on assigned tasks, quizzes, tests and/or projects.

**Secondary School Schedule\*****Learning Expectations**

<b>9:00 - 9:50</b>	<b>1st Block daily learning tasks</b>
<b>10:00 - 10:50</b>	<b>2nd Block daily learning tasks</b>
<b>11:00 - 11:50</b>	<b>3rd Block daily learning tasks</b>
<b>LUNCH</b>	
<b>1:00 - 1:25</b>	<b>1st Block synchronous discussion, explanation, intervention, and remediation</b>
<b>1:30 - 1:55</b>	<b>2nd Block synchronous discussion, explanation, intervention, and remediation</b>
<b>2:00 - 2:25</b>	<b>3rd Block synchronous discussion, explanation, intervention, and remediation</b>

**\*The secondary school schedule will follow the same daily schedule that the student had during Phase 4 and 5 Face-to-Face learning.**

## Social Emotional Health & Wellness

The direct and indirect impacts of the COVID-19 pandemic are expected to have a lasting and immeasurable effect on students. Social emotional health and wellbeing often are hidden under the surface and not discussed. Our children carry emotions they often are unable to verbalize. Due to the difficulty in being able to “see” and know how each child is doing, we are building intentional opportunities to keep a watchful eye and have a proactive approach to supporting all of our learners. Sparta Area Schools will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building, and successful transitions, whether in-person or through intermittent remote learning. It is critical that parents continue to reach out to staff when/if their child is experiencing stress, anxiety, trauma, depression, etc. so that we may work together as a team to support their child. We will continue to collaborate with the Kent County Health Department and the Kent School Services Network (KSSN) on all facets of our reopening plan to build resources and support for our students in the area of mental and behavioral health. Through this local and county work, we are building mental and behavioral health resources and partnerships that will offer another critical layer of support for students, families, and staff.



## Special Populations

Sparta Area Schools continues to recognize that supporting the whole child is imperative to student growth and learning. Through our Multi-Tiered Systems of Support (MTSS), we will continue to implement programs and interventions to address the academic, behavioral, and wellness needs of our students. Whether a student is receiving synchronous or asynchronous instruction, in-school or online, academic support through whole-group and small-group instruction (Tier 1) will be provided. If needed, students will receive more intensive small group or individual student intervention (Tiers 2 and 3). Our schools will leverage resources and tools for systematic data collection, ongoing progress monitoring, and timely intervention. Support staff and resource teachers, including school counselors, psychologists, and social workers, will work flexibly across the school to address student needs.

Students with disabilities, students with Section 504 plans, and English Language Learners will be given special consideration to ensure appropriate instruction while complying with federal and state requirements.

### Students with Disabilities

Special education services for students with disabilities will include increased time for synchronous instruction and explicit expectations for greater student engagement and consistency. Instructional delivery will be designed to ensure the least restrictive environment (LRE) as required by the individualized education program (IEP). Based on the student's IEP, specialized instruction will be provided in-person, when possible. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools. When necessary and possible, virtual meetings will be used to convene special education procedural meetings, such as reevaluation, eligibility, IEP teams, etc. Students opting into Sparta Virtual Learning will continue to receive their special education services from Sparta Area Schools.

### Students with Section 504 & Medical/Health Plans

In synchronous and asynchronous learning settings, students eligible for Section 504 plans will continue receiving their accommodations and other supports needed including additional time for synchronous, small group or individual instruction. Students will continue to receive access to instructional materials for use at home, as needed. When necessary and possible, virtual meetings will be utilized to convene Section 504 procedural meetings such as reevaluation, eligibility, review, etc. The school will continue to support students with specific medical/health plans.

## English Language Learners

Children who speak a language other than English in their home, or have a different native language, are given the opportunity to enrich their learning with a highly qualified teacher of English Language Learners (ELL). Individual and group support is provided to help our students become acclimated both socially and academically. English Language Learner support and services will continue during all learning models.

## Elementary Reading Intervention

Based on literacy assessment data, intervention services for students reading below grade level expectations will be provided during in-person and virtual learning structures. This will include additional time for synchronous, small group or individual instruction. Students will continue to receive access to instructional materials for use at home, as needed, including appropriately leveled text. When necessary and possible, virtual meetings will be utilized for initial and follow-up Reading Growth Plan meetings.



# Food Service

## General Overview

Food service operations under the Return to Learning Plan are designed to ensure compliance and adherence to all required safety protocols under the MI Safe Start Plan and Return to School Roadmap.

As school lunch is the least structured and most social part of a child's school day, it is also the most challenging time to ensure essential safety protocols are consistently followed. It is recognized that the plans below will greatly diminish the social experience students need as part of their regular routines. Concerted efforts will be made at all levels to offset the loss of lunch social time to the greatest degree possible. These efforts will likely come together as teachers and students collaborate within their lunch cohorts.

## Phases 1-3 Overview

If the state is in Phases 1-3 of the MI Safe Start Plan, the district will be closed and learning will be done remotely. Meals will be available to all families eligible for free, reduced, and paid students. Meal service will continue as done during the unanticipated closure. Meal service staff will deliver to set locations once per week and will have 2 different meal service times available at the high school for families to pick up the meals. We will provide breakfast and lunches for up to 5 days. These meals will be tracked via student rosters and recorded into the food service P.O.S. system to ensure the integrity of the program. Meal pickup will be every Monday.

During Phase 1-3, pre-packaged meals will be available to all families based on their eligibility status. Free and Reduced students will both be free for breakfast. Full priced students will also have a chance to request meals. Elementary Full price breakfast will cost \$1.55 and lunch \$2.75 per meal. High school and middle school students will be charged \$1.65 for breakfast and \$2.90 for lunch. All reduced paying students will be charged \$.40 for lunch. Families will pick-up 5 days worth of meals on Mondays from the high school. Sparta Area Schools will also have set locations for families to pick up as well. Similar to the spring/summer food service program, families with transportation needs or limitations may request meal delivery and efforts will be made to support such accommodations.

## Phases 4-5 Traditional in person Overview

All menus and meal choices for both breakfast and lunch will be available on the school's

website under the food service department link:

<https://www.spartaschools.org/departments/menus/>

or by visiting Sparta's Nutrislice link:

<https://spartaschools.nutrislice.com/menu>.

## Elementary Breakfast

Pre-packaged sack breakfasts will be delivered to the classroom by 8:40 a.m. daily. All K-5 students will receive FREE Universal Breakfast. Teachers will use a student/class roster to track breakfast meals. Families not electing to receive Free School Breakfast should either feed their child/children before school or send in a pre-packaged breakfast from home which does not require any preparation. All meals coming from home must come with the proper utensils, condiments, beverages, and napkins. Food service will not be able to provide these items at this time to students that bring meals from home. All elementary students will eat breakfast in their classroom, at their desks, under the supervision of their classroom teacher. Student masks can be removed while students eat. Teachers may read to students, show videos, and generally provide whatever instruction or interaction is feasible while students eat.

## Elementary Lunch

Students will pick their lunch choices in the morning after breakfast. Food Service staff will go around to each classroom after breakfast to pick up extra meals, breakfast rosters and lunch rosters with students' meal choices on them. Student lunch prices will be based on their free and reduced benefit status. Reduced meals are \$.40 and Full price lunch is \$2.75. Milk only is \$.50. Three options will be available for school lunch daily. Choice A will be a hot choice. Choice B will be a cold meal. Choice C will be a Peanut Butter and Jelly Uncrustable Meal. There will be two serving lines in the cafe, where students will line up by class to receive their meals. All meals will come with fruit, vegetables, 100% fruit juice and choice of milk. All condiments and utensils will be prepackaged and handed to students by food service staff. All student school lunches will be charged based on families eligibility for free, reduced, or full priced lunch. Families not electing to order a lunch from school should send a pre-packaged lunch from home which does not require any preparation. Water, napkins, utensils, condiments, and all other lunch elements should be packed with the lunch. Food service will not be able to provide these items at this time to students that bring meals from home.

All elementary students will eat lunch in the cafeteria with strict safety protocols and precautions. All students will be wearing masks while in the hallways and cafe serving lines. Teachers will escort their class to the cafe. Signage will be provided to remind students to social distance and what directions they should move in. Masks will not be removed until children are seated at their lunch tables ready to eat their meals. Lunches will be divided into two groups per grade with half of the group going to recess first while the other half eats lunch. Then the schedules for that grade will flip to allow the second half of the grade to come inside and eat. This will be done for all grade levels K-5. Classes will be assigned specific tables for lunch and outside areas for recess. Lunch tables will be labeled with teachers' names on them and students' classes will be seated every other table to ensure social distancing is done. Following each lunch period, food service staff and lunch aides will be disinfecting and sanitizing cafe tables, serving lines, and all high touch areas.

## Secondary (6-12) Breakfast

Pre-packaged breakfast meals will be available to all families. All students that receive Free or Reduced meals will receive breakfast at no cost. Full price students will pay \$1.65 to receive school breakfast. Breakfast will be available every morning to pick up in the cafe at 7:35 a.m. at the middle school and 7:40 a.m. at the high school. Students will use their school ID to check out at breakfast. The Food Service team will use a barcode scanner to check out students to eliminate contact between staff and students. All secondary students will eat breakfast in their first block class, at their desks, under the supervision of their classroom teacher. Student masks can be removed while students eat. Teachers may read to students, show videos, and generally provide whatever instruction or interaction is feasible while students eat. Families not electing to receive School Breakfast should either feed their child/children before school or send in a pre-packaged breakfast from home which does not require any preparation. All meals coming from home must come with the proper utensils, condiments, beverages, and napkins. Food service will not be able to provide these items at this time to students that bring meals from home.

## Secondary (6-12) Lunch

Pre-packaged lunches will be available to all families based on their eligibility status. Reduced lunch is \$.40 and full paid lunch will be \$2.90. The Food Service team will use a barcode scanner to check out students to eliminate contact between staff and students. Families not electing to order a lunch from school should send a pre-packaged lunch from home which does not require any preparation. Water, napkins, utensils, condiments, and all other lunch elements should be packed with the lunch. Food service will not be able to

provide these items at this time to students that bring meals from home.

All students will eat lunch in their classroom, at their desks, under the supervision of their classroom teacher. Student masks can be removed while students eat. All secondary students will eat during their 3rd block class. Students will have time built into their 3rd block class to have the opportunity to get lunch from the cafeteria then return to their third block class to eat. Students will be dismissed by class with a five minute window between classes to pick up their meals in the cafe. Teachers may read to students, show videos, and generally provide whatever instruction or interaction as is determined feasible while students eat. All uneaten student meals can be taken home with them if not finished in class. This lunch approach meets all requirements presently published by health authorities to the maximum extent feasible. As a result of the reduced time this plan requires, school dismissal will be earlier than normal.

### Phases 4-5: Sparta Virtual Learning - Breakfast/Lunch - All Grade Levels

During Phase 4-5, pre-packaged meals will be available to all students enrolled in Sparta Virtual based on their eligibility status. Free and Reduced students will both be free for breakfast. Full priced students will also have a chance to request meals. Elementary Full price breakfast will cost \$1.55 and lunch \$2.75 per meal. High school and middle school students will be charged \$1.65 for breakfast and \$2.90 for lunch. All reduced paying students will be charged \$.40 for lunch. Families will have the ability to pick-up 5 days worth of meals on Mondays. These schedules will be communicated to those families participating in the virtual learning program. The food service director and secretaries will reach out to all families participating in the virtual learning program to see if meals are needed and to discuss meal pickup or delivery options. Meals will all be tracked with school rosters and charged to students accounts in our P.O.S. system. Similar to the spring/summer food service program, families with transportation needs or limitations may request meal delivery and efforts will be made to support such accommodations.

### Phase 6 Overview

Normal food service operations will only occur after a sustained period of Phase 6 justifies the resumption of hot and cold lunch cafeteria based meal programming. When normal lunch resumes, K-12 students will eat lunch in the cafeteria under the protocols utilized before the pandemic. Once a decision has been made to return to normal lunch operations, such plans and timelines will be communicated to students and families. Due to the complexities of resuming a full lunch program under Phase 6, it is anticipated the resumption of normal lunch programming will lag several weeks behind other Phase 6 changes due to practical challenges associated with this change.

## Short-term Closure Plans

Short-term closures will be treated as Phase 1-3 for the purposes of lunch programming. Such temporary closures may require a modification of pick-up schedules. These schedules will be communicated if or when such closures occur.

## Food Service Payment

The district will continue to utilize student lunch accounts and collect parent payments using the **Meal Magic** platform. Please deposit funds into students accounts using our online payment options at <https://sendmoneytoschool.com/Dashboard/Login.aspx?ReturnUrl=%2f>. If you are unable to use the online option please send in paper checks. Elementary students can turn in food service payments, paper checks, to their teacher or building office secretary. Secondary students can turn in food service payment checks to their building secretaries. Please make sure that all food service payment checks have the child's name on it to ensure payment is put on the correct students account. Cash is discouraged and will not be accepted at the cafe registers for payment. All food service payments must be either made online or paid with a check that is handed into the student's teacher or building secretary. Every family who may qualify for free and reduced lunch should submit their application as part of the registration process. Free and Reduced Applications must be completed annually to ensure students receive their benefits or students must be directly certified by the state. If a family thinks they may qualify for free or reduced lunch, yet still plans to send a lunch from home, it is still important to apply as many state and federal programs that impact overall district operations and resources are indexed to free and reduced lunch numbers. It is Quick And easy to apply online here: <https://www.lunchapp.com/>. If you do not have access to apply online please contact the food service director Melissa Alley at 616-887-1744 or [melissa.alley@spartaschools.org](mailto:melissa.alley@spartaschools.org). Paper applications will be available upon request in each building office, but for safety purposes, if you are able, please fill out the application online.

## Transportation Services

Sparta Area Schools is pleased to continue providing safe and reliable transportation to our district students during Phases 4-6 of the governor's MI Safe Start Plan. In order to do so, the Transportation Department will be implementing the requirements of the Return to School Roadmap. The following safety protocols are requirements of the Roadmap during Phases 4 and 5:

- Transportation vehicles will be cleaned and disinfected before and after every transit route.
- The bus driver, staff, and all students in grades DK-12, if medically feasible, must wear facial coverings (masks) while on the bus.
- All students will be required to use hand sanitizer before entering the bus. Each bus will be equipped with hand sanitizer stations.
- If a student becomes sick during the day, they will not be allowed to utilize group transportation to return home.

In addition to the required safety protocols listed above, the Transportation Department will be implementing the additional safety measures:

- All students will have an assigned seat. They must remain in that seat and not move to another seat at any time while on the bus.
- Students will not be allowed to eat, drink or chew gum on the bus, unless there is a medical reason to do so.

The district contracts with Dean Transportation for all transportation services. A copy of their Return to School plan can be viewed at the link below:

[Dean Transportation - Return to School Plan](#)

For any questions regarding transportation services, please contact Paula Neuman, Transportation Supervisor, at 616-887-0136, or Matti Sullivan, Director of Finance and Operations at 616-887-8253.

## Other Considerations

### Athletics

Athletics and extracurricular activities support the goal of providing a well-rounded educational experience for students within the reopening process. Sparta Area Schools will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). Coaches and student athletes 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 practice or event. All equipment will be disinfected before and after use. 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 should not occur.

### Clubs & Extra-Curricular Activities

Clubs and extracurricular activities support the goal of providing a well-rounded educational experience for students. Clubs and extracurriculars may operate in compliance with our plan, executive orders, and the MI Safe Return to School Roadmap.

### Band, Choir, and Physical Education

These courses present unique considerations given the nature of the activity and larger class sizes. These courses will meet outside with social distancing to the extent possible. When indoors students and staff are required to wear face coverings when they are not able to social distance. Courses may be held in larger venues in order to support increased social distancing.

### Gathering Size Limitations

While in Phase 4 of the MI Safe Start Plan, the Return to School Roadmap suspends large scale indoor gatherings and large scale outdoor gatherings to 100 people. Small scale indoor activities and all outdoor events require face coverings and social distancing for spectators.

### Meetings, Events, & Gatherings at District Facilities

PTO, Booster, and other meetings and events typically hosted in our school buildings are suspended. We encourage those groups to meet virtually to the extent possible. Meetings

related to special education and specific student/family needs may continue to meet in the school buildings. All other facility use for outside groups will be suspended while we remain in Phase 4 of the MI Safe Start Plan. The district may reevaluate once our region moves into Phase 5.

## Visitors to School Buildings

Visitors to our schools, including volunteers, are restricted unless specific visitation is approved by building administration. If approved, all volunteers must answer COVID-19 screening questions and wear a protective face covering (mask) to be granted access.

## Before and After School Childcare

Before and after school care will be provided as long as our K-5 students are attending school in person. Before and after school care will begin on Tuesday, August 25, 2020 and will continue to be held at Appleview Elementary. Families may enroll in our BAC program by contacting Robyn Tryon at 616-887-1449.



## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education:** August 12, 2020

**Link to the Board Meeting Minutes or Signature of Board President:**

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

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

**Name of District Submitting Plan:** Sparta Area Schools

**Date Received by the ISD/Authorizing Body:**

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