TCAPS
Traverse City Area Public Schools
Great Community, Great Schools

TCAPS Safe Start Plan Summary

Board of Education Update
August 24, 2020



Safe Start Plan Summary

- Glossary of Terms
- Safe Start Plan Overview
- Option 1 Online Start Schedule
- Option 2 Start Schedule
- Health and Safety Plans and Protocols

Glossary of Terms

Virtual - UpNorth Virtual On Demand (taught by Michigan certified teachers) and UpNorth Virtual Live program (TCAPS teachers and MI certified teachers) offerings.

Remote - TCAPS teacher taught online learning. The first two-weeks of school will be taught remotely. The district would move to remote learning if the state was in any of Phases 1-3 or if the Board of Education determines the local health and safety conditions warrant.

Core Content Areas - English Language Arts, Math, Science and Social Studies

Face-to-Face - Traditional, in-person instruction delivered by TCAPS teachers.

Overview

- Option 1: Face-to-Face
- Option 2: UpNorth Virtual
  - **NEW OPTION** Live (2a)
  - On Demand (2b)

Option 1: Face-to-Face*

- Traditional face-to-face (F2F) instruction with additional cleaning protocols and safety measures
- Available for students in grades K-12
- School will start remotely on September 8, 2020; face-to-face instruction will begin September 21, 2020



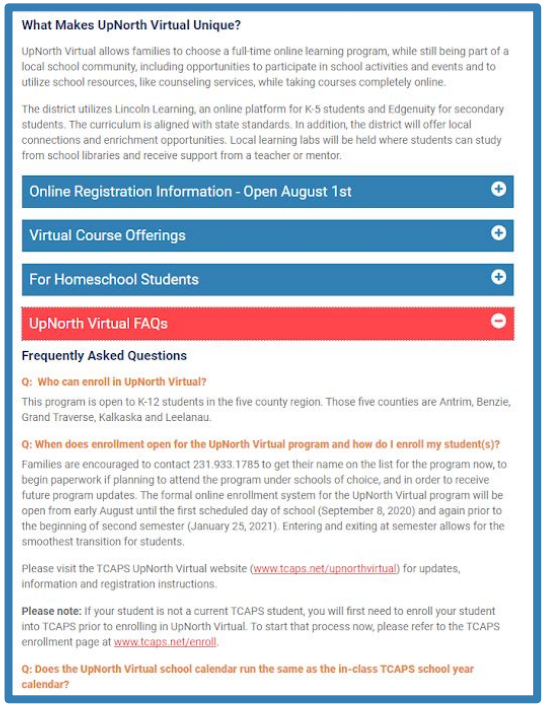
* Mode of instruction (face-to-face, hybrid, or remote) determined based on current health recommendations, state reopening phases, and other health and safety information. The Traverse City region is currently in Phase 5.

Option 2: UpNorth Virtual



Parents have two options under the UpNorth Virtual program:

- ❏ Option 2(a): Live
- ❏ Option 2(b): On Demand



What Makes UpNorth Virtual Unique?

UpNorth Virtual allows families to choose a full-time online learning program, while still being part of a local school community, including opportunities to participate in school activities and events and to utilize school resources, like counseling services, while taking courses completely online.

The district utilizes Lincoln Learning, an online platform for K-5 students and Edgenuity for secondary students. The curriculum is aligned with state standards. In addition, the district will offer local connections and enrichment opportunities. Local learning labs will be held where students can study from school libraries and receive support from a teacher or mentor.

Online Registration Information - Open August 1st

Virtual Course Offerings

For Homeschool Students

UpNorth Virtual FAQs

Frequently Asked Questions

Q: Who can enroll in UpNorth Virtual?

This program is open to K-12 students in the five county region. Those five counties are Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau.

Q: When does enrollment open for the UpNorth Virtual program and how do I enroll my student(s)?

Families are encouraged to contact 231.933.1785 to get their name on the list for the program now, to begin paperwork if planning to attend the program under schools of choice, and in order to receive future program updates. The formal online enrollment system for the UpNorth Virtual program will be open from early August until the first scheduled day of school (September 8, 2020) and again prior to the beginning of second semester (January 25, 2021). Entering and exiting at semester allows for the smoothest transition for students.

Please visit the TCAPS UpNorth Virtual website (www.tcaps.net/upnorthvirtual) for updates, information and registration instructions.

Please note: If your student is not a current TCAPS student, you will first need to enroll your student into TCAPS prior to enrolling in UpNorth Virtual. To start that process now, please refer to the TCAPS enrollment page at www.tcaps.net/enroll.

Q: Does the UpNorth Virtual school calendar run the same as the in-class TCAPS school year calendar?

2(a): UpNorth Virtual Live



- Core content classes for the purposes of this program are - English language arts and math (K-5) and English language arts, math, science and social studies (6-12) - taught remotely by TCAPS teachers (may not be same teacher as face-to-face)
- Electives taken at the school building or virtually through Lincoln Learning (K-5) or Edgenuity (6-12)
- Local learning labs held where students can study from school libraries and receive support from a teacher or mentor
- Students able to connect to a school community and access services like counseling, extracurriculars, sports, clubs, etc.
- Available for students in grades K-12, minimum of 25 students must be enrolled per class

2(b): UpNorth Virtual On Demand

- Full-time, self-paced virtual learning opportunity utilizing Lincoln Learning (K-5) and Edgenuity (6-12) taught by Michigan certified teachers with TCAPS teacher support
- Local learning labs held where students can study from school libraries and receive support from a teacher or mentor
- Students able to connect to a school community and access services like counseling
- Available for students in grades K-12



Prepare Your Students for College and Career Success

Option 1 Remote Schedule

- Online (Remote) Schedule
  - September 8-18
- Face-to-Face
  - September 21

Elementary Schedule

Daily Schedule for K-5 Students in Remote Learning (Sept. 8-18)

- ❏ Morning Meeting/Social Emotional Lesson
- ❏ Whole Class Learning English Language Arts
- ❏ Specials Classes (art/music/physical education)
- ❏ Whole Class Learning Mathematics
- ❏ Science/Social Studies
- ❏ Lunch/Recess
- ❏ Assigned Small Group Instruction/Enrichment Opportunities



Elementary Schedule (cont.)

Elementary Remote Start Schedule Snapshot

Kindergarten

	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11	Monday 9/14	Tuesday 9/15	Wednesday 9/16	Thursday 9/17	Friday 9/18
8:30-9:00		1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	Morning Meeting/ Social Emotional Learning	Morning Meeting/ Social Emotional Learning	Morning Meeting/ Social Emotional Learning	Morning Meeting/ Social Emotional Learning
9:00 - 9:30		1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	English Language Arts	English Language Arts	English Language Arts	English Language Arts
9:30-10:00		1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student				
10:00-10:30		1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	Mathematics	Mathematics	Mathematics	Mathematics
10:30-11:00		1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student	1on1 meeting with student				
11:00-11:30		Morning Meeting Academic Kickoff for home activies	Morning Meeting Academic Kickoff for home activies	Morning Meeting Academic Kickoff for home activies	Morning Meeting Academic Kickoff for home activies	Morning Meeting Academic Kickoff for home activies	Science/Social Studies/Writing	Science/Social Studies/Writing	Science/Social Studies/Writing	Science/Social Studies/Writing
11:30-12:00		Specials Classes	Specials Classes	Specials Classes	Specials Classes	Specials Classes	Specials Classes	Specials Classes	Specials Classes	Specials Classes
12:00-1:00		Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess
1:00-1:15		Online small group 1	Online small group 1	Online small group 1	Online small group 1	Online small group 1	Online small group 1	Online small group 1	Online small group 1	Online small group 1
1:15-1:30		Online small group 2	Online small group 2	Online small group 2	Online small group 2	Online small group 2	Online small group 2	Online small group 2	Online small group 2	Online small group 2
1:30-1:45		Online small group 3	Online small group 3	Online small group 3	Online small group 3	Online small group 3	Online small group 3	Online small group 3	Online small group 3	Online small group 3

* meeting with families is for 20 minutes with 10 minutes in between

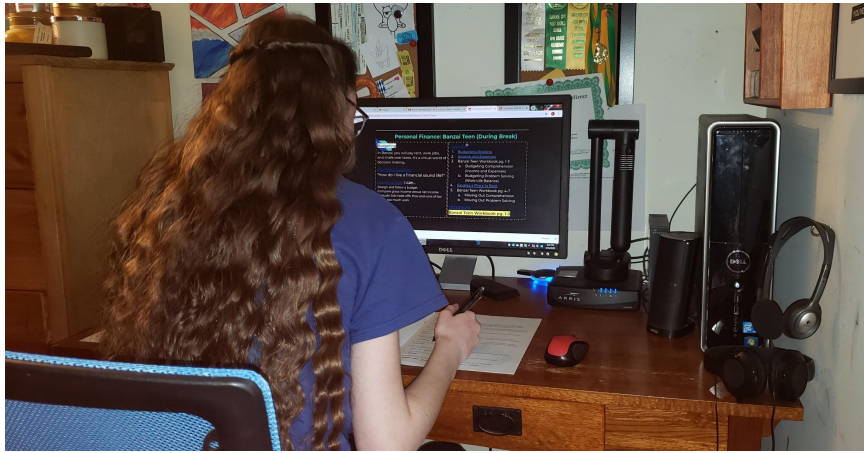
1st through 5th Grade

	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11	Monday 9/14	Tuesday 9/15	Wednesday 9/16	Thursday 9/17	Friday 9/18
8:30-12:00		Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning	Normal Virtual Schedule in Morning
12:00-1:00		Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess
1:00-1:15		1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family
1:15-1:30		1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family
1:30-1:45		1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family	1on1 virtual meeting with family

Secondary Schedules

Secondary schedules for all phases: face-to-face (daily and early release) and remote learning:

- ❑ EMS Schedule
- ❑ WMS Schedule
- ❑ CHS Schedule
- ❑ WSH Schedule
- ❑ TCHS Schedule



Online Learning Expectations

View learning expectations

- Parent Expectations
- Student Expectations

Parent Expectations

- ❏ Review weekly schedule with child and ask your child what they are working on
- ❏ Ensure child has a quiet/appropriate environment to learn and work
- ❏ Read weekly school communication
- ❏ Reach out to staff with questions and feedback throughout the year
- ❏ Foster independence, and assist with technical questions and difficulties
- ❏ Help your child be a proactive learner
- ❏ Help your child stay on a regular schedule/routine
- ❏ Encourage exercise and movement
- ❏ Monitor your child's stress/worry, please contact the school with any concerns
- ❏ If your child cannot attend a regularly scheduled class, call the school's attendance line to excuse his/her absence or to arrange for an alternative way to get instruction and assignments

Student Expectations - Elementary

- ❏ Come to class meetings, pay attention, participate and support your teacher and classmates
- ❏ Be on time for class meetings and stay until the teacher tells you that the meeting is done
- ❏ Turn your microphone off
- ❏ Turn your camera on
- ❏ Be respectful with your words and how you act with your body
- ❏ Do your work; try to do as much as you can by yourself and ask for help when you need it
- ❏ Type in the chat box only when the teacher says you can
- ❏ Stay focused; close tabs on your computer that you are not using as part of your class meeting
- ❏ Keep your pets in another room; find a quiet space to work
- ❏ Make sure you or your parents read all of the information your teacher sends you
- ❏ Email your teacher or another school adult if you have questions or concerns
- ❏ Wear school appropriate clothing
- ❏ Ask questions even if it requires you or your parents to send an email later
- ❏ Attendance matters, tell your teacher if you cannot attend

Student Expectations - Secondary

- ❏ Attend, collaborate, support
- ❏ Attendance includes being on time and staying until the teacher dismisses you
- ❏ Turn your microphone off
- ❏ Turn your camera on unless prearranged with instructor
- ❏ Participate with respect; use respectful tone, words, and body language when speaking or when others are
- ❏ Complete assignments to the best of your ability and with academic integrity
- ❏ Chat box is used for subject related comments only
- ❏ Limit distractions; close tabs not relevant for current instruction
- ❏ Keep pets in another room; find a quiet space to work and focus
- ❏ Monitor email and online platform for announcements
- ❏ Email your teacher or other staff member if you have questions or concerns
- ❏ Wear school appropriate clothing
- ❏ Ask questions even if it requires sending an email later
- ❏ Attendance matters; communicate with the teacher if you cannot attend

Option 2 Virtual Schedule

- Option 2(a) UpNorth Virtual Live
- Option 2(b) UpNorth Virtual On Demand
    - Classes begin for UpNorth Virtual Live and On Demand on September 8

UpNorth Virtual Program

On-Demand

- 100% virtual
- Lincoln Learning K-5
- Edgenuity 6-12
- TCAPS Teacher Mentor
- Diverse course catalogs
- Sample course guide

Live

- Blend of on-demand and live instruction
- Live Instruction in CORE content by TCAPS teachers
- Lincoln Learning K-5 and Edgenuity 6-12 for additional course requirements
- Diverse course catalogs
- Sample course guide

UPNORTH VIRTUAL

Updated Course Guide

Students in either program can elect for in-person elective courses

UpNorth Virtual Frequently Asked Questions

UpNorth Virtual Live Sample Schedule

First Grade	
Fall Semester English 1st Grade (E00000_1A) - A Math 1st Grade (E30000_1A) - A Science - 1 - A (VE20000_1A) Social Studies - 1 - A (VE10000_1A) Art - 1 - A (VE60000_1A) Music - 1 - A (VE65000_1A) Physical Education - 1 - A (VE70000_1A)	**Spring Semester** English 1st Grade (E00000_1B) - B Math 1st Grade (E30000_1B) - B Science - 1 - B (VE20000_1B) Social Studies - 1 - B (VE10000_1B) Art - 1 - B (VE60000_1B) Music - 1 - B (VE65000_1B) Physical Education - 1 - B (VE70000_1B)

Click here for the complete sample schedule

Traverse City Area Public Schools utilizes the state of Michigan Academic Standards to outline the learning expectations for our students. For more information on the Michigan Academic Standards, click here.

UpNorth Virtual On Demand Sample Schedule

First Grade - All On-Demand Instruction	
Fall Semester English Language Arts 1 - A (VE00000_1A) Mathematics - 1 - A (VE30000_1A) Science - 1 - A (VE20000_1A) Social Studies - 1 - A (VE10000_1A) Art - 1 - A (VE60000_1A) Music - 1 - A (VE65000_1A) Physical Education - 1 - A (VE70000_1A)	**Spring Semester** English Language Arts 1- A (VE00000_1A) Mathematics - 1 - A (VE30000_1A) Science - 1 - A (VE20000_1A) Social Studies - 1 - A (VE10000_1A) Art - 1 - A (VE60000_1A) Music - 1 - A (VE65000_1A) Physical Education - 1 - A (VE70000_1A)

Health and Safety Plans and Protocols

- Facial Coverings
- Cleaning of Facilities
- Building Systems
- Hygiene
- Transportation

Facial Coverings

Facial Coverings

- ❑ Facial coverings may be homemade cloth or disposable masks
- ❑ Students without a face covering will be given a disposable face covering
- ❑ Homemade facial coverings must be washed daily
- ❑ Disposable facial coverings must be disposed of at the end of each day

When to Wear Facial Coverings

- ❑ Facial coverings must be worn by PreK-12 students and staff during school bus transportation
- ❑ Facial coverings must be worn in classrooms by all students grades K-12
- ❑ Facial coverings must be worn in hallways and common areas by PreK-12 students in the building except for during meals
- ❑ Facial coverings must be worn by staff in the building except for during meals



Student Health Screening Protocol

- Families should screen **each child DAILY** for the following before coming to school:
  - **For symptoms**
    - Temperature 100.4 degrees Fahrenheit or higher
    - Sore throat
    - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
    - Diarrhea, vomiting, or abdominal pain
    - New onset of severe headache, especially with a fever
  - **For close contact/potential exposure within the last 14 days**
    - Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
    - Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
    - Had a travel history
- Students should not go to school or any school activities or sports if having symptoms of COVID-19
- View Student Health Screening Tool

The Center for Disease Control (CDC) does not currently recommend having schools conduct universal symptom screenings of all K-12 students. However, it is recommending parents or caregivers monitor their children for signs of infectious illness every day.

Cleaning of Facilities

- High touch surfaces will be disinfected by district staff frequently; this includes light switches, door knobs, bathroom surfaces, etc.
- TCAPS staff in rooms like art, music, and the library will be given five minutes between periods to disinfect desks or shared equipment
  - Staff will be provided the required Personal Protective Equipment (gloves, mask, and face shield) for cleaning
- Student desks and chairs in elementary classrooms will be wiped down after lunchtime with an appropriate disinfectant while students are outside of the classroom
  - All students will be required to wash their hands before lunch, and will have access to hand sanitizer throughout the day
- Student desks and chairs in secondary classrooms will be wiped down between each period
  - All students will have access to hand sanitizer throughout the day



Building Systems

- School buildings will have 100% outside air circulated into the building
- HVAC filter recommendation:
  - Efficiency Air filters should have Minimum Efficiency Rating Value (MERV) of between 8 and 13
- District plan:
  - MERV 13 filters will be in all school buildings before school starts
- Filter change recommendation:
  - MERV 13 filter changes are recommended every 6 months to a year
- District plan:
  - MERV 13 filters will be changed every 3-6 months
- District staff have cleaned all evaporator coils, fans, and all other major components of HVAC systems prior to installing new MERV 13 filters



Hygiene



- Proper handwashing techniques will be taught, using age-appropriate strategies, to all students on the first day of face to face school and revisited throughout the year
- Appropriate coughing and sneezing techniques will be taught, using age-appropriate strategies; signage will also be displayed
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours
- The use of shared tools will be discouraged as much as possible; for example, in a kindergarten class, table totes with common materials for tablemates to share will not be used
- Items that must be shared will be sanitized between uses
- Lockers will not be shared with other students
- When available, water bottle drinking fountains will be utilized for refilling personal water bottles
- Handwashing and/or sanitizing stations (products contain at least 60% alcohol) will be set up throughout school buildings
- Signage reinforcing proper hygiene in regards to handwashing will also be displayed in appropriate and prominent places around school buildings

Transportation

- Hand sanitizer will be provided on every bus; students will be required to sanitize their hands upon entry
- Bus drivers will encourage social distancing where possible
- In Phases 4 or 5, students and staff on a bus will be required to wear a facial covering unless they cannot medically tolerate wearing one; disposable masks will be available on every school bus
- Staff will clean and disinfect the bus between routes wearing appropriate personal protective equipment (mask, face shield, and gloves) while cleaning
- Weather permitting, bus windows will be open during transit, during cleaning, and between trips to promote air flow
- If a student becomes sick during the day, they must not use bus transportation to return home



2020-2021 Bus Routing Information: An email will be sent (or letter via USPS to those without email) on September 8th with current bus route information. A Bus Route Help Desk will be operated from Sept. 14-18 from 8:00 a.m. to 5:00 p.m. for support and/or changes. Hotline number: 231-933-1956.

Technology

- Chromebook Distribution
- Technology Help Desk

Technology

- Chromebook Distribution
  - Technology is planning to distribute Chromebooks to our elementary students during the week of August 31st on Tuesday, Wednesday, and Thursday (9/1, 9/2, and 9/3)
  - Secondary Chromebook handout will occur during registration; most TCAPS students will still have their devices from last year
- Family Tech Support
- Technology Help Desk: 231-933-3328 or email tech-info@tcaps.net



We Look Forward to Welcoming You



VIEW VIDEO