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
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
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.)

#### Kindergarten

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday 9/7</th>
<th>Tuesday 9/8</th>
<th>Wednesday 9/9</th>
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<th>Friday 9/11</th>
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<th>Tuesday 9/15</th>
<th>Wednesday 9/16</th>
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<tbody>
<tr>
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<td>11:00-11:30</td>
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<td>11:30-12:00</td>
<td>Specials Class</td>
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<td>12:00-1:00</td>
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<td>1:00-1:15</td>
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<td>1:30-1:45</td>
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* Meeting with families is for 20 minutes with 10 minutes in between.

#### 1st through 5th Grade

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<td>Normal Virtual Schedule in Morning</td>
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Elementary Remote Start Schedule Snapshot
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

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

UpNorth Virtual Frequently Asked Questions
## 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.
<table>
<thead>
<tr>
<th>First Grade - All On-Demand Instruction</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>English Language Arts 1 - A (VE00000_1A)</td>
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<tr>
<td>Mathematics - 1 - A (VE30000_1A)</td>
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<tr>
<td>Science - 1 - A (VE20000_1A)</td>
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<tr>
<td>Social Studies - 1 - A (VE10000_1A)</td>
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<tr>
<td>Art - 1 - A (VE60000_1A)</td>
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<tr>
<td>Music - 1 - A (VE65000_1A)</td>
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<tr>
<td>Physical Education - 1 - A (VE70000_1A)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>English Language Arts 1- A (VE00000_1A)</td>
</tr>
<tr>
<td>Mathematics - 1 - A (VE30000_1A)</td>
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<tr>
<td>Science - 1 - A (VE20000_1A)</td>
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<td>Social Studies - 1 - A (VE10000_1A)</td>
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<td>Art - 1 - A (VE60000_1A)</td>
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<tr>
<td>Physical Education - 1 - A (VE70000_1A)</td>
</tr>
</tbody>
</table>
Health and Safety Plans and Protocols

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

STAY SAFE TO STAY OPEN.
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