



Holton Public Schools

Fall 2020 Reopening Plan

Safe and Healthy. Learner Focused. Flexible.



Dear Holton Families:

We understand the challenging times we are facing together as we face a global pandemic that has disrupted our lives and threatened our health and wellbeing. These challenges are forcing us to change how school works and providing us an opportunity to become more flexible to meet the individual needs of our students. Amidst these challenges, we remain steadfast in the hope that tomorrow will be brighter and that our children deserve a high quality education.

The team at Holton Public Schools has worked diligently to develop a comprehensive plan that ensures the health and safety of our students, staff and community. Through feedback from community and staff surveys, meetings with staff and community, and partnerships with the local health department, Michigan Department of Education, and the Governor's office our plan strives to meet all of the requirements while remaining flexible enough to support each student. There is no perfect plan during an active pandemic. We hope that, although school will look and feel different, the educational experience at Holton Public Schools remains one that is Rooted in Community, Reaching for Excellence, and Ready for the Future.

The enclosed plan focuses on the health and safety of our students and staff. This will always remain a top priority at Holton Public Schools. We recognize that the situation is constantly changing and our plan may need to be modified as we move forward. We also know that we may need to change our protocols and procedures once we reopen.

This has been incredibly challenging to develop. I am grateful for an amazing team of educators at Holton Public Schools who are committed to student success and creating a safe and healthy environment for everyone. This will not be a normal school year. However, I remain hopeful that it will be an incredibly successful school year. And with hope we can overcome anything.

With Great Respect,

Dr. Adam Bayne
Superintendent



Holton Public Schools

Return to Learn Enrollment Options At a Glance

	Daily In-Person	Flex/Hybrid	Virtual (Not Holton Virtual Academy)
K-5	<ul style="list-style-type: none"> • Safety Protocols Required • Class Size 12-15 • Schedule 9AM-3:15PM • Students will remain in same classroom for the duration of the day • Specials (art, PE, music) provided by classroom teacher • Lunch served in the classroom 	<ul style="list-style-type: none"> • Classes provided through a third party • Holton teacher provided • Regularly scheduled classroom attendance for assistance on virtual platform • Teacher/Principal determines attendance in collaboration with parents • Safety Protocols Required when in class • Flex students will be in a separate cohort 	<ul style="list-style-type: none"> • Classes provided through a third party • Holton teacher provided • Daily attendance requirements • Weekly teacher meetings • Flexible pace and schedule
6-8	<ul style="list-style-type: none"> • Safety Protocols Required • Class Size 15-18 • Students will rotate within a grade level cluster • Electives will be provided two days per week. • 3 Class Periods per day • Lunch served in classroom or socially distanced areas of the building • Schedule 8AM-2:15PM • Wednesday Remote Learning 	<ul style="list-style-type: none"> • Classes provided through a third party • Holton teacher provided • Regularly scheduled classroom attendance for assistance on virtual platform • Teacher/Principal determines attendance in collaboration with parents • Safety Protocols Required when in class • Flex students will be in a separate cohort 	<ul style="list-style-type: none"> • Classes provide through a third party • Holton teacher provided • Daily attendance requirements • Weekly teacher meetings • Flexible pace and schedule
9-12	<ul style="list-style-type: none"> • Safety Protocols Required • Lunch served in classroom or in socially distanced areas of the building • Class Size 15-18 • 3 Class Period per day • Schedule 8AM-2:15PM • Wednesday Remote Learning 	<ul style="list-style-type: none"> • Classes provided through a third party • Holton teacher provided • Regularly scheduled classroom attendance for assistance on virtual platform • Teacher/Principal determines attendance in collaboration with parents • Safety Protocols Required when in class • Flex students will be in a separate cohort 	<ul style="list-style-type: none"> • Classes provided through Michigan Virtual or other third party • Holton teacher provided • Daily attendance requirements • Weekly teacher meetings • Flexible pace and schedule

Enrollment selections is a **commitment for the semester based upon response to the form sent July 22, 2020. Flexibility will be provided based on state guidance and the current phase.*

**Regardless of the enrollment choice above, all students are eligible to participate in extracurricular activities.*

**Holton Virtual Academy is a separate program. Students are not permitted to participate in extracurricular activities.*



Reopening At A Glance

Safety protocols will no longer be required in phase 6.

	Phase 1-3	Phase 4	Phase 5
Overview	Schools closed for in person instruction. All students provided distance/virtual learning.	Holton Public Schools provides three enrollment options K-12: K-5: Daily in Person Instruction (5 Days per week) 6-12: M, T In person, W Virtual, Th, F in person. Flex/Hybrid: students can attend regularly scheduled day(s) per week to get support from a teacher directly to support virtual learning progress Virtual: Students may enroll in 100% virtual with Holton teacher support	Holton Public Schools provides three enrollment options K-12: K-5: Daily in Person Instruction (5 Days per week) 6-12: M, T In person, W Virtual, Th, F in person. Flex/Hybrid: students can attend regularly scheduled day(s) per week to get support from a teacher directly to support virtual learning progress Virtual: Students may enroll in 100% virtual with Holton teacher support
Students with Special Needs	Schools closed for in person instruction.	Students' individual plans will be reviewed and updates will be made to ensure accommodations are adequate. Students are permitted to schedule in person appointments to receive services if enrolled virtually.	Students' individual plans will be reviewed and updates will be made to ensure accommodations are adequate. Students are permitted to schedule in person appointments to receive services if enrolled virtually. Virtual: Students may enroll in 100% virtual with Holton teacher support
Virtual Option	ALL PHASES: Students provided a virtual option in grades K-12.		
Face Coverings	Schools closed for in person instruction.	Face coverings are required for all students and staff at all times, except during meals. K-5 Teachers may provide mask breaks when students can be socially distanced and are in their cohort class.	Face coverings are required for all students and staff at all times, except during meals. K-5 Teachers may provide mask breaks when students can be socially distanced and are in their cohort class.
Gatherings	Schools closed for in person instruction.	Field trips and other gatherings suspended. School buildings closed to family members and guests except for extenuating circumstances.	Gatherings and building visitation permitted with additional safety protocols including social distancing and limitation of group size.
Transportation	Schools closed. No transportation provided.	Transportation available upon request. All riders required to wear facial coverings and use of hand sanitizer.	Transportation available upon request. All riders required to wear facial coverings and use of hand sanitizer.
Food Service	All students are eligible for weekly meal deliveries. .	For students in attendance at school, school meals will be served in buildings, either in classrooms or in areas of the buildings where social distancing can be followed.	For students in attendance at school, school meals will be served in buildings, either in classrooms or in areas of the buildings where social distancing can be followed.



Once per week, meal kits will be provided to virtual students who elect to receive these meals.

Once per week, meal kits will be provided to virtual students who elect to receive these meals.

Note: Holton Public Schools will continue to work with the local public health department and make adjustments as required to the reopening plan as dictated by the phase of reopening and adhering to current executive orders.

Safety Protocols

The following safety protocols are determined by the requirements and recommendations from the [MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#). These protocols do not eliminate all risk of contracting COVID-19 but are designed to minimize the risk as much as possible.

Face Coverings

	Phase 1-3	Phase 4	Phase 5
Face Coverings	Schools closed for in person instruction.	Face coverings are required for all students and staff at all times, except during meals. K-5 Teachers may provide mask breaks for students when socially distanced and in cohorted classrooms.	Face coverings are required for all students and staff at all times, except during meals. K-5 Teachers may provide mask breaks for students when socially distanced and in cohorted classrooms.

Face coverings help protect against the spread of COVID-19. Plastic face shields are not a replacement for cloth face coverings. Face shields that include a drape or prevent any open areas around the shield would meet the requirements of a face covering. To ensure we can safely reopen classrooms, face coverings will be required for all individuals. Face coverings may be homemade or disposable level-one (basic) surgical masks.

- Homemade face coverings must be washed daily.
- Disposable face coverings must be disposed of at the end of each day or if they become wet.

Any staff or student that is unable to medically tolerate a face covering must not wear one. Any staff or student that is incapacitated or unable to remove the face covering without assistance, must not wear one.

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		



Gatherings, Mealtimes, and School Events

Safety protocols will no longer be required in phase 6.

	Phase 1-3	Phase 4	Phase 5
Visitors and Guests	Schools closed for in person instruction.	Family members and guests are not allowed in the school building except under extenuating circumstances. Facial coverings required for anyone in the building.	Any family member or guest entering the building should wash or sanitize hands prior to entry. Facial coverings required for anyone in the building.
Classrooms	Schools closed for in person instruction.	Desks will be socially distanced in the classroom. Students will be reminded and taught to socially distance from others whenever possible. Class sizes will be kept as small as possible to maintain distancing. K-5 will stay in classroom groupings throughout the day. 6-12 students will transition with similar grade level groups to reduce exposure to others.	Desks will be arranged to support social distancing as best as possible. Students will be encouraged to maintain distancing. Class sizes will increase depending upon enrollment.
School Meals	Schools closed for in person instruction.	K-5 will eat meals in the classroom. 6-12 will eat meals in the classroom or in a socially distanced supervised area of the building. Eating outside will be permitted as we are able.	K-5 will continue to eat meals in the classroom. 6-12 will continue to eat meals in the classroom or in a socially distanced supervised area of the building. Eating outside will be permitted as we are able.
Assembly Spaces	Schools closed for in person instruction.	No use of assembly spaces for large cross grade level gatherings.	Gatherings will be permitted in accordance with state and public health requirements.
Recess	Schools closed for in person instruction.	Recess for K-5 will be held outdoors and indoors within classroom cohort groups. Schedules will rotate to give all K-5 students the opportunity to access the outdoor play equipment. Students will wash hands or use hand sanitizer before or after recess. Playground structures will be cleaned according to normal routine.	Recess for K-5 will be held outdoors and indoors within classroom cohort groups. Students will wash hands or use hand sanitizer before or after recess.
Field Trips and Off-campus Events	Schools closed for in person instruction.	Off campus field trips and events are suspended.	Off campus trips and events can resume with strict adherence to safety protocols including face coverings.
Outdoor Spaces	Schools closed for in person	Staff will supervise arrival and	Staff will supervise arrival and



	<p>instruction.</p>	<p>dismissal. Students are required to go directly to their classroom. Lockers will be provided to house coats only.</p> <p>Congregation in hallways and office areas is to be avoided.</p>	<p>dismissal. Students are required to go directly to their classroom. Lockers will be provided to house coats only.</p> <p>Congregation in hallways and office areas is to be avoided.</p>
<p>K-5 Specials (Art, Music, PE)</p>	<p>Schools closed for in person instruction.</p>	<p>Classroom teachers will be providing art, music, and PE lessons within their classroom curriculums.</p> <p>When possible, classes will go outside for some of these lessons.</p>	<p>Classroom teachers will be providing art, music, and PE lessons within their classroom curriculums.</p> <p>When possible, classes will go outside for some of these lessons.</p>
<p>6-12 Specials (Art, Music, PE)</p>	<p>Schools closed for in person instruction.</p>	<p>For 6-8 grade students attending daily in person instruction specials will be socially distanced and outside weather permitting.</p> <p>6-8 students attending through Flex/Hybrid program specials will be provided virtually. Some electives may be taken in person with principal approval.</p> <p>6-8 Virtual students can take electives through the virtual platform.</p> <p>9-12 grade students attending daily in person instruction specials will be socially distanced and outside weather permitting.</p> <p>9-12 students attending through Flex/Hybrid program specials will be provided virtually. Some electives may be taken in person with principal approval.</p> <p>9-12 grade students attending virtually full time can take electives through the virtual platform.</p>	<p>Specials will resume as permitted by Phase 5 and the district's ability to maintain safety protocols. Most of the options will be the same as in Phase 4.</p>
<p>Restrooms</p>	<p>Schools closed for in person instruction.</p>	<p>Elementary: Students will be provided bathroom breaks with a limited number of students entering this space.</p> <p>Secondary: Students will be taught to not congregate in the bathrooms and maintain a limited number of students using the restroom at any time.</p>	<p>Elementary: Students will be provided bathroom breaks with a limited number of students entering this space.</p> <p>Secondary: Students will be taught to not congregate in the bathrooms and maintain a limited number of students using the restroom at any time.</p>
<p>Hallways, Lockers, and Locker Rooms</p>	<p>Schools closed for in person instruction.</p>	<p>Lockers will only be accessed in upon arrival and dismissal to hold coats and indoor shoes. Students will be permitted to travel the school building with backpacks to hold personal belongings. Efforts will be made to mitigate hallway congregation.</p>	<p>Lockers will only be accessed in upon arrival and dismissal to hold coats and indoor shoes. Students will be permitted to travel the school building with backpacks to hold personal belongings. Efforts will be made to mitigate hallway congregation.</p>



Parent/Teacher Conferences, Open Houses and School Events	All in building activities are suspended. Parent meetings will occur using email, online meeting platforms, or phone calls.	All in building visitation is suspended. Parent meetings can be scheduled in person due to extenuating circumstances otherwise all meetings will be held virtually or by phone.	Activities will be scheduled in accordance with the capacities for indoor gatherings listed in the current executive order.

Transportation

Safety protocols will no longer be required in phase 6.

	Phase 1-3	Phase 4	Phase 5
Face Coverings	Schools closed for in person instruction.	Face coverings required for the bus driver, staff, and all students in grades K-12 while on the bus, if medically feasible.	Face coverings required for the bus driver, staff, and all students in grades K-12 while on the bus, if medically feasible.
Boarding the Bus	Schools closed for in person instruction.	The use of hand sanitizer is required before entering the bus. Hand sanitizer will be supplied on the bus.	The use of hand sanitizer is required before entering the bus. Hand sanitizer will be supplied on the bus.
Cleaning	Schools closed for in person instruction.	All buses will be cleaned and disinfected before and after every transit route. This includes frequently touched surfaces in the vehicle.	All buses will be cleaned and disinfected before and after every transit route. This includes frequently touched surfaces in the vehicle.

Extracurricular Activities

Safety protocols will no longer be required in phase 6.

	Phase 1-3	Phase 4	Phase 5
Project Focus	Schools closed for in person instruction.	Project Focus programs resume. The format will be determined by the regular school day. Remote options will be provided. Project Focus will follow safety guidelines as required by the state including cleaning and sanitization; social distancing; small groups; and facial coverings. Field trips are suspended. Outside partners cannot be physically in the building.	Project Focus will follow safety guidelines as required by the state including cleaning and sanitization; social distancing; small groups; and facial coverings. Field trips may resume with safety protocols.
Band and Vocal Music	Schools closed for in person instruction.	Choir activities suspended. All marching band activities will be held in outdoor locations. Additional safety and cleaning protocols will be communicated by the band director.	Activities resume with social distancing and other safety protocols in place.
Athletics	All athletics activities are suspended.	Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State	Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators
Executive Orders Impacting			



Athletics Resulting in Changes to Plan:

[Executive Order 175](#)
[Executive Order 176](#)

High School Associations (NFHS).

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.

Every participant should confirm that they are healthy and without any symptoms prior to any event.

All equipment must be disinfected before and after use.

Inter-school competitions may be held, provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Handshakes, fist bumps, and other unnecessary contact must not occur.

Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.

Outdoor physical conditioning activities are allowed while maintaining social distancing.

Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

not part of the same household must always maintain six feet of distance from one another.

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.

Every participant should confirm that they are healthy and without any symptoms prior to any event. All equipment must be disinfected before and after use.

Buses must be cleaned and

Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Handshakes, fist bumps, and other unnecessary contact must not occur.

Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

Hygiene, Cleaning, and Practicing Prevention

Safety protocols will no longer be required in phase 6.



Follow in All Phases

Hand Washing

All students and staff should wash hands frequently. If soap and water are not available, students and staff should use alcohol-based hand sanitizer, which will be provided. Students will wash their hands or use sanitizer following these protocols:

- Upon arrival to the building
- When using the restroom
- Before any meal
- When visibly dirty
- Before leaving each area of the building
- After using a tissue or coughing into hands

Cleaning

- Frequently touched surfaces, including light switches, doors, benches and bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period.
- In grades K-5, student desks and workstations will be wiped down every four hours.
- In grades 6-12, student desks will be wiped down after every class period.

Supplies and Materials

Holton Public Schools will provide supplies to support healthy hygiene practices (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues and signs reinforcing proper handwashing techniques).

Sanitizer and cleaning supplies will be provided for every classroom.

Symptom Monitoring

Staff and students will conduct daily self screening protocols including a temperature check prior to coming to the school buildings.

Students and staff experiencing any of the symptoms listed or provided by the Centers for Disease Control are not to attend school or any school events.

Holton Public Schools will work with the local public health department to implement protocols for screening students and staff.

Students who become ill with symptoms of COVID-19 during school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs that require potential aerosolized exposure in which an N95 or an equivalent mask is required for the staff member.

Symptomatic students sent home from school will be kept home in accordance with protocols established by the local health department.

Public Health recommends that parents monitor the health of their school-age children daily for possible illnesses that may decrease the student's ability to learn and put them at risk for spreading illness to others. Before leaving for school, parents should screen their child(ren) for the following symptoms:

Section One: Symptoms

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- 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

Section Two: Close Contact/Potential Exposure

- In the past 14 days has your child:
 - 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

If the answer is **YES** to any of the questions in Section One, but **NO** to all the questions in Section Two, keep your child(ren) home from school until the following are fulfilled: for fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications; sore throat/ cough: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken); diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours; severe headache: improvement in headache.

If the answer is **YES** to any of the questions in Section One AND **YES** to any of the questions in Section Two Call your healthcare provider right away to get evaluated and tested for COVID-19. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

Quarantine, Testing, and Recovery

Holton Public Schools will follow the guidance from Public Health - Muskegon County in the event of a symptomatic student or staff member or a positive test result. Public Health - Muskegon County will direct the process for quarantine and contact tracing. Notification of a positive case will be provided as allowed in accordance with FERPA and HIPPA. Public Health - Muskegon County defines a close contact as follows:

What is a close contact?

For COVID-19, a close contact is most often someone that has been within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes, with or without a face covering. Every case is different, however, and the health department has to look at how COVID-19 is spread and how we get infected when figuring out close contacts. The health department helps determine close contacts every day and routinely investigates contacts to many types of contagious diseases.

Food Service

Safety protocols will no longer be required in phase 6.

	Phase 1-3	Phase 4	Phase 5
Meal Service Options	Meals are provided through one time per week deliveries.	For students in attendance at school, school meals will be served in buildings, either in classrooms or in areas of the buildings where social distancing can be followed. Once per week, meal kits will be provided to virtual students who elect to receive these meals.	For students in attendance at school, school meals will be served in buildings, either in classrooms or in areas of the buildings where social distancing can be followed. Once per week, meal kits will be provided to virtual students who elect to receive these meals.

Additional Guidance and Information

Social Emotional and Mental Wellbeing



All students will be provided with social emotional and mental health support. Our students' wellness is a critical focus area for Holton Public Schools. Partnerships with Hackley Community Care, HealthWest, and Muskegon Area Intermediate School district will help provide a robust process for referral and intervention for our students. Should a family ever need support for a mental health or other need, call the building office and a school staff member will contact you.

Attendance and Academic Expectations for Distance/Virtual Learning

Truancy laws are still in effect and apply to Virtual Learners, Hybrid Learners, as well as students physically attending school. If learning virtually, students will be expected to have contact with their teacher(s) daily and complete classwork as assigned. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

Access to Devices

Chromebooks are available for all students in grades 6-12. Students in grades K-5 who require a device but do not have one at home may request a Chromebook to use. Holton Public Schools is working on obtaining enough devices for all students across the district. The order we place for Chromebooks has been delayed until later in the fall. Once the devices arrive we will work quickly to connect students with Chromebooks.

Support for Students with Special Needs

Our students receiving special services will continue to receive the individualized accommodations they need to be successful. Individual families will be contacted to update any individualized plans to ensure all of our students' needs are met. We will also continue to monitor all of our students to ensure success for all of our scholars. Students will be connected to interventions as needed to help students achieve at high levels.

Holton Virtual Academy

The Holton Virtual Academy is available to students in grades 6-12. This is an alternative education program focused on diploma completion. Students attending this program do not participate in any of our extracurricular activities. The program is focused on supporting 9-12 grade students who may be behind on credits or require a highly flexible schedule and are on a direct employment career track.