



**Saginaw County**  
**Frankenmuth District Preparedness Plan**  
**2020-2021 School Year**

**Frankenmuth School District**  
**DISTRICT INFORMATION**

<b>District Name</b>	Frankenmuth School District		
<b>District Code</b>	73190	<b>District Phone #</b>	989.652.9958
<b>District Address</b>	525 E. Genesee Street Frankenmuth, Michigan 48734		
<b>Superintendent</b>	Adele R. Martin	<b>Superintendent Email</b>	amartin@fmuthschools.com
<b>BoE President</b>	Brandon Muller	<b>BoE President Email</b>	bmuller@fmuthschools.com
<b>Board Approval Date</b>		<b>*By August 15, 2020, or seven days before the start of the school year for students, whichever comes first</b>	
<b>ISD Collection Date</b>		<b>*By August 17, 2020</b>	

Executive Order 2020-142 provides a structure to support all schools in Michigan as they plan for a return of PreK-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 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 Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and the disease conditions present in their regions.

In the coming weeks and months, Governor Whitmer will be working closely with the legislature to develop a comprehensive return-to-school plan that meets the needs of Michigan students while protecting students, families, and communities from the risk of infection. In the meantime, this executive order and the Return to



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

School Roadmap will provide the scaffolding for districts to develop their plans for getting our kids back in the classroom.

Acting under the Michigan Constitution of 1963 and Michigan law, Governor Whitmer has ordered the following:

Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used for districts to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of Executive Order 2020-142.

Every school district and nonpublic school must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by the Michigan Return to School Roadmap from the COVID-19 Task Force on Education and Return to School Advisory Council (“Return to School Roadmap”). Below is the district preparedness plan for each phase of reopening along with the required assurances.

***Assurances for Special Education***

1. When a district 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 plans.
2. When schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
3. While any state of emergency or disaster-related to the COVID-19 pandemic continues, districts shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

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.

4. Districts shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<b>Phases 1, 2 &amp; 3 Return to School Roadmap Details</b>	<b>5</b>
Safety Protocols - ALL ARE REQUIRED	6
Mental & Social-Emotional Health - Strongly Recommended	9
Instruction - Strongly Recommended	12
Operations - Strongly Recommended	16
<b>Phases 4 Return to School Roadmap Details</b>	<b>21</b>
Safety Protocols	22
Mental & Social-Emotional Health - Strongly Recommended	34
Instruction - Strongly Recommended	37
Operations - Strongly Recommended	42
<b>Phases 5 Return to School Roadmap Details</b>	<b>53</b>
Safety Protocols	53
Mental & Social-Emotional Health - Recommended	66
Instruction - Recommended	69
Operations - Recommended	72
<b>Appendix A</b>	<b>81</b>
<b>Appendix B</b>	<b>82</b>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Phases 1, 2 & 3 Return to School Roadmap Details**

### ***Assurances***

Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan. (Nonpublic schools are exempt from this subsection.)

The District hereby provides assurance it will follow the requirements for phases 1, 2 & 3 for the 2020-2021 School Year.

1. Require the closure of school 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.
2. Suspend athletics, after-school activities, inter-school activities (e.g., debate competitions), and busing.
3. 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 the internet.
4. Provide for the continuation of food distribution to eligible students.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

5. 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.
6. Address each subpart of the Return to School Roadmap and indicate if a school plans to exclude any protocol that is highly recommended.

## Phases 1-3 Return to School Roadmap Details

### Safety Protocols - ALL ARE REQUIRED

*Phase 1-3*

Subpart (8)	Description
<p><b>Personal Protective Equipment</b></p> <p><a href="#">Saginaw Health Department</a> <a href="#">Michigan Health Department</a></p>	<p>Schools are closed - All legislated protocol, masks, health checks, social distancing will be followed. <b>Supervised and monitored by building administrators and Superintendent.</b></p>
<p><b>Spacing and Movement (Required)</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Schools are closed for in-person instruction.</li> <li>● <b>ALL:</b> School buildings may continue to be used by licensed child care providers if providers follow all emergency protocols identified by the state. <b>Supervised and monitored by Childcare Director, Building Administrator, and Superintendent.</b></li> <li>● <b>ALL:</b> School employees and contractors are permitted to be physically present in school buildings to conduct basic school operations, including remote live instruction, as determined by the superintendent or designee. <b>Supervised and monitored by all district directors,</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<b>administrators, and Superintendent.</b>
<b>Screening Students</b> <a href="#"><u>Saginaw Health Department</u></a>	Schools are closed. <b>Saginaw Health Department will inform the school district if students have been exposed to or have been diagnosed with COVID-19.</b>
<b>Responding to Positive Tests Among Staff and Students</b>	Schools are closed. <b>If a staff member has been exposed to or has been diagnosed with COVID-19, the district will be made aware of the situation via the Saginaw Health Department.</b>
<b>Food Services, Gathering, and Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Schools will enact food distribution programs. <b>Supervised and monitored by the Director of Food Services and Superintendent.</b></li> <li>● <b>ALL:</b> All inter-school activities are discontinued. <b>Supervised and monitored by the Athletic Director and Superintendent.</b></li> <li>● <b>ALL:</b> After-school activities are suspended. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<b>Athletics</b>	Schools are closed - The district will follow the Governors Executive Orders and MHSAA Guidelines. <b>Supervised and monitored by the Athletic Director Kevin Schwedler and Superintendent.</b>
<b>Cleaning</b>	Will be done per district objectives/maintenance to maintain buildings, busses, and grounds. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b>
<b>Busing</b>	Schools are closed - N/A <b>Supervised and monitored by the Director of Transportation-Bus Dispatcher and Superintendent.</b>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Mental & Social-Emotional Health - Strongly Recommended**

*Phase 1-3*

<p><b>Mental &amp; Social-Emotional Health</b></p>	<ul style="list-style-type: none"><li>● <b>ALL:</b> Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. <b>Supervised and monitored by the Counselors, Social Worker and Classroom Teachers will conduct recommended health screenings.</b></li><li>● <b>ALL:</b> Establish and communicate guidelines to all staff regarding the identification and rapid referral of at-risk students to appropriate building-level support teams. <b>Supervised and monitored by the Counselor, Building Administrators and the Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">Family Wellness Check</a></li></ul></li><li>● <b>ALL:</b> Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. <b>Supervised and monitored by the Counselor, Building Administrators and the Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"><li>○ <a href="#">Capturing Kids' Hearts - Flippen Group (Video Link)</a></li><li>● <b>ALL:</b> Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of a student, loss of a school staff member). <b>Supervised and monitored by the Counselor, Building Administrators and the Superintendent.</b></li><li>● <b>ALL:</b> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources. <b>Supervised and monitored by the Counselor, Social Worker, and other designated personnel.</b></li><li>● <b>ALL:</b> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. <b>Supervised and monitored by Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Provide resources for staff self-care, including resiliency strategies. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent</b></li><li>● <b>ALL:</b> Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. <b>Supervised and monitored by building Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Leverage MDE resources for student and staff mental health and wellness support. <b>Supervised and monitored by building Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li></ul></li><li>● <b>ALL:</b> Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>example, a telephone hotline or a designated email). <b>Supervised and monitored by Counselor, Building Administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Communicate with parents and guardians, via a variety of channels, return to school transition information including: <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ Destigmatization of COVID-19.</li> <li>○ Understanding normal behavioral responses to crises.</li> <li>○ General best practices of talking through trauma with children.</li> <li>○ Positive self-care strategies that promote health and wellness</li> <li>○ <a href="#">MDE Mental Health</a></li> </ul> </li> </ul>
Please indicate any strongly recommended protocols you will not be including in your plan and why.	
<ul style="list-style-type: none"> <li>● In lieu of a screener for all students, the district will utilize a wellness quick check. Upon a student displaying concerning patterns, a more extensive screener will be conducted.</li> </ul>	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Instruction - Strongly Recommended

*Phase 1-3*

Subpart	Description																
<b>Governance</b>	Frankenmuth Public Schools Return to Instruction and Learning Teams are led by building administrators and Superintendent. The initial steps in creating the plan included collaborating with the Saginaw ISD Fall Planning Committee. From there, the plan was drafted and went through a feedback process with school leaders, board members, staf, and community.																
<b>Instructional Model</b>	Remote Online Learning																
<b>Instructional Resources for Remote Learning</b>	<ul style="list-style-type: none"> <li>Curriculum, instruction, and learning resources have been streamlined to ensure all students, families, and teachers have adequate connectivity, devices, and learning resources to successfully engage in learning.</li> </ul> <table border="1" data-bbox="570 1482 1516 1885"> <thead> <tr> <th></th> <th>List</th> <th>EFR</th> <th>FHS</th> </tr> </thead> <tbody> <tr> <td>Student Management System (SMS)</td> <td colspan="3">Skyward</td> </tr> <tr> <td>Primary Platform (Learning Management System (LMS))</td> <td colspan="3">To BeDetermined</td> </tr> <tr> <td>Synchronous Learning/ Meeting</td> <td>Zoom, Google</td> <td>ZOOM, Google Meet,</td> <td>ZOOM; Google Meet; Program</td> </tr> </tbody> </table>		List	EFR	FHS	Student Management System (SMS)	Skyward			Primary Platform (Learning Management System (LMS))	To BeDetermined			Synchronous Learning/ Meeting	Zoom, Google	ZOOM, Google Meet,	ZOOM; Google Meet; Program
	List	EFR	FHS														
Student Management System (SMS)	Skyward																
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Synchronous Learning/ Meeting	Zoom, Google	ZOOM, Google Meet,	ZOOM; Google Meet; Program														



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<table border="1" data-bbox="570 751 1516 1058"> <tr> <td data-bbox="570 751 906 852"></td> <td data-bbox="906 751 1078 852">Meet</td> <td data-bbox="1078 751 1273 852">Program through LMS</td> <td data-bbox="1273 751 1516 852">through LMS</td> </tr> <tr> <td data-bbox="570 852 906 953">Single Sign On program</td> <td colspan="3" data-bbox="906 852 1516 953">Clever</td> </tr> <tr> <td data-bbox="570 953 906 1058">Lesson Plans</td> <td colspan="3" data-bbox="906 953 1516 1058">Planbook</td> </tr> </table> <p data-bbox="532 1094 1446 1234">For the most current and extensive list of additional programs and instructional resources see Appendix A. <b>Supervised and monitored by building administrators, Director of Special Education, and Superintendent.</b></p>		Meet	Program through LMS	through LMS	Single Sign On program	Clever			Lesson Plans	Planbook		
	Meet	Program through LMS	through LMS										
Single Sign On program	Clever												
Lesson Plans	Planbook												
<b>Communication &amp; Family</b>	<p data-bbox="532 1266 1503 1444">Primary communications will be sent via email using Skyward and/or by phone/all call (School Messenger) at all levels. Additional communications will come from the District and Buildings, as well as by teachers and staff members. A variety of programs may be used to accomplish these tasks, and information will be shared with students and families.</p> <p data-bbox="532 1444 1341 1549"><a href="#">MDE Family Engagement</a> <b>Supervised and monitored by building administrators and Superintendent.</b></p>												
<b>Professional Learning</b>	<p data-bbox="532 1585 1122 1619"><b>Anytime, Anywhere Professional Learning</b></p> <p data-bbox="532 1654 1057 1797">Technology &amp; Instruction</p> <ul data-bbox="581 1692 1057 1797" style="list-style-type: none"> <li>• LMS (Platform to be determined)</li> <li>• Blended Learning Practices</li> <li>• Clever Single Sign On</li> </ul>												



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>Saginaw ISD Professional Learning</p> <ul style="list-style-type: none"> <li>● <a href="#">SISD Professional Learning Weebly</a></li> <li>● <a href="#">Saginaw ISD Professional Learning 2020-2021</a></li> </ul> <p><b>In-Person Frankenmuth Public Schools Professional Learning</b></p> <ul style="list-style-type: none"> <li>● Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ August 25 &amp; 26, 2020</li> <li>○ September 11, 2020</li> </ul> </li> <li>● Capturing Kids Hearts - Teacher Insights             <ul style="list-style-type: none"> <li>○ October 16, 2020; January 18 &amp; 19, 2021</li> </ul> </li> <li>● School Improvement: Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ April 23, 2021</li> </ul> </li> </ul> <p><b>Supervised and monitored by building administrators, Supervisor of Special Education, and Superintendent.</b></p>
<p><b>Monitoring</b></p>	<ul style="list-style-type: none"> <li>● Ongoing feedback from families, teachers, and students, and school leaders about their experiences with remote learning through online surveys and conversations.</li> <li>● Curriculum, instruction, and learning resources have been streamlined to ensure all students, families, and teachers have adequate connectivity, devices, and learning resources to successfully engage in learning.</li> <li>● Resources and protocols to assess K-12 students during the first few weeks of school to understand students' academic and social-emotional needs will inform instructional decisions for teachers, students, and families.</li> </ul> <p><b>Supervised and monitored by building administrators, Supervisor of Special Education, and Superintendent.</b></p>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

Please indicate any strongly recommended protocols you will not be including in your plan and why.	
	The Continuity of Learning Plan from the Spring of 2020 was a foundation for the Fall 2020 Remote Learning Plan. <a href="https://docs.google.com/document/d/1RUuRYhak-eef2kZw5jZ_K3dA0iRSwyzDTE2aaRmU9Yk/edit?usp=sharing">https://docs.google.com/document/d/1RUuRYhak-eef2kZw5jZ_K3dA0iRSwyzDTE2aaRmU9Yk/edit?usp=sharing</a>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Operations - Strongly Recommended

*Phase 1-3*

Subpart	Description
<p><b>Facilities</b> *based on <b>Governor/Legislative orders</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Audit necessary materials and supply chain for cleaning and disinfection supplies. The District will maintain a list of supplies needed and inventory using a spreadsheet for ordering and warehousing all bulk items in one location. The District also plans to use multiple suppliers to secure resources. <b>Supervised and monitored by Business Manager Operations and our Maintenance Director.</b></li> <li>● <b>ALL:</b> Continue our current processes to maintain schools in good working order to prepare for the subsequent return of students. This will be done by using our work order process for teachers and administrators as well as weekly campus inspections. <b>Supervised and monitored by the Business Manager Operations and maintenance Director and current Contracted Vendors.</b></li> <li>● <b>ALL:</b> Execute school cleaning and disinfection protocols according to the <a href="#">CDC School Decision Tree</a>. The District will use the services of a vendor to train our custodial staff proper cleaning technique, and use of product and tools. Training will then be done with our teachers during our work day by Maintenance staff. <b>Supervised and monitored by Business Manager Operations and Maintenance Director.</b></li> <li>● <b>ALL:</b> Custodial staff are recommended to wear surgical masks when performing cleaning duties. Custodial staff will wear masks when performing low exertion tasks. <b>Supervised and monitored by Business Manager Operations and Maintenance Director.</b></li> </ul>





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Schools should create a contingency plan to coordinate the use of school buildings for essential actions including, food distribution, child care, business operations, and teacher operations as well as all other essential workers. The District will continue with prior operation for food distribution for non-in-person operations (continued kitchen protocol, utilizing concession stand for hand out to families, with educational aides supporting food service staff.) We will continue our child care operations for essential employee parents and closing as guided by the Saginaw County Health Department. We will continue to use our high school gym as a distribution center for student needs, as well as other building locations as needed. Business operations consist of 3 people who have separate offices. Teachers will be allowed to use their classrooms only for all instructional purposes, with secretarial support for shared areas to create limit access. <b>Supervised and monitored by the Business Manager Operations, Maintenance Director, Food Service Director, and Director of Daycare.</b></li> <li>● <b>ALL:</b> Coordinate with <u>Local Emergency Management Programs (LEMP)</u> for support with procurement of cleaning and disinfection supplies. <b>Supervised and monitored by Business Manager Operations and Maintenance Director.</b></li> <li>● <b>ALL:</b> Advocate for ISDs to coordinate with LEMPs. <b>Supervised and monitored by Superintendent and Business Manager Operations.</b></li> </ul>
<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. The district will develop a survey for our parents and <b>Supervised and monitored by the Director of Technology and building administrators.</b></li> <li>● <b>ALL:</b> Designate a single point of contact in each school to plan</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>and communicate with district technology teams. <b>Supervised and monitored by the Director of Technology.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li><li>● <b>ALL:</b> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers. <b>Supervised and Monitored by Director of Technology,</b></li><li>● <b>ALL:</b> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. <b>Supervised and monitored by the Director of Technology.</b></li><li>● <b>ALL:</b> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a “help desk.” <b>Supervised and monitored by the Director of Technology for device/hardware issues; teachers to assist on software/programs issues.</b></li><li>● <b>ALL:</b> Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:<ul style="list-style-type: none"><li>○ Safely bagging devices collected at schools;</li><li>○ Sanitizing the devices before a repair or replacement evaluation;</li><li>○ Ordering accessories that may be needed over the summer; and</li><li>○ Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. <b>Supervised and</b></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p style="text-align: center;"><b>monitored by the Director of Technology.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Identify an asset tracking tool. <b>Supervised and monitored by the Director of Technology and Business Manager Operations.</b></li><li>● <b>ALL:</b> Identify a vendor to assist with processing, returning, and maintaining devices, if needed. <b>Supervised and monitored by the Director of Technology.</b></li><li>● <b>ALL:</b> Develop on-site triage of staff and student devices to minimize the time that staff may be without a device. <b>Supervised and Monitored by Director of Technology.</b></li><li>● <b>ALL:</b> Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested. <b>Supervised and monitored by the Director of Technology.</b></li><li>● <b>ALL:</b> Develop a technology support plan for families. <b>Supervised and monitored by building administrators and the Director of Technology.</b></li><li>● <b>ALL:</b> Continue to monitor device usage and compliance with online learning programs. <b>Supervised and monitored by building administrators and the Director of Technology.</b></li><li>● <b>ALL:</b> Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access. <b>Supervised and monitored by building administrators.</b></li><li>● <b>ALL:</b> Ensure that students can submit assignments and be evaluated accordingly. <b>Supervised and monitored by the classroom teachers and building administrators</b></li><li>● <b>ALL:</b> Schedule ongoing staff training on platforms and tools. <b>Supervised and monitored by building administrators.</b></li><li>● <b>ALL:</b> Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology. <b>Supervised and monitored by the Director of Technology.</b></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Ensure every student has access to the appropriate technology and connectivity needed to continue learning. <b>Supervised and monitored by building administrators and the Director of Technology.</b></li> </ul>
<p><b>Budget, Food Service, Enrollment, and Staffing</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Based on instructional programming, provide instructional resources and materials to staff and students as feasible. <b>Supervised and monitored by building administrators.</b></li> <li>● <b>ALL:</b> Work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment. <b>Supervised and monitored by Finance Director, Superintendent &amp; HR staff.</b></li> <li>● <b>ALL:</b> Ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families. <b>Supervised and monitored by the Director of Food Services and Superintendent.</b></li> <li>● <b>ALL:</b> Solidify food service processes, device distribution, delivery sites, and communication plans as necessary. <b>Supervised and monitored by the Director of Food Services and Superintendent.</b></li> <li>● <b>ALL:</b> Define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers. <b>Supervised and monitored by building Administrators and Superintendent.</b></li> </ul>
<p>Please indicate any strongly recommended protocols you will not be including in your plan and why.</p>	
<p> </p>	

**\*End of Phase 1-3**



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Phases 4 Return to School Roadmap Details**

### ***Assurances***

Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 4 of the Michigan Safe Start Plan.

**The District hereby provides assurance it will follow the requirements for phase 4 for the 2020-2021 School Year.**

- 1. Require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:**
  - a. **All** staff and all students in grades pre-kindergarten and up when on a school bus.
  - b. **All** staff and all students in grades pre-kindergarten and up when in indoor hallways and common areas.
  - c. **All** staff when in classrooms.
  - d. **All** students in grades 6 and up when in classrooms.
  - e. **All** students in grades kindergarten through 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- 2. 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, and busing, and student transportation.
- 3.** Incorporate the Return to School Roadmap's required protocols governing hygiene, cleaning, athletics, screening, testing protocols, and busing, and student transportation.
- 4.** Address each subpart of the Return to School Roadmap and indicate if a school plans to exclude any protocol that is highly recommended.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Safety Protocols

*Phase 4*

Subpart	Description
<b>Personal Protection Equipment</b>	
<b>Required</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Except for during meals, facial coverings must <u>always</u> be worn by all staff and PK-12 students when in common areas and hallways, and during school transportation. <b>Supervised and monitored by building administrators, classroom teachers and Superintendent.</b></li> <li>● <b>ALL:</b> Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. <b>Supervised and monitored by building administrators, classroom teachers and Superintendent.</b> <ul style="list-style-type: none"> <li>○ Homemade masks must be washed daily.</li> <li>○ Disposable masks must be disposed of at the end of each day.</li> </ul> <b>Supervised and monitored by building administrators and Superintendent.</b> </li> <li>● <b>PK-5:</b> PreK-5 and special education teachers should consider wearing clear masks. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>K-5:</b> All students in grades K-4 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class. <b>Supervised and monitored by building administrators, classroom teachers and Superintendent.</b></li> <li>● <b>5-12:</b> Facial coverings must be worn in classrooms by all students grades 5-12. <b>Supervised and monitored by building administrators, classroom teachers and Superintendent.</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Strongly Recommended</b> (Just Cause needed to leave out of a plan)*</p>	<ul style="list-style-type: none"> <li>● <b>PK:</b> Facial coverings should be considered for PreK students in <u>hallways and common areas</u>. <b>Supervised and monitored by the Early Childhood Director and Superintendent.</b></li> <li>● <b>PK:</b> Facial coverings are not recommended for use in classrooms by children ages 3 and 4 and should never be used on children 2 or younger. <b>Supervised and monitored by the Early Childhood Director and Superintendent.</b></li> <li>● <b>K-5:</b> Facial coverings should be considered for K-5 students in <u>classrooms</u>. <b>Supervised and monitored by Classroom Teachers, Building Administrators and Superintendent.</b></li> </ul>
<p><b>Hygiene</b></p>	
<p><b>Required</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Provide adequate supplies to support healthy hygiene behaviors.             <ul style="list-style-type: none"> <li>○ Soap, hand sanitizer (≥60% alcohol), paper towels, tissues, signage reinforcing proper handwashing techniques. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>○ <b>ALL:</b> Teach and reinforce hand washing and/or safe use of hand sanitizer. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul> </li> </ul>
<p><b>Strongly Recommended</b> (Just Cause needed to leave out of a plan)*</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Frequently check and refill soap and hand sanitizers. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Students and teachers must have scheduled handwashing with soap and water every 2-3 hours. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Limit sharing of personal items, classroom materials, supplies such as</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>writing utensils.</p> <ul style="list-style-type: none"> <li>○ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. <b>Supervised and monitored by Classroom Teachers, Building Administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
Spacing, Movement, and Access	
<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Space desks 6 feet apart and facing the same direction towards the front of the room, as feasible. At tables, space students as far apart as feasible. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Teachers should maintain 6 feet of spacing between themselves and students as much as possible. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Post signage and floor tape/markers to indicate proper social distancing in classrooms, hallways, bathrooms, and waiting areas. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials             <ul style="list-style-type: none"> <li>○ Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands before entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul> </li> </ul>





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Open all classroom windows when possible, weather permitting.</li> <li>● <b>ALL:</b> Cohort groups of students to isolated hallways for better monitoring.</li> <li>● <b>ALL:</b> Specials classes should be brought to the classroom where feasible.</li> <li>● <b>ALL:</b> Implement a staggered schedule if all students cannot fit in the classroom space.</li> <li>● <b>ALL:</b> Implement staggered passing times to limit interaction and adhere to social distancing in hallways.</li> <li>● <b>ALL:</b> Monitor arrival and dismissal to discourage congregating.</li> <li>● <b>ALL:</b> PE classes should be held outside, weather permitting.</li> <li>● <b>ALL:</b> Hallways should be divided where one-way traffic flow is not feasible.</li> <li>● <b>ALL:</b> Entrances and exits should be kept separate to keep traffic moving in a single direction.</li> </ul>
<p>Screening Students and Staff</p>	
<p><b>Required</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.             <ul style="list-style-type: none"> <li>○ Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up.</li> <li>○ Identified school staff caring for these children should wear a surgical mask, except for students with special needs requiring aerosolized procedures in which an N95 mask is required. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul> </li> <li>● <b>ALL:</b> Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>CDC guidelines. <b>Supervised and monitored by building administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Staff should conduct daily self-examinations, including a temperature check, before coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they should stay home. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> A monitoring form (paper or electronic) for screening employees should be developed.</li> <li>● <b>ALL:</b> Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.</li> <li>● <b>ALL:</b> Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.</li> </ul>
<p align="center">Testing Protocols for Students and Staff and Responding to Positive Cases</p>	
<p><b>Required</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Staff who develop a fever or become ill with COVID-19 symptoms at</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>school should wear a mask and be transported for off-site testing. <b>Supervised and monitored by building administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in their cohort and/or school to encourage closer observation for any symptoms at home. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet near the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.</li> <li>● <b>ALL:</b> Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.</li> </ul>
<p>Responding to Positive Tests Among Staff and Students</p>	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Required</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Notify local health officials, staff, and students of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. <b>Supervised and monitored by building administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ Guidance will be sought from the Local Health Department regarding initiating contact tracing.</li> <li>○ Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</li> </ul> </li> <li>● <b>ALL:</b> Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about a return to work, using the most current guidelines from the CDC for this determination. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

Food Service, Gathering and Extracurricular Activities	
<b>Required</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Prohibit indoor assemblies that bring together students from more than one classroom. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<b>Recommended</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Classrooms or outdoor areas should be used for students to eat meals at school, if distancing MI Safe Start   Phase 4 guidelines cannot be met.</li> <li>● <b>ALL:</b> If cafeterias must be used, mealtimes should be staggered to create seating arrangements with six feet of distance between students.               <ul style="list-style-type: none"> <li>○ Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</li> <li>○ Students, teachers, and food service staff should wash hands before and after every meal.</li> </ul> </li> <li>● <b>ALL:</b> Large scale assemblies of more than 50 students are suspended.               <ul style="list-style-type: none"> <li>○ Off-site field trips that require bus transportation to an indoor location are suspended.</li> <li>○ Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.</li> <li>○ If possible, school-supplied meals should be delivered to classrooms with disposable utensils.</li> <li>○ If possible, schools should offer to telecast assemblies and other school-sanctioned events.</li> <li>○ Extracurricular activities may continue with the use of facial coverings.</li> </ul> </li> </ul>
Athletics	
<b>Required</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Comply with all guidelines published by the Michigan High School Athletic Association (MHSAA) under the guidance of the National</li> </ul>



**Saginaw County  
Frankenthuth District Preparedness Plan  
2020-2021 School Year**

	<p>Federation of State High School Associations (NFHS). Information can be found: <a href="#">Frankenthuth - Team Home Frankenthuth Eagles Sports</a> <b>Supervised and monitored by the Athletic Director and Superintendent.</b></p>
Cleaning	
<b>Required</b>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
Busing and Student Transportation	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

**Required**

- **ALL:** Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus. **Supervised and monitored by the Director of Transportation and Superintendent.**
- **ALL:** The bus driver, staff, and all students in grades PreK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials. **Supervised and monitored by the Director of Transportation and Superintendent.**
- **ALL:** Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) before morning routes and before afternoon routes. **Supervised and monitored by the Director of Transportation and Superintendent.**
- **ALL:** Create a plan for getting students home safely if they are not allowed to board the vehicle. **Supervised and monitored by the Director of Transportation and Superintendent.**
- **ALL:** If a student becomes sick during the day, they must not use group transportation to return home and must follow the protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. **Supervised and monitored by the Director of Transportation, building administrators, and Superintendent.**
- **ALL:** Weather permitting, keep doors and windows open when cleaning the vehicle, and between trips to let the vehicles thoroughly air out. **Supervised and monitored by the Director of Transportation and Superintendent.**
- **ALL:** Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe. **Supervised and monitored by the Director of Transportation and Superintendent.**

Medically Vulnerable Students and Staff



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Strongly Recommended</b> (<u>Just Cause needed to leave out of a plan</u>)*</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> <li>● <b>ALL:</b> Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> </ul>
<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders, and improve its effectiveness. Share it with all involved stakeholders.</li> <li>● <b>ALL:</b> Staff caring for children and providing any medical care that includes aerosol-generating procedures (e.g., nebulizers) should have N95 masks.</li> <li>● <b>ALL:</b> Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.</li> </ul>
<p>Please indicate any strongly recommended protocols you will not be including in your plan and why.</p>	
<ul style="list-style-type: none"> <li>● K-5 facial coverings will be worn in hallways and common areas. Facial coverings will not be required in classrooms where students are cohorted.</li> <li>● Frequent handwashing will be implemented however, they may not happen as frequently as every 2-3 hours due to restrooms usage, time and space.</li> <li>● 6-foot social distancing is not feasible in many classrooms due to furniture and available space. Every effort will be made to space students out and cohort classes.</li> </ul>	





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

- Individual classrooms may not be able to be closed for 24 hours due to limited classroom space availability.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Mental & Social-Emotional Health - Strongly Recommended**

*Phase 4*

<p><b>Mental &amp; Social-Emotional Health</b></p>	<ul style="list-style-type: none"><li>● <b>ALL:</b> Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. <b>Supervised and monitored by the Counselors, Social Workers and Classroom Teachers will conduct recommended health screenings.</b></li><li>● <b>ALL:</b> Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">Family Wellness Check</a></li></ul></li><li>● <b>ALL:</b> Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li><li>○ <a href="#">Flippen Group</a></li></ul></li><li>● <b>ALL:</b> Encourage the identification of a point person or establish an</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials. <b>Supervised and monitored by the Counselors, Building Administrators and Superintendent.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member). <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources. <b>Supervised and monitored by the Counselors, Social Worker, and other designated personnel.</b></li><li>● <b>ALL:</b> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Provide resources for staff self-care, including resiliency strategies. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Leverage MDE resources for student and staff mental health and wellness support. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email). <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Communicate with parents and guardians, via a variety of channels, return to school transition information including: <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ Destigmatization of COVID-19;</li> <li>○ Understanding normal behavioral response to crises;</li> <li>○ General best practices of talking through trauma with children; and</li> <li>○ Positive self-care strategies that promote health and wellness.</li> <li>○ <a href="#">MDE Mental Health</a></li> </ul> </li> </ul>
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Please indicate any strongly recommended protocols you will not be including in your plan and why.

- In lieu of a screener for all students, the district will utilize a wellness quick check. Upon a student displaying concerning patterns, a more extensive screener will be conducted.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Instruction - Strongly Recommended**

*Phase 4*

<b>Subpart</b>	<b>Description</b>
<b>Governance</b>	<p>Frankenmuth Public Schools Return to Instruction and Learning Teams are led by building administrators and Superintendent. The initial steps in creating the plan included collaborating with the Saginaw ISD Fall Planning Committee. From there, the plan was drafted and went through a feedback process with school leaders, board members, teachers, and families.</p>
	<p><b>Instructional Model:</b> Frankenmuth Public Schools will offer in-person and remote learning.</p> <p><b>Soft Launch Plan</b></p> <ul style="list-style-type: none"> <li>● Half of our students returning for in-person instruction will attend school every other day to allow for deeper engagement with staff and fewer students in attendance at the start of the year (see sample below). The goal for the “soft launch” is to provide opportunities for students and staff to practice safety protocols (such as entering schools, eating lunches, etc...), assess students, support online practices, and most importantly begin to build relationships with their teachers.</li> <li>● On Monday, September 21, it is expected that students in grades PreK - 8 will come back to school five days a week with in-person instruction. We hope to also bring students in grades 9 - 12 back five days a week with in-person instruction as well; however, that determination will be made once we have enrollment numbers for in-person students and can better analyze the ability to meet social distancing recommendations; this information and plan for time beyond the soft launch will be shared by September 16.</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

**Our Soft Launch Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>August 31</b>	<b>September 1</b>	<b>September 2</b>	<b>September 3</b>	<b>September 4</b>
<b>No School</b>	"Red" Group in person	"Gray" Group in person	"Red" Group in person "Gray" Group learning from home	<b>No School</b> Labor Day Break
<b>September 7</b>	<b>September 8</b>	<b>September 9</b>	<b>September 10</b>	<b>September 11</b>
<b>No School</b> Labor Day Break	"Gray" Group in person "Red" Group learning from home	"Red" Group in person "Gray" Group learning from home	"Gray" Group in person "Red" Group learning from home	All students learn from home Staff PD/Parent Communication Day
<b>September 14</b>	<b>September 15</b>	<b>September 16</b>	<b>September 17</b>	<b>September 18</b>
"Red" Group in person "Gray" Group learning from home	"Gray" Group in person "Red" Group learning from home	"Red" Group in person "Gray" Group learning from home	"Gray" Group in person "Red" Group learning from home	All students learn from home Staff PD/Parent Communication Day

**In-Person Option**

- K-8 in-person blended learning and instruction, five days per week.
- 9-12 to be determined will be made once enrollment numbers for in-person students are known.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Remote Learning Option</b></p> <ul style="list-style-type: none"> <li>● Frankenmuth High School: <a href="#">Michigan Virtual Academy</a></li> <li>● EF Rittmueller Middle School and List Elementary School: <a href="#">Edmentum</a> (K-5 <a href="#">Calvert Learning</a>)</li> <li>● Students enrolling in this program will continue to be FSD students; their instruction, however, will be delivered virtually.</li> <li>● Course content in the full-virtual option will be delivered by a highly qualified teacher employed by the virtual learning company, and progress will be monitored by an FSD mentor who will serve as a liaison for the student/family. Attendance, student engagement, and academic progress will be assessed, and student learning will be graded.</li> <li>● Parents/Students will commit to the fully virtual program for a specific term (semester). In other words, if the Governor switches phases for our region, these students remain with Edmentum/Michigan Virtual for the duration of that term.</li> <li>● This virtual-learning option can be selected regardless of the Governor’s phases (1-6).</li> <li>● We would ask that families make their choice for the virtual option no later than September 11.</li> </ul> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>
<p><b>Instructional Resources for Blended Instruction</b></p>	<ul style="list-style-type: none"> <li>● Curriculum, instruction, and learning resources have been streamlined to ensure all students, families, and teachers have adequate learning resources to successfully engage in learning.</li> <li>● See Appendix A for a list of Instructional Resources.</li> </ul> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Communication &amp; Family Supports</b></p>	<p>Primary communications will be sent via email using Skyward and/or by phone/all call (School Messenger) at all levels. Additional communications will come from the District and Buildings, as well as by teachers and staff members. A variety of programs may be used to accomplish these tasks, and information will be shared with students and families.</p> <p><a href="#">MDE Family Engagement</a></p> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>
<p><b>Professional Learning</b></p>	<p><b>Anytime, Anywhere Professional Learning</b></p> <p>Technology &amp; Instruction</p> <ul style="list-style-type: none"> <li>● LMS (Platform to be determined)</li> <li>● Blended Learning Practices</li> <li>● Clever Single Sign On</li> </ul> <p>Saginaw ISD Professional Learning</p> <ul style="list-style-type: none"> <li>● <a href="#">SISD Professional Learning Weebly</a></li> <li>● <a href="#">Saginaw ISD Professional Learning 2020-2021</a></li> </ul> <p><b>Live Frankenmuth Public Schools Professional Learning</b></p> <ul style="list-style-type: none"> <li>● Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ August 25 &amp; 26, 2020</li> <li>○ September 11, 2020</li> </ul> </li> <li>● Capturing Kids Hearts - Teacher Insights             <ul style="list-style-type: none"> <li>○ October 16, 2020; January 18 &amp; 19, 2021</li> </ul> </li> <li>● School Improvement: Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ April 23, 2021</li> </ul> </li> </ul> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Monitoring</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Ongoing feedback from families, teachers, and students, and school leaders about their experiences with remote learning through online surveys and conversations.</li> <li>● <b>ALL:</b> Curriculum, instruction, and learning resources have been streamlined to ensure all students, families, and teachers have adequate connectivity, devices, and learning resources to successfully engage in learning.</li> <li>● <b>ALL:</b> Resources and protocols to assess K-12 students during the first few weeks of school to understand students' academic and social-emotional needs will inform instructional decisions for teachers, students, and families.</li> </ul> <p>The Continuity of Learning Plan from the Spring of 2020 was a foundation for the Fall 2020 Remote Learning Plan.  <a href="https://docs.google.com/document/d/1RUuRYhak-eef2kZw5jZ_K3dA0iRSwyzDTE2aaRmU9Yk/edit?usp=sharing">https://docs.google.com/document/d/1RUuRYhak-eef2kZw5jZ_K3dA0iRSwyzDTE2aaRmU9Yk/edit?usp=sharing</a></p> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>
<p>Please indicate any strongly recommended protocols you will not be including in your plan and why.</p>	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Operations - Strongly Recommended

*Phase 4*

Subpart	Description
Facilities	<p><b>Strongly Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Audit necessary materials and supply chain for cleaning and disinfection supplies. <b>Supervised and monitored by the Maintenance Director</b> <ul style="list-style-type: none"> <li>○ <b>The Central Office will maintain a district list.</b></li> </ul> </li> <li>● <b>ALL:</b> Coordinate with Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.           <ul style="list-style-type: none"> <li>○ Advocate for ISDs to coordinate with LEMPs. <b>Supervised and monitored by the Maintenance Director, Director of Operations &amp; Finance, and Superintendent.</b></li> </ul> </li> <li>● <b>ALL:</b> Audit any additional facilities that the district may have access to that could be used for learning. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by <a href="#">OSHA</a> and/or <a href="#">CDC</a>. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies. <b>Supervised and monitored by the Maintenance</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Director and Director of Operations &amp; Finance.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>ALL:</b> Encourage schools to provide advanced training for custodial staff. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>ALL:</b> Custodial staff should continue deep cleaning over the summer. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>ALL:</b> Audit all school buildings with a focus on:<ul style="list-style-type: none"><li>○ How many classrooms are available;</li><li>○ The size of each classroom;</li><li>○ Additional spaces that are available (e.g., gym, lunchroom, auditorium); and</li><li>○ The ventilation in each classroom. <b>Supervised and monitored by the Maintenance Director, Director of Operations &amp; Finance, building Administrators, and Superintendent.</b></li></ul></li><li>● <b>ALL:</b> Audit school security protocols to decide if any process changes need to be implemented. <b>Supervised and monitored by Safety &amp; Security Resource Officer, Director of Safety, and Superintendent.</b><ul style="list-style-type: none"><li>○ School security staff should follow CDC protocols if interacting with the general public. <b>Supervised and monitored by Safety &amp; Security Resource Officer, Director of Safety and Superintendent.</b></li></ul></li><li>● <b>ALL:</b> Maintain facilities for in-person school operations. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

- Check HVAC systems at each building to ensure that they are running efficiently. **Supervised and monitored by the Maintenance Director and Director of Operations & Finance.**
- Air filters should be changed regularly. **Supervised and monitored by the Maintenance Director and Director of Operations & Finance.**
- Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites. **Supervised and monitored by the Maintenance Director and Director of Operations & Finance.**
  - Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
  - Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties. **Supervised and monitored by the Maintenance Director and Director of Operations & Finance.**
  - **ALL:** School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students. **Supervised and monitored by the Maintenance Director, Director of Operations & Finance, building Administrators, and Superintendent.**
- **ALL:** Procure level-1 facial coverings, including those with a transparent front, for PreK-5 teachers, low-income students, and students with special needs. **Supervised and monitored by Central Office Staff and building Administrators.**



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>○ <b>The Central Office will maintain a district list.</b></li> <li>● <b>ALL:</b> Procure level-1 surgical masks for cleaning and janitorial staff. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul> <p><b>Strongly Recommended If Schools are Instructed to Close for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Maintain facilities for the resumption of school operations. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
<p><b>Budget, Food Service, Enrollment, and Staffing</b></p>	<p><b>Strongly Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation). <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Support schools in conducting staff and student outreach to understand who is coming back. <b>Supervised and monitored by building administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.</li> <li>○ Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).</li> </ul> </li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"><li>○ For students, this should include those with preexisting conditions who may need a remote learning environment.</li><li>● <b>ALL:</b> Assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent.</b></li><li>● <b>ALL:</b> Recruit, interview, and hire new staff. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Consider redeploying underutilized staff to serve core needs. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent</b></li><li>● <b>ALL:</b> Communicate any student enrollment or attendance policy changes with school staff and families. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent</b></li><li>● <b>ALL:</b> Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.</li><li>● <b>ALL:</b> Seek and provide guidance on the use of CARES Act funding for key purchases (e.g., cleaning supplies). <b>Supervised and monitored by the building administrators &amp; Director of Finance and Superintendent.</b></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

- **ALL:** Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs. **Supervised and monitored by building administrators and Superintendent.**
- **ALL:** Inventory how many substitute teachers are available.
- **ALL:** Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures. **Supervised and monitored by building administrators and Superintendent.**
- **ALL:** Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting. **Supervised and monitored by building administrators and Superintendent.**
- **ALL:** Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders. **Supervised and monitored by Finance Director and Superintendent.**
- **ALL:** Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars. **Supervised and monitored by Finance Director and Superintendent.**
- **ALL:** Work with school leaders to orient new school staff to any operational changes. **Supervised and monitored by building administrators and Superintendent.**
- **ALL:** Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind. **Supervised and monitored by building administrators and Superintendent.**
- **ALL:** Collaborate with food service staff to ensure any necessary





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>food handling changes are implemented based on local public health guidance. <b>Supervised and monitored by the Director of Nutritional Services and Superintendent.</b></p>
<p><b>Technology</b></p>	<p><b>Strongly Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li> <li>● <b>ALL:</b> Designate a single point of contact in each school to plan and communicate with district technology teams. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li> <li>● <b>ALL:</b> Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li> <li>● <b>ALL:</b> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers. <b>Supervised and Monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. <b>Supervised and monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. <b>Hardware: Supervised and Monitored by the Director of Technology. Software/Programs: Classroom teacher</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

- **ALL:** Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices before a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement. **Supervised and monitored by the Director of Technology.**
- **ALL:** Identify an asset tracking tool. **Supervised and monitored by the Director of Technology.**
- **ALL:** Identify a vendor to assist with processing, returning, and maintaining devices, if needed. **Supervised and monitored by the Director of Technology.**
- **ALL:** Develop on-site triage of staff and student devices to minimize the time that staff may be without a device. **Supervised and Monitored by the Director of Technology.**
- **ALL:** Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested. **Supervised and Monitored by the Director of Technology.**
- **ALL:** Develop a technology support plan for families. **Supervised and monitored by the Director of Technology and building administrators.**

**Strongly Recommended If Schools are Instructed to Close for In-Person Instruction**

- **ALL:** Deploy digital learning devices and move to virtual learning. **Supervised and monitored by the Director of Technology,**



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

**building administrators.**

- **ALL:** Communicate consistent procedures for return and inventory of school-owned devices as part of a return to school technology plan. The procedures should include:
  - Safely bagging devices collected at schools;
  - Transporting them to a central location;
  - Sanitizing the devices before a repair or replacement evaluation; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. **Supervised and monitored by the Director of Technology, building administrators.**
- **ALL:** Ensure that school and community access points and wired network devices are functional. **Supervised and Monitored by the Director of Technology.**

**Strongly Recommended When Schools Reopen for In-Person Instruction**

- **ALL:** Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period. **Supervised and Monitored by building administrators.**
- **ALL:** Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan. **Supervised and Monitored by building administrators.**
- **ALL:** Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district. **Supervised and monitored by the Director of Technology.**
- **ALL:** Continue infrastructure evaluations until all issues are resolved. **Supervised and monitored by the Director of**



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Technology.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan. <b>Supervised and monitored by the Director of Technology.</b></li> </ul>
<p><b>Transportation</b></p>	<p><b>Strongly Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as: <b>Supervised and monitored by the Director of Transportation &amp; Superintendent.</b> <ul style="list-style-type: none"> <li>○ How many buses are or could be made available in the district?</li> <li>○ How much variation is there in the size and maximum capacity of buses in the district?</li> <li>○ How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?</li> <li>○ How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?</li> </ul> </li> <li>● Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).</li> <li>● Inventory bus drivers to understand the extent of high-risk populations.</li> <li>● Finalize bus procedures for bus drivers and students that are informed by public health protocols.</li> <li>● Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Strongly Recommended if Schools Are Instructed to Close for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Utilize buses to provide food service and delivery of instructional materials where possible. <b>Supervised and monitored by the Director of Transportation, Director of Nutritional Services, &amp; Superintendent.</b></li> </ul>
Please indicate any strongly recommended protocols you will not be including in your plan and why.	
<ul style="list-style-type: none"> <li>● PPE will be secured for students and staff however, transparent facial coverings may or may not be purchased.</li> <li>● Food service distribution takes place on our campus. In our small community, delivery is not necessary.</li> </ul>	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Phases 5 Return to School Roadmap Details

### ***Assurances***

Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

The District hereby provides assurance it will follow the requirements for phase 5 for the 2020-2021 School Year. Address each subpart of the Return to School Roadmap and indicate if a school plans to exclude any protocol that is highly recommended.

### ***Return to School Roadmap Details***

## **Safety Protocols**

### *Phase 5*

<b>Subpart</b>	<b>Description</b>
Personal Protection Equipment	
<p><b>Strongly Recommended (Just Cause needed to leave out of a plan)*</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Except for during meals, facial coverings must <u>always</u> be worn by all staff and PK-12 students when in common areas and hallways, and during school transportation. <b>Supervised and monitored by the Classroom Teachers, Building Administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. <b>Supervised and monitored by the Classroom</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Teacher, Building Administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>○ Homemade masks must be washed daily.</li> <li>○ Disposable masks must be disposed of at the end of each day.</li> <li>● <b>ALL:</b> Any staff member or student that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>PK-5:</b> If social distancing and cohorting are practiced and enforced, facial coverings for students in grades PreK-5 are encouraged but not required.</li> </ul>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>● <b>PK:</b> Facial coverings should be considered for PreK students in <u>hallways and common areas</u>. <b>Supervised and monitored by the Early Childhood Director and Superintendent.</b></li> <li>● <b>PK:</b> Facial coverings are not recommended for use in classrooms by children ages 3 and 4 and should never be used on children 2 or younger. <b>Supervised and monitored by the Early Childhood Director and Superintendent.</b></li> <li>● <b>K-5:</b> Facial coverings should be considered for K-5 students in <u>classrooms, especially if not placed in cohorts</u>. <b>Supervised and monitored by the Classroom Teacher, Building Administrators and Superintendent.</b></li> <li>● <b>5-12:</b> Facial coverings should be worn in classrooms by all students grades 5-12. <b>Supervised and monitored by the Classroom Teacher, Building Administrators and Superintendent.</b></li> <li>● Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Specific details will be shared for these circumstances.</li> <li>● Gloves are not required except for custodial staff or teachers cleaning their classrooms.</li> </ul>
<p align="center">Hygiene</p>	



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Provide adequate supplies to support healthy hygiene behaviors.             <ul style="list-style-type: none"> <li>○ Soap, hand sanitizer (≥60% alcohol), paper towels, tissues, signage reinforcing proper handwashing techniques. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>○ <b>ALL:</b> Teach and reinforce hand washing and/or safe use of hand sanitizer. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul> </li> <li>● <b>ALL:</b> Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.</li> </ul>
<p><b>Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Frequently check and refill soap and hand sanitizers. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Students and teachers should have scheduled handwashing with soap and water every 2-3 hours. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Limit sharing of personal items, classroom materials, supplies such as writing utensils.             <ul style="list-style-type: none"> <li>○ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul> </li> <li>● <b>ALL:</b> Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
<p>Spacing, Movement, and Access</p>	





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

<p>Recommended</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Space desks 6 feet apart and, if feasible, facing the same direction towards the front of the room. At tables, space students as far apart as feasible. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Teachers should maintain 6 feet of spacing between themselves and students as much as possible. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Post signage and floor tape/markers to indicate proper social distancing in classrooms, hallways, bathrooms, and waiting areas. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Open all classroom windows when possible, weather permitting.</li> <li>● <b>ALL:</b> Cohort groups of students to isolated hallways for better monitoring.</li> <li>● <b>ALL:</b> Specials classes should be brought to the classroom where feasible.</li> <li>● <b>ALL:</b> Implement staggered passing times to limit interaction and adhere to social distancing in hallways.</li> <li>● <b>ALL:</b> Monitor arrival and dismissal to discourage congregating.</li> <li>● <b>ALL:</b> Hallways should be divided where one-way traffic flow is not feasible.</li> <li>● <b>ALL:</b> Entrances and exits should be kept separate to keep traffic moving in a single direction.</li> </ul>
<p>Screening Students and Staff</p>	
<p>Strongly Recommended <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.             <ul style="list-style-type: none"> <li>○ Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up.</li> <li>○ Identified school staff caring for these children should wear a surgical mask, except for students with special needs requiring aerosolized procedures in which an N95 mask is required.</li> </ul> <b>Supervised and monitored by building administrators and</b> </li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p align="center"><b>Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Staff should conduct daily self-examinations, including a temperature check, before coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they should stay home. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Any parents or guardians entering the building should wash or sanitize hands before entry. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; MI Safe Start   Phase 5 students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p style="text-align: center;"><b>Supervised and monitored by building administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Entrances and exits should be kept separate to keep traffic moving in a single direction. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
Testing Protocols for Students and Staff and Responding to Positive Cases	
<p><b>Strongly Recommended</b> <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in their cohort and/or school to encourage closer observation for any symptoms at home. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet near the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p align="center"><b>COVID-19. Supervised and monitored by building administrators and Superintendent.</b></p>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>● Parents or guardians are encouraged to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.</li> <li>● Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.</li> </ul>
<p>Responding to Positive Tests Among Staff and Students</p>	
<p>Strongly Recommended <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Notify local health officials, staff, and students of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. <b>Supervised and monitored by building administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ Guidance will be sought from the Local Health Department regarding initiating contact tracing.</li> <li>○ Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</li> </ul> </li> <li>● <b>ALL:</b> Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about the return to work, using the most current</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>guidelines from the CDC for this determination. <b>Supervised and monitored by building administrators and Superintendent.</b></p>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
<p>Food Service, Gathering and Extracurricular Activities</p>	
<p>Strongly Recommended <u>(Just Cause needed to leave out of a plan)*</u></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. <b>Supervised and monitored by the Director of Nutritional Services and Superintendent.</b></li> <li>● <b>ALL:</b> Students, teachers, and cafeteria staff wash hands before and after every meal. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering. <b>Supervised and monitored by building administrators and Superintendent.</b></li> </ul>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> If possible, classrooms should be used for eating in place, taking into consideration food allergies.</li> <li>● <b>ALL:</b> If cafeterias need to be used, mealtimes should be staggered to create seating arrangements with six feet of distance between students.</li> <li>● <b>ALL:</b> If possible, school-supplied meals should be delivered to classrooms</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>with disposable utensils.</li> <li>● <b>ALL:</b> Schools should offer to telecast assemblies and other school-sanctioned events if able.</li> <li>● <b>ALL:</b> Students and teachers should wash their hands before and after every event.</li> <li>● <b>ALL:</b> After-school programs may continue with the use of facial coverings.</li> </ul>
Athletics	
<p style="color: green;"><b>Strongly Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Comply with all guidelines published by the Michigan High School Athletic Association (MHSAA) under the guidance of the National Federation of State High School Associations (NFHS). Information can be found: <a href="#">Frankenmuth - Team Home Frankenmuth Eagles Sports</a> <b>Supervised and monitored by the Athletic Director and Superintendent.</b></li> </ul>
Cleaning	
<p style="color: green;"><b>Strongly Recommended</b></p>	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize the sharing of materials between students, as able. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. <b>Supervised</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>and monitored by the <b>Maintenance Director and Director of Operations &amp; Finance.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>● <b>ALL:</b> Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses such products. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
Recommended	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
Busing and Student Transportation	
Strongly Recommended	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>● <b>ALL:</b> The bus driver, staff, and all students in grades PreK-12, if medically feasible, should wear facial coverings while on the bus. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>● <b>ALL:</b> Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>● <b>ALL:</b> Clean and disinfect frequently touched surfaces in the vehicle (e.g.,</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>surfaces in the driver’s cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) before morning routes and before afternoon routes. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></p> <ul style="list-style-type: none"> <li>• <b>ALL:</b> Create a plan for getting students home safely if they are not allowed to board the vehicle. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>• <b>ALL:</b> If a student becomes sick during the day, they should not use group transportation to return home and should follow the protocols outlined above. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>• <b>ALL:</b> If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> </ul>
<p>Recommended</p>	<ul style="list-style-type: none"> <li>• <b>ALL:</b> Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> <li>• <b>ALL:</b> Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe. <b>Supervised and monitored by the Director of Transportation and Superintendent.</b></li> </ul>
<p align="center">Medically Vulnerable Students and Staff</p>	
<p>Strongly Recommended</p>	<ul style="list-style-type: none"> <li>• <b>ALL:</b> Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> </ul>





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> </ul>
Recommended	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Staff caring for children and providing any medical care that includes aerosol-generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> <li>● <b>ALL:</b> Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. <b>Supervised and monitored by the Director of Special Education and building administrators.</b></li> </ul>

Please indicate any strongly recommended protocols you will not be including in your plan and why.

- K-5 facial coverings will be worn in hallways and common areas. Facial coverings will not be required in classrooms where students are cohorted.
- Frequent handwashing will be implemented however, they may not happen as frequently as every 2-3 hours due to restrooms usage, time and space.
- 6-foot social distancing is not feasible in many classrooms due to furniture and available space. Every effort will be made to space students out and cohort classes.
- Individual classrooms may not be able to be closed for 24 hours due to limited classroom space availability.



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## **Mental & Social-Emotional Health - Recommended**

*Phase 5*

<p><b>Mental &amp; Social-Emotional Health</b></p>	<ul style="list-style-type: none"><li>● <b>ALL</b> Encourage schools to implement a mental health screening for students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. <b>Supervised and monitored by Counselors, Social Workers and Classroom Teachers will conduct recommended health screenings.</b></li><li>● <b>ALL</b> Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">Family Wellness Check</a></li></ul></li><li>● <b>ALL</b> Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. <b>Supervised and monitored by Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li><li>○ <a href="#">Flippen Group</a></li></ul></li><li>● <b>ALL:</b> Encourage the identification of a point person or establish an access navigator to centralize mental health referrals,</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>communications to families/ students, and public-facing wellness materials. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member). <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources. <b>Supervised and monitored by Counselors, Social Worker, and other designated personnel.</b></li><li>● <b>ALL:</b> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Provide resources for staff self-care, including resiliency strategies. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></li><li>● <b>ALL:</b> Leverage MDE resources for student and staff mental health and wellness support. <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ <a href="#">MDE SEL Resources</a></li></ul></li><li>● <b>ALL:</b> Activate communication channels for school stakeholders to</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email). <b>Supervised and monitored by the Counselor, Building Administrators and Superintendent.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Communicate with parents and guardians, via a variety of channels, return to school transition information including: <b>Supervised and monitored by building administrators and Superintendent.</b><ul style="list-style-type: none"><li>○ Destigmatization of COVID-19;</li><li>○ Understanding normal behavioral response to crises;</li><li>○ General best practices of talking through trauma with children; and</li><li>○ Positive self-care strategies that promote health and wellness.</li><li>○ <a href="#">MDE Mental Health</a></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Instruction - Recommended

*Phase 5*

<b>Subpart</b>	<b>Description</b>
<b>Governance</b>	Frankenmuth Public Schools Return to Instruction and Learning Teams are led by building administrators and Superintendent. The initial steps in creating the plan included collaborating with the Saginaw ISD Fall Planning Committee. From there, the plan was drafted and went through a feedback process with school leaders, board members, teachers, and families.
<b>Instruction</b>	<p><b>Instructional Model:</b></p> <p><b>In-Person Option</b></p> <ul style="list-style-type: none"> <li>● K-12 in-person blended learning and instruction, five days per week.</li> <li>● The district remains prepared to flex between phases.</li> </ul> <p><b>Remote Learning Option</b></p> <ul style="list-style-type: none"> <li>● Should we enter Phase 5 prior to the end of the first semester, students who chose the remote learning option must finish their semester in the same setting.</li> </ul> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>
<b>Communication &amp; Family Supports</b>	<p>Primary communications will be sent via email using Skyward and/or by phone/all call (School Messenger) at all levels. Additional communications will come from the District and Buildings, as well as by teachers and staff members. A variety of programs may be used to accomplish these tasks, and information will be shared with students and families.</p> <p><a href="#">MDE Family Engagement</a></p> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>



**Saginaw County**  
**Frankenmuth District Preparedness Plan**  
**2020-2021 School Year**

<p><b>Professional Learning</b></p>	<p><b>Anytime, Anywhere Professional Learning</b></p> <p>Technology &amp; Instruction</p> <ul style="list-style-type: none"> <li>● LMS (Platform to be determined)</li> <li>● Blended Learning Practices</li> <li>● Clever Single Sign On</li> </ul> <p>Saginaw ISD Professional Learning</p> <ul style="list-style-type: none"> <li>● <a href="#">SISD Professional Learning Weebly</a></li> <li>● <a href="#">Saginaw ISD Professional Learning 2020-2021</a></li> </ul> <p><b>Live Frankenmuth Public Schools Professional Learning</b></p> <ul style="list-style-type: none"> <li>● Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ August 25 &amp; 26, 2020</li> <li>○ September 11, 2020</li> </ul> </li> <li>● Capturing Kids Hearts - Teacher Insights             <ul style="list-style-type: none"> <li>○ October 16, 2020; January 18 &amp; 19, 2021</li> </ul> </li> <li>● School Improvement: Curriculum, Instruction, and Assessment             <ul style="list-style-type: none"> <li>○ April 23, 2021</li> </ul> </li> </ul> <p><b>Supervised and monitored by building administrators and Superintendent.</b></p>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Operations - Recommended

*Phase 5*

Subpart	Description
Facilities	<p><b>Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Audit necessary materials and supply chain for cleaning and disinfection supplies. <b>Supervised and monitored by Central Office Staff and Building Administrators.</b> <ul style="list-style-type: none"> <li>○ <b>The Central Office will maintain a district list.</b></li> </ul> </li> <li>● <b>ALL:</b> Coordinate with Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.           <ul style="list-style-type: none"> <li>○ Advocate for ISDs to coordinate with LEMPs. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>○ <b>ALL:</b> Audit any additional facilities that the district may have access to that could be used for learning. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>○ <b>ALL:</b> Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> <li>○ <b>ALL:</b> Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by <a href="#">OSHA</a> and/or CDC. It is expected that this guidance will be updated in real-time based on the status of the</li> </ul> </li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>community spread across local geographies. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></p> <ul style="list-style-type: none"><li>○ <b>ALL:</b> Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>ALL:</b> Encourage schools to provide advanced training for custodial staff. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>ALL:</b> Custodial staff should continue deep cleaning over the summer. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● <b>LL:</b> Audit all school buildings with a focus on:<ul style="list-style-type: none"><li>○ How many classrooms are available;</li><li>○ The size of each classroom;</li><li>○ Additional spaces that are available (e.g., gym, lunchroom, auditorium); and</li><li>○ The ventilation in each classroom. <b>Supervised and monitored by the Maintenance Director, Director of Operations &amp; Finance, building administrators, and Superintendent.</b></li></ul></li><li>● <b>ALL:</b> Audit school security protocols to decide if any process changes need to be implemented. <b>Supervised and monitored by Safety &amp; Security Resource Officer, Director of Safety and Superintendent.</b><ul style="list-style-type: none"><li>○ School security staff should follow CDC protocols if interacting with the general public. <b>Supervised and monitored by Safety &amp; Security Resource Officer, Director of Safety and Superintendent.</b></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"><li>● <b>ALL:</b> Maintain facilities for in-person school operations. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● Check HVAC systems at each building to ensure that they are running efficiently. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● Air filters should be changed regularly. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>● Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b><ul style="list-style-type: none"><li>○ Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.</li><li>○ Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li><li>○ <b>ALL:</b> School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students. <b>Supervised and monitored by the Maintenance Director, Director of Operations &amp; Finance, building administrators, and Superintendent.</b></li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<ul style="list-style-type: none"> <li>● <b>ALL:</b> Procure level-1 facial coverings, including those with a transparent front, for PreK-5 teachers, low-income students, and students with special needs. <b>Supervised and monitored by Central Office Staff and building administrators.</b> <ul style="list-style-type: none"> <li>○ <b>The Central Office will maintain a district list.</b></li> </ul> </li> <li>● <b>ALL:</b> Procure level-1 surgical masks for cleaning and janitorial staff. <b>Supervised and monitored by the Maintenance Director and Director of Operations &amp; Finance.</b></li> </ul>
<p><b>Budget, Food Service, Enrollment, and Staffing</b></p>	<p><b>Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation). <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Support schools in conducting staff and student outreach to understand who is coming back. <b>Supervised and monitored by building administrators and Superintendent.</b> <ul style="list-style-type: none"> <li>○ For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.</li> <li>○ Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).</li> <li>○ For students, this should include those with preexisting conditions who may need a remote learning environment.</li> </ul> </li> <li>● <b>ALL:</b> Assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Work with relevant local bargaining units to assess how job</li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Recruit, interview, and hire new staff. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Consider redeploying underutilized staff to serve core needs. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent</b></li><li>● <b>ALL:</b> Communicate any student enrollment or attendance policy changes with school staff and families. <b>Supervised and monitored by building administrators, District Negotiating Team, and Superintendent</b></li><li>● <b>ALL:</b> Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.</li><li>● <b>ALL:</b> Seek and provide guidance on the use of CARES Act funding for key purchases (e.g., cleaning supplies). <b>Supervised and monitored by the building administrators and Director of Finance and Superintendent.</b></li><li>● <b>ALL:</b> Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs. <b>Supervised and monitored by building administrators and Superintendent.</b></li><li>● <b>ALL:</b> Inventory how many substitute teachers are available.</li><li>● <b>ALL:</b> Build and send back-to-school communications to all relevant stakeholders (i.e., families, school staff) and include updates</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>across all policies and procedures. <b>Supervised and monitored by building administrators and Superintendent.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders. <b>Supervised and monitored by the Finance Director and Superintendent.</b></li> <li>● <b>ALL:</b> Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars. <b>Supervised and monitored by the Finance Director and Superintendent.</b></li> <li>● <b>ALL:</b> Work with school leaders to orient new school staff to any operational changes. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind. <b>Supervised and monitored by building administrators and Superintendent.</b></li> <li>● <b>ALL:</b> Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance. <b>Supervised and monitored by the Director of Nutritional Services and Superintendent.</b></li> </ul>
<p><b>Technology</b></p>	<p><b>Recommended Before Schools Reopen for In-Person Instruction</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. <b>Supervised and monitored by the Director of</b></li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p><b>Technology and building administrators.</b></p> <ul style="list-style-type: none"><li>● <b>ALL:</b> Designate a single point of contact in each school to plan and communicate with district technology teams. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li><li>● <b>ALL:</b> Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li><li>● <b>ALL:</b> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers. <b>Supervised and Monitored by Director of Technology.</b></li><li>● <b>ALL:</b> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. <b>Supervised and monitored by the Director of Technology.</b></li><li>● <b>ALL:</b> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. <b>Supervised and Monitored by building administrators and the Director of Technology.</b></li><li>● <b>ALL:</b> Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:<ul style="list-style-type: none"><li>○ Safely bagging devices collected at schools;</li><li>○ Sanitizing the devices before a repair or replacement evaluation;</li><li>○ Ordering accessories that may be needed over the summer; and</li><li>○ Conducting prepared maintenance routines to remove</li></ul></li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p style="text-align: center;">malware and fix standard issues including, screen, keyboard, or battery replacement. <b>Supervised and monitored by the Director of Technology.</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Identify an asset tracking tool. <b>Supervised and monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Identify a vendor to assist with processing, returning, and maintaining devices, if needed. <b>Supervised and monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Develop on-site triage of staff and student devices to minimize the time that staff may be without a device. <b>Supervised and Monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested. <b>Supervised and Monitored by the Director of Technology.</b></li> <li>● <b>ALL:</b> Develop a technology support plan for families. <b>Supervised and monitored by the Director of Technology and building administrators.</b></li> </ul>
<p><b>Transportation</b></p>	<p><b>Strongly Recommended Before Schools Reopen for In-Person</b></p> <ul style="list-style-type: none"> <li>● <b>ALL:</b> Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as: <b>Supervised and monitored by the Director of Transportation &amp; Superintendent.</b> <ul style="list-style-type: none"> <li>○ How many buses are or could be made available in the district?</li> <li>○ How much variation is there in the size and maximum capacity of buses in the district?</li> <li>○ How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?</li> <li>○ How many drivers will be returning? How many are in the</li> </ul> </li> </ul>



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

	<p>training pipeline? What is the plan to address any shortage of drivers?</p> <ul style="list-style-type: none"><li>● Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).</li><li>● Inventory bus drivers to understand the extent of high-risk populations.</li><li>● Finalize bus procedures for bus drivers and students that are informed by public health protocols.</li><li>● Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.</li></ul>
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**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Appendix A

- [Moby Max Intervention](#) (5-12)
- [Zearn Math Content](#) (K-5)
- [Splash Math Supplement & Intervention](#) (K-3)
- [Freckle Math Supplement & Intervention](#) (4)
- [Units of Study Reading, Writing, Phonics Content](#) (K-4)
- [Lalilio Phonics Supplement & Intervention](#) (K-3)
- [RAZ Kids Reading Digital Library](#) (Pk- 1)
- [myOn Reading Digital Library](#) (2-4)
- [myOn News Social Studies](#) (4)
- [EPIC Reading Digital Library](#) (K-4)
- [Flocabulary Vocabulary, Grammar, Social Studies Content & Supplement](#) (4 & 6)
- [Lexia Reading Intervention](#) (K-6)
- [Mystery Science Content](#) (K-5)
- [Accelerated Reader assessment program](#) (K-8)
- [Typing Club Tutorials](#) (5 & 6)
- [Khan Academy](#) (5-8)
- [Newsela](#) (5-8)
- [Red Ink Grammer](#) (5-12)
- [Scholastic Digital Magazine](#) (5-8)
- [Open Up Resources Math Content](#) (6-8)
- [Xello Career Education](#) (7-12)
- [Turnitin Plagiarism Prevention Program](#) (7-12)
- [SmartMusic Band Content](#) (5-12)
- [Digital Libraries](#) (K-12)





**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**

## Appendix B

<b>Assessments</b>			
	<b>List</b>	<b>EFR</b>	<b>FHS</b>
Benchmark	NWEA, BAS Reading	NWEA (5-8), BAS Reading (5-6)	PSAT Suite of Assessments (9-11)
Standardized State	M STEP	M STEP (5-8), PSAT (8)	M STEP, PSAT Suite of Assessments (11)
Career Readiness			ACT Work Keys (11)



**Saginaw County  
Frankenmuth District Preparedness Plan  
2020-2021 School Year**