



**MILAN AREA SCHOOLS  
2020-2021 School Year  
Administrative Recommendation**

# Milan Area Schools

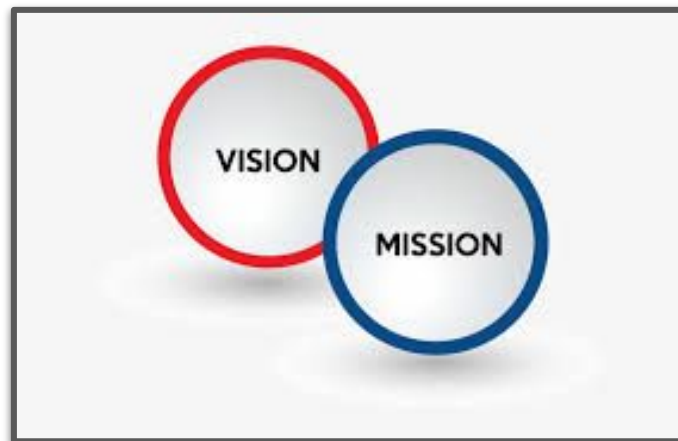


## **Vision:**

Partnering together as a community, all individuals will achieve their greatest potential.

## **Mission:**

Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.





## Belief Statements:

We believe...

- All individuals have equal value and unique gifts
- In providing a safe and nurturing environment that contributes to successful learning
- In utilizing instructional strategies that are based on best practice
- In offering relevant learning
- In fostering an inclusive and affirming school culture
- In investing in student capacity to learn and in personal success
- In engaging the entire community to maximize student learning and preparedness



## Realities

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- It is Not Going to Be Normal
- It is Going to Be Difficult
- You can Expect Continuous Improvement
- You can Expect Shifts in Phases (Instructional Models)
- Milan Will Persevere (We are BIG REDS)

A wooden sign with the text "THERE IS NO EDUCATION LIKE ADVERSITY." engraved on it.

THERE IS NO  
EDUCATION  
LIKE  
ADVERSITY.

# District Plan for Each Phase

Phases 1-3: Full Virtual

Phase 4: Hybrid

Phase 5-6: Full Face-to-Face

Full Virtual Option

Semester Commitment

(Moves May be Limited at Semester Time)

# 2020-2021 School Year



- The information in this presentation is subject to change based on state guidance and further preparation of the plan.
- Following Board support to move ahead with the two options (hybrid and full virtual), Building Leadership Teams will begin the process of finalizing the details for each school.
- MAS values the expertise of our teachers and we need their insight and input into the preparation of both options.
- The combined efforts of our administrators and teachers will result in a successful plan for both options.

# 2020-2021 School Year



- The selection made (virtual or hybrid) by a student/family is a semester long decision.
- Requests to switch at semester time will be accommodated only if staffing allows. The district is staffing the two options based on student/family initial selections.
- If more requests are made at semester time than can be accommodated, the district will use a lottery system to determine which requests will be met.
- It is possible that the selection made by a student/family will be for the entire year.

# 2020-2021 School Year



- We are doing our best to respond to all emails in a timely fashion.
- Questions about specific classes or course offerings (for either option) should be directed to the building administrator.
- We know that we are asking students/families to make a decision without having all of the details. Many of the details cannot be finalized until we know how many students request each option.
- We are making every effort to make sure that as many classes as possible (both virtual and hybrid) are taught by MAS staff.



# Full Virtual Option



## Important Information

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- Will Be Available for Households with Concerns About Returning to School In Person - Technology Provided
- Will be Vastly More Robust than Our Spring Program
- Will Include
  - Grading
  - Accountability for Assignment Completion
  - Daily Expectation of Time on Task
- Will Focus on CORE Subjects - State and National Standards
- Will Require Independent Study Habits and Self-Motivation
- Will Require Intense Parental Oversight - [MVU Parent Guide](#)
- Student Performance Will Determine Promotion to the Next Grade and the Earning of Credit Toward Graduation

# GSRP- Full Virtual Option



## VIRTUAL SCHEDULE EXAMPLE

9:00-9:45	Morning Meeting: Large Group Activity, Small Group Introduction and Intentional Read Aloud
9:45-12:00	Parents provide small group activity assistance, morning snack and work time and outdoor play
12:00-2:15	LUNCH/BREAK/REST TIME
2:15-2:45	Music or Science Fun Video Presentation
2:45-3:15	Small Group Review Zooms Read Aloud
3:15-3:35	End of Day Meeting

- Appropriate Staff Levels will be Determined Based on Enrollment
- Staff Members will be Assigned to Small Groups of Students
- Students will receive both synchronous and asynchronous instruction in all content areas
- Zoom and other conferencing methods will be used daily
- Developmental assessments will be done via Zoom. Data will be reviewed weekly by the director and early childhood specialist from the WISD

# Paddock- Full Virtual Option



VIRTUAL SCHEDULE EXAMPLE	
9:00-9:45	Morning Meeting: Synchronous
9:45-12:00	Academic Block 1: Synchronous & Asynchronous
12:00-12:45	LUNCH/BREAK
12:45-1:15	Afternoon Meeting: Synchronous
1:15-3:00	Academic Block 2: Synchronous & Asynchronous
3:00-3:30	Closing Circle/Office Hours: Synchronous

- Students will receive both synchronous and asynchronous instruction. There will be a strong focus on math and literacy.
- Paddock teachers will be providing the online learning through Zoom Instruction and Seesaw.
- Pacing, objectives, scope, sequence, and accountability would parallel the hybrid model.
- Weekly specials lessons will be provided.

# Symons - Full Virtual Option



VIRTUAL SCHEDULE EXAMPLE	
9:00-9:45	Morning Meeting: Synchronous
9:45-12:00	Academic Block 1: Synchronous & Asynchronous
12:00-12:45	LUNCH/BREAK
12:45-1:15	Afternoon Meeting: Synchronous
1:15-3:00	Academic Block 2: Synchronous & Asynchronous
3:00-3:30	Closing Circle/Office Hours: Synchronous

- Students will receive both synchronous and asynchronous instruction in the following areas:
  - Reading
  - Writing
  - Math
  - Social Studies
  - Science
  - Specials
- Symons teachers will be providing the online learning through Google Classroom.
- Pacing, objectives, scope, sequence, and accountability would parallel the hybrid model.

# MMS - Full Virtual Option



Virtual Schedule Example	
SAMPLE MIDDLE SCHOOL SCHEDULE	
FIRST	ELECTIVE TIME
SECOND	
THIRD	MATH / SCIENCE
FOURTH	
LUNCH	LUNCH / BREAK
FIFTH	ELA / SOCIAL STUDIES
SIXTH	

- Students would have 6 classes.
  - Each grade would have the same two (non core) electives.
  - Electives rotate for Semester 2.
- MMS teachers would be providing the online learning through our LMS.
  - Mostly asynchronous with a minimum of 2 synchronous lesson per week per class.
- Pacing, objectives, scope, sequence, and accountability would parallel the hybrid model.

# MHS - Full Virtual Option



## Virtual Schedule Example

Synchronous Days  
7:30am-2:11pm

FIRST	MATH
SECOND	Spanish I
THIRD	ELA
FOURTH	Health
LUNCH	LUNCH / BREAK
FIFTH	Social Studies
SIXTH	Science
SEVENTH	Choir

- Students will be provided a standard seven course schedule consistent with our normal full-day in person schedule
- Students will be provided 2 days of synchronous instruction per week for a total of 14 hours of synchronous learning
- Students will be provided 3 days of asynchronous instruction per week
- Pacing, objectives, scope, sequence, and accountability would parallel the hybrid model
- Online course providers will be used as necessary to ensure full student schedules

## Virtual Schedule Example

Asynchronous Days  
7:30am-2:11pm

Teachers will be providing online instructional materials for the three asynchronous days.

Teachers will be available for mentoring and one-on-one meetings during the normally scheduled class time.

# Special Education - Full Virtual Option



New IEP's will need to be held to reflect the change in service delivery and accommodations

- Special education staff will support students during their virtual instruction by working with teachers to ensure that all needed accommodations are made
- Special education services will be provided virtually

# Hybrid Model



## Rationale

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- Staff and Student Safety is a Priority
  - Recognizes CDC Guidelines for Return to School
  - Recognizes MI Safe Schools Return to School Roadmap
- Face-to-Face Time with Students is a Priority
- Pupil Accounting is a Concern
  - Pupil accounting waiver through September 30
  - District Could Pivot for October 1 (If No Additional Waiver is Received)



# Hybrid Model



- Stakeholder Input is a Priority
  - Recognizes Staff Survey Data
  - Recognizes Family Survey Data

	<b>Family Survey</b>	<b>Staff Survey</b>
	Neutral + Somewhat Comfortable + Extremely Comfortable	Neutral + Somewhat Comfortable + Extremely Comfortable
<b>Distance Learning</b>	46.0%	77.6%
<b>Hybrid</b>	67.4%	70.7%
<b>Face-to-Face</b>	65.2%	38.8%

# Safety Precautions



- All Staff and preK-12 Students Wear Masks
  - On Bus, In Common Spaces, In Classrooms
  - Build in Mask Free Breaks as Possible
- Maximize Social Distancing at All Times
- No Guests in Buildings Except for Extenuating Circumstances
  - Including Parents and Families at Drop-Off and Pick-Up
- Limited Movement in Buildings
- Limited Sharing of Supplies
- Implement Return to School Roadmap Protocols
  - Hand Sanitizer Throughout Buildings and in Every Classroom
  - Desks Cleaned/Sanitized Between Classes
  - Buildings Cleaned Throughout the Day and Every Night



# Safety Precautions



- Immunocompromised Students can Elect the Full Virtual Model
- Immunocompromised Staff Will Be Used for Virtual Instruction When Possible
- Childcare Will be Offered for Staff Members
  - Staffed with PECC Staff Members
  - Number of Slots to be Determined
  - Cost to be Determined

# Cleaning, Sanitizing, and Disinfecting



- The Michigan Return to School Roadmap Requires Multiple Layers of Cleaning, Sanitizing, and Disinfecting
- Specific Requirements Require That:
  - Common Spaces are Sanitized Regularly
  - Frequently Touched Surfaces are Sanitized Every 4 Hours
  - Desks are Sanitized Between Uses
  - Shared Supplies are Sanitized Between Uses
  - Buses are Sanitized Between Routes
- Cleaning Will Occur Each Night with Additional Efforts on Friday
- MAS has Purchased Additional Cleaning Supplies and Equipment that Meet the Requirements of the Return to School Roadmap and EPA Guidelines

# Positive and Symptomatic Cases



- Parents/Students and Staff Members Will Conduct Self Evaluations Daily, Any Symptomatic Evaluations Must be Reported to the Building Main Office Immediately
- Students or Staff Members Who Become Symptomatic at School Will be Immediately Moved to a Quarantine Room for Expedited Exit from the Building (No Bus Transportation)
- County Health Department Will be Contacted Regarding all Symptomatic and Positive Cases, They Will Implement Contact Tracing
- Symptomatic and Positive Cases Will Follow All County Health Department Requirements for Return to School or Work (Case-by-Case Basis)

# Addressing Staff Absences



- All State and Federal Employment Laws Will be Followed
- If a Staff Member is Required to Quarantine Because of a Contact at School the District Will Cover the Time Off During the Required Quarantine (The Staff Member Will be Required to Work Remotely and/or Building Subs Will be Used)
- If a Staff Member is Symptomatic or Tests Positive Because of a Contact at School the District Will Cover the Time Off During the Required Recovery (If Possible, The Staff Member Will be Required to Work Remotely and/or Building Subs Will be Used)
- If a Staff Member is Symptomatic or Tests Positive and There has Been NO Known Contact at School, the Staff Member will Cover the Time Off During the Required Recovery

# Closing Classroom, Building, District



- The Decision to Close a Classroom, a Building, or the District Will be Made in Conjunction with the County Health Department
- A Closure of Any Size Will Immediately Shift Those Students into a Virtual Model of Instruction with the Classroom Teacher(s) Providing the Education
- Closed Facilities will Undergo Deep Cleaning in Line with CDC Requirements

# Calendar - Option 1



## District Divided Into A and B Households

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- Aug 26 & 27: Staff PD
- Aug 31: Half Day A
- Sept 1: Half Day B
- Sept 2: Full Day A
- Sept 3: Full Day B
- Sept 8: Full Day B
- Sept 9: Full Day A
- Sept 10: Full Day B
- Sept 11: Full Day A
- Sept 14: Full Day A
- Sept 15: Full Day B
- Sept 16: Full Day A
- Sept 17: Full Day B
- Sept 18: Remote Learning
- Sept 21: Full Day A
- Sept 22: Full Day B
- Sept 23: Full Day A
- Sept 24: Full Day B
- Sept 25: Remote Learning

Re-Evaluate AB Cycle - Oct 1

Maintain 5 Day LMS  
Remote Learning 3 Days/Week



# Calendar - Option 2



## District Divided Into A and B Households

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- Aug 26 & 27: Staff PD
- Aug 31: Non-Student Day
- Sept 1: Non-Student Day
- Sept 2: Non-Student Day
- Sept 3: Non-Student Day
- Sept 8: Full Day B
- Sept 9: Full Day A
- Sept 10: Full Day B
- Sept 11: Full Day A
- Sept 14: Full Day A
- Sept 15: Full Day B
- Sept 16: Full Day A
- Sept 17: Full Day B
- Sept 18: Remote Learning
- Sept 21: Full Day A
- Sept 22: Full Day B
- Sept 23: Full Day A
- Sept 24: Full Day B
- Sept 25: Remote Learning

Re-Evaluate AB Cycle - Oct 1

Maintain 5 Day LMS  
Remote Learning 3 Days/Week

# District - Hybrid



- Teachers Will Provide 5 Lessons Each Week Per Subject/Class
  - 2 Face-to-Face
  - 3 Remote (Using Learning Management System)
    - Recorded Lessons
    - Electronic Resources
    - Independent Practice
    - Projects
  
- Year of Consensus
  - Vetted Through Administrative Council
  - Vetted Through MEA Leadership
  - Vetted Through MAS 2020-2021 Task Force

# PECC/GSRP - Hybrid



HYBRID SCHEDULE EXAMPLE		
	IN PERSON	REMOTE
9:00-9:30	Breakfast	Morning Meeting Large Group Learning Packets Support for Parents
9:30-9:50	Large Group	
9:50-10:50	Work/Choice Time	
10:50-11:20	Intentional Read Aloud/Small Group	Zoom Read Aloud
11:20-11:50	Recess	Lunch
12:00-12:30	Lunch	Music/Yoga/Nature & Science Fun Virtual Video Learning
12:30-2:00	Rest Time	
2:00-2:45	Nature Center/Gym	
2:45-3:35	Snack/Science & Discovery	

- Students would follow a typical schedule on in-person days, including daily recess and modified specials.
- On remote days, students would access recorded lessons and complete independent practice outlined in learning packets.
- With this model preschool students will still learn “how to do school” two days a week and what they have learned will be reinforced with additional practice using learning packets.



## Specials/Lunch Procedures

- Preschool Specials will include Gym, Music and Nature Detectives when in person.
- Enrichment videos of Music and Nature/Science fun will be recorded for virtual instruction.
- Traditional family style meals will be put on hold until Phase 5 or 6. Students will receive all meals or bring meals to school in individual servings.
- Brushing of teeth will also be suspended until Phase 6, however, it will be a skill still taught with models and supplies sent home for students.



## Supplies/Pick Up & Drop Off Procedures

- Preschoolers learn through interactions with their environment, manipulatives and peers. Every effort will be made to social distance in small groups while using shared supplies.
- Increase sanitation daily (8:15, 12:30, 3:40)
- Increase number of individual supply kits/sanitized daily
- Recess time shortened from 30 minutes a day to 20 to allow for proper sanitation of playground equipment in between classes; one class at a time. Some areas will be closed.
- All GSRP students will use morning curbside drop off and will be escorted down to their individual classrooms upon arrival. They will be required to wear a mask in the hallway.
- All other PECC students (birth through age five) will sign in and out at a designated door while a staff member escorts the student to their classroom.

# Paddock - Hybrid



## HYBRID SCHEDULE EXAMPLE

	IN PERSON	REMOTE
9:00-10:05	SEL and Reading	Academic Block 1: Reading: Mini Lesson, independent. Everyday Math journal pages/assignments
10:05-10:15	Movement/Mask Break	
10:15-11:15	Specials	
11:20-11:50	Lunch	Small Group Intervention
11:55-12:55	Math	Lunch
12:55-1:05	Movement/mask Break	Academic Block 2: Phonics assignments utilizing Lexia, Writing mini lesson and independent writing
1:05-1:55	Phonics	
1:55-2:15	Recess	
2:15-3:45	Writing	

- Students would follow a typical schedule on in-person days, including daily recess and specials. A large focus will be on foundational skills in Literacy and Math
- On remote days, students would access mini lessons and complete independent practice using Seesaw, Lexia
- Fridays would include time for whole group meeting, teacher feedback on student work and individual student check-ins as needed.

# Paddock - Hybrid



- **Specials:** specials will be a combination of synchronous and asynchronous instruction.
- **Lunch:** A lunch schedule will be created to allow for students to safely experience lunch outside of the classroom. We will look at utilizing the lunchroom and other locations. Students will use hand sanitizer and/or wash their hands before and after eating.
- **Recess:** A schedule will be created to allow for students to experience recess while limiting the number of class sections out at one time. Hand sanitizing will occur before going out and when returning to classroom.
- **Movement/Mask Breaks:** provided to students at regularly scheduled points during the day.

# Paddock - Hybrid



- Shared supplies: Grade level teams will identify items required in creating student “toolboxes”, which will include learning materials to be used solely by each individual student (stored in individual student lockers). Other classroom resources that we can not avoid sharing will be cleaned after each use.
- Lockers: Lockers will be assigned to each student for their coats and backpacks and Learning Toolboxes.
- Morning drop-off: Multiple entrances assigned to each grade level will be used. Those entrances will be located at the front of the building. Parents will not be allowed to walk their students into the building. Students receiving breakfast will eat in the lunchroom and will be safely distanced.
- Afternoon pick-up: A multi tiered system will be used to safely dismiss students to vehicles picking them up.



# Symons - Hybrid



HYBRID SCHEDULE EXAMPLE		
	IN PERSON	REMOTE
9:00-10:05	Reading	Academic Block 1: Reading/Writing/Math
10:05-10:15	Movement Break	
10:15-11:15	Math	
11:20-11:50	Lunch	Small Group Intervention
11:55-12:55	Science/Social Studies	Lunch
12:55-1:05	Movement Break	Academic Block 2: Science/Social Studies/Specials
1:05-1:55	Specials	
1:55-2:15	Recess	
2:15-3:45	Writing	

- Students would follow a typical schedule on in-person days, including daily recess and specials.
- On remote days, students would access recorded lessons and complete independent practice using Google Classroom.
- Fridays would include time for remote small group instruction or individual student check-ins as needed.

# Symons - Hybrid



- **Specials:** specials will be a combination of synchronous and asynchronous instruction.
- **Lunch:** held in the cafeteria and other designated areas using appropriate social distancing. Students will use hand sanitizer and/or wash their hands before and after eating.
- **Recess:** scheduled daily with designated areas for each classroom. Students will use hand sanitizer and/or wash their hands before and after using recess equipment.
- **Movement/Mask Breaks:** provided to students at regularly scheduled points during the day.
- **Restrooms:** assigned to each grade level with no more than 2 students allowed in the restroom at one time.
- **Shared supplies:** limited, but when supplies must be shared, students will use hand sanitizer and/or wash their hands before and after using the supplies. Shared supplies will be disinfected after each use.

# Symons - Hybrid



- Supply boxes: will be used to store individual student supplies. Students may bring their supply box home for use during remote learning or store them in a designated place in the classroom.
- Lockers: assigned to each student for their coats and backpacks. Lockers must be completely emptied of personal belongings at the end of each day.
- Morning drop-off: multiple entrances will be used during morning drop-off to prevent crowding. Students will report directly from their bus or vehicle to their classroom, or to the cafeteria if eating breakfast.
- Afternoon pick-up: will follow a tiered schedule with students being dismissed directly from the classroom. Parents must remain in their vehicle if picking up their student.



## SCHEDULE

Hybrid Schedule Example		
SAMPLE SCHEDULE (7th grade)	IN PERSON	REMOTE
FIRST	SCIENCE	SCIENCE/ MATH
SECOND	MATH	
THIRD	ELA	ELA / SOCIAL STUDIES
FOURTH	SOCIAL STUDIES	
PT	POWER TIME	LUNCH / BREAK
LUNCH	LUNCH	
FIFTH	ART	ELECTIVE TIME
SIXTH	PE	

- Students would have 6 classes
  - Advanced math cohorts
  - 4 core and 2 electives
  - Electives rotate at S2
- Students would work on a variety of student-centered activities on remote days.
  - Mini lessons
  - Practice
  - Projects
  - Monitoring/Assessments
- Fridays would include time for full group instruction, small group work, or individual student check-ins as needed.



## LOGISTICS/SAFETY

- Students: grouped in cohorts and rotate classes together
- PPE/Hygiene: Taught, reinforced, and enforced
- Lunch: Assigned, social distanced seats in the PE gym and cafeteria
- Restrooms: Grade-level assigned, individual use
- Personal items: zipper binder or small computer bag
- Shared supplies: limited and appropriately cleaned between use
- Movement/Mask Breaks: breaks/movement opportunities
- Drop Off/Pick Up:
  - Vehicle to classroom; classroom to vehicle
  - Tiered release to limit number of students transitioning

# MHS - Hybrid



## HYBRID SCHEDULE EXAMPLE

	IN PERSON	REMOTE
7:30-8:20	Math	Teachers will be providing online instructional materials for the three remote learning days.
8:24-9:14	Spanish	
9:18-10:08	Social Studies	
10:12-11:28	Lunch P.E.	There will be one day per week which will allow for small group instruction, individual student check-ins, and one-on-one TC support as needed.
11:32-12:22	English	
12:26-1:16	Art	
1:20-2:11	Science	

- Students would follow a standard MHS 7 class daily schedule two days per week.
- On remote days, students would access recorded lessons and complete independent practice.
- Fridays would include time for remote small group instruction or individual student check-ins. And TC support as needed.

# MHS Hybrid



- Hygiene: Washing hands, hand sanitizer, and other best practices will be mandatory. These practices will be taught and reinforced.
- Lunch: held in the cafeteria and other designated areas using appropriate social distancing. Students will use hand sanitizer and/or wash their hands before and after eating.
- Movement/Mask Breaks: provided to students at regularly scheduled points during the day.
- Restrooms: Use will be limited to the maximum safe number of students per the size of the restroom.
- Shared supplies: limited, but when supplies must be shared, students will use hand sanitizer and/or wash their hands before and after using the supplies. Shared supplies will be disinfected after each use.

# MHS Hybrid



- Lockers: assigned to each student for their coats and backpacks.
- Morning drop-off: multiple entrances will be used during morning drop-off to prevent crowding. Students will report directly from their bus or vehicle to their classroom, or to the cafeteria if eating breakfast.
- Afternoon pick-up: Students will exit through multiple exits. Parents must remain in their vehicle if picking up their student.
- Extracurricular and Club Activities: All sports will follow district, state, and MHSAA guidelines for their respective sports. All clubs will follow state and district rules and procedures.



# Special Education - Hybrid



Case managers will review IEP's for all students on their caseload to determine if there is a need for any changes while in the Hybrid Model

- All special education supports and services will be available on the days that students are physically present at school
- Special education staff will support students during their virtual instruction by working with teachers to ensure that all needed accommodations are made
- Special education services may be provided virtually on days that student are not physically present

# Transportation



- Ridership Requirements
  - Facial Coverings (Driver and All Students)
  - Hands Sanitized (Provided as Students Board Bus)
- Cleaning/Disinfecting Requirements
  - Entire Bus Before and After Each Route
    - Includes - Star Seats, Adaptive Equipment
  - Frequently Touched Surfaces Before Morning Run
- Families Will Subscribe for Transportation Services
- Maximize Social Distancing - Ridership Lower than Normal
  - Half of District Each Day
  - Some Families Will Choose to Not to Use Transportation

# Food Service



- Face-to-Face
  - Served in Lunchroom, Other Large Spaces, and/or Classrooms
    - Social Distancing Required
  - Hand Washing/Sanitizing Required Before and After Lunch
  - Cafeteria Staff - Gloves, Face Shields, Masks
  - Tables Cleaned/Sanitized Between Uses
  
- Virtual Days
  - Breakfast and Lunch Provided
    - Without Additional Waivers, Only for Free and Reduced
  - Distribution at End of Face-to-Face Days
  
- All Meals Will be Grab-and-Go

# Athletics and Extracurricular Activities



- Available to Full Virtual and Hybrid Students
- MAS Will Follow All Michigan High School Athletic Association (MHSAA) and National Federation of State High School Associations (NFHS) Guidelines
- Safety Protocols
  - Cleaning/Disinfecting Requirements
    - Disinfect Equipment Before and After Use
  - Proper Hand Hygiene Before and After
  - Individual water bottles
  - Health Check Prior to Event
  - Handshakes, Fist Bumps, and Other Unnecessary Contact Prohibited



## “The Milan Tradition”

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We are a family.

We always put kids first.

Everyone affects the educational process.

We educate the whole child.

We educate from birth through diploma.





**MILAN AREA SCHOOLS  
2020-2021 School Year  
Administrative Recommendation**

**BOARD QUESTIONS**