



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2020-21

Return to School Roadmap

Royal Oak Schools
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TABLE OF CONTENTS

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

Letter to the Community	2
Guiding Principles	2
Phases 1-3	2
Phase 4	3
Phase 5	4
Wellness: Mental and Social Health	5
Proposed Plan	6



LETTER TO THE COMMUNITY

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

Dear Royal Oak Schools Families,

At a workshop meeting of the Board of Education on July 29, the Royal Oak Schools team presented their recommendations for our return to school. In an effort to bring students back for some in-person learning, we created a K-8 schedule that would reduce class sizes using alternating days of attendance for half of the students at a time, and would provide online assignments and resources on the remote days. That plan included extensive cleaning and social distancing measures in the schools, and mandatory facial coverings for all staff and students. Students would gather in cohort groups/homeroom classrooms, limiting transitions and contact in the hallways. These hybrid plans are thorough, and will be used in the future when we decide to return to the school buildings.

However, we do not believe this is the best plan for September 2020.

After much discussion at a special meeting of the Board on August 6, I recommended that we start the school year fully remote for K-8 through the end of the first quarter, November 6, 2020. That plan was approved by a vote of the Board of Education. ROHS will continue with the remote plan they had already recommended. The Fall 2020 remote learning plan will look very different from the online learning that took place in the spring. This fall, all students will be engaged in rigorous lessons based on state standards and engage in our regular assessment program. All students will receive their report card at the end of each marking period. The week will include many opportunities for students to engage with their teacher and peers online in both recorded and live lessons with their class.

The decision to move to a remote schedule was based on a number of factors. It has become apparent that a high number of medical and health related protocols still need to be addressed, leaving less time for staff to devote to teaching and learning needs. These outstanding health concerns include detailed reporting protocols when COVID-19 positive cases and/or exposure to positive cases are reported by staff and students - when and who to notify, how frequent the notifications are needed, and when closure or quarantine protocols get triggered. Attempts to open large group activities in other venues across our state and country have resulted in exposure to positive cases, forcing the events/activities to be suspended, postponed or canceled. Cases continue to rise in our area, and the

areas where our staff and families live and work.

In the weeks leading up to November, we will continue to assess the health conditions, and review guidance from the health department. We will also determine if a return to the classrooms can occur after November 6. The phases issued by the governor will also be monitored because if we move to Phases 1-3 in our region, face to face instruction would not be allowed for any schools.

We envision that most parents and students will participate in our remote learning plan as approved by the Board of Education on August 6 - remain scheduled in their own classrooms and schools, taking advantage of the synchronous and asynchronous opportunities along with their peers during the traditional school day. Now that our K-8 plan is a fully remote option, our preference would be that most families remain with this schedule. There is no need for parents to indicate a desire to participate in this core plan.

Royal Oak Schools will offer a Virtual Academy. This program has always been intended to meet the needs of some families who have unique conditions to consider. These families are committing to a full semester of online education with no desire to return to the classroom during that time, regardless of the district's main delivery model. The program will utilize a third-party product approved by the Board called Accelerate, and be facilitated by a Royal Oak Schools staff member.

We recognize that our response to this crisis causes families to make tough decisions. Royal Oak Schools remains at the heart of this community and we are committed to serve and support you in the coming school year.

Mary Beth Fitzpatrick, Superintendent



GUIDING PRINCIPLES

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

MI SAFE SCHOOLS ROADMAP

Governor Whitmer will continue to use the MI Safe Start Plan as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4 of the MI Safe Start Plan. Some regulations and mandates will be relaxed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan. Schools will retain authority to enact stricter public health requirements than is mandated within this Roadmap. Additionally, school districts will retain the authority to close school buildings even if they have not been mandated to do so.

PHASES 1-3

- Community spread is increasing & substantial
 - Hospital capacity concern
- Testing/tracing efforts may not be sufficient

PHASE 4

- Number of cases/deaths fallen, but overall cases are still high
- Most outbreaks are quickly identified/traced/contained
 - Health system can handle outbreaks

PHASE 5

- New cases/deaths continue to decrease
- Community spread is less common
- Widespread testing lowers positivity rate

PHASE 6

- Post-pandemic



PHASES 1-3

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN

If our region moves to Phases 1, 2 or 3, there will be no in-person instruction following the Return to School Roadmap.

Royal Oak Schools will start the 2020-2021 school year using a fully remote learning format PreK-Post High School through November 6, 2020, the end of the first quarter marking period if the region remains in Phase 4.

To support remote learning, Royal Oak Schools conducted an in-depth review of multiple Learning Management Systems (LMS) and selected a product by Canvas for all grade levels. Students at all levels will engage in live (synchronous) as well as independent and recorded (asynchronous) learning experiences.

Elementary: Monday through Thursday, students will meet synchronously several times a day. Each day will begin with a whole class meeting with a focus on social emotional well-being. Small group, live instruction will take place in the areas of Math, ELA, and special area classes, not to exceed 1-2 hours per day. On these four days, students will also engage in asynchronous (independent) assignments as a continuation of the classroom routines. Fridays will be virtual independent work, not to exceed 3 hours per day, while some staff time will be reserved for teacher professional learning. GSRP (Great Start to Readiness) and ECSE (Early Childhood Special Education) will follow the elementary level guidelines.

Middle School: Mondays are designed for student and teacher conferencing and independent (asynchronous) learning. The focus of conferencing promotes social-emotional support for students, checking for understanding, and ultimately improving engagement with remote learning. Tuesday through Thursday are built for synchronous (live) instruction lessons ranging from whole group to small group collaboration and guided learning. Social-emotional learning topics will be explored with our students through their scheduled classes. On Friday, students will engage again in asynchronous learning activities in all of their classes as teachers engage in professional learning and collaborate with their Professional Learning Communities to implement best practices around online learning, social-emotional support, and culturally responsive instructional practice, including implicit bias training.



PHASES 1-3

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

High School: Grades 9-12 is taking a remote learning approach. There will be times allotted for students to access support staff, teachers and building resources by entering the school, as well as allow collaboration and professional development opportunities for our teaching staff. Mondays will be utilized as a launch day where all students are expected to attend synchronous (live) learning for each class for a shortened amount of time. This will be a way for teachers and students to preview the week ahead, model technology, answer questions and generally check in with their students. The remainder of the week will function on an alternating day schedule where students will have designated times for synchronous learning, asynchronous lessons and opportunities for individual support as needed. Four days a week, the first period of the day is designated for student support. Students can meet with their counselor, social worker or seek additional Special Education support during this time. An advisory period is embedded in the schedule on the fifth day for other supports. This plan allows for a tiered approach between the phases allowing for larger groups of students to enter and utilize building and staff resources as our region's phase designation improves.

District: All classes will utilize standard grading procedures. All students will receive their regular report card at the end of each of the four marking periods and will resume regular testing schedules.

Young Oaks Latchkey before and after school care will be closed when students are not in session. Addams Early Childhood Center Tuition Preschool Programs will be closed when Royal Oak elementary students are remote learning. Childcare may remain open based on enrollment. Addams Early Childhood Center has established its own COVID-19 response plan and will follow this plan, Executive Orders and licensing requirements.

Royal Oak Schools will offer a **Virtual Academy** for families who are certain that they will not attend in-person or hybrid schooling through at least the first semester. All families have been notified of this plan. Royal Oak Schools has entered into an agreement with Genesee ISD and Oakland Schools to use Accelerate, a 3rd party system that will supply content and a learning platform for the Virtual Academy. All classes in the VA will be taught by a Royal Oak teacher. The Accelerate system will be modified to ensure that the standards being covered are aligned to the Royal Oak curriculum.

All students in Royal Oak will be assessed the first few weeks of school to better understand the needs of our students and to drive instruction. Grades Pre-K-11 will administer NWEA or aimswebPLUS, universal screeners, in the areas of reading and math to better understand the strengths and need areas of our students. Students in grade 12, along with other special content areas, will use formative assessments in their content areas to provide a starting point for instruction. All assessments will be administered online using district testing protocols. At the elementary level, students will also be identified for further diagnostic testing to break down student deficit areas for explicit research based instruction and intervention.



PHASES 1-3

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

All schools will be working with families to provide classroom resources including reading materials, math materials, and basic school supplies at the start of the school year and throughout the semester.

All families can access a Chromebook or other technology device from the district for learning at home by taking an [online survey](#) to request the device. Devices previously distributed in Spring 2020 remained with families over the summer. Families without internet access can also seek assistance from the district as was done in the spring using hotspots and a third party provider plan.

Training for staff and families will be available through online help-desks, documentation and other online resources.

The District Technology Department will serve as the main lead on device check in and check out to students and teachers needing devices and internet access for remote instruction and learning. Devices will be sanitized prior to delivery, and using distribution protocols which follow social distancing guidelines.

With general fund and CARES Act Funding, the district has ordered additional student and staff devices for use in class and virtually. With current supply chain concerns, these devices have yet to be received by the district. The District Technology Department has worked throughout the summer to repair, repurpose, sanitize, inventory and fully reimage all district owned devices.

The technology department includes over 150 dedicated staff that continually evaluate, repair and maintain the technology wireless and wired infrastructure. Utilizing the district technology service desk, all staff and student devices are quickly repaired, replaced and maintained.

Health and Wellness: Building administrators will determine an appropriate staff member to serve as the Mental Health Liaison (school-based) for their building. School Social Workers, Counselors, Psychologists and RTI coordinators may be candidates for this position, in addition to the support services they will provide for all.

All staff members will be considered front line support persons for students and families. Teachers and counselors/social workers will provide routine check-in points with students. If a teacher believes a student or family is in need of additional support and/or assistance they should make written contact with that student's counselor or social worker.

Resource lists for staff and families will be created and posted on the district website under specified categories. Ongoing reporting protocols for school staff will be used to evaluate physical and mental health status.

Royal Oak will Identify Learning Opportunities and a Calendar of Events and provide a non-exhaustive list of topics will include HIPAA and FERPA Compliance, Social Emotional Learning, Trauma Informed Best Practices, Identification of At-Risk Students, Referral Protocols, and Self-Care/Resiliency Methods for both Staff and Students.



PHASES 1-3

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

Administrators will provide students, parents/guardians, employees and the community with information and updates through links to approved resources through a variety of channels including newsletters, US postal system, phone contacts, in-person appointments, or any other district approved communication systems, if desired.

Weekly lessons will be implemented in the classrooms that provide positive self-care strategies, and promote health and wellness via the platform provided by the Royal Oak Schools according to phases, state mandates for safety, and family choice. These lessons will include trauma informed principles on health and wellness. Second Step staff may be included in the development of these lessons. Restorative practices and conscious discipline strategies professional development should be offered to teachers to provide support.

The district and schools will provide equitable access to learning materials including technological devices and support, and print/tangible materials. The district will address the unique learning needs of students with disabilities, English language learners, students in temporary housing and other at-risk categories.

Royal Oak Schools will coordinate with trusted community partners to provide clear and consistent information about accurate COVID-19 information.



PHASES 1-6

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

SPECIAL EDUCATION GOALS

- Provide face to face learning opportunities for our students with Individualized Educational Plans (IEPs) while keeping health and safety a priority
- Provide more intensive small group instruction while following a reduced schedule to ensure safe learning environments
- Continue to improve our delivery of remote learning opportunities for our students with IEPs by utilizing synchronous learning

IEP MEETINGS AND EVALUATION GUIDELINES

- IEP meetings will continue to be held virtually unless the family requests an in-person meeting, guidelines permitting.
- All students with Individual Education Plans (IEPs) will be reviewed by the IEP teams, as well as consultation with the district nurse if necessary. IEPs will be adjusted based on the individualized needs of the students. All IEPs will be reviewed at the start of the school year to make any necessary adjustments for all options.
- In-person evaluations that were required/necessary during the school closure will be conducted early in the school year. Evaluation team members will determine if it is necessary to proceed in-person to complete the evaluations.



PHASES 1-6

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

SELF-CONTAINED CLASSROOM PROGRAMMING

Self-contained classroom programming for ASD, Level 3 and emotional impairment:

- At all levels, students will follow the A/B scheduling similar to general education peers for grade PreK - 8th if this is the adopted plan for Royal Oak Schools.
- Students will participate in face-to-face instruction two days per week with an additional half day for students to participate in ancillary services and special classes. A virtual synchronous learning session will also be offered.
- The M/W and T/TH schedule will be used for Adult Transition Program (TRAILS) as well. Fridays will be dedicated to professional development, planning time and synchronous learning opportunities for students.
- High school students will follow the T/TH and W/F schedule with in-person learning and additional time for speech, OT, PT and Social Work.

STUDENT SUPPORT

ACADEMIC SUPPORT FOR ALL STUDENTS K-12

- At all levels, Academic Support will follow the A/B schedule similar to their general education peers if this is the adopted plan for Royal Oak Schools.
- Students will be face-to-face 2 days per week with an additional half day to participate in small group specially designed instruction with the Academic Support Teacher.
- Students will be provided with take home materials following a day of instruction.
- On-line specially designed instruction will also be available through Lexia Core 5.
- Ancillary support (PT, OT, Speech, SW) will also be provided during this time



PHASES 1-6

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

EARLY-ON PROGRAMMING

- In Phases 4-6 Royal Oak Schools will continue to follow the recommended guidelines for servicing our birth to 3 population.
- All infants and toddlers will have an opportunity for in-person sessions unless families request virtual meetings.
- In order to ensure the safety of our staff, Early-On programming will be offered at the Royal Oak Board Office instead of the home environment.
- Weather permitting, in-person sessions may be held outside.

OVERALL GRADING EXPECTATIONS

- All students will receive grades for the 4 marking periods
- PreK-5 - Standards Based grading has been established
- 6-8 - Standards Based grading efforts continue with traditional grading where necessary; MYP Rubrics will be utilized
- 9-12 - Traditional grading in place; MYP and DP Rubrics will be utilized



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN:FACE COVERINGS

In **Phase 4** thru November 6, 2020, Royal Oak Schools will offer remote learning for K-12. To the extent that students and staff are in the building, all students in grades K-12 and staff will be required to wear facial coverings except during meals and unless facial coverings cannot be medically tolerated. This applies to all areas of the school/district buildings and on school buses. Staff members will be supplied with a set of washable masks. Students will be encouraged to bring their own facial coverings that they might be more comfortable wearing; if they do not have one, a disposable mask will be provided.

- All staff and all students in grades preK-12 when on a school bus.
- All staff and all students in grades preK-12 when in indoor hallways and common areas.
- All staff when in classrooms.
- All students in grades preK-12 when in classrooms.
- Facial coverings are not recommended for use in classrooms by children ages 3 and 4.



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN:HYGIENE

Royal Oak Schools has in stock an adequate supply of soap and hand sanitizer with at least 60% alcohol for use of staff and students. Hand soap is available in all classrooms with a sink. Hand sanitizer will be available in all classrooms as well as common areas. Soap, hand sanitizer, and all supplies will be frequently checked and refilled as needed.

The district will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer that contains at least 60% alcohol.

Supervisors will ensure that all cleaning schedules and protocols are being followed.

Regular hand-washing routines will be followed by staff who will work the activity into their regular schedule using classroom sinks/soap or safely using group bathrooms.

Staff will ensure that student materials are safely kept away from other students' possessions and provide spaces to do so including lockers or in-class cubbies.

Sharing of classroom supplies will be limited to the greatest extent possible.



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN:CLEANING

The Royal Oak Schools has contracted with our regularly employed third-party custodial service, ABM, to perform enhanced cleaning services. In addition to our normal cleaning procedures and staffing, we will receive additional custodial crew members trained in enhanced cleaning, frequently clean high-touch disinfection with EPA-approved products, enhance the daily scope of cleaning, provide weekly electrostatic spraying of all buildings and broad disinfections services. Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

Our plan includes a schedule to ensure all areas are cleaned between groups of students, including desks, computer labs, libraries or other instructional equipment handled by students using EPA-approved disinfectants.

Frequently touched areas including light switches, doors, benches, bathrooms will be cleaned throughout the day, at a minimum of every four hours as required. Student desks will be cleaned between class periods if different student groups use the same room.

All products will be used as directed and safely secured between uses.



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN: SCREENING

Any staff reporting to school/district buildings are required to complete the self-screening survey via Google Forms prior to entering the building each day. Building administrators are responsible for confirming compliance with this screening measure.

The self-screening survey and other protocols will continue to be aligned with county, state, and CDC requirements and guidelines.

Students who become ill will be isolated to the greatest extent possible while waiting to be picked up by an adult, and according to the schools' policy.

Guidance and protocols will be provided to families of children who become ill regarding testing, and their return to school. Guidance from the CDC and health department will be updated regularly as conditions change or more is learned about the virus.



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN: TESTING

Royal Oak Schools will cooperate with the Oakland County Health Department if a confirmed case of COVID-19 is identified. We will collect required contact information for any close contacts of the affected individual from two days prior to him/her showing symptoms, to the time when he/she was last present at the school. The district will work closely with the health department to notify impacted persons and recommend the quarantine rules for up to 14 days after exposure. Staff will be provided with guidance regarding confidentiality laws and statutes that protect student and staff health information. Further guidance provided by the health department and the CDC regarding staff return to work protocols and restrictions will be followed including the closure of areas used by the infected individual(s).



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN: BUSING AND STUDENT TRANSPORTATION

Royal Oak Schools transports primarily special education students. In order to ensure that all safety measures are followed by students, we will have a paraprofessional on the bus to assist the driver during all special education runs. Masks are to be worn at all times during transportation, if medically feasible. Hand sanitizer has been installed on all buses for the use of all as they enter the bus. Buses will be cleaned and disinfected including frequently touched surfaces and equipment with approved disinfectants between each run. Weather permitting, doors and windows will be kept open when cleaning and between trips to let the vehicle thoroughly air out.

Any student that is unhealthy will be transported home by a parent / guardian.

During athletic transportation, the same protocols apply as above except the coach of the team is the responsible adult to ensure all requirements are followed, and a paraprofessional will not be provided.

*No off-site field trips are allowed in phases 1-5. No busing required.



PHASE 4

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN:ATHLETICS

The Royal Oak Schools Athletic Department is committed to providing a safe, healthy, and nurturing environment for our student-athletes. Therefore, we will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS) as well as meet and/or exceed the “required” and “highly recommended” Return to School Roadmap protocols listed below. More specifically, our current safe return to athletic protocols can be viewed at the following links: [Royal Oak Schools: Return to Athletic Activity Action Plan](#), [Parent/Student Athlete Checklist- Return to Activity](#).

Athletics may continue based on MHSAA, NFHS, OAA, and Royal Oak Schools recommendations.

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

All equipment must be disinfected before and after use.

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

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

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

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

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

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



PHASE 5

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN

- Royal Oak Schools will meet or exceed the Strongly Recommended procedures when placed in **Phase 5**, in all areas of our operation. These policies will be well communicated and posted in the appropriate areas of the district.
- Young Oaks Latchkey will resume the regular program of before and after-school care with safety precautions, capacity reductions and mask requirements if the school has resumed in-person instruction. Students enrolled in the program can attend on the dates they are enrolled and attend school.
- Addams Early Childhood Center Tuition Preschool Programs will be open when Royal Oak elementary students return to in-person learning. Childcare may remain open based on enrollment. Addams Early Childhood Center has established its own COVID-19 response plan and will follow this plan, Executive Orders and licensing requirements.



PHASE 5

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN

All students and staff will wear a facial covering in school/district buildings and on buses, consistent with the approach in Phase 5.

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.

Royal Oak Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will 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.

Royal Oak Schools will notify local health officials, staff, and students immediately 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.

Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, purpose of visit, and who they met with, will be kept of non-school employees or other visitors entering and exiting the building.



PHASE 5

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PREPAREDNESS PLAN

If a student becomes sick during the day, they must not use group transportation to return home and must follow 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.

Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

All gatherings, including those that occur outdoors should comply with current and future executive orders that set caps on congregations of people.

Food services staff will operate using protection barriers, gloves, and facial coverings. Hand washing routines will include before and after meals by staff and students. .

If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

All procedures for cleaning, sanitizing and disinfecting the buses, equipment, materials and high touch areas, flat surfaces and restrooms/locker rooms will be followed to meet and exceed strongly recommended procedures.



WELLNESS

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

MENTAL HEALTH LIAISON

Building Administrators will determine the appropriate staff member to serve as the Mental Health Liaison (school-based) for their building. School Social Workers, Counselors, Psychologists and RTI coordinators would be the likely candidates for this position, and will be determined by each building administrator based on each school's needs and specific staff members availability.

CRISIS MANAGEMENT

Crisis Management Plans have been created for elementary, middle, and high schools that address the steps and procedures to take when a COVID-19 death has occurred. This plan addresses the roles and responsibilities for specific staff members.

These plans can be found here:

www.royaloakschools.org/downloads/ros/wellness_plan_1.pdf

SUPPORT PERSONS AT EACH LEVEL

All staff members will be considered front line support persons for students and families. Teachers and counselors/social workers will provide routine "check ins" with students. If a teacher believes a student or family is in need of additional support and/or assistance they should make written contact (e.g., email) to that student's counselor or social worker. If the counselor or social worker thinks additional support and/or assistance is needed, they should contact their building administrator for further guidance. The check-ins will be monitored by social workers, counselors, and/or principals.



WELLNESS

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

REFERRAL PROCESS

If a teacher is concerned that a student and/or family may require additional support outside what he/she is able to provide within their role, teachers should make a written request to the student's counselor or the school social worker. If the counselor or social worker believes additional supports outside of school are needed (e.g., CMH, ROYA, Common Ground, etc.), they will share these resources in written form with the family. Mental Health "Screeners" will be identified by each building's administrator.

INTERNAL AND EXTERNAL RESOURCES

MDE resources for all phases including School Wellness Checklist, Referral Resources, Parent Information Resources, Medical Resources, Legal and Financial Resources, Housing and Internet Resources, Food Resources, Clothing Resources are available to staff and families.

REGULARLY UPDATE LISTS OF RESOURCES

Lists for staff and families of necessary resources will be posted on the district website under specified categories. Ongoing reporting protocols for school staff to evaluate physical and mental health status will be provided. We will provide resources for staff self-care, including resiliency strategies. We will designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners.



WELLNESS

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

COMMUNICATION CHANNELS

We will establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate 3 building-level support teams. We will 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). Each school will use their current crisis management plan and will add a section on the process for Covid-19. We will communicate with parents and guardians, via a variety of channels, return to school transition information including: destigmatization of COVID-19, understanding normal behavioral responses to crises, general best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness.

PROFESSIONAL LEARNING

We will identify learning opportunities along with a calendar of events, and provide a non-exhaustive list of topics that will include HIPPA and FERPA Compliance, Social Emotional Learning, Trauma Informed Best Practices, Identification of At-Risk Students, Referral Protocols, and Self-Care/ Resiliency Methods for both staff and students.



WELLNESS: ACCESS

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

ENSURE MENTAL HEALTH SCREENING FOR ALL STUDENTS

DK-5: Elementary: Screening tool, like the Elementary SRSS, to be implemented 3 times a year by teachers with outcomes captured in Illuminate. These indicators will guide monthly social work or interventionist 4 visits to address student needs. SRSS coordinators could be trained by Oakland Schools in order to lead team development to analyze these results. Schools will send home a district approved school wellness checklist to be completed by parents upon the beginning of the school year and quarterly thereafter.

Middle School: Mental Health questionnaire completed by students and/ or parents during quarterly email blasts to parents/ guardians. Special education students will be eligible for questionnaires as necessary. At-risk students can be monitored by the MTSS committee, school psychologist, or at-risk school social worker.

High School: Mental Health Wellness questionnaire for students and parents to complete with registration forms, including Household Application for Free and Reduced School Meals form, to be signed and turned in during registration. This will help identify students and families at-risk or in need of assistance. This mental health wellness questionnaire will be repeated throughout the school year. Questionnaires will be reviewed by a trained mental health professional.



WELLNESS: COMMUNICATION

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

COMMUNICATE TO ALL STAFF REFERRAL PROCESS

DK-5: The district will develop a universal referral process that will include identifying students through the use of universal screeners, daily/weekly check ins, and documented student behavior. Once a student is identified as being in need or at risk staff will notify their administrator and provide documentation of the trends or concerns. Administration will include necessary members of their SST or MTSS team. Teachers will be notified of scheduled meetings and outcomes, like planned interventions, that need to be implemented in order to document student growth. This process will be communicated the first week of school, and be reiterated throughout the school year. Teacher handbooks should reflect this process as well. DK- 5 Google document could be created/shared from middle/high school and could be shared by teachers with administration for student concerns.

Middle School: Similar to high school. In addition, the MTSS can monitor these students. Google document is shared by teachers with administration for student concerns.

High School: Administration and staff can identify students in need through the MiStar student identifier. New symbols/icons will be created to identify students based on their mental health wellness status; example - symbol that would identify that a student has 504. Counselors/Social Worker/ Support teachers will reach out to the administration, individual teachers and staff members on a students status. The support staff can send out a google document on each student to monitor and communicate with all staff associated on an ongoing basis. Google document is shared by teachers with administration for student concerns.



WELLNESS: COMMUNICATION

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

COMMUNICATING SCHOOL TRANSITION INFORMATION

DK-5: Elementary administration will provide students, parents/guardians, ROSD employees and the community with information and updates through links to approved resources. Identifying each week which phase and status of the district. The information will be provided via weekly emailed newsletters, US postal system, phone contact, in person, or any other district approved communication systems, if required. Weekly lessons will be implemented that provide positive self care strategies and promote health and wellness via the platform provided by the ROSD according to stage, state mandates for safety, and family choice. These lessons will include trauma informed principles on health and wellness. Second Step staff may be included in the development of these lessons. Restorative practices and conscious discipline strategies professional development should be offered to teachers to provide support.

Middle School: Administration will send email newsletters in conjunction with the board office updates. US postal system and phone contact available as requested. Information can also be included in teacher google classrooms or other electronic forums.

High School: Providing students, parents/guardians, ROSD employees and the community with information and updates through links to approved resources. Identifying each week which Phase and status of the district. The information will be provided via email newsletters, US postal system, phone contact or in person, if required.



WELLNESS: EQUITY

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

ESTABLISH EVALUATION PROTOCOLS

DK-5: Staff and administration can identify students in need through the use of daily/weekly check ins, including but not limited to mood meters. Staff can utilize an array of tools that fit their classrooms needs. Daily check ins are a recommendation of Oakland Schools to evaluate physical and mental health status. Check ins will be analyzed for trends. The protocol for communicating concerns or trends for student needs or at risk students includes notifying administration, where the administration can involve the necessary members of MTSS. Elementary MTSS will be tasked with managing health referrals, communicating with families, and providing wellness materials based upon the outcomes of these meetings

Middle School: Staff can refer concerns to administration and then it will be forwarded to a grade level counselor, MTSS committee or designated department i.e. (Special Education if appropriate). Staff can utilize an array of tools that fit their needs to check in with students daily/ weekly. This includes, but is not limited to, mood meters or daily questionnaires.

High School: Administration and staff can identify students in need through the MiStar student identifier. New symbols/icons will be created to identify students based on their 6 mental health wellness status; example - symbol that would identify that a student has 504. Counselors/Social Worker/Support teachers will reach out to the administration, individual teachers and staff members on a students status. The support staff can send out a google doc on each student to monitor and communicate with all staff associated on an ongoing basis.



WELLNESS: EQUITY

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

ENSURE EQUITY OF ACCESS FOR ALL STUDENTS

DK-5: The ROSD will provide equity by ensuring equitable access to learning materials. Surveys for collecting student needs will go out to families. Resources, including technological support, will be provided according to each family's needs. ROSD will work closely with teachers and support staff to provide support to students and their families. This includes instructional materials, professional development for teachers on providing these materials, and a process for referring socio-emotional needs to administrators and MTSS's. ROSD will address the specific learning needs of students with disabilities, English language learners, and students in temporary housing. Departments within the district are responsible for each of these support services. District protocols, already in place, will continue to be implemented to meet these needs. Teachers with concerns about any of these services can contact their administrator. The ROSD will provide breakfast and lunch to students who rely on school meals. Food service will be arranged for families in need during the duration of any school closure. The ROSD will coordinate with trusted community partners to provide clear and consistent information about accurate coronavirus information. All communication and outreach efforts will be provided in multiple languages, when necessary, to meet community needs. The ROSD will connect families with other services they may need. District conducted surveys, questionnaires, and staff referrals will be utilized to make contact with school administrators regarding family needs. The ROSD has protocols in place, like ROSD Policy 5111.01 (homeless students and families) - Oakland Schools has multiple resources to guide the achievement of these outcomes. <https://go.boarddocs.com/mi/ros/Board.nsf/Public> to address these needs.

IDEAS FOR CONSIDERATION

- Prepare-Create cross-role teams with well-connected community partners, staff, and family or student volunteers to double-down on personalized outreach efforts and stay in touch with students and families who have not been fully engaged by the school.
- Learn from those who were disconnected during the building closures to find out what they need to stay engaged during future closures.
- Implement-Work with your cross-role team and other community partners who are well-connected to students and families to lead small-group or one-on-one discussions about their experiences, hopes for their children's education, and ways to deepen school, family, and community relationships. For example, host in-person or virtual conversation circles, coffee chats, office hours, or other small meet-ups to give space for listening and processing.



WELLNESS: EQUITY

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

ENSURE EQUITY OF ACCESS FOR ALL STUDENTS CONT.

Middle School: Questionnaire of needs will go out to families. Links for resources will be sent out in newsletters and posted on district and classroom websites. ROSD will provide technical support as necessary.

High School: The ROSD will provide technology support with instruction and follow-up, to ensure adequate access for students in need. Providing all students, parents/guardians, ROSD employees and the community with information and updates through links to approved resources. Identifying each week which Phase and status of the district. The information will be provided via email newsletters, US postal system, phone contact or in person, if required.



SCHOOL YEAR PLAN

RETURN TO SCHOOL ROADMAP - ROYAL OAK SCHOOLS

PLAN FOR 2020-21 SCHOOL YEAR

- Royal Oak High School will be all virtual
- Royal Oak Middle School all remote through the end of the first card marking November 6
- Elementary Schools are all remote through end of the first card marking November 6

ECC & AFTERSCHOOL PROGRAMS

- No Young Oaks Latchkey until in-person instruction resumes
- Tuition preschool on hold until further notice
- Athletic decisions will be communicated



