



# RETURN 2 LEARN PLAN



## COVID-19 Preparedness and Response Plan

August 12, 2020

Name of District: Troy School District

Address of District: 4400 Livernois, Troy, Michigan 48098

District Code Number: 63150

Web Address of The District: [www.troy.k12.mi.us](http://www.troy.k12.mi.us)

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Troy Board of Education

## PREPAREDNESS PLAN INTRODUCTION

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-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 to the disease conditions present in their regions." (EO-2020-142)

## PREPAREDNESS PLAN ASSURANCES

The Troy School District agrees to meet all of the following requirements of Executive Order 2020-142

- The District assures that when it 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 programs (IEPs).
- The District assures that 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 assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative 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.
- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- The District assures that during Phase 1, 2, or 3 of the *Michigan Safe Start Plan* it will close its 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, if providers follow all emergency protocols identified by the state.
- The District assures that during Phase 1, 2, or 3 of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- The District assures that during Phase 1, 2, or 3 of the *Michigan Safe Start Plan* it will 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.
- The District assures that in Phases 1, 2, or 3 of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- The District assures that during Phase 4 of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

## PREPAREDNESS PLAN

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. Tribal Education Agencies and non-public schools are exempt from many state regulations, but must adhere to the health and safety protocols outlined in the Roadmap in order to actively mitigate the spread of COVID-19 for all Michiganders

### Phases 1 – 3

- Community spread of the virus is increasing and substantial.
- There is concern about health system capacity.
- Testing and tracing efforts may not be sufficient to control the spread of the pandemic.

### Phase 4

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

### Phase 5

- New cases and deaths continue to decrease for an additional period of time.
- At this point, the number of active cases has reached a point where infection from other members of the community is less common.
- With widespread testing, positivity rates often fall much lower than earlier phases.
- Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

## INSTRUCTION

The Troy School District's goal is to have students return to face-to-face instruction as soon as possible while ensuring the safety and sustainability of our learning environment with consistent programming.

Troy teachers will lead learning and build nurturing classroom communities while attending to the social/emotional and academic needs of all our learners. We will work collaboratively with families to extend maximum flexibility to ensure success in learning for all.

Our district formed a task force team including teachers, administrators, union representatives, and central office members totaling more than 105 members. Task force members provided direction and insight in the design of all included instructional elements.

Key elements of instructional planning include:

- Updated pacing guide and resources posted in Schoology
- Collaboration and professional learning time provided for teachers around curriculum and best practices
- The MTSS teams will communicate regarding each student's plan to determine need and design plans
- Monthly collaboration time for GE & SE teacher/team regarding caseload students
- District MTSS team to create expectations for receiving new packets or reviewing packets that were in process for evaluation for learning gaps

## PROFESSIONAL LEARNING

- Summer Homegrown Institute—anti-racist teaching, building community, and digital teaching
- August grade level professional learning around seamless transition in learning experiences face to face to remote

## COMMUNICATION & FAMILY SUPPORTS

- Schoology as consistent platform for student learning K-12
- Opportunities for families to request translation services virtually
- Parent training in Schoology and ZOOM

## Structures for instruction in Phases 1-6:

Scenarios for Return to Learn	Alignment to State Phases	Plan includes	Student Attendance
Virtual Learning  Schools are closed for student attendance	Phases 1-3	3 periods per day  90-minute class periods (for secondary)  Live instruction via zoom for all courses	100% Virtual Attendance
Transition to Return Plan  50% of students in-seat*  50% of students virtual	Phases 4/5	3 periods per day  90-minute classes (for secondary)  Live instruction in person and via zoom for all courses	50% of students in seat daily*  50% of students at home virtual  Students cohorted for in-seat attendance  Building open for 4 days of in-seat attendance.  All students attend virtually on Wednesdays
In-Seat Learning Plan  100% of students in-seat*	Phases 4/5/6	3 periods per day  90-minute classes (for secondary)  Live instruction in person and via zoom for all courses	Daily 100% students welcome to attend in-seat*  Building open for in-seat attendance all 5 days.
Return to regularly scheduled programming	September 2021		

### TECHNOLOGY SUPPORT:

- All students K-12 will be provided with an iPad for at home learning.
- Every teacher in TSD will have their own dedicated iPad kit of tools for instruction this year (including interactive stylus, keyboard, stand for live capture, etc.)
- Our K-12 instructional delivery will be integrated into:
  - Schoology as our learning management system for families K-12
  - ZOOM as our virtual platform for instructional delivery when our students are learning virtually.

- Our instructional plan uses technology to provide students and families who chose to stay home or who are scheduled to stay home with direct access to the classroom through ZOOM.
- Our virtual learning plan will be connected to our in-seat learning plan with students logging in to their classroom through ZOOM. There will not be a separate, stand alone, virtual learning program.
- All learning for TSD students will be connected to our teachers, our classrooms, and our community of learners

## **VIRTUAL LEARNING PLAN**

The Virtual Learning Plan will be used during Phases 1-3 or at any time it is deemed necessary for students to learn from home. Families can always elect to keep students at home and will use the same virtual platform. All TSD students will be assigned to a class roster of a TSD teacher (K-12). Students will attend class virtually using the Schoology and Zoom platform.

- Having consistent daily schedule elements at the building level will provide us the opportunity to shift from virtual to in-seat learning throughout the school year.
- Alignment across learning experiences – pacing of curriculum
- Flexibility between virtual and in-seat learning

Below are notable changes for Troy School District virtual learning for Fall 2020:

- Consistent Schedule PreK – Post High
- All teachers will be providing DAILY live instruction via Zoom
- Attendance will be taken daily
- Regular student feedback (PreK - Post High) and academic grades (6-12) will be provided

## **COMPONENTS OF ELEMENTARY SCHEDULE**

- Literacy and Math taught daily
- Science and Social Studies taught several times per week
- Access to all specials virtually
- Student Support built-in for at-risk learners, students with 504s and IEPs

## **COMPONENTS OF SECONDARY SCHEDULE**

- A Day/B day Schedule
- A Day = Hours 1-3
- B Day = Hours 4-6
- 90-minute instructional blocks
- Student Advisory
- Student Support for at-risk learners, students with 504s and IEPs

# MENTAL AND SOCIAL EMOTIONAL HEALTH

## Phase 1-5

Schools will use the Student Risk Screening Survey (SRSS) three times per year to assess behavioral needs of students. Data is reviewed by the district and school MTSS teams and action plans are created.

Troy School District students will participate in a self-reporting universal mental health screener.

Guidelines for identification and rapid referral of at-risk students are communicated to building level support teams.

Professional Development for staff to prepare for the 20-21 school year include training in mental wellness, trauma informed teaching, student social emotional learning and equity and inclusion. Staff development will occur over the course of the year.

The School Mental Health professional is designated to serve as the main contact to centralize mental health referrals, communication to families and students and materials designed for families.

Troy School District has compiled wellness resources available to our families and staff which include resource documents on student wellness and social emotional supports for families, TSD Cares on-line referral for assistance, staff wellness resources and the Employee Assistance Program (EAP)

The Troy School District Crisis Response will be housed at the building level and include Grief and Loss Support for students and families.

The School Mental Health building team will work with staff during staff meetings and will establish a forum for staff wellness.

The district will designate a School Mental Health professional to be the liaison and work with local agencies and community partners to connect families with resources.



## FACE COVERINGS

- Staff, students, and visitors at all of our school building(s) will be required to wear face coverings at all time except for eating and this requirement will be included in district to parent communications, handbooks, student orientations, and all staff orientations (Aug. 1 - Aug. 30).
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Staff and students will be expected to provide their own face coverings.
- Disposable face coverings will be ordered and provided to every student and staff member who forget or are unable to provide their own. A supply of disposable face coverings will be placed on busses and in each district building by the custodial and transportation staff. (Supply by Aug. 30)
- Individuals (staff or students) who claim medical exemption will need to provide their building office with a physician's note exempting them from wearing a face covering. (Begins first day of school and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- School staff will define, teach and prompt the wearing of face coverings within their predictable school routine. Re-teaching will occur daily until predictable school routines are established.
- Students requiring special considerations (example: 504 Plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their specific case manager for the development of additional interventions.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator or law enforcement officer.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## HYGIENE

- Buildings will be provided with adequate hand washing and hand sanitizer stations.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Teacher or school nurse will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  - Proper handwashing on the first day of school and reinforce weekly or more often if needed
  - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Operations Department
  - Procure adequate soap, hand sanitizer, paper towels, tissues on a routine basis to ensure the District maintains an adequate supply.
  - Post signage related to cleaning and hygiene strategies throughout the building.
  - Monitor hygiene supplies and refill as needed
- Procure hand sanitizing stations as deemed necessary in collaboration with building leadership.

## CLEANING

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders made to address increased cleaning protocols.
- All buildings will be provided EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff and/or students must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas every four (4) hours and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- Students' desks will be wiped down every time students exit the room at the elementary level or after every period at the secondary level with EPA-approved disinfectant or diluted bleach solution. The appropriate EPA-approved disinfectant or diluted bleach solution will be accessible from each classroom.

## ATHLETICS

This plan follows all MHSAA-recommended guidelines and State of Michigan orders.

### PHYSICALS & MHSAA QUESTIONNAIRE

1. Student-athletes who had a sports physical on file for the 2019-2020 school year do not need a sports physical for the 2020-2021 school year
    - a. These student-athletes need to complete the MHSAA sports questionnaire and submit this to their coach/athletic trainer prior to participating in practice/try outs.
    - b. The MHSAA sports questionnaire is on FinalForms
  2. Student-athletes who did not have a sports physical on file for the 2019-2020 school year will need a sports physical for the 2020-2021 school year
    - a. The sports physical form can be completed and printed from FinalForms
    - b. This form must be submitted to the coach/athletic trainer prior to participating in practice/try outs.
  3. As recommended by Dr Moeller, any student-athlete who was proven to have had COVID-19 should have a sports physical and an electrocardiogram (ECG) test to rule out myocarditis.
  4. Full recommendations by Dr. Moeller can be found on both HS athletic websites and have been sent to all parents currently on voluntary summer practice rosters. This information can be found [here](#).
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### PRACTICES

1. Coaches and Athletic Trainers will continue to follow the daily check-in procedures established for voluntary summer workouts:
  - a. 5-question survey
  - b. Temperature check
  - c. Masks worn by all student-athletes and coaches during the check in procedure
  - d. Everyone maintains 6 feet of distance at all times before and after practice
2. Practice protocols
  - a. Check-in procedures continue from summer workouts and include all participants wearing masks, 5-question survey, temperature check
  - b. Masks must be worn before & after practice
  - c. Clean equipment during and after practice
3. Locker rooms
  - a. Only the football team will have limited use of the locker room due to the needed amount of equipment (football players will be asked to report dressed and ready for practice each day)
  - b. All other teams will report to practice dressed and ready to go
  - c. Bathrooms will be available for students to use one at a time

4. Weight room
    - a. Weight room will remain closed until allowed to open by the Governor
    - b. Weights can be used outdoors
    - c. Weights and equipment must be cleaned in between use
  
  5. Hydration & Snacks
    - a. All student-athletes must bring their own water bottles to practice
    - b. No sharing of water
    - c. No hydration stations will be available
    - d. No snacks in or around practices
  
  6. No spectators for practice
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## **GAMES**

1. All athletes, coaches, and game workers must follow the same practice check-in procedures
  2. All coaches and workers must wear masks during the contest
  3. All bench personnel must wear masks
  4. Visiting teams will not use locker rooms
  5. Only the home football team will have limited use of a locker room
  6. All players must bring their own water OR small, disposable water bottles will be provided for teams on game days. A trained adult may operate a water station and fill water bottles for student-athletes. PPE must be worn by this person.
  7. Concession stands – local health department decision and protocol
  8. Transportation
    - a. If parents are not allowed to attend games, two-way busing will be provided
    - b. Student-athletes will be allowed to drive themselves with parent permission and release form signed
    - c. Parents can drive their child to an away game
  9. Waiting on clarification from the Governor as to how cheerleaders and marching band members count towards the maximum capacity
  10. Spectators
    - a. OAA: home team decision to allow spectators
    - b. Only home team spectators will be allowed to attend if spectators are allowed
    - c. Currently – 100 spectators allowed
    - d. Plan is for no charge for entry
    - e. All games played in stadiums and gyms will be live streamed through Pixellot/NFHS Network
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## COVID POSITIVE PROTOCOL

A detailed and more complete version of these protocols can be found on page five of MHSAA sports return to play documents

1. Contact building administrator, central office administrator, and health department and follow guidance.
  2. Close contacts MAY have to quarantine for 14 days – follow health department guidance. “Close contact” is defined as anyone who was less than six feet apart for more than 15 minutes, at any point from two days before symptoms until the time the individual is isolated.
  3. Notify all schools, families and officials involved without identifying the person involved.
  4. Student, coaches, officials and others at the event but NOT in close contact should be closely monitored for symptoms and may not need testing. Follow health department guidance.
  5. Clean the area.
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## FALL SPORTS GUIDANCE AND CHANGES

### *Low-Risk Sports*

1. [Boys Tennis](#)
  - a. Begin outdoor practices on August 12
  - b. No more than four teams at one site (JV and Varsity are two teams)
  - c. Larger invitationals will most likely be canceled
  - d. Regional, and State meets are being investigated by MHSAA
2. [Cross Country](#)
  - a. Begin outdoor practices on August 12
  - b. Maximum 70 runners allowed in a race
  - c. Larger invitationals will most likely be canceled
  - d. Regional, and State meets are being investigated by MHSAA
  - e. Spectator capacity will be difficult to monitor
3. [Girls Golf](#)
  - a. Begin outdoor practices on August 12
  - b. Maximum of 72 competitors at an 18-hole site
  - c. Regional, and State meets are being investigated by MHSAA
4. [Girls Swim & Dive](#)
  - a. Begin outdoor practices on August 12
  - b. Waiting on Governor to address indoor training
  - c. No more than four teams at one site (JV and Varsity are two teams)
  - d. Larger invitationals will most likely be canceled
  - e. Regional, and State meets are being investigated by MHSAA

*Moderate- & High-Risk Sports*

5. [Boys Soccer](#)
    - a. Begin outdoor practices on August 12
    - b. No more than four teams at one site (JV and Varsity are two teams)
    - c. MHSAA anticipates a decision regarding competition timelines (to start or delay further) on or by August 20
  6. Boys Water Polo (not an MHSAA sport, moved to spring by MWPA)
  7. [Football](#)
    - a. Begin practices on August 10 with helmets only: acclimation week
    - b. 7 on 7, handoffs, blocking pads and blocking sleds can be used
    - c. Full pads can begin on August 17
    - d. MHSAA anticipates a decision regarding competition timelines (to start or delay further) on or by August 20
  8. Sideline Cheer
    - a. Begin outdoor practice on August 12
    - b. Still undetermined how cheer fits in to game (stadium) capacity numbers
  9. [Volleyball](#)
    - a. Begin outdoor practices on August 12
    - b. Waiting on Governor to address indoor training
    - c. No more than four teams at one site (JV and Varsity are two teams)
    - d. Larger invitationals will most likely be canceled or restructured
    - e. MHSAA anticipates a decision regarding competition timelines (to start or delay further) on or by August 20
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## SCREENING

- District will comply with the health and screening guidance and requirements of the Oakland County COVID-19 Public Health Toolkit for K-12 Schools.
- All school staff and students will be required to conduct a health safety self-assessment at home prior to coming to work.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school. The school health official or Employee Services Department will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 10 days since the symptoms first appeared, 24 hours with no fever, and symptoms have improved.
- Household members, classmates, and teachers of the quarantined student/staff person who are close contacts are excluded for 14 days after their last date of close contact.

## TESTING

District will comply with the testing guidance and requirements of the Oakland County COVID-19 Public Health Toolkit for K-12 Schools.



## BUSING AND STUDENT TRANSPORTATION

- Contact will be made with all transportation companies that support the district to ensure they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A meeting will be held with district and contracted transportation departments to review the criteria required for Phase 4 and discuss concerns or issues arising.
- Contracting companies will sign an assurance statement, verifying that they can and will comply with the items required.
- Contracts will be altered as needed to address required cleaning, sanitizing and professional development to maintain the fleet.
- The transportation department will assess the number of buses that will be on the road.
- Busses will be fitted with mounts for hand sanitizer at the entrance to each bus.
- Transportation contractors will ensure cleaning supplies in compliance with the CDC are utilized to clean busses between routes, including areas of frequent areas of contact.
- Disposable face masks will be placed at the entrance of the bus each morning.
- Develop and communicate a policy to families related to the mandatory face covering on the bus for all staff and students, if medically feasible, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."
- Bus drivers will be informed about our sticker system on ID badges for students who are medically unable to wear a face mask. All students will show their ID as they enter the bus.
- Training will be offered to all bus drivers that includes:
  - Appropriate use of face covering
  - Policies regarding face covering
  - Policies regarding hand sanitizing
  - Policies and methods for cleaning and disinfecting
- Bus drivers, weather permitting (no precipitation, temperature above 55 degrees F), will keep windows open on the bus both en route and when stopped.
- On buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment before using the bus.

## Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

**This COVID-19 Preparedness and Response Plan was adopted by the Troy School District Board of Education at a Special Board Meeting held on August 12, 2020.**

\_\_\_\_\_  
Signature of Board of Education President

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Date

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

**Link to the approved plan posted on the School District website:**

[insert link to approved plan]  
\_\_\_\_\_

**Name of District/PSA/Nonpublic Leader submitting plan:**

\_\_\_\_\_  
Richard M. Machesky, EdD.  
Superintendent of Schools

**Date received by the ISD/Authorizing Body/Chief or designated School Administrator:**

\_\_\_\_\_

**Date submitted to State Superintendent and State Treasurer:**

\_\_\_\_\_