DISTRICT SCHEDULE AND STAFF RESPONSIBILITIES

• In response to the Governor’s closure of schools, the Flint Community Schools will run a “summer” work schedule during the following weeks:
  o March 16th - March 20th
  o March 23rd – March 27th

• **Summer Work Hours** are as follows:
  o The Administration Building will be open from 8 am-5 pm (Monday-Thursday / closed Friday)
    ▪ **Central Office Staff** will work either of the following two shifts:
      • 7 am – 5 pm
      • 8 am – 6 pm
  o Employees are expected to work their regularly scheduled number of hours in the summer work schedule, and schedules with Departmental Staff will be determined with their individual supervisors.
  o Note that if there are circumstances that present a challenge for an employee (i.e. care for children and/or relatives), contact your Department Lead for a discussion regarding the composition of your schedule, noting that Tuesdays are set aside for cabinet, principal, and other departmental meetings.

• **Building Administrators** are expected to work the summer work schedule within their buildings during this time frame.
  o Note that if there are circumstances that present a challenge for a Building Administrator (i.e. care for children and/or relatives), contact the Assistant Superintendent for Academics for a discussion regarding the composition of your schedule, noting that Tuesdays are set aside for cabinet, principal and other departmental meetings.
  o Building Administrators will be charged with supervising the following:
    ▪ The cleaning of their buildings;
    ▪ The collaborative team working on **Student and Family Wellness Checks** (see below);
    ▪ The daily traffic of families who need to pick up standards-based learning packets (see below) and seek out services within the school;
    ▪ Planning their professional learning for building staff regarding the curricular foci of the District; and

• **Building Secretaries** will work with the Principals to manage the tasks of the building, working their assigned number of hours over a four-day period.

• **Teachers** will not be required to work as they do not work during the summer.
  o **Note the Teachers are invited to report voluntarily for a second workday on Monday, March 16th to complete preparations for the next two weeks. For those Teachers who report to work, compensatory time will be awarded.**
Daily or Hourly Staff will be invited to work during the next two weeks in collaborative teams to fulfill a critical component of the District Improvement Plan, **Student and Family Wellness Checks**. They will work their assigned number of weekly hours over the four Summer-Work Hour Days. They will also participate in scheduled trainings for student support and safety. These employees include:

- Paraeducators
- Parent Engagement Facilitators
- Behavioral Specialists
- Attendance Agents
- MTSS Social Workers
- Success Techs

The **Student and Family Wellness Checks** will consist of, but not be limited to, the following:

- Calling parents and families (expectation at least one wellness contact per week), utilizing a prepared set of questions and a script to assess family wellness and needs;
- Inserting that information into a Google Form, documenting the responses of families and noting needs that must be met by the Student Assistance Team;
- Referring parents who could not be contacted to Attendance Agents for **home visits** if they cannot make contact or if there is a pressing need that has been identified; and
- Referring parents to Student Success Techs if they are having technical difficulties utilizing on-line resources for student packet.

- These calls will also be utilized to enlist families to sign up for the Census and to facilitate that process.

Nurses will work with their supervisor, Eileen Tomasi, to accomplish at least two of the following tasks:

- Preparation for the Site Review.
- Scheduling of Trainings for Hourly Staff.

CSM Employees (Custodial and Maintenance)

- The CSM Employees for Custodial and Maintenance will work their assigned hours on a schedule determined by their supervisors. The CSM Staff will be engaged in the sanitizing and cleaning of schools during the next three weeks in our buildings and classrooms.
  - Upon our return, there will be new protocols for daily and evening cleaning, including:
    - Common Areas
    - Desks
    - Door and Door Handles
    - Bathrooms
    - Entrance and Exit Doors

Employees of SodexoMagic, First Student, Teachout

- Food Service for our students in the District will be coordinated among these three partners. (See **Nutrition Services** in this Document)
- Safety Advocates will join Food Service Workers and Bus Drivers on buses for safety purposes. They will also work to secure our buildings during the cleaning of our buildings.
• Bus Employees will work with their supervisors to determine bus cleaning and disinfectant schedules.
• Food Service Employees schedules and responsibilities will be determined as the plan for nutrition services unfolds.
• The week of March 30th-April 3rd was the district’s scheduled spring break, and it will remain as scheduled. The Central Office Employees will continue to utilize the Summer Work Schedule.
• The week of April 6th-April 10th was originally designed as an Intersession Week.
  o In collaboration with the various bargaining units, the District will determine, at a later date, whether there is a need to have a regular week of school.
    ▪ Accommodations will be made for teachers and staff who have previously made travel plans for this time period and a survey of staff will go out to that effect ASAP

ACADEMICS AND ACCOUNTABILITY

• For students in Kindergarten through grade 10, the district focus will be supplemental learning to accomplish the objectives in our curriculum framework.
  o Standards-Based Learning Packets will be developed and provided for students in Kindergarten through grade 10.
  o Supplemental learning on-line resources will be made available to students, and instructions for access will accompany those resources.
• For students in High School: 11th and 12th grade students, the goal and objective here is to ensure that these students remain on track for graduation.
  o Students will have access to Credit Bearing Courses – Edgenuity. The coursework is aligned with our standards-based curriculum framework.
  o One-to-one Chromebooks will be made available to students to complete their work in Edgenuity for credit and in the Google Classroom setting.
    ▪ These Chromebooks will be prepared by our technology partner, Vartek, to be distributed to identified students with Kajeet software that has a mobile hotspot, a tracking device and an internet filter. They will be available and distributed during the week of March 23rd to our students who will be on an Edgenuity platform.
    ▪ Credit recovery will also be available for 9th and 10th grade students who are credit deficient so that they may be able to utilize Edgenuity.
  o Vartek will develop a troubleshooting, help desk protocol to support the students as they navigate this technology.
• Special Education Students
  o Students with special needs will receive learning packets that include the grade level targets and specific learning targets that are in alignment with a student’s individual IEPs.
• Staff Preparation
  o Teachers will be tasked with developing learning packets by grade level. Development of those learning packets will take place on a Staff Only Day to permit there to be cross-building development and collaboration.
  o If there is an extended time off, staff may be enlisted to come in during this time to facilitate the development of more learning materials. If teachers participate in additional days, they will receive compensatory time.

NUTRITION SERVICES-FOOD SERVICE AND DISTRIBUTION

• The District will execute the USDA “Summer Feeding” program model during the time the students are out of school.
• The District has identified 24 sites across the City of Flint to deploy a team that will provide summer feeding twice a day.
• At each site, the meals will be distributed from a First Student Bus that will be parked on the premises with a distribution table and tent.
• The team consists of
  ▪ First Student Drivers
  ▪ SodexoMagic Food Service Workers
  ▪ Teachout Safety Advocates
• The timeframes for the Food Service at each site will be as follows:
  ▪ Breakfast Distribution: 8:30 am to 10:30 am
  ▪ Lunch Distribution: 12:30 pm to 2:30 pm
• The 24 sites include the following:
  ▪ **North Zone**
    • Northwestern - G-2138 W. Carpenter, Flint 48505
    • Brownell/Holmes - 6602 Oxley Dr., Flint 48504
    • Bryant - 201 E. Pierson, Flint, 48505
    • Carpenter Road - 6901 Webster, Flint 48504
    • Merrill - 1501 W. Moore, Flint 48504
    • Williams - 3501 Minnesota, Flint 48506
    • Civic Park - 1402 W. Dayton, Flint 48504
    • Berston Field House - 3300 Saginaw St. Flint, 48505
  ▪ **Central Zone**
    • Potter - 2500 N. Averill, Flint 48506
    • Washington - 1400 N. Vernon, Flint 48506
    • Dort - 601 W. Witherbee, Flint 48505
    • Pierce - 1101 W. Vernon, Flint 48503
    • Doyle-Ryder - 1040 N. Saginaw, Flint 48503
    • DTM - 1518 W. Third Ave, Flint 48504
    • Anderson - G-3248 Mackin Rd., Flint 48504
    • Summerfield - 1360 Melbourne, Flint 48504
  ▪ **South Zone**
    • Scott - 1836 Averill Ave., Flint 48504
    • Stewart - 1950 Burr Blvd., Flint 48503
    • Manley - 3002 Farley, Flint 48507
    • Freeman - 4001 Ogema, Flint 48507
    • Eisenhower - 1235 Pershing St., Flint 48503
    • Neithercut - 2010 Crestbrook Ln., Flint 48507
    • Southwestern - 1420 W. Twelfth St., Flint 48507
    • Cummings - G-2200 Walton, Flint 48507
• Families unable to make it to the Food Distribution Sites can contact their school or the office of Student Services and let staff members know to see if alternative arrangements can be made.
COMMUNICATION

CHECK THE DISTRICT WEBSITE AND SOCIAL MEDIA FOR UP TO DATE COMMUNICATIONS

- The District website will have links to multiple pieces of information.
  - The District is taking its cues from conversations with the Genesee Health Department, State health officials and the CDC.
  - Letter(s) home to Parents from the Superintendent.
  - Working Collaboratively with the Genesee County Superintendents Association.
  - Flyers home to parents with helpful hints so that our children are receiving the same message, including:
    - Genesee Health Department Flyer
    - CDC Tips

Safety and Security - Staff and Students

Staff and students should follow the guidelines of CDC and the Genesee County Health Department regarding the following:

- Washing hands frequently.
- Hand sanitizer should be utilized regularly.
- Upon the return to classes, staff is requesting additional cleaning supplies be made available for the wiping of desks and chairs. As supplies become available, the district will provide them.
- If sick, remain at home (teachers and students)
  - Parents will be required to pick up students who are ill.
  - If parents are not at home, students will be driven home by school personnel.

Evening and Weekend Activities and Gatherings

- The District will take its cues and directions from the Genesee County Department of Health and the State of Michigan Department of Health.
- Large gatherings, i.e. athletic events, will be canceled or postponed per the Governor’s directive.
- Sporting events have been suspended indefinitely.
- Field trips will be cancelled or postponed until further notice.
- District professional learning travel has been halted through April 30, 2020, and it will be revisited moving forward should conditions arise.

Building Closures: Other Implications for Policy Makers - State Mandated Testing

- Will there be a make-up of days in the case of closure? Decision rests with the MDE and the Michigan Legislature.
- What will become of the State Testing Schedule in April? Decision rests with the MDE and the Michigan Legislature.