RETURN TO SCHOOL PLAN

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ABOUT THIS PLAN
This Plan has been developed and is based on the Michigan Return to School Roadmap from the COVID-19 Taskforce on Education and the Return to School Advisory Council recommendations. This plan describes the policies and procedures the Brandon School District will utilize in the school facilities.

The plan uses the same guiding principles as the return to school roadmap:

- Equitable access to learning is a right for each child.
- In collaboration with parents, students, and teachers, schools will use data and evidence to prioritize resources for each child.
- Teachers and staff will prioritize meaningful relationships to create safe learning environments for each child.
- Teachers and staff will empower the value, cultivation of relationships, and belonging to students and parent voices in all aspects of learning and emotional support for families.

PLANNING AND PREPARATION COMPLETED
Over the summer BSD teams reflected on best practices and lessons learned as we planned for the 2020-2021 school year. The team prioritized work to be done across all scenarios in the following areas:

- Personal Protection Equipment
- Hygiene
- Spacing, Movement, and Access
- Testing Protocols for Students and Staff and Responding to Positive Cases
- Food Service, Gathering, and Extracurricular Activities
- Athletics
- Cleaning
- Busing and Student Transportation
- Medically Vulnerable Students and Staff
- Mental and Social Emotional Health
- Instruction
- Communications and Family Supports
- Professional Learning
- Facilities
- Budget, Food Service, Enrollment, and Staffing
- Technology
- Transportation
01 IN-PERSON INSTRUCTION

Phases 4 Through 6

• All students return to school in-person, every day.
• Students are taught our Brandon curriculum by Brandon teachers in classrooms with Brandon students.
• Traditional supports for students would be in place as they are in any school year.
• All safety requirements from the State and Oakland Health Department would be followed.

Phases 1 Through 3

• In-person schooling is not permitted in these phases.
• Students would be shifted to a Learn from Home experience taught by their same in-person teachers in the format being used by the Brandon Learn from Home Program.

02 BRANDON LEARN FROM HOME

Phases 1 Through 6

• All student instruction would be done remotely: www.brandonlearnfromhome.com
• JK-5 – Students are taught our Brandon curriculum by Brandon teachers in virtual classrooms with Brandon students. Students will be provided textbooks, work books and other materials connected to the curriculum. Additionally, students will have access to certain on-line support programs to supplement their learning experience.
• 6-12 – Most students are taught our Brandon curriculum by Brandon teachers in virtual classrooms with Brandon students. Students will be provided textbooks, work books and other materials connected to the curriculum. Secondary students may take vendor-provided courses for courses not available through Brandon teachers. For example: 5 hours with Brandon teachers and 1 vendor-provided specialty course.
• The full vendor option is always available as well through Summit Virtual (www.summitvirtual.org). Families interested in this option will still sign up for Brandon Learn from Home.
• Some secondary students may opt for a hybrid of in-person and learn from home classes. For example: A high school student attends in-person school for 2 STEM classes and the rest are through Brandon Learn from Home. Sign up for Brandon Learn from Home if you are considering this option.
**EDUCATIONAL ROAD MAP**

**STATE REQUIREMENTS FOR SCHOOLS**

**PHASE 1-3**
In-person, 5 days a week full time or our Brandon Learn from Home program.

**PHASE 4**
Face to Face Instructional Model with state REQUIRED and recommended safety protocols

**PHASE 5**
Face to Face Instructional Model with state REQUIRED and recommended safety protocols

**PHASE 1-3**
Virtual Instructional Model REQUIRED

**SCHEDULE**
Grade level and courses will determine schedule.

**PERSONAL PROTECTION EQUIPMENT**
Facial coverings will be REQUIRED for:
- All BSD staff.
- BSD PK-12 students in classrooms, hallways, common areas, and on buses.
- ALL guests and visitors.

**HYGIENE**
BSD will be REQUIRED to:
- Provide supplies including soap, hand sanitizer, paper towels, tissues, and informational signage.
- Teach and reinforce proper handwashing with soap and water and/or hand sanitizer.
- Use hand sanitizer before entering buses.

**Transportation**
All staff and students are REQUIRED to wear facial coverings.

**SPACING, MOVEMENT AND ACCESS**
**Phases 1-3**
- In-person schooling is not permitted.
- Students would be shifted to a Learn from Home experience taught by their same in-person teachers in the format being used by the Brandon Learn from Home Program.

**Phases 4 Through 6**
- All students return to school in-person, every day.
- Students are taught our Brandon curriculum by Brandon teachers in classrooms with Brandon students.
- Traditional supports for students would be in place as they are in any school year.
- All safety requirements from the State and Oakland Health Department would be followed.

**ATHLETICS**
BSD is REQUIRED to follow all MHSAA and state guidelines.

**Virtual Instructional Model**

**Hygiene**
BSD will continue to:
- Limit guests and visitors entering the buildings.
- Provide signage, floor markings, and seating arrangements advocating social distancing.

**Transportation**
All staff and students are STRONGLY ENCOURAGED to wear facial coverings.

**Personal Protection Equipment**
Facial coverings will be STRONGLY RECOMMENDED for:
- All BSD staff.
- ALL BSD PK-12 students in hallways and common areas.
- All guests and visitors.

**Phase 4**
Face to Face Instructional Model with state REQUIRED and recommended safety protocols

**Phase 5**
Face to Face Instructional Model with state REQUIRED and recommended safety protocols

**SPACING, MOVEMENT AND ACCESS**
- Expand space for seating at lunchtime and expand lunchtimes to mitigate the number of students eating at once.

**Introduction 05**
PERSONAL PROTECTIVE EQUIPMENT
Brandon School District will:

STAFF
Facial coverings must always be worn by staff and bus drivers except for meals.
Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

PRE-SCHOOL
Preschool students are required to wear masks when in common areas outside of their own classroom with their own classroom cohort. Common areas include during entry and exit into the building, in the hallways and in the multi-purpose room with another class.

GRADES JK-12
Facial coverings must be worn at all times by all students in grades JK-12 except for those with documented medical exemptions. Facial coverings are not required to be worn during meals.

Please Note:
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Staff or student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- Facial coverings should never be used on children under age 2.
**HYGIENE**

*Brandon School District will:*

| ✓ | Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). |
| ✓ | Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. |
| ✓ | Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. |
| ✓ | Custodial staff will systematically and frequently check and refill soap and hand sanitizers. |
| ✓ | Students and teachers will have scheduled handwashing with soap and water every 2-3 hours. |
| ✓ | Limit the sharing of personal items and supplies such as writing utensils. |
| ✓ | Keep students’ personal items separate and in individually labeled cubbies, containers, or lockers. |
| ✓ | Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use. |
Brandon School District will:

Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

As feasible, desks will face toward the front of the classroom.

Teachers will maintain six feet of spacing between themselves and students as much as possible.

Family members or other guests will not be allowed in the school building except under extenuating circumstances determined by district and school officials.

Social distancing floor marking designate waiting areas as appropriate.

Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.
In classrooms where large tables are utilized, space students as far apart as feasible.

If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.

Post signs on the doors of restrooms indicate proper social distancing and hand hygiene techniques.

In classrooms where large tables are utilized, space students as far apart as feasible.

Floor markers designate six-foot intervals where line formation is anticipated.

Adult guests entering the building are screened for symptoms, provided a facial covering, and provided with sanitizer before entering. Records, including date and time, are kept of non-school employees or other visitors entering and exiting the building.

Where possible, physical education will be held outside and social distancing of six feet will be practiced.

Hallways will be divided with either side following the same direction. And entrances and exits will be kept separate to keep traffic moving in a single direction.
SCREENING STUDENTS
Brandon School District will:

- Follow the Oakland County Health Division (OCHD) guidelines regarding implementing protocols for screening students and staff.
- Every school will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students who are sent home from school will be kept home until they have satisfied the OCHD return to school criteria.
- Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

SCREENING STAFF

Before coming to work, all staff will complete a health monitoring questionnaire. The questionnaire is available electronically. Before entering a building, staff will complete and submit the electronic form and verify that they do not exhibit COVID-19 symptoms. Staff will be instructed to notify their building principal or immediate supervisor if anything has changed since the time they have completed the questionnaire.

Staff who exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, should stay home, and will not be permitted in the building.
TESTING PROTOCOLS

Brandon School District will:

Follow the Oakland County Health Division (OCHD) and CDC guidance regarding implementing protocols for screening students and staff.

STUDENTS

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

- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines or Oakland County Health criteria.
- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all student members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students’ temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

STAFF

Staff who develop a fever or exhibit COVID-19 symptoms at work will:

- Maintain social distancing (if possible) of six feet from the individual and ask them to move away from other employees.
- If an employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), then they will be placed in an identified quarantine area and will be required to wear a face mask/covering. Outside emergency medical services are contacted and appropriate treatment is provided.
- If an employee is not in acute respiratory distress, they will be advised to go home, contact their personal healthcare provider for further direction/advice.
- The District encourages employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Staff will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.
RESPONDING TO POSITIVE TESTS

Brandon School District will:

• Work 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.

• 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.

The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six (6) feet apart for 15 or more minutes) will be asked to self-quarantine for up to 14 days after exposure.

• Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. BSD will work with local health officials on when the employee may return to work, using the most current guidelines from the CDC for this determination.

If a confirmed case is established, by testing or confirmed clinically by the employee’s healthcare professional, BSD will implement specified cleaning protocols to clean and disinfect affected areas.

• Cleaning staff will wear appropriate personal protective equipment, including face masks/coverings, gloves, and a face shield when performing cleaning of these areas.
FOOD SERVICE, GATHERINGS, AND EXTRACURRICULAR ACTIVITIES

*Brandon School District will:*

- Prohibit indoor assemblies that bring together students from more than one classroom.
- Students, teachers, and staff should wash hands before and after every event.
- Large scale assemblies are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess should be conducted outside whenever possible. Students will remain with their classroom cohort during recess and not intermingle with students from other classes.
- Extracurricular activities may continue with the use of facial covering.
ATHLETICS

Brandon School District will:

• The District shall comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

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

• All equipment shall be disinfected before and after use.

• If school transportation is provided for inter-school competitions, facial coverings shall be worn by all riders and buses shall be cleaned disinfected before and after every use.

• Each participant shall use a clearly marked water bottle for individual use; there shall be no sharing of this equipment. Each participant shall come dressed and prepared for each event.

• There shall be no handshakes, fist bumps, or other unnecessary contact.

• If Spectators are allowed to attend events, they must wear facial coverings and maintain six feet of social distancing from people who are not part of the same household. The number of spectators allowed will be set by the MHSAA and the Flint Metro League in accordance with the current Governor’s Executive Orders.

• Large scale indoor spectator events are suspended.

• Large scale outdoor spectator or stadium events are limited based on the current phase and the Governor’s Executive Orders.
BUSING AND STUDENT TRANSPORTATION

Brandon School District will:

- Will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned.

- Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver’s cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, windows, and grab handles) with an EPA approved disinfectant.

- Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned daily.

- If a student becomes sick during the day, they will not use group transportation to return home. If a driver becomes sick during the day, they will follow district protocols and will not return to drive students.

- Weather permitting, doors and windows will be opened when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

- Consideration will be given to opening windows during transit to reduce the spread of the virus by increasing air circulation, if appropriate and safe.

- Students will be assigned a seat on the bus after the first week of school.

- Failure to comply with the mandatory mask policy will result in the loss of bus privileges.
CLEANING
Brandon School District will:

- 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.

- Playground structures will continue to undergo normal routine cleaning.

- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.
Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours 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.

Staff will ensure the safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
MEDICALLY VULNERABLE STUDENTS AND STAFF

Brandon School District will:

• Review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

MENTAL AND SOCIAL EMOTIONAL HEALTH

Brandon School District will:

• Utilize our Multi-Tiered System of Supports (MTSS) process to refer at-risk students to appropriate building-level support teams.

• Universally assess all students for Social Emotional concerns at the beginning of the school year as part of the MTSS process.

• Share SEL resources with students, staff, parents and community members.
INSTRUCTION

Brandon School District will:

Ensure that every student:

• Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning.

• Is assessed to determine student readiness to engage in grade-level content.

• Is offered scaffolds and supports to meet their diverse, academic and social-emotional needs.

• Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.

• Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate Instruction.

• Teams will review all students with IEPs, IFSPs and 504 plans to reflect the specific needs of each student and make changes and revise as needed while considering all the learning environments; special education, CTE, Adult Transition and birth to five services. For those students who have chosen virtual learning, Continuity of Learning Plans to support and meet the needs of those students will be developed.

• Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.

PROFESSIONAL LEARNING

Brandon School District will:

• Create a year long plan of professional learning to support teachers that are either teaching in-person or virtually. Topics will include intentional curriculum planning, virtual learning best practices, strategies to support struggling or disengaged learners, social emotional awareness and strategies for support as well as the exploration and utilization of various digital tools for student learning.
FACILITIES

Brandon School District will:

• Frequently touched surfaces will be disinfected several times a day per the CDC protocols and Governor’s return to learn requirements. Extra custodial staff have been hired to achieve this requirement.

• The district will alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.

• Administration will convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. Advanced training for custodial staff is being provided.

• HVAC systems at each building are checked for efficiency regularly. Air filters have been upgraded to MERV-13, the highest possible for the district's HVAC system. Hospital grade air purification portable units will be placed in each classroom.

• Custodial staff have distributed tissues, hand sanitizer, a Lysol type aerosol spray, and CDC-approved soap to every office and classroom.

• Signage about frequent handwashing, cough etiquette, and nose blowing is widely posted, disseminated, and encouraged through various methods of communication.

• School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

• The district has procured facial coverings for all staff and students. Each student and staff member will be given 2 washable masks to start the year. Additional masks will be available upon request. Face masks should be washed daily. Face shields have been procured should any staff or student request one. These would be worn in addition to a face mask.

• Classrooms will be equipped with disposable disinfecting wipes to be used for the cleaning of desks.

• The district has procured electrostatic sprayers to assist with the thorough disinfecting of classrooms at the end of each school day and between daily bus runs.

• Plexiglass barriers will be placed in the classroom, the lunch line, offices and other areas deemed appropriate.
Brandon School District will:

In preparation for In-Person Instruction:
- The BSD has integrated Learning Management Systems (LMS) such as Google Classroom and See-Saw within virtual and in-person programs to educate both environments.
- The BSD will deploy devices to all students (iPads for Preschool-2nd Grade and Chromebooks for 3rd-12th Grade).
- Before being safely deployed all devices will be sanitized, assigned, and tracked using both the BSD asset and vendor serial numbers.
- All technology service requests can be directed to the BSD helpdesk email at help@brandon.k12.mi.us where technology support staff are available to service requests via email, Zoom, Chrome Remote Desktop, Google Meet, and telephone.

Device replacements and repairs will be scheduled with the BSD technology department and returned to the student’s home building for redistributio

REFERENCES AND RESOURCES

MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap
MAISA COVID-19 TEMPLATE Preparedness and Response Plan
MAISA Continuity of Learning Guidance for Returning to School
AASA Guiding Principles & Action Steps For Reopening Schools

The Preparedness Plans may change based on CDC guidelines and which MI-Phase (1- 6) Genesee County is in on any given date. Additional Plans will be posted on the website as they are developed. For specific questions, please do not hesitate to contact your child’s school or the district’s main office.
Our Buildings

Harvey-Swanson Elementary
209 Varsity Drive, Ortonville, MI 48462
Phone: (248) 627-1850 • Fax: (248) 627-1858

Oakwood Elementary
2839 Oakwood Road, Ortonville, MI 48462
Phone: (248) 627-1880 • Fax: (248) 627-1888

Brandon Middle School
609 S Ortonville Road, Ortonville, MI 48462
Phone: (248) 627-1830 • Fax: (248) 627-7201

Brandon High School
1025 S Ortonville Road, Ortonville, MI 48462
Phone: (248) 627-1820 • Fax: (248) 627-5628

Brandon Learn From Home
1025 S Ortonville Road • Ortonville, MI 48462
Phone: (248) 627-1800

Summit Virtual
609 S Ortonville Rd, Ortonville, MI 48462
Phone: (248) 793-1808

Administration Office
1025 S Ortonville Road, Ortonville, MI 48462
Phone: (248) 627-1800 • Fax: (248) 627-4533