



Summit Academy North COVID-19 Preparedness and Response Plan

Address of School District: 18601 Middlebelt, Romulus, MI 48173

District Code Number: 82938

building Code Number(s): 8907, 8906, 8634

District Contact Person: Alicia Jenkins

District Contact Person Email Address: ajenkin@summit-academy.com

Local Public Health Department: Wayne County Health Department

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/13/2020



August 13, 2020 [via email]

Ms. Leanne Hedke
Summit Academy North
18601 Middlebelt
Huron Township, MI 48174

Re: Approval of COVID-19 Preparedness and Response Plan ("Plan")

Dear Ms. Hedke:

I am pleased to inform you that the Plan for Summit Academy North ("Academy") has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy's Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at avanatten@thecenterforcharters.org to initiate that process. Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is fluid and cursive, with the first name "Corey" and last name "Northrop" clearly distinguishable.

Corey Northrop
Executive Director

cc: Richard Braun, Board President

Attachment:

Approved COVID-19 Preparedness and Response Plan

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE
PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT
AMENDMENT**

SUMMIT ACADEMY NORTH

A regular meeting of the Academy Board of Directors was held on the 13th day of August , 2020, at 6:00 p.m.

The meeting was called to order at 6:01 p.m. by Board Member Jason Walker.

Present: Braun, Operhall, Walker, Ring, Bynum

Absent: n/a

The following preamble and resolution were offered by Board Member Operhall, and supported by Board Member Braun.

BACKGROUND

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body, Central Michigan University, must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

The Academy submitted its Preparedness Plan to Central Michigan University (“Authorizer”) for review and approval.

The Academy Board of Directors (“Academy Board”) is required to approve the Academy’s Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy’s Preparedness Plan as a charter contract (“Contract”) amendment.

THE ACADEMY BOARD THEREFORE RESOLVES THAT:

1. The actions taken by Academy representatives to prepare and submit the Academy’s Preparedness Plan to Authorizer are ratified.
2. The Preparedness Plan, as approved by the Authorizer, is approved by the Academy Board as the COVID-19 Preparedness Plan and as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract Amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy’s Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy’s compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: Braun, Operhall, Walker, Bynum, Ring

Nays: n/a

Resolution declared adopted.

A handwritten signature in black ink, appearing to read 'J Walker', with a horizontal line underneath.

PrintName: Jason Walker
It’s Secretary/Treasurer



Assurances

- The Academy will cooperate with local public health authorities 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 shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in Michigan Safe Start Plan Phases 1-3.
- The Academy will 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 Academy 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 if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

Richard Braun

President of the Board of Directors

Board approved: 08/13/2020



Introduction and Overview

Summit Academy North is a Pre-K-12 Charter School located in Romulus, Michigan. Our schools service students from all across the downriver community. When our schools were forced to close in March of 2020, we immediately began reimagining and reinventing education.

We created a continuity of learning plan focused on supporting the educational, physical, and emotional needs of all of our students. Our plan included meal distribution, providing technology to all families in need, personal connections using Zoom, and instructional videos and assignments designed to focus on the essential standards in each grade level and in each course. Our plan was infused with student supports ranging from Social Work interventions to internet connectivity paraprofessionals to help support families every step of the way. Our technology department was available for live support every day and hosted live chat support for general questions every day and every evening to ensure that our families were supported during the uncertain times. Our plan was launched through a newly created landing page for consistency for our students, staff, and families. Students participated in a fully virtual learning environment through the end of the year.

Our Mission is “to educate and empower our learning community through rigor and innovation to achieve personal excellence.” Our commitment to our mission was strengthened by the urgency to innovate the way we educate to ensure that students and families were supported inside or outside of our building. As we began planning for the 2020-2021 school year, our mission remained the focus. We will educate and empower our entire learning community, from students, to parents, to staff. We will focus on rigor and innovation, out of both necessity and out of passion for creating the best learning environment for our students. In addition, we will help our school community achieve excellence regardless of the educational setting, because our school community deserves nothing less. At Summit Academy North, we have a vision. We will be THE choice in education.

In order to develop our plan, we created a committee structure. Our main committees focused on Academics, Operations, and Staff/Student well-being. Subcommittees were formed that consisted of teachers, parents, administrative assistants, maintenance, paraprofessionals, and other staff members. Additionally, all parents and staff were surveyed several times to gain the perspective of all stakeholders. Likewise, focus groups were held with staff members and families to ensure that stakeholder input was a driving force in the decision-making process. It is our intention to launch two different instructional scenarios which will include utilizing requirements and recommendations from the MI Safe Schools Roadmap. The two scenarios are a hybrid of in school instruction and virtual, and fully virtual.

Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan



Phase 1, 2, or 3 Safety Protocols

In the event that the State of Michigan is in phases 1, 2, or 3, Summit Academy North schools will be closed for in-person instruction.

- School employees and contractors will be permitted to be physically present in the school building for the purposes of conducting basic school operations, including virtual instruction, as determined by the school administrators. This may include recording video lessons, hosting student zoom meetings, accessing school resources for lesson planning, etc. All staff will receive approval from an administrator before entering the building during phases 1, 2, or 3. Staff will wear masks, require PPE and follow safety hygiene procedures when in the building. Signage for movement and spacing within the building will be provided and followed. Social Distancing including a minimum of six feet will be adhered to as well.
- Summit Academy North will not be used by a licensed childcare provider during Phases 1-3.
- Summit Academy North will continue to provide breakfast and lunch to students during the school closure. We will have a centralized pick up location (Summit Academy North Elementary School) and will distribute meals 2 times a week (we will distribute 2 lunches and 2 breakfasts on Monday, and 3 lunches and 3 breakfasts on Wednesday).
- During the school closure, cleaning practices will be adjusted. We will designate specific work areas and specific restrooms as workspaces during the closure. The maintenance team will systematically disinfect those areas to ensure that the building is cleaned appropriately during the school closure.
- All bus operations and athletics will be suspended while the state is in phases 1, 2, or 3.
- All gatherings, extracurricular activities, and athletics will be cancelled during phases 1, 2, and 3.

Phase 1, 2, or 3 Mental & Social-Emotional Health



To ensure that our students, parents/guardians, and staff have continuous access to adequate and high quality mental and social emotional health resources during in person school and school closures, Summit Academy North will:

- Implement a HIPAA and FERPA compliant mental health screening for all students in an age appropriate manner, as well as, in their first language. Follow all confidentiality protocols and mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- 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 student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children.
 - Positive self-care strategies that promote health and wellness.

Phase 1, 2, or 3 Instruction



During our Distance Learning in the 2019/2020 school year, we set clear expectations for our teachers to ensure that every student received a high-quality experience. We conducted staff, student, and parent/guardian surveys to collect information about our distance learning program. Although the data showed that most stakeholders were overwhelmingly pleased with our distance learning, we knew that there were still opportunities for improvement in the event of full school virtual education.

Summit Academy North has created an Innovation of Instruction Committee that focuses on the instructional components of all of our plans. The committee consists of teachers, administrators, special education, EL educators, and parents. During the innovation of instruction committee meetings, parent and teacher survey data is reviewed to ensure that the team has a good perspective and to ensure that stakeholder input is considered before decisions are made.

The Innovation of Instruction team has helped to create fully online programs that offer both synchronous and asynchronous learning opportunities, high quality video instruction, high quality standards aligned activities, assignments, and assessments. The virtual platform provides a clear, easy to use platform that is intended to support both students and families during the learning process. Students and families will need a technology device, internet connectivity, and textbooks provided by the district.

Our special education department also created a subcommittee to meet the needs of all learnings during virtual instruction. Each IEP is reviewed and accommodations and services are adjusted to best meet the needs of the students during virtual instruction.

In an effort to ensure that all student needs are met in phases 1, 2, and 3, our guidance counseling department, EL department, and student support team will work together to ensure that services like social work, speech, EL support, etc. are provided to students in need using virtual tools like Zoom

During school closures, we know that communication is key. We will conduct Town Hall meetings, family trainings on the virtual platforms, and host help sessions regularly to help support our families. Our Superintendent will send intentional communications to families on a regular basis. In addition, building administrators will communicate with families weekly. Teachers and support staff will also communicate with parents/students on a weekly basis to ensure that individual student needs are met during the virtual learning.

Professional Development is a key component to the success of our virtual learning platform. Teachers and families will have access to appropriate training videos and sessions to ensure that everyone has the tools needed for success. Professional Learning opportunities will be ongoing



throughout the year to support student learning, social and emotional health, and additional needs that arise. Ongoing collaboration will be supported through grade level/department level Zoom meetings to provide for additional professional learning communities for the teachers.

We are proud to be able to offer technology devices to all of our families in the event of full virtual instruction. We will utilize our internet connectivity task force that we created in March to reach out to all families who indicate that they don't have the internet access they need to successfully participate in virtual learning. We will work with organizations to ensure that families have access to the internet during virtual learning.

We will be monitoring student attendance through two-way communication. We will also be closely monitoring student progress through the virtual learning courses. We will have specifically assigned staff to monitor participation and provide ongoing support. Students who are off track will be offered additional supports, including staff check-in, additional tutoring sessions, and parent intervention as needed.

Student work, participation, and assessments will be monitored by teachers and feedback will be given on a regular basis (minimum of 3 times per week). Students will have to meet the requirements of the courses to achieve credits or to be promoted to the next grade level.

Phase 1, 2, or 3 Operations



To ensure that our facilities are properly maintained during the school closure, Summit Academy North will:

- Audit necessary materials and supply chain for cleaning and disinfecting supplies
- Continue to maintain schools in good working order to prepare for the return of students when it is safe for students to return.
- Follow and execute all school cleaning and disinfecting protocols according to the CDC School Decision Tree
- Custodial staff will wear surgical masks, face guards, and gloves while performing cleaning duties
- Establish a plan for utilizing the building for meal distribution and elections as needed with appropriate cleaning protocols
- Coordinate with Wayne RESA and the Local Emergency Management Programs for support with procurement of cleaning and disinfecting supplies

To ensure that our students, staff, and families have access to technology and technology supports, Summit Academy North will:

- Survey families to determine devices and connectivity needs to support virtual learning
- Designate technology staff to communicate building needs to the Technology Director and school leadership
- Follow our district technology plan and professional development plan to provide support, guidance, and training for teachers
- Utilize the building technology coordinators as the general technology support leads for each school and provide technology support using a centralized phone number and email address (which will be staffed during regular school hours). The technology leads develop a technology support plan for families and will also host technology help sessions regularly (at least 3 times per week) to support teachers and staff.
- Create and follow procedures for distribution and collection of school technology devices. Each device will be tagged and identified using the barcode tagging system created by the technology department. When materials are collected, they will be disinfected, evaluated, and repaired if needed.
- Utilize the technology experts within the district to ensure that machines are repaired or replaced quickly to minimize time students/staff spend without a working device in the event of damage
- Evaluate and assess the current infrastructure, including Wi-Fi access points and wired network devices
- Monitor device usage and compliance with virtual learning programs
- Provide support programs, including video tutorials, to support students and families in troubleshooting technology concerns and access concerns
- Ensure that students and teachers have support in sharing assignments and turning in assignments by providing ongoing PD and ongoing at-home support in conjunction with the teaching staff



- Review and update technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, loss, theft, etc.
- Ensure that all students have access to devices and connectivity to the best of the school's ability

To ensure that budget, food service, enrollment and staffing are appropriately supported, Summit Academy North will:

- Provide instructional materials and resources to staff and students, including workbooks, journals, etc.
- Work with the MDE to understand the flexibility with hiring and work with Partner Solutions to follow a hiring plan during remote instruction if needed
- Follow our meal distribution plan (providing meals at Summit Academy North Elementary School in a drive up setting twice a week, providing meals for all 5 days) and provide additional meal options for families
- Define attendance expectations and clearly communicate those expectations to students, families, and staff



Plan for Operating during Phase 4 of the Michigan Safe Start Plan

Phase 4 Safety Protocols

At Summit Academy North, the safety of staff and students is extremely important. To help provide a safe learning and working environment, Summit Academy North require the use of Personal Protective Equipment as follows:

- Facial coverings will be worn by all staff, except for meals. Facial coverings can be homemade or disposable level-one grade surgical masks. Any staff member who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Staff who cannot medically tolerate a mask will provide a doctor's note indicating such. When possible, clear face masks will be considered for staff. Homemade masks will be washed at home daily, and disposable face masks will be disposed of at the end of each day.
- Facial coverings will be worn by K-12 students, staff, and bus drivers during transportation. Any staff member who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one.
- Facial coverings will be worn in the hallways and common areas by Pre-K-12th grade students in the building, except for meals. Any student who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Students who are medically unable to wear a mask will supply a doctor's note to indicate that the student cannot medically tolerate wearing a mask.
- Facial coverings will be worn in the classrooms by all students in grades 6-12. Any student who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Students who are medically unable to wear a mask will supply a doctor's note to indicate that the student cannot medically tolerate wearing a mask.
- Facial coverings will be strongly recommended for students in grades K-5 while they are in the classroom. Any student who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Students who are medically unable to wear a mask will supply a doctor's note to indicate that the student cannot medically tolerate wearing a mask.
- Facial coverings will be worn by pre-K students (age 4) and students with special needs while in the hallways and common areas.
- Summit Academy North will address students who refuse to follow the safety procedures outlined in this plan by following the insubordination/gross insubordination outlined in our code of conduct. For staff who refuse to follow safety procedures, we will work with Partner Solutions and follow the procedures outlined in our staff handbook.



To help create a safe learning and working environment, Summit Academy North will follow the following hygiene protocols:

- Summit Academy North will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques)
- We will 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
- We will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown away and hands will be washed immediately after.
- We will systematically and frequently check and refill soap and hand sanitizers
- We will schedule handwashing breaks at least every 2-3 hours for students and staff
- Student's personal items will be kept separate, manipulatives and supplies will be separated and/or sanitized between uses.
- Portable hand sanitizing stations will be set up throughout the buildings in addition to the sinks and sanitation stations that are already placed throughout the buildings.

To help create a safe learning and working environment, Summit Academy North will follow these protocols for Spacing, Movement, and Access:

- Desks will be spaced approximately six feet apart in classrooms. Class sizes will be reduced to afford the necessary spacing requirements.
 - In classrooms with large tables, students will be spaced as far apart as feasible.
 - As feasible, desks will be arranged to face the same general direction (the front of the room)
 - Teachers will maintain six feet of distance between themselves and students as much as possible
- Family members and guests will not be permitted in the school except for under extenuating circumstances as determined by school administrators
- Signs and floor markings will be posted throughout the building to indicate proper social distancing, including in the lobby areas
 - Signs will be posted on restroom doors to indicate proper social distancing (for multi-stall restrooms) and proper hand washing instructions



- Any adult guests that enter the building will be screened, required to wear a mask, and wash/sanitize hands upon entering. Records will be kept of all visitors including times, locations they visited, etc.
- When possible, classroom windows will be opened to increase airflow in the classrooms. Considerations will be made for students/staff with health requirements.
- Students will be cohorted as much as possible
- When possible, specials classes will be brought into the classrooms to reduce movement throughout the building
- To provide for social distancing, we will create a hybrid schedule. Our schedule allows for our youngest students to attend school daily while our older students attend in person part time and learn virtually part time.
- Staff will monitor arrival and dismissal to reduce congregation
- Whenever possible, physical education class will take place outdoors
- Hallways will be organized with either side of the hall following one direction

To help create a safe learning and working environment, Summit Academy North will follow these protocols for screening students and staff:

- Summit Academy North will cooperate with the local public health department regarding implementing protocols for screening students and staff
- Each building will identify a quarantine area and a staff person to care for students who become ill at school
- In the event that a student becomes ill at school, they will be placed in the quarantine area with a surgical mask until they can be picked up. The staff caring for the students will also wear masks
- Symptomatic students sent home will remain at home until they have tested negative or until they have completely recovered according to the CDC guidelines
- Staff will conduct daily self-examinations prior to coming to work. They will certify their results using an online screening form that asks about symptoms, exposure, travel, etc.
- Student temperatures will be taken before each student boards the bus and at parent drop off each day. Students with a fever will not be permitted to ride the bus or enter the school building.

To ensure a safe learning and working environment, Summit Academy North will follow these procedures for Testing Protocols for Students and Staff Responding to Positive Cases:



- Summit Academy North will cooperate with the local health department regarding implementing protocols for screening students and staff
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing
- Symptomatic students and staff sent home must remain at home until they have tested negative or have been released from isolation according to CDC guidelines
- Families will 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 they can be quarantined for 14 days at home
- Parents/guardians will be asked to monitor for symptoms and fevers at home daily

To ensure a safe learning and working environment, Summit Academy North will follow these procedures in the event of a Positive Test Among Staff and Students:

- Summit Academy North will cooperate with the local public health department if a confirmed case of COVID-19 is identified. SAN will collect the contact information for any close contacts of the affected individual from two days before he/she showed symptoms to the time when he/she was last present in the building
- SAN will notify the local health officials, staff, and students immediately of any possible cases of COVID-19 while maintaining confidentiality. The local health department will initiate contact tracing and those in close contact will be asked to self-quarantine for 14 days after exposure, staff will be trained on confidentiality requirements
- Staff with a confirmed case will only return to the workplace after they are no longer infectious. Local health officials will provide instructions about returning to work, using current CDC guidelines
- Cleaning staff will wear surgical masks, gloves, and a face shield while cleaning
- When possible, smaller areas such as individual classes will be closed for 24 hours to reduce the risk of airborne particles.

To help create a safe learning and work environment, Summit Academy North will follow these procedures for Food Service, Gatherings, and Extracurricular Activities:



- Indoor assemblies that bring together students from more than one classroom will not take place
- For grades K-5, students will eat lunches in their classrooms. For grades 6-12, lunch times will be staggered, and students will eat lunch in the cafeterias and gymnasiums to allow for appropriate social distancing
- Lunch staff will wear gloves, face shields, and surgical masks
- Students, teachers, and lunch staff will wash hands before and after each event
- Off-site field trips that require bus transportation to an indoor location are suspended
- Recess will be conducted outside whenever possible. If more than one class is in an outside zone at the same time facial covers will be worn.
- School supplied meals will be delivered to classrooms for K-5 with disposable utensils, and delivered to eating locations for grades 6-12 with disposable utensils
- Extracurricular activities may continue with the use of facial coverings

To help create a safe learning and work environment, Summit Academy North will follow these procedures for Athletics:

- Summit Academy North will comply with all guidance published by the Michigan High School Athletic Association (MSHAA) and National Federation of State High School Associations (NFHS)
- Students, teachers, and staff will use proper hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without symptoms prior to an event.
- All equipment will be disinfected before and after use
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will be cleaned according to the transportation section of the plan.
- Spectators are allowed provided that facial coverings are used, and six feet of social distancing can be followed at all times.
- Each participant will have a clearly marked water bottle and these will not be shared
- Handshakes, first bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities can occur with proper social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people who are not from the same family must maintain six feet of distance from one another.



To help create a safe learning and work environment, Summit Academy North will follow these procedures for cleaning:

- Frequently touched surfaces including doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA approved disinfectant or diluted bleach solution
- Media centers, computer labs, labs, and other hands on classrooms will undergo cleaning after every class period with EPA approved disinfectant or diluted bleach solution
- Student desks will be wiped down with EPA approved disinfectant or diluted bleach solution after every class period
- Playground structures will continue to undergo normal routine cleaning
- Cleaning and disinfecting products will be safely and correctly stored away from children and with adequate ventilation when staff use the products
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning.

To help create a safe learning and work environment, Summit Academy North will follow these procedures for busing and student transportation:

- Summit Academy North will require the use of sanitizer before entering the bus. Hand sanitizer will be supplied on the bus
- Temperatures will be taken prior to boarding the bus.
- The bus driver, staff, and all students will wear face coverings while on the bus. In the event that it is unsafe for the driver to wear a face covering, decisions will be made on a case by case basis with the local health officials
- will be cleaned and disinfected before and after each transit route. Children will not be present while the bus is being disinfected
- Frequently touched surfaces and any equipment on the bus will be cleaned and disinfected before and after routes
- Plans will be created to make sure students can get home safely if they are not allowed to ride the bus
- If a student becomes ill during the day, they will not use group transportation to get home and will follow the procedures outlined above. If a driver becomes ill, we will follow the procedures outlined above.
- When possible, doors and windows will be open while cleaning
- When possible, we will consider keeping windows open while the bus is in motion to help reduce the spread of the virus

To help create a safe learning and work environment, Summit Academy North will follow these procedures for medically vulnerable students and staff:



- Summit Academy North will systematically review plans (IEP plans, 504 plans, building plans) for accommodating students with special healthcare needs and update care plans as needed to decrease their risk for exposure to COVID-19
- We will create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and attempt to make arrangements for alternative learning environments and teaching environments

Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

To ensure that our students, parents/guardians and staff have continuous access to adequate and high quality mental and social emotional health resources during in person school and school closures, Summit Academy North will:



- Implement a HIPAA and FERPA compliant mental health screening for all students in an age appropriate manner, as well as, in their first language. Follow all confidentiality protocols and mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- 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 student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children.
 - Positive self-care strategies that promote health and wellness.

Phase 4 Instruction

Based on survey data collected in June and July, parents/guardians indicated what options were best for their student for the upcoming school year. During Phase 4, Summit Academy North plans to offer two instructional options for students. Summit Academy North reserves the right



locally to revert to our phase 3 plan in the event that we believe that it is in the best interest of our school community.

Option 1: Fully Virtual Instruction: Students in grades K-12 will have the option to select a fully virtual learning plan for the 2020/2021 school year. The virtual program will use Summit Academy North teachers and Summit Academy North created instructional materials for grades K-5. For grades 6-12 we will be using Edgenuity delivered and enhanced by Summit Academy North teachers.

Option 2: Hybrid Instruction: Students in grades K-3 will attend in person instruction 4 days a week and have one day of virtual instruction. Class sizes will be reduced to allow for social distancing. Students in grades 4-6 will have two days of in person instruction and three days of virtual instruction. The students will have the option to participate in virtual instruction at school in a virtual learning lab two additional days each week. Students in grades 7-12 will have two days of in person instruction and 3 days of virtual instruction at home. This option allows us to spread students out and allow for safe social distancing. Summit Academy North reserves the right to revert to our Phase 3 Plan in the event that we believe that it is in the best interest of our school community.

In an effort to help create the best possible learning environment, Summit Academy North will follow these guidelines for Instruction:

Governance

- Summit Academy North created a task force to plan for the return to school. The academic portion, our Innovation of Instruction, was led by the Curriculum Director and other district administrators. Feedback was gathered from families, staff, the board and other stakeholders and taken into consideration by the return to school taskforce. The board of education was also involved in the review and creation of this plan at their July board meeting.

Instruction

- A hybrid learning program is being offered to deliver standards-aligned curricula and high-quality instructional opportunities using synchronous and asynchronous learning.
- Expectations will be made clear to school leaders and teachers around hybrid and remote instruction, including best practices, grade level proficiencies, modes of student assessment and feedback, differentiation, and guidance around daily instructional time.
- An instructional vision has been set that ensures that students have access to high quality instruction, students are assessed on their understanding, and academic and social-emotional needs will be addressed.
- Utilize Power Standards and support teachers in pacing and planning for instruction



- Revise student' IEP, 504 plans and building plan to meet the needs of our students, provide structured collaboration time for general education and special education teachers
- Inventory all intervention programs available at the districts and identify any gaps that exist
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers

Communication and Family Supports:

- Implement consistent communication systems to regularly communicate with families and their students in their home language using multiple modes of communication, including expectations, schedules, assessment, reopening, etc.
- Provide resources to families to help with access, parent support trainings, strategies for teaching at home, etc.

Professional Learning

- Provide time for educators to engage in intentional curriculum planning, identifying students who are not engaging in remote learning, identifying support staff, and sharing knowledge and ideas to support remote/hybrid learning
- Create a plan for professional learning that offers supports around equity, social-emotional learning, culturally responsive education, use of digital platforms, and best practices for virtual/hybrid instruction

Instruction when schools reopen for hybrid instruction:

- Ensure that every student has access to standards-aligned, grade level instruction, is assessed to determine grade level readiness, and is offered differentiated supports
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student learning
- Review student data to identify overall trends and gaps in student learning and design support for those students
- Conduct a review of each IEP with teachers and parents to determine what the needs are of the student
- Procure additional instructional materials if needed
- Set expectations for schools and teacher to integrate high quality digital resources in person to prepare for the possibility of future virtual learning
- Consider summer learning, extending the school day, etc. to meet the needs of students
- Communicate regularly with parents about their child's progress
- Monitor connectivity and access for students, attendance, and student work

Phase 4 Operations



Facilities Before Reopening

- Audit necessary materials and supply chain for cleaning and disinfection supplies
- Coordinate with Local Emergency Management Programs for support with procurement of supplies
- Audit facilities that could be used for learning spaces
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds.
- Alert school-based custodial and infection control staff of any changes in recommendations around cleaning issues by OSHA and CDC in real time.
- Create actionable district guidance regarding cleaning and disinfecting and provide training for custodial staff
- Audit buildings to determine number of classrooms, size of classrooms, additional spaces, ventilation
- Audit school security protocols to decide if any process need to be changed
- Maintain facilities for in-person school operations including HVAC systems, air filter changing, supplies like tissues and soap, appropriate signage throughout the building, and follow CDC guidelines for safety while cleaning
- Conduct building walk-throughs to ensure that the buildings are safe for students to return
- Procure face coverings, including those with clear fronts for preK-5 teachers and families who cannot provide them and surgical masks for cleaning and janitorial staff

Facilities if schools are instructed to close:

- Activate school cleaning and disinfecting protocols according to the CDC School Decision Tree, custodial staff will wear surgical masks when cleaning
- Maintain facilities for resumption of school operations

Budget, Food Service, Enrollment, and Staffing

- Assess student arrival and dismissal procedures
- Create student and staff outreach to determine which students and staff will be returning to school
- Assess the needs for additional staff to focus on wellness, technology, etc. and recruit, interview, and hire if needed
- Redeploy underutilized staff to serve core needs
- Where possible, allow staff who are high-risk to work in positions with limited exposure
- Communicate attendance and enrollment policy changes with school staff and families
- Consider use of CARES funds to ensure the safe operation of the schools
- Assess the substitute teacher supply and demand



- Communicate with stakeholders regularly and include updates to any policies and procedures
- Verify that student and staff handbooks have been updated and are ready for distribution
- Consult legal counsel to address liability questions, related concerns, or vendor issues and share with administrators
- Work with the administrators and board to focus on budgeting, enrollment patterns, staffing needs, and resource constraints
- Work with administrators to help orient new staff to operational changes
- Create master teaching schedule, staff arrival/dismissal schedules, bus schedules, lunch schedules, and bell schedules with safety in mind
- Collaborate with Variety for food service needs

Technology: Before reopening and if school are instructed to close

- Survey families to determine devices and connectivity needs to support virtual learning
- Designate technology staff to communicate building needs to the Technology Director and school leadership
- Follow our district technology plan and professional development plan to provide support, guidance, and training for teachers
- Utilize the building technology coordinators as the general technology support leads for each school and provide technology support using a centralized phone number and email address (which will be staffed during regular school hours). The technology leads develop a technology support plan for families and will also host technology help sessions regularly (at least 3 times per week) to support teachers and staff.
- Create and follow procedures for distribution and collection of school technology devices. Each device will be tagged and identified using the barcode tagging system created by the technology department. When materials are collected, they will be disinfected, evaluated, and repaired if needed.
- Utilize the technology experts within the district to ensure that machines are repaired or replaced quickly to minimize time students/staff spend without a working device in the event of damage
- Evaluate and assess the current infrastructure, including Wi-Fi access points and wired network devices
- Monitor device usage and compliance with virtual learning programs
- Provide support programs, including video tutorials, to support students and families in troubleshooting technology concerns and access concerns
- Ensure that students and teachers have support in sharing assignments and turning in assignments by providing ongoing professional development and ongoing at-home support in conjunction with the teaching staff
- Review and update technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, loss, theft, etc.



- Ensure that all students have access to devices and connectivity to the best of the school's ability

Technology When Schools Reopen

- Organize and centralize online resources used by teachers during the closure
- Identify lessons learned during virtual learning and use the results to update future plans
- Review any technology and inventory concerns to make adjustment to processes if needed
- Continue infrastructure evaluations
- Identify and chronic technology issues that arose and address them

Transportation

- Inventory transportation department to determine number of buses available, variation in the size and capacity of each bus, ways buses have been used in the past, and the number of drivers and bus aides planning to return.
- Assess if bus contractors have been impacted by COVID-19
- Inventory drivers to assess the extent of the high-risk populations
- Finalize bus procedures for bus drives and inform student and families of changes
- Encourage close collaboration between transportation and special education to meet the needs outlined in an IEP
- Consider the use of buses for food/resource distribution if needed



Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

Summit Academy North plans to continue for the most part to utilize the plan developed for Phase 4 during Phase 5 as we believe it will be difficult for students to transition between phases without frustration and confusion. Summit Academy North reserves the right to locally make changes to the Phase 5 plan based on conditions in Zone 1.

At Summit Academy North, the safety of staff and students is extremely important. To help provide a safe learning and working environment, Summit Academy North require the use of Personal Protective Equipment as follows:

- Facial coverings will be worn by all staff, except for meals. Facial coverings can be homemade or disposable level-one grade surgical masks. Any staff member who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Staff who cannot medically tolerate a mask will provide a doctor's note indicating such. When possible, clear face masks will be considered for staff. Homemade masks will be washed at home daily, and disposable face masks will be disposed of at the end of each day. Administrators will monitor staff tolerance for masks, the spread of COVID-19 in the area, and other factors to determine if/when mask wearing expectations will change.
- Facial coverings will be worn by K-12th grade students, staff, and bus drivers during transportation. Any staff member who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Administrators will monitor staff tolerance for masks, the spread of COVID-19 in the area, and other factors to determine if/when mask wearing expectations will change.
- Facial coverings will be worn in the hallways and common areas by Pre-K-12th grade students in the building, except for meals. Any student who cannot medically tolerate a facial covering or is incapacitated or unable to remove the facial covering without assistance may not wear one. Students who are medically unable to wear a mask will supply a doctor's note to indicate that the student cannot medically tolerate wearing a mask. Administrators will monitor staff tolerance for masks, the spread of COVID-19 in the area, and other factors to determine if/when mask wearing expectations will change.
- In Phase 5, some restrictions will be altered when compared to Phase 4, including mask requirements.



To help create a safe learning and working environment, Summit Academy North will adhere to the following hygiene protocols:

- Summit Academy North will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques)
- We will 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
- We will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown away and hands will be washed immediately after.
- We will systematically and frequently check and refill soap and hand sanitizers
- We will schedule handwashing breaks at least every 2-3 hours for students and staff
- Student's personal items will be kept separate, manipulatives and supplies will be separated and/or sanitized between uses.
- Portable hand sanitizing stations will be set up throughout the buildings in addition to the sinks and sanitation stations that are already placed throughout the buildings.

To help create a safe learning and working environment, Summit Academy North will follow these protocols for Spacing, Movement, and Access:

- In classrooms with large tables, students will be spaced as far apart as feasible.
- Signs will be posted on restroom doors to indicate proper social distancing (for multi-stall restrooms) and proper hand washing instructions
- Signs and floor markings will be posted throughout the building to indicate proper social distancing, including in the lobby areas
- When possible, classroom windows will be opened to increase airflow in the classrooms. Considerations will be made for students/staff with health requirements.
- Staff will monitor arrival and dismissal to reduce congregation
- Efforts will be made to keep six feet of distance in the halls and common areas when possible
- Hallways will be organized with either side of the hall following one direction
- In Phase 5, some restrictions will be altered when compared to Phase 4, including social distancing, class size reductions, and classroom arrangements.



To help create a safe learning and working environment, Summit Academy North will follow these protocols for screening students and staff:

- Each building will identify a quarantine area and a staff person to care for students who become ill at school
- In the event that a student becomes ill at school, they will be placed in the quarantine area with a surgical mask until they can be picked up. The staff caring for the students will also wear masks
- Symptomatic students sent home will remain at home until they have tested negative or until they have completely recovered according to the CDC guidelines
- Staff will conduct daily self-examinations prior to coming to work. They will certify their results using an online screening form that asks about symptoms, exposure, travel, etc.
- Guests are not allowed to enter the school except for extenuating circumstances. Any parents/guardians who enter the building will wash/sanitize hands before entry and wear a mask.
- Parents/guardians will be asked to take their child's temperature at home each day before reporting to school, if the temperature is 100.4 or greater, the student will stay home and consider coronavirus testing if no other explanation is available.
- Parents/guardians will monitor for symptoms
- Entrances and exits will be kept separate when possible to keep traffic moving in one direction

To ensure a safe learning and working environment, Summit Academy North will follow these procedures for Testing Protocols for Students and Staff Responding to Positive Cases:

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing
- Families will 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 they can be quarantined for 14 days at home
- Parents/guardians will be asked to monitor for symptoms and fevers at home daily



- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to the CDC guidelines

To ensure a safe learning and working environment, Summit Academy North will follow these procedures in the event of a Positive Test Among Staff and Students:

- Summit Academy North will cooperate with the local public health department if a confirmed case of COVID-19 is identified. SAN will collect the contact information for any close contacts of the affected individual from two days before he/she showed symptoms to the time when he/she was last present in the building
- SAN will notify the local health officials, staff, and students immediately of any possible cases of COVID-19 while maintaining confidentiality. The local health department will initiate contact tracing and those in close contact will be asked to self-quarantine for 14 days after exposure, staff will be trained on confidentiality requirements
- Staff with a confirmed case will only return to the workplace after they are no longer infectious. Local health officials will provide instructions about returning to work, using current CDC guidelines

To help create a safe learning and work environment, Summit Academy North will follow these procedures for Food Service, Gatherings, and Extracurricular Activities:

- Lunch staff will wear gloves, face shields, and surgical masks
- Students, teachers, and lunch staff will wash hands before and after each event
- All gatherings, including those that occur outdoors will comply with current and future executive orders that set caps on congregations of people
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory face coverings
- School supplied meals will be delivered to classrooms for K-5 with disposable utensils, and delivered to eating locations for grades 6-12 with disposable utensils
- Students and teachers will wash hands before and after each event
- After school programs may continue with the use of face masks
- In Phase 5, some restrictions will be altered when compared to Phase 4, including lunch locations.



To help create a safe learning and work environment, Summit Academy North will follow these procedures for Athletics:

- Summit Academy North will comply with all guidance published by the Michigan High School Athletic Association (MSHAA) and National Federation of State High School Associations (NFHS)
- Indoor spectator events are limited to 50 people and large-scale outdoor spectator stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance when possible
- Students, teachers, and staff will use proper hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without symptoms prior to an event.
- All equipment will be disinfected before and after use
- buses will be cleaned according to the transportation section of the plan.
- Each participant will have a clearly marked water bottle and these will not be shared
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are permitted when social distancing can be practiced and sharing of equipment is avoided.

To help create a safe learning and work environment, Summit Academy North will follow these procedures for cleaning:

- Frequently touched surfaces including doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA approved disinfectant or diluted bleach solution
- Media centers, computer labs, labs, and other hands on classrooms will undergo cleaning after every class period with EPA approved disinfectant or diluted bleach solution
- Student desks will be wiped down with EPA approved disinfectant or diluted bleach solution after every class period
- Playground structures will continue to undergo normal routine cleaning
- Athletic equipment can be cleaned with EPA Approved disinfectant or diluted bleach solution before and after each use
- Cleaning and disinfecting products will be safely and correctly stored away from children and with adequate ventilation when staff use the products



To help create a safe learning and work environment, Summit Academy North will follow these procedures for busing and student transportation:

- Summit Academy North will encourage the use of sanitizer before entering the bus. Hand sanitizer will be supplied on the bus
- The bus driver, staff, and all students will wear face coverings while on the bus. In the event that it is unsafe for the driver to wear a face covering, decisions will be made on a case by case basis with the local health officials
- buses will be cleaned and disinfected regularly. Children will not be present while the bus is being disinfected
- Frequently touched surfaces and any equipment on the bus will be cleaned and disinfected before and after routes
- Plans will be created to make sure students can get home safely if they are not allowed to ride the bus
- If a student becomes ill during the day, they will not use group transportation to get home and will follow the procedures outlined above. If a driver becomes ill, we will follow the procedures outlined above.
- When possible, doors and windows will be open while cleaning
- When possible, we will consider keeping windows open while the bus is in motion to help reduce the spread of the virus

To help create a safe learning and work environment, Summit Academy North will follow these procedures for medically vulnerable students and staff:

- Summit Academy North will systematically review plans (IEP plans, 504 plans, building plans) for accommodating students with special healthcare needs and update care plans as needed to decrease their risk for exposure to COVID-19
- We will create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and attempt to make arrangements for alternative learning environments and teaching environments

Phase 5 Mental & Social-Emotional Health



To ensure that our students, parents/guardians and staff have continuous access to adequate and high quality mental and social emotional health resources during in person school and school closures, Summit Academy North will:

- Implement a HIPAA and FERPA compliant mental health screening for all students in an age appropriate manner, as well as, in their first language. Follow all confidentiality protocols and mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- 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 student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).



Phase 5 Instruction

In an effort to help create the best possible learning environment, Summit Academy North will follow these guidelines for Instruction:

Governance

- Summit Academy North created a task force to help plan for the return to school. The academic portion, our Innovation of Instruction, was led by the Curriculum Director and other district administrators. Feedback was gathered from families, staff, and other stakeholders and taken into consideration by the return to school taskforce. The board of education was also involved in the review and creation of this plan at their July board meeting.

Instruction

- An instructional vision has been set that ensures that students have access to high quality instruction, students are assessed on their understanding, and academic and social-emotional needs will be addressed.
- Utilize Power Standards and support teachers in pacing and planning for instruction
- Revise student' IEP, 504 plans and building plan to meet the needs of our students, provide structured collaboration time for general education and special education teachers
- Inventory all intervention programs available at the districts and identify any gaps that exist
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers
- Summit Academy North reserves the right locally to revert to our Phase 3 plan in the event that we believe it is in the best interest of our school community.

Communication and Family Supports:

- Implement consistent communication systems to regularly communicate with families and their students in their home language using multiple modes of communication, including expectations, schedules, assessment, reopening, etc.
- Provide resources to families to help with access, parent support trainings, strategies for teaching at home, etc.

Professional Learning



- Provide time for educators to engage in intentional curriculum planning, identifying students who are not engaging in remote learning, identifying support staff, and sharing knowledge and ideas to support learning
- Create a plan for professional learning that offers supports around equity, social-emotional learning, culturally responsive education, use of digital platforms, and best practices for instruction

Instruction

- Ensure that every student has access to standards-aligned, grade level instruction, is assessed to determine grade level readiness, and is offered differentiated supports
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student learning
- Review student data to identify overall trends and gaps in student learning and design support for those students
- Conduct a review of each IEP with teachers and parents to determine what the needs are of the student
- Procure additional instructional materials if needed
- Set expectations for schools and teacher to integrate high quality digital resources in person to prepare for the possibility of future virtual learning
- Consider summer learning, extending the school day, etc. to meet the needs of students
- Communicate regularly with parents about their child's progress

Phase 5 Operations



Facilities Before Reopening

- Audit necessary materials and supply chain for cleaning and disinfection supplies
- Coordinate with Local Emergency Management Programs for support with procurement of supplies
- Audit facilities that could be used for learning spaces
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds.
- Alert school-based custodial and infection control staff of any changes in recommendations around cleaning issues by OSHA and CDC in real time.
- Create actionable district guidance regarding cleaning and disinfecting and provide training for custodial staff
- Audit buildings to determine number of classrooms, size of classrooms, additional spaces, ventilation
- Audit school security protocols to decide if any process need to be changed
- Maintain facilities for in-person school operations including HVAC systems, air filter changing, supplies like tissues and soap, appropriate signage throughout the building, and follow CDC guidelines for safety while cleaning
- Conduct building walk-throughs to ensure that the buildings are safe for students to return
- Procure face coverings, including those with clear fronts for preK-5 teachers and families who cannot provide them and surgical masks for cleaning and janitorial staff

Budget, Food Service, Enrollment, and Staffing

- Assess student arrival and dismissal procedures
- Create student and staff outreach to determine which students and staff will be returning to school
- Assess the needs for additional staff to focus on wellness, technology, etc. and recruit, interview, and hire if needed
- Redeploy underutilized staff to serve core needs
- Where possible, allow staff who are high-risk to work in positions with limited exposure
- Communicate attendance and enrollment policy changes with school staff and families
- Consider use of CARES funds to ensure the safe operation of the schools
- Assess the substitute teacher supply and demand
- Communicate with stakeholders regularly and include updates to any policies and procedures
- Verify that student and staff handbooks have been updated and are ready for distribution



- Consult legal counsel to address liability questions, related concerns, or vendor issues and share with administrators
- Work with the administrators to focus on budgeting, enrollment patterns, staffing needs, and resource constraints
- Work with administrators to help orient new staff to operational changes
- Create master teaching schedule, staff arrival/dismissal schedules, bus schedules, lunch schedules, and bell schedules with safety in mind
- Collaborate with Variety for food service needs

Technology: Before reopening and if schools are instructed to close

- Survey families to determine devices and connectivity needs to support virtual learning
- Designate technology staff to communicate building needs to the Technology Director and school leadership
- Follow our district technology plan and professional development plan to provide support, guidance, and training for teachers
- Utilize the building technology coordinators as the general technology support leads for each school and provide technology support using a centralized phone number and email address (which will be staffed during regular school hours). The technology leads develop a technology support plan for families and will also host technology help sessions regularly (at least 3 times per week) to support teachers and staff.
- Create and follow procedures for distribution and collection of school technology devices. Each device will be tagged and identified using the barcode tagging system created by the technology department. When materials are collected, they will be disinfected, evaluated, and repaired if needed.
- Utilize the technology experts within the district to ensure that machines are repaired or replaced quickly to minimize time students/staff spend without a working device in the event of damage
- Evaluate and assess the current infrastructure, including Wi-Fi access points and wired network devices
- Monitor device usage and compliance with virtual learning programs
- Provide support programs, including video tutorials, to support students and families in troubleshooting technology concerns and access concerns
- Ensure that students and teachers have support in sharing assignments and turning in assignments by providing ongoing PD and ongoing at-home support in conjunction with the teaching staff
- Review and update technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, loss, theft, etc.
- Ensure that all students have access to devices and connectivity to the best of the school's ability



Transportation

- Inventory transportation department to determine number of buses available, variation in the size and capacity of each bus, ways buses have been used in the past, and the number of drivers and bus aides planning to return.
- Assess if bus contractors have been impacted by COVID-19
- Inventory drivers to assess the extent of the high-risk populations
- Finalize bus procedures for bus drives and inform student and families of changes
- Encourage close collaboration between transportation and special education to meet the needs outlined in an IEP

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Friday, August 14, 2020 12:04 AM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

Thank you for your recent submission of your COVID-19 Preparedness and Response Plan Submission.

STATE BOARD OF EDUCATION

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