



## **International Academy of Flint- COVID-19 Preparedness and Response Plan**

Address of School District: 2820 S. Saginaw St. Flint MI 48503

District Code Number: 25905

Building Code Number: 08732

District Contact Person: Ms. Traci Schmidt-Cormier

District Contact Person Email Address: [tcormier@sabis.net](mailto:tcormier@sabis.net)

Local Public Health Department: Genesee County Health Department

Local Public Health Department Contact Person Email Address: Kimberly VanSlyke-Smith  
[kvanslyke@gchd.us](mailto:kvanslyke@gchd.us)

Name of Intermediate School District: Genesee Intermittent School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/10/2020



August 12, 2020 [via email]

Ms. Traci Cormier  
International Academy of Flint  
2820 South Saginaw Street  
Flint, MI 48503

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

Dear Ms. Cormier:

I am pleased to inform you that the Plan for International Academy of Flint (“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](mailto: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 written in a cursive style with a large, stylized initial "C".

Corey Northrop  
Executive Director

cc: Diane Thompson, Board President  
Courtney Pinkelman, Board Corresponding Agent

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**

International Academy of Flint (the “Academy”)

A [regular/ special] meeting of the Academy Board of Directors was held on the 10th day of [July / August], 2020, at 5:30 [a.m. / p.m.]

The meeting was called to order at 5:30 [a.m. / p.m.] by Board Member D. Thompson :

Present: D. Thompson, J. Houck, Y. Speights-Beaugard, J. Sopczynski, F. Booker, M. Childress, J. Kelley

Absent: None

The following preamble and resolution were offered by Board Member J. Sopczynski and supported by Board Member Y. Speights-Beaugard :

**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.

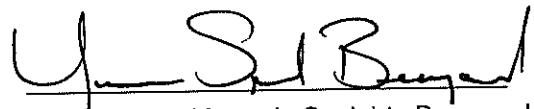
**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

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: 7

Nays: 0

Resolution declared adopted.



Print Name: Yuwonia Speights-Beaugard

Secretary, Academy Board



## 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 is 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 is 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.

Diane Thompson  
President, Board of Directors

Board Approved: 08/10/2020



## **Introduction and Overview**

IAF is a K-12 charter school in Flint, Michigan. We are a college preparatory school serving the Flint community for over 20 years. IAF strives to help all students to achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. The mission of the school will continue to guide our efforts as we face the “new normal” of educating our students through the pandemic. The Academy implements the SABIS® Educational System, an educational approach that has been developed, refined, and tested for over a century to provide a truly international education that is geared towards the achievement of academic excellence. As we embark on this new school year, we will continue to use the SABIS® teaching materials, pacing, and methodology in our virtual courses, and will maintain a rigor in instruction that will ensure that our students are being prepared for college. The use of technology that will be required for our students this year will help them become familiar with platforms and technology that many colleges already use regularly. We will also continue to provide our students with social and emotional learning opportunities through advising courses, Character Strong social and emotional lessons, as well as opportunities to participate in mindfulness activities and Crim Fitness Foundations extended learning opportunities.

Below are some of the efforts that the school has taken since March 2020 to ensure student learning during the COVID-19 pandemic:

- For grades K-5: Hybrid approach of instruction; with some classes and instruction made available through Microsoft TEAMS (live instruction and/or reading books and discussion). The Academy also provided paper/pencil packets weekly for parents by teachers/staff to work on at their own pace. These were available to be picked-up at the school (day and evening time distribution) and they were also posted on the SABIS® Digital Platform (a platform available to students and parents).
- Devices were provided to students in grades 6-12 and all special education students. These were provided during various distribution pick-up times and some devices were porch delivered to students who were unable to come to the scheduled device distribution pick-up times.
- For grades 6-12: Mainly on-line instruction was made available via Microsoft TEAMS through live instruction. Paper/pencil packets were provided that aligned to on-line instruction and were made available to parents/students weekly. These were available to be picked-up at the school (day and evening time distribution) and they were also posted on the SABIS® Digital Platform (a platform available to students and parents).
- All live instruction was delivered via Microsoft TEAMS and also recorded and placed on the SABIS® Digital Platform for parents/students to access if they were unable to participate in-person when the live teaching was offered.
- The use of Lexia, Accelerated Reader, Moby Max, and IXL math programs were available for students needing supplemental instruction.



- Summer school programs for students who were in need of further instruction to prepare them for the start of fall 2020 classes were offered. These courses were offered on-line for KG-8 students with live instruction by teachers via Microsoft TEAMS for 4-5 weeks. Supplemental paper packets were also available for summer. Grades 9-12 students who needed credit recovery were offered this via on-line courses with teacher support meetings scheduled each week to provide mentoring, coaching and further assistance.

Soon after the mandated school closure the IAF community came together to discuss and plan next steps. This was done with all stakeholder input and still continues as this plan is being developed and revisited. Weekly internal meetings are held with various school departments, committees within our IAF Board of Directors and ongoing communication with SABIS® Educational Systems leadership team. Staff and teacher volunteers formed a Taskforce Committee throughout the spring – coming together several times during those months in subcommittees to discuss the coming school year and provide ideas and suggestions for re-opening. The subcommittees included the following key areas:

- Enrichment/Expanded Learning/Community Partners
- Wellness / Social Emotional
- Academics: High School, Middle School, Elementary, and Special Education
- Operations: Facility and Transportation
- Blended & Remote Learning
- Marketing: Staff, Parent, & Student Outreach

The ideas from the Taskforce subcommittees were shared out with the administrative team, who then met over 2 days to develop the best and most appropriate plan for reopening the school, considering equitable access for all, parent/guardian input, and the current conditions in Michigan and the county, as well as guidance from the Governor.

The various subcommittees focused on the following guiding principles while developing the plan:

- High expectations for students and staff.
- Professional development to assist staff and teachers to implement the remote learning platform of Microsoft TEAMS and SABIS® Digital Platform.
- Rigorous curriculum and well planned lessons.
- Ongoing communication and contact between the students, faculty and parents through a variety of platforms to meet the needs of students and families.
- Encouraging active and meaningful learning with a high level of engagement.
- Providing feedback to students and parents regularly.
- Providing opportunities for social/emotional learning and character education.



- Providing meals, supplies and educational materials/packets to families and the community during the challenging times of the pandemic.

As the team worked together, consideration was certainly given to get our students back into the classroom while also making sure safety is our first priority for students, staff, and families. We distributed a parent survey during the summer asking for input as it pertained to returning to school. The feedback was invaluable in creating the two options for our families.

Below is a quick reference table to identify the IAF options based on the MISafe Schools Return to School Roadmap from the state of Michigan. Reference tables or short descriptions will be compiled and distributed to our parents for an easy look at IAF's plan.

<b>Phases 1-3</b> <b>REMOTE LEARNING ONLY</b>	<b>Phase 4</b> <b>IN-PERSON LEARNING or FULLY VIRTUAL LEARNING</b>	<b>Phases 5-6</b> <b>IN-PERSON LEARNING or FULLY VIRTUAL LEARNING</b>
<p>If the state moves to Phase 1-3 the building will be closed to all in-person learning and remote learning will be required by all students. Remote learning will be more rigorous and synchronous learning than in the Spring of 2020.</p> <p>No extracurricular activities will be held.</p>	<p>Parents/Students will choose between two options. One is in-person learning with social distancing, mask policies and heightened hygiene/cleaning protocols in place. The second is a fully virtual learning option. If virtual is selected, a device and a hot spot will be available for loan, if needed. The option will need to be selected for the term, unless circumstances arise that will require an immediate shift.</p>	<p>Phase 5 and beyond will provide the same offerings for IAF students as Phase 4. Students will continue either in-person learning or virtual learning. Heightened precautions such as recommended masks, enhanced hygiene/cleaning protocols and self-symptom checking.</p>

If we are in **Phases 1, 2, or 3** of the MI Safe Start Plan, schools are closed for in-person learning. If we are in **Phases 4 or 5** of the MI Safe Start Plan IAF is offering two options for our families. **The first option is a normal return to school "in-house, in-person" plan** with many additional health and safety measures in place. Some of these include a mask policy, social distancing policy and new arrival, dismissal, and early pick-up policies. This option helps parents who have concerns how to return to work, as expressed in the parent feedback we received via the survey. Any new or returning student can choose this as an option. Students choosing this option will be required to attend school 5-days a week and smaller in-person class sizes (adhering to the 6 feet social distancing recommendation) will be implemented. Student movement in the buildings will be minimized and heightened cleaning and safety precautions will be implemented and adhered to. With fewer students in the classrooms this will allow us the greatest opportunity to keep all of our students and staff members healthy and also allowing school to continue as "normal" as possible.

The **second option is a 100% virtual/online plan** for those families that are not comfortable with sending their students back into the school buildings. Devices will be distributed and loaned out,





as needed, as well as Internet hotspots, as needed. All books will be provided to the students during device check-out and the books being sent home will replace the weekly packets that were distributed this past spring. The delivery of the online plan will resemble what we did in the spring. Students and teachers will be using Microsoft Teams and the SABIS® Digital Platform (SDP).

For our students in dual enrollment courses, these courses will continue as scheduled. We will ensure that the students have the appropriate materials and support to complete these courses.

Parents have the opportunity to select their choice for the coming school year via a few options. An auto dialer was distributed providing a survey option via the telephone, an electronic survey was emailed, and parents can call the school and provide the option to IAF's office staff Monday – Thursday from 8:00 – 4:30.

The plan was communicated to all stakeholders through our School Messenger communication platform, parent email, school Facebook and school website. Parents will receive an auto dialer communicating that the school will be doing remote learning for all students if the state of MI moves to a Phase 1, 2 or 3. The message will direct them to where they can access additional information outlining next steps for students who elected to do the “in-school, in-person” plan. These particular students will need to get their devices and books in order to complete the remote learning that will be required during this time. The plan will be posted in a prominent location on our IAF website, and a link will also be posted on our building Facebook page.



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

### Phase 1, 2, or 3 Safety Protocols

The Academy will assure that during **Phase 1, 2 or 3** of the Michigan Safe Start Plan that we will do the following:

- IAF assures that it will close its building for all in-person learning and instruction.
- IAF assures that no childcare will be offered.
- IAF will allow employees access to the facility to conduct minimum basic school operations that are consistent with IAF's Preparedness Plan and to allow for essential workers to complete actions necessary. This includes the following employees:
  - All food service staff for food distribution.
  - All maintenance, facility and custodial staff in order to continue to maintain schools in good working order to prepare for the subsequent return of students.
  - Academic staff including supervisors over academics (AQC's), special education and guidance, assessment coordinator and career readiness staff.
  - Operational staff including IT staff, office staff, student support and student records staff, PBIS and student behavior related staff, office administration, business administration, and accounting staff.
  - Specific teachers will be allowed to come into the building to utilize classrooms and equipment to conduct their online learning lessons, as needed or requested.
  - All employees allowed to access the site will following the necessary protocols as developed in our Partner Solutions Employee Workplan including any state or federal requirements, which includes screening, tracking and necessary protocols to maintain safety while accessing the building.
- IAF will suspend all athletics, in-school after-school activities, in-school inter-school activities, and transportation.
- IAF will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of IAF's Preparedness Plan.
- IAF will provide for the continuation of food distribution to all students in a similar fashion that was done in the spring during the mandated school closure.
  - The food boxes will be distributed one day each week. Distribution occurs from International Academy of Flint's Oakley Street parking lot, as well as a remote site, if needed, which will be determined at a later date reviewing the student addresses and needs.
  - For those families that do not have transportation, we will provide a delivery option. The requests each week must be submitted in advance.





- The schedule for each week's delivery will be posted on the SABIS® Digital Platform, IAF's Website at [www.iaf.sabis.net](http://www.iaf.sabis.net), and Facebook @ [www.facebook.com/IAFphoenix](https://www.facebook.com/IAFphoenix). The schedule will also be sent to the E-mail address we have on file. We will also send an auto dialer.

IAF will assure that while the school is closed for in-person instruction the following cleaning protocols will be implemented to ensure that the school building remains functional and above all safe. IAF will:

- Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfecting supplies.
- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Follow all OSHA regulation(s) to implement safety for employees, vendors, guests or volunteers (during food distribution and other school visits as allowed) that the school building is safe.
- Follow the Michigan Return to School Roadmap (2020-21) plan from the COVID-19 Task Force on Education and Return to School Advisory Council ("Return to School Roadmap").



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

International Academy of Flint will keep students at the center of educational activities to support our students mentally, as well as monitoring their social and emotional health. This will be done through the following methods:

- IAF will implement a mental health screening for all students adhering to HIPAA and FERPA policies.
  - This will be accomplished by having the general education social worker or designated staff trained in utilizing an evidenced based screening tool such as the SRSS. The screening conducted will be age-appropriate. IAF will use and train staff on the already established MTSS referral process to identify at-risk students and escalate it to the MTSS Problem-Solving Team.
  - Student lists will be distributed to various staff members for weekly wellness check-ins, similar to spring. Student Management staff, paras, social workers, admin, lunch staff, and the Attendance Task Force Team will be utilized for the wellness checks.
- IAF will provide timely, responsive training for staff before school and ongoing as necessary. This will include SABIS® Virtual Learning Environment, Happiness Advantage, Mindfulness, Character Strong, PBIS, various Student Life programs, IT tools, Microsoft 365 Suite, CPI and Restorative Justice.
- IAF has established a crisis management plan that leverages available internal and external community-based resources which will be available as needed to staff at the time of a crisis. Within the plan there will be information and access to grief counseling and social workers who will be readily available for interventions when necessary based on referral or incident. The Regional Alliance Healthy School Clinic (RAHS) which is located within IAF is also available to provide additional resources and guidance through the support of the RAHS social worker.
- IAF has established a list of wellness resources in partnership with Crim Fitness Foundation, Genesee Health Plan and the RAHS Clinic. These will be available to both staff and students and will provide additional community and wellness resources and screening activities. These will be updated and sent to parents via our monthly newsletter, via E-mail, through the school's Facebook and placed on the school's website under the COVID-19 resources section.
- IAF will establish ongoing reporting protocols for school staff to evaluate the physical and mental health status of students. These reporting protocols will be monitored by our PBIS and MTSS Behavioral Interventionist staff person and will work closely with administration.
- IAF will provide a resource list for staff to contribute to self-care, both physically and mentally. The following is a resiliency strategies link that will be provided to parents.  
<https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19-for-student-support-professionals.pdf>.



- IAF will designate a Mental Health Liaison ( a social worker) who will work closely with the school community, local public health agency and IAF's community partners. Resources will be leveraged from MDE, CMU and MAPSA, as well as our local district resources from GISD.
- The Academy will activate communication channels for stakeholders through providing a COVID-19 designated email. School level social workers and behavior related staff will monitor this email and act accordingly, documenting info and action steps taken for follow-up and guidance.
- During IAF's food distribution wellness checks will be available for families. Scheduled times will be added to the school schedule to allow for social interactions and check-in with specific staff. Teachers will be asked to log in early and stay a bit later after class to do a social emotional check-in with students. This will also be done through scheduled advising classes for K-12 which will be offered one-time a week and through regular check-ins with our student management team.
- IAF will provide a School Transition Information sheet and this will be available to families to provide COVID-19 de stigmatization, behavioral support and responses, positive self-care strategies and best practices for students with trauma. The School Transition Information sheet will be provided to students/families during device and book distribution, provided on our school's website and Facebook page and sent out in E-mail to all families.
- Virtual meetings will be held outside of the academic requirements, with non-teaching staff to continue to provide social and emotional support to students through a research-based curriculum, Character Strong.
- Virtual office hours will be scheduled via Microsoft TEAMS to give students an opportunity to speak with staff for a virtual time-out or a listening ear. This will also be conducted via wellness check-ins as described above.
- IAF will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, appropriate staff will reach out to individual students and families to determine what their needs are. School level staff will work with our Community Health Worker to help connect the family to outside agencies, if needed, to help meet their needs.
- Teachers and staff will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the appropriate staff person to make the necessary follow-up.



### Phase 1, 2, or 3 Instruction

IAF created a Taskforce Team that included a broad group of stakeholders for the purpose of gathering feedback from families, teachers, students, and school leaders about our experience with remote learning in order to enhance and improve the remote learning offerings for the 20-21 academic year. This was done through online surveys, virtual focus groups, and conversations and included the board, parents, staff and parents/students.

The remote learning plan implemented in the spring has been enhanced to reflect feedback from all stakeholders and will be communicated in the necessary home languages. The plan will be posted on the school's website and available during device and book distribution, as well as food distribution. The plan will be reviewed and adjusted, if necessary, given feedback from stakeholders.

The following will be provided during **Phases 1, 2 or 3**.

#### All students:

- **Diagnostic Screenings:** During the first few weeks of school, diagnostic tests will be given virtually to understand and identify where students are academically and to inform instructional decisions for academic staff, teachers, students, and families. Students will also have the NWEA assessment administered, per authorizer requirement, and also to assist in determining academic needs. Students in Kindergarten will also complete the Kindergarten Readiness Assessment (KRA). These assessments can occur in a virtual or remote setting.
- **Devices:** All students will be loaned a device, if needed/requested. The types of devices are as follows:
  - Chromebooks, tablets, and Windows laptops.
  - These will be distributed during various distribution times, day and evening times, while making sure that everyone adheres to the requirements of a mask and social distancing.
- **Hot Spots:** All students who need access to the Internet will be loaned a hot spot. The hot spot models are AT&T Unite Express 2, which are 4G LTE.
- **Instructional Supplies and Materials:** All students who need basic supplies such as paper, pencils, etc. will be made available to students/families at the time of device and book distribution.
- **Books:** All students will have access to grade-level/course textbooks/resources -as needed to complete their work. We will distribute only one term at a time and will only distribute the books needed during the particular term.
- **Communication:**
  - Teachers/Staff will be expected to make regular contact as outlined below with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, E-mail, Remind) or through additional phone calls with an emphasis on continuing to build relationships and maintain connections.





- Self-contained teachers will be expected to make daily contact with students via the live lessons in Microsoft TEAMS.
- Teachers who provide courses in art, music, computers, and PE are expected to have regular contact with students through the delivery of their specific course content.
- All other staff will be asked to support our students through a “Check and Connect” system. Each staff person will be provided a “cohort of students” outside of the student’s main homeroom teacher. The purpose of the cohort of students will be to provide a secondary communication method for IAF teachers/staff members to check in on student wellness, social and emotional health, and physical well-being. The check-ins will be documented by direct supervisors and administration. These assigned cohorts will remain established all year and be intact regardless of the specific Michigan Safe Start Phase.

### Phases 1-3 REMOTE LEARNING ONLY

If the state moves to Phase 1-3 the building will be closed to all in-person learning and remote learning will be required by all students. Remote learning will be more a more rigorous learning than in the Spring of 2020. All students will be required to attend, and the attendance policy will be followed as outlined in IAF’s Student Handbook.

No extracurricular activities will be held.

IAF plans to use a hybrid model of instruction using online learning platforms. The primary mode of instruction will be done via Microsoft TEAMS. **Microsoft TEAMS** is a collaboration app that helps teams stay organized and have conversations—all in one place. TEAMS are groups of people brought together for work, projects or classrooms and they are made up of channels. Each channel is built around a topic, “Senior Class” for example. Channels are where meetings are held, conversations are had, and the sharing or working on files together.

Another method of online learning platform that students will use is the SABIS® Digital Platform (SDP). SDP is a password-protected website and mobile application featuring tools and resources packed

with advanced and practical features for parents and students in SABIS® Network schools.

The platform allows parents/guardians and students to log-in and access relevant information tailored to their needs and preferences, keeping them informed, connected, and alerted at all times. Additionally, SDP offers parents/guardians easy access to stay in the know about their child’s academic performance and school involvement. Parents/Guardians have the option to customize push notifications and will receive automated alerts sent by the school.

Available information includes:

- School policy updates
- Updated academic overview
- Detailed schedule and interactive school calendar
- Most recent school news, announcements, and photos
- Latest school reports and download material (such as the recorded live classroom session)



- Important school links
- PreList and On-Demand Tutoring
- COVID-19 Resources and Support

### **Attendance and Monitoring**

IAF will be managing and monitoring student learning through a variety of ways to ensure that students are engaging remotely through various means that meet the child's needs. These consist of the following:

- A schedule will be created via Microsoft Teams for each grade level and teacher. These will be distributed to all students, parents/guardians and teachers.
- Attendance will be tracked during each online lesson and the attendance data will be entered into the school's database. Parents/Guardians will be contacted via the school messenger system if students were absent during a class. For students who are absent for more than two consecutive days, the Attendance / Truancy Officer will reach out for a personal contact with the parent/guardian.
- Academic Quality Controller, Special Education Director and the School Director will be conducting "pop-ins" of the on-line classes to monitor instruction and offer feedback for improvement. Student Management staff and special education staff will also be attending classes to provide support for students who are at risk due to academic, behavior or social emotional standpoint.

IAF will check student learning using a variety of strategies. These consist of the following:

- Teachers will assign homework or projects via SABIS® Digital Platform (SDP) and track who completes it, give feedback through their classes about their progress.
- TEAMS Polls feature will be used in the CHAT during lessons to engage students and elicit responses to check mastery of the concept taught.
- Chapter tests (Periodic Exams) will be administered on the SABIS® Digital Platform (SDP).
- End-of-Term Exams will be administered on the SDP.
- End-of-Year Exams will be administered on the SDP.
- Weekly assessments on the SDP will check for understanding of the concepts taught the previous week.
- The use of OneNote Notebook during TEAMS Live Online Lessons will provide a platform for students to work in groups and for Prefects to check the work of their team members and provide feedback.
- Parent/Guardian communication will be handled by offering a status update to parents/guardian via E-mail, postal service and telephone, so parents/guardians are able to monitor the distance learning progress.

IAF will make instructional adjustments, as necessary, by using formative assessment results to guide effectiveness of instruction and next steps of learning through the following:





- Homework participation and assessments (learning checks) to be done during the teaching.
- Assessment (learning checks) to be done during or after the lesson.

Students will also have access to various educational software as follows:

- **Accelerated Reader:** IAF has a license for Accelerated Reader (AR). AR is a software developed by Renaissance Learning, Inc. and monitors the practice of reading. There is a desktop and web-based version with an online portal. Students can read books (online or via hard cover) and take tests that assess the comprehension of the book that is read.
- **Lexia Core5®:** Lexia® is a researched based program that supports educators in providing differentiated literacy instruction for students of all abilities in grades K-5. It provides personal learning in the areas of reading instruction, targeting skill gaps. IAF uses this as a supplemental program to assist students in tiered MTSS groups or identified special education students, for individuals or small-group instruction.
- **MobyMax :** MobyMax is an adaptive math program for students in grades K-8 that creates individualized education plans for each student that assists with missing math skills. IAF uses this as a supplemental program to assist students in tiered MTSS groups or identified special education students, for individuals or small-group instruction.
- **Character Strong:** Character Strong is a researched based character education and social emotional learning (SEL) curriculum that IAF used with grade 7 during the 2019-2020 AY as a pilot project. IAF will be implementing K-12 in the 2020-2021 AY. Character Strong will be utilized in advising, with students on behavior plans or receiving small group support for SEL and tiered interventions.

All live instruction via TEAMS will be recorded and a link will be placed in the TEAMS Chat through Microsoft STREAM for parents/students to access if they are unable to participate in-person at the time of the live classroom session. Students may also refer back to recorded sessions as they are completing their assigned course work.

**Special Education Students:** IAF will review students' IEPs plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Contingency plans will be developed for each student with an IEP and IAF will continue to work in conjunction with Genesee Intermediate School District (GISD). Online intervention and support services will be included; as well as all programs and learning environments including birth to five services, career and technical education, and transitional services.

Small groups will be formed in TEAMS to provide special education services, similar to general education students. Tutoring hours will be created and scheduled in TEAMS or via telephone in the afternoons for students to log-in for extra help when needed to support electronic learning.



Ancillary services of speech, occupational therapy, and social work will also be provided via TEAMS or telephone as determined in the student's contingency plan. Evaluations will be completed by the school psychologist, speech and language therapist, occupational therapist, and social workers as deemed necessary within the IEP or otherwise.

Monitoring of services to students will be done weekly via a shared confidential electronic document that the Special Education Director will monitor and assess. Special education teachers and general education teachers will be provided time to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Assistive technology will be provided, where needed, and possible. Department meetings will be held regularly in a virtual manner, similar to the schedule held in the previous mandated school closure.

**504 Students & MTSS Tiered Services:** Small groups will be formed in TEAMS to provide small group assistance and interventions to students on a 504 or tiered in MTSS. Tutoring hours will be created and scheduled in TEAMS or via telephone in the afternoons for students to log-in or reach out for extra help when needed to support virtual learning.

**ELL Students:** IAF partners with the Genesee Intermediate School District (GISD) to provide ELL services to our students. GISD is working closely with us in a similar manner that they did during the previous mandated school closure. GISD will be providing services remotely via TEAMS (GISD also uses this platform).



## Phase 1, 2, or 3 Operations

### Technology

Although students are learning remotely during Phase 1, 2 or 3, IAF will have a strong hold on operations and technology. Currently IAF has two full-time IT staff members that work solely with the technical aspects at IAF. Below we have identified the level of access to digital devices students and families will have, how we know this information and how we can ensure equitable access to learning, as needed, through the use of technology.

After reviewing the data of the parent/guardian surveys (IT Survey and Return to School survey) conducted last spring and during this past summer we have purchased enough digital devices for a 1 : 1 ratio for our students. We also will be loaning hotspots for families that cannot gain access to the Internet. IAF uses GoGuardian, a web filtering for all digital devices, to ensure a safe browsing experience, along with Microsoft Office 365 which gives each student and staff access to TEAMS, Word, Excel, PowerPoint, etc. IAF has an acceptable use and privacy policy, a device check-in and check-out policy and procedure, and an electronic inventory on all devices prior to and after student and staff usage.

Various methods of training and support will be provided. IAF's website will have dedicated resources to assist parents, students and staff to troubleshoot challenges that may occur or expand their own learning with technology. Additionally, there will be virtual onboarding training for families, staff and students that are new to the virtual/remote environment. In the event there is additional support needed, IAF's IT support is available via phone at (810) 600-5302 or via e-mail at [support@iaf-sabis.net](mailto:support@iaf-sabis.net), and can provide support virtually or in-house as needed or requested. We utilize tools that allow us to assist students and staff members remotely regardless of the location or the Phase.

### Food Service

IAF will distribute food to families in a similar fashion as we did in the previous mandated school closure by providing a 5-day breakfast/lunch food box to our families weekly. We will continue to feed students during Phases 1, 2, or 3 to support our families and their nutritional needs. A 5-day food box is provided for the number of students in each family's home. The above is contingent on health department allowances and we will abide by any changes.

The food boxes will be distributed one day each week. Distribution will occur from International Academy of Flint's Oakley Street parking lot, as well as a remote site to be determined.

For those families that do not have transportation, we will provide a delivery option, up to 100 deliveries. The requests each week must be made in advance. The schedule for each



week's delivery will be posted on the SABIS® Digital Platform, IAF's Website at [www.iaf.sabis.net](http://www.iaf.sabis.net), and Facebook @ [www.facebook.com/IAFphoenix](https://www.facebook.com/IAFphoenix). The schedule will also be sent to the E-mail address we have on file, as well as an auto dialer.

### **Enrollment**

Staff will take attendance of students for each online class. Those students who are absent for one full day will be sent an auto dialer to notify parent/guardian. For those students who miss two or more class periods an auto dialer will be sent to notify parent/guardian. In the event that a student misses 3 or more days the Attendance/Truancy Officer will reach out and conduct a personal phone call to the parent/guardian. If a student misses more than 5 days the Attendance/Truancy Officer, or a member of the staff, will set up a meeting to do a home visit (if safe to do given the pandemic) or a mandated call to develop an action plan for absences.

### **Redeployment of Staff**

In order to assist with The Plan overall in the event of Phases 1, 2 or 3, staff will be redeployed to meet the needs of IAF's Plan in the following ways:

- |  |                                      |
|--|--------------------------------------|
| Food distribution                        | Wellness checks                      |
| Truancy home visits or telephone calls   | Marketing and enrollment support     |
| Push-in support to online classrooms     | Proctoring for remote assessments    |
| Custodial or building work               | Marketing and enrollment support     |
| General office support                   | Device, book and supply distribution |
| Other areas of need deemed by leadership |                                      |



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

The School Director, as designated by IAF's Board of Directors, will have the authority to move the school into a Phase 3 at any time that deems necessary due to student and staff safety. Consultation with the President of IAF's board of Directors, or board designee will occur prior to acting.

### **Phase 4 Safety Protocols**

The Academy will assure that during **Phase 4** of the Michigan Safe Start Plan that the policies will be implemented and adhered to as follows:

#### **Personal Protective Equipment & Facemask Policy:**

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks (as a separate addendum), all student orientations, and all staff orientations.
- Students and parents will be required to either watch a safety video on the wearing of and expectations for maintenance of face coverings or read the literature provided.



- Building, grounds, and transportation signage will be prominent throughout all school facilities and will clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Disposable or washable face masks will be in inventory and provided to every student and staff member who does not have his or her own on a daily basis.
- Disposable face masks will be provided to bus drivers for students who do not have their own mask.
- Fabric and clear face coverings will be provided to K-5 teachers with the requirement to wear the mask during instruction. Any other teacher at any grade level may also request a clear face covering if he or she chooses, if clear face coverings are still available.
- Washable (reusable) face coverings will be turned in at the end of the day for **ONLY** students in grades K-5, with the exception of students who take daily transportation. Students who wear the reusable cloth masks for daily bus transportation will be asked to wash their own face coverings. If not, a disposable one will be provided to them.
- Face coverings will be washed daily by designated staff and stored appropriately for distribution.
- Individuals (staff or students) who claim medical exemption will need to submit IAF's mask exemption form. A doctor's signature will be required for any exemption of staff or student per board policy. This will be the only permissible exclusion from the policy.



- Exempted individuals will be recorded in a master database. Staff members will be issued a sticker to display on their staff ID badge. A master student list will be distributed to staff with the listing of students indicating this exemption.
- K-5 students will not be required to wear a face covering inside the classroom if they remain in the same classroom with the same teacher and students throughout the day. However, if they choose to wear a face mask, this is allowable and encouraged. Face mask are required for ALL transitions outside of their classroom in common areas.
  - Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be offered a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, etc.) and asked to put the face covering on. The instance will be documented in SSMS. Parents will be notified of each instance of non-compliance by the administration.
  - Students showing patterns of non-compliance or a refusal will be sent home to learn remotely. Repeated occurrences may result in the student being moved to remote learning long-term.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and Partner Solutions and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, vendors, etc.) will be required to wear a mask upon entry into the building. Any guest that does not have a mask, a disposable mask will be given to them in the main office when signing in. Guests who refuse to wear face coverings will not be permitted to enter the building and will be referred to the Director or her designee for review and decisive action.
- In-house Expanded Learning participants in grades K-5 will wear a mask/face covering when transitioning outside of their self-contained primary club or activity after school.
- In-house Expanded Learning participants in grades 6-12 will be required to wear a mask/face covering while participating in programs for the duration of the club or activity.

#### **Hygiene Policy:**

- Hand sanitizing stations are located in all common areas and hand sanitizing pumps will be located in each classroom.
- All materials in classrooms will be limited to small groups and sanitized between use.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include a hand-washing schedule and room and materials cleaning schedule.
- Teacher, Health Coordinator or administrator will teach the following to students on the first day of school and reinforce weekly or more often as needed via video or adult discussion:



- Proper handwashing on the first day of school and reinforce weekly or more often, if needed.
- How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will:
  - Procure adequate soap, hand sanitizer, paper towels, and tissues as needed.
  - Signage will be posted related to cleaning and hygiene strategies in each room, restroom, and throughout the hallways and common areas.
  - Monitor hygiene supplies three times daily and refill as needed.
  - Procure hand sanitizing stations as deemed necessary during walk-through with building leader.
- Sharing school supplies will be limited, and each student will have his or her own supply box or bag for materials.
  - A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.
- In-house Expanded Learning program participants will adhere to the handwashing protocol set forth by IAF. This includes handwashing before evening meal.
- Hand sanitizer will be available for proper sanitizing of hands during all Expanded Learning activities/programs.

#### **Food Service Gathering/Extracurricular Activities/Expanded Learning**

- IAF will prohibit indoor assemblies that bring together students from more than one classroom. Therefore, lunch and breakfast will be served in classrooms.
- **Family Nights/Community Events**
  - In-house Expanded Learning Family Nights/Community Events will adhere to the current executive orders and guidance. Additionally, they will be limited to small groups based on activity, focus area, resources and ability to maintain a safe environment.
- **Field Trips**
  - Students will explore and experience off-site field trips virtually, unless the activity is nearby the school and students may safely travel by foot and is allowable by the current Executive Order.

#### **Athletics**

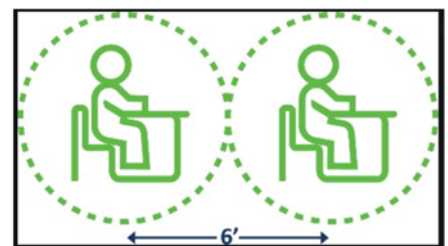
- IAF will comply with all MHSAA and NFHS requirements and guidance.



- Students, teachers, staff, and spectators must use all proper hygiene techniques before and after every practice, event or other gathering.
- Every participant should self-monitor and confirm that they are healthy prior to any event.
- Equipment will be disinfected before and after each use.
- Transportation used to and from athletic events must be disinfected before and after each use.
- Spectators are allowed, per guidance at the time, provided facial coverings are used by observers and 6 feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of water bottles or equipment.
- Handshakes, fist bumps and other types of unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that required shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Large scale indoor spectator events are suspended.
- Large scale outdoor spectator or stadium events are limited to 100 people. Those individuals not part of the same household must maintain 6 feet of distance from one another.

### Spacing, Movement & Access

- IAF will require 6 feet social distancing throughout the building.
- Class sizes will be reduced according to social distancing policy.
- All desks will be facing forward as possible to support social distancing.
- Teachers and staff will maintain 6 feet of spacing between themselves and students as much as possible.
- Family members or other guests are not permitted to be in the building except under extenuating circumstances determined by the district. IAF will be creating a policy to present to its Board of Directors for approval and distribution.
- Signage and floor markings will be displayed in all common areas and necessary offices to provide reminders about social distancing, handwashing and face mask requirements.
- All adult guests entering the building will be required to follow the same screening and protocols as all employees. Face masks will be required, and a log will be kept of the date, time of entry and exit.







- Traffic flow in hallways will be organized to adhere to the recommended guidance in the MI Safe Return to School Plan.
- Desks will remain six feet apart in Expanded Learning opportunities and classrooms. Program staff will ensure students adhere to social distancing in general other program/activity spaces.
- Expanded Learning program staff will make sure that desks, chairs, and program space will be sanitized before and after each activity/program.

### Screening of Students and Staff

- IAF has a COVID-19 Workplace Preparedness and Response Plan provided by Partner Solutions, the employer of staff members at IAF. This will be reviewed in detail with all returning and any new employee.
- IAF will follow the guidance of the COVID-19 Workplace Preparedness and Response Plan and escalate any concerns relating to staff members to Partner Solutions.
- All staff members are requested to self-monitor and respond to an electronic daily screening questionnaire prior to coming into work. If a staff member responds yes to the screening questionnaire, he or she is asked to contact his or her direct supervisor immediately before coming into the workplace.
  - Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the screening questionnaire, as well as through Red Rover. The school health official or Director or Business Manager will monitor this form daily and follow up with any symptomatic person on next steps.
  - Positive tests for staff members will result in a required quarantine away from school for 14 days. Recommended guidance from local, state and federal, as well as CDC and local health department guidance, will be followed in the event current guidance changes.
- A parent/guardian is expected to screen students for symptoms of COVID-19 each day.
- Staff and students should stay home if they feel ill, have symptoms or have a fever of 100.4 degrees or more.
- If a student or staff member **THINKS or KNOWS** they have COVID-19 or have had direct exposure to the virus, they should stay home and contact IAF's main office for next steps. (Staff members should follow building protocol for absences and contact his or her direct supervisor). Guidance will be provided for next steps, which will be guided by the most recent information from the Genesee County Health Department, MDHHS, and CDC guidelines through the District Nurse Consultant.
- IAF will identify a remote and secluded room to serve as an isolation room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, masks, gloves, sanitizing wipes, phone or two-way radio, an internet-connected computer and log sheets.
  - There will be an identified and trained staff person to serve as the overseer/designee for the isolation room.
  - From the time of identification of potential infection, the student or staff member will not be left unattended by the overseer and a log sheet of activity will be



- maintained until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- The health department will be contacted after parents/guardians have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Students and staff who test positive must quarantine until they have tested negative or have been released from isolation. Recommended guidance from local, state and federal, as well as CDC and local health department guidance, will be followed.
- If a staff member develops symptoms (i.e. fever) while at work, the staff member will be asked to leave the premises. Partner Solutions, the employer, as well as the health department will be contacted. If the employee is unable to independently leave, administration will arrange for transport off school property and staff person will go to the isolation room.
  - The employee will be instructed to consult his or her primary care physician.
- If a student becomes ill at school, he or she will isolate in a designated area with a designated staff member until he or she is picked-up from school by an authorized person.
- If a student becomes ill on the bus, MTA or private company will contact school administration and school administration will follow policy.
- IAF will notify the Genesee County Health Department of confirmed positive COVID-19 cases among student and staff, and any individuals found to be in close contact with a confirmed positive case will be notified as soon as possible. Again, recommended guidance from local, state and federal, as well as CDC and local health department guidance, will be followed
- In-house students participating in Expanded Learning, regardless of the coordinating Community Partner, will adhere to the COVID-19 safety and health plan set forth by IAF.
- Program staff and Community Partners will adhere to the COVID-19 safety and health plan set forth by IAF.
- All staff will respect the privacy of students and discourage any stigma amongst students when dealing with illness. IAF will respect the privacy of both staff and students when dealing with medical information.
- IAF will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.

### **Cleaning Policy**

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved list related to COVID-19 will be taken and plans will be made to address increased cleaning protocols.



- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Book closet in third grade hallways, gym storage room and AQC office in HS hallway.
- All classrooms will be provided with a caddie of cleaning supplies. This will include spray bottles with EPA-approved disinfectant, paper towels, face shield (if requested), masks and gloves in order to address new cleaning protocols. Staff must wear gloves, mask and a face shield when cleaning.
- Each building custodial team and administrator will tour the building and identify areas of frequent usage. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas every 4 hours and at the end of the day. Staff will track the cleaning, note the time, area(s), date and initials on a chart that is kept daily by the lead custodian and submitted to School Director weekly.
- All special classrooms (art, music, gym, Learning Lab, Exam Hall, lunchroom and computer labs) will have EPA-approved cleaning supplies stored in the classroom away from students. The Library may be closed temporarily, and guidance will be followed accordingly. The teacher of record for each area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class and teacher of record will be required to document this and submit to supervisor weekly.
- Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation or assigned storage areas will be provided for cleaning materials as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned per CDC guidelines.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting during staff training weeks and in an ongoing manner as needed or requested. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

### **Bussing and Student Transportation**

- IAF partners with MTA to provide transportation for school day activities. For extra-curricular and athletics IAF contracts with a private bus company. MTA and the private bus company received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting or call will be held with the Student Management Coordinator and MTA management to review the criteria required for Phases 4 and 5, and discuss concerns or issues arising. There will be daily communication between the Student Management Coordinator, or designee, and bus drivers regarding concerns. As needed, the Athletic Director or School Director will meet with private bus company personnel for ongoing communication.



- MTA and the private bus company will follow the guidance of Governor and the CDC regarding cleaning, sanitizing and professional development that is needed for the fleet(s).
- IAF will provide mask signage for each bus to address the use of face masks of all students and drivers and the use of hand sanitizers.
- MTA and private bus company buses will be cleaned and disinfected before and after each run.
- Barriers have been installed on all buses to protect the driver.
- IAF will provide bus drivers with disposal masks for students who do not have a mask or face covering.
- Students should maintain 6 feet of social distancing at the bus stop.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all students, if medically feasible, must wear it in order to be transported.
- IAF will not allow a student who becomes ill during the day to be transported by any bus. A parent/guardian will be contacted to pick the student up.

#### **Medically Vulnerable Students and Staff**

- IAF will review all health care plans, IEP's and 504s to accommodate any students with special healthcare needs and update their care plans as needed to decrease their risks.
- A process will be created for students, staff and families to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to provide alternative learning arrangements or work reassignments. In the event a staff member requests this, Partner Solutions will be contacted to work with the staff person to assess need.

#### **Food Service**

All IAF students will receive a breakfast and a lunch, whether in school learning or virtual learning. This will be conducted in the following ways:

##### **○ Virtual Learning Students**

- Families can pick each meal up at The Academy.

- If family pick-up, parents will be required to notify IAF in advance.
- 5-day breakfast and lunch food boxes will be sent home to those students learning virtually.
- IAF will always adhere to local, state and federal guidance and may need to adjust the food service plan accordingly.

##### **○ In-Person Learning Students**

- Students will be served breakfast and lunch in classrooms for in-person learning given the cafeteria does not allow for social



distancing. Due to these circumstances, all classrooms will be **NUT-FREE until further notice.**

- Staff will coordinate hand-washing before meals.
- Discontinue the use of any self-serve items.
- IAF will always adhere to local, state and federal guidance and may need to adjust the food service plan accordingly.



## Phase 4 Mental & Social-Emotional Health

Given that IAF will have two options and one being a virtual option in Phase 4, IAF will implement the same items under Phases 1, 2 and 3 for Mental & Social-Emotional Health as listed below to support our virtual students. Additionally, there are various in-house options for International Academy of Flint students to keep them at the center of educational activities to support our students mentally, as well as monitoring their social and emotional health.

- IAF will implement a mental health screening for all students adhering to HIPAA and FERPA policies.
  - IAF will have a trained social worker utilizing an evidenced based screening tool such as the SRSS. The screening conducted will be age-appropriate. IAF will use and train staff on the already established MTSS referral process to identify at-risk students and escalate it to the MTSS Problem-Solving Team.
  - Student lists distributed to various staff members for weekly check ins. SMC, paras, social workers, admin as available, lunch staff, attendance task force.
- IAF will provide timely, responsive training for staff before school and ongoing as necessary. This will include the following: SABIS® Virtual Learning Environment, Happiness Advantage, social-emotional learning, students and family engagement, healing-centered engagement, virtual learning, mindfulness, Character Strong, Microsoft 360, PBIS, various Student Life programs, CPI and Restorative Justice.
- IAF has established a management plan that leverages available internal and external community-based resources which will be available as needed to staff at the time of a crisis. Within the plan there will be information and access to grief counseling and social workers who will be readily available for interventions when necessary based on referral or incident. The Regional Alliance Healthy School Clinic (RAHS) which is located within IAF is also available to provide additional resources and guidance through the support of the RAHS social worker.
- IAF has established a list of wellness resources in partnership with Crim Fitness Foundation (Community Education), Genesee Health Plan and the RAHS Clinic. These will be available to both staff and students and will provide additional community and wellness resources, screening activities and sent to parents via our monthly newsletter, via E-mail, through the school's Facebook and placed on the school's website under COVID-19 resources.
- IAF will establish ongoing reporting protocols for school staff to evaluate the physical and mental health status of students. These reporting protocols will be monitored by our PBIS and MTSS Behavioral Interventionist staff person and she will work closely with administration.
- IAF will provide a resource list for staff to contribute to self-care, both physically and mentally. The following is a resiliency strategies link that will be provided to parents.



<https://storage.trailstowellness.org/trails-2/covid-19-resources/self-care-during-covid-19-for-student-support-professionals.pdf>.

- IAF will designate a Mental Health Liaison (school social worker) who will work closely with the school community, local public health agency and IAF's community partners. Resources will be leveraged from MDE, CMU and MAPSA, as well as our local district resources from GISD.
- IAF will activate communication channels for stakeholders through providing a COVID-19 designated E-mail. School level social workers and behavior related staff will monitor this email and act accordingly, documenting info and action steps taken for follow-up and guidance.
- During IAF's food distribution wellness checks will be available for families. Scheduled times will be added to the school's schedule to allow for social interactions and check-in with specific staff. Teachers will be asked to log in early and stay a bit later after class to do a social emotional check in with students. This will also be done through scheduled advising classes for K-12 (one time a week and through regular check-ins with our student management team and other personnel.)
- IAF will provide a School Transition Information sheet and this will be available to families to provide COVID-19 de stigmatization, behavioral support and responses, positive self-care strategies and best practices for students with trauma. The School Transition Information sheet will be provided to students/families during device and book distribution, provided on our school's website and Facebook page and sent out in E-mail to all families.
- The Academy will continue to utilize wellness calls as we did during the mandated school closure. The purpose is to check-in with families that need additional support and to stay connected and engaged with families.
- Virtual meetings will be held outside of the academic requirements, with non-teaching staff to continue to provide social and emotional support to students through a research-based curriculum, Character Strong.
- Virtual office hours will be scheduled via Microsoft TEAMS to give students an opportunity to speak with staff for a virtual time-out or a listening ear. This will also be conducted via wellness check-ins as described above.
- The Academy will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, appropriate staff will reach out to individual students and families to determine what they may need. The appropriate staff will help connect the family to outside agencies, if needed, to help meet their needs.
- Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the appropriate staff person to make the necessary follow-up.



## International Academy of Flint

- The continuity of social emotional support will continue during Expanded Learning Programs. YouthQuest is the signature Community Partner responsible for the implementation of youth enrichment programs in collaboration with Community Education. Staff have been trained in Every Monday Matters curriculum and will integrate activities into their daily program schedule for both in-house and virtual/online participants.
- The RAHS Clinic, IAF's Community Health Worker and Genesee Healthy Systems will assist IAF in centralizing mental health referrals, communication to families/students and public facing wellness materials.





## Phase 4 Instruction

If IAF remains in Phase 4, IAF will continue to offer the two options, per the Return to School Roadmap, for parents/students to consider for IAF's return date on August 31, 2020. At any time that Michigan moves from Phase 3 to Phase 4, the options will be available. Stakeholders were able to provide input through two surveys conducted through the summer regarding concerns returning to school and whether families would return if virtual, blended or in-house learning would happen. Given the input, IAF compiled the roll out plan that was distributed to families in late July. The following is an outline of IAF's two plans.

The first is a **normal return to school "in-house, in-learning" plan** with many additional health and safety measures in place. Some of these include a mask policy, social distancing policy and new arrival, dismissal, and early pick-up policies. This option helps parents who have concerns how to return to work, as expressed in the parent feedback we received via the survey. Any new or returning student can choose this as an option. Students choosing this option will be required to attend school 5 days a week and smaller in-person class sizes (adhering to the 6 feet social distancing recommendation) will be implemented. Student movement in the buildings will be minimized and heightened cleaning and safety precautions will be implemented and adhered to. With fewer students in the classrooms this will allow us the greatest opportunity to keep all of our students and staff members healthy and also allowing school to continue as "normal" as possible

### Phase 4 IN-PERSON LEARNING or FULLY VIRTUAL LEARNING

Parents/Students will choose between two options. One is in-person learning with social distancing, mask policies and heightened hygiene/cleaning protocols in place. The second is a fully virtual learning option. If virtual is selected, a device and a hot spot will be available for loan, if needed. The option will need to be selected for the term, unless circumstances arise that will require an immediate shift.

The **second option is a 100% virtual/online plan** for those families that are not comfortable with sending their students back into the school buildings. Devices will be distributed as needed, as well as Internet hotspots, as needed. All books will be provided to the students during device check out and the books being sent home will replace the weekly packets that were distributed this past spring. The delivery of the online plan will resemble what we did in the spring. Students and teachers will be using Microsoft Teams and the SABIS® Digital Platform (SDP). We also took into consideration your parent survey feedback and we are working to streamline the process a bit by having designated info on IAF's website that you can reference for support and navigation to the sites.

Parents had the opportunity to select their option for the coming school year via a few options. An auto dialer was distributed providing a survey option via the telephone, an electronic survey was emailed, and parents could call the school and provide the option to IAF's office staff Monday – Thursday from 8:00 – 4:30.

Below includes much of the details that were also included in Phases 1, 2 and 3 given the required remote learning for all students.



**All students:**

- **Diagnostic Screenings:** During the first few weeks of school, diagnostic tests will be given virtually to understand and identify where students are academically and to inform instructional decisions for academic staff, teachers, students, and families. Students will also have the NWEA assessment administered, per authorizer requirement and also to assist in determining academic needs. Students in Kindergarten will also complete the Kindergarten Readiness Assessment (KRA). These assessments can occur in a virtual or remote setting regardless of the Phase.
- **Devices:** All students will be loaned a device, if needed/requested that are participating in the virtual option of learning. The types of devices are as follows:
  - Chromebooks, tablets, and Windows laptops.
  - These will be distributed during various distribution times, day and evening times, while making sure that everyone adheres to the requirements of a mask and social distancing.
- **Hot Spots:** All students who need access to the Internet will be loaned a hot spot for those participating in the virtual option. Hot spots are AT&T Unite Express 2, which are 4G LTE.
- **Instructional Supplies and Materials:** All students in need of supplies such as paper, pencils, etc. will be made available to students/families at the time of device and book distribution. For students doing the in-house option, supplies will be made available to students.
- **Books:** All students will have access to grade-level/course textbooks/resources -as needed to complete their work. We will distribute only one term at a time and will only distribute the books needed during the particular term.
- **Communication:**
  - Teachers/Staff will be expected to make regular contact as outlined below with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, E-mail, Remind) or through additional phone calls with an emphasis on continuing to build relationships and maintain connections.
  - Self-contained teachers will be expected to make daily contact with students via the live lessons in Microsoft TEAMS.
  - Teachers who provide courses in art, music, computers, and PE are expected to have regular contact with students through the delivery of their specific course content.
  - All other staff will be asked to support our students through a "Check and Connect" system. Each staff person will be provided a "cohort of students" outside of the student's main homeroom teacher. The purpose of the cohort of students will be to provide a secondary communication method for IAF teachers/staff members to check in on student wellness, social and emotional health, and physical well-being. The check-ins will be documented by direct supervisors and administration. These assigned cohorts will remain established all year and be intact regardless of the specific Michigan Safe Start Phase.



IAF plans to use a hybrid model of instruction using online learning platforms for those students electing the virtual option. The primary mode of instruction will be done via Microsoft TEAMS.

**Microsoft TEAMS** is a collaboration app that helps teams stay organized and have conversations—all in one place. TEAMS are groups of people brought together for work, projects or classrooms and they made up of channels. Each channel is built around a topic, “Senior Class” for example. Channels are where meetings are held, conversations are had, and the sharing or working on files together.

Another method of online learning platform that students will use is the SABIS® Digital Platform (SDP). SDP is a password-protected website and mobile application featuring tools and resources packed with advanced and practical features for parents and students in SABIS® Network schools.

The platform allows parents and students to log-in and access relevant information tailored to their needs and preferences, keeping them informed, connected, and alerted at all times. Additionally, SDP offers parents easy access to stay in the know about their child’s academic performance and school involvement. Parents have the option to customize push notifications and will receive automated alerts sent by the school.

Available information includes:

- Policy updates
- Updated academic overview
- Detailed schedule and interactive school calendar
- Most recent school news, announcements, and photos
- Latest school reports and download material (such as the recorded live classroom session)
- Important school links
- PreList and On-Demand Tutoring
- COVID-19 Resources

### **Attendance and Monitoring**

IAF will be managing and monitor student learning through a variety of ways to ensure that students are engaging remotely through various means that meet the child’s needs. These consist of the following:

- A schedule will be created via Microsoft Teams for each grade level and teacher. These will be distributed to all students, parents/guardians and teachers.



- Attendance will be tracked during each online lesson and the attendance data will be entered into the school's database. Parents will be contacted via the school messenger system if they were absent during a class. For students who are absent for more than two consecutive days, the Attendance/Truancy Officer will reach out for a personal contact with the parent/guardian.
- Academic Quality Controller, Special Education Director and the School Director will be conducting "pop-ins" of the on-line classes to monitor instruction and offer feedback for improvement. Student Management and special education staff will also be attending classes to provide support for students who are at risk from academic, behavior or social emotional standpoints.

IAF will check student learning using a variety of strategies. These consist of the following:

- Teachers will assign homework or projects via SABIS® Digital Platform (SDP) and track who completes it, give feedback through their classes about their progress.
- TEAMS Polls feature will be used in the CHAT during lessons to engage students and elicit responses to check mastery of the concept taught.
- Chapter tests (Periodic Exams) will be administered on the SABIS® Digital Platform (SDP).
- End-of-Term Exams will be administered on the SDP.
- End-of-Year Exams will be administered on the SDP.
- Weekly assessments on the SDP will check for understanding of the concepts taught the previous week.
- The use of OneNote Notebook during TEAMS Live Online Lessons will provide a platform for students to work in groups and for Prefects to check the work of their team members and provide feedback.
- Parent/Guardian communication will be handled by offering a status update to parents/guardians via E-mail, postal service and telephone, so parents/guardians are able to monitor the distance learning progress.

IAF will make instructional adjustments, as necessary, by using formative assessment results to guide effectiveness of instruction and next steps of learning through the following:

- Homework participation and assessments (learning checks) to be done during the teaching.
- Assessment (learning checks) to be done during or after the lesson.

Students will also have access to various educational software as follows:

- **Accelerated Reader:** IAF has a license for Accelerated Reader (AR). AR is a software developed by Renaissance Learning, Inc. and monitors the practice of reading. There is a desktop and web-based version with an online portal. Students can read books (online or via hard cover) and take tests that assess the comprehension of the book that is read.
- **Lexia Core5®:** Lexia® is a researched based program that supports educators in providing differentiated literacy instruction for students of all abilities in grades K-5. It provides personal learning in the areas of reading instruction, targeting skill gaps. IAF uses this as



a supplemental program to assist students in tiered MTSS groups or identified special education students, for individuals or small-group instruction.

- **MobyMax** : MobyMax is an adaptive math program for students in grades K-8 that creates individualized education plans for each student that assists with missing math skills. IAF uses this as a supplemental program to assist students in tiered MTSS groups or identified special education students, for individuals or small-group instruction.
- **Character Strong**: Character Strong is a researched based character education and social emotional learning (SEL) curriculum that IAF used with grade 7 during the 2019-2020 AY as a pilot project. IAF will be implementing Character Strong in K-12 in the 2020-2021 AY. Character Strong will be utilized in entire class advising, with students on behavior plans or receiving small group support for SEL and tiered interventions.

All live instruction via TEAMS for those students learning virtually will be recorded and a link will be placed in the TEAMS Chat through Microsoft STREAM for parents/students to access if they are unable to participate in-person at the time of the live classroom session. Students may also refer back to recorded sessions as they are completing their assigned course work.

**Special Education Students:** IAF will review students' IEPs plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Contingency plans will be developed for each student with an IEP and IAF will continue to work in conjunction with Genesee Intermediate School District (GISD). Online intervention and support services will be included; as well as all programs and learning environments including birth to five services, career and technical education, and transitional services.

Small groups will be formed in TEAMS or in school to provide special education services, similar to general education students. Tutoring hours will be created and scheduled in TEAMS or via telephone in the afternoons for students to log-in for extra help when needed to support electronic learning. For students who are learning in-person, this will be included on their schedule. Ancillary services of speech, occupational therapy, and social work will also be provided via TEAMS, telephone or in-person as determined in the student's contingency plan. Evaluations will be completed by the school psychologist, speech and language therapist, occupational therapist, and social workers as deemed necessary within the IEP or otherwise.

Monitoring of services to students will be done weekly via a shared confidential electronic document that the Special Education Director will monitor and assess. Special education teachers and general education teachers will be provided time to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Assistive technology will be provided, where needed, and possible. Department meetings will be held regularly.



**504 Students & MTSS Tiered Services:** Small groups will be formed in TEAMS or in-person to provide small group assistance and interventions to students on a 504 or tiered in MTSS. Tutoring hours will be created and scheduled in TEAMS, via telephone or in-person for students who need extra help when needed to support virtual or in-person learning.

**ELL Students:** IAF partners with the Genesee Intermediate School District (GISD) to provide ELL services to our students. GISD is working closely with us in a similar manner that they did during the previous mandated school closure. GISD will be providing services remotely via TEAMS (GISD also uses this platform) to those students who selected the virtual option. For those students who selected in-person, GISD will meet with them at IAF.

**Expanded Learning Students:** The registration process and program schedules will be provided for parents/caregivers. Program expectations and staff contact information will be provided for parents/caregivers.

- Flyers, E-mail blasts, mailers, phone calls and auto dialers will be the methods of communication for disseminating information and reminders.
- Academic enrichment activities will be integrated in Expanded Learning Programming to provide additional support for participants. Expanded Learning staff will work with MTSS and AQCs to identify the gaps and strategies to support students academically during Expanded Learning.
- Daily attendance will be taken and monitored weekly to track student engagement in both in-house and virtual/online Expanded Learning activities.

### **Governance**

Soon after the mandated school closure the IAF community came together to discuss and plan next steps. This was done with all stakeholder input and still continues as this plan is being written. Weekly internal meetings are held with various school departments, committees within our IAF Board of Directors and ongoing communication with SABIS® Educational Systems leadership team. Staff and teacher volunteers formed a Taskforce Committee throughout the spring – coming together several times during those months in sub-committees to discuss the coming school year and provide ideas and suggestions for re-opening. The subcommittees included the following key areas:

- Enrichment/Expanded Learning/Community Partners
- Wellness / Social Emotional
- Academics: High School, Middle School, Elementary and Special Education
- Operations: Facility and Transportation
- Blended & Remote Learning
- Marketing: Staff, Parent & Student Outreach

The ideas from the Taskforce subcommittees were shared out with the administrative team, who then met over 2 days to develop the best and most appropriate plan for reopening the school,



considering equitable access for all and the current conditions in Michigan and the county, as well as guidance from the Governor.

The various subcommittees focused on the following guiding principles while developing the plan:

- High expectations for students and staff.
- Professional development to assist staff and teachers to implement the remote learning platform of Microsoft TEAMS and SABIS® Digital Platform.
- Rigorous curriculum and well planned lessons.
- Ongoing communication and contact between the students, faculty and parents through a variety of platforms to meet the needs of students and families.
- Encouraging active and meaningful learning with a high level of engagement.
- Providing feedback to students and parents regularly.
- Providing opportunities for social/emotional learning and character education.
- Providing meals, supplies and educational materials/packets to families and the community during the challenging times of the pandemic.

As the team worked together, consideration was certainly given to get our students back into the classroom while also making sure safety is our first priority for students, staff and families. We distributed a parent/guardian survey during the summer asking for input as it pertained to returning to school. The feedback was invaluable in creating the two options for our families listed below.



## **Phase 4 Operations**

IAF will effectively manage and implement the requirements in order to operate a safe building during Phase 4. This will be met through the following:

### **Facilities**

District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

IAF will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. In addition, IAF consults with the local health department and Genesee Intermediate School District (GISD) for other procurement of necessary supplies.

The Academy will provide school-level guidance and advanced training for custodial staff for cleaning and disinfecting all core assets including all buildings and playgrounds. Frequently touched surfaces will be cleaned several times a day, at a minimum of every 4 hours, as well as the end of each day, as outlined in our workplace plan.

### **Budget**

Per guidance, CARES funding will be used for purchasing supplies to sanitize and clean the facilities of a local educational agency (IAF). The current budget allocation for sanitization equipment/supplies is \$30,000. Sanitization equipment and supplies includes things such as PPE equipment and cleaning devices and solutions.

In the event IAF's enrollment adjusts, the budget will be reviewed and amended. School administration will work closely with the IAF Board of Director's Finance Committee. As leadership continues to work through the challenges, resources will be allocated for ongoing professional development and support.

### **Redeployment of Staff**

Staff will be redeployed accordingly as IAF transitions into the in-building learning and the virtual learning. All staff will be utilized to support the basic program and ensure safety for all students and staff.

### **Food Service**

IAF will distribute food to every student, regardless if students are learning virtually or in-person. Students will be served breakfast and lunch and IAF. This will be accomplished through the following:

- Family pick-up via designated times and advance notice.





- Delivery
  - By van or bus
  - Staff deliveries

For students who are in the building for in-person learning all meals will be delivered in classrooms as the cafeteria does not allow for social distancing. Milk will be served daily. Breakfasts will be a prepackaged option and lunch will be a prepackaged hot meal if it is a restricted lunch and a hot meal for a relaxed lunch. Each teacher will be provided a list of student allergies. Given all meals will be served in the classroom, **each classroom will be a NUT-FREE environment.**

Ala carte will be offered to middle and high school students only. Only prepackaged food will be sold in ala carte and social distancing will be required in ala carte. Separate food offerings, such as a salad, will be provided but ordering and paying a day in advance will be required.

A POS (point of sales) System will be required and available in each classroom setting via an electronic device. Each teacher or staff person will additionally record on the class roster those students who received their meal(s). This will be turned in daily to the Food Service Manager.

Cleaning protocol for food service will adhere to the MI Return to School Safe Plan and all health department requirements. Each kitchen staff person will be required to adhere to the handwashing guidance before any food prep or handling. Additionally, they will be required to wear a face shield, face mask and gloves. New gloves will be required at the start of each new task. Carts will be required to be cleaned between each delivery. Signage will be provided in common areas to identify social distancing, handwashing and mask requirements. The kitchen will be cleaned and sanitized daily adhering to the CDC requirements and health department requirements. Hand sanitizing stations will be available in the kitchen area, hallway and in each classroom.

### **Enrollment and Staff**

IAF will visit each policy related to arrival, dismissal, (end of the day and early dismissal), student driver policy and student walkers. The amended policies will reflect all current guidance to ensure safety is the number one priority.

Outreach will be conducted with staff to get a gauge on the number of staff returning and the concerns of any staff related to returning to in-building learning. Staff will be allowed to share concerns or ask questions so leadership can gauge the level of staff commitment and needs overall. As needed, items will be escalated to Partner Solutions, the employer of record.

### **Technology**

IAF will implement the same recommendations as listed under Phase 1, 2, and 3.



Additionally, the technology support plan will be updated to reflect virtual learning. Through IAF's Extended Learning Opportunities via Crim and YouthQuest parent trainings can be held to support the technology support plan that is recommended.

### **Transportation**

IAF contracts / partners with MTA and private bus company for transportation services. The following guidelines will be implemented.

- IAF partners with MTA to provide transportation for school day activities. For extra-curricular and athletics IAF contracts with a private bus company. MTA and the private bus company received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting or call will be held with the Student Management Coordinator and MTA management to review the criteria required for level IV and V and discuss concerns or issues arising. There will be daily communication between the Student Management Coordinator, or designee, and bus drivers regarding concerns. As needed, the Athletic Director or School Director will meet with private bus company for ongoing communication.
- MTA and the private bus company is following the guidance of Governor and the CDC regarding cleaning, sanitizing and professional development that is needed for the fleet(s).
- IAF will provide mask signage for each bus to address the use of face mask of all students and drivers and the use of hand sanitizers.
- MTA and private bus company buses will be cleaned and disinfected before and after each run.
- Barriers have been installed on all buses to protect the driver.
- IAF will provide bus drivers with disposal masks for students who do not have a mask or face covering.
- Students will be encouraged to social distance at the bus stops.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all students, if medically feasible, must wear it in order to be transported.
- IAF will not allow a student who becomes ill during the day to be transported by any bus. A parent will be contacted to pick the student up.



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

### Phase 5 Safety Protocols

The Academy will implement the same procedures under Phase 4 with additional precautions as listed below.

- Staff will be required to wear masks during class and in common areas unless eating or drinking.
- Students in grades K-12 will be required to wear face coverings in common areas such as on buses, hallways and lunchrooms unless eating or drinking.
- Other face masks procedures will remain in place as listed under Phase 4.
- Visitors to facilities will be limited to essential functions. Parent teacher conferences and any parent / staff meetings will be held virtually, as recommended in the guidance.
- Assemblies, field trips, and other activities generally consisting of large numbers of individuals and that do not allow social distancing may be prohibited or canceled at administration's discretion.
- IAF will monitor and discourage congregating of groups of students in common areas.
- Markings and signage will continue to indicate appropriate social distancing and hygiene reminders.
- Students will be encouraged to bring their own water bottles to school to avoid using common fountains.
- Students will be discouraged from sharing supplies.





**Phase 5 Mental & Social-Emotional Health**

The Academy will implement the same procedures under Phase 4 above.



## Phase 5 Instruction

The Academy will implement the same procedures under Phase 4, as listed in the Phases 5-6 box below.

### Phase 4

#### IN-PERSON LEARNING or FULLY VIRTUAL LEARNING

Parents/Students will choose between two options. One is in-person learning with social distancing, mask policies and heightened hygiene/cleaning protocols in place. The second is a fully virtual learning option. If virtual is selected, a device and a hot spot will be available for loan, if needed. The option will need to be selected for the term, unless circumstances arise that will require an immediate shift.

### Phases 5-6

Phase 5 and beyond will provide the same offerings for IAF students as Phase 4. Students will continue either in-person learning or virtual learning. Heightened precautions such as recommended masks, enhanced hygiene/cleaning protocols and self-symptom checking.



## Phase 5 Operations

The Academy will implement the same procedures under Phase 4 with further recommendations for athletics as listed below. All cleaning, hygiene, lunch and transportation protocols will remain in Phase 5 as listed in Phase 4.

### Athletics

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Indoor weight rooms and physical conditioning are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Monday, August 17, 2020 12:34 AM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



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