



Island City Academy COVID-19 Preparedness and Response Plan

Address of School District: 6421 South Clinton Trail Eaton Rapids, MI 48827

District Code Number: 23901

Building Code Number(s): 08322

District Contact Person: Aaron Warren

District Contact Person Email Address: wawarren@islandcity.org

Local Public Health Department: Barry-Eaton Health Department

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: Eaton RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/11/2020



August 12, 2020 [via email]

Mr. Aaron Warren
Island City Academy
6421 S. Clinton Trail
Eaton Rapids, MI 48827

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

Dear Mr. Warren:

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

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

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

Sincerely,

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

Corey Northrop
Executive Director

cc: David Sysum, Board President
Heidi Brininstool, 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**

Island City Academy (the "Academy")

A special meeting of the Academy Board of Directors was held on the 11th day of August
, 2020, at 3 p.m.

The meeting was called to order at 3 [a.m. (p.m.)] by Board Member
David Sysom:

Present: Dave Sysom, Krysta Mcbee, Laura Hell, Barb Grovesbee

Absent: _____

The following preamble and resolution were offered by Board Member
Cathy Seyer and supported by Board Member David Sysom:

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: 5

Nays: 0

Resolution declared adopted.


Print Name: Krysta L McGee
Secretary, Academy Board

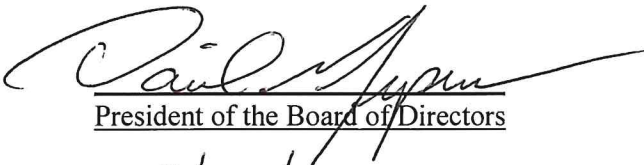


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Assurances

- 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 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 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.


President of the Board of Directors

Date

8/12/20



Introduction and Overview

Island City Academy is a self-managed public school academy serving grades Kindergarten through 8th grade. The upcoming school year will be our 25th year of providing a quality education for all students in and around Eaton Rapids. Our school was started when a motivated parent decided her daughter needed a school that could/would adjust to ensure all students are challenged. We have a high standard for both our students and staff, and we work hard to support all students to help them find success.

Our mission statement:

The mission of Island City Academy is to improve pupil achievement through a shared vision between talented teachers, parents and students whose primary goal is academic excellence coupled with moral standards and expectations. We believe we can achieve this goal by providing the best curriculum in seven “core” subjects of: mathematics, science, history, geography, foreign language, language arts, fine arts, along with moral education accomplished through standards of conduct and curriculum.

Our Educational Philosophy:

Island City Academy works as a partnership that includes students, parents, faculty, administration and staff. These partners are united in their commitment to the common objectives outlined in our mission and standards.

Island City Academy operates on an “open door” policy. Parents and other interested stakeholders are welcome to visit the Academy campus. If you would like to visit the school, please notify the office in advance.

As role models and instructors, Island City Academy teachers are valued by their students and parents for their caring attitudes. Intelligence, creative teaching ability, loyalty, and responsibility are characteristics of the faculty.

Parents expect and appreciate direct and regular communications from faculty regarding their children. Likewise, Island City Academy’s parents are responsive to teacher suggestions for helping students. This is shown in part by parents making sure homework and other assignments are completed.

The administrator, along with the board of directors, verifies and endorses the Mission Statement and oversees its implementation in the school. In their capacities as policy makers and community leaders, these administrators advance the Academy’s role as an institution committed to children.



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At Island City Academy we are committed to the philosophy of educating the individual child by helping each student acquire knowledge. By providing standards of ethical and moral values by which one may live, we are preparing students to accept the privileges and responsibilities of citizenship in a democratic society. Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, and kindness, along with loving discipline and accelerated instruction.

Prior to March 12, 2020, when Governor Whitmer announced the closing of all schools, our School Board had requested that we begin actively preparing for a potential shut-down of schools. The Board felt that the situation could arise that we were not allowed in school and we needed to ensure that both staff and students were prepared for that transition if required. The teachers used professional development time to prepare a plan for how we would implement learning from afar and the school leader worked closely with the surrounding schools to share ideas and resources. When schools were ordered closed on March 12, 2020, Island City Academy quickly worked to ensure that every student had the necessary materials to attend school from home. Chromebooks were signed out to students on that Friday, and students in grades Kindergarten through 3rd were provided with packets of work that would get us to Spring Break. Our students were up and running online starting that Monday, March 16. When it became known that schools would not be reopening for the 19/20 school year, our staff transitioned to all online for students. We developed our Continuity of Learning plan to better address the needs of all students. Those students that were not able to get internet access were provided with support from the Academy. Our end of year survey saw 95% of respondents agree that Island City Academy met their overarching goal to provide the best possible education given the difficult situation.

The guiding principles that have been considered when creating Island City Academy's Preparedness Plan include:

1. The health and safety of our students and staff are the first priority. While we believe that face-to-face instruction is the most optimal way to educate our students, we will follow all guidelines in the Michigan Safe Schools Road Map.
2. Not all of our students will be able to attend for face-to-face instruction and it is important to meet the needs of all families.
3. The mental and social-emotional wellbeing of our students will be a priority for all students, those who are face-to-face and those who choose an alternative mode of instruction.
4. Despite our efforts, we know that we must be prepared to meet the students where they are currently, given the havoc caused by the pandemic and loss of face-to-face instruction for our students in the 19/20 school year.
5. Island City Academy will provide equitable access to learning for each student.



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Island City Academy's Preparedness Plan was developed using feedback from our school community in the following ways:

1. Starting on May 15 the Island City Academy Teachers started sharing potential ideas for a return to school plan in the fall. A google document was created that allowed for staff collaboration and brainstorming of ideas for a safe return in the fall.
2. Our Return to School parent survey was administered July 13 through July 22. We received 121 responses to our survey, which is the largest response we have ever received to a survey request. In the survey, we found that if the proper safety protocols were in place, 62% of our families would prefer face-to-face instruction and 34% are open to the idea. We had 4% of respondents state they would not return for face-to-face but would prefer a distance learning option. Our survey also found that 93% of families in 6th - 8th grade would be open to a distance learning option at the school to help limit class size and provide more spacing. Also, 88% of our families responded that they have both the necessary internet and technology resources to successfully navigate online learning if needed.
3. The back to school committee was formed after the release of the Road-Map. The back to school committee consisted of the following: school administrator, 2nd grade Teacher, 3rd Grade Teacher, Intervention Teacher, MS Math Teacher, Board Member, Latch-key staff, and three parents. The teachers on the committee all shared the discussions and sought feedback from their grade level teams.
4. The administrator, Mr. Warren, hosted three separate zoom meetings to share tentative plan ideas, and to gain feedback from parents. The three meetings were held on three different days/times to try and offer opportunities for all the parents to attend. Across the three meetings we had a total of 86 participants, and the meetings were recorded and shared with those parents who were not able to attend live.
5. The committee took into consideration all of the input from all stakeholders while aligning to our mission statement to provide the best possible way to reopen school in the fall.



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

Phase 1, 2, or 3 Safety Protocols

Island City Academy administration and School Board will retain the authority to move between phases of the Safe Start Plan as dictated by school and family needs.

If the MI Safe Start Plan is in Phase 1 - 3, Island City Academy will follow all requirements included in the plan:

1. Island City Academy will be closed for in-person instruction.
2. Island City Academy will house the licensed Island City Academy Child Care Center if in Phases 1 - 3. All students that are attending the child care center will maintain social distancing and will wear facial coverings.
3. School employees will use the school buildings for the purpose of basic school operations including remote live instruction from their individual classrooms. When not in their individual classrooms, all staff will wear face coverings. Custodial staff will wear masks, face shields, and will work after the child care center is closed whenever possible. Any contractors that enter the building must wear facial coverings and maintain social distancing.
4. Though Island City Academy does not have a lunch program, we will continue to share information on the food assistance offered by our surrounding districts. In the Spring we had shared the food service options of Leslie, Springport, Eaton Rapids, and Charlotte Public Schools.
5. During closure, deep cleaning protocols will be conducted following all required, strongly recommended, and recommended guidelines in the MI Safe Start Plan.
6. Island City Academy does not use bussing; all of our students are transported to and from school in parent vehicles.



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

Island City Academy is dedicated to the mental and social-emotional health of our students. ICA is in the process of developing a mental health screening for all students with our school psychologist and social worker. Should a student be identified as a student that displays social-emotional issues, he/she will be referred to the administrator for further support based on the student's needs.

As was the case during our spring closure, ICA established guidelines for all staff to communicate regarding identification and rapid referral of at-risk students to our administrator. The administrator then reached out to the student to have an initial conversation, and if the student was deemed to need additional support parental contact was made. All students that are identified through their IEP for social work received services during spring closure through telephone and Zoom calls.

Island City Academy staff participated in professional development in social-emotional learning and trauma-informed training. This professional development training was conducted during the shut-down via virtual conference training. We will also conduct a PD session on self-care and resilience to prevent staff burnout. Self-care resources will be provided at this PD session.

Island City currently has a comprehensive crisis management plan which can be activated efficiently, as needed. A comprehensive list of wellness resources will be created and updated regularly by our school social worker and psychologist. In addition ICA will leverage MDE resources for student and staff mental health and wellness support. These resources will be applicable for both staff and students.

School staff will complete a physical/mental health screener and be temperature checked daily. An answer of “yes” on the health screener or a temperature above 100.4 will require the staff member to return home to monitor symptoms. A follow-up visit with a primary health provider will be recommended.

Island City Academy will communicate with families a minimum of once per week and often more frequently to provide information pertaining to:

- A return to school transition
- Destigmatization of COVID-19
- Understanding normal behavioral response to crises
- Best practices of talking through trauma with children

Strongly Recommended Protocols not included in this plan for operations:



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- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

Phase 1, 2, or 3 Instruction

Island City Academy was very successful in the implementation of our Continuity of Learning Plan during our spring closure. Our distance learning plan consisted of the following components:

- Weekly instructional packets were provided both electronically and through paper copy available for pick-up at the school for families with connectivity issues. In addition, students in 1st – 8th grade received recorded lessons that provided direct instruction related to the material that was sent electronically. The lower elementary Kindergarten-2nd Grade utilized the SeeSaw app to both receive and submit instruction. Third-eighth grade students were familiar with Google Classroom and utilized that to complete work and submit it.
- Our Teachers utilized either Zoom, Google Hangouts, or Google Chat to communicate with students throughout the week.
- Students were provided access to Google Hangouts to chat with peers during set periods of the day to connect.
- Google Classroom will be used to access lessons and to submit completed assignments.
- All instructional staff communicated with students and families through email, phone calls, text messages, and Remind.
- Special education and intervention staff worked with small groups or with individuals to provide continuous support through FaceTime, Zoom sessions, and phone calls.
- Specials teachers provided instructional activities for students through YouTube videos, Google Classroom, and Activity logs.

Ninety-five percent of our families surveyed agreed or strongly agreed that Island City met our overarching goal to provide the best experience possible under the circumstances while acknowledging and understanding the realities and pressures that families and staff faced during this unprecedented time.

While ICA was able to provide instruction for all subjects, there were concerns that were raised both from parent surveys and staff responses. In an effort to improve on the quality of the instruction should we require distance learning for the 20/21 school we implemented some changes.



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Island City Academy has created a back to school committee led by our Administrator. This group has gathered feedback from families, staff, and students about their experiences with remote learning. This feedback was gathered from surveys and virtual conversations with the group. The feedback helped shape the revisions of our plan that will include the addition of direct instruction for all classes. Teachers will be providing direct virtual classroom instruction daily to attend to provide the quality of instruction our families have come to expect. ICA's revised distance learning plan was shared with families via Zoom meetings, and will also be available for all families and Board members upon request. As is always the case, we ask for continuous feedback from stakeholders so that revisions to the virtual instruction can be timely and based on student need. Student engagement will be monitored by teachers via virtual instruction provided either via Zoom or Google Hangouts. In addition, assignment completion will help monitor the students' engagement level. The class sessions will be recorded and shared with students that are not able to login during the assigned times. When providing instruction, teachers will be able to provide differentiation for students based on their individual academic needs. MDE is a constant resource for our school as we navigate through high-quality digital resources.

Island City Academy assesses all students using NWEA. NWEA has field tested more than 400,000 students remotely. ICA is prepared to remote test our students using NWEA at the start of the 20/21 school year, should the need arise. As is always our practice, results of these assessments will drive instruction.

IEP's and 504 plans are reviewed each summer by our staff. Special education staff and teachers collaborate to design accommodations and best practice instruction for each student. Just as we did in our spring closure, online intervention will take place from day one. Collaboration will include delivery methods for assessments and instruction as outlined in IEP's and 504 plans. We will provide for assistive technologies that are included in IEPs.

During spring closure those students needing occupational, physical, and/or speech and language therapy were met with on a weekly or twice weekly schedule based on their IEP. Should we be closed for in-person instruction in the 20/21 school year, this schedule will continue. Evaluations will be conducted by our school psychologist and social worker, as needed or required. As always, Island City Academy will remain connected with MDE about policies and guidance.

Materials that students and parents/guardians will need during closure:

1. Technology devices to support Zoom, and Google Classroom
2. Internet connectivity.
3. Paper/pencil packets.
4. Trade books and textbooks.



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During spring closure, ICA loaned Chromebooks to families that needed devices to complete instruction. We will be doing so again should we be closed in the upcoming year. Less than 10 families did not have internet capability. For those families we provided paper/pencil packets, available for pick-up weekly at the school in a safe, contact free manner. We will continue this practice during a 20/21 closure. Designated pick-up times for trade books and textbooks will be published. We will have an extended time for pick-up and drop-off materials and work to accommodate the working parents. These items will be placed in the vestibule and a staggered schedule will allow for pick-up while maintaining social distancing protocols.

Island City Academy uses various means to communicate with families. These means include, but are not limited to, email, text, the school newsletter, phone calls, social media, Remind, home visits, and Honeywell Message system. We will use these means to communicate with our stakeholders regarding:

- Expectations around the duration of the closure and reopening
- Decisions about modes of assessment, daily instructional time, and student workload
- Supports and resources for families to use at home
- Training on accessing and using ICA's virtual systems

ICA will continue to provide Professional Development virtually to our educators, including:

- Offering restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education
- Sharing knowledge and exchanging ideas including successes and failure around remote learning
- Sharing information and data around student assessment results, progress, and completed assignments
- Training on how to use Google Classroom, Go Guardian, and other resources
- Building capacity around high-quality remote learning
- Using existing PLC's for educators to collaborate on establishing consistency across grade levels and the appropriate amount of workload for students

We will monitor and assess the following:

- Connectivity and access - ensuring that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork
- Attendance - monitoring and tracking student's online attendance daily
- Student work - teachers will assess the quality of student work and provide feedback to students and families. Students will self-assess on the quality of work and reflect on teacher feedback and their learning progress

Strongly recommended protocol not included in this plan for instruction:



- Secure supports for students who are transitioning to postsecondary. *Island City Academy is a K-8 school.*

Phase 1, 2, or 3 Operations

Operation Facilities

Island City Academy's Administrator with the assistance of the office staff has audited the necessary materials and supply chain for cleaning and disinfection supplies. The Academy's custodial staff will continue to maintain the school buildings in good working order to prepare for the subsequent return of students. The Administrator and custodial staff have outlined the school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff will wear face coverings when performing cleaning duties. The Administrator with guidance from the Michigan Department of Licensing and Regulatory Affairs, has developed a plan to allow for child care for essential workers. The School Administrator will continue to work closely with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

Operations Technology

Island City Academy has surveyed families to collect information about the number of families that would require a Chromebook for Phase 3 Distance Learning. The decision was made to procure an additional 50 Chromebooks to ensure that we could be 1:1 for all students both during face-to-face, and if we are in Phases 1-3 and full distance learning. The school administrator will be the point of contact for all technical issues that may arise. ICA uses a 3rd party vendor to support our IT needs and the Administrator will ensure that all needs are addressed quickly. In addition, we have extra Chromebooks for students to use while theirs are repaired to limit lack of access.

During the spring closure Island City Academy developed procedures for both device sign-out and return. We also developed a plan for students to drop off Chromebooks for repair as needed.

Operations Budget, Food Service, Enrollment, and Staffing

Based on instructional programming, Island City Academy will provide instructional resources and materials to staff and students as feasible. We work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.

While Island City does not currently have the means to provide meals, we will ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families. During



the spring closure, we shared the information for the four surrounding Districts that offered food service, and we will repeat that again.

Our parent survey showed that some families were overwhelmed by the workload provided during the spring closure. We will define clear logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.

Strongly Recommended Protocols not included in this plan for operations:

- Advocate for ISDs to coordinate with LEMPs.
- Develop a district technology plan that includes guidance for schools. *Island City Academy is a single K-8 school, thus not requiring a district plan.*



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

Island City Academy administration and School Board will retain the authority to move between phases of the Safe Start Plan as dictated by school and family needs.

Phase 4 Safety Protocols

Island City Academy will provide for the health and safety of staff and students by implementing the following safety protocols:

- **PPE**

- All staff will be required to wear a face covering whenever they are in the building with the exception of meals.
- All students Pre-K - 8th will wear a mask when in common areas, and in transition between classes.
- All students in 3rd - 8th Grade will be required to wear a face covering whenever they are in the building with the exception of meals.
- When students are outside and able to maintain 6' of social distance they may take off their face coverings.
- Both face coverings and face shields will be worn when serving meals to students.
- Both face covering and face shield will be worn by the staff cleaning and sanitizing the classrooms and common areas.

- **Hygiene**

- Hand sanitizer stations will be deployed in every classroom with at least 60% alcohol for both staff and student use.
- Hand sanitizer stations will be deployed near entry points with at least 60% alcohol for both staff and students use.
- Students and staff will either wash their hands or use hand sanitizer every two - three hours.
- Handwashing signs will be posted in every bathroom and throughout the building to encourage proper handwashing and 20 seconds of cleaning.
- We will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Teachers will continue to teach students to cough/sneeze into their elbows, and staff will role model this behavior.
- The soap and sanitizers stations will be checked frequently to ensure they remain ready to use by staff and students.



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- Students will be required to bring their own personal writing utensils, crayons, and other classroom materials and will not be allowed to share with peers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Students personal items will be kept in their cubbies/lockers based on grade level.
- **Spacing, Movement, and Access**
 - Class sizes will be kept to the level afforded by necessary spacing requirements.
 - In classrooms where large tables are utilized, a plexiglass divider will be used to separate students.
 - Teachers will maintain six feet of spacing between themselves and students as much as possible.
 - Family members or other guests are not allowed in the school building.
 - Signage will be posted to indicate proper social distancing.
 - Floor tape or other markers should be used at 6' intervals where line formation is anticipated.
 - Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
 - In an effort to lower the classroom size Island City Academy will be offering a “Distance Learning” option for students.
 - To ease the congestion in the morning we will utilize three separate entryways based on grade, and staff will be there to direct students to their classrooms.
 - Whenever possible, physical education will be held outside and social distancing of six feet will be practiced.
- **Screening students and staff**
 - Island City Academy will cooperate with the Barry Eaton Health Department (BEHD) regarding implementing protocols for screening students and staff.
 - Island City Academy will designate a quarantine area and a staff person to care for students who become ill at school.
 - Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
 - Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.



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- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.
- **Testing Protocols for Students and Staff and Responding to Positive Cases**
 - Island City Academy will cooperate with the BEHD regarding implementing protocols for screening students and staff.
 - Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
 - Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
 - Families will be notified by the BEHD of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
 - In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
 - Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
 - Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.



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- **Responding to Positive Tests Among Staff and Students**

- Island City Academy will cooperate with the BEHD if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- Island City Academy will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The BEHD will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine.
 - Island City Academy will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

- **Food Service, Gathering, and Extracurricular Activities**

- Island City Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Lunches will be eaten in the student's classroom to allow for proper social distancing.
- No assemblies will be held while in Phase 4
- Recess will be outside and will consist of one grade in each area at a time using the cohort model.
- Extracurricular activities will continue with face coverings if allowed.



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- All field trips will be postponed or individual parents will be required to transport their child.
- **Athletics**
 - Island City Academy will comply with all guidance published by Michigan High School Athletics Association (MHSAA)
 - Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant must confirm that they are healthy and without symptoms prior to any event.
 - All equipment will be disinfected before and after every use.
 - Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. If the capacity is reached additional spectators will not be admitted to the event.
 - Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
 - Handshakes, fist bumps, and other unnecessary contact must not occur. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
 - Large scale indoor spectator events are suspended.
- **Cleaning**
 - Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
 - Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
 - The Island City Academy playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
 - Island City Academy will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
 - Staff will wear gloves, a surgical mask, and a face shield when performing all cleaning activities.
- **Bussing and Student Transport**



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- Island City Academy does not use bussing; all of our parents are responsible for arrangements for their students' transport to school. Protocols related to busing and student transportation are not applicable.
- **Medically Vulnerable Students and Staff**
 - Island City Academy will review all current plans for accommodating students with special health care needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
 - Students/families that self-identify as high-risk for severe illness due to COVID-19 should contact the school administrator to discuss alternative learning arrangements.
- **Strongly Recommended Protocols not included in this plan for safety protocols**
 - Space desks six feet apart in classrooms.
 - Arrange all desks facing the same direction toward the front of the classroom.
 - Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. - *Island City Academy is not allowing visitors in the building during Phase 4*
 - Provide social distancing floor/seating markings in waiting and reception areas - *Island City Academy does not have a waiting/reception area.*
 - 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 subsequent “Busing and Student Transportation” section. - *Island City Academy does not provide bussing.*

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

Island City Academy will provide for the health and welfare of our vulnerable students and staff by:

- Island City Academy will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Providing all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.



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- ICA has identified our school administrator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- ICA has established a comprehensive crisis management plan that leverages available internal and external community-based resources, which can be activated efficiently as needed.
- The school administrator along with help from the school psychologist, and social worker will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- ICA will be establishing ongoing reporting protocols for school staff to evaluate physical and mental health status.
- ICA will be providing resources for staff self-care, including resiliency strategies.
- Island City Academy has designated our school administrator as the touch point for health and mental health concerns resulting from COVID-19. Families know that they should email him if they need support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - ☐ Destigmatization of COVID-19
 - ☐ Understanding normal behavioral response to crises
 - ☐ General best practices of talking through trauma with children
 - ☐ Positive self-care strategies that promote health and wellness
- **Strongly Recommended Protocols not included in this plan for Mental and Social Emotional Health**
 - Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
 - Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
 - Leverage MDE resources for student and staff mental health and wellness support.

BEFORE ISLAND CITY ACADEMY REOPENS FOR IN-PERSON INSTRUCTION

Phase 4 - Governance



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Island City Academy has created a back to school committee led by our Administrator. This group has gathered feedback from families, staff, and students about their experiences with remote learning, and desires for fall. This feedback was gathered from surveys and virtual conversations with the group. The results of the feedback showed a strong desire from both our families, and students for a 5-day a week face-to-face option. We also heard from families that desired a method to continue with Island City Academy, but for many reasons were not able to attend face-to-face. The feedback helped shape the revision of our plan to include a blend of three options. The three options that families can choose from include face-to-face 5-days a week, distance learning at the school, and full distance learning from home. Teachers will be providing direct classroom instruction across all three options daily to provide the quality of instruction our families have come to expect. ICA's revised learning plan, including the plan if we have to transition back to "remote learning" was shared with families via Zoom meetings and will also be available for all families and Board members upon request. As is always the case, we ask for continuous feedback from stakeholders so that revisions to the virtual instruction can be timely and based on student need.

Phase 4 - Instruction

Due to the needs of our students and families, Island City will activate a blended learning program using streaming technology to provide direct instruction to all students. We will offer instruction five days a week both in person and remotely for those who are not able to attend in person. Students will be asked to choose either in person, distance learning at the academy, or distance learning from home. If a student chooses distance learning at the academy, they will be allowed to rotate back into their classroom as spacing allows. As always, we will consult MDE for high-quality digital resources. We will make expectations clear to teachers around remote learning that include:

- Best practices for blended or remote learning - teachers will receive training beginning August 28th, 2020
- Grade-level proficiencies
- Modes of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students

Island City Academy will set an instructional vision that ensures:



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- Every student at Island City Academy will start the year with access to grade-level instruction and high quality standards-aligned instructional materials in every subject, whether in-person or distance learning.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every student's academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Island City Academy will implement a grade-level curricula that is aligned to Michigan K-8 standards and:

- Supports teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

Island City Academy will revise students' IEPs, 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services.

- Island City Academy will continue to offer intervention and support services across all of the instructional options for all grades Pk - 8th.
- Island City will continue to provide structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- The school administrator and the intervention team will inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- The intervention and special education staff will remain connected with MDE about policies and guidance.
- Our school administrator will work closely with Eaton RESA to develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- **Strongly Recommended Protocols not included in this plan for Instruction**
 - Secure supports for students who are transitioning to postsecondary. *Island City Academy is a K-8 school.*

Phase 4 - Communication and Family Supports

Island City Academy has always prided itself on keeping an open and active channel of communication with our families. We will implement any additional communication systems needed to reach every



family and student in their home language through multiple modes (e.g., text, robo calls, email, home visit) to share:

- Expectations around their child's return to school
- Clear information about schedules and configurations, if hybrid
- Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies
- Plans for each of the different school opening scenarios.

Island City Academy will provide resources that demonstrate schools value parents as partners in their child's education. In addition, we will provide family supports that provide families with:

- Training about how to access and use the school's chosen digital systems and tools
- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child
- Opportunities to build their digital literacy
- Strategies to support their child's learning at home

Phase 4 - Professional Learning

As we attempt to close the gaps that were caused by our school shutdown in March, we will need a renewed focus on our professional development as staff. Island City Academy will provide adequate time for schools and educators to engage in:

- Intentional curriculum planning and documentation to ensure stability of instruction, whether the building is open or closed;
- Identify students who did not engage in remote learning from the spring and develop a plan to provide additional support, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
- Identify students who potentially need additional support.
- Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

The school administrator will create a plan for professional learning and training, with goals to:

- Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
- Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and remote learning experiences that are equitable and engaging
- Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.



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Phase 4 Instruction - Once open for in-person learning

As we welcome students back in the building both for face-to-face learning, and those who choose one of our distance learning options, Island City will ensure the following in an effort to provide all students the necessary resources to find success.

- Once students are back in the building and we are open for face-to-face instruction we will ensure that every student:
 - Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning across all learning options;
 - Is assessed to determine student readiness to engage in grade-level content; and
 - Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
- The school administrator will conduct checkpoints with classroom teachers around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Island City Academy teachers will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Island City Academy will conduct a review of each student's IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Island City Academy will set expectations for teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Island City Academy will determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Island City Academy staff will communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

For those students who choose the home based distance learning Island City Academy will implement the following:

- activate plans to monitor and assess the following:
 - Connectivity and Access:
 - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.



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- Attendance:
 - Develop systems to monitor and track students' online attendance on a daily basis.
- Student Work:
 - Teachers will assess the quality of student work and provide feedback to students and families. Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.
- **Strongly Recommended Protocols not included in this plan for Instruction**
 - Secure supports for students who are transitioning to postsecondary. *Island City Academy is a K-8 school.*

Phase 4 Operations

Island City Academy will implement the following both before opening, during operations, and if instructed to close.

- Facilities BEFORE reopening
 - Audit necessary materials and supply chain for cleaning and disinfection supplies.
 - Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
 - Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
 - Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
 - Custodial staff will deep clean over the summer.
 - Audit the building for: number of classrooms available, size of classrooms, additional spaces available within the building, and ventilation.
 - Audit school security protocols to decide if any process changes need to be implemented.
 - Maintain facilities for in person school operations including: check the HVAC systems, change the air filters on a regular basis, have wastebaskets, soap and tissues in each room to be used on entry and exit, have signage posted about handwashing, cough etiquette and nose blowing, and the custodial staff will use proper PPE.
 - Admin will do a walkthrough with custodial staff to ensure the building is ready for staff and students.
 - Will provide ONE facial covering for each student and staff member.



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- Will provide level one surgical masks for cleaning.
- Facilities (if instructed to close):
 - Activate school cleaning and disinfecting according to CDC guidelines
 - Maintain facilities for resumption of school operations.
- Budget, Food service, Enrollment and staffing
 - support schools in assessing student arrival and departure from school
 - Conducted staff and student outreach to understand who is coming back, including a plan for at risk staff and students who have health concerns
 - Assess need for new or additional positions with a focus on wellness, technology and other COVID needs.
 - Recruit, interview and hire new staff.
 - Consider redeploying underutilized staff to serve core needs.
 - Identify and modify staff positions that would enable high-risk staff to provide remote services.
 - Communicate any student enrollment or attendance policy changes with school staff and families.
 - provide guidance for recruiting, interviewing and hiring staff remotely.
 - seek and provide guidance on use of CARES act funding for key purchases.
 - Coordinate services with related service providers in the school and community to identify and address new student and adult needs.
 - Inventory how many substitute teachers are available.
 - Build and send back to school communications to all relevant stakeholders and include updates across all policies.
 - Verify that student and staff handbooks and planners are printer and ready for distribution or available digitally.
 - Consult legal counsel to preemptively address liability questions, related concerns or vendor issues relative to COVID-19
 - Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs and resource constraints or additional dollars.
 - School leaders will orient new school staff to any operational changes.
 - create master teaching schedules, student and faculty arrival/dismissal schedules, lunch schedules for staff and students and bell schedules with safety protocols in mind.
 - Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Technology BEFORE opening
 - Survey families to collect information about the numbers, types and condition of devices used in their homes to support remote learning.



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- Designate a single point of contact in each school to plan and communicate with district technology teams.
- Develop a technology plan with guidance. Include training and support for educators to adapt remote learning for the classroom.
- Identify a device and/or general technology support lead for each school.
- Assign technology process leaders and publish their contact information on the district website.
- Develop procedure for return and inventory of district owned devices as part of return to school technology plan including: safely bagging devices collected, sanitize devices prior to repair, order accessories that may be needed, conduct maintenance.
- Develop on-site triage of staff and student devices to minimize time staff may be without a device.
- Prepare and test the infrastructure evaluation process, including each WiFi access point.
- Develop a technology support plan for families.
- Technology (if closed)
 - Deploy digital learning devices and move to virtual learning.
 - Communicate consistent procedure for return of devices including: bagging devices, sanitizing devices and perform maintenance as needed
 - Ensure school and community access points are functional.
- Technology (when reopened)
 - Organize and centralize online resources that were created, published or distributed by teachers.
 - Compile technology-facing lessons learned for inclusion in the district's plan.
 - Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes.
 - Continue infrastructure evaluations until all issues are resolved.
 - Identify chronic technology issues that arose during the closure period and use them to begin the development of a long-term technology maintenance plan.

Strongly Recommended Protocols not included in this plan for Operations

- Transportation - *Island City Academy does not use bussing; all of our students are transported to and from school in parent vehicles.*
- Audit any additional facilities that the district may have access to that could be used for learning. - *Island City Academy does not have additional buildings*
- Provide advanced training for custodial staff.
- School security staff should follow CDC guidelines - *Island City Academy does not have security staff*



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- Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 - *Island City Academy does not have a bargaining unit*
- Identify and modify staff positions that would enable high-risk staff to provide remote services
- Staff will make master bus schedules - *Island City Academy does not offer bussing*
- Identify family liaison to support communication regarding the use of technology.
- Identify an asset tracking tool.
- Identify a vendor to assist with processing, returning and maintaining devices, if needed.
- Utilize buses to provide food service and delivery instructional materials where possible.
- *Island City Academy does not offer bussing*



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

Island City Academy Administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by school and family needs.

Phase 5 Safety Protocols

If southeast Michigan moves to Phase 5 of the MI Safe Start Plan when school is expected to resume on September 8, 2020, or during the 20/21 school year, Island City Academy will continue to offer in-person instruction full time along with the distance learning options. Island City Academy will follow all the required components of the Safe Start Plan. The one change from phase 4 is that students will be allowed to remove their face covering when working quietly at their desk with teacher permission, and maintaining proper social distancing.

- **PPE**

- All staff will be required to wear a face covering whenever they are in the building with the exception of meals.
- All students Pre-K - 8th grade will wear a mask when in common areas, and in transition between classes.
- All students in 3rd – 8th grade will be required to wear a face covering whenever they are in the building with the exception of meals. When working at their desks students may take their face covering off with teacher permission.
- When students are outside and able to maintain 6' of social distance they may take off their face coverings.
- Both face coverings and face shields will be worn when serving meals to students.
- Both face coverings and face shields will be worn by the staff cleaning and sanitizing the classrooms and common areas.

- **Hygiene**

- Hand sanitizer stations will be deployed in every classroom with at least 60% alcohol for both staff and student use.
- Hand sanitizer stations will be deployed near entry points with at least 60% alcohol for both staff and students use.
- Students and staff will either wash their hands or use hand sanitizer every two - three hours.
- Handwashing signs will be posted in every bathroom and throughout the building to encourage proper handwashing and 20 seconds of cleaning.



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- We will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Teachers will continue to teach students to cough/sneeze into their elbows, and staff will role model this behavior.
- The soap and sanitizers stations will be checked frequently to ensure they remain ready to use by staff and students.
- Students will be required to bring their own personal writing utensils, crayons, and other classroom materials and will not be allowed to share with peers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Students personal items will be kept in their cubbies/lockers based on grade level.
- **Spacing, Movement, and Access**
 - Class sizes will be kept to the level afforded by necessary spacing requirements.
 - In classrooms where large tables are utilized, a plexiglass divider will be used to separate students.
 - Teachers will maintain six feet of spacing between themselves and students as much as possible.
 - Family members or other guests are not allowed in the school building.
 - Signage will be posted to indicate proper social distancing.
 - Floor tape or other markers should be used at 6' intervals where line formation is anticipated.
 - Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
 - In an effort to lower the classroom size Island City Academy will be offering a “Distance Learning” option for students.
 - To ease the congestion in the morning we will utilize three separate entryways based on grade, and staff will be there to direct students to their classrooms.
 - Whenever possible, physical education will be held outside and social distancing of six feet will be practiced.
- **Screening students and staff**
 - Island City Academy will cooperate with the Barry Eaton Health Department (BEHD) regarding implementing protocols for screening students and staff.
 - Island City Academy will designate a quarantine area and a staff person to care for students who become ill at school.



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- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
 - Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
 - Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
 - Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.
- **Testing Protocols for Students and Staff and Responding to Positive Cases**
 - Island City Academy will cooperate with the BEHD regarding implementing protocols for screening students and staff.
 - Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
 - Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
 - Families will be notified by the BEHD of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
 - In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.



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- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- **Responding to Positive Tests Among Staff and Students**
 - Island City Academy will cooperate with the BEHD if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
 - Island City Academy will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The BEHD will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine.
 - Island City Academy will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
 - Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
 - Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.



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- **Food Service, Gathering, and Extracurricular Activities**

- Island City Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Lunches will be eaten in the students classroom to allow for proper social distancing.
- No assemblies will be held while in Phase 5
- Recess will be outside and will consist of one grade in each area at a time using the cohort model.
- Extracurricular activities will continue with face coverings if allowed.
- All field trips will be postponed or individual parents will be required to transport their child.

- **Athletics**

- Island City Academy will comply with all guidance published by Michigan High School Athletics Association (MHSAA)
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant must confirm that they are healthy and without symptoms prior to any event.
- All equipment will be disinfected before and after every use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. If the capacity is reached additional spectators will not be admitted to the event.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended.

-

- **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.



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- The Island City Academy playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Island City Academy will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff will wear gloves, a surgical mask, and a face shield when performing all cleaning activities.
- **Bussing and Student Transport**
 - Island City Academy does not use bussing; all of our parents are responsible for arrangements for their students' transport to school.
- **Medically Vulnerable Students and Staff**
 - Island City Academy will review all current plans for accommodating students with special health care needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
 - Students/families that self-identify as high-risk for severe illness due to COVID-19 should contact the school administrator to discuss alternative learning arrangements.
- **Strongly Recommended Protocols not included in this plan for safety protocols**
 - Space desks six feet apart in classrooms.
 - Arrange all desks facing the same direction toward the front of the classroom.
 - Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. - *Island City Academy is not allowing visitors in the building during Phase 5*
 - Provide social distancing floor/seating markings in waiting and reception areas - *Island City Academy does not have a waiting/reception area.*
 - 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 subsequent “Busing and Student Transportation” section. - *Island City Academy does not provide bussing.*

Phase 5 Mental & Social-Emotional Health

Island City Academy will provide for the health and welfare of our vulnerable students and staff by:



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- Island City Academy will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- ICA has identified our school administrator to centralize mental health referrals, communications to families/students, and public-facing wellness materials.
- ICA has established a comprehensive crisis management plan that leverages available internal and external community-based resources which can be activated efficiently as needed.
- The school administrator along with help from the school psychologist, and social worker will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- ICA will be establishing ongoing reporting protocols for school staff to evaluate physical and mental health status.
- ICA will be providing resources for staff self-care, including resiliency strategies.
- Island City Academy has designated our school administrator as the touch point for health and mental health concerns resulting from COVID-19. Families know that they should email him if they need support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - ☐ Destigmatization of COVID-19
 - ☐ Understanding normal behavioral response to crises
 - ☐ General best practices of talking through trauma with children
 - ☐ Positive self-care strategies that promote health and wellness
- **Recommended Protocols not included in this plan for Mental and Social Emotional Health**
 - Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
 - Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
 - Leverage MDE resources for student and staff mental health and wellness support.

BEFORE ISLAND CITY ACADEMY REOPENS FOR IN-PERSON INSTRUCTION

Phase 5 - Governance



Island City Academy has created a back to school committee led by our Administrator. This group has gathered feedback from families, staff, and students about their experiences with remote learning, and desires for fall. This feedback was gathered from surveys and virtual conversations with the group. The results of the feedback showed a strong desire from both our families, and students for a 5-day a week face-to-face option. We also heard from families that desired a method to continue with Island City Academy, but for many reasons were not able to attend face-to-face. The feedback helped shape the revision of our plan to include a blend of three options. The three options that families can choose from include face-to-face 5-days a week, distance learning at the school, and full distance learning from home. Teachers will be providing direct classroom instruction across all three options daily to provide the quality of instruction our families have come to expect. ICA's revised learning plan, including the plan if we have to transition back to "remote learning" was shared with families via Zoom meetings, and will also be available for all families and Board members upon request. As is always the case, we ask for continuous feedback from stakeholders so that revisions to the virtual instruction that can be timely and based on student need.

Phase 5 - Instruction

Due to the needs of our students and families, we will maintain the system that was developed in phase 4. Island City Academy will activate a blended learning program using streaming technology to provide direct instruction to all students. We will offer instruction five days a week both in person and remotely for those who are not able to attend in person. Students will be asked to choose either in person, distance learning at the academy, or distance learning from home. If a student chooses distance learning at the academy, they will be allowed to rotate back into their classroom as spacing allows. As always, we will consult MDE for high-quality digital resources. We will make expectations clear to teachers around remote learning that include:

- Best practices for blended or remote learning - teachers will receive training beginning August 28th, 2020
- Grade-level proficiencies
- Modes of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students

Island City Academy will set an instructional vision that ensures:



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- Every student at Island City Academy will start the year with access to grade-level instruction and high quality standards-aligned instructional materials in every subject, whether in-person or distance learning.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Island City Academy will implement a grade-level curricula that is aligned to Michigan K-8 standards and:

- Supports teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

Island City Academy will revise students' IEPs, 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services.

- Island City Academy will continue to offer intervention and support services across all of the instructional options for all grades Pk - 8th.
- Island City will continue to provide structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- The school administrator and the intervention team will inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- The intervention and special education staff will remain connected with MDE about policies and guidance.
- Our school administrator will work closely with Eaton RESA to develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- **Strongly Recommended Protocols not included in this plan for Instruction**
 - Secure supports for students who are transitioning to postsecondary. *Island City Academy is a K-8 school.*

Phase 4 - Communication and Family Supports

Island City Academy has always prided itself on keeping an open and active channel of communication with our families. The systems put in place during phase 4 will continue throughout phase 5. We will



implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share:

- Expectations around their child's return to school
- Clear information about schedules and configurations, if hybrid
- Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies
- Plans for each of the different school opening scenarios.

Island City Academy will provide resources that demonstrate schools value parents as partners in their child's education. In addition we will provide family supports that provide families with:

- Training about how to access and use the school's chosen digital systems and tools
- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child
- Opportunities to build their digital literacy
- Strategies to support their child's learning at home

Phase 5 - Professional Learning

As we attempt to close the gaps that were caused by our school shutdown in March, we will need a renewed focus on our professional development as staff. Island City Academy will provide adequate time for schools and educators to engage in:

- Intentional curriculum planning and documentation to ensure stability of instruction, whether the building is open or closed;
- Identify students who did not engage in remote learning from the spring and develop a plan to provide additional support, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
- Identify students who potentially need additional support
- Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

The school administrator will create a plan for professional learning and training, with goals to:

- Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
- Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and remote learning experiences that are equitable and engaging
- Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.



Phase 4 Instruction - Once open for in-person learning

As we transition into Phase 5 we will continue the instruction as developed in Phase 4. Island city will ensure the following in an effort to provide all students the necessary resources to find success.

- Once students are back in the building and we are open for face-to-face instruction we will ensure that every student:
 - Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning across all learning options;
 - Is assessed to determine student readiness to engage in grade-level content; and
 - Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
- The school administrator will conduct checkpoints with classroom teachers around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Island City Academy teachers will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Island City Academy will conduct a review of each student's IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Island City Academy will set expectations for teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Island City Academy will determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Island City Academy staff will communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

For those students who choose the home based distance learning Island City Academy will implement the following:

- activate plans to monitor and assess the following:
 - Connectivity and Access:
 - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.



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- Attendance:
 - Develop systems to monitor and track students' online attendance on a daily basis.
- Student Work:
 - Teachers will assess the quality of student work and provide feedback to students and families.
 - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.
- **Strongly Recommended Protocols not included in this plan for Instruction**
 - Secure supports for students who are transitioning to postsecondary. *Island City Academy is a K-8 school.*

Phase 5 Operations

Island City Academy will maintain the following procedures both before opening, during operations, and if instructed to close that were developed in Phase 4.

- Facilities BEFORE reopening
 - Audit necessary materials and supply chain for cleaning and disinfection supplies.
 - Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
 - Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
 - Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
 - Custodial staff will deep clean over the summer.
 - Audit the building for: number of classrooms available, size of classrooms, additional spaces available within the building, and ventilation.
 - Audit school security protocols to decide if any process changes need to be implemented.
 - Maintain facilities for in person school operations including: check the HVAC systems, change the air filters on a regular basis, have wastebaskets, soap and tissues in each room to be used on entry and exit, have signage posted about handwashing, cough etiquette and nose blowing, and the custodial staff will use proper PPE.



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- Admin will do a walkthrough with custodial staff to ensure the building is ready for staff and students.
- Will provide ONE facial covering for each student and staff member.
- Will provide level one surgical masks for cleaning.
- Facilities (if instructed to close):
 - Activate school cleaning and disinfecting according to CDC guidelines
 - Maintain facilities for resumption of school operations.
- Budget, Food service, Enrollment and staffing
 - support schools in assessing student arrival and departure from school
 - Conducted staff and student outreach to understand who is coming back, including a plan for at risk staff and student who have health concerns
 - Assess need for new or additional positions with a focus on wellness, technology and other COVID needs.
 - Recruit, interview and hire new staff.
 - Consider redeploying underutilized staff to serve core needs.
 - Identify and modify staff positions that would enable high-risk staff to provide remote services.
 - Communicate any student enrollment or attendance policy changes with school staff and families.
 - provide guidance for recruiting, interviewing and hiring staff remotely.
 - seek and provide guidance on use of CARES act funding for key purchases.
 - Coordinate services with related service providers in the school and community to identify and address new student and adult needs.
 - Inventory how many substitute teachers are available.
 - Build and send back to school communications to all relevant stakeholders and include updates across all policies.
 - Verify that student and staff handbooks and planners are printer and ready for distribution or available digitally.
 - Consult legal counsel to preemptively address liability questions, related concerns or vendor issues relative to COVID-19
 - Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs and resource constraints or additional dollars.
 - School leaders will orient new school staff to any operational changes.
 - create master teaching schedules, student and faculty arrival/dismissal schedules, lunch schedules for staff and students and bell schedules with safety protocols in mind.



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- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Technology BEFORE opening
 - Survey families to collect information about the numbers, types and condition of devices used in their homes to support remote learning.
 - Designate a single point of contact in each school to plan and communicate with district technology teams.
 - Develop a technology plan with guidance. Include training and support for educators to adapt remote learning for the classroom.
 - Identify a device and/or general technology support lead for each school.
 - Assign technology process leaders and publish their contact information on the district website.
 - Develop procedure for return and inventory of district owned devices as part of return to school technology plan including: safely bagging devices collected, sanitize devices prior to repair, order accessories that may be needed, conduct maintenance.
 - Develop on-site triage of staff and student devices to minimize time staff may be without a device.
 - Prepare and test the infrastructure evaluation process, including each WiFi access point.
 - Develop a technology support plan for families.
- Technology (if closed)
 - Deploy digital learning devices and move to virtual learning.
 - Communicate consistent procedure for return of devices including: bagging devices, sanitizing devices and perform maintenance as needed
 - Ensure school and community access points are functional.
- Technology (when reopened)
 - organize and centralize online resources that were created, published or distributed by teachers.
 - Compile technology-facing lessons learned for inclusion in the district's plan.
 - Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes.
 - Continue infrastructure evaluations until all issues are resolved.
 - Identify chronic technology issues that arose during the closure period and use them to begin the development of a long-term technology maintenance plan.



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Strongly Recommended Protocols not included in this plan for Operations

- Transportation - *Island City Academy does not use bussing; all of our students are transported to and from school in parent vehicles.*
- Audit any additional facilities that the district may have access to that could be used for learning. - *Island City Academy does not have additional buildings*
- Provide advanced training for custodial staff.
- School security staff should follow CDC guidelines - *Island City Academy does not have security staff*
- work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 - *Island City Academy does not have bargaining unit*
- Identify and modify staff positions that would enable high-risk staff to provide remote services
- Staff will make master bus schedules - *Island City Academy does not offer bussing*
- Identify family liaison to support communication regarding the use of technology.
- Identify an asset tracking tool.
- Identify a vendor to assist with processing, returning and maintaining devices, if needed.
- Utilize buses to provide food service and delivery instructional materials where possible.
- *Island City Academy does not offer bussing*

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Thursday, August 13, 2020 10:20 AM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



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MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

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

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