



da Vinci Schools COVID-19 Preparedness and Response Plan

Address of School District: ***da Vinci Schools***

District Code Number: **38901**

Building Code Number(s): **08659 (K-5) 08244 (6-12)**

District Contact Person: ***Sandy Maxson***

District Contact Person Email Address: **Sandy.Maxson@davincik12.org**

Local Public Health Department: ***Jackson County Health Department***

Local Public Health Department Contact Person Email Address:

JCHDSCHOOLREGISTER@MIJACKSON.org
rtravis@mijackson.org

Name of Intermediate School District: ***Jackson County Intermediate School District***

Name of Authorizing Body: ***Central Michigan University***

Date of Adoption by Board of Directors: ***July 30th, 2020***



August 11, 2020 [via email]

Ms. Sandy Maxson
The da Vinci Institute
2800 Springport Rd
Jackson, MI 49202

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

Dear Ms. Maxson:

I am pleased to inform you that the Plan for The da Vinci Institute (“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 written in a cursive, flowing style.

Corey Northrop
Executive Director

cc: Mary Schuessler, Board President
Anne Sebesky, 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

The da Vinci Institute

A special meeting of the Academy Board of Directors was held on the 30th day of July, 2020, at 5:30 p.m.

The meeting was called to order at 5:29 p.m. by Board Member Mary Schuessler:

Present: Mary Schuessler, Eric Beda, Myeshia Jones, Stephanie Morrell, Sabrina Corbin, Amanda Cole, Shane Menard

Absent: _____

The following preamble and resolution were offered by Board Member _____ Stephanie Morrell _____ and supported by Board Member _____ Shane Menard _____ :

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: Mary Schuessler, Eric Beda, Myeshia Jones, Stephanie Morrell, Sabrina Corbin, Amanda Cole, Shane Menard

Nays: None

Resolution declared adopted.

Myeshia Jones (via virtual meeting)

Print Name: Myeshia Jones

Secretary, Academy Board



Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

Mary Schuessler
President, Board of Directors

Board Approved: 07/30/2020



Introduction and Overview

da Vinci Schools is proud to represent the Jackson community with our Comprehensive Learning Plan to address the COVID-19 Pandemic during the Michigan Safe Start Phases. The following plans and protocols will be implemented to address each area required by the State of Michigan, to provide assurance that safety is our top priority.

We are proud of the commitment of our staff to communicate with our students through the COVID-19 pandemic. We vowed to maintain contact with our students and families, and we have successfully provided support to them.

The purpose of The da Vinci Institute is to prepare students to be well educated, self-directed learners who are successful in college, work, and life, and who are reasonable, respectful, and responsible citizens of a global society.

da Vinci is a school unlike any other. Using a distinctive student-centered approach to education, we do what is best for every student, every day. With small class sizes, individualized education plans, & the opportunity for students to earn college credits, we are as unique as our learners. Our guiding principles continue to be: 1) What is best for students 2) We will do no harm 3) We will do whatever it takes. This has helped us to align survey results from our stakeholders and staff members to develop a plan that focuses on the physical, mental, and social-emotional safety and health of our students while providing flexible, individualized academic options for our students and their families.



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

Phase 1, 2, or 3 Safety Protocols

da Vinci Schools are closed, therefore there is no requirement for spacing and movement, health screenings for students, responding to positive tests among staff and students, on site food service, gatherings, or extracurricular activities. The nutrition services will continue via our partnership with Northwest Community Schools and other local districts. Distribution sites will be communicated to families via email, district website, district Facebook page, SwiftReachK12, mailings, etc. Our survey revealed that most students and families will not need support for food service, and therefore we will have individual staff deliver as needed. We will determine the needs along with delivery of materials. We have structures in place for parent pick up, which could also be used for food, as needed.

da Vinci schools do not have school-sponsored athletics. da Vinci Schools contracted Head Start and GSRP areas are available as needed to the community for licensed child care providers if required by infrastructure leadership. If it is determined there is a need in Jackson County for childcare for essential workers da Vinci's GSRP classroom will be prepared to open. Our GSRP area was not needed to open this past spring as a disaster relief child care center.

School employees are allowed to enter school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators. All school employees are required to sign in and out of the building and fill out health-related protocol forms provided in the main entrance of the building, in addition to designating the areas of the building they occupied (example: classrooms, restroom, office, storage area). All employees or contractors will be required to use hands sanitizer upon entering the building. During their stay in the building, staff and contractors will be required to wash hands, following CDC guidelines for proper technique, every two hours. All staff and contractors will be required to wear masks during their stay in the building unless they are alone or able to properly social distance themselves.

Contractors will be allowed to enter the school building for the purposes of maintaining basic facilities operations. All contractors are required to sign in and out of the building and fill out health-related protocol forms provided at the main entrance of the building.

Cleaning protocols include scheduled comprehensive deep cleaning with EPA-approved disinfectant or diluted bleach solution, as well as cleaning of areas occupied by staff or contractors. Busing operations are suspended for student transportation but might be in operation to ensure da Vinci families have access to academic supports and food distribution.



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

da Vinci Schools recognizes the vital importance of mental and social-emotional health services for students. We have created a quick and easy survey for our families in order to identify needs. Homeroom teachers will implement an informal age-appropriate and transparent screening to the best of their ability. Students with previous mental and social-emotional services will be screened by our Community School Engagement Specialist or by the therapist/specialist that the student was seeing/sees or was assigned to. Homeroom teachers will be given guidelines to identify other students who may need support and immediately refer them to our Community School Engagement Specialist for tools, resources, and implementation support, as well as self-care and local referral services.

Maintenance and continued communication of our da Vinci Family Support email address: dVFamilySupport@davincik12.org. This is monitored daily to address the needs of our community by our Community School Engagement Specialist who works across the school, local public health agencies, and community partners. We have also implemented an internal da Vinci “Handle With Care” system when urgent needs are reported so that we can immediately address the concerns.

da Vinci Schools will utilize the following communication venues to actively promote supports resulting from academic stressors to positive COVID-19 testing, to mental health supports:

- Text/Phone/Email Messages through School Management System (Swiftk12)
- Facebook Posts
- Website Q & A
- Resource Page
- PowerSchool Announcements
- MS/HS Building Signage
- Hard copy newsletters sent with academic work and food distribution

After initial screening, Homeroom teachers will implement weekly individual contact with each student, and in some cases, parent/guardian. We will focus on the active engagement in academic classes, and providing support, accommodations, and referrals for individual tutoring, as needed for success. We will also address mental and social/emotional health needs. And last, the detailed and thorough documentation and communication of these contacts.

The district will provide staff with resources for self-care, including resiliency strategies. We will work with local agencies to provide training and resources to help teachers and staff, in addition to providing ongoing training and professional development focusing on social-emotional learning, trauma-informed practices, identification of at-risk students, referral protocols, and self-care. Staff will use the Self-Care Assessment and Plan provided by MDE.



The administrators will view Side-Effects Video provided by MDE to increase mindfulness in planning for the district.

The Community School Engagement Specialist has compiled a comprehensive list of wellness resources that are available to both staff and students. These will be on the district website and Facebook pages, and will be communicated to stakeholders using the PowerSchool SwiftK12 system.

NOTE: Informal social emotional learning screenings will be done by Homeroom Teachers because we do not have access to enough trained professionals to manage this K-12.

Phase 1, 2, or 3 Instruction

Governance

While schools were closed for in-person instruction, the district created a Return to Instruction and Learning team led by the Superintendent, administrators, and stakeholders. The group gathered feedback about remote learning using surveys and conversations and used the feedback to revise the remote learning plan to improve its effectiveness. Feedback from stakeholders indicated teachers and staff were mainly concerned with the lack of student participation and they felt that this was the result of participation being voluntary. Other feedback suggested that parents and students felt they lacked the skills to properly leverage remote instruction. The district revised the Remote Learning Plan to include more robust instruction aligned to State standards and high-quality instructional practices, as well as including digital resources and tools to assist students and families as they learn from home.

The district will ensure continued student learning with weekly contact and meaningful teacher feedback. Materials include standard school supplies, Chromebooks or access to digital devices, hard-copy resources as requested or required by accommodations, and internet connection devices or options so students can access remote instruction.

da Vinci will communicate the Remote Learning Plan with all involved stakeholders by posting a link to the document on the school website, Facebook page, and through the School Management System (SwiftK12).

Remote Instruction

The district will ensure that all remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders in



their home language, and will create opportunities for ongoing feedback, such as Google Surveys, email, virtual meetings, etc.

The district will activate remote learning plans at scale to deliver Michigan State standards-aligned curricula and high-quality instructional materials, and will integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation, and will consult with MDE for high-quality digital resources such as COVID-19 Online instructional resources that may be located at

https://www.michigan.gov/documents/mde/LearningDistanceGuidance_686455_7.pdf

da Vinci Schools will assess every student in grades preK-12 during the first few weeks of school, using screeners, diagnostic tests (NWEA), or authentic teacher-created formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.

The district will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers and the JCISD Special Education team, to design accommodations and match services based on student need and will:

1. Commence online intervention and support, including weekly virtual resource room hours for all programs and learning environments, especially special education, birth to five services, and career and technical education.
2. Provide opportunities for general and special education teachers to collaborate on instructional delivery methods for assessments and instruction as outlined in IEPs. Teachers will utilize an accommodation tracker to monitor students' needs around accessibility and provide assistive technologies, where possible, with guidance from Jackson County Intermediate School District (JCISD).

da Vinci Schools will support students in their efforts to transition to postsecondary, as they prepare for college, trade schools, and/or future career plans by encouraging them to access online resources and take dual-enrollment courses at local colleges and universities. This will involve a continued working relationship with the College and Career Access Center (CCAC).

The Director of Curriculum and other school leaders will work with teachers to conduct checkpoints around curriculum and instruction to gauge student growth and focus on the progress of students in need of additional support.



The district will remain connected with MDE about policies and guidance pertaining to COVID-19 instructional and support strategies.

Under the guidance of the Jackson County Intermediate School District, the special education department meets with families individually and sets up plans that include virtual meetings to address needs and service plans for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

Communications and Family Supports

da Vinci Schools will utilize multiple communication systems to reach every family and student, including SwiftK12, text, email, phone calls, and/or mail, to communicate expectations around the duration of the closure and reopening, decisions about grade-level proficiencies, modes of assessment, daily instruction time, and estimated workloads. The district shared suggested schedules, including recommended time on task, and activities for instruction at home, and will provide resources that demonstrate our schools value parents as partners in their child's education. Support will be provided to families, including training on Google Classroom and other Google tools, training on PowerSchool, suggestions for strategies and resources for learning at home, and support for increasing digital literacy.

Professional Learning

da Vinci Schools will continue to provide professional learning opportunities and training to teachers and staff using virtual modes. These will include restorative support and learning around equity and implicit bias, social-emotional learning, and culturally responsive education.

The district will provide opportunities for the sharing of knowledge, continuous learning, exchanging of ideas, and sharing of remote learning successes and failures. Teachers and staff will share information and data about student assessment results, progress, and completed assignments. The district will train teachers and staff to use digital systems and tools appropriately and sustainably. The goal of this training is to build skills in high-quality remote learning.

We are scheduling an etiquette protocol for all staff, as we have found that our employees are not used to being on camera, and as such, we have seen small things that we want to improve on, making sure that we are professional at all times.



da Vinci Schools will develop professional learning communities at each level (primary, middle school, high school) for teachers to collaborate to develop a week's worth of instruction so as to establish consistency and appropriate student workloads.

Monitoring

da Vinci Schools will distribute devices to students as needed. Chromebooks have the ability to download material so we are making Wi-Fi attainable in parking lots, and working with other districts, as well as the Jackson Chamber of Commerce, for students to use other school parking lots, and business parking lots to quickly download material weekly, or more often if needed.

da Vinci teachers and staff will be assigned students to monitor on a regular basis. As a home room teacher/advisor/mentor, staff members will be addressing attendance and student's work submission, asking leading questions to determine needs, and regularly extend communication to parents when a student is not progressing, or when concerns come up. In enrollment and registration information we are emphasizing the need for extra contacts for our students to improve our reliability of getting a hold of adults that can help support our students.

In addition, classroom teachers know the importance of providing feedback on work submission, to encourage continued participation and investment by students. Students will have the opportunity to self-reflect on teacher feedback and re-submit work to improve the investment and participation in their learning.

Phase 1, 2, or 3 Operations

Facilities

da Vinci Schools has conducted an audit of necessary materials and supply chains to adequately supply cleaning and EPA-disinfectant solutions and supplies from our vendor, KSS, and have pre-ordered to ensure adequate supply continues. School cleaning and disinfection protocols are followed according to the CDC School Decision Tree. Custodial staff are trained and are recommended to wear surgical masks when performing cleaning duties.

da Vinci Schools are prepared to work with community infrastructure to provide services, food distribution, child care, and other essential services, as needed.

Note: da Vinci Schools will not be coordinating with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies, and will not advocate for ISDs to coordinate with LEMPs, because our supplier has confirmed they will be able to fulfill our orders.



Technology

From our parent surveys, data was collected that shows that approximately 50 percent of students/families have adequate devices and Wi-Fi access; to support remote learning. da Vinci is prepared to send technology devices home with students and assist with WIFI access. Through teacher communication, we have also identified students that need additional paper copies of academic materials. Therefore, we will be using our bus system to support our families by delivering food, other resources, and supplies, as well as hard copy academic resources, when needed.

The district has designated our current Director of Virtual Education, as the point of contact involved with technology, and the family technology liaison to support communication regarding the use of technology.

A technology plan exists that includes guidance, training, and support for educators to adapt remote learning for the classroom. da Vinci Schools works with the Jackson County Intermediate School District's (JCISD) technology department for device and/or general technical support.

The district is adopting the return policies of the Virtual Center for the safe return of devices, including:

- Safely bagging devices - devices are placed in labeled zipper bags and sealed for several days upon return
- Sanitizing - devices are sanitized with a mild bleach solution sprayed on a rag, wiped over the device surfaces, allowed to sit, and then wiped again and allowed to air dry.
- Repair - all devices turned in for repair will be sealed and sanitized in the same fashion before being sent to the ISD
- Replacement - parents/guardians will be charged for repairs and replacements, replacements will be ordered through the ISD and the Technology Consortium
- Purchase (machines & accessories)- devices will be purchased through the ISD, accessories (chargers, cords, adapters) will be purchased through Amazon or the technology Consortium, whichever is more cost-effective

Teachers will receive training on Google Suite, Screencastify, through the ISD. Other training will be provided as needed. The ISD conducted routine maintenance on our hardware and software, as well as feeding updates to all devices. Assets are currently tracked with serial numbers in a spreadsheet. If finances permit, a more robust tracking system, such as ASAP, may be purchased if necessary. We will use the process of submitting work requests to the JCISD technology department for triage of staff and student devices in a timely manner, and to evaluate



infrastructure to test WiFi access points and wired network devices.

da Vinci Schools plans to work with families to provide technical support, monitoring of device usage, and compliance with online learning programs. We will provide support for students and families for continued access to high-quality online teaching through Google Classroom and other programs, and for troubleshooting problems with access. Teachers and staff will ensure that students are able to submit assignments and that they are assessed accordingly.

The district will continually seek out training opportunities for teachers and staff for online learning platforms and tools. Technology agreements/policies will be reviewed and updated, including data privacy, acceptable use, and care/replacement of equipment. We will ensure that every student has access to technology and connectivity.

da Vinci Schools will redeploy non-instructional staff as online tutoring, instructional support for teachers and students engaging in remote learning, as essential workers for food distribution, and support for maintaining communication with students and families, preparation of hard-copy school work, and providing social-emotional support.

Note: A device or technology support lead is not needed, as da Vinci contracts with the JCISD for tech services. Technology process leaders will not be necessary as da Vinci contracts with the JCISD for technology services. It is not practical to ask families to provide tech support on behalf of the district, given the demographic we serve.

Budget, Food Service, Enrollment, and Staffing

da Vinci Schools staff and students will be provided instructional resources via email, webinars, Zoom meetings, etc. The district will continue to conduct new hire interviews via Zoom, and accept portfolio examples via photo, video, email, etc. The nutrition services will continue via our partnership with Northwest Community Schools and other local districts. Distribution sites will be communicated to families via email, district website, district Facebook page, SwiftReachK12, mailings, etc. da Vinci Schools has also defined remote learning attendance and workload requirements for staff and teachers by setting expectations for daily video/digital instruction and activities to be posted each day, along with required office hours at least two times per week.



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

Phase 4 Safety Protocols

Personal Protective Equipment

da Vinci has ordered a supply of facial coverings (basic level 1) to provide for all students and staff. We have also purchased clear masks for staff, especially those in the Primary Grade levels. Students will be required to put the facial covering on if they don't already have one, and use hand sanitizer, before getting on the school bus, or before entering the school building. Students will deposit used facial coverings in laundry bags as they exit the school bus or school building. These masks will be appropriately laundered and sanitized. We have purchased enough facial coverings to have one set to hand out, and one set in the laundry. We have also purchased enough that students and staff may purchase their own if they so choose.

Facial coverings will be required by all students and staff, except during meals. Students that are unable to medically tolerate a facial mask have the opportunity to stay at home and be enrolled in our Virtual Program, or they may choose to stay at home and participate via remote learning class lessons as detailed in the Instruction Section. Students with conditions that prevent them from wearing a facial mask have the opportunity to stay at home and be enrolled in our Virtual Program, or they may choose to stay at home and participate via remote learning class lessons and will be referred to forthcoming guidance from MDE.

PreK-5 Students remain with their classes throughout the school day, and through appropriate planning, will not come into contact with students from other classes, within the school. K-5 students will be required to wear masks throughout the building when not in their classroom, as well as on the school bus.

Medically Vulnerable Students and Staff

Under the guidance of the JCISD Special Education department, the district will review IEPs, IFSPs, and 504 plans to ensure that all students with special healthcare needs will be accommodated and their care plans will be updated as needed to decrease their risk for exposure to COVID-19. da Vinci Schools will work with staff who self-identify as being high-risk for severe illness from COVID-19 and will consider possible reassignment of work responsibilities.

Hygiene

Healthy Hygiene cannot be taken for granted. All students PreK-12 will be taught proper healthy hygiene habits, which will be reinforced in age-appropriate ways. All students will also be taught how to cough and sneeze, dispose of tissue, and use proper hand hygiene protocols. Operations will frequently check and refill soap and hand sanitizer. All students and staff will have scheduled hand washing throughout the day. da Vinci Schools will limit the sharing of personal items and supplies to the extent possible and will keep students' personal items in classroom



cubbies or lockers to the extent possible. Classroom supplies will be limited to small groups and will be disinfected between uses, or students will have individual supplies. Age-appropriate signage detailing proper handwashing techniques will be displayed throughout buildings. Hand sanitizing stations/areas will be set up throughout the building.

Spacing, Movement, and Access

Students and regular staff will be permitted in the building. All other visitors, vendors, contractors, and non-essential personnel will be screened to assess the urgency of admittance to the building and asked to enter the building after student dismissal whenever possible. No visitors will be allowed access to the building. Parents and/or guardians of middle and high school students will be asked to sign out their students by contacting the school upon arrival. All staff-recognized parents/guardians will only be allowed in the building in an urgent and important matter. Parents or guardians who are not recognized will be allowed in the building to sign out PreK-5 students, as appropriate to maintain safety and security.

Teachers will be responsible to store unnecessary items and furniture to take advantage of all square footage. They will be encouraged to take all personal items home during this stage, to allow for the best spacing of desks for students. Where square footage allows for it in classrooms, students will be spaced six feet apart. In smaller classrooms, where feasible, classroom numbers will be limited to provide as much social distance as possible. Signage and floor tape will be used to designate proper social distancing. At school orientation, students will be taught protocols. All da Vinci staff, and service staff, will follow social distancing protocols, wear face masks, use hand sanitizer, and complete health check questionnaires or surveys before entering the building, whenever possible.

Any adult visitor granted access to school buildings must fill out a screening questionnaire, including the date and time of the visit, have their temperature checked, wear a facial covering, and wash/sanitize their hands prior to entering. Guests will be asked to sign out before exiting school buildings. Signed screening questionnaires will be kept on file.

Screening Students and Staff

The district will cooperate with the Jackson County Health Department regarding all implementing protocols for screening students and staff.

Quarantine areas have been identified in each of the district's school buildings. Each school has identified staff to care for students who become ill while at school. Students who are symptomatic will be placed in the quarantine area and will be given surgical masks to wear until they can be picked up. Care staff will be provided with a surgical mask to wear. In the event that students with special needs require aerosolized procedures, staff will be provided with an N95 mask.



da Vinci Schools will require all symptomatic students to be sent home from school, where they should remain until they have tested negative or have completely recovered. Staff will be required to conduct daily self-examinations, including temperature checks, prior to coming to work. Those who are symptomatic or who have a temperature of 100 or greater, will be required to stay home. Staff will also be required to fill out and sign daily monitoring forms upon their arrival at school.

The district will ask all families to check their child's temperature at home every morning - students with a temperature of 100 or greater will be asked to stay home and should consider coronavirus testing if they are symptomatic. Families are also encouraged to monitor their children for symptoms of COVID-19.

Testing Protocols for Students and Staff and Responding to Positive Cases

da Vinci Schools will cooperate with the Jackson County Health Department regarding the implementation of protocols for screening students and staff.

Students who develop a fever or who become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their family designee, emergency contact, or ambulance if clinically unstable. Staff who develop a fever or become ill with COVID-19 symptoms will wear a mask and be sent home. Symptomatic staff or students sent home should be kept home until they have tested negative or have been released from isolation.

Families will be notified in the event of a positive test or clinically diagnosed case of COVID-19 in the classroom and/or school and encouraged to watch for any symptoms at home. da Vinci will work with the Jackson County Health Department to notify close contacts so they can quarantine for 14 days and will closely monitor students and staff for symptoms.

The district will encourage families to check their students' temperatures at home every morning - students with a temperature greater than 100 must stay home and consider coronavirus testing. Parents and guardians will also be encouraged to monitor their students for symptoms.

Responding to Positive Tests Among Staff and Students

da Vinci Schools will cooperate with the Jackson County Health Department if a confirmed case of COVID-19 is identified, and in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

The district will immediately notify the Jackson County Health Department, staff, students, and families while maintaining confidentiality consistent with the Americans with Disabilities Act



(ADA) and other applicable federal and state privacy laws, and will maintain communication with families to ensure data and contact information is as accurate as possible. A staff review of laws and statutes regarding privacy has been scheduled before the start of the school year.

da Vinci employees with a confirmed case of COVID-19 will follow instructions from the Jackson County Health Department about returning to work only after they are no longer infectious. Surgical masks, gloves, and face shields have been purchased to be used by cleaning staff to wear when cleaning areas of possible contamination. In the event of a confirmed case of COVID-19, every effort will be made to close affected classrooms for 24 hours before cleaning.

Food Service, Gathering, and Extracurricular Activities

da Vinci Schools will not hold indoor assemblies that bring together students from more than one classroom.

The district is working with our food service vendor to provide students with meals that will allow them to eat in classrooms or outdoor areas. Time will be provided for students, teachers, and staff to wash their hands before and after mealtimes. All large-scale assemblies, field trips, and extracurricular activities have been suspended. Recess will be held outside school buildings with proper social distancing, using zones for activity, and cohorts of students.

Athletics

da Vinci Schools does not have an athletic program, therefore no protocols related to athletics are applicable.

Cleaning

da Vinci has purchased a supply of EPA-approved disinfectant. This will be used to clean frequently touched surfaces every four hours. All hands-on classrooms, including art rooms, libraries, computer labs, etc., will be cleaned after each class period with the solution. After each class period, student desks in classrooms will also be cleaned and sanitized. Playground equipment and structures will continue to undergo normal routine maintenance and cleaning. All da Vinci cleaning staff have been instructed on the safe and effective use of cleaning products, including safe storage with adequate ventilation when in use. These staff will wear gloves, surgical masks, and face shields when performing all cleaning tasks.

Busing and Student Transportation

All bus riders will be required to use hand sanitizer before entering any da Vinci school bus. A supply of hand sanitizer has been purchased and will be supplied on each bus. All staff and



student riders in all grades will be required to wear a facial covering while on the bus. Bus drivers will be required to wear facial coverings unless a decision has been made in conjunction with local health officials that it is not safe for the driver's face to be covered. All district busses will be cleaned and disinfected before and after every route - children will not be present during this process. All frequently touched surfaces will be cleaned and disinfected prior to morning and afternoon routes. da Vinci does not currently serve any students in need of car seats, wheelchairs, walkers, and adaptive equipment at this time. Should the need arise for any of those items to be transported daily, they will be cleaned, sanitized, and disinfected following the same schedule as the buses.

The district will work with parents and/or guardians/emergency contacts/parent-approved adults to ensure students who are not allowed to board a school bus are picked up at the bus stop location to be safely transported home. If a student becomes ill during the school day, the district will also work with parents and/or guardians/emergency contacts/parent-approved adults to safely transport the student home. If a bus driver becomes ill during the school day, he or she will be required to remain at home until testing negative for COVID-19, or until having been released from isolation according to CDC guidelines. Weather permitting, doors and windows will remain open on school buses during cleaning, in between trips, and if appropriate, during bus routes.

Medically Vulnerable Students and Staff

Under the guidance of the JCISD Special Education department, the district will review IEPs, IFSPs, and 504 plans to ensure that all students with special healthcare needs will be accommodated and their care plans will be updated as needed to decrease their risk for exposure to COVID-19. da Vinci Schools will work with staff who self-identify as being high-risk for severe illness from COVID-19 and will consider possible reassignment of work responsibilities.

Transportation

The district has 4 buses and access to 5 drivers. Drivers are very hard to come by and we are developing a plan for if we do not have enough drivers. This will be communicated to all families. Drivers are aware of the high risk of the population and phase in our area, and their risk of infection.



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

da Vinci Schools has worked with a Licensed Social Worker to develop a Mental & Social-Emotional Health Screening. This will be given by Homeroom/Seminar teachers, as we do not have a Certified Social Worker on staff. All da Vinci staff have been trained in Trauma and ACE's to support their understanding of students with mental and social-emotional needs. Training for staff on self-care has been scheduled for this year. We know that this is our first responsibility in keeping not only our students and families safe but also our staff members. These screenings provide age-appropriate and transparent disclosures, and protocols are in place through our Community School Engagement Specialist. Any student identified as 'in distress' by a teacher or staff will be immediately reported to the Community School Engagement Specialist. Our Community School Engagement Specialist will continue to monitor our family support email for rapid referral for services and supports.

Our Community School Engagement Specialist is responsible for the communication of supports through our website, Facebook, student management system phone calls/texts/emails, newsletters, and personal communication with referred students and students with previous supports in place. The Community School Engagement Specialist will also communicate with families via mailers, the district website, Facebook, student management system phone calls/texts, newsletters, etc., regarding stigmatization of Covid-19, understanding normal behavioral responses to crises, best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness. This employee is the district point person. The Community School Engagement Specialist is also our mental health liaison.

We are also updating our comprehensive crisis management plan, as well as creating a section for Phase 1-3. This will include protocols for physical, mental, and social-emotional well-being. We are continuing to update Q & A documents that have resources detailed, as well as leveraging MDE resources such as the Self-Care Assessment and Plan and the da Vinci administration team will view the Side Effects video provided by MDE, to increase mindfulness in planning for the district.

Note: da Vinci Schools will NOT screen with trained certified professionals, but with trained teachers.



Phase 4 Instruction

Strongly Recommended Before Schools Reopen for In-Person or Hybrid Instruction:

Governance

During Phase 4 of the Michigan Safe Start Plan, da Vinci schools will initially provide students and families with three educational options: in-person instruction (4 days per week), hybrid in-person instruction (2 days per week) combined with learning from home (2 days per week), or full-time virtual/remote instruction.

The district created a Return to Learn working group consisting of the Superintendent, Director of Curriculum, Principals, teachers, and staff. The group surveyed students, families, staff, and teachers about their remote learning experiences during the initial school closure and used their responses to revise the district's remote learning plan. The plan was made available to district stakeholders in the event that the district is forced to return to remote learning.

Instruction

da Vinci will activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials and will integrate live and videotaped learning and best practices that promote student engagement, consistency, and differentiation. The district will consult with MDE for high-quality digital resources including district considerations and general resources, along with specific subject-area resources found on the website MDE COVID-19 Online Instructional Resources.

The district created a PLC consisting of school leaders, teachers, and staff that developed expectations for best practices for blended or remote learning, grade-level proficiencies, types of student assessment and feedback, strategies for differentiation, lessons for social-emotional learning, and guidance for remote instructional time and workloads for students.

da Vinci Schools developed an instructional vision for this unique time in history, to ensure every student will start the year with access to grade-level instruction with high-quality, standards-aligned instructional materials in every subject area. The PLC for each school building selected Google Classroom as the learning platform for each class and provided staff with access to asynchronous digital training. The district inventoried all devices and are prepared to deploy them to students in need.

Teachers will use a variety of assessments to determine student prerequisite skill levels and grade-level proficiencies including NWEA MAP, academic screeners, and authentic formative



assessments. Social-emotional learning will be integrated into classroom instruction to address academic and emotional needs and continue to build connections and relationships.

da Vinci Schools will procure support for students who are transitioning to post-secondary, including career education, dual-enrollment, Early College, and work-based experiences. The district has a partnership with the College and Career Access Center for assistance and support.

The district will support the high school, middle school, and primary school to implement grade-level curricula that are aligned to state standards in each grade.

The district will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers and the JCISD Special Education team, to design accommodations and match services based on student need and will commence online intervention and support, including weekly virtual resource room hours for all programs and learning environments, especially special education, birth to five services, and career and technical education. da Vinci Schools will also provide opportunities for general and special education teachers to collaborate on instructional delivery methods for assessments and instruction as outlined in IEPs. Teachers will utilize a virtual accommodation tracker to monitor students' needs around accessibility and provide assistive technologies, where possible, with guidance from Jackson County Intermediate School District (JCISD).

da Vinci Schools will continue to work with the JCISD Special Education team to determine the continuation of services for students in need of OT, PT, and/or Speech and Language services. Evaluations by school psychologists and social workers will be coordinated with the JCISD Special Education team.

The district will remain connected with MDE about policies and guidance in this area.

Note: da Vinci Schools will not inventory all intervention programs and services available to students at the district and school level to identify any gaps.

Communication and Family Supports

The district will continue to use multiple modes of communication to reach every family and student in their home language, including PowerSchool Swift K-12, phone, text, and emails, personal phone calls, and possible home visits. Communications will include information about return to school options, expectations for parents and students, available scheduling options, information about assessments, curricula used in each of the core subjects, and grade-level proficiencies. Communications with families and students will also include resources to show



parents that da Vinci Schools values them as partners with the school in the return to the learning process. We will offer parents/guardians training on how to access PowerSchool, Google Classroom, Odysseyware, and other digital resources and supports such as grade-level strategies and activities that can be used at home, opportunities to build their own digital literacy skills, and strategies to help their children learn at home.

Professional Learning

da Vinci Schools will provide adequate time for teachers and staff to meet and collaborate in curriculum planning and documentation to ensure consistency and stability of instruction, whether school buildings are open or closed. Plans will be developed for additional support for identified students who did not engage in remote learning, including remedial coursework and access to additional time with instructors. Teachers will share data and concerns about each student's growth and needs with other student-assigned teachers for the 2020-2021 school year, focusing on students who may need additional support. Staff and teachers will also share knowledge and ideas around the use and effectiveness of digital tools.

The district has scheduled training for teachers and staff about restorative support, equity and implicit bias, and culturally responsive education. Teachers and staff have also been provided with online learning tools to develop their skills with digital systems and tools, and their uses, and to build the capacity of school leaders and teachers to design and develop blended learning and remote learning experiences that are equitable and engaging.

Strongly Recommended When Schools Reopen for In-person or Hybrid Instruction:

Instruction

da Vinci Schools will ensure that every student has access to standards-aligned, grade-level instruction with strategies to accelerate instruction. Students will be assessed using NWEA MAP, diagnostic screeners, and formative assessments to determine readiness, and will be provided with scaffolds and support, such as remedial coursework, access to additional time with instructors, manipulatives, and other learning tools, etc.

The district will conduct checkpoints at midterm and end of the semester to review student growth and inform curriculum pacing. Assessments will be used to determine if students need additional support and acceleration strategies to reach individual growth targets. Student data will be reviewed to analyze trends and gaps in student learning and interventions such as supplemental math and English supports will be implemented.



da Vinci Schools will review student IEPs 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/language while school buildings were closed.

da Vinci Schools will procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs. The district is working with instruction staff to determine expectations for use of these tools, which will increase teachers' and students' familiarity with online learning in case of a return to remote instruction.

da Vinci staff will use multiple modes of communication to regularly contact students and families in their home language about progress and personalized plans for support.

If hybrid instruction takes place, da Vinci Schools will monitor and assess students and families to ensure connectivity and access to necessary devices. We are working to find locations in the Jackson community where students can access free wifi signals. Daily attendance will be based on student participation and/or communication with school staff. Teachers will assess student work and provide meaningful feedback through Google Classroom, formative assessments, and/or office hours, and they will work with students to self-assess their work and learning progress.

Note: da Vinci Schools will not determine or activate structures outside of the regular school day, such as summer learning options, extended day, or afterschool programming, to potentially be leveraged to support students in need of additional support.

Phase 4 Operations

Facilities

da Vinci Schools has conducted an audit of necessary materials and supply chains to ensure consistent procurement of cleaning and EPA-disinfectant solutions and materials from our vendor, KSS. The items have been pre-ordered to ensure adequate supply for the district continues. Protocols have been put in place for all cleaning and disinfecting of all core areas including all areas of buildings and playgrounds. These protocols include the frequency of cleaning for all areas/surfaces. The Director of Operations is responsible to monitor OSHA and CDC communications for updated cleaning guidelines and to alert custodial staff of any changes. The facilities staff has convened to review and revise district practices regarding cleaning and disinfection. Cleaning staff will be provided with advanced training as needed and continue the process of deep cleaning over the summer.



School cleaning and disinfection protocols are followed according to the CDC School Decision Tree. Custodial staff are trained and are recommended to wear surgical masks when performing cleaning duties.

Audits of all facilities have been done to include the number and size of classrooms, availability of gym, cafeteria, and other space, as well as areas where ventilation can be addressed. School security protocols have been audited and updated to reflect any needed changes (ex: visitor access to the building).

To maintain facilities, HVAC systems at all buildings have been serviced by Adrian Mechanical. Protocols include filter change maintenance. Additional tissues, wastebaskets, and sanitizing receptacles are being added. Signage will be added to include proper hand-washing, cough etiquette, and nose blowing protocols.

Regular facility walk-throughs will be conducted to maintain and evaluate systems and protocols. Facial coverings are purchased for students and staff; masks for PreK-5 have transparent front) as well as surgical masks and face shields for teachers and janitorial staff to use when cleaning. If schools are instructed to close for in-person instruction, the CDC School Decision Tree will be utilized, and the buildings will be maintained for the resumption of school operations.

Note: At this time, da Vinci Schools will not be coordinating with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies because our supplier has confirmed they will be able to fulfill our orders. However, da Vinci will support other local districts if they advocate for ISDs to coordinate with LEMPs and may elect at a later date to coordinate with LEMPs should the need arise.

Budget, Food Service, Enrollment, and Staffing

School arrival and dismissal will be assessed and protocols put in place. Surveys have been disbursed to students, parents, and staff regarding their intent to return, comfort levels with various scheduling options, transportation, technology, food service needs, and SEL support needs. Outreach will be ongoing throughout the school year. Students, families, and staff members identified to be at risk will be addressed to support safety protocols, as well as support their decisions regarding a return to school and/or work. Staff wellness is being addressed in the Mental and Social-Emotional section of this plan.

da Vinci does not require any new or additional positions at this time but will continue to seek



applicants should positions become available. Local districts work together to locate or redeploy quality staff in the event of eliminated positions or lay-offs. The district will continue to conduct new hire interviews via Zoom, and accept portfolio examples via photo, video, email, etc. Although there is no collective bargaining unit at da Vinci, staff will contribute to assessing how job responsibilities may shift and how new or additional responsibilities will be accounted for. Staff and administration will work together to develop creative solutions enabling high-risk staff to provide remote services where possible and the district will consider redeploying staff.

Attendance policies will be changed on an individual basis for illness and family circumstances. Students are required to go home if they have any COVID symptoms.

The administrative team at da Vinci Schools is analyzing the use of the Cares Act funding for key purchases.

Meetings are in progress to coordinate services and our surveys have identified student, family, and staff needs. For example, we are working with EduStaff to identify any substitute teacher available, although we are planning on limited availability and working on in house plans for coverage.

Communication through our student management system includes phone calls, emails, texts, to communicate new or changed policies and procedures, including student and staff handbooks, which are all available digitally. Veteran teachers mentor new staff, and new employees are given access to digital policies and handbooks, as well as 'da Vinci traditions' and unique school activities.

Through the connection with Jackson County Superintendents Association, we have accessed material reviewed by Thrun Law Firm, who is a leading provider in Education legality issues.

The administration team has engaged in repeated budgeting exercises to have numerous plans for changing enrollment, as well as unknown funding and resources. We are in the process of finalizing our master schedules, along with bus schedules and protocols for the utmost safety.

The nutrition services will continue via our partnership with Northwest Community Schools and other local districts. Distribution sites will be communicated to families via email, district website, district Facebook page, SwiftReachK12, mailings, etc. da Vinci Schools has also defined remote learning attendance and workload requirements for staff and teachers by setting expectations for daily video/digital instruction and activities to be posted each day, along with



required office hours at least two times per week.

Technology

da Vinci Schools has surveyed students and families multiple times to gather information about the numbers, types, and conditions of personal devices, their availability to use during the day, and the support needed for success with technology as it supports distance learning. The Administrative Team will serve as the point of contact for district technology, along with the direction and support of the Jackson County Intermediate School District.

The District is developing a detailed technology plan for professional development, most available with no cost from the Jackson County Intermediate School District. The District is moving toward one to one technology. We are currently auditing our district technology, for a total number of Chromebooks along with their lifespan. We believe that we will need to rely on families that have accessible/available/reliable technology at home, to provide machines for their children, so that district resources can be given to families without technology at home that is accessible/available/reliable. Also under consideration is families with more than one child in the district, and whether multi-child families can function effectively and efficiently with less than a one to one ratio of Chromebooks or available machines in the home. Protocols will be put in place to protect district technology resources with a mandatory deposit for machines that go home. da Vinci is also evaluating current Wi-Fi options available within a short distance of our families' homes, for those families that do not have reliable Wi-Fi in the home. Wi-Fi access points are being identified in the community to support families. Building Wi-Fi is new in our high school and has been checked, and Primary Wi-Fi points are working as well.

da Vinci is identifying protocols for technology tracking, maintenance, and support. We will also have protocols for safely bagging, transporting, and sanitizing devices. Technology services are contracted through the JCISD. This is for Stage 4, as well as movement from Stage 3 to 4 or vice versa. The same guidelines will be used in Phase 3 - 5. A team of teachers and administrators has analyzed the effectiveness of technology, and we have used the information for inclusion in remote learning plans. We will continue to work with JCISD to respond to any infrastructure issues.

Transportation

The district has 4 buses and access to 5 drivers, and we do not contract these services. Our buses have been most recently used for food deliveries during Phases 1- 3. Historically, da Vinci buses have been used primarily for student transportation to and from school, and for community service activities.



The current availability of additional bus drivers is limited and we are developing a plan in the event we have a shortage. This will be communicated to all families. Drivers are aware of the high risk of the population and phase in our area, and their risk of infection. The plan will depend on whether the district goes to an A/B schedule, where only half of the district students are in the building at one time. The district will be working closely with the Jackson County Health Department to finalize bus procedures for bus drivers and students. At this time, da Vinci Schools does not serve special education students with specific transportation needs, but we will continue to monitor changes to IEPs that impact the transportation of specific students.

If schools are instructed to close for in-person instruction, the district nutrition services will continue via our partnership with Northwest Community Schools and other local districts. Distribution sites will be communicated to families via email, district website, district Facebook page, SwiftReachK12, mailings, etc.



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

In Phase 5, da Vinci will continue to follow the Phase 4 protocols and guidelines identified in our Preparedness Plan in all areas.

daVinci Schools Return to Learn Plan is fluid and changes will be made as new information and guidelines are distributed.

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Tuesday, August 11, 2020 1:00 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



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DEPARTMENT OF EDUCATION
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GOVERNOR

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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808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788