



West Village Academy COVID-19 Preparedness and Response Plan

Address of School District: 3530 Westwood, Dearborn, MI 48124

District Code Number:82959

Building Code Number(s):08733

District Contact Person: Carletta Counts

District Contact Person Email Address: ccounts@westvillageacademy.org

Local Public Health Department: Wayne County Health Department

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: West Village Academy

Name of Authorizing Body: Central Michigan University

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



August 14, 2020 [via email]

Ms. Carletta Counts
West Village Academy
3530 Westwood
Dearborn, MI 48124

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

Dear Ms. Counts:

I am pleased to inform you that the Plan for West Village 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 written in a cursive, flowing style.

Corey Northrop
Executive Director

cc: Carla Hogan, Board President
Vanessa Gulley, 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**

WEST VILLAGE ACADEMY (the “Academy”)

A [regular/ special] meeting of the Academy Board of Directors was held on the 11th day of [July /August], 2020, at 8:30 [a.m. / p.m.]

The meeting was called to order at 8:30 [a.m. / p.m.] by Board Member Carla Hogan :

Present: Carla J. Hogan, Robert VanEvery, Kerri Hill, Randall Piner

Absent: _____

The following preamble and resolution were offered by Board Member Robert VanEvery and supported by Board Member Carla J. Hogan :

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: Carla J. Hogan, Robert VanEvery, Kerri Hill, Randall Piner

Nays: _____

Resolution declared adopted.


Kerri L. Hill (Aug 13, 2020 08:43 EDT)

Print Name: Kerri Hill
Secretary, Academy Board



Assurances

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

Carla Hogan
President, Board of Directors

Board Approved: 08/11/2020



Introduction and Overview

West Village Academy (“Academy”) was established in 1999 and is authorized by Central Michigan University to provide students a quality education in kindergarten through eighth grades. The Academy is located in Dearborn and serves students in the surrounding communities including Detroit, Inkster, Taylor, and Dearborn Heights.

In the spring of 2020, West Village Academy responded instantly to the school closure and was required to create a “Continuity of Learning and COVID-19 Response Plan.” The Academy switched to remote learning overnight and used the plan as its guiding principles for the remaining 2019-2020 school year. Chromebooks were distributed to families for students to navigate to online synchronous/asynchronous learning. The Academy put in place measures to ensure all students were provided the alternative modes of instruction. Teachers and staff made all efforts to provide emotional support to our families and create a safe and engaging learning environment. The Academy developed a Task Force team whose primary function was to reach out to families where students were not engaging, to contact families as needs arose, and/or to provide support and resources during difficult times. We are proud of our response. Over 90% of students were able to connect with teachers, task force members, and school personnel during the spring of 2020. We did all this while battling a pandemic that affected many of our families and staff members.

West Village Academy is closely monitoring COVID-19. The Academy has worked diligently with all stakeholders to ensure the safety of all. As a result of COVID-19, the Academy surveyed the parents and asked for feedback from all stakeholders throughout the process. The Leadership team was able to use the survey data, feedback, and self-reflections to pre-plan for the Fall re-opening. The leadership team has used the last few months to reflect, assess current reality, and make adjustments. The team meets weekly to consider the Governor's directives, MDE policy updates, and in consultation with the Wayne County Health Department. The team convened to investigate and/or create opening plans for virtual learning, hybrid, and in-person learning environments. The Academy is invested in advocacy for student learning and will implement the “Flipped Classroom” in conjunction with “Learning Cycles” as the learning model for the 20/21 school year.

As of August 3, 2020, seventy parents responded to our survey regarding Virtual and Hybrid Learning.

- 68.6% of parents would like for students to be fully online for the 2020/2021 school year.
- If the State of Michigan is in Phase 4 after September 30, 2020, would they like to be fully online or hybrid?
 - 62.9% choose fully online
 - 37.1% choose the hybrid learning option.



Based on those results, West Village Academy will only offer virtual learning for the first quarter, ending November 10, 2020. During the first quarter, the Academy will survey parents, assess current COVID-19 status, reference the Michigan Safe Start Plan, and rely on recommendations from the CDC, MDE, and other vested organizations to make a determination regarding the second quarter of school, by October 23, 2020.

The Academy's Preparedness Response Plan outlines our goals to ensure continued student learning and safety during the COVID-19 pandemic. West Village Academy will comply with all “Required” and “Strongly Recommended” protocols of the “Michigan Safe Schools: 20/21 Return to School Roadmap.”

Mission Statement: West Village Academy, teaming with family and community, will support a nurturing and respectful environment that develops independent thinkers and productive members of society while focusing on core academic and problem-solving skills.

Vision Statement: The Academy will strive to be a learning community which develops students to be well-rounded and productive citizens in society.

Educational Beliefs: The Academy believes in the importance of daily focus on academic achievement and the incorporation of rigorous activities requiring independent thinking and problem-solving skills. All stakeholders are responsible for imparting positive self-worth to each student in a nurturing and respectful school.

The West Village Academy School Slogan: **“One Team...One Dream...”**



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

I. Phase 1, 2, or 3 Safety Protocols

*West Village Academy will comply with all “**Required**” safety protocols as required for phase 1, 2, or 3. The Academy will be closed for in-person instruction and will only offer Virtual Instruction.*

The Academy will be ready and available to mobilize relief child-care centers by opening classrooms when called upon for support, if necessary. We are aware of the coordinated efforts of Wayne RESA.

Although the school will be closed for in-person instruction, the Academy will be open for select times and by appointment only. During phases 1, 2 or 3 the only persons with access to the building are the Academy employees and/or contractors necessary to conduct minimum basic school operations such as but not limited to: food distribution, technology and supplies distribution, school maintenance, use of copy machine, and to maintain basic office operations needed for the school.

The Academy will follow the recommended safety protocols, as outlined by the Centers for Disease Control CDC and local officials. The Academy will have regular cleanings, with special attention to the sanitation of high-touch point surfaces such as but not limited to: light switches, door handles, railings, restrooms, and food and technology distribution areas.

West Village Academy will provide nutritious, free meals (pre-packaged breakfast and lunch) to families for pick up during Phase 1, 2, or 3.

West Village Academy will suspend all in-person extracurricular activities, athletics and busing operations.

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

*West Village Academy will implement all “**Required**” and all “**Strongly Recommended**” Mental & Social-Emotional Protocols as required for phase 1, 2, or 3 and will only offer Virtual Learning.*

West Village Academy has a continued focus on all stakeholders’ social and emotional development and well-being. We have intentionally designed our virtual learning environments



to foster belonging and community. We will provide developmentally appropriate strategies for understanding and regulations that address emotions and practicing self-care. The Task Force Team will provide and support the health, wellness, and safety of each child and their families. The Academy has deployed the Task Force Team to help to remove barriers so that students are ready to engage in learning experiences. Students will have daily two-way communication and check-in by teachers, Task Force Team members, and/or other West Village Academy staff. The teachers, in conjunction with the Task Force Team, will closely monitor each student's engagement and mental well-being. The Task Force Team and School Social Worker will intervene with students who may be experiencing challenges at home that can be responded to with school support. Teachers will be expected to work daily with their students via Zoom, Google Classroom, telephone, email, etc. Student attendance is recorded and tracked each day. Students who are "absent" from the learning environment or doing poorly are contacted by staff to intervene.

The Academy will distribute an optional mental health screening questionnaire for all students and families. The screening questionnaire will be compliant with HIPPA and FERPA policies, with age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

The Academy staff are trained in monitoring and referring students for observed behavioral or academic issues. The Academy has a documented process for referring students for physical or mental health issues. The referral process includes screening, data collection, parent communication, and appropriate services and needs.

The Academy has an established a Crisis Management Plan that addresses all emergencies, including mental and social impact. The plan encompasses "The Student Wellness Committee" and how the Academy will work within the community to garner resources for student social, emotional, and mental support.

West Village Academy will leverage MDE, Wayne County Health Department, Wayne RESA, CMU Center for Charter School, and MAPSA and other resources for students and staff for mental health and wellness support and/or training opportunities. The staff will have training/professional development at the start of the school year as well as timely, responsive, and ongoing professional development. In addition, staff will be provided with tools, resources, and implementation support, focused on a variety of topics including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

West Village Academy, in partnership with 21st Century Learning Center, will provide virtual sessions to help provide fun social-emotional enrichment opportunities to our students.



III. Phase 1, 2, or 3 Instruction

West Village Academy will implement all “Required” and all “Strongly Recommended” Instruction Protocols as required for phase 1, 2, or 3 and will only offer Virtual Learning.

Governance

The West Village Academy community learned a lot during the emergency transition to remote learning in the spring of 2020. The Academy has taken those experiences, the good, bad and indifferent to ensure a quality virtual learning experience for the start of the 20/21 school year. The Academy has provided monthly updates to all stakeholders during monthly Zoom School Board meetings. In addition, the Academy has created various ways for parents to get, give, and provide feedback to the academy in ways such as surveys, one-on-one conversations, email communications, school website and/or social media. The Academy will continue to provide updates to families and conduct surveys on a regular basis.

Success from Spring: Remote Learning:

- 70% of parents strongly agreed or agreed that the school effectively communicated.
- 85% of parents strongly agreed or agreed the school actively encouraged parent engagement.

Challenges of Spring Remote Learning:

- Although 94.9 % of parents reported having internet access, of those, 30% of parents did not have enough devices in the home to meet the needs of online learning.
- 66.7% of families reported wanting more guidance on student learning.
- 63% of families would like for the Academy to provide more resources to support the lesson such as videos and practice materials.

The Academy conducted an End-of-Year parent and staff survey. With the use of staff and families surveys, the Leadership Team was able to reflect and refine spring learning experiences to guide Fall re-opening of school.

Remote Instruction

West Village Academy will provide an online screener, diagnostic, and/or formative assessment during the first few weeks of school to help us better gauge the students’ learning levels. The results will be used to assist in developing student at-risk groups to form our student cohorts.



Although the Academy responded well with the remote learning, the parents reported being frustrated with “teaching” their children. Therefore, the Academy decided to engage the “Flipped Classroom” learning model and Student Learning Cycles. A flipped classroom is a type of blended learning where students are introduced to content at home and practice working through it at school. This is the reverse of the more common practice of introducing new content at school, then assigning homework and projects to be completed by the students independently at home. In this blended learning approach, face-to-face interaction is mixed with independent study—usually via technology. In a common Flipped Classroom scenario, students might watch pre-recorded videos at home, then come to school (Virtual Zoom or Goggle Meet) to do the homework, armed with questions and at least some background knowledge.

What does this mean for students?

1. Students are expected to complete their homework and watch video content when assigned. (There will be nights where homework will look like “regular homework”).
2. Students have the ability to watch video content at their own pace, re-watching, rewinding, and pausing when needed.
3. Absent students will not miss out on instruction, they always have access to class content.
4. Students should set aside time to complete homework while they are fully awake. Using headphones while watching video content will limit distractions.
5. Students are not expected to have full mastery of homework assignments but are expected to come to class prepared and ready to participate in discussions, group assignments, and other assigned tasks.
6. Students are encouraged to bring any questions or concerns to my attention at any time.

Instructional Model

Flipped Classroom: Process of instruction that requires students be exposed to the objective and lessons prior to official direct instruction from the teacher.

Online/ Virtual: Coursework activities that would be traditionally provided in person will be given to students and parents online. A designated schedule for face-to-face instruction as well as coursework will be provided with deadlines. Assessments will also be assigned for completion virtually. “Virtual” and “online” will be interchangeable.

At-Risk Group: These groups are defined by West Village Academy’s designation of “At-Risk”. The NWEA percentile scale was broken into five categories:

- At Risk Group 1 (ARG 1) 0 - 30 percentile
- At Risk Group 2 (ARG 2) 31 - 45 percentile
- At Risk Group 3 (ARG 3) 46 - 61 percentile
- At Risk Group 4 (ARG 4) 62 - 77 percentile
- At Risk Group 5 (ARG 5) 78 - 99 percentile
(K-5 based on ELA & 6th-8th based on Math M-STEP, NWEA and/or district assessment scores)



Learning Cycles: The timeframe in which a particular set of lessons will be given at a particular time during the week based on the At-Risk Group designated in the Flipped Classroom schedule.

- Cycle 1 - View **video** lesson; review “look fors” outline prior to watching the video, complete comprehension questions or academic vocabulary
- Cycle 2 - Discuss video, **comprehension** questions and academic vocabulary; complete pre-assessment
- Cycle 3 - Complete **guided practice** in person or during video conferencing. This cycle will be completed in small groups online if working virtually. Students will be meeting in small groups once a week, if we are in a hybrid format. Times to be determined.
- Cycle 4 - Completion of **independent work** that ties to the guided work. Practice exercises vary based on the subject area.
- Cycle 5 - **Assessment** given and taken.
- Cycle 6 - **Review** student progress through PLC conversations with the principal. It also falls under the communication with parents and teachers as students progress through each cycle. Parents will be required to review student progress and sign off at completion. This cycle will serve as an instructional checkpoint with school leaders around curriculum and instruction and assist in the continuous monitoring of student progress, specifically honing in on the progress of students in need of additional support.

Curriculum Pacing/Course Scheduling

West Village Academy has established a virtual school day schedule. Core instruction will be scheduled between 8:00 am and 12:00 pm. Intervention will occur from 1:00 pm to 3:00 pm and will include services such as but not limited to: Special Education, 504, ELL and/or intervention support. Instructional staff will work with principals to determine priority standards for core content areas: math, ELA, science and social studies. Staff will adhere to the following pacing chart guidelines as they develop lessons to meet the needs of all students.

Standards Required Per Quarter

Grade Level	Subject	Q1	Q2	Q3	Q4
K-8	ELA	6	6	6	5
k-5	ELA At-Risk/Support	5	5	5	4
K-8	Math	6	6	6	5
K-5	Math At-Risk/Support	5	5	5	4
K-5	Science	3	3	3	3
6-8	Science	6	6	6	6



K-5	Social Studies	3	3	3	3
6-8	Social Studies	6	6	6	6
K-8	Task Force (per member)	2	2	2	2
K-8	SPED	1 per IEP goal	1 per IEP goal	1 per IEP goal	1 per IEP goal

Students with Disabilities/ English Language Learners

Students with disabilities will have instruction, supports, accommodations, and auxiliary services that are consistent with the IEP and/or 504 plans in the virtual learning environment. Students will continue to receive education in the least restrictive environment. All related services for students with disabilities will be provided virtually. SPED teachers, Principals, Special Education Consultants/Supervisors, and classroom teachers will collaborate to review students' IEP's, ELL and 504 plans to reflect on student needs based on assessment data, parent feedback, and will design accommodations and match the services accordingly. The Academy will adhere to all timelines for annual IEP and 504 meetings and required evaluations.

English Language Learners will be provided with support as needed. ELL students will be provided with multiple ways to demonstrate knowledge and understanding, based upon student English proficiency levels.

Community & Family Supports

West Village Academy will use various modes of communication to ensure a strong home to school connection. During Phases 1,2, and 3, regularly scheduled communications will be sent to all stakeholders highlighting important information regarding school closure and/or re-opening and at-home learning. Key updates and meeting notices will be available on social media platforms including Class DoJo, Facebook and the school's website to further reach parents. In addition, parents will receive weekly updates regarding their child's progress on assigned standard(s).

We define Parental Engagement as: Parents maintaining active involvement during the virtual, hybrid and/or in-person learning environment.

What does this mean for parents?

1. Enables parents to be more involved in their child's education.
2. Parents have access to video content and are able to see how lessons are taught.
3. Parents are able to have meaningful content-related discussions with their child.



4. Parents can encourage their child to take their time while watching videos and remind them to re-watch, rewind, or pause when necessary to make sense of what is being taught.
5. Parents can watch the videos with their child to help them review for tests.
6. Parents are encouraged to bring any questions or concerns to the instructor's attention at any time.

The Task Force Team will create a series of videos for training purposes to assist all stakeholders in understating the school's digital systems and provide training in digital literacy as needed.

Professional Learning

Professional Learning communities will meet weekly to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload. West Village Academy ensures all stakeholders will have access to high quality professional learning that reflects best practices during Phases 1, 2 and 3. The Academy will implement restorative supports and learning around equality and implicit bias, social-emotional learning, and culturally responsive education. Professional development topics will include but not limited to:

- Flipped Classroom
- Google Classroom
- Understating Learning Cycles
- Lesson Development for Virtual Learning
- Virtual Assessments
- Culturally Responsive Teaching
- Using Data to Drive Instruction
- Strategic Planning

Monitoring

The Academy has done an intensive reflection on the following questions to ensure all stakeholders have adequate connectivity and the devices necessary to successfully engage in and participate in a Virtual Instructional Learning environment.

1. What do we need to communicate with parents?
2. What do we need to communicate with students?
3. What do we need to communicate to teachers/staff/administration?
4. What devices do Teachers/Staff need?
5. What devices do students need?
6. What devices do parents need?
7. What types of software do teachers/administration/staff need?
8. What are your expectations as a teacher/staff/administration for your videos?
(When will they be delivered, when are they expected to watch them, etc.)



West Village Academy will take daily attendance and establish and track two-way communication daily using Google Classroom and/or MISTAR.

Students will still be responsible for taking class quizzes and tests, as well as the district benchmark assessments throughout the year. Quizzes will be used as a formative assessment throughout the school year. Students will have the opportunity to retake quizzes to improve their understanding of the content. Formative assessments will be used to improve instructional methods and student feedback throughout the teaching and learning process. Likewise, students and parents are able to monitor their progress as it relates to their advancements within the learning cycles, levels of performance, and personal learning goals.

IV. Phase 1, 2, or 3 Operations

West Village Academy will implement all “Required” and all “Strongly Recommended” Operations Protocols as required for phase 1, 2, or 3 and will only offer Virtual Learning.

Facilities

Although the school will be closed for in-person instruction, the Academy will be open for select times and by appointment only throughout the school year. During phases 1, 2 or 3 the only persons with access to the building are the Academy employees or contractors necessary to conduct minimum basic school operations such as but not limited to: food distribution, technology and supplies distribution, school maintenance, use of copy machine, and to maintain basic office operations needed for the school.

Technology

The Academy will ensure all students have the technology needed to support their virtual learning experience. The Academy has purchased an additional 250 Chromebooks to be distributed to students at the start of the 20/21 school year. All returning families were able to keep their district-issued Chromebook over the summer to participate in formal and informal learning opportunities. Students will continue to have access to the district’s take-home devices, as the Academy is striving to have a one-on-one device assigned to each student. The Academy will tag and track all devices using our tracking forms.

Currently, the district has not purchased Hot Spots for families; however, the Academy has developed a process to request Hot Spots as the need arises.

Lack of technology should not hinder a student’s ability to participate and be successful in the flipped classroom. Therefore, it is up to the teacher to have a system in place for students that do not have technology/internet at home. However, the Academy will be available to provide new



and replacement devices at a mutually agreed time for parents. We will also adhere to protocols of sanitizing the devices.

Budget, Food Service, Enrollment and Staffing

West Village Academy will provide instructional resources and materials to staff and students as feasible. The Academy will work with MDE, CMU, and Midwest Management Company to understand flexibility with hiring and to develop a plan to govern hiring in a remote environment.

Prepackaged breakfast and lunch will be served two times a week at West Village Academy. The Academy will also provide parents with a list of additional food distribution locations and/or resources.

During Phase 1, 2 or 3, students and staff will adhere to attendance guidelines. Virtual school day hours will be 8:00 am to 3:00 pm. Individual student schedules will be provided and will include scheduled Goggle meetings for small group and whole group virtual learning times.

Basic Virtual Schedule:

Core Instruction (Learning Cycles):	8:00 am to 11:50 pm
Enrichment/Lunch	12:00 pm to 1:00 pm
Intervention/SPED (Learning Cycles)	1:00 pm to 3:00 pm
Enrichment/Dinner (21 st Century Grant)	3:00 pm to 5:00 pm



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

I. Phase 4 Safety Protocols

West Village Academy will comply with all “Required” safety protocols as required for phase 1, 2, 3 and 4.

West Village Academy will only offer virtual learning for the first quarter, ending November 10, 2020. During the first quarter, the Academy will survey parents, assess current COVID-19 status, reference the Michigan Safe Start Plan and rely on recommendations from the CDC, MDE, and other vested organizations to make a determination regarding the second quarter of school, by October 23, 2020.

Personal Protective Equipment

When school reopens for in-person instruction in phase 4, all staff and K-8th students will be required to wear face masks while in the building. Masks must be worn by all staff, guests and students while in the building; common areas, hallways, classrooms, cafeteria and/or on a school bus. Facial covers can be removed while eating and/or drinking. West Village Academy will purchase disposable face covers for all stakeholders; staff, students, and guests. The Academy will have face mask disposal cans placed throughout the building. In addition, the Academy will allow cloth face covers if they are washed daily. In addition, ALL must strictly adhere to six feet of social distancing guidelines.

For any students that are unable or unwilling to wear a face mask, the Academy will request a meeting with the student and family to determine together the best instructional placement option for the student, taking into consideration the student and school community’s health and safety. Staff members that are unable to wear a mask must provide a medical doctor’s note indicating they cannot wear a mask. Staff and students that are able to wear a mask and refuse to do so will not be allowed to enter the school building, and there will be disciplinary actions in accordance with the staff and family handbook.

Hygiene

West Village Academy will fully comply with all requirements and recommendations listed in the Hygiene and Spacing, Movement and Access sections. Additional cleaning supplies, hand sanitizer and soap will be provided to staff and students to ensure and encourage proper hygiene. The Academy will use a schedule to check and refill soap and hand sanitizers. Staff will also be able to request and/or purchase sanitizing supplies at any time with proper approval from the leadership team. Additionally, floors, hallways and/or desks will be marked with directional



signs and markings to designate directional flow, where to stand to ensure six feet of distance, and CDC guidelines will be posted at the entrance/exits as well as the main office. Staff will incorporate handwashing breaks every 2-3 hours into the schedule and reinforce handwashing for at least 20 seconds, and/or safe use of hand sanitizer that contains at least 60% alcohol. Handwashing stations and/or hand sanitizing stations will be strategically placed throughout the school building to allow easy access. Students will not be allowed to share classroom supplies. All students will be assigned a locker space and classroom bins to hold individual sanitization supplies and classroom supplies. Students and staff will have lessons/training on proper safety procedures to limit exposure to COVID-19.

Spacing, Movement and Access

West Village Academy Hybrid School schedule requires students to be grouped in Cohorts. Each Cohort will only come into the school building 1 day a week.

Hybrid School Day Schedule:

8:00 am to 11:50 pm Core Instruction/Small Group

12:00 pm to 1:00 pm Lunch/Enrichment

1:00 pm to 3:00 pm Intervention/SPED Block

3:00 pm to 5:00 pm 21st Century Grant

Instructional staff will not be in a classroom with more than six students at a time to ensure students are properly spaced out in classrooms and to observe social distance guidelines. Classrooms will be organized with students facing all in the same direction with signs posted to indicate proper social distancing. Additionally, floors, hallways, restrooms, and/or desks will be marked with directional signs and markings to designate directional flow, where to stand to ensure six feet of distance, and proper hygiene guidelines will be posted in bathrooms, entrance/exits as well as the main office. Movement in the hallways will be limited and will be on a rotational schedule to ensure adherence to six feet of distance. Entrance and exits will be kept separate to keep traffic moving when possible.

Parents and guest are not allowed in the school building except under extenuating circumstances determined by the Academy's Leadership Team. If parents or guests must enter the building, they will be required to follow screening guidelines, wear a facial covering, and wash/sanitize hands prior to entering. All guests will be required to show identification if entering the building. The Academy will maintain records along with the date and time in and out of building of all guests.

The Academy will offer unitized breakfast and lunch in the classroom instead of the cafeteria, and teachers will support students with handwashing before and after meals. All required and



recommended cleaning protocols will be implemented. The Academy will continue to provide families with food distribution two times a week.

Screening Students and Staff

Ensuring the health and safety of all those that enter the building is our number one priority. The Academy will cooperate with the local health department regarding implementation of protocols for screening students and staff. Employees experiencing fever or other COVID-19 symptoms shall promptly notify the building leader. If symptoms are experienced at home, the employee should exercise caution and stay home and stay away from the workplace and promptly seek medical attention.

Self-screening

- Employees will be required to self-screen (temp check, symptom check) before commuting to the workplace, and will be subjected to required on-site temperature checks. Employees experiencing symptoms outside of work must inform their designated supervisor.
- Families will be encouraged to check their child's temperature every morning using an oral, tympanic, or temporal scanner. Students with a temperature of 100.4 or greater should stay home and consider COVID-19 testing. They should also monitor their children for symptoms of COVID-19 daily. The presence of any symptoms, including but not limited to cough or shortness of breath, will be cause for students to stay home from school and to follow up with a primary care provider.

Isolation and Safe Building Exit:

When an employee or student exhibits COVID-19 symptoms (persistent cough, fever above 99.5 for adults and 100.4 in children, sore throat, and respiratory difficulty) either through an on-site temperature check or otherwise, the employee or student will be isolated in a predetermined location until they can remove themselves from the building in a socially-distanced manner.

- The identified quarantine room will be equipped with a surgical mask and/or conduct an aerosolized procedure in which an N95 mask is required.
- The employee and or student will be provided with information on how to obtain free medical attention for a free COVID-19 test and will be required to stay home until they have tested negative or have completely recovered, according to CDC guidelines.

Testing Protocols for Students and Staff and Responding to Positive Cases

If an employee or student tests positive for COVID-19, they must follow guidance from their medical professional and may not return to work until cleared by a medical doctor.



- Ongoing Communication: Symptomatic employees are required to communicate with designated staff regarding resolution of symptoms, health care sought, and other relevant information prior to returning to work. Communication will be confidential.
- Return to Work: Even if a negative test result is obtained, employees exhibiting COVID-19 symptoms must stay home until they are free of symptoms for:
 - a) at least 7 days since their symptoms first appeared; and
 - b) at least 3 days (72 hours) since recovery is defined as no fever (without using fever-reducing medications) and improvement in symptoms

Responding to Positive Tests among Staff and Students

West Village Academy will cooperate with Wayne County Health Department if a confirmed case of COVID-19 is identified, and 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 Academy will maintain confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws. Wayne County Health Department will initiate contact tracing. Anyone who was in close contact of the case (less than six feet apart for 15+ minutes) will be required to self-quarantine for up to 14 days after exposure. West Village will close down the affected areas for 24 hours including but not limited to classrooms, bathrooms and/or the entire school building being closed for at least 24 hours.

Even if a negative test result is obtained, employees and students exhibiting COVID-19 symptoms must stay home until they are free of symptoms for:

- a) at least 14 days since their symptoms first appeared; and
- b) at least 3 days (72 hours) since recovery is defined as no fever (without using fever-reducing medications) and improvement in symptoms

West Village Academy will follow Wayne County Health Department instructions on return to work and/or school after they are no longer infectious, using the current guidelines from the CDC for this determination.

All cleaning staff will be required to wear a surgical mask, gloves, and a face shield while cleaning in possible infected areas.

Food Service, Gathering, and Extracurricular Activities

Food Services

The Academy will offer unitized breakfast and lunch in the classroom instead of the cafeteria, and teachers will support students with handwashing before and after meals. All required and



recommended cleaning protocols will be implemented. The Academy will continue to provide families with food distribution two times a week.

Gathering

To the extent possible, recess will be held outside to allow students to move and have access to fresh air. During phase 4, there will be no assemblies, large gatherings, or field trips. Recess will be held outside, when possible, on a schedule to maintain social distancing. Masks will be required outside if students will be within six feet or using shared playground equipment.

Athletics/Extracurricular Activities

West Village Academy will suspend all athletics during phase 4 to ensure the health and safety of staff and students. 21st Century will offer in-person enrichment activities and will be required to follow all “Required and “Strongly Recommended” protocols regarding safety that have been established by West Village Academy

Cleaning

West Village Academy will use EPA-approved disinfectant or diluted bleach as part of the sanitization and cleaning process of the building. Cleaning schedules and checklists have been developed to ensure light fixtures, doors, benches, bathrooms hard surfaces are wiped down every four hours. Playground equipment will be cleaned and sanitized after each class usage. Bathrooms will be cleaned every four hours and high-touch surfaces will be wiped down consistently. Student desks will undergo a wipe down after every class and as part of the daily, nightly cleaning process. Visible cleaning schedules will be posted in common areas. All cleaning supplies and equipment are secured within the building, and students do not have access to janitor closets. Staff will be required to wear gloves, surgical masks, and face shields when performing all cleaning activities.

Busing and Transportation

West Village Academy will partner with Trinity Bus Company to comply with all “Required” Busing and Student Transportation protocols as required for Phase 4. Maintaining cleanliness of buses will be essential to ensure students arrive safely to school. Buses will be cleaned after each route, and a nightly deep cleaning will also occur. If a student becomes sick during the day, the student will not be permitted to ride the bus home; instead, a parent/guardian will need to pick up the student from school.

Medically Vulnerable Students and Staff

The Leadership will review all current Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, and/or 504 plans on an ongoing basis to



accommodate students with special healthcare needs and update their care plans as needed to decrease their risk for COVID1-19 exposure.

Telework if feasible: If feasible, a symptomatic employee may telework. Symptomatic employees are encouraged to seek medical attention as soon as possible. PTO Guidelines: If a symptomatic employee cannot telework, then days spent off site will be deducted from the employee's PTO bank unless medical attention is sought (e.g. clinic, physician, COVID-19 test). Once the employee discloses documentation showing they are seeking medical attention and COVID-19 consultation, days away from work will be governed by the West Village Academy Emergency Sick Leave Policy.

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

West Village Academy will implement all "Strongly Recommended" Mental & Social-Emotional Protocols as required for phase 4 and will offer Virtual Learning and Hybrid Learning Options.

West Village Academy has a continued focus on all stakeholders' social and emotional development and well-being. We have intentionally designed our virtual learning environments to foster belonging and community. We will provide developmentally appropriate strategies for understanding and regulations that address emotions and practicing self-care. The Task Force Team will provide and support the health, wellness, and safety of each child and their families. The Academy has deployed the Task Force Team to help to remove barriers so that students are ready to engage in learning experiences. Students will have daily two-way communication and check-in by teachers, Task Force Team members, and/or other West Village Academy staff. The teachers, in conjunction with the Task Force Team, will closely monitor each student's engagement and mental well-being. The Task Force Team and School Social Worker will intervene with students who may be experiencing challenges at home that can be responded to with school support. Teachers will be expected to work daily with their students via Zoom, Google Classroom, telephone, email, etc. Student attendance is recorded and tracked each day. Students who are "absent" from the learning environment or doing poorly are contacted by staff to intervene.

The Academy will distribute an optional mental health screening questionnaire for all students and families. The screening questionnaire will be compliant with HIPPA and FERPA policies, with age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.



The Academy staff are trained in monitoring and referring students for observed behavioral or academic issues. The Academy has a documented process for referring students for physical or mental health issues. The referral process includes screening, data collection, parent communication, and appropriate services and needs.

The Academy has an established a Crisis Management Plan that addresses all emergencies, including mental and social impact. The plan encompasses “The Student Wellness Committee” and how the Academy will work within the community to garner resources for student social, emotional, and mental support.

West Village Academy will leverage MDE, Wayne RESA, CMU Center for Charter School, and MAPSA resources for students and staff for mental health and wellness support and/or training opportunities. The staff will have training/professional development at the start of the school year as well as timely, responsive, and ongoing professional development. In addition, staff will be provided with tools, resources, and implementation support focused on a variety of topics including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

West Village Academy, in partnership with 21st Century Learning Center, will provide virtual and/or an in-person sessions to help provide fun social-emotional enrichment opportunities to our students.

III. Phase 4 Instruction

West Village Academy will implement all “Required” and all “Strongly Recommended” Instruction Protocols as required for phase 1-3 and 4 and will offer Virtual & Hybrid Instruction Options.

West Village Academy will only offer virtual learning for the first quarter, ending November 10, 2020. During the first quarter, the Academy will survey parents on preferred options of learning for the remaining of the school year: Virtual or Hybrid Learning. The Academy will assess the current COVID-19 status, reference the Michigan Safe Start Plan and rely on recommendations from the CDC, MDE and other vested organizations to make a determination regarding the second quarter of school, by October 16, 2020.

West Village Academy will implement all “Required” and all “Strongly Recommended” Instruction Protocols as required for phase 1, 2, or 3 and will only offer Virtual Learning.

Governance



West Village Academy Leadership team will continue to gather feedback from families, teachers, students, and school leaders about their experiences with Virtual and Hybrid through online surveys, virtual groups and or conversations. The Academy will revise the districts virtual learning plan to incorporate feedback and input from stakeholders. The plans will be monitored, discussed and shared during monthly school Board meetings.

As of August 3, 2020, seventy parents responded to our survey regarding Virtual and Hybrid Learning.

- 68.6% of parents would like for students to be fully online for the 2020/2021 school year.
- When asked if the State of Michigan is in Phase 4 after September, would they like it be fully online or hybrid,
 - 62.9% choose fully online
 - 37.1% choose the Hybrid learning option.

Hybrid Instruction

West Village Academy Hybrid School schedule requires students to be grouped in Cohorts. Each Cohort will only come into the school building 1 day a week.

Hybrid School Day Schedule:

8:00 am to 11:50 pm Core Instruction/Small Group

12:00 pm to 1:00 pm Lunch/Enrichment

1:00 pm to 3:00 pm Intervention/SPED Block

3:00 pm to 5:00 pm 21st Century Grant

Instructional Model

Flipped Classroom: Process of instruction that requires students be exposed to the objective and lessons prior to official direct instruction from the teacher.

Online/ Virtual: Coursework activities that would be traditionally provided in person will be given to students and parents online. A designated schedule for face-to-face instruction as well as coursework will be provided with deadlines. Assessments will also be assigned for completion virtually and/or in person. “Virtual” and “online” will be used interchangeably.

In-Person (Small Group): Each student will be grouped into an At-Risk Group (Cohort) and assigned a day of the week to come to school for face-to-face small group instruction, intervention/sped services, and enrichment opportunities with the 21st Century Learning Program.

At-Risk Group (Cohort): These groups are defined by West Village Academy’s designation of “At-Risk”. The NWEA percentile scale was broken into five categories:

- At Risk Group 1 (ARG 1) 0 - 30 percentile



- At Risk Group 2 (ARG 2) 31 - 45 percentile
- At Risk Group 3 (ARG 3) 46 - 61 percentile
- At Risk Group 4 (ARG 4) 62 - 77 percentile
- At Risk Group 5 (ARG 5) 78 - 99 percentile
(K-5 based on ELA & 6th-8th based on Math M-STEP, NWEA and/or district assessment scores)

Learning Cycles: The timeframe in which a particular set of lessons will be given at a particular time during the week based on the At-Risk Group designated in the Flipped Classroom schedule.

- Cycle 1 - View **video** lesson; review “look fors” outline prior to watching the video, complete comprehension questions or academic vocabulary
- Cycle 2 - Discuss video, **comprehension** questions and academic vocabulary; complete pre-assessment
- Cycle 3 - Complete **guided practice** in person or during video conferencing. This cycle will be completed in small groups online if working virtually. Students will be meeting in small groups once a week, if we are in a hybrid format. Times to be determined.
- Cycle 4 - Completion of **independent work** that ties to the guided work. Practice exercises vary based on the subject area.
- Cycle 5 - **Assessment** given and taken.
- Cycle 6 - **Review** student progress through PLC conversations with the principal. It also falls under the communication with parents and teachers as students progress through each cycle. Parents will be required to review student progress and sign off at completion. This cycle will serve as an instructional checkpoint with school leaders around curriculum and instruction and assist in the continuous monitoring of student progress, specifically honing in on the progress of students in need of additional support.

Curriculum Pacing/Course Scheduling

West Village Academy has established a virtual school day schedule. Core instruction will be scheduled between 8:00 am and 12:00 pm. Intervention will occur from 1:00 pm to 3:00 pm and will include services such as but not limited to: Special Education, 504, ELL, and/or intervention support. Instructional staff will work with principals to determine priority standards for core content areas: math, ELA, science, and social studies. Staff will adhere to the following pacing chart guidelines as they develop lessons to meet the needs of all students.

Standards Required Per Quarter

Grade Level	Subject	Q1	Q2	Q3	Q4
K-8	ELA	6	6	6	5
k-5	ELA At-Risk/Support	5	5	5	4
K-8	Math	6	6	6	5



K-5	Math At-Risk/Support	5	5	5	4
K-5	Science	3	3	3	3
6-8	Science	6	6	6	6
K-5	Social Studies	3	3	3	3
6-8	Social Studies	6	6	6	6
K-8	Task Force (per member)	2	2	2	2
K-8	SPED	1 per IEP goal	1 per IEP goal	1 per IEP goal	1 per IEP goal

Students with Disabilities/ English Language Learners

Students with disabilities will have instruction, supports, accommodations, and auxiliary services that are consistent with the IEP and/or 504 plans in the virtual learning environment. Students will continue to receive education in the least restrictive environment. All related services for students with disabilities will be provided virtually. SPED teachers, Principals, Special Education Consultants/Supervisors, and classroom teachers will collaborate to review students' IEP's, ELL and 504 plans to reflect on student needs based on assessment data, parent feedback, and will design accommodations and match the services accordingly. The Academy will adhere to all timelines for annual IEP and 504 meetings and required evaluations.

English Language Learners will be provided with support as needed. ELL students will be provided with multiple ways to demonstrate knowledge and understanding, based upon student English proficiency levels.

Community & Family Supports

West Village Academy will use various modes of communication to ensure a strong home to school connection. During Phases 1, 2, and 3, regularly scheduled communications will be sent to all stakeholders highlighting important information regarding school closure and/or re-opening and at-home learning. Key updates and meeting notices will be available on social media platforms including Class DoJo, Facebook, and the school's website to further reach parents. In addition, parents will receive weekly updates regarding their child's progress on assigned standard(s).



We define Parental Engagement as: Parents maintaining active involvement during the virtual, hybrid and/or in-person learning environment.

What does this mean for parents?

7. Enables parents to be more involved in their child's education.
8. Parents have access to video content and are able to see how lessons are taught.
9. Parents are able to have meaningful content-related discussions with their child.
10. Parents can encourage their child to take their time while watching videos and remind them to re-watch, rewind, or pause when necessary to make sense of what is being taught.
11. Parents can watch the videos with their child to help them review for tests.
12. Parents are encouraged to bring any questions or concerns to the instructor's attention at any time.

The Task Force Team will create a series of videos for training purposes to assist all stakeholders in understating the school's digital systems and provide training in digital literacy as needed.

Professional Learning

Professional Learning communities will meet weekly to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload. West Village Academy ensures all stakeholders will have access to high quality professional learning that reflects best practices during Phases 1-4. The Academy will implement restorative supports and learning around equality and implicit bias, social-emotional learning, and culturally responsive education. Professional development topics will include but not limited to:

- Flipped Classroom
- Google Classroom
- Understating Learning Cycles
- Lesson Development for Virtual Learning
- Virtual Assessments
- Culturally Responsive Teaching
- Using Data to Drive Instruction
- Strategic Planning

Monitoring

West Village Academy will take daily attendance and establish and track two-way communication daily using Google Classroom and MISTAR.

Students will still be responsible for taking class quizzes and tests, as well as the district benchmark assessments throughout the year. Quizzes will be used as a formative assessment throughout the school year. Students will have the opportunity to retake quizzes to improve their understanding of the content. Formative assessments will be used to improve instructional



methods and student feedback throughout the teaching and learning process. Likewise, students and parents are able to monitor their progress as it relates to their advancements within the learning cycles, levels of performance, and personal learning goals.

IV. Phase 4 Operations

West Village Academy will implement all “Required” and all “Strongly Recommended” Operations Protocols as required for phases 1-4 and will offer Virtual and Hybrid Learning.

Facilities

West Village Academy will audit all necessary materials and supply chains for cleaning and disinfection supplies. West Village has 26 classrooms, with capacity of about 6-7 people per classroom to honor all social distancing rules. The building has an air ventilation system that is regularly inspected. The Academy will coordinate with our Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. The Academy will seek and provide continuous monitoring and guidance for cleaning and disinfecting all core assets, including buildings and playgrounds. Frequently touched areas will be scheduled to be cleaned a few times a day and after every use. West Village Academy will supply enough disposable masks for all stakeholders that enter the building.

West Village Academy custodial staff and all cleaning contractors will be required to have advance training in CDC protocols. In addition, they will maintain the facilities to the extent that all previously stated safety and cleaning procedures are followed.

Technology

The Academy will ensure all students have the technology needed to support their virtual learning experience. The Academy has purchased an additional 250 Chromebooks to be distributed to students at the start of the 20/21 school year. All returning families were able to keep their district-issued Chromebook over the summer to participate in formal and informal learning opportunities. Students will continue to have access to the district’s take-home devices, as the Academy is striving to have a one-on-one device assigned to each student.

Currently, the district has not purchased Hot Spots for families; however, the Academy has developed a process to request Hot Spots as the need arises.

Lack of technology should not hinder a student’s ability to participate and be successful in the flipped classroom. Therefore, it is up to the teacher to have a system in place for students that do not have technology/internet at home. However, the Academy will be available to provide new



and replacement devices at a mutually agreed time for parents. We will also adhere to protocols of sanitizing the devices.

Budget, Food Service, Enrollment and Staffing

West Village Academy will provide instructional resources and materials to staff and students as feasible. The Academy will work with MDE, CMU, and Midwest Management Company to understand flexibility with hiring and to develop a plan to govern hiring in a remote environment.

Prepackaged breakfast and lunch will be served two times a week at West Village Academy. The Academy will also provide parents with a list of additional food distribution locations and/or resources.

During Phase 1, 2, 3 or 4, students and staff will adhere to attendance guidelines. Virtual and/or Hybrid school day hours will be 8:00 am to 3:00 pm. Individual student schedules will be provided and will include scheduled Goggle meetings for small group and whole group virtual learning times.

Virtual and Hybrid Schedule:

Core Instruction (Learning Cycles):	8:00 am to 11:50 pm
Enrichment/Lunch (21 st Century Grant)	12:00 pm to 12:55 pm
Intervention/SPED (Learning Cycles)	1:00 pm to 3:00 pm
Enrichment/Dinner (21 st Century Grant)	3:00 pm to 5:00 pm

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

I. Phase 5 Safety Protocols

Personal Protective Equipment

When school reopens for in-person instruction in phase 5, all staff and K-8th students will be required to wear face masks while in the building. Masks must be worn by all staff, guests and students while in the building; common areas, hallways, classrooms, cafeteria, and/or on school bus. Facial covers can be removed while eating and/or drinking. West Village Academy will purchase disposable face covers for all stakeholders; staff, students, and guests. The Academy will have face mask disposal cans placed throughout the building. In addition, the Academy will



allow cloth face covers if they are washed daily. In addition, ALL must strictly adhere to 6 feet of social distancing guidelines.

For any students that are unable or unwilling to wear a face mask, the Academy will request a meeting with the student and family to determine together the best instructional placement option for the student, taking into consideration the student and school community's health and safety. Staff members that are unable to wear a mask must provide a medical doctor's note indicating they cannot wear a mask. Staff and students that are able to wear a mask and refuse to do so, will not be allowed to enter the school building, and there will be disciplinary actions in accordance with the staff and family handbook.

Hygiene

West Village Academy will fully comply with all requirements and recommendations listed in the Hygiene and Spacing, Movement and Access sections. Additional cleaning supplies, hand sanitizer and soap will be provided to staff and students to ensure and encourage proper hygiene. The Academy will use a schedule to check and refill soap and hand sanitizers. Staff will also be able to request and/or purchase sanitizing supplies at any time with proper approval from the leadership team. Additionally, floors, hallways and/or desk will be marked with directional signs and markings to designate directional flow, where to stand to ensure six feet of distance, and CDC guidelines will be posted at the entrance/exits as well as the main office. Staff will incorporate handwashing breaks every 2-3 hours into the schedule and reinforce handwashing for at least 20 seconds, and/or safe use of hand sanitizer that contains at least 60% alcohol. Handwashing stations and/or hand sanitizing stations will be strategically placed throughout the school building to allow easy access. All students will be assigned a locker space and classroom bins for individual sanitization supplies and class supplies. Students and staff will have lessons/training on proper safety procedures to limit exposure to COVID-19.

Spacing, Movement and Access

West Village Academy Hybrid School schedule requires students to be grouped in Cohorts. Each Cohort will only come into the school building 1 day a week.

Hybrid School Day Schedule:

8:00 am to 11:50 pm Core Instruction/Small Group

12:00 pm to 1:00 pm Lunch/Enrichment

1:00 pm to 3:00 pm Intervention/SPED Block

3:00 pm to 5:00 pm 21st Century Grant

Instructional staff will not be in a classroom with more than six students at a time to ensure students are properly spaced out in classrooms and to observe social distance guidelines.



Classrooms will be organized with students facing all in the same direction with signs posted to indicate proper social distancing. Additionally, floors, hallways, restrooms, and/or desks will be marked with directional signs and markings to designate directional flow, where to stand to ensure 6 feet of distance, and proper hygiene guidelines will be posted in bathrooms, entrance/exits as well as the main office. Movement in the hallways will be limited and will be on a rotational schedule to ensure adherence to six feet of distance. Entrance and exits will be kept separate to keep traffic moving when possible.

Parents and guests are not allowed in the school building except under extenuating circumstances determined by the Academy's Leadership Team. If parents or guests must enter the building, they will be required to follow screening guidelines, wear a facial covering, and wash/sanitize hands prior to entering. All guests will be required to show identification if entering the building. The Academy will maintain records along with the date and time in and out of building of all guests.

The Academy will offer unitized breakfast and lunch in the classroom instead of the cafeteria, and teachers will support students with handwashing before and after meals. All required and recommended cleaning protocols will be implemented. The Academy will continue to provide families with food distribution two times a week.

Screening Students and Staff

Ensuring the health and safety of all those that enter the building is our number one priority. The Academy will cooperate with the local health department regarding implementation of protocols for screening students and staff. Employees experiencing fever or other COVID-19 symptoms shall promptly notify the building leader. If symptoms are experienced at home, the employee should exercise caution and stay home and stay away from the workplace and promptly seek medical attention.

Self-screening

- Employees will be required to self-screen (temp check, symptom check) before commuting to the workplace, and will be subjected to required on-site temperature checks. Employees experiencing symptoms outside of work must inform their designated supervisor.
 - Telework if feasible: If feasible, a symptomatic employee may telework. Symptomatic employees are encouraged to seek medical attention as soon as possible. PTO Guidelines: If a symptomatic employee cannot telework, then days spent off site will be deducted from the employee's PTO bank unless medical attention is sought (e.g. clinic, physician, COVID-19 test). Once the employee discloses documentation showing they are seeking medical attention and COVID-



19 consultation, days away from work will be governed by the Distinctive Schools Emergency Sick Leave Policy.

- Ongoing Communication: Symptomatic employees are required to communicate with designated staff regarding resolution of symptoms, health care sought, and other relevant information prior to returning to work. Communication will be confidential.
- Families will be encouraged to check their child's temperature every morning using an oral, tympanic, or temporal scanner; students with a temperature of 100.4 or greater should stay home and consider COVID-19 testing. They should also monitor their children for symptoms of COVID-19 daily. The presence of any symptoms, including but not limited to cough or shortness of breath, will be cause for students to stay home from school and to follow up with a primary care provider.

Isolation and Safe Building Exit:

When an employee or student exhibits COVID-19 symptoms (persistent cough, fever above 99.5 for adults and 100.4 in children, sore throat, and respiratory difficulty) either through an on-site temperature check or otherwise, the employee or student will be isolated in a predetermined location until they can remove themselves from the building in a socially-distanced manner.

- The identified quarantine room will be equipped with a surgical mask and/or conduct an aerosolized procedure in which an N95 mask is required.
- The employee and or student will be provided with information on how to obtain free medical attention for a free COVID-19 test and will be required to stay home until they have tested negative or have completely recovered according to CDC guidelines.

Testing Protocols for Students and Staff and Responding to Positive Cases

If an employee or student tests positive for COVID-19, they must follow guidance from their medical professional and may not return to work until cleared by a medical doctor

Responding to Positive Tests among Staff and Students

West Village Academy will cooperate with Wayne County Health Department if a confirmed case of COVID-19 is identified and 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 Academy will maintain confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws. Wayne County Health Department will initiate contact tracing. Anyone who was in close contact of the case (less than six feet apart for 15+ minutes) will be required to self-quarantine for up to 14 days after exposure. West Village will close down the affected areas for 24 hours including but not limited to classrooms, bathrooms and/or the entire school building being closed for at least 24 hours.



Even if a negative test result is obtained, employees and students exhibiting COVID-19 symptoms must stay home until they are free of symptoms for:

- a) at least 14 days since their symptoms first appeared; and
- b) at least 3 days (72 hours) since recovery is defined as no fever (without using fever-reducing medications) and improvement in symptoms

West Village Academy will follow Wayne County Health Department instructions on return to work and/or school after they are no longer infectious, using the current guidelines from the CDC for this determination.

All cleaning staff will be required to wear a surgical mask, gloves, and a face shield while cleaning in possible infected areas.

Food Service, Gathering, and Extracurricular Activities

Food Services

The Academy will offer unitized breakfast and lunch in the classroom instead of the cafeteria and teachers will support students with handwashing before and after meals. All required and recommended cleaning protocols will be implemented. The Academy will continue to provide families with food distribution two times a week.

Gathering

To the extent possible, recess will be held outside to allow students to move and have access to fresh air. During phase 5, there will be no assemblies, large gatherings, or field trips. Recess will be held outside when possible on a schedule to maintain social distancing. Masks will be required outside if students will be within six feet or using shared playground equipment.

Athletics/Extracurricular Activities

West Village Academy will suspend all athletics during phase 4 to ensure the health and safety of staff and students. 21st Century will offer in-person enrichment activities and will be required to follow all “Required and “Strongly Recommended” protocols regarding safety that has been established by West Village Academy

West Village Academy will video and/or stream events as needed.

Athletics

West Village will allow athletic events but will limit them to 50 people. Spectators who are not part of the same household will be required to maintain six feet of distance from one another. Students, teachers, staff, coaches, and spectators will practice proper hand hygiene techniques before and after every practice, event, and/or gathering. Each participant and spectator will be



required to complete a health questionnaire to confirm that they are healthy and without any symptoms prior to any event. The athletic director will insure the cleaning and disinfecting of all equipment before and after each use. All participants will have their own clearly marked water bottle for individual use. Students will not share any of this equipment. Handshakes, fist bumps, and other unnecessary touching will be prohibited and enforced.

Cleaning

West Village Academy will use EPA-approved disinfectant or diluted bleach as part of the sanitization and cleaning process of the building. Cleaning schedules and checklists have been developed to ensure light fixtures, doors, benches, bathrooms, and hard surfaces are wiped down every four hours. Playground equipment cleaned and sanitized after each class usage. Bathrooms will be cleaned every four hours and high-touch surfaces wiped down consistently. Student desks will undergo a wipe down after every class and as part of the daily, nightly cleaning process. Visible cleaning schedules will be posted in common areas. All cleaning supplies and equipment are secured within the building, and students do not have access to janitor closets. Staff will be required to wear gloves, surgical masks, and face shields when performing all cleaning activities.

Busing and Transportation

West Village Academy will partner with Trinity Bus Company to comply with all “Required” Busing and Student Transportation protocols as required for Phase 4. Maintaining cleanliness of buses will be essential to ensure students arrive safely to school. Buses will be cleaned after each route and a nightly deep cleaning will also occur. If a student becomes sick during the day, the student will not be permitted to ride the bus home; instead, a parent/guardian will need to pick up the student from school.

Medically Vulnerable Students and Staff

The Leadership will review all current Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, and/or 504 plans on an ongoing basis to accommodate students with special healthcare needs and update their care plans as needed to decrease their risk for COVID1-19 exposure.

Telework if feasible: If feasible, a symptomatic employee may telework. Symptomatic employees are encouraged to seek medical attention as soon as possible. PTO Guidelines: If a symptomatic employee cannot telework, then days spent off site will be deducted from the employee’s PTO bank unless medical attention is sought (e.g. clinic, physician, COVID-19 test). Once the employee discloses documentation showing they are seeking medical attention and COVID-19 consultation, days away from work will be governed by the West Village Academy Emergency Sick Leave Policy.



II. Phase 5 Mental & Social-Emotional Health

West Village Academy will implement all “Strongly Recommended” Mental & Social-Emotional Protocols as required for phase 1-5 and will offer Virtual Learning, Hybrid Learning and In-Person learning Options.

West Village Academy has a continued focus on all stakeholders’ social and emotional development and well-being. We have intentionally designed our virtual learning environments to foster belonging and community. We will provide developmentally appropriate strategies for understanding and regulations that address emotions and practicing self-care. The Task Force Team will provide and support the health, wellness, and safety of each child and their families. The Academy has deployed the Task Force Team to help to remove barriers so that students are ready to engage in learning experiences. Students will have daily two-way communication and check-in by teachers, Task Force Team members, and/or other West Village Academy staff. The teachers, in conjunction with the Task Force Team, will closely monitor each student’s engagement and mental well-being. The Task Force Team and School Social Worker will intervene with students who may be experiencing challenges at home that can be responded to with school support. Teachers will be expected to work daily with their students via Zoom, Google Classroom, telephone, email, etc. Student attendance is recorded and tracked each day. Students who are "absent" from the learning environment or doing poorly are contacted by staff to intervene.

The Academy will distribute an optional mental health screening questionnaire for all students and families. The screening questionnaire will be compliant with HIPPA and FERPA policies, with age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

The Academy staff are trained in monitoring and referring students for observed behavioral or academic issues. The Academy has a documented process for referring students for physical or mental health issues. The referral process includes screening, data collection, parent communication, and appropriate services and needs.

The Academy has an established a Crisis Management Plan that addresses all emergencies, including mental and social impact. The plan encompasses “The Student Wellness Committee” and how the Academy will work within the community to garner resources for student social, emotional, and mental support.



West Village Academy will leverage MDE, Wayne RESA, CMU Center for Charter School, and MAPSA resources for students and staff for mental health and wellness support and/or training opportunities. The staff will have training/professional development at the start of the school year as well as timely, responsive, and ongoing professional development. In addition, staff will be provided with tools, resources, and implementation support, focused on a variety of topics including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

West Village Academy, in partnership with 21st Century Learning Center, will provide virtual and/or an in-person sessions to help provide fun social-emotional enrichment opportunities to our students.

III. Phase 5 Instruction

In Phase 5, West Village Academy will be open for in-person instruction with the recommended minimal required safety protocols. The main difference between Phase 4 and 5 is the elimination of the virtual learning option for families. All students, who are able to do so, will participate in in-person “traditional” instruction at West Village Academy. A virtual learning program will be available for students who have health restrictions requiring them to do virtual learning and/or for students who test positive for COVID-19.

West Village Academy will continue with Flipped Classroom and Learning Cycles as the instructional program model for in-person learning. All stated instructional protocols for Phases 1-4, will continue as the Academy makes adjustments for in-person learning.

IV. Phase 5 Operations

West Village Academy will implement all “Required” and all “Strongly Recommended” Operations Protocols as required for phase 1-5 and will offer Virtual, Hybrid Learning and in-person.

Facilities

West Village Academy will audit all necessary materials and supply chains for cleaning and disinfection supplies. West Village has 26 classrooms, with capacity of about 6-7 people per classroom to honor all social distancing rules. The building has an air ventilation system that is regularly inspected. The Academy will coordinate with our Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. The Academy will seek and provide continuous monitoring and guidance for cleaning and disinfecting all core assets, including buildings and playgrounds. Frequently touched areas will be scheduled to be cleaned a few times a day and after every use. West Village Academy will supply enough disposable masks for all stakeholders that enter the building.



West Village Academy custodial staff and all cleaning contractors will be required to have advance training in CDC protocols. In addition, they will maintain the facilities to the extent that all previously stated safety and cleaning procedures are followed.

Technology

The Academy will ensure all students have the technology needed to support their virtual learning experience. The Academy has purchased an additional 250 Chromebooks to be distributed to students at the start of the 20/21 school year. All returning families were able to keep their district-issued Chromebook over the summer to participate in formal and informal learning opportunities. Students will continue to have access to the district's take-home devices, as the Academy is striving to have a one-on-one device assigned to each student.

Currently, the district has not purchased Hot Spots for families; however, the Academy has developed a process to request Hot Spots as the need arises.

Lack of technology should not hinder a student's ability to participate and be successful in the flipped classroom. Therefore, it is up to the teacher to have a system in place for students that do not have technology/internet at home. However, the Academy will be available to provide new and replacement devices at a mutually agreed time for parents. We will also adhere to protocols of sanitizing the devices.

Budget, Food Service, Enrollment and Staffing

West Village Academy will provide instructional resources and materials to staff and students as feasible. The Academy will work with MDE, CMU, and Midwest Management Company to understand flexibility with hiring and to develop a plan to govern hiring in a remote environment.

Prepackaged unitized breakfast and lunch meals will be served daily at West Village Academy. All students will eat in the classroom. The Academy will also provide parents with a list of additional food distribution locations and/or resources.

During Phase 5, students and staff will adhere to attendance guidelines. Virtual, hybrid and/or in-person school day hours will be 8:00 am to 3:00 pm. Individual student schedules will be provided and will include scheduled Goggle meetings for small group and whole group virtual learning times.

Virtual, Hybrid and/or In-person Schedule:

Core Instruction (Learning Cycles):	8:00 am to 11:50 pm
Enrichment/Lunch (21st Century Grant)	12:00 pm to 12:55 pm



Intervention/SPED (Learning Cycles)
Enrichment/Dinner (21st Century Grant)

1:00 pm to 3:00 pm
3:00 pm to 5:00 pm

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Friday, August 14, 2020 4:51 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



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

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