



**Grand Blanc Academy COVID-19 Preparedness and Response Plan**

Address of School District: 5135 East Hill Road, Grand Blanc, MI 48439

District Code Number: 25903

Building Code Number(s): 08705

District Contact Person: Patty Wood

District Contact Person Email Address: pwood@grandblancacademy.org

Local Public Health Department: Genesee County

Local Public Health Department Contact Person Email Address: info@gchd.us

Name of Intermediate School District: Genesee

Name of Authorizing Body: Eastern Michigan University

Date of Adoption by Board of Directors: August 12, 2020

## Assurances

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

Angelo Powell

President of the Board of Directors

8/12/2020

Date

# GRAND BLANC ACADEMY

## Introduction and Overview

Grand Blanc Academy (GBA) is a public charter school and has been authorized by Eastern Michigan University since 1999. Grand Blanc Academy is a Pre-Kindergarten through 8<sup>th</sup> grade building and holds a partnership with the Great Start Readiness Program (GSRP) for pre-kindergarten and a partnership with Genesee County Community Action Resource Development (GCCARD) housing an Early Headstart classroom for 6-month-old to 3 year old children.

Grand Blanc Academy provides educational opportunities to service the whole child. The staff at GBA feels strongly that students' emotional wellbeing is a direct reflection of academic success. Grand Blanc Academy is afforded the status of Schoolwide Title I. Most of our students are Flint residents and have been suffering from the Flint water crisis since 2014. Due to this crisis, GBA has seen a rise in social emotional trauma and academic failure due to the long-term effects of lead in the brain. GBA has put many support systems in place to address these issues and support our students and families.

*Some of the support systems put in place to address the Social/Emotional Trauma:*

During the pandemic and school shut down, most of these activities were continued through the online forum. Professional Development was conducted throughout the year in regard to teacher training for social emotional support to students both in and out of the classroom.

- Mindfulness Training
- Partnership with the Big Brothers/Big Sisters and the Grand Blanc Police Department
- Hip Hop Dance
- Tapology
- Pretty Positives
- Character Education with moral focus monthly themes
- New for 2020-2021 will be Focus on Social Emotional Learning Connection for grades K-6.

*Some systems in place for Academic Support:*

- Certified Reading Specialist
- Reading and Math Intervention Teachers
- MTSS
- Individualized and small group instruction
- Special Education
- Social Work Services

Currently 98% of the student population use the free bus transportation provided by Grand Blanc Academy. GBA offers free breakfast and lunch to all students. Grand Blanc Academy benefits from many community partnerships. Heritage Baptist Church and Sovita Credit Union support our staff with our Staff Member of the Month and holiday celebrations. Grumlaw Church has provided our students with many, many supports such as water drives, sponsorships for Christmas, book drives, providing coats, hats, gloves and many other activities. CS Partner's, our management company, has provided winter boots, hats, gloves and scarves for several years.

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Other community partners include Double Dragon DoJo (Master Wheeler), Pretty Positives (girl's mentorship group), Tapology, Heart of Worship Dance Studio, Big Brothers Big Sisters and many others. Currently Delta Dental has collaborated with GBA to install water bottle filling stations to replace our traditional water fountains and teach oral hygiene in grades 2 and 7.

## **Our Mission Statement**

Grand Blanc Academy is an innovative community that supports and celebrates the lifelong learning for the success of our students and families by igniting growth, imagination and dreams.

## **Our Beliefs**

- We believe in providing a variety of teaching strategies to meet the instructional needs of all students.
- We believe citizenship is developed through nurturing positive character and values.
- We believe children excel when parents, community, and schoolwork together in a positive manner.
- We believe in the value of lifelong learning.
- We believe that clear and consistent communication is vital to the successful school community.
- We believe in providing a safe and effective learning environment.

During the school shut down, teachers created lessons that would engage the students in an online forum using Google Classroom and Zoom. Teachers were available during scheduled instructional time and via private office hours. Paper/pencil packets were mailed to every household for students to continue to learn new skill sets and maintain previously learned concepts. Lesson plans were and continue to be based around the Michigan state standards. All teachers believe that *all* students can learn. With this as a foundational belief, teachers use instructional daily practices of teaching and learning by reviewing formative and summative assessment data to deliver lessons using best practices for continued academic improvement. All stakeholders were involved in the development of the plan. Building administrator met with the Leadership Team for initial input. Email and Zoom discussions were conducted with the staff. Parent input was collected through surveys, phone calls and email. Building administrator brought this information back to the leadership team to collaborate. Before finalizing the plan, feedback was sought from board members.

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

*Grand Blanc Academy will be following all of the required and strongly recommended practices with the exception of continuing the building usage to licensed childcare providers.*

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

**Personal Protective Equipment**

- Schools are closed for in-person instruction.

**Spacing and Movement**

- Schools are closed for in-person instruction.
- Staff may enter the building for the purpose of conducting basic school operations. Custodial staff may enter the building for disinfecting and cleaning purposes. Custodians work at the academy on a rotation schedule to do an overall check of the buildings, check and run all water outlets, remove trash from food service, receive inventory orders, check smoke detectors, and meet contractors for task completion.
- Teaching staff are given the opportunity to schedule a few hours to collect teaching materials in a safe social distancing manner. All staff are required to successfully complete the health screening, wear a mask or face covering and gloves before entering the building and conducting a temperature check.

**Screening Students**

- Schools are closed for in-person instruction. No students will be allowed in the building.

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

- Schools are closed for in person instruction. If a staff member has tested positive he/she will not be allowed to enter the building and the health department and the HR department will be notified for guidance.

**Food Service**

- Grand Blanc Academy will continue to supply food to our families during the phase 1-3 closure. Food will be ordered, packed up and available for drive up distribution. Meals will fulfill the daily nutritional requirements according to the state of Michigan. Food Service staff will fill out the questionnaire, take temperature, wear masks and gloves. Meals will be bagged up for a seven-day serving of breakfast and lunch along with milk and fresh fruits and vegetables (providing the FFVG is available for the 2020-21 school year). Parents will drive up; indicate the number of children they have under the age of 18 and staff will load the meals into the trunk. Social distancing will be required by staff and families. Grand Blanc Academy is a Community Eligible school. This allows all students to be served breakfast and lunch.

**After School and Extracurricular Activities**

- All inter-school and after school activities are suspended.

**Cleaning**

- Schools are closed for in-person instruction; cleaning practices to disinfect the entire building are to include classrooms, bathrooms, kitchen prep area, gym, all shared areas of the building and buses. Regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the school. Cleaning chemicals approved by the EPA will be supplied and used in all areas. Cleaning staff shall wear masks and social distance at all times when in the building.
- To ensure the school building remains functional, Custodians continue to complete building checks for safety concerns and repairs. They check and run water outlets,

check heating and cooling components, and make adjustments as needed. They are informed of any areas visited that week and will sanitize those areas.

### **Busing**

- All busing operations are suspended.

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

- *Grand Blanc Academy teachers and staff will follow all strongly recommended practices in the area of Mental and Social Emotional Health.*
- During Phases 1, 2 and 3 Grand Blanc Academy teachers, School Leader, Director of School Culture, Leadership Team and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect on-line by email; contact parents by phone; and utilize on-line tools, such as Google Classroom, Zoom, Classtag, school website, Facebook, and Remind to engage with parents and students.
- The Resource Department will provide mental health support to pupils affected by the state of disaster prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need. Students needing additional support will be referred to the School Social Worker for intervention and support. Updated contact information for community support networks will be posted on Facebook and the GBA website.
- **Mental Health Screenings** will be implemented by the teachers and School Social Worker. The School Social Worker will score the SDQ (Strengths and Difficulties Questionnaire) to predetermine the student's mental health status. Verbal questions will be offered to younger students. Once the student's mental health status is determined, the following steps will be followed
  - Contact parents and advise them of referrals to SSW.
  - Advise parent of outcome from screening
  - Advise parents of next steps. (outside referral for mental health services, (if deemed necessary from screening)
  - All screenings will be compliant with HIPAA and FERPA policies.
- If extra supports are needed, the Leadership Team and support staff will connect weekly with students and parents to provide virtual strategies to help with mental health concerns. In the event that comprehensive crisis management needs to be activated (loss of student or staff member), community partnerships (Genesee County Community Mental Health) and school psychologist will be called in to support the family and staff.
- The Special Education Department will hold all annual IEPs via, Google Hangouts, Zoom, and teleconference.
- **Positive Behavior Support** will be used for school wide procedures and classroom routines for both synchronous and asynchronous instruction. Communications policies are in place between the teachers and the leadership team. Teachers will report student of the day/week for special phone calls and recognition from the Leadership Team and on the school Facebook page. During the first couple of weeks of school, teachers will fill out the Student Survey Inventory (SSI) for at risk behaviors. The Promoting Positive School Culture (PPSC) committee will then make a priority list of at-risk behaviors by grade level. Small groups will be formed to address the specific needs and behaviors associated with the inventory results. The School Social Worker, the Director of School

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Culture, the Special Education Director and other Leadership Team members, will lead these groups. Students needing redirection or follow up for several disruptive behaviors will be reported to the Director of School Culture for a parent meeting to ensure that all needs are being met.

- All staff will attend training and ongoing professional development as well as established tools, resources, and support based on a variety of topics. A District Wide Calendar has been designed to address the following topics:
  - Social-emotional learning
  - Trauma-informed best practices for schools/staff
  - At-Risk Students
  - Referral Protocols (MTSS)
  - Self-Care
  - Burn-Out
  - Vicarious Trauma
- *Comprehensive lists of wellness resources available to all community members, staff and students will be posted and updated regularly on the GBA Facebook page and website. Monthly check-ins of staff with the individual members of the leadership team to discuss the physical and mental health of each staff member.*
- **Resiliency strategies** for staff will be implemented and encouraged for staff self-care. GBA staff is encouraged to use the Trails to Wellness website that leads each participant through a series of wellness and resiliency strategies.  
<https://storage.trailstowellness.org/>
  - Recognize and validate grief
  - Stay in the present
  - Separate out what you can and cannot control
  - Notice and manage your worried thoughts
  - Pay attention to joy
  - Find the right balance of structure and flexibility
  - Get active
  - Invest in Social Connectedness
- **The Mental Health Liaison** will be the School Social Worker. She will work with the school, Genesee County Health Department, CS Partners and My Partner Solutions team, and community partners.
- **MDE Resources** will be made available to the staff by the Leadership Team and the School Social Worker. The team will ensure that mental health and wellness support information that is available from MDE will be provided to the GBA staff as the information becomes available. This will be communicated via email and/or tangible documents/brochures.
- **Communications Channels** for all stakeholders needing support to address mental health concerns due to COVID-19 can email the school social worker at [ahargo@grandblancacademy.org](mailto:ahargo@grandblancacademy.org).
- **Communication with parents and guardians** will be frequently accessed to provide information to all stakeholders. These channels will include School Messenger, text, Class Tag, Remind, phone calls, emails and newsletters. This return to school information will include:
  - Destigmatization of COVID-19.
  - Understanding normal behavioral response to crisis.

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- General best practice of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.
- *Grand Blanc Academy will follow all the strongly recommended practices in the Governance Section of the MI Safe Start Plan.*

## **Governance**

- Grand Blanc Academy established an advisory committee to address the needs of the MI Safe Start Return to Learn plan.
- Members:
  - Principal/Superintendent
  - Director of School Culture
  - Director of Special Education
  - Title One Director/Reading Coach
  - Math Data Coach/Testing Coordinator/ELL Coordinator/MKV Coordinator/Technology Liaison
  - Director of School Leadership

## **Remote Instruction**

- *Grand Blanc Academy will follow all the required and strongly recommended practices in the Remote Instruction section of the MI Safe Start Plan.*
- Surveys were conducted for parent/guardian input using Survey Monkey (4/24, 5/8, 5/21, 5/26, and 7/20/2020). Links were sent via School Messenger GBA website and Facebook.
- As a result of this feedback, the Grand Blanc Academy “COVID-19 Preparedness and Response Plan” is being tailored to fit the needs of the majority of our families within the guidance and laws set forth by the Executive Order and acts of legislation. It was with this feedback that the Academy’s “Continuity of Learning Plan” is being improved to be more effective while in use for Phase 1, 2 and 3. Details of this remote learning plan will be shared with stakeholders through the Academy website and released via Academy’s social media. As additional guidance and legislation is available, this plan may be further amended to increase its effectiveness while working to meet the majority of our student’s academic needs.

## **Phase 1, 2, or 3 Instruction**

- Grand Blanc Academy identified the following challenges in implementing the Continuity of Learning Plan. These challenges were identified through surveying parents and teachers debriefing discussions with staff members:
  - Students having inconsistent technology to utilize the platform (Google Classroom) correctly.
  - Parents not being able to log on to Google Classroom or other online platforms (unfamiliarity with technology).
  - Students not being consistent in completing their assignments on the online platform.
  - Parents not having the skill set to assist students in completing assignments.
  - Parents not setting schedules for children to “attend school” (online classes)
  - Families transiency and change in phone numbers creating a lack of communication between school and families.
  - Confusion from the State of Michigan in Spring 2020 on instruction officially counting.

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- Grand Blanc Academy will ensure Continuous Learning takes place by:
  - Providing each student with a device for online learning.
  - Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
  - Providing technical support to parents and teachers to assist with issues that arise.
  - Provide families with expectations of a schedule and structure for online/remote learning.
  - Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.
  - Provide parents with an attendance policy.
    - *Attendance*
      - Remote/Online Portion of Hybrid
        - All teachers will complete a weekly communication log, that will be an ongoing tracking system and used for attendance purposes.
        - This log will contain student names and what sort of tracking was completed: met with students online, by phone, by email, or contacted parents. The log will be accessed by all school leaders within the building to ensure that there is constant communication.
      - In-Person Portion of Hybrid
        - All teachers will take attendance in Synergy as normal.
  - Provide parents with grading policy
    - *Student Work*
      - Teachers will assess quality of work and provide feedback to all students and families.
      - Weekly monitoring of student engagement in the different curriculum platforms, communication log, weekly feedback
      - Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions.
- During the month of September students in grades K-8 will be assessed with NWEA. If remote learning is in place (no hybrid) teachers will give the assessment through a zoom meeting. If hybrid scheduling is occurring, students will take the assessment in the classroom on their schedule in person day.
- Each student will have their own device and results will be available for teachers to plan grouping and instruction within 24 hours of the closed testing window to inform decisions for teachers, students and families. Prekindergarten will give one on one assessments using Zoom.
- Special education teachers will meet with general education teachers to review current IEP and new assessment data to match services accordingly. Parent feedback will be sought, and services will be adjusted to best meet the needs of each student. The 504

coordinator will review all 504 accommodations with the classroom teacher and intervention staff. Grand Blanc Academy will strive in good faith and to the extent practicable, based on available resources, technology, curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities consistent with their individualized education plans, including the provision of auxiliary services.

- The Special Education Director will conduct checkpoints with the Resource Team, School Social Worker, Speech Pathologist to ensure instructional pacing and ongoing monitoring of student progress is occurring as written in the IEP.
- The Special Education Director will work with the Genesee ISD to coordinate services for occupational and physical therapy. The school psychologist will be scheduled for initial and reevaluations of IEP's. It is yet to be determined if these evaluations will take place in the psychologist's office (off site) or via Zoom.
- Grand Blanc Academy will remain connected with the MDE and the Educational Service Provider Special Education Specialist about policies and guidance.

## **Phase 1, 2, or 3 Operations**

### **Communications and Family Supports**

- *Grand Blanc Academy will follow all the required and strongly recommended practices in the Communications and Family Support section of the MI Safe Start Plan.*
- Grand Blanc Academy will use the ISD translation supports to reach families in their home language. These communications will be used via text, flyers, School Messenger, and email. ELL teachers (GISD tutors) will communicate with students and families.
- The ELL coordinator will work with classroom teachers and the tutor to communicate with the families in regard to grade level proficiencies, assessment and feedback and any important information from the school that is provided to English speaking students and families. The same trainings available to English speaking families will be provided to ELL families.

### **Professional Learning**

- *Grand Blanc Academy will follow all the required and strongly recommended practices in the Professional Learning section of the MI Safe Start Plan.*
- Professional development will be conducted prior to the start of school and ongoing throughout the academic year for all Academy staff. The Professional development will include the following:
  - Online training for the SeeSaw Platform
  - Positive Behavior Supports for online learning
  - Social Emotional Supports—how to spot a student needing additional supports
  - Classroom management for SEL students
  - Resiliency strategies for Staff
  - Imagine Learning Platforms (online intervention programs)
  - Special Education Qualification
  - Special Education Discipline
  - MTSS
  - Social/Emotional Learning (Rosen Curriculum)
- Teachers will be given time during Early Release Wednesday's to work in grade groups to ensure they are building capacity around best practices and remote learning.

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## **Monitoring**

- *Grand Blanc Academy will follow all the required and strongly recommended practices in the Monitoring section of the MI Safe Start Plan.*

## **Connectivity and Access:**

- All students will be provided a device to access the online lessons, videos, and Zoom calls. Hot spots will be provided if a family does not have access to the internet. Staff will train students on accessing the lessons, the appropriate platforms and give feedback for all assignments.

## **Attendance:**

- All teachers will complete a weekly communication log that will be an ongoing tracking system. This log will contain student names and what communication source was used for tracking along with topic:
  - Met with student online
  - Spoke via phone
  - Contacted via email
  - Zoom session
  - Contacted the parent
- The log will be maintained for each teacher. This log will be accessed by School Administration as a method of teacher accountability and for attendance/pupil accounting. Teachers will provide feedback on work completed at home.

## **Student Work:**

- Teachers will assess quality of work and provide feedback to all students and families.
- Weekly monitoring of student engagement in the different curriculum platforms, communication log, weekly feedback. Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions. Teachers will also provide feedback during their scheduled office hours. Students will reflect on teacher feedback and their progress. Students will be allowed to redo assignments and will be assessed for mastery.

## **Facilities**

*Grand Blanc Academy will follow all the required and strongly recommended practices in the Facilities section of the MI Safe Start Plan.*

- The Academy will perform weekly audits of cleaning supplies. The school janitorial staff will conduct these audits.
- Meetings have been held with the Academy's current suppliers and new vendors are being secured to allow Grand Blanc Academy to have the necessary cleaning and disinfecting supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students.
- No additional facilities will be used for learning.
- Grand Blanc Academy janitorial staff will undergo additional training on proper use of PPE equipment to ensure that the Academy is disinfected thoroughly and properly.
  - This will include, but not limited to, disinfecting frequently touched surfaces and equipment used on the playground.
- Janitorial staff will be informed of the most up-to-date guidance on all recommended cleaning guidelines by OSHA and/or CDC.
  - The team lead, along with administration will maintain contact to ensure all guidelines are followed and implemented.
  - As needed, advanced training will take place.

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- Deep cleaning will take place over the summer, after-school, Wednesdays, weekends, days off and over holiday breaks.
- An audit of the school building will take place. This audit will include:
  - Number of classrooms
  - Size of each classroom
  - Numbers of desks that each classroom can accommodate, using social distancing
  - Additional rooms that could be used for teaching
  - Ventilation
- Current school security protocols are being changed and implemented:
  - A body temperature kiosk is installed for temperature checks for all staff and visitors.
  - HVAC systems have been cleaned and filters changed (quarterly)
  - Lower elementary classrooms each have bathrooms and sinks for handwashing
  - Upper Elementary will have access to a portable sink to use for handwashing in the hallways.
  - Hand sanitizer, masks, gloves, and disinfectant will be distributed to each classroom
  - Signage for handwashing, coughing/sneezing and nose blowing etiquette will be posted
  - One-way signs will be posted on the floor and the doors.
  - Office Visits-no one is allowed in the building without an appointment
  - Vendors needing access (pest control, etc.)
  - Arrival
  - Dismissal
  - Exchanging of classes
  - Bathroom breaks
- Masks, gloves, and face shields have been ordered for students, staff and visitors.
- All disinfection and cleaning protocols will be followed by the [CDC School Decision Tree](#). All janitorial staff will wear masks, face shields, and gloves when performing cleaning duties.
- Currently, Grand Blanc Academy is not designated as an active voting site and our campuses will not be used for elections. Grand Blanc Academy has an emergency plan for the distribution of food (breakfast and lunch). All parents will receive a text reminder on the day before food distribution, reminding parents that meals can be picked up each Wednesday. Communication regarding pick up will also be posted on the school website as a reminder. GBA is a school-wide Title I school, all students eat for free, therefore, parents can receive breakfast meals and lunch meals for each one of their children at no cost. Because parents will not be allowed in the physical building, GBA will use a drive-through line to facilitate the distribution of meals to parents. The food service staff will note the number of meals requested by parents for their registered child/children. Parents will pull up to the drive-through line and the requested meals will be loaded in the trunk of the vehicle.

## **Technology**

- *Grand Blanc Academy will follow all the required and strongly recommended practices in the Technology section of the MI Safe Start Plan.*

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- Grand Blanc Academy ordered new devices for each student attending GBA for the 2020-2021 school year. Dustin Palmer is the district technology point of contact to work with Yeo and Yeo (our contracted tech support company). He will also serve as the support lead.
- During phases 1-3, (no In-Person Instruction) technology will serve as a vital lifeline for the delivery of instruction and student learning. To ensure equitable learning for all students, the district technology equipment must be fully functional. New devices have been ordered to accommodate one-to-one learning. More wireless routers have been ordered and will be installed to ensure good connectivity for phases 4-6.
- Asset tracking tools are being developed by the district to keep track of existing inventory, new inventory, damaged equipment going out for repair, damaged equipment returned to the district, devices loaned out to students, and the number of loaned devices returned to the district. All tracking information will be kept electronically, and paper records will be maintained in a binder in the school leader's office and the District Technology Coordinator's office.
- Identified Technology Vendor
  - Yeo and Yeo Computer Solutions located in Saginaw, Michigan is the technology vendor for GBA, and has served Grand Blanc Academy for ten years. Yeo and Yeo will assist and support with processing, returning, and maintenance of the district technology equipment and devices. Yeo and Yeo will report to the school campus on-site triage area and repair teacher and student devices to minimize the time that staff and students have to be without a computer. If the student and teacher devices cannot be repaired on-site within the triage area; a temporary device will be administered to the student or teacher; thus, reducing the wait time for a device. Over the summer and throughout the school year, Yeo and Yeo. will conduct a Technology evaluation of the school's infrastructure. The server will be checked along with all Wi-Fi access points and wired network devices in each building.
  - Extra devices will be stored and ready for distribution in case of a staff member or student being without a device. These devices will be recorded and tracked by the technology point of contact along with Yeo and Yeo computer consulting. This will minimize the amount of time staff or students would be without a device to participate in their teaching and/or learning.
- The Academy will continue to use the school-wide procedures for the return of inventory:
- Parents will be notified of the drop of arrangements. Devices will be safely bagged and sanitized prior to repair or replacement.
- Tracking Tool - If devices are not returned to the Academy, they will be disabled. Once disabled, a message will appear, stating to return the devices to the Academy.
  - Surveys will be completed by all Academy staff on a monthly basis to gauge the supports needed.
  - The Academy will review and update Technology Agreement that will be completed by parents prior to the start of school.

## **Budget, Food Service, Enrollment and Staffing**

- The Academy will continue using the instructional programs that are put in place.
  - The Academy will continue to provide updates on instructional materials to support virtual learning.

- Students will have access to breakfast and lunch to ensure proper nutrition. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.

**Plan for Operating during Phases 4 of the Michigan Safe Start Plan**

*Grand Blanc Academy will follow all the required and strongly recommended practices in the Phase 4 Section of the MI Safe Start Plan.*

- Grand Blanc Academy will offer in person instruction during Phase 4 of the Michigan Safe Start Plan using a hybrid model.
- **GBA will be distributing tablets to each PK-2 student and laptops for each 3-8 student.**
- Grand Blanc Academy (GBA) plans to use a hybrid model of instruction using online learning platforms Google Classroom (grades 3-8) and SeeSaw (grades K-2). Each student will be assigned a device (tablets in grades PK-2 and Chromebooks in grades 3-8) to access the online learning platform from home. All materials such as paper, pencils, and crayons, will be made available to families that need assistance.
- The Academy will implement a hybrid and remote learning environment.
  - Hybrid
    - Monday/Tuesday - Group A in-person/Group B remote
    - Wednesday - Remote live instruction Group A and Group B
      - Classroom Community Building/Class Meetings (AM)
      - Teacher PD (PM)
      - Detailed Disinfecting in the building
    - Thursday/Friday - Group A remote/Group B in-person
  - Remote
    - All instruction will take place online. Instruction will be both live and pre-recorded lessons involving online assignments.
- Teachers will be expected to make contact with every student in grades Pre K-8 two to three times during the week. Teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, SeeSaw, Zoom, etc.), with an emphasis on continuing to build relationships and maintain connections. Teachers will hold office hours to accommodate the needs of students requiring additional support. The Special Education Director, Special Education Department and the School Social Worker will hold Zoom sessions to accommodate the emotional and academic needs of students with an Individualized Educational Plan (IEP). Schoolwide activities and events will be broadcast live on Facebook (for instance, a scheduled PE time). 504 plans will be monitored by the 504 Coordinator.
- The Academy will continue to use the curriculum that is in place; Imagine Language and Literacy, Flocabulary, Imagine Math, Eureka Math, Mystery Science (K-5), Social Studies (K-5) and MC3 Social Studies. The curriculum has digital/virtual components.

Imagine Reading will be added in as supplemental for grades K-8. Prekindergarten teachers will create weekly packets for distribution with activities and lessons to be completed at home. The packets will be created to closely follow the Creative Curriculum as much as possible.

- NWEA/MAP Assessment will be given to every student in grades K-8, virtually, to understand where each student is academically and inform instructional decisions for teachers, students, and families.
- All stakeholders were involved in the development of the plan. Building administrator met with the Advisory Committee for initial input. Email discussions were conducted along with surveys from parents. Building administrator brought this information back to the leadership team to collaborate. Before finalizing the plan, feedback was sought from board members.

### **Entering the Building**

- Upon arrival at GBA, buses will unload one bus at a time to ensure social distancing.
- Students will go directly to the *classroom* for breakfast.
- Students in grades K-6 will not be required to wear their masks while in the classroom since they will not be leaving the classrooms. If the student needs to leave for any purpose, he/she will be required to wear a mask.
- Grades 7 and 8 are required to wear their masks all day with the exception of breakfast and lunch.
- Students with special health care needs will have a plan specifically designed for their care. The plan must have a note from the physician stating the child is not required to wear a face covering. As with all students, social distancing will be implemented to ensure respiratory droplets are not transferred.
- Students refusing to wear a mask will be offered the opportunity for virtual classes.

### **Hygiene**

- Masks, hand sanitizers, soap, paper towels and tissue will be supplied by the school.
- If a child is bringing their own mask to school, it must be washed daily. Disposable masks will be provided.
- Breakfast and Lunch will be served in the classrooms.
- Students will be required to wash their hands for 20 seconds.
- There will be scheduled hand washing every 2-3 hours.
- Grades K-3 have sinks in each classroom.
- Grades 4-8 will have a washing station set up in the hallways and can be rolled into each classroom.
- Classrooms and common areas will be cleaned with an electrostatic sprayer designed to kill the virus on contact.
- Doorknobs, light switches desks and tables will be wiped down frequently and the biostatic cleaner will be used at the end of each day.
- Floors in the hallways and other common areas will be marked with social distancing signs.

### **Spacing, Movement, and Access**

- All student desks will remain 6 feet apart in all classrooms. If the classroom utilizes large tables, students will be properly spaced at those tables. Desks/tables will face the same direction, toward the front of the classroom. Class sizes will be minimal due to a hybrid schedule.
- Teachers will maintain 6 feet of spacing, as much as possible.
- All desks will be facing the same direction toward the front of the classroom. In addition, all teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signs, floor tape or other markers indicators will be used at six-foot intervals where line formation is anticipated.
- The academy will provide social distancing floor/seating markings in waiting and reception areas. Also, post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the administrative team. Adults entering will be required to have their temperature taken at the kiosk and to wear a mask.

### **Safety Precautions OF Grand Blanc Academy and Dean Transportation Staff**

- All staff are required to answer a questionnaire daily regarding their personal health, the health of their family and any exposure they may have had to the virus.
- Temperature checks will be taken of each staff member and bus driver as they arrive in the morning using the kiosk and recorded on the Office Manager's computer.
- If the temperature is 100.4 or higher, the staff member will be required to go home and GBA will contact the local health department for guidance.
- GBA staff will be wearing face masks and face shields to protect themselves and the students. If a staff member becomes sick during the day, they will be sent home, the health department will be contacted for guidance.
- Grand Blanc Academy will cooperate with the local public 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.
- Classroom windows will remain open as much as possible and weather permitting. All health-related issues due to weather will be taken into consideration.
- Students will not be allowed in the hallways once they have entered the classroom in the morning with the exception of traveling to the gym (where social distancing will be required). Social distancing will be expected in the hallways for this transition. Hallway signage will be placed on the floors for the six-foot social distance guidance.
- All auxiliary staff (non-teaching) will be assigned a "station" to monitor hallways during arrival and dismissal to discourage congregating in the hallways.
- As previously stated, hallway signs will be placed on the floor to ensure that students stay six feet apart while traveling through the building. Social distancing signs will also

be placed on all entry and exit doors. There will be marking on doors for “Enter only and Exit only”.

### Screening Staff and Students

- We understand that not all illness leads to COVID-19, however, during this time, if a student becomes ill, we are required to isolate them in the “sick room” until someone picks them up. Under **no circumstances** will a sick child be allowed to ride the bus home.
- Grand Blanc Academy will cooperate with the local public 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.
- A room in the front office with a glass door and a rest room has been designated as a quarantined area. The Office Manager and front office staff will be available to check on the sick student until the parent comes to pick him/her up. The staff and student will be required to wear a mask (unless the student has been identified as requiring aerosolized procedures).
- Symptomatic students will be sent home and not allowed to return to school until they have had a normal temperature for 24 hours **and** respiratory symptoms have improved, **and** 10 days have passed since symptoms first appeared, or completely recovered according to the CDC guidelines.
- Staff exhibiting symptoms such as gastrointestinal symptoms or have a fever of 100.4 will be required to stay home. A temperature kiosk is placed in the front hallway and will record the temperature of all adults entering the building.
- Families are required to check their child’s temperature daily. Children with a temperature of 100 or more should stay home and consider coronavirus testing if symptoms of COVID-19 are present. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home and follow up with the primary care provider.
- A staff monitoring form is required for staff to fill out electronically daily.
- If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:
  - Email address
  - Past 24 hours have you experienced any new symptoms?
    - Coughing
    - Shortness of breath
    - Difficulty breathing
    - Congestion
    - Runny nose
    - Sore throat
    - Loss of taste or smell
    - Fever greater than 100.4

- Chills
- Fatigue
- Muscle Pain
- Nausea
- Vomiting
- Severe headache
- Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- The Academy will cooperate with their Local Health Department regarding implementing any new protocols for screening students and staff.

#### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The Academy will cooperate with the Local Health Department regarding implementing protocols for screening students and staff.
- The Academy will continue to use the staff/parent screener daily and Thermal Cameras for students entering the building.
- Staff will be required to wear a mask during the entirety of the school day, with the exception of during meals/snacks. Those that develop a fever or become ill, will be asked to leave school premises and consult with a primary care provider or complete a test for COVID-19.
- Students in grades K-6 must wear a mask when on the bus and entering and exiting the building and if traveling anywhere in the building outside the classroom. Teachers have the discretion to ask the students to keep their masks on during the day. Grades 7 and 8 will be required to keep their masks on for the entire day with the exception of eating and drinking.
- Symptomatic students will be sent home and not allowed to return to school until they have had a normal temperature for 24 hours **and** respiratory symptoms have improved, **and** 10 days have passed since symptoms first appeared, or completely recovered according to the CDC guidelines.
- Families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children.
- In the event there are positive cases of COVID-19 at Grand Blanc Academy, the Academy will follow guidelines outlined by the CDC and the local health department. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.

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- The Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected. If the Academy remains open, the area may reopen according to CDC guidelines.
- If it is necessary to close the Grand Blanc Academy due to COVID-19, all instruction will continue in virtual format as outlined in level three.
- Staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

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

- The Academy will work collaboratively with the Local Health Department if a confirmed case of COVID-19 is identified, and must contact information for any close contact information from two days before he or she showed symptoms to the time when he or she was last present at school.
- Symptomatic students will be sent home and not allowed to return to school until they have had a normal temperature for 24 hours **and** respiratory symptoms have improved, **and** 10 days have passed since symptoms first appeared, or completely recovered according to the CDC guidelines.
- The Academy will notify local health officials of any positive COVID-19 cases, while maintained confidentiality consistent with the ADA.
- The Local Health Department will initiate contact tracing:
  - Anyone within close contact
  - Less than 6 feet
  - All individuals that have been in close contact are asked to self-quarantine for 14 days after exposure.
- Staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on CDC guidelines.
- When cleaning an area where an individual tested positive for COVID-19, janitorial staff will be required to wear a mask, gloves, and face shield.
- Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place. This will minimize the risk of any airborne particles.
- If classrooms are closed:
  - Students will move to an open classroom
  - If another classroom is not available, students will move to virtual learning until the classroom has opened (at least 24 hours)

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

- The Academy will not hold assemblies at this time.
- No Field trips will be allowed.
- All PreK – 8 breakfasts and lunches will be served in the classrooms via delivery of food service staff.
- All food service staff will wear masks and gloves while delivering meals to the classrooms.

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- Students may eat outdoors weather permitting with appropriate social distancing. If more than one class is outdoors all students must wear facemasks when not eating.
- No extracurricular activities will be conducted at this time.

## **Athletics**

- Grand Blanc Academy will not have any athletic programs during Phase 4.

## **Cleaning**

- Frequently touched surfaces will be cleaned every 4 hours with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Frequently touched surfaces, desks, light switches, doorknobs, etc. will be wiped down every 4 hours.
- Playgrounds will be sprayed with the biostatic cleaner at the beginning of each day.
- All equipment will be cleaned in between each use.
- All cleaning supplies will be stored in a location with proper ventilation. The area will remain locked when not in use.
- All staff will wear gloves, surgical masks, and face shields when performing all cleaning activities

## **Busing and Student Transportation**

- Students entering the bus will use hand sanitizer supplied by the school.
- The bus driver and any other adult riding will wear a face mask.
- Students will be socially distanced and wear masks.
- If it is not medically feasible for the driver to wear a mask, the health department will be contacted, and decisions will be made on a case by case basis.
- Buses will be cleaned and disinfected before and after each transit route. Students will not be on the bus while it is being cleaned. Frequently touched surfaces will be disinfected prior to morning and afternoon routes. Weather permitting windows will remain open during cleaning.
- If for some reason students are not allowed to board the bus, a schoolwide message will be sent to parents to come to school to pick students up. Parents will remain in their cars and students will be escorted to the car by a GBA staff member.
- Students that become sick during the day will not be allowed to ride the bus home. Parents will pick the student up via the above protocol.
- If a bus driver gets sick, the contracted bus company will supply a substitute driver.
- Weather permitting, windows will remain open while transporting students in order to increase air flow.

## **Medically Vulnerable Students and Staff**

- Individual Health Care Plans and Individual Education Programs (IEP) and 504 plans will be evaluated and updated as needed to decrease the risk for exposure to COVID-19.
- Staff will be required to answer a questionnaire daily regarding their health and their exposure to COVID-19.

- Medically vulnerable students will be offered the option to participate in the total remote option for learning. Teachers will provide instruction and feedback as in the Phase 3 model.
- N95 masks (if available) will be provided to staff assisting with nebulizers or other aerosol generating medical equipment.
- Staff who are high risk will wear masks and maintain social distancing procedures. Decisions to work remotely or modify job responsibilities will be made case by case.

#### **Exiting the Building**

- Students will be dismissed to the buses by classroom. This will alleviate the crowds in the hallways. Students will be required to maintain social distancing while walking in the hallways to load the buses.

#### **Parent Pick Up**

- A staff member will walk students to the car. Display your car sign in the front dash. Staff will radio for the student to come to the front hallway to be escorted to your car. Again, no one will be allowed into the building. This is a safety measure in order to keep everyone safe and to avoid contact tracing should someone contract the virus.
- **Non staff members will not be allowed to enter the building without an appointment and approval of the administrative team. This includes parents, visitors and vendors.**

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

- **Positive Behavior Support** will be used for school wide procedures and classroom routines for both synchronous and asynchronous instruction. Communications policies are in place between the teacher's and the leadership team. Teachers will report student of the day/week for special phone calls and recognition from the Leadership Team and on the school Facebook page. During the first couple of weeks of school, teachers will fill out the Student Survey Inventory (SSI) for at risk behaviors. The Promoting Positive School Culture (PPSC) committee will then make a priority list of at-risk behaviors by grade level. Small groups will be formed to address the specific needs and behaviors associated with the inventory results. The School Social Worker, the Director of School Culture, the Special Education Director and other Leadership Team members, will lead these groups. Students needing redirection or follow up for several disruptive behaviors will be reported to the Director of School Culture for a parent meeting to ensure that all needs are being met.
- All staff will attend training and ongoing professional development as well as established tools, resources, and support based on a variety of topics. A District Wide Calendar has been designed to address the following topics:
  - Social-emotional learning
  - Trauma-informed best practices for schools/staff
  - At-Risk Students
  - Referral Protocols (MTSS)

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- Self-Care
- Burn-Out
- Vicarious Trauma
- *Comprehensive lists of wellness resources available to all community members, staff and students will be posted and updated regularly on the GBA Facebook page and website. Monthly check-ins of staff with the individual members of the leadership team to discuss the physical and mental health of each staff member.*
- **Resiliency strategies** for staff will be implemented and encouraged for staff self-care. GBA staff is encouraged to use the Trails to Wellness website that leads each participant through a series of wellness and resiliency strategies.  
<https://storage.trailstowellness.org/>
  - Recognize and validate grief
  - Stay in the present
  - Separate out what you can and cannot control
  - Notice and manage your worried thoughts
  - Pay attention to joy
  - Find the right balance of structure and flexibility
  - Get active
  - Invest in Social Connectedness
- **The Mental Health Liaison** will be the School Social Worker. She will work with the school, Genesee County Health Department, CS Partners and My Partner Solutions team, and community partners.
- **MDE Resources** will be made available to the staff by the Leadership Team and the School Social Worker. The team will ensure that mental health and wellness support information that is available from MDE will be provided to the GBA staff as the information becomes available. This will be communicated via email and/or tangible documents/brochures.
- **Communications Channels** for all stakeholders needing support to address mental health concerns due to COVID 19 can email the school social worker at [ahargo@grandblancacademy.org](mailto:ahargo@grandblancacademy.org).
- **Communication with parents and guardians** will be frequently accessed to provide information to all stakeholders. These channels will include School Messenger, text, Class Tag, Remind, phone calls, emails and newsletters. This return to school information will include:
  - Destigmatization of COVID-19.
  - Understanding normal behavioral response to crisis.
  - General best practice of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

## **Budget, Food Service, Enrollment, and Staffing**

- The Academy will continue using the instructional programs that are put in place.

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- The Academy will continue to provide updates on instructional materials to support virtual learning.
- Students will have access to breakfast and lunch to ensure proper nutrition. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.

## **Governance**

- Grand Blanc Academy established an advisory committee to address the needs of the MI Safe Start Return to Learn plan.
- Members:
  - Principal/Superintendent
  - Director of School Culture
  - Director of Special Education
  - Title One Director/Reading Coach
  - Math Data Coach/Testing Coordinator/ELL Coordinator/MKV Coordinator/Technology Liaison
  - Director of School Leadership
- Surveys were conducted for parent/guardian input using Survey Monkey (4/24, 5/8,5/21/,5/26, and 7/20/2020. Links were sent via School Messenger GBA website and Facebook.
- As a result of this feedback, the Grand Blanc Academy “COVID-19 Preparedness and Response Plan” is being tailored to fit the needs of the majority of our families within the guidance and laws set forth by the Executive Order and acts of legislation. It was with this feedback that the Academy’s “Continuity of Learning Plan” is being improved to be more effective while in use for Phase 1, 2 and 3. Details of this remote learning plan will be shared with stakeholders through the Academy website and released via Academy’s social media. As additional guidance and legislation is available, this plan may be further amended to increase its effectiveness while working to meet the majority of our student’s academic needs.
- Surveys will continue to be conducted and the plan altered according to the results from the survey, the recommendations from the health department and executive orders.

## **Instruction**

The Academy will implement a hybrid and remote learning environment.

- Hybrid
  - Monday/Tuesday - Group A in-person/Group B remote
  - Wednesday - Remote live instruction/Disinfecting
  - Thursday/Friday - Group A remote/Group B in-person
  - In-person Expectations will remain the same as if school were running regularly, with the exception of social distancing. On days with remote learning, teachers will follow the Remote Expectations below.
- Remote

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- All instruction will take place online. Instruction will be both live and pre-recorded lessons. Live lessons will be heavily incorporated into instruction.

<b>Elementary Teacher Expectations</b>	<b>Middle School Teacher Expectations</b>
<p><b>Suggested Daily Elementary Teacher Schedule</b></p> <p>Flexible 6 hours</p> <p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>● Whole group Google Meet/SeeSaw/Zoom Conferencing</li> <li>● Post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Monitor student learning/provide feedback</li> <li>● One-to-one or small group conference for struggling students</li> </ul> <p><b>PM Block</b></p> <ul style="list-style-type: none"> <li>● Whole group Google Meet/SeeSaw/Zoom Conferencing, as needed</li> <li>● Post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Monitor student learning/provide feedback</li> <li>● One-to-one or small group conference for students who need support</li> <li>● Virtual PLC collaboration</li> <li>● Select 2 days a week for evening hours</li> </ul> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>● Establish office hours for parent questions</li> <li>● Communicate with parents weekly</li> </ul>	<p><b>Suggested Daily Middle School Teacher Schedule</b></p> <p>Flexible 6-hour day</p> <p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>● Plan/post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Grading</li> <li>● One-to-one or small group conference for students scoring 70% or less for the week.</li> </ul> <p><b>PM Block</b></p> <ul style="list-style-type: none"> <li>● Plan/post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Grading</li> <li>● One-to-one or small group conference for students scoring 70% or less for the week.</li> <li>● Whole group Google Meet Conferencing</li> <li>● Select two days per week for evening hours.</li> </ul> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>● Use Google meet and email to communicate and conference with students.</li> <li>● Post assignments on Google Meet by Friday for the following week.</li> <li>● Establish office hours- availability to conference with students/parents</li> <li>● Weekly monitoring of student usage and assignment completion</li> <li>● Conference based on student needs</li> <li>● Use Google Meet, Remind, phone or email to contact parent if students fall below 70% for the week or is not on pace</li> </ul>

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<ul style="list-style-type: none"> <li>● Plan and communicate assignments</li> <li>● Post assignments for the following week each Friday</li> <li>● Provide feedback to students on assignments</li> <li>● Plan for two ELA and two math lessons per week.</li> <li>● Plan for two Social Studies and two Science lessons per week.</li> <li>● Continue PLC through virtual means</li> <li>● Conference with students based upon needs</li> <li>● Use Remind, Class Dojo, phone or email to contact parent if a student fall behind</li> <li>● Monitor Imagine Learning Online Instruction (ELA/math). Aim for 70% pass rate</li> <li>● Assign Imagine Online Instruction ELA and math lessons as needed</li> <li>● Use Google Meet/Zoom to chat or video conference with students twice when required</li> </ul>	<ul style="list-style-type: none"> <li>● Conduct online lessons (live, recorded, PowerPoint) via Google Meet conference</li> <li>● Provide feedback to students on assignments weekly</li> <li>● Issue grades weekly             <ul style="list-style-type: none"> <li>○ Core subjects 2-3 assignments per week, optional activities and resources</li> </ul> </li> <li>● Electives 1 assignment per week, optional activities and resources</li> <li>● <b>Notify your school administration when students are not participating.</b></li> </ul>
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- Using technology, content will be delivered via Google Classroom/SeeSaw/Zoom. This will allow teachers to hold live lessons, pre-recorded lessons, and meet with students individually or in small groups. Teachers will hold office hours, in order to give ongoing feedback to students and parents.
- The Academy will continue to use the curriculum that is in place; Imagine Learning, Mystery Science, MC3 and GIANTS Social Studies. The curriculum has digital/virtual components.
- Teachers will have remote learning schedules and will communicate with parents/students by phone, email, Class Dojo, Remind 101 daily.
- NWEA/MAP Assessment will be given to every student in grades K-8, virtually, to understand where each student is academically and inform instructional decisions for teachers, students, and families.

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- IEPs and 504 Plans will be reviewed with each general education and special education teacher to reflect the child's needs.
  - Virtual intervention and support services will continue to be carried out for all students with IEPs and 504 Plans.
  - Schedules will be set up for services in collaboration with the special education staff and parents of the student who is receiving services. These services include occupational therapy, physical therapy, and/or speech and language therapy.
- Monthly surveys will be conducted for Academy staff and families.

## **Communication and Family Supports**

- Communication will be completed through Synergy (School Messenger Calls/Email/SMS Text). The Academy will also post information on their school website, Facebook page, Instagram page, and Twitter.
  - Communication will include academic assistance, assessment feedback, schedules for academics, social and emotional support, and food distribution.
- Students will have access to breakfast and lunch to ensure proper nutrition.

## **Phase 4 Instruction**

### **Instruction**

- The Academy will ensure that all students have access to the following:
  - Standards-aligned, grade-level instruction, including enrichment opportunities
    - The Academy will use the same curriculum as the year prior; All curriculum contains virtual components.
  - Assessed to determine grade-level readiness
    - Assessments such as DRA (Reading Assessment), Kindergarten Readiness Assessment, NWEA, and Imagine Learning will be conducted.
  - Offer scaffolds (MTSS/small group instruction) to support and meet the diverse academic and social-emotional needs.
- Checkpoints will be conducted between grade-level lead teachers and the administrative team to give feedback on curriculum pacing and the ongoing monitoring of student success or needs.
  - During grade-level meetings, data will be used to identify trends in academics and close all academic achievement gaps. This data will assist with creating and implementing individualized plans for students.
- Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Additional tools and/or materials will be purchased as needed to support the needs of all students.

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- Academy staff and administrative team will set expectations to ensure that high-quality instruction and tools are implemented, appropriate, and sustainable at each grade level.
  - Ongoing professional development and tech support for curriculum will be readily available.
  - Individual professional development/coaching sessions for curriculum will be readily available for staff.
- At this time the Academy will not be offering any after-school tutoring, but will be offering individualized and small group instruction/intervention for students who need academic and social-emotional support.
- Communication will be shared with parents via different modes.
  - Communications will include:
    - Surveys
    - Academic Resources
    - Social-Emotional Resources
    - Mental Health Resources
    - Opportunities for Trainings (Curriculum)
- Hybrid Plan
  - *Connectivity and Access*
    - Surveys will be shared with parents to ensure that their child(ren), have adequate connectivity and devices necessary to successfully complete schoolwork.
      - School will provide the following:
        - Chromebooks/Tablets
        - Resources for the internet
  - *Attendance*
    - Remote/Online Portion of Hybrid
      - All teachers will complete a weekly communication log, that will be an ongoing tracking system and used for attendance purposes. This log will contain student names and what sort of tracking was completed: met with students online, by phone, by email, or contacted parents. The log will be accessed by all school leaders within the building to ensure that there is constant communication.
    - In-Person Portion of Hybrid
      - All teachers will take attendance in Synergy as normal.
  - *Student Work*
    - Teachers will assess quality of work and provide feedback to all students and families.
      - Weekly monitoring of student engagement in the different curriculum platforms, communication log, weekly feedback

- Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions.

## **Phase 4 Operations**

### **Facilities**

- The Academy will perform weekly audits of cleaning supplies. This will be conducted by the school janitorial staff.
- Meetings have been held with the Academy's current suppliers and new vendors are being secured to allow Grand Blanc Academy to have the necessary cleaning and disinfection supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students.
- No additional facilities will be used for learning.
- Grand Blanc Academy janitorial staff will undergo additional training on proper use of PPE equipment to ensure that the Academy is disinfected thoroughly and properly.
  - This will include, but not limited to, disinfecting frequently touched surfaces and equipment used on the playground.
- Janitorial staff will be communicated with the most up-to-date guidance on all recommended cleaning guidelines by OSHA and/or CDC.
  - The team lead, along with administration will maintain contact to ensure all guidelines are followed and implemented.
  - As needed, advanced training will take place.
- Deep cleaning will take place over the summer, after-school, weekends, days off and over holiday breaks.
- An audit of the school building will take place. This audit will include:
  - Number of classrooms
  - Size of each classroom
  - Numbers of desks that each classroom can accommodate, using social distancing
  - Additional rooms that could be used for teaching
  - Ventilation
- Current school security protocols are being changes and implemented:
  - Arrival
  - Dismissal
  - Exchanging of classes
  - Bathroom breaks
- Facilities will be maintained for in-person operations:
  - HVAC systems will routinely be checked by school maintenance and CS Partners.
  - Air filters will be changed regularly.

- Wastebaskets, Tissues, and CDC-approved soap will be available in every classroom within the school building.
- Hygiene signage will be placed in multiple areas throughout the school building.
- Janitorial staff will follow CDC guidelines
- Daily walk-throughs will be completed with administration and janitorial staff to ensure the building is ready for staff and students.
- All disinfection and cleaning protocols will be followed by the [CDC School Decision Tree](#). All janitorial staff will wear masks, face shields, and gloves when performing cleaning duties.

### **Budget, Food Service, Enrollment, and Staffing**

- The Academy will continue using the instructional programs that are put in place.
  - The Academy will continue to provide updates on instructional materials to support virtual learning.
- Students will have access to breakfast and lunch to ensure proper nutrition. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.
- Arrival and dismissal procedures will be put in place to maintain social distancing guidelines.
- A survey was conducted for both staff and parents.
  - The survey covered:
    - Health concerns
    - Mode of instruction
    - Mental Health concerns
    - Support needed to ensure rigorous instruction
- No new staff is needed at this point; however, the Academy will have building substitutes on site in case of an emergency. Two building substitutes will be available.
- The Academy will work with CS Partners to assess how job responsibilities may shift due to COVID-19.
- Staff will not be redeployed at this time. All staff will remain in the same positions.
- Surveys will be conducted monthly to identify and modify staff positions, if staff become high-risk.
- Enrollment procedures will remain the same, with holding virtual interviews with families.
- Attendance policies will be communicated with both staff and families.
- The Academy continues to hire all new positions remotely and have support from CS Partners.
- CS Partners will continue to give guidance on use of CARES Act funding, and any changes in enrollment patterns, new staffing needs, or resource constraints on additional dollars.

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- Communications will be sent out regularly to staff and families to ensure policies and procedures are understood.
- The Academy, along with CS Partners, will create and modify student and staff handbooks, making note of any changes.
- Legal counsel will be available to discuss liability concerns.

## **Technology**

- The Academy is supplying devices to each student.
- The Academy has designated a single point of contact to handle all technology related issues.
- Professional Development will take place prior to the start of school.
  - Professional Development will be addressed to both staff and parents.
    - Google Classroom/SeeSaw/Zoom
    - Curriculum Professional Development
    - Social and Emotional Professional Development
  - Professional Developments will ensure that students and parents are knowledgeable in completing and assisting assignments.
- Device/General Technology Support Lead will be the Academy Technology Point of Contact, as well as Yeo and Yeo Computer Company. The Academy holds a contract with Yeo and Yeo, who support the student and staff technology. The individuals serving at the Device/General Technology Support Lead will also assist with Help Desk Tickets for both families and staff.
- The Academy will continue to use the school-wide procedures for the return of inventory:
  - Parents will be notified of dates to return devices to the drop off zone.
  - Devices are safely bagged
  - Sanitized prior to repair or replacement, ordering accessories
- Tracking Tool - If devices are not returned to the Academy, they will be disabled. Once disabled, a message will appear, stating to return the devices to the Academy.
- Yeo and Yeo (Technology Support Company) will monitor usage of all devices that are loaned out to students.
- Surveys will be completed by all Academy staff on a monthly basis to gauge the supports needed.
- The Academy will review and update Technology Agreement that will be completed by parents prior to the start of school.

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

*Grand Blanc Academy will follow all the required and strongly recommended regulations for Phase 5 of the Mi Safe Start plan.*

*If the Academy feels that conditions are unsafe, we will resort to 100% remote instruction.*

**Phase 5 Safety Protocols**

**Personal Protective Equipment**

- Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All staff members who cannot medically tolerate facial covering will not be required to wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Facial coverings will not be worn during meals.
- If medically intolerable, staff and students are required to have a doctor's note on file to explain their diagnosis and the last date of being seen for their diagnosis.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All K-8 students (general education and special education) will be required to wear a face mask while on the bus and traveling in the hallways.

**Hygiene**

- The Academy will provide supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Academy staff will schedule designated times (every 2-3 hours) for handwashing and bathroom breaks for all students. Staff will model, washing hands for 20 seconds and/or the use of hand sanitizer. (Bathroom can be used as needed; however, students will be escorted by a paraprofessional or staff member to ensure proper hygiene and social distancing.)
- In order to limit sharing of personal items, students will be required to have their own labeled pencil box, with all of their supplies.
- An arrival and dismissal procedure will be created by the administrative team, Dean Transportation, and teaching staff to ensure social distancing.
- The Academy will hold a COVID Professional Development. The Academy staff will carry over the information learned to educate students how to use proper hygiene techniques. The COVID Professional Development will include:
  - Proper cleaning procedures
  - Safety Guidelines
  - Medical Physician
- The Academy maintenance staff will frequently check, maintain, and refill all soap and sanitizer dispensers.

# GRAND BLANC ACADEMY

- Each Academy student will have a personal pencil box to limit the sharing of personal items. Students in grades 6-8 will have personal lockers.
- Hand Sanitizing stations will be placed in each classroom. Students and staff will be required to sanitize prior to exiting and entering any classroom.

## **Spacing, Movement and Access**

- All student desks will remain 6 feet apart in all classrooms. If the classroom utilizes large tables, students will be properly spaced at those tables. Desks/tables will face the same direction, toward the front of the classroom. Class sizes will be minimal due to a hybrid schedule.
- Teachers will maintain 6 feet of spacing, as much as possible.
- All desks will be facing the same direction toward the front of the classroom. In addition, all teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signs, floor tape or other markers indicators will be used at six-foot intervals where line formation is anticipated.
- The Academy will provide social distancing floor/seating markings in waiting and reception areas. Also, post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the administrative team.
  - In addition, adult guests that are allowed to enter the building will be screened for symptoms, will be required to wear a facial covering, and wash/sanitize hands prior to entering. Moreover, the academy will maintain strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. Again, if the guests answer “yes” to any of the questions, they will not be allowed to enter the school building.
- The Academy office will be limited to one person at a time, if there is an emergency circumstance, and a child must be picked up.
- The Academy will keep the windows open weather permitting. Gym will be held outside when possible and when in the building students will maintain social distancing.
- The Academy will be implementing two options:
  - Hybrid Schedule
    - Monday/Tuesday - Group A in-person & Group B virtual
    - Wednesday - Live virtual academics/Disinfection of building
    - Thursday/Friday - Group A virtual/Group B in-person
  - Remote learning
    - For those families who are not comfortable with returning to school.
- Foot traffic in hallways will be limited. Students will not be exchanging classrooms. Teaching staff with travel to all rooms. Schedules will be put in place for bathroom breaks and hand washing/sanitizing.

- An arrival and dismissal procedure is being implemented that will ensure that all protocols are being met, maintaining the health and safety of all staff, students, and families.

### **Screening Students and Staff**

- A health screener will be required for all staff to complete prior to entering the building. If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:
  - Email address
  - Past 24 hours have you experienced any new symptoms?
    - Coughing
    - Shortness of breath
    - Difficulty breathing
    - Congestion
    - Runny nose
    - Sore throat
    - Loss of taste or smell
    - Fever greater than 100.4
    - Chills
    - Fatigue
    - Muscle Pain
    - Nausea
    - Vomiting
    - Severe headache
    - Diarrhea
  - Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
  - Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
  - Have you traveled internationally within the past 14 days?
- The Academy will cooperate with their Local Health Department regarding implementing any new protocols for screening students and staff.
- The school has designated a room in the office and staff member to care for students who become ill at school.
  - When in the room, students and staff will be required to wear a surgical mask.
  - Students who show symptoms, will be sent home, and must be kept home until they have been tested negative or have completely recovered according to [CDC guidelines](#).
- Staff and students will take part in temperature checks every morning, by walking through a Thermal Camera in each entrance. Students and staff with a temperature of 100.4 or greater should stay home or will be sent home and consider COVID-19 testing.

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- Students who are showing symptoms at home, including cough or shortness of breath, should remain at home and follow up with a primary care provider.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The Academy will cooperate with the Local Health Department regarding implementing protocols for screening students and staff.
  - The Academy will continue to use the staff/parent screener daily and Thermal Cameras for adults entering the building.
- Students in grades 7 and 8 will be required to wear a mask during the entirety of the school day, with the exception of during meals/snacks. All students must wear masks on the bus and in the hallways. Grades K-6 may take their masks off when in the classroom. Those that develop a fever or become ill, will be asked to leave school premises and consults with a primary care provider or complete a test for COVID-19.
  - Students and staff must remain home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).
- Families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children.
- In the event there are positive cases of COVID-19 at Grand Blanc Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.
- The Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected. If the Academy remains open, the area may reopen according to CDC guidelines.
  - If it is necessary to close the Grand Blanc Academy due to COVID-19, all instruction will continue in virtual format as outlined in level three.
- Staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

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

- The Academy will work collaboratively with the Local Health Department if a confirmed case of COVID-19 is identified, and must contact information for any close contact information from two days before he or she showed symptoms to the time when he or she was last present at school.
  - The Academy is still waiting on guidance from the Genesee County Health Department.
- The Academy will notify local health officials of any positive COVID-19 cases, while maintained confidentiality consistent with the ADA.
  - The Local Health Department will initiate contact tracing:
    - Anyone within close contact
    - Less than 6 feet

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- All individuals that have been in close contact are asked to self-quarantine for 14 days after exposure.
- Staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on CDC guidelines.
- When cleaning an area where an individual tested positive for COVID-19, janitorial staff will be required to wear a mask, gloves, and face shield.
- Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place. This will minimize the risk of any airborne particles.
  - If classrooms are closed:
    - Students will move to an open classroom
    - If another classroom is not available, students will move to virtual learning until the classroom has opened (at least 24 hours)

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

- The Academy will not hold assemblies at this time.
- All K-5 breakfasts and lunches will be held in their classrooms.
  - Breakfasts/lunches will be delivered to each classroom.
- Middle school breakfasts and lunches will be held in their classrooms.
- Social distancing and proper hygiene (hand washing) will take place during the transition to the cafeteria.
- When serving food, all cafeteria staff will wear gloves, masks, and face shields.
- All off-site field trips will be suspended at this time.
  - The Academy will look into virtual field trips for students.
- Recess will take place, but will have a staggered schedule, allowing for one class at a time.
  - Social distancing, proper hygiene, etc. will be followed.

## **Athletics**

- The Academy will not hold athletics until Phase 6.

## **Cleaning**

- Frequently touched surfaces will be cleaned every 4 hours with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- All special classes will be held in grade-level classrooms. Cleaning will still be completed in those classrooms; however, it will be completed at the end of every school day.
  - Frequently touched surfaces, desks, etc.
- Playground will be disinfected at the beginning of each day.
  - All equipment will be cleaned in between each use.
- All cleaning supplies will be stored in a location with proper ventilation. The area will remain locked when not in use.
- All staff will wear gloves, surgical masks, and face shields when performing all cleaning activities

## **Busing and Student Transportation**

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- Students entering the bus will use hand sanitizer supplied by the school.
- The bus driver and any other adult riding will wear a face mask.
- Students will be socially distanced and wear masks.
- If it is not medically feasible for the driver to wear a mask, the health department will be contacted, and decisions will be made on a case by case basis.
- Buses will be cleaned and disinfected before and after each transit route. Students will not be on the bus while it is being cleaned. Frequently touched surfaces will be disinfected prior to morning and afternoon routes. Weather permitting windows will remain open during cleaning.
- If for some reason students are not allowed to board the bus, a schoolwide message will be sent to parents to come to school to pick students up. Parents will remain in their cars and students will be escorted to the car by a GBA staff member.
- Students that become sick during the day will not be allowed to ride the bus home. Parents will pick the student up via the above protocol.
- If a bus driver gets sick, the contracted bus company will supply a substitute driver.
- Weather permitting, windows will remain open while transporting students in order to increase air flow.

## **Medically Vulnerable Students and Staff**

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19
- A survey has been provided to all staff and families. On that survey, they were asked if there are any underlying health conditions they have or individuals in their household have.
  - A monthly survey will be shared with staff and students to improve remote learning effectiveness.
- Staff caring for children and providing medical care that include aerosol generating procedures (nebulizer), will wear a N95 mask.

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

- Professional Development will be held prior to school beginning, to focus on the mental and social health of all students.
- Academy of Warren has established a crisis management plan, School Social Worker, School Leaders, Student Advocates, will be responsible for the communication with students and/or families, and offering school based-resources and/or community-based resources. The school Mental Health Liaison will be the School Social Worker, working with the local public health department and community partners.
- Mental Health Screenings will be implemented by the School Social Worker. Based on the results, individual meetings with the student and students' parents/guardians will be scheduled to ensure that they have the support in place.

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- Professional development will be held prior to the start of school to go over the school wellness plan; identifying students who are suffering with social-emotional skills, trauma, or are at-risk.
- School and community wellness resources will be posted and updated regularly to the school website.
- Staff self-care Professional Development will be held prior to the start of the school year. This Professional Development how teachers should implement self-care, offer them resources, and resiliency strategies.
- A communication channel will be available to all stakeholders.
  - The School Social Worker will be readily available to field all questions or concerns.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - [Destigmatization of COVID-19](#)
  - We will pass on fact-based information from our local health department.
  - Grand Blanc Academy values personal relationships, allowing us to support staff and families with fact based responses.
  - Positive self-care strategies that promote health and wellness.

## **Phase 5 Instruction**

The Academy will implement a hybrid and remote learning environment.

- Hybrid
  - Monday/Tuesday - Group A in-person/Group B remote
  - Wednesday - Remote live instruction/Disinfecting
  - Thursday/Friday - Group A remote/Group B in-person
  - In-person Expectations will remain the same as if school were running regularly, with the exception of social distancing. On days with remote learning, teachers will follow the Remote Expectations below.
- Remote
  - All instruction will take place online. Instruction will be both live and pre-recorded lessons. Live lessons will be heavily incorporated into instruction.

<b>Elementary Teacher Expectations</b>	<b>Middle School Teacher Expectations</b>
<p><b>Suggested Daily Elementary Teacher Schedule</b> Flexible 6 hours</p>	<p><b>Suggested Daily Middle School Teacher Schedule</b> Flexible 6 hour day</p>
<p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>● Whole group Google Meet/SeeSaw/Zoom Conferencing</li> <li>● Post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Monitor student learning/provide feedback</li> <li>● One-to-one or small group conference for struggling students</li> </ul> <p><b>PM Block</b></p> <ul style="list-style-type: none"> <li>● Whole group Google Meet/SeeSaw/Zoom Conferencing, as needed</li> <li>● Post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Monitor student learning/provide feedback</li> <li>● One-to-one or small group conference for students who need support</li> <li>● Virtual PLC collaboration</li> <li>● Select 2 days a week for evening hours</li> </ul> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>● Establish office hours for parent questions</li> <li>● Communicate with parents weekly</li> <li>● Plan and communicate assignments</li> </ul>	<p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>● Plan/post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Grading</li> <li>● One-to-one or small group conference for students scoring 70% or less for the week.</li> </ul> <p><b>PM Block</b></p> <ul style="list-style-type: none"> <li>● Plan/post lessons and assignments</li> <li>● Respond to student/parent questions</li> <li>● Grading</li> <li>● One-to-one or small group conference for students scoring 70% or less for the week.</li> <li>● Whole group Google Meet Conferencing</li> <li>● Select two days per week for evening hours.</li> </ul> <p><b>Expectations:</b></p> <ul style="list-style-type: none"> <li>● Use Google meet and email to communicate and conference with students.</li> <li>● Post assignments on Google Meet by Friday for the following week.</li> <li>● Establish office hours- availability to conference with students/parents</li> <li>● Weekly monitoring of student usage and assignment completion</li> <li>● Conference based on student needs</li> <li>● Use Google Meet, Remind, phone or email to contact parent if students falls below 70% for the week or is not on pace</li> </ul>

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<ul style="list-style-type: none"> <li>● Post assignments for the following week each Friday</li> <li>● Provide feedback to students on assignments</li> <li>● Plan for two ELA and two math lessons per week;</li> <li>● Plan for two Social Studies and two Science lessons per week;</li> <li>● Continue PLC through virtual means</li> <li>● Conference with students based upon needs</li> <li>● Use Remind, Class Dojo, phone or email to contact parent if a student falls behind</li> <li>● Monitor Imagine Learning Online Instruction (ELA/math). Aim for 70% pass rate</li> <li>● Assign Imagine Online Instruction ELA and math lessons as needed</li> <li>● Use Google Meet/Zoom to chat or video conference with students twice when required</li> </ul>	<ul style="list-style-type: none"> <li>● Conduct online lessons (live, recorded, PowerPoint) via Google Meet conference</li> <li>● Provide feedback to students on assignments weekly</li> <li>● Issue grades weekly             <ul style="list-style-type: none"> <li>○ Core subjects 2-3 assignments per week, optional activities and resources</li> </ul> </li> <li>● Electives 1 assignment per week, optional activities and resources</li> <li>● <b>Notify your school administration when students are not participating.</b></li> </ul>
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- Using technology, content will be delivered via Google Classroom/SeeSaw/Zoom. This will allow teachers to hold live lessons, pre-recorded lessons, and meet with students individually or in small groups. Teachers will hold office hours, in order to give ongoing feedback to students and parents.
- The Academy will continue to use the curriculum that is in place; Imagine Learning, Mystery Science, MC3 and GIANTS Social Studies. The curriculum has digital/virtual components.
- Teachers will have remote learning schedules and will communicate with parents/students by phone, email, Class Dojo, Remind 101 daily.
- NWEA/MAP Assessment will be given to every student in grades K-8, virtually, to understand where each student is academically and inform instructional decisions for teachers, students, and families.
- IEPs and 504 Plans will be reviewed with each general education and special education teacher to reflect the child's needs.

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- Virtual intervention and support services will continue to be carried out for all students with IEPs and 504 Plans.
- Schedules will be set up for services in collaboration with the special education staff and parents of the student who is receiving services. These services include occupational therapy, physical therapy, and/or speech and language therapy.
  - Monthly surveys will be conducted for Academy staff and families.

## **Communication and Family Supports**

- Communication will be completed through Synergy(School Messenger Calls/Email/SMS Text). The Academy will also post information on their school website, Facebook page, Instagram page, and Twitter.
  - Communication will include academic assistance, assessment feedback, schedules for academics, social and emotional support, and food distribution.
- Students will have access to breakfast and lunch to ensure proper nutrition.

## **Professional Development**

- All staff will attend training and ongoing professional development as well as established tools, resources, and support based on a variety of topics. A District Wide Calendar has been designed to address the following topics:
  - Social-emotional learning
  - Trauma-informed best practices for schools/staff
  - At-Risk Students
  - Referral Protocols (MTSS)
  - Self-Care
  - Burn-Out
  - Vicarious Trauma
- *Comprehensive lists of wellness resources available to all community members, staff and students will be posted and updated regularly on the GBA Facebook page and website. Monthly check-ins of staff with the individual members of the leadership team to discuss the physical and mental health of each staff member.*
- **Resiliency strategies** for staff will be implemented and encouraged for staff self-care. GBA staff is encouraged to use the Trails to Wellness website that leads each participant through a series of wellness and resiliency strategies.  
<https://storage.trailstowellness.org/>
  - Recognize and validate grief
  - Stay in the present
  - Separate out what you can and cannot control
  - Notice and manage your worried thoughts
  - Pay attention to joy
  - Find the right balance of structure and flexibility
  - Get active
  - Invest in Social Connectedness

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## **Governance**

- Grand Blanc Academy established an advisory committee to address the needs of the MI Safe Start Return to Learn plan.
- Members:
  - Principal/Superintendent
  - Director of School Culture
  - Director of Special Education
  - Title One Director/Reading Coach
  - Math Data Coach/Testing Coordinator/ELL Coordinator/MKV Coordinator/Technology Liaison
  - Director of School Leadership
- Surveys were conducted for parent/guardian input using Survey Monkey (4/24, 5/8,5/21,5/26, and 7/20/2020. Links were sent via School Messenger GBA website and Facebook.
- As a result of this feedback, the Grand Blanc Academy “COVID-19 Preparedness and Response Plan” is being tailored to fit the needs of the majority of our families within the guidance and laws set forth by the Executive Order and acts of legislation. It was with this feedback that the Academy’s “Continuity of Learning Plan” is being improved to be more effective while in use for Phase 1, 2 and 3. Details of this remote learning plan will be shared with stakeholders through the Academy website and released via Academy’s social media. As additional guidance and legislation is available, this plan may be further amended to increase its effectiveness while working to meet the majority of our student’s academic needs.
- Surveys will continue to be conducted and the plan altered according to the results from the survey, the recommendations from the health department and executive orders.

## **Phase 5 Operations**

### **Facilities**

- The Academy will perform weekly audits of cleaning supplies. This will be conducted by the school janitorial staff.
- Meetings have been held with the Academy’s current suppliers and new vendors are being secured to allow Grand Blanc Academy has the necessary cleaning and disinfection supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students.
- No additional facilities will be used for learning.
- Academy of Warren janitorial staff will undergo additional training on proper use of PPE equipment to ensure that the Academy is disinfected thoroughly and properly.
  - This will include, but not limited to, disinfecting frequently touched surfaces and equipment used on the playground.
- Janitorial staff will be communicated with the most up-to-date guidance on all recommended cleaning guidelines by OSHA and/or CDC.

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- The team lead, along with administration will maintain contact to ensure all guidelines are followed and implemented.
  - As needed, advanced training will take place.
- Deep cleaning will take place over the summer, after-school, weekends, days off and over holiday breaks.
- An audit of the school building will take place. This audit will include:
  - Number of classrooms
  - Size of each classroom
  - Numbers of desks that each classroom can accommodate, using social distancing
  - Additional rooms that could be used for teaching
  - Ventilation
- Current school security protocols are being changes and implemented:
  - Arrival
  - Dismissal
  - Exchanging of classes
  - Bathroom breaks
- Facilities will be maintained for in-person operations:
  - HVAC systems will routinely be checked by school maintenance and CS Partners.
  - Air filters will be changed regularly.
  - Wastebaskets, Tissues, and CDC-approved soap will be available in every classroom within the school building.
  - Hygiene signage will be placed in multiple areas throughout the school building.
  - Janitorial staff will follow CDC guidelines
- Daily walk-throughs will be completed with administration and janitorial staff to ensure the building is ready for staff and students.
- All disinfection and cleaning protocols will be followed by the [CDC School Decision Tree](#). All janitorial staff will wear masks, face shields, and gloves when performing cleaning duties.

## **Budget, Food Service, Enrollment, and Staffing**

- The Academy will continue using the instructional programs that are put in place.
  - The Academy will continue to provide updates on instructional materials to support virtual learning.
- Students will have access to breakfast and lunch to ensure proper nutrition. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.
- Arrival and dismissal procedures will be put in place to maintain social distancing guidelines.
- A survey was conducted for both staff and parents.
  - The survey covered:

# GRAND BLANC ACADEMY

- Health concerns
- Mode of instruction
- Mental Health concerns
- Support needed to ensure rigorous instruction
- No new staff is needed at this point, however, the Academy will have building substitutes on site in case of an emergency. Two building substitutes will be available.
- The Academy will work with CS Partners to assess how job responsibilities may shift due to COVID-19.
- Staff will not be redeployed at this time. All staff will remain in the same positions.
- Surveys will be conducted monthly to identify and modify staff positions, if staff become high-risk.
- Enrollment procedures will remain the same, with holding virtual interviews with families.
- Attendance policies will be communicated with both staff and families.
- The Academy continues to hire all new positions remotely, and have support from CS Partners.
- CS Partners will continue to give guidance on use of CARES Act funding, and any changes in enrollment patterns, new staffing needs, or resource constraints on additional dollars.
- Communications will be sent out regularly to staff and families to ensure policies and procedures are understood.
- The Academy, along with CS Partners, will create and modify student and staff handbooks, making note of any changes.
- Legal counsel will be available to discuss liability concerns.

## **Technology**

- The Academy surveyed the school community to collect information about the numbers, types, and condition of devices used in their homes to support remote learning..
- The Academy has designated a single point of contact to handle all technology related issues.
- Professional Development will take place prior to the start of school.
  - Professional Development will be addressed to both staff and parents.
    - Google Classroom/SeeSaw/Zoom
    - Curriculum Professional Development
    - Social and Emotional Professional Development
  - Professional Developments will ensure that students and parents are knowledgeable in completing and assisting assignments.
- Device/General Technology Support Lead will be the Academy Technology contact, as well as Yeo and Yeo. The Academy holds a contract with Yeo and Yeo, who supports the student and staff technology. The individuals serving at the Device/General Technology Support Lead will also assist with Help Desk Tickets for both families and staff.
- The Academy will continue to use the school-wide procedures for the return of inventory:

- Parents will be notified of dates to return devices to the drop off zone.
- Devices are safely bagged
- Sanitized prior to repair or replacement, ordering accessories
- Tracking Tool - If devices are not returned to the Academy, they will be disabled. Once disabled, a message will appear, stating to return the devices to the Academy.
- Yeo and Yeo (Technology Support Company) will monitor usage of all devices that are loaned out to students.
- Surveys will be completed by all Academy staff on a monthly basis to gauge the supports needed.
- The Academy will review and update Technology Agreement that will be completed by parents prior to the start of school.

### **Plan for Operating during Phase 6 of the Michigan Safe Start Plan**

#### **Hygiene**

- Grand Blanc Academy will provide adequate supplies to support healthy hygiene behaviors, such as handwashing, soap, paper towels, etc.
- GBA will continue to teach and reinforce handwashing for at least 20 seconds with soap and water and the safe use of hand sanitizer.
- Maintenance staff will frequently check and refill soap and hand sanitizer dispensers.
- Coughing and sneezing protocols will be encouraged. Cough or sneeze into a tissue or your elbow. Immediately throw the tissue away and wash hands for 20 seconds.

#### **Spacing and Movement**

- Safety protocols no longer required

#### **Screening Students**

- Safety protocols no longer required

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

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
- If the person diagnosed was in the building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision will be made in conjunction with the Genesee Health Department.
- Cleaning staff will wear surgical masks, face shields, and gloves while disinfecting the school.

#### **Food Service, Gatherings, and Extracurricular Activities**

- Safety protocols no longer required.

#### **Athletics**

- Safety protocols no longer required.

#### **Cleaning**

- Safety protocols no longer required.

**Busing and Student Transportation**

- Safety protocols no longer required.

**Medically Vulnerable Students**

- Safety protocols no longer required.