



July 31, 2020

Dear Ivywood Community,

I hope this message finds you and your family doing well, staying healthy, and enjoying the summer months!

We know you have been eager for answers about what your child's routine will look like once school begins in just a little over a month. While some of our traditions/routines will have to change, our commitment to keeping your children safe will not change. Safety remains to be our top priority, followed closely by our commitment to providing an exemplary education.

Below you will find highlights of our proposed COVID-19 Preparedness and Response Plan that was presented to the Ivywood Board of Directors for approval on July 21, 2020 in a public forum. Every school district is required to submit its board approved plans to the Michigan Department of Education (MDE) by August 15, 2020. While we are sharing these highlights of the drafted plan with you, please be aware, as we have seen in the past few months, circumstances change very quickly, and everything is subject to change. When reading the highlights below, please keep in mind our region (the Detroit region) is currently in "Phase 4".

Detroit Region Phase 3:

- All face to face learning in the region (at all schools) is suspended
- Ivywood will immediately pivot to a distance learning model
- Ivywood will utilize a learning management system (LMS) to facilitate/organize distance learning. An example of an LMS is google classroom. The same LMS will be used school wide. Staff will be trained on an LMS the week of August 31. Parents will be given login credentials for the LMS and detailed directions, in the event we pivot to distance learning.
- Teachers will provide live lessons, recorded lessons, and office hours via zoom or google meet. The schedule for these as well as login information will be housed in the LMS.
- Ivywood students will utilize their textbooks, workbooks, novels etc. to complete work in a "paper pencil" fashion.
- Lessons will be provided to families via the LMS by Sunday of each week. Student work will be "due" the following Sunday. Work can be submitted one of three ways: 1) scan and email to teacher(s); 2) mail hardcopies to the school; 3) place hard copies in the assigned



teacher(s) drop box(es) which will be located outside of the main entrance. Teachers will provide feedback on student work.

- Students who receive special education services will meet with service providers remotely (i.e. zoom, google meet). Students who receive special education services will receive an IEP contingency plan.
- Students who have a Section 504 plan will receive a Section 504 contingency plan and the students will continue to receive their accommodations from the classroom teacher(s).
- Students who receive reading or math intervention will continue to be provided additional support in reading or math by the classroom teacher via zoom or google meet.

#### Detroit Region Phase 4:

- Full time face to face classes 5 days a week
- Parents will be responsible for temperature checks at home. If a student becomes ill during the day, the student will immediately be removed from the class and will wait in the front office for parents/guardians to arrive. We will follow CDC guidelines before allowing the student to return to class. We will not require a Covid-19 test prior to returning to school. We will follow CDC guidelines regarding quarantine and coming into contact with a person displaying symptoms. In the event a student or group of students needs to quarantine, they will pivot to distance learning until they are cleared to return to school per CDC guidelines.
- Teachers are provided with school approved disinfectant and will be required to disinfect desks, chairs, and common materials (i.e. chrome books, math manipulatives, etc.) a minimum of before and after student use. Teachers will be required to disinfect “touch points” (i.e. doorknobs) multiple times per day. Our custodians will disinfect common areas multiple times per school day in addition to disinfecting classrooms each night after school has ended.
- Teachers will have multiple scheduled hand washing and/or hand sanitizing breaks during the day.
- All staff are required to wear masks (per the state roadmap). All staff must complete a daily Covid-19 symptom screener upon entry to the building. If a staff member becomes ill, ICA will follow CDC guidelines. We will not require a Covid-19 test prior to returning to school. We will follow CDC guidelines regarding quarantine and coming into contact with a person displaying symptoms. In the event a teacher, student, or group of students needs to quarantine, the quarantined students will pivot to distance learning. If only the teacher needs to quarantine (following CDC guidelines), a substitute teacher will be placed in the class. ICA uses “in house” subs, we do not contract out substitute teachers. This means ICA has a pool of substitutes to pull from at any given time who are ICA employees and their assigned role is “substitute teacher K-6”.
- Grades K-5 will not need to wear masks in class but are required (per the state roadmap) to wear masks in common areas such as hallways. Masks may be any color or print. Medical exemptions are permitted with a doctor’s note.
- Grade 6 students are required to wear masks in the classroom and common areas such as hallways (per the state roadmap). Masks may be any color or print. Medical exemptions are permitted with a doctor’s note.



- Grades K-6 will eat in the cafeteria. Grades K-6 will not be required to wear masks while eating. Three to five staff members will be present during each lunch period. Staff members and a custodial staff member will disinfect the cafeteria after each group is done and prior to the next group arriving.
- Grades K-6 will utilize the playground during recess. Grades K-6 will utilize the playground one class at a time.
- Grades K-6 will go into the art room for art class, music room for music class, and into the gym for Physical Education Class. Each specials teacher will disinfect their room/area after each class leaves and prior to the next class entering. Each specials teacher (art, music, P.E.) has been given 10 minutes between each class for the purpose of disinfecting.
- With the classical model: students already sit in desks in rows, all students face the front of the room, and students use individual supplies, books, etc. which are stored in their own desks.
- Volunteers are not permitted in the building (per state roadmap), field trips are not permitted (per state roadmap), and assemblies are not permitted (per state roadmap).

#### Detroit Region Phase 5:

- This phase closely mirrors phase 4, with the exception of face masks. In phase 5, face masks are not required for staff or students grades K-6 in any area of the building. In phase 5, we will adhere to all CDC guidelines and disinfecting practices outlined above in phase 4.

The state of MI return to school roadmap can be found

here: [https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

The CDC guideline regarding Covid-19 can be found here: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

[isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

We are aware that not everyone will be happy with every aspect of our reopening plans. However, to be successful, all of us; students, families, teachers, staff, and other Ivywood stakeholders, must work together and collaborate with the dual focus on safety and learning for our students.

Thank you for your continued support, understanding, and cooperation. We know that for many of us, this is a tough challenge to face, but together we will be successful!



**IVYWOOD**  
CLASSICAL ACADEMY

Tuition-Free Public School

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Connect with us 

Regards,  
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**We Inspire Wonder.**