

## **Ivywood Classical Academy COVID-19 Preparedness and Response Plan**

Address of School District: 14356 Genoa Ct, Plymouth, MI 48170

District Code Number: 82767

Building Code Number(s): 03605

District Contact Person: Stephanie Kooiker

District Contact Person Email Address: [stephaniekooiker@choiceschools.com](mailto:stephaniekooiker@choiceschools.com)

Local Public Health Department: Wayne County Health Department 33030 Van Born Rd,  
Wayne, MI 48184

Local Public Health Department Contact Person Email Address:  
[ombudsman@waynecounty.com](mailto:ombudsman@waynecounty.com)

Name of Intermediate School District: Wayne County RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 07/21/2020



August 12, 2020 [via email]

Mr. Kurt Naber  
Ivywood Classical Academy  
14356 Genoa Ct.  
Plymouth, MI 48170

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

Dear Mr. Naber:

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Tyler Horning, Board President

Attachment:

Approved COVID-19 Preparedness and Response Plan

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN ("PREPAREDNESS PLAN") AND APPROVAL OF CHARTER CONTRACT AMENDMENT**

[NAME OF ACADEMY] (the "Academy")

A [regular/ special] meeting of the Academy Board of Directors was held on the 21<sup>st</sup> day of (July) August ], 2020, at 6:10 [a.m. (p.m.)]

The meeting was called to order at 6:12 [a.m. / (p.m.)] by Board Member T. Horing \_\_\_\_\_:

Present: \_\_\_\_\_ Tyler Horing, Myranda Fabian, Jeff Fettig, Troy Morris

Absent: \_\_\_\_\_

The following preamble and resolution were offered by Board Member T. Morris and supported by Board Member J. Fettig \_\_\_\_\_:

**BACKGROUND**

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the "Order") that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan's 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council ("Return to School Roadmap"), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy's authorizing body, Central Michigan University, must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy's website home page.

The Academy submitted its Preparedness Plan to Central Michigan University ("Authorizer") for review and approval.

The Academy Board of Directors ("Academy Board") is required to approve the Academy's Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy's Preparedness Plan as a charter contract ("Contract") amendment.

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

1. The actions taken by Academy representatives to prepare and submit the Academy's Preparedness Plan to Authorizer are ratified.
2. The Preparedness Plan, as approved by the Authorizer, is approved by the Academy Board as the COVID-19 Preparedness Plan and as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract Amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy's Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy's compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: 4

Nays: 0

Resolution declared adopted.

  
\_\_\_\_\_  
Print Name: Jeff Fetting

Secretary, Academy Board



### Assurances

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



President of the Board of Directors

Date 8/13/20



## **Introduction and Overview**

Ivywood Classical Academy is a K-6 public school academy in Plymouth, MI. Ivywood provides a virtuous education, a content-rich curriculum, and a traditional classroom environment. Similar to students in a language immersion school, students at Ivywood are immersed in a virtue education community within and beyond the school walls. We believe this educational philosophy is transformational and promotes a love of lifelong learning.

A classical classroom prioritizes the authority of the teacher, and therewith their expertise and responsibility to deliver it to students. Students are not the passive recipients of knowledge, but active participants in the discussion, incorporating the Socratic method of engaging dialogue between the student and the teacher.

Ivywood has a strong and supportive community. Parents, community partners, and educational institutions have supported our school well prior to the closure and throughout. We have actively sought their opinions as we approach multiple avenues for the upcoming year.

The Ivywood faculty and staff met frequently during the closure to evaluate, reflect and seek input on developing a thorough plan. We emphasized the safest practices, equity for education and technology, differentiated student needs and ultimately providing the best educational experience we could for our students.

To understand the perspectives of various stakeholders, we sought information from our parents, students, board members, teachers, and staff members. We also received insight from MAPSA, legal counsel, university authorizers and other school leaders. Collected electronically, this information was extremely valuable as we created multiple plans to ensure every detail was determined prior to school opening safely.

The Academy's mission and vision are at the core of this preparedness and response plan. Ivywood Classical Academy strives to teach and equip scholars to become moral and intellectual leaders in a self-governing society. We inspire wonder. Whether we are online or in person we pride ourselves in meeting this mission statement for our school community and this will be evidenced in our 2020-21 School Year Preparedness Plan.



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

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

If the Detroit Region is determined to be in Phase 1, 2 or 3 on the MI Safe Start Plan, Ivywood Classical Academy will provide education through virtual instruction for students. The school building will be closed for all in-person instruction.

School will be accessed by staff for the sole purpose of conducting basic school operations and providing remote live instruction. Access to the building will be monitored by school administrators. With schools being closed for in-person instruction, this will suspend needs of screening students, responding to positive tests among staff and students, all inter-school activities and after-school activities.

### **Food Service:**

The academy does not currently have an onsite food service program. In lieu of an onsite meal program, the academy has offered information regarding various community organizations that are fulfilling this service to students. The academy will continue to promote and post information about opportunities through newsletters and on the academy's website.

Ivywood does not offer busing and student transportation nor athletics, therefore the requirements contained within the Roadmap relative to these areas are not applicable for Ivywood.

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

Ivywood Classical Academy students will have access to mental health support through a variety of avenues. As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources parents may use to help them talk with their student about the COVID-19 outbreak:

- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
- [PBS videos and resources](#)
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)



- <https://www.jedfoundation.org/covid-19-and-managing-mental-health>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide support for students and families.

The school social worker on the Ivywood team will be active in making connections to reach our most emotionally vulnerable students. Additional mental health resources will be shared with our community through our weekly newsletter, social media pages, and on our website.

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

Under Phases 1-3 which requires the school building to be closed, instruction will be facilitated online. The team revised the district's remote learning plan by seeking input from various stakeholders (parents, students, staff). This feedback and their experience allowed us to reshape our programming by ensuring everyone has access to technology and the internet while implementing a learning management system called Canvas. Our plan will be distributed to our staff members, board members, and school community, in August. Changes required by either CMU or MDE will be communicated with the various stakeholders as needed. Based on the strongly recommended notes on page 17-18 of the Roadmap, Ivywood Classical Academy plans to implement all items.

Ivywood Classical Academy uses various means to communicate with families. These means include, but are not limited to, email, text, the school newsletter, phone calls, and School Messenger. We will use these means to communicate with our stakeholders regarding:

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

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





- Sharing knowledge and exchanging ideas including successes and failure around remote learning
- Sharing information and data around student assessment results, progress, and completed assignments
- Training on how to use “Canvas”
- Creating high-quality remote learning
- Using existing PLC’s for educators to collaborate on establishing consistency across grade levels and the appropriate amount of workload for students

### **Technology Access:**

All K-6th grade parents have been contacted to complete a survey to inform Ivywood Classical Academy team members of the technology access in the student’s home. Chromebooks have been purchased to provide families in need of technology, a tool to use for online learning. If the internet is not available in the home, school staff are assisting families to find low cost options, library resources of wifi cards, or making our parking lot wifi accessible. We hope to remove any technology barriers that may exist for each and every student.

### **Instruction:**

All students will require distance learning in phase 1-3. Students will utilize the school’s Canvas Learning Management System (LMS) for distance learning. This program will be implemented in the upcoming school year. Though Canvas was not evaluated during the spring closure due to emergency closure, after many demos from the company and feedback from parents and staff, we are eager to implement it for the upcoming school year. We have aligned the financial support and are using the summer to train staff and families. The LMS will be implemented prior to the start of school on September 8.

Canvas will serve as a hub for each student’s classwork. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, and feedback can be shared with each individual. This platform helps organize instructional content for students and staff to support families when they are learning from home. In addition, this distance learning option will help the school and families as they respond to various dynamics that may affect traditional learning.

Instructional videos and resources that align with priority standards will be shared with students on a weekly basis. These resources will come with assignment dates to ensure students are keeping pace with priority standard expectations. Assignments stemming from these videos and



resources will be used to measure growth and ensure students are mastering the essential skills needed for the particular subject/grade level.

To assist with instruction, Ivywood Classical Academy staff will also utilize Zoom Meetings or Google Meet to provide enrichment experiences. Staff will host calls for their classrooms a minimum of three days per week. Special education teachers will support students through video or audio conferences to support their comprehension, application and analysis. Special education services may include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

### **Subgroups:**

To support our English learners, the Ivywood team will utilize communication tools to enable appropriate communication. Teachers also have preliminary training on SIOP strategies which will encourage language development.

To best support students who are in need of special education services, 504 accommodations, or require English or Math interventions, we will also host specific virtual meetings for these students.

### **Assessments:**

To better understand the needs of all students, we will assess every student in grades K-6 during the first few weeks of school. Based on assessment data, we will be aligning our resources to support our students in whatever needs are determined. For grades K-6, we will utilize: NWEA. These assessments will be delivered online. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize formative and summative assessment tools, to gauge student learning, and provide feedback. Student scores and assessment data will be contained within the school's data management system.

### **Supplies Needed:**

A supply list will be provided to families to support Phase 1-3 and 4-6. An effort will be made to align these supply lists to minimize any costs that families may incur. For phase 1-3, students will require the following.

- Chromebook, Laptop, iPad, or Tablet
- Writing utensils
- Novels (provided by ICA)
- Textbooks (provided by ICA)



- Workbooks (provided by ICA)

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

When the building is closed to the public, designated Ivywood staff would ensure that the school is in good working order. Designated staff would address the building facilities, technology, enrollment, and staffing.

### **Building Facilities**

Our janitorial service (RNA) will be monitoring the necessary materials and supply chain for cleaning and disinfection supplies. The school will follow cleaning and disinfection protocols determined in phase 4. While doing deep cleaning, staff will be expected to wear appropriate protective equipment such as: masks, face coverings and gloves. If a contingency plan is needed to coordinate the use of the school building for essential actions including elections, food distribution, and child care school staff will coordinate with local emergency management programs.

### **Technology:**

As noted in detail in the instructional topic for phase 1-3, we are working to support our students and community with technology needs.

We have surveyed our families to determine their technology needs. Based on that feedback, we are working in partnership with our families without internet access to provide information to assist in finding low cost programs, library wifi cards, and extending our wifi into our parking lot.

When addressing the procedures for distribution and return of inventory, the staff will safely bag devices. Devices will be sanitized prior to a repair or replacement. Accessories will be replaced if needed and maintenance will be performed.

Maintaining an inventory of the assets will be done on site with the support of a community partner. Between our staff and community partner, we will develop systems to assist with processing, returning, maintaining, and triage for our devices. Assets in the building including access points will be tested.

Training for students, parents and staff will be provided to ensure all stakeholders are familiar with their devices and learning management systems. We hope to explore these devices together prior to any required closures or off-campus instruction. Training will be provided to staff prior to the school year and throughout the year as necessary.

### **Food Service:**



The academy is unable to provide food distribution to eligible students. In lieu of an onsite meal program, the academy will offer information regarding various community organizations that are fulfilling this service to students. The academy will continue to promote and post information about opportunities through newsletters and on the academy's website.

### **Staffing:**

Based on our programming, Ivywood Classical Academy will provide instructional resources and materials to staff and students. In addition, our administration team will understand the flexibility with hiring and develop a plan to govern hiring in a remote environment per MDE. Logistical expectations will be shared with staff and students to outline attendance expectations, participation and time on schooling for each grade level and teachers. The Academy will do its best to find meaningful work for individuals on the team during any temporary closures should the region return to phases 1-3.

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

### **Phase 4 Safety Protocols**

Phase 4 allows the school building to be opened and instruction to be available on the campus, our team sought out the needs of the community from various stakeholders (parents, students, staff) to ensure we were meeting safety regulations and community needs. This feedback and their experience allowed us to reshape our programming by ensuring everyone has technology, internet access and implementing a learning management system. Our plan will be distributed to our staff members, board members, and school community, in that order in August. Changes required by either CMU or MDE will be communicated with the various stakeholders as needed.

### **Personal Protective Equipment:**

In phase 4, facial coverings are required for all staff members. School staff will be expected to wear either a homemade or disposable level-one basic grade surgical mask. For those who are choosing a homemade mask, the expectation is that they are washed daily.

Students in grades K-5th will be expected to wear masks any time they are entering the building, leaving the school, or transitioning between classroom spaces within the building. Students in grades K-5 are not expected to wear masks within the classroom as long as they remain with their class throughout the day. Students will be given the expectation that they must wear either a homemade or disposable level-one basic grade surgical mask in common areas. For those who are choosing a homemade mask, the expectation is that they are washed daily. Students will remain with their cohort group throughout the school day to reduce the exposure to other students and staff members.



For students in grade 6, students will be expected to wear masks into the building, in our common areas and hallways. Students in 6th grade are expected to wear masks within the classroom. Students will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. For those who are choosing a homemade mask, the expectation is that they are washed daily. Students will be cohorted into their classes and take steps to reduce exposure in the hallways.

If anyone cannot medically tolerate a face covering or is unable to remove the facial covering without assistance, they should not wear a facial covering. If any student refuses to wear a mask without a medical concern, a conversation will be held between the student and school leadership. If a resolution is not found, an additional conversation will involve parents and may result in disciplinary action.

Ivywood does not offer busing and student transportation nor athletics, therefore the requirements contained within the Roadmap relative to these areas are not applicable for Ivywood.

### **Hygiene & Cleaning:**

Our teachers will be working to teach students proper steps to ensure the safety of everyone in the school community. Within the first weeks and spiraled throughout the year, teachers will instruct and reinforce proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, under the strongly recommended area, our staff will instruct students to cough and sneeze into their elbows or cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques. In addition, as part of their daily schedules, teachers will have hand washing stops with soap and water every 2-3 hours. Finally, within the classroom, personal items and supplies will be individually labeled in cubbies, containers, or desks. If materials are going to be used among a small group, these resources will be disinfected between use.

A maintenance staff member will utilize disinfectant to wipe down common area touch points and bathrooms every 4 hours. This cleaning will be repeated after students are dismissed. Maintenance staff will replenish restrooms and classrooms with soap, hand sanitizer (with 60% alcohol), paper towels, and tissues.

Teachers will be expected to utilize disinfectant to wipe down light switches, doors knobs and student desks after each class period. Art, Music and P.E. teachers will clean their areas after each class period. Art, music and P.E. teachers will be given a minimum of ten minutes between classes to disinfect their rooms prior to the next class arriving. Each classroom will be given a disinfectant, gloves, and face shields. Staff will already have masks on during our normal practices.



Playground structures will be cleaned on a routine basis. Routine cleaning will be done on a weekly basis with environmentally friendly cleaner.

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

Ivywood will provide as much space between desks as possible within each classroom, though 6ft spacing may not be feasible in all spaces. Class sizes will be kept to the level available given the spacing in the classroom. When tables are in the classrooms, they will be spaced to ensure there is a gap between students. Furniture will be oriented to face the same direction. Staff members will be asked to keep 6 feet of spacing between themselves and students as often as possible.

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. There will also be expectations that guests will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Records will be kept (including date and time) for visitors entering and exiting the campus.

In addition, there will be special efforts to ensure that the building is made safe as outlined on page 23 of the MI Safe Start Roadmap, with the exception of specials classes going into homeroom classrooms. ICA students will utilize the art room, music room, and gymnasium during specials classes. A schedule has been drafted to allow a ten minute transition time between classes. Specials teachers will disinfect their areas after each class. The school will cohort students as much as possible and isolate them in monitored areas. Students will go into the art classroom for art class, the music room for music class, and the gym for physical education class. Students will attend specials classes one class at a time and there will be sufficient passing time built into the schedule to allow the art, music, and P.E. teachers time to sanitize and disinfect their rooms before the next class enters.

Students who receive special education services may be removed from the grade level classroom for certain services as specified within an individual education plan.

Hallways will be coordinated with directions and passing times will be scheduled to reduce traffic and to minimize the number of people in hallways as much as possible.

To best meet the needs of all students, Ivywood will not be implementing a hybrid schedule. In lieu of a hybrid schedule, time will be included in the daily schedule to provide time for staff to clean and disinfect.

Arrival and dismissal processes will be altered to avoid congregating and congestion. We will share drop off procedures with families to communicate expectations as students exit the vehicle,



enter the building, and walk to their classrooms. All students will enter through the main entrance and adult guests will not be permitted into the building during morning drop off times.

The dismissal process will be altered to avoid student congregation. Students will wait in their classrooms for their carpool numbers to be called. Students will be escorted by support staff from classrooms to the carpool line as their numbers are called. Ivywood will dismiss 12-15 families at a time in a single file line while practicing social distancing. Students enrolled in the YMCA after school program will be the only students permitted on campus after 4:00pm.

Large gatherings and/or assemblies will not be permitted under phase 4.

### **Screening Students and Staff & Testing Protocols to Positive Cases**

School staff has reached out to the school liaison at the Wayne County Health Department and will continue to cooperate with the Wayne County Health Department regarding implementing protocols for screening students and staff.

Our screening process for staff begins before they step into the building. Staff will respond to survey questions regarding their health and any potential symptoms. If there are any responses that are in question, we will contact Choice Schools Associates, our management company, for more guidance if needed. The survey will request information about respiratory issues, gastrointestinal symptoms or a fever over 100.4 degrees.

Students will be expected to observe social distancing practices when entering the building. Students will enter through the lobby area in a single file line with doors held open by staff members. Once students have entered the lobby, they will be escorted to class. Parents will do temperature checks at home prior to students arriving at school. If a student exhibits symptoms during the school day, we will take their temperature with an individual touchless thermometer. If the student again displays a temperature of 100.4 or higher, they will be directed to the designated quarantined area in the office. For an overflow space, the gymnasium will be made available. Office staff will supervise the student(s) until parents arrive. The office staff will wear masks. While in the quarantine area, students will continue to wear a mask.

When students become ill during the school day, the teacher will request a temperature check if necessary from the office, and if necessary, the student will be walked to a designated quarantine location. Students will be monitored until they can be picked up by their parents, guardians or emergency contact.

To prevent illness arriving at school, parents will be asked to take the temperature of their student(s) prior to arriving on campus. If a fever or other symptoms are present, the family should keep the student home until they are able to follow up with a primary care provider.



Symptomatic students and staff who are ill and sent home, will be asked to remain home until they have completely recovered according to the CDC guidelines. Students and staff will not be required to show proof of a negative Covid-19 test prior to returning to school.

In the event of a lab or clinically diagnosed case, immediate efforts will be made to communicate with anyone who was in close contact (those who spent more than 15 minutes less than 6 feet in close proximity to the student or staff member). These contacts may be asked to quarantine according to the health department and/or CDC guidelines. Students and staff will be closely monitored for symptoms. The school will not empirically test all staff or students. During this time, the school will collect information for any close contacts of the affected individual from two days before he/she showed symptoms.

Communication will be key for our families. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. ADA confidentiality laws will be respected through this communication and practices or procedures to maintain confidentiality will be shared with staff during professional development.

When returning to the workplace, staff should only return to work after they are no longer determined to be infectious, according to CDC and health department guidelines. Staff will not be required to have a negative Covid-19 test prior to returning to work. The school may seek additional guidance from health officials in making that determination.

Areas of the building including classrooms will be closed for a minimum of 24 hours before cleaning to minimize the risk of any airborne particles when classrooms have a positive case. As expressed in the cleaning section, staff will wear appropriate PPE when performing cleaning of these areas.

#### **Phase 4 Mental & Social-Emotional Health**

Ivywood Classical Academy students will have access to mental health support through a variety of avenues. As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources parents may use to help them talk with their student about the COVID-19 outbreak:

- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
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- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)





- <https://www.jedfoundation.org/covid-19-and-managing-mental-health>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide supports for students and families.

The school social worker on the Ivywood team will be active in making connections to reach our most emotionally vulnerable students. Additional mental health resources will be shared with our community through our weekly newsletter, social media pages, and on our website.

#### **Phase 4 Instruction**

##### **Governance:**

With support from Choice Schools Associates, Central Michigan University, feedback from families, teachers, technology and facilities, we have created an instructional plan that meets the needs of our students and also addresses the goals in our mission. In this process, we determined the safety protocols necessary to host students, determine resources to better support the unique needs of students during this school year and enhanced our ability to provide remote learning experiences.

We have elected to provide two methods of instruction to meet the needs of our students while monitoring their safety. We will be hosting students on campus Monday through Friday while also delivering a remote learning option for students who are unable to attend in person instruction.

##### **Instruction**

##### **On Campus Instruction:**

Students will be in classrooms with highly qualified staff. Staff will share instruction based around their priority standards with comprehension, analysis, and enrichment to follow. Students will receive instruction in English, Mathematics, Science, History, Geography, Latin, Art, Music, and P.E.

##### **Remote Learning for Quarantined Students:**

Students who need a distance learning option will utilize the school's Canvas Learning Management System (LMS). After demos from the company, aligning financial support and



utilizing the summer to train staff and families, the school will be prepared to implement the LMS prior to the start of school on September 8.

Canvas will serve as a hub for each student's classwork. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, and feedback can be shared with each individual. This platform helps organize instructional content for students and staff to support families when they are learning from home. In addition, this distance learning option will help the school and families as they respond to various dynamics that may affect traditional learning.

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In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize formative and summative assessment tools to gauge student learning and provide feedback. Student scores and assessment data will be contained within the school's data management system

### **Supplies Needed:**

A supply list will be provided to families to support Phase 1-3 and 4-6. An effort will be made to align these supply lists so additional school requirement costs will not fall on the families. For phase 4, students will require the following supplies although classroom specifics may differ:



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As we begin the school year, we recognize that communication will be very important. The school will utilize multiple modes of communication to best meet the needs of the community. To assist with this, we will work within the following communication guidelines:

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Professional learning is going to look differently than it ever has and perhaps is the most challenging of all years. We have prioritized our time with staff to accomplish many goals. During the week of August 31, staff have been assigned online resources to train them on Canvas Learning. Staff also will have additional COVID-19, ADA and workplace training they must complete online.

During the week of August 31, we have identified areas that require collaboration and teamwork. Staff will have experiences involving vision setting, learning management system use, curriculum priority standards, training on digital tools, racial educational equity and time for special education conversations.

Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data and developing priority standard pacing guides.



## **Phase 4 Operations**

### **Facilities:**

The Ivywood facility department will have many tasks to ensure that the building is prepared for in-person instruction. Ensuring we have the correct tools, supplies and equipment will be the first priority.

In addition, the team is educating themselves (and seeking advanced training) on the requirements for cleaning and disinfecting all areas of the facility. In addition, they are developing schedules for each staff member to ensure they understand the tasks and responsibilities. We will also update the team with changes provided by OSHA and/or the CDC. These requirements will be shared with staff as part of our guidance for cleaning.

To prepare the building for the upcoming school year, school staff evaluated each of the spaces within the facility to ensure the safety of students and staff. Normal summer maintenance was completed, and maintenance staff conducted HVAC reviews, changed air filters, installed necessary signage, and disinfected tools and storage areas.

### **Budget:**

The school's budget has been closely monitored and evaluated since the closure in March. With support from Choice Schools Associates, we have evaluated multiple scenarios to address topics including staffing needs, enrollment numbers, resource concerns, and funding projections.

### **Food Service:**

The academy is unable to provide food distribution to eligible students. In lieu of an onsite meal program, the academy has offered information regarding various community organizations that are fulfilling this service to students. The academy will continue to promote and post information about opportunities through newsletters and on the academy's website.

### **Enrollment:**

During the 2020/21 school year, the academy's staff will be prepared to give appropriate consideration to enrollment and attendance under the guidelines provided by the state. Attendance will be more clearly identified for students who are utilizing the remote learning option. We will also communicate guidelines that require families to pick up sick children when COVID-19 symptoms are suspected or recognized.

### **Staffing:**



In preparation for the upcoming school year, administration has taken steps to ensure safety and training of our staff are at the forefront of our decisions. We have developed a staffing plan to account for the unique needs of each member of our team. We have modified schedules to support our technology initiatives, fill positions, and evaluated assignments and responsibilities to redistribute staff to serve core needs.

To best prepare for the many unknowns of the year, management is working to ensure we have staffing to support staff absences during the school year. Also, we will be surveying (formally and informally) staff to ensure we are addressing needs that we may encounter throughout the school year.

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

#### **Phase 5 Safety Protocols**

Phase 5 allows the school building to be opened and instruction to be available on the campus, our team sought out the needs of the community from various stakeholders (parents, students, staff) to ensure we were meeting safety regulations and community needs. This feedback and their experience allowed us to reshape our programming by ensuring everyone has technology, internet access and implementing a learning management system. Our plan will be distributed to our staff members, board members, and school community, in that order in August. Changes required by either CMU or MDE will be communicated with the various stakeholders as needed.

#### **Personal Protective Equipment:**

Based on the strongly recommended actions of facial coverings being required for all staff members, staff will be given the option to wear a mask or not.

Students in grades K-6 will not be expected to wear masks into the building, in our common areas or hallways. Students are not expected to wear masks within the classroom.

If anyone is incapacitated or unable to remove the facial covering without assistance, they must not wear a facial covering.

#### **Hygiene & Cleaning:**

Our teachers will be working to teach students proper steps to ensure the safety of everyone in the school community. Within the first weeks and spiraled throughout the year, teachers will instruct and reinforce proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, under the strongly recommended area, our staff will instruct students to cough and sneeze into their elbows or cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques. In addition, as part of their daily schedules, teachers will have



hand washing stops with soap and water every 2-3 hours. Finally, within the classroom, personal items and supplies will be individually labeled in cubbies, containers, or desks. If materials are going to be used among a small group, these resources will be disinfected between use.

A maintenance staff member will utilize disinfectant to wipe down common area touch points and bathrooms every 4 hours. This cleaning will be repeated after students are dismissed. Maintenance staff will replenish restrooms and classrooms with soap, hand sanitizer (with 60% alcohol), paper towels, and tissues.

Teachers will be expected to utilize disinfectant to wipe down light switches, doors knobs and student desks after each class period. Art, Music and P.E. teachers will clean their areas after each class period. Art, music and P.E. teachers will be given a minimum of ten minutes between classes to disinfect their rooms prior to the next class arriving. Each classroom will be given a disinfectant, gloves, and face shields. Staff will already have masks on during our normal practices.

Playground structures will be cleaned on a routine basis. Routine cleaning will be done on a weekly basis with environmentally friendly cleaner.

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

Ivywood will provide as much space between desks as possible within each classroom. Class sizes will be kept to the level available given the spacing in the classroom. When tables are in the classrooms, they will be spaced to ensure there is a gap between students. Furniture will be oriented to face the same direction. Staff members will be asked to keep 6 feet of spacing between themselves and students as often as possible.

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. There will also be expectations that guests will be screened for symptoms and wash/sanitize hands prior to entering. Guests will be given the option of wearing a facial covering. Records will be kept (including date and time) for visitors entering and exiting the campus.

In addition, there will be special efforts to ensure that the building is made safe as outlined on page 39 of the MI Safe Start Roadmap, with the exception of specials classes going into homeroom classrooms. ICA students will utilize the art room, music room, and gymnasium during specials classes. A schedule has been drafted to allow a ten minute transition time between classes. Specials teachers will disinfect their areas after each class. The school will cohort students as much as possible and isolate them in monitored areas. Students will go into the art classroom for art class, the music room for music class, and the gym for physical





education class. Students will attend specials classes one class at a time and there will be sufficient passing time built into the schedule to allow the art, music, and P.E. teachers time to sanitize and disinfect their rooms before the next class enters.

Students who receive special education services may be removed from the grade level classroom for certain services as specified within an individual education plan.

Hallways will be coordinated with directions and passing times will be scheduled to reduce traffic and to minimize the number of people in hallways as much as possible.

To best meet the needs of all students, Ivywood will not be implementing a hybrid schedule. In lieu of a hybrid schedule, time will be included in the daily schedule to provide time for staff to clean and disinfect.

Arrival and dismissal processes will be altered to avoid congregating and congestion. We will share drop off procedures with families to communicate expectations as students exit the vehicle, enter the building, and walk to their classrooms. All students will enter through the main entrance and adult guests will not be permitted into the building during morning drop off times.

The dismissal process will be altered to avoid student congregation. Students will wait in their classrooms for their carpool numbers to be called. Students will be escorted by support staff from classrooms to the carpool line as their numbers are called. Ivywood will dismiss 12-15 families at a time in a single file line while practicing social distancing. Students enrolled in the YMCA after school program will be the only students permitted on campus after 4:00pm.

Ivywood does not offer busing and student transportation nor athletics, therefore the requirements contained within the Roadmap relative to these areas are not applicable for Ivywood.

### **Screening Students and Staff & Testing Protocols to Positive Cases**

School staff has reached out to the school liaison at the Wayne County Health Department and will continue to cooperate with the Wayne County Health Department regarding implementing protocols for screening students and staff.

Our screening process for staff begins before they step into the building. Staff will respond to survey questions regarding their health and any potential symptoms. If there are any responses that are in question, we will contact Choice Schools Associates, our management company, for more guidance if needed. The survey will request information about respiratory issues, gastrointestinal symptoms or a fever over 100.4 degrees.



Students will be expected to observe social distancing practices when entering the building. Students will enter through the lobby area in a single file line with doors held open by staff members. Once students have entered the lobby, they will be escorted to class. Parents will do temperature checks at home prior to students arriving at school. If a student exhibits symptoms during the school day, we will take their temperature with an individual touchless thermometer. If the student again displays a temperature of 100.4 or higher, they will be directed to the designated quarantined area in the office. For an overflow space, the gymnasium will be made available. Office staff will supervise the student(s) until parents arrive. The office staff will wear masks. While in the quarantine area, students will continue to wear a mask.

When students become ill during the school day, the teacher will request a temperature check if necessary from the office, and if necessary, the student will be walked to a designated quarantine location. Students will be monitored until they can be picked up by their parents, guardians or emergency contact.

To prevent illness arriving at school, parents will be asked to take the temperature of their student(s) prior to arriving on campus. If a fever or other symptoms are present, the family should keep the student home until they are able to follow up with a primary care provider.

Symptomatic students and staff who are ill and sent home, will be asked to remain home until they have completely recovered according to the CDC guidelines. Students and staff will not be required to show proof of a negative Covid-19 test prior to returning to school.

In the event of a lab or clinically diagnosed case, immediate efforts will be made to communicate with anyone who was in close contact (those who spent more than 15 minutes less than 6 feet in close proximity to the student or staff member). These contacts may be asked to quarantine according to the health department and/or CDC guidelines. Students and staff will be closely monitored for symptoms. The school will not empirically test all staff or students. During this time, the school will collect information for any close contacts of the affected individual from two days before he/she showed symptoms.

Communication will be key for our families. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. ADA confidentiality laws will be respected through this communication and practices or procedures to maintain confidentiality will be shared with staff during professional development.

When returning to the workplace, staff should only return to work after they are no longer determined to be infectious, according to CDC and health department guidelines. Staff will not be required to have a negative Covid-19 test prior to returning to work. The school may seek additional guidance from health officials in making that determination.



Areas of the building including classrooms will be closed for a minimum of 24 hours before cleaning to minimize the risk of any airborne particles when classrooms have a positive case. As expressed in the cleaning section, staff will wear appropriate PPE when performing cleaning of these areas.

## **Instruction**

### **Governance:**

With support from Choice Schools Associates, Central Michigan University, feedback from families, teachers, technology and facilities, we have created an instructional plan that meets the needs of our students and also addresses the goals in our mission. In this process, we determined the safety protocols necessary to host students, determine resources to better support the unique needs of students during this school year and enhanced our ability to provide remote learning experiences.

We have elected to provide two methods of instruction to meet the needs of our students while monitoring their safety. We will be hosting students on campus Monday through Friday while also delivering a remote learning option for students who are unable to attend in person instruction.

### **On Campus Instruction:**

Students will be in classrooms with highly qualified staff. Staff will share instruction based around their priority standards with comprehension, analysis, and enrichment to follow. Students will receive instruction in English, Mathematics, Science, History, Geography, Latin, Art, Music, and P.E.

### **Remote Learning for Quarantined Students:**

Students who need a distance learning option will utilize the school's Canvas Learning Management System (LMS). After demos from the company, aligning financial support and utilizing the summer to train staff and families, the school will be prepared to implement the LMS prior to the start of school on September 8.

Canvas will serve as a hub for each student's classwork. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, and feedback can be shared with each individual. This platform helps organize instructional content for students and staff to support families when they are learning from home. In addition, this distance learning option will help the school and families as they respond to various dynamics that may affect traditional learning.



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## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Wednesday, August 12, 2020 10:16 AM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

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

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