



**Academy of Warren COVID-19 Preparedness and Response Plan**

**Address of School District:** 13943 E. 8 Mile Rd, Warren, MI 48089

**District Code Number:** 50911

**Building Code Number(s):** 09602

**District Contact Person:** Oronde Kearney

**District Contact Person Email Address:** okearney@academyofwarren.net

**Local Public Health Department:** Macomb County Health Department

**Local Public Health Department Contact Person Email Address:**

[niki.mach@macombgov.org](mailto:niki.mach@macombgov.org)

**Name of Intermediate School District:** Macomb Intermediate School District


**Name of Authorizing Body:** Bay Mills Community College

**Date of Adoption by Board of Directors:**

**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



## **Introduction and Overview**

Academy of Warren was established in 2005 and is located in Warren, Michigan. Academy of Warren serves students in grades Kindergarten through Eighth Grade.

The Academy provides a variety of additional support programs and extracurricular activities. We pride ourselves on student-centered learning, which promotes intellectual potential to advance our students critical thinking, social/emotional skills, and analytical skills.

Academy of Warren is a school-wide Title I school and serves a large population of underserved students who reside in Detroit. Many of our students come to Academy of Warren with academic challenges in core subjects - mainly reading and math. Despite their deficiencies, the belief we have for our students is that we will take them from where they are academically and socially, and work with them using a vast array of academic and social supports. Some of our supports include Multi-Tiered Systems of Support (MTSS), support from a certified reading and math specialist, individualized/differentiated instruction, Special Education services, and an after-school enrichment program.

Approximately 76% of our student population reside in Detroit. Academy of Warren offers free breakfast and lunch programs for all students. Academy of Warren has taken the initiative and opportunity to partner with surrounding businesses to assist with the different fundraisers we hold throughout the year, as well as school supplies and books for our families.

Beginning on March 16, 2020, a transition to 100% virtual learning took place at Academy of Warren. The Academy implemented a rigorous curriculum that was able to be delivered both in-person and virtually. We will continue to deliver that same rigorous curriculum, in each phase outlined in the COVID-19 Preparedness and Response Plan.

- **Academy of Warren Mission & Vision Statements**

- **Mission Statement**

- The vision at the Academy is to prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values.

- **Vision Statement**

- Academy staff, parents, students, and community are dedicated to the intellectual, social, and physical growth of students. Our highly qualified staff recognizes the value of professional growth in order to rigorously challenge students. We are reflective and



responsive with our teaching practices to meet the needs of our students. Through diversified experiences, our students will discover potential, become college, and career ready, and succeed in a safe and caring environment.

The Academy will continue to hold true to its values outlined in its mission and vision statements. We will continue to prepare students to overcome challenges and adversity with the ever-changing circumstances that they are currently transitioning through. Meeting the needs of all students, in-person or virtually, is something that we will continue to reflect upon; communicating with the students and families to ensure that we are offering all of the support necessary to be successful with both academics and social-emotional skills.

Academy of Warren will follow the guidance within the [MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap](#). We will also follow guidance from our Authorizer (Bay Mills Community College) and Educational Service Provider (CS Partners).

In order to develop a detailed plan, the Academy leadership team surveyed the families attending the school and staff members in order to include their thoughts on returning to school in Fall of 2020. The leadership team developed a plan based on the feedback from parents and staff members. As the plan was developed it was shared with select teachers, Board Members, and parents in order to get feedback and make final decisions to incorporate.



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

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

- **Personal Protective Equipment and Hygiene**
  - Academy of Warren will be closed for in-person instruction.
- **Spacing and Movement**
  - Academy of Warren will be closed for in-person instruction and childcare will not be provided.
  - School employees and contractors will need to schedule arrival times to record and/or collect manipulatives that they will need to complete academic lessons for students.
  - School employees will need to schedule appointments for initial IEPs; Annual and Reevaluation IEPs will be completed virtually.
- **Screening Students and Staff**
  - Academy of Warren will be closed for in-person instruction.
  - Academy of Warren staff members will be screened prior to entering the building. If any staff answer “yes” to any of the questions on the screener, they will not be allowed to enter the building.
- **Responding to Positive Tests Among Staff and Students**
  - Academy of Warren will be closed for in-person instruction.
  - Academy of Warren staff members who test positive or presumed positive will not be allowed to enter the building.
- **Food Service, Gathering and Extracurricular Activities**
  - *Food Service*
    - 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.
  - *Gatherings and Extracurricular Activities*
    - All gatherings and extracurricular activities will be suspended.
- **Athletics**
  - All athletics are suspended.
- **Cleaning**
  - School will be closed for in-person instruction, and cleaning practices will be adjusted to maintain the building and disinfect after individuals leave.
- **Transportation**
  - Transportation is not offered at Academy of Warren.



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

- **Mental & Social Emotional Health**

- Based on student needs the student support team (Social Worker, Special Education Teacher, Paraprofessionals/Interventionists, Student Advocates, Speech Pathologist, and the School Leader) will reach out to individual students and families to provide support. The student support team will help connect the family to outside agencies to help meet their needs. While teachers are making weekly check-ins, they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the student support team to make the necessary follow-up. In weekly PLC meetings in which teachers can identify any additional students or families in need.
- The Social Worker, Speech Pathologist, Paraprofessionals, and Interventionists will continue to provide services to students through 1:1/small group virtual meetings, based on the current IEP or 504 plans. We will primarily be using G-Suite (Google Classroom) to host these meetings. The student support team utilizes G-Chat, Google Hangout, emails, texts, and phone calls to support students, as well as setting up 1-on-1 support through the above-mentioned services. Students may also reach out to support staff through the chat feature in their school email account.
- Professional Development will be held prior to school beginning, to focus on the mental and social health of all students. Students that show trauma, will be referred to the school liaison to take part in a Mental Health Screener.
- Academy of Warren has established a crisis management plan, School Counselor, 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, community partners, and MDE.
- Mental Health Screenings will be implemented by the School Social Worker and/or School Guidance Counselor. 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.
- School and community wellness resources will be posted and updated regularly to the school website.
- Select staff are trained in Restorative Practices, which they will use on a daily basis for staff self-care and resiliency strategies. We will make available a list of



- external and community resources for staff to take advantage of as needed. We will provide regular screening surveys to the staff.
- 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 and offer them resources.
  - 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.
    - Academy of Warren values personal relationships, allowing us to support staff and families with fact-based responses.
    - Positive self-care strategies that promote health and wellness.

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

- **Governance**
  - The Return to Instruction and Learning working group consisted of the Academy Director of School Leadership, Chief Academic Officer, Director of Student Development, Title I Director.
  - The Academy incorporated feedback from families, teachers, and students, through online surveys.
- **Remote Instruction**
  - Using technology, content will be delivered via Google Classroom. 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; iReady, Science Dimensions, Into Social Studies (K-5), and McGraw Hill Social Studies (6-8). 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. In an effort to supplement learning, a paper packer will be going home to students who fall within MTSS. Packets will be prepared and able to be picked up by parents on a weekly basis.
  - 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.
  - Academy of Warren will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEPs and 504 plans





when developing individualized student curriculums. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery services will also be considered for all students with IEPs and 504 plans based on regression of skills within goals and objectives.

- The Special Education staff along with the Title I team, administration, and classroom teachers will work to contact all parents within the normalization period. Through this contact, the staff will schedule either virtual or in person sessions that comply with hours written in IEPs or 504 plans. These services will be provided with 100% compliance.
- Special education, general education teachers, and the Title I team will meet regularly to ensure consistency.
- The Special Education staff will re-evaluate all existing IEP's to ensure services and supports are provided with 100% compliance. All new students who have IEPs/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency.
- Monthly surveys will be conducted for Academy staff and families.
- **Communication and Family Supports**
  - Communication will be completed through PowerSchool (Robo 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. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.
- **Professional Learning**
  - Professional development will be conducted prior to the start of school for all Academy staff. The Professional development will include the following:
    - Virtual Learning
    - Student Supports (Academics/Social & Emotional)
    - Restorative Practices
    - Data (NWEA/MAP); Student Assessments





- Curriculum (Virtual Support)
- Grade level professional learning communities will take place on a weekly basis between all grade level teachers.
  - Questions regarding curriculum, social-emotional supports, or mental health supports will be brought to the School Social Worker and administrative team.
- **Monitoring**
  - *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
        - Paper packets
        - Resources for internet
  - *Attendance*
    - 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.
  - *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

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

- **Facilities**
  - The Academy will continue to work with Integrated Operation Services to order cleaning and disinfection supports.
  - The Academy will continue to maintain that the school is in good working order to prepare for the return for students.
    - Maintenance staff will continue daily workload, disinfecting daily, especially high-traffic areas.
  - The Academy will continue to follow CDC and local health department guidelines.



- Maintenance staff will wear the necessary PPE equipment when performing cleaning duties.
- **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
      - 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 teacher, as well as Charter Tech. The Academy holds a contract with Charter Tech, who supports the student and staff technology. The individuals serving at the Device/General Technology Support Lead will also assist with a Help Desk Ticket procedure 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.
  - Charter Tech (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.
- **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 Phase 4 of the Michigan Safe Start Plan**

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

#### **Phase 4 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 throughout the school day, unless they are eating breakfast, lunch, or a snack.



- Masks will be disposed of properly, and homemade/cloth masks will be washed to ensure proper hygiene.
- **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.
  - Students will have personal lockers, where they can place all of their belongings, such as coats, boots, backpacks, etc.
  - An arrival and dismissal procedure will be created by the administrative team, Director of Safety and Security, 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, and Integrated Operating Systems will frequently check, maintain, and refill all soap and sanitizer dispensers.
  - Each Academy student will have a personal pencil box to limit and will avoid sharing of personal items. Students will also 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 does not have windows in classrooms; however, the ventilation system will be cleaned prior to the start of school.
  - Special Classes (Art, Gym, Technology, Character Education) will travel to all classrooms, limiting the amount of locations students are traveling throughout the school day.
    - Gym will be held outside when possible.
  - 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 will 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. Midday checks will be performed by using a touchless thermometer.
  - Students and staff with a temperature of 100.4 or greater should stay home or will be sent home and consider COVID-19 testing.
- 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 students entering the building.
  - Students and 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 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 Academy of Warren, 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 Academy of Warren 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 Macomb 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
    - 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.
    - Bag breakfasts/lunches will be delivered to each classroom.
  - Middle school breakfasts and lunches will be held in their classrooms and the cafeteria.
    - For example: Grade 6 will be in the classroom and Grade 7 will be in the cafeteria.
      - Social distancing and proper hygiene (hand washing) will take place during the transition to the cafeteria.
      - Those grades eating in the classroom will have bag breakfasts/lunches delivered to the classroom.
    - When serving food, all cafeteria staff will wear gloves, masks, and face shields. There will also be a plexiglass barrier put in the window to ensure safety of staff and students.
  - 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.
  - Hawk Watch - Before and after-school care will be provided.
    - There will be a limited number of seats (20)
    - Held in the library (no other classes will be held in the library throughout the school day)
- **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 not be used due to building renovation.
  - Classrooms will utilize another area using different equipment during recess.
  - 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**
  - The Academy does not offer student transportation.
- **Medically Vulnerable Students and Staff**
  - The Academy will 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.
    - Due to the overwhelming response of parents requesting virtual learning for their child(ren), the Academy will work with parents concerned with returning to school and ask that they conduct virtual learning or allow minimal contact with students and staff throughout the building.
  - 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 KN95 mask.

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

- **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 Counselor, 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 and/or School Guidance Counselor. 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.
  - 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 will explain 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 and School Guidance Counselor 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.
  - Academy of Warren values personal relationships, allowing us to support staff and families with fact based responses.
  - Positive self-care strategies that promote health and wellness.

#### **Phase 4 Instruction**

- **Governance**

- The Return to Instruction and Learning working group consisted of the Academy Director of School Leadership, Chief Academic Officer, Director of Student Development, Title I Director.
- The Academy incorporated feedback from families, teachers, and students, through online surveys.

- **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.

- Remote Expectations to school leaders and teachers

Elementary Teacher Expectations	Middle School Teacher Expectations
<p style="text-align: center;"><b>Suggested Daily Elementary Teacher Schedule</b> Flexible 6 hours</p> <p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>▪ Whole group Google Meet 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 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> <li>▪ Post assignments for the following week each Friday</li> <li>▪ Provide feedback to students on assignments</li> </ul>	<p style="text-align: center;"><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>▪ 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 Schoology 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> <li>▪ Conduct online lessons (live, recorded, PowerPoint) via Google Meet conference</li> </ul>



<ul style="list-style-type: none"> <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 iReady Online Instruction (ELA/math). Aim for 70% pass rate</li> <li>▪ Assign iReady Online Instruction ELA and math lessons as needed</li> <li>▪ Use Google Meet to chat or video conference with students twice when required</li> </ul>	<ul style="list-style-type: none"> <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>▪ Notify your school administration when students are not participating.</li> </ul>
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- Using technology, content will be delivered via Google Classroom. 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; iReady, Science Dimensions, Into Social Studies (K-5), and McGraw Hill Social Studies (6-8). 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. In an effort to supplement learning, a paper packet will be going home to students who fall within MTSS. Packets will be prepared and able to be picked up by parents on a weekly basis.
- 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.
  - 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 PowerSchool (Robo 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. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.
- **Professional Learning**
  - Professional development will be conducted prior to the start of school for all Academy staff. The Professional development will include the following:
    - Virtual Learning
    - Student Supports (Academics/Social & Emotional)
    - Restorative Practices
    - Data (NWEA/MAP); Student Assessments
    - Curriculum (Virtual Support)
- **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 iReady 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.
  - The Academy will 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.
  - 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
          - Paper packets
          - Resources for 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 PowerSchool 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 Academy of Warren 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.
- 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.
  - 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. Five 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
      - 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 teacher, as well as Charter Tech. The Academy holds a contract with Charter Tech, 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.
- Charter Tech (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.
- **Transportation**
  - The Academy does not offer transportation



## **Plan for Operating during Phase 5 of the Michigan 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 throughout the school day, unless they are eating breakfast, lunch, or a snack.

- **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.
- Students will have personal lockers, where they can place all of their belongings. An arrival and dismissal procedure will be created by the administrative team, Director of Safety and Security, 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 and Integrated Operating Systems will frequently check, maintain, and refill all soap and sanitizer dispensers.
- Each Academy student will have a personal pencil box to limit the sharing of personal items. Students will also 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 does not have windows in classrooms, however, the ventilation system will be cleaned prior to the start of school.
- Special Classes (Art, Gym, Technology, Character Education) will travel to all classrooms, limiting the amount of locations students are traveling throughout the school day.
  - Gym will be held outside when possible.
- 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 will 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. Midday checks will be performed by using a touchless thermometer.
  - Students and staff with a temperature of 100.4 or greater should stay home or will be sent home and consider COVID-19 testing.
- 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 students entering the building.
  - Students and 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 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 Academy of Warren, 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 Academy of Warren 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 Macomb 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
    - 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.
    - Bag breakfasts/lunches will be delivered to each classroom.
  - Middle school breakfasts and lunches will be held in their classrooms and the cafeteria.
    - For example: Grade 6 will be in the classroom and Grade 7 will be in the cafeteria.
      - Social distancing and proper hygiene (hand washing) will take place during the transition to the cafeteria.
      - Those grades eating in the classroom will have bag breakfasts/lunches delivered to the classroom.
    - When serving food, all cafeteria staff will wear gloves, masks, and face shields. There will also be a plexiglass barrier put in the window to ensure safety of staff and students.
  - 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.
  - Hawk Watch - Before and after-school care will be provided.
    - There will be a limited number of seats (20)
    - Held in the library (no other classes will be held in the library throughout the school day)
- **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 not be used due to building renovation.
    - Classrooms will utilize another area using different equipment during recess.
    - 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**
  - The Academy does not offer student transportation.
- **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.
    - Due to the overwhelming response of parents requesting virtual learning for their child(ren), the Academy will work with staff concerned with returning to school and ask that they conduct virtual learning or allow minimal contact with students and staff throughout the building.
  - 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 KN95 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 Counselor, 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 and/or School Guidance Counselor. 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.

- 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. (Glenn)
- A communication channel will be available to all stakeholders.
  - The School Social Worker and School Guidance Counselor 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.
  - Academy of Warren 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**

- **Governance**
  - The Return to Instruction and Learning working group consisted of the Academy Director of School Leadership, Chief Academic Officer, Director of Student Development, Title I Director.
  - The Academy incorporated feedback from families, teachers, and students, through online surveys.
- **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.

- Remote Expectations to school leaders and teachers

Elementary Teacher Expectations	Middle School Teacher Expectations
<p style="text-align: center;"><b>Suggested Daily Elementary Teacher Schedule</b> Flexible 6 hours</p> <p><b>AM Block</b></p> <ul style="list-style-type: none"> <li>▪ Whole group Google Meet 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 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> <li>▪ Post assignments for the following week each Friday</li> <li>▪ Provide feedback to students on assignments</li> </ul>	<p style="text-align: center;"><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>▪ 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 Schoology 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> <li>▪ Conduct online lessons (live, recorded, PowerPoint) via Google Meet conference</li> </ul>





<ul style="list-style-type: none"> <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 iReady Online Instruction (ELA/math). Aim for 70% pass rate</li> <li>▪ Assign iReady Online Instruction ELA and math lessons as needed</li> <li>▪ Use Google Meet to chat or video conference with students twice when required</li> </ul>	<ul style="list-style-type: none"> <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>▪ Notify your school administration when students are not participating.</li> </ul>
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- Using technology, content will be delivered via Google Classroom. 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; iReady, Science Dimensions, Into Social Studies (K-5), and McGraw Hill Social Studies (6-8). 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. In an effort to supplement learning, a paper packer will be going home to students who fall within MTSS. Packets will be prepared and able to be picked up by parents on a weekly basis.
- 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.
  - 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.
- **Communications and Family Supports**
  - Communication will be completed through PowerSchool (Robo 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. Distribution will take place at the school. The dates and times will be communicated with families on the school website and social media pages.
- **Professional Learning**
  - Professional development will be conducted prior to the start of school for all Academy staff. The Professional development will include the following:
    - Virtual Learning
    - Student Supports (Academics/Social & Emotional)
    - Restorative Practices
    - Data (NWEA/MAP); Student Assessments
    - Curriculum (Virtual Support)
- **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 iReady 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.
- 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
        - Paper packets
        - Resources for 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 PowerSchool 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 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 Academy of Warren 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.
    - 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. Five 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
      - 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 teacher, as well as Charter Tech. The Academy holds a contract with Charter Tech, 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.
  - Charter Tech (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.
- **Transportation**
    - The Academy does not offer transportation at this time.