



## **Charlevoix Montessori Academy for the Arts: COVID-19 Preparedness and Response Plan**

Address of School District: 115 W Hurlbut St, Charlevoix, MI 49720

District Code Number: 15902

Building Code Number(s): 08340

District Contact Person: David Harwood

District Contact Person Email Address: [dkharwood@cma.edu](mailto:dkharwood@cma.edu)

Local Public Health Department: Charlevoix Health Department Lisa Peacock  
[lpeacock@bldhd.org](mailto:lpeacock@bldhd.org)

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: CHAR-EM ISD

Name of Authorizing Body: Saginaw Valley State University

Date of Adoption by Board of Directors: August 5, 2020



## Assurances

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

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President of the Board of Directors

August 5, 2020



## **Introduction and Overview**

Charlevoix Montessori Academy for the Arts is a free tuition based public charter school that serves students Kindergarten through twelfth grade. Our elementary teachers have completed Montessori teacher training – in addition to being highly-qualified teachers – which enables us to offer an authentic Montessori experience to our families. We are committed to educating the whole child – academically, morally, and socially. Students in grades nine through 12 work in a Montessori-inspired classroom, where students choose which courses to work on while guides provide direct instruction and provide individualized support throughout the day. Centered learning opportunities are given to students.

Charlevoix Montessori Academy for the Arts also offers a full Arts program with courses in art, music and drama while expanding arts integration opportunities throughout the day through the inclusion of art, music, creative movement, and drama in student work. Charlevoix Montessori offers a family atmosphere with small class sizes for all students in the community.

During the Covid-19 pandemic, Charlevoix Montessori Academy for the Arts has worked with the community, students, and families to ensure students can ensure a quality education. Weekly updates during this period were given out via Facebook, Remind, and email. In addition, the school has obtained additional funding for technology for students. For students who could not access work online, teachers created and made weekly packets that aligned with the topics and standards that online students were given. Teachers and staff met with students on Zoom and reached out to their assigned students to ensure that students understood the content. Students were provided with the opportunity to continue with our mission of arts education by participating virtually in classes that focused on art and music.

The staff at Charlevoix Montessori Academy for the Arts have taken many things into consideration when developing the Preparation Plan. The physical safety of the students, staff, and families are important to the school. The school is mindful about illness that could arise and the best practices to address it. When developing the Covid-19 Preparedness plan, the school is also concerned about the mental health of the students, staff, and families. Charlevoix Montessori Academy for the Arts will be transparent with all stakeholders.

Charlevoix Montessori Academy for the Arts will utilize the school's core belief/value of individual instruction. The school has collected feedback, reviewed and implemented elements of the preparedness plan based on multiple survey responses from parents, board meeting discussions and staff meetings with administration. Charlevoix Montessori Academy for the Arts will work with each parent to develop individual instructional plans that fit best for each family. Students and families that prefer face to face instruction will be allowed to have face to



face instruction with guidance from the Governor’s plan. Students whose parents do not feel comfortable having their children attend face to face instruction will have the opportunity to attend through distance learning. Students will be able to transition from distance learning to face to face with parent approval.



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

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

During Phase 1,2, and 3, Charlevoix Montessori Academy will provide remote instruction only and suspend all in person instruction for the safety and wellbeing of all students and staff.

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations and other services as determined by school administrators.

A comprehensive crisis management plan that leverages available internal and external/ community-based resources has been created to address student and staff needs as they arise. Wellness resources will be made available to both staff and students along with a system for communication to address mental health concerns resulting from COVID-19.

While the school is closed for in-person instruction cleaning practices will be adjusted based on CDC guidelines, regular maintenance, and specialized needs.

All busing operations, athletics and inter-school activities will be suspended. The Academy will not be used by licensed child-care or provide a food/meal distribution program.



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

Charlevoix Montessori Academy for the Arts will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

Comprehensive lists of wellness resources will be available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources along with ongoing reporting protocols for school staff to evaluate their physical and mental health status.

CMA will support students and staff by providing resources for staff self-care and resiliency strategies while leveraging MDE resources for student and staff mental health and wellness support.

Communication channels for school stakeholders to address mental health concerns resulting from COVID-19 and general best practices of talking through trauma with children will be implemented along with positive self-care strategies that promote health and wellness for students and families. Students will be contacted weekly for weekly health screenings by either phone, Zoom, or in person.

The Academy will follow all the strongly recommended protocols identified when closing In-Person Instruction as identified in “Michigan’s 2020-21 Return to School Roadmap.”



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

Charlevoix Montessori Academy of the Arts will have alternative modes of instruction while in-person instruction is suspended. Students will be able to access their Google Classrooms at home through their school Chromebook. Students will be able to watch lessons that the teachers at Charlevoix Montessori Academy for the Arts post on Google Classroom. Students will be able to submit their assignments they complete on Google Classroom. Students will be able to get feedback and support from teachers through Zoom phone contacts.

Charlevoix Montessori Academy for the Arts will follow the Michigan Merit Curriculum. To ensure that learning is continued during phase one, the students will be utilizing Google Classroom during face to face instruction. Therefore, students will be comfortable getting work and submitting work online. Teachers will also make contact via Zoom, Google Classroom, email, and text to ensure that students are being contacted. The following materials will be needed by students during phases 1-3: Chromebook and internet access. Students will not have to purchase additional equipment. Students may use the school Chromebooks. Students will have to sign a technology agreement waiver. Students who do not have internet access can have biweekly packets sent to them and returned to the school.

Charlevoix Montessori Academy for the Arts will have structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Charlevoix Montessori Academy for the Arts will consider students' needs around accessibility and provide assistive technologies, where possible. Structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs will be continue with consideration of students' needs around accessibility and assistive technologies, where possible. Continuation of service plans for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers will be provided to applicable students.

Students will be graded on their work. Students are expected to complete daily requirements (readings, videos, and projects) for teachers to check on students' progress. If students need additional assistance, student intervention will be utilized. Students then have one on one meetings with their teacher via phone or Zoom. Teachers will monitor and track students' online attendance daily and assess the quality of student work to provide feedback to students and families. Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.



Remote learning programs will deliver standards-aligned curricula and high-quality instructional materials. Every student in grades pre-K12 will be assessed during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families. Online intervention and support services will be tailored to the needs of students. Remote learning plans will be revised based on feedback and input from school leaders, educators, families, and students, and distributed to all involved stakeholders in their home language, creating opportunities for ongoing feedback.

Charlevoix Montessori Academy will ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.

Monitoring will occur to ensure that students can submit assignments and are receiving timely feedback.

The Academy will follow all the strongly recommended protocols identified when closing In-Person Instruction as identified in “Michigan’s 2020-21 Return to School Roadmap



## Phase 1, 2, or 3 Operations

Charlevoix Montessori Academy of the Arts will continue to maintain schools in good working order to prepare for the subsequent return of students; in addition, the school will continue cleaning and disinfection protocols according to the CDC School Decision Tree. Technology will issue during phase 1-3 will be monitored. If technology issues arise, students and or families can contact the school leader. Families were also be surveyed and contacted to ensure that all students have equitable access to technology.

Charlevoix Montessori Academy of the Arts will have district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures include:

- Safely bagging devices collected at school.
- Sanitizing the devices prior to a repair or replacement evaluation.
- Conducting prepared maintenance.

Charlevoix Montessori Academy of the Arts will redeploy staff during phases 1-3. Teachers will teach online during phases 1-3. Teachers will post assignments on their Google Classrooms, post video lessons, grade and give feedback of student work, and have weekly zoom meetings. Teacher assistants will follow the guidance from the school leader. Teacher assistants may be asked to assist with school cleaning, assist teachers with video lessons, and assist teachers with Zoom meetings.

The Academy will follow all the strongly recommended protocols identified when closing In-Person Instruction as identified in “Michigan’s 2020-21 Return to School Roadmap.”

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. Brightspace, MAVIN, Moodle, Canvas, Schoology, Google Classroom, Seesaw, Edgenuity, Michigan Virtual). For those students that do not have a device, the district will provide devices in grades 3-12. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc.) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.



Teachers will be expected to contact every student at least twice during the week. This may be done through the use of technology (for those that have access) such as Zoom or other form of virtual meeting or through twice weekly phone calls. For students with technology access teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, Seesaw, Schoology, Moodle, etc.), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will include weekly notes to students in their instructional packet that focus on building relationships and maintaining connections. We will encourage relationships between students by having students write letters to classmates and returning them with their weekly instructional packet. Those letters will be mailed to students by the school.



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

### **Phase 4 Safety Protocols**

Charlevoix Montessori Academy for the Arts will:

- Provide in-person instruction.
- Require that facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Require that facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
- Require that facial coverings must be worn in classrooms by 6<sup>th</sup> through 12<sup>th</sup> grade students. K-5<sup>th</sup> grade students will not have to wear a face covering in class; however, K-5<sup>th</sup> grade students will wear covering when travelling through the building and in specials. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- Requires all students, teachers, and staff wash hands before and after every event.
- Suspend all large-scale assemblies of more than 50 students.
- Suspend all off-site field trips that require bus transportation to an indoor location.
- Stagger lunch times, and students will have seating arrangements with six feet of distance between students.
- Prohibit indoor assemblies that bring together students from more than one classroom.
- Screen all students, staff, and visitors daily by recording their temperatures before entry into the Academy. The Academy will report any positive cases to the local public health authority



- Teach and reinforce hygiene at the Academy. In addition, the Academy will provide adequate supplies to support healthy hygiene behaviors for students, staff, and guests.
- Open windows in classrooms that can open, they will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- Place desks six feet apart whenever possible in the classroom
- Require teachers to maintain six feet of spacing between themselves and students as much as possible.
- Use floor tape or other markers at six-foot intervals where line formation will occur in the Academy.
- Use signs on the doors of restrooms that indicate proper social distancing and hand hygiene techniques.
- Require students' personal items be separate and in individual lockers.
- Identify and designate a quarantine area and a staff person to care for children who become ill at school. Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Require symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Require strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Require staff to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.
- Require any parents or guardians entering the building will wash or sanitize hands prior to entry.
- Separate entrances and exits to keep traffic moving in a single direction.



- Require students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Require staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Notify parents and guardians of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Encourage parents or guardians to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Encourage parents or guardians to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will prompt the parent or guardian to keep the student home from school and seek out testing.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Require employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Require cleaning staff to wear a surgical mask when performing cleaning of these areas along with gloves and face shield.
- Follow all the strongly recommended protocols identified in Phase 4 as identified in "Michigan's 2020-21 Return to School Roadmap."

The Academy does not have any sports teams. If the Academy did have sports, it would follow the cleaning guidelines.

The Academy does not offer meals or transportation.



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

Charlevoix Montessori Academy for the Arts will:

- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Provide resources for self-care, including resiliency strategies.
- Contact students weekly for weekly health screenings by either phone, Zoom, or in person.
- Medically Vulnerable Students: 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
- Work with Medically Vulnerable Students and create personal alternative learning arrangements or work reassignments.
- Follow all the strongly recommended protocols identified in Phase 4 as identified in “Michigan’s 2020-21 Return to School Roadmap.”



## Phase 4 Instruction

Charlevoix Montessori Academy for the Arts will:

- Offer parents two options: in-person instruction and hybrid.
- Ensure in-person instruction and hybrid instruction will be consistent with students who have individualized education plans.
- Ensure students will start the year with access to grade-level instruction and high-quality standards-aligned instructional materials in every subject.
- Assess every student on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
- Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- Remain connected with MDE about policies and guidance.
- Provide resources that demonstrate schools value parents as partners in their child's education.
- Provide in-person instruction 5 days a week at the Academy. Students will use Google Classroom to submit their assignments.
- Provide hybrid instruction using Google Classroom to get their assignments and submit their assignments. Students will also be able to watch live lessons of their teachers or watch a recorded lesson of their teacher. Students are expected to complete daily work. Students may transition from hybrid instruction to in-person instruction since the content will be the same.
- Provide online instruction using many of the same functions as hybrid instruction; in addition, it may use Edgenuity for their classes.



- Follow all the strongly recommended protocols identified in Phase 4 as identified in “Michigan’s 2020-21 Return to School Roadmap.”



## Phase 4 Operations

Charlevoix Montessori Academy for the Arts will:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Clean frequently touched surfaces several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
- Check HVAC systems to ensure that they are running efficiently.
- Change air filters regularly.
- Ensure custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location.
- Use signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
- Require the school leader to conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.
- Activate school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Have master teaching schedules, student and faculty arrival/dismissal schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.



- Deploy digital learning devices and move to virtual learning if the Academy must close in-person instruction. The learning devices will be sanitized when given to students and returned.
- Not provide transportation to Academy students.



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

### **Phase 5 Safety Protocols**

Charlevoix Montessori Academy for the Arts will:

- Strongly encourage facial coverings be worn by staff except for meals.
- Require facial coverings always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering will not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, will not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Encourage facial coverings be worn in classrooms. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
- Require gloves will be worn by custodial staff or teachers cleaning their classrooms.
- Provide adequate supplies to support healthy hygiene behaviors.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Require students wash their hands or use hand sanitizer after changing any classroom.
- Keep students' personal items separate and in individual lockers.
- Limit sharing of personal items and supplies such as writing utensils.
- Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.



- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques
- Open classroom windows that can open, they will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- Monitor staff arrival and dismissal to discourage congregating and ensure students go straight from common areas to their classroom.
- Identify and designate a quarantine area and a staff person to care for children who become ill at school. Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Require symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Ensure strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Require staff to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.
- Require any parents or guardians entering the building will wash or sanitize hands prior to entry.
- Separate entrances and exits to keep traffic moving in a single direction.
- Require students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Require staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Notify parents and guardians of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.



- Encourage parents or guardians to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Encourage parents or guardians to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will prompt the parent or guardian to keep the student home from school and seek out testing.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Require that employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Require cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and face shield.
- Require all gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- Follow all the strongly recommended protocols identified in Phase 5 as identified in “Michigan’s 2020-21 Return to School Roadmap.”
- The Academy does not have busing or food service.



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

Charlevoix Montessori Academy for the Arts will:

- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Provide resources for self-care, including resiliency strategies.
- Contact students weekly for weekly health screenings by either phone, Zoom, or in person
- Medically Vulnerable Students: 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
- Work with Medically Vulnerable Students and create personal alternative learning arrangements or work reassignments.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Follow all the strongly recommended protocols identified in Phase 5 as identified in “Michigan’s 2020-21 Return to School Roadmap.”



## Phase 5 Instruction

Charlevoix Montessori Academy for the Arts will:

- Offer parents two options: in-person instruction and hybrid.
- Ensure that in-person instruction and hybrid instruction will be consistent with students who have individualized education plans.
- Ensure students will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Assess every student on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
- Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- Remain connected with MDE about policies and guidance.
- Provide resources that demonstrate schools value parents as partners in their child's education.
- Provide in-person instruction 5 days a week at the Academy. Students will use Google Classroom to submit their assignments.
- Provide hybrid instruction using Google Classroom to get their assignments and submit their assignments. Students will also be able to watch live lessons of their teachers or watch a recorded lesson of their teacher. Students are expected to complete daily work. Students may transition from hybrid instruction to in-person instruction since the content will be the same.
- Provide online instruction using many of the same functions as hybrid instruction; in addition, it may use Edgenuity for their classes.



- Follow all the strongly recommended protocols identified in Phase 4 as identified in “Michigan’s 2020-21 Return to School Roadmap.”

Students will be given the option of selecting an online option at Charlevoix Montessori Academy for the Arts.

Students who select this option will not have to go to the physical school facility.

Students will be able to get all their assignments and submit their assignments on Google Classroom or through an online format designated by the teacher.

Students that select online option must follow the requirements given by their teacher and be engaged daily to satisfy daily attendance.



## Phase 5 Operations

Charlevoix Montessori Academy for the Arts will:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Clean frequently touched surfaces several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
- Check HVAC systems to ensure that they are running efficiently.
- Change air filters regularly.
- Ensure custodial staff distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location.
- Post signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
- Ensure school leader conducts and documents a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.
- Activate school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Provide master teaching schedules, student and faculty arrival/dismissal schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.



- Will deploy digital learning devices and move to virtual learning if the Academy must close. The learning devices will be sanitized when given to students and returned.
- Not provide Transportation to the Academy.
- Follow all the strongly recommended protocols identified in Phase 4 as identified in “Michigan’s 2020-21 Return to School Roadmap.”