



**Cole Academy**

**COVID-19 Preparedness and Response Plan**

Address of School District: **1915 W. Mount Hope Ave., Lansing, MI. 48910**

District Code Number: **33901**

Building Code Number(s): **03324, 08211**

District Contact Person: **Stacey Johnson**

District Contact Person Email Address: **johnsons@coleacademy.org**

Local Public Health Department: **Cole East: Mid-Michigan District Health Department  
Cole Lansing: Ingham County Health Department**

Local Public Health Department Contact Person Email Address:

**Mid-Michigan District Health Department**

**Dr. Jennifer Morse, MD, MPH, FAAFP, Medical Director**

**[jmorse@mmdhd.org](mailto:jmorse@mmdhd.org)**

**Ingham County Health Department**

**Linda S. Vail, MPA, Health Officer**

Name of Intermediate School District: **Ingham Intermediate School District**

Name of Authorizing Body: **Central Michigan University**

Date of Adoption by Board of Directors: **08/13/2020**



August 13, 2020 [via email]

Ms. Stacey Johnson  
Cole Academy  
1915 W. Mt. Hope  
Lansing, MI 48910-2434

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

Dear Ms. Johnson:

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

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

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

Sincerely,

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

Corey Northrop  
Executive Director

cc: Mary Harding, Board President  
Amy Gilmore, Board Corresponding Agent

Attachment:  
Approved COVID-19 Preparedness and Response Plan

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

Cole Academy (the “Academy”)

A special meeting of the Academy Board of Directors was held on the 13th day of August, 2020, at 5:45 pm.

The meeting was called to order at 5:45 [p.m.] by Board Member Mary Harding :

Present: Mary Harding, Tara Ferguson, Amy Gilmore, Jason Marentette, Kathie Elliott

Absent: None

The following preamble and resolution were offered by Board Member Gilmore and supported by Board Member Marentette :

**BACKGROUND**

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

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

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

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

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

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

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

Ayes: 5

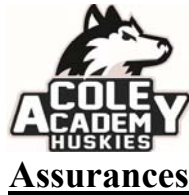
Nays: 0

Resolution declared adopted.



Print Name: Amy Gilmore

Secretary, Academy Board



- 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.

Mary Harding  
President, Board of Directors

Board Approved: 08/13/2020



## **Introduction and Overview**

Cole Academy School District is comprised of two elementary school buildings serving approximately 380 students. Our Lansing campus is located at 1915 W. Mount Hope Avenue in Lansing, Michigan and our East Lansing campus is located at 2921 E. Coleman Rd. in East Lansing, Michigan. Since the mandated school closure on March 13, 2020, our District has provided our families with a hybrid approach to learning for the duration of the 2019-2020 school year. Our district made available technology devices and virtual lessons to continue new content and new grade level standards were taught while students were home. This consisted of daily lessons and assignments delivered to families virtually and the option of completing assignments for feedback online or through handouts correlating to new lessons taught. Our families, as well as those in the neighborhoods we serve, were delivered approximately 20,584 meals during the school closure from April 20, 2020 to June 29, 2020.

Cole Academy will offer our students full day, five days a week in-person instruction and 100% online instruction choices beginning on Monday, August 24, 2020. This schedule will run as specified in the 2020-2021 Board-approved district calendar. The district deployed a “Return to School Family Survey” to all district families on Friday, June 19, 2020. The results of that survey show 94.8% of our families are likely to send their student back to school for in-person instruction. Cole Academy families will have two options for instruction during Phase 4 and Phase 5. One option is 100% face-to-face instruction and the second option is 100% online instruction. Students may choose to start in-person and move online. Families choosing to enroll in online instruction will be expected to remain online for the entire trimester. The safety protocols listed in this document are in place for those who choose 100% face-to-face instruction on campus. Those families who choose option two will not be on campus. Cole Academy School District reserves the right to move through phases without region consideration based on our own school communities.

Our mission at Cole Academy is to provide a “challenging learning environment with high expectations” for each of our students. There exist some barriers to this mission in terms of technological equity and socioeconomic factors. We are committed to ensuring each of our students receive developmentally-appropriate instruction that allows for individual differences and learning styles in a safe, orderly, caring and supportive environment, whether that be in-person, virtually or a hybrid model of learning. We have identified needs for all of our families to successfully continue learning at any phase. Our overall goal remains that our Cole Academy graduates will be “equipped with the necessary skills to excel in middle school, high school and college.”



## **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**

Schools are closed for in-person instruction.

#### **Spacing and Movement**

Cole Academy school buildings will be closed for in-person instruction. District employees will be allowed to be physically present in the building. This includes providing remote live instruction, taping remote instruction, planning remote instruction, grading student work, preparing paper packets, distributing paper packets, professional development and other essential tasks as determined by administration.

School contractors will be allowed to be physically presented in the building for the purpose of conducting basic school operations, maintenance and repairs and other essential tasks as determined by administration.

Cole Academy will not be used as a licensed child care provider.

#### **Screening Students**

Schools are closed for in-person instruction.

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

Schools are closed for in-person instruction. Therefore, students will not be screened by the school. Parents will be encouraged to continuing screening students at home by monitoring for symptoms.

Cole Academy will cooperate with local public health departments if a confirmed case of COVID-19 is identified, while maintaining confidentiality. Cole Academy will collect the contact information for any close contacts of the affected individual. A person will be considered contagious starting 2 days before they started showing symptoms, or 2 days before their positive COVID-19 test if they are asymptomatic. Close contact with considered within 6 feet, for at least 15 minutes, of the affected individual.

If a staff member has symptoms of COVID-19, they will be excluded from work and encouraged to follow up with their healthcare provider. They will not return until at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved. Employees will not be required to provide a COVID-19 test result.



Staff members will follow all HR protocols for building access and screening. Staff members will take their temperature when entering the building and complete a health screener regarding COVID-19 symptoms.

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

Cole Academy will offer food distribution onsite to provide meals for any child 18 and under and for young adults with special needs age 26 and under. Meals packets will be provided by Okemos Food Services and will be distributed curbside Monday and Thursday from 10:00-12:00pm and 4:00-6:00pm at East and 11:30-1:30pm and 4:00-6:00pm at Lansing. Monday food packs will include 3 breakfasts and 3 lunches. Thursday food packs will include 4 breakfasts and 4 lunches. Food service workers will be allowed to be physically present to accept food delivery and assist in food distribution for students and their families.

All extra-curricular activities and after-school activities will be suspended.

### **Athletics**

All athletics are suspended.

### **Cleaning**

Cole Academy school buildings will continue to be cleaned and sanitized by our cleaning provider, Ellis Cleaning. Ellis Cleaning will conduct a deep clean at the time of school building closer. Ellis Cleaning will adjust cleaning protocol based off the CDC School Decision Tree and guidance from Ingham County Health Department for Lansing and Mid-Michigan District Health Department for East. Ellis cleaning will scale back the number of custodians and time spent on cleaning while the building is closed to visitors and students. Staff will receive training for cleaning and disinfecting frequently touched surfaces. Staff will be provided with appropriate cleaning and disinfecting supplies, hand sanitizer, masks and gloves.

### **Busing and Student Transportation**

Cole Academy does not provide busing or transportation. All busing operations are suspended.

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

Cole Academy's mission for our students to, "Receive developmentally-appropriate instruction that allows for individual differences and learning styles in a safe, orderly, caring and supportive environment" is at the heart of our mental and social emotional well-being focus even as our students are at a distance. In order to provide mental and social-emotional health service to our students, our first step will be to implement weekly mental health screening for all students. This may be done virtually or through a phone call depending on the family's access to technology





and age of the student. All screening conducted will be compliant with HIPAA and FERPA policies. The screener will be developed with District Social Workers and mental health liaisons provided by Ingham ISD. Screening results will be shared with all appropriate staff members while protecting confidentiality and adhering to mandated reporting guidelines. Once screening information is gathered and students are identified as in need of mental health support, information will be reported to administration in under 24 hours. Second step will be for District Social Workers and mental health liaisons; or building principals to contact at-risk students and families. Support will be provided which includes, but is not limited to, direct access to social work services, access to the building principals via phone, emergency hotlines and outside mental health organizations. Each campus's building principal's phone number will serve as the main channel to address mental health concerns resulting from COVID-19.

All teachers will receive training on identification of at-risk students and the rapid referral processes for students at-risk mentally and emotionally. Select teachers and paraprofessionals have completed training related to trauma-informed best practices, social-emotional learning. Professional development will continue to be offered as the need arises. Current and comprehensive wellness resources, including MDE resources, will be available to students, families, and staff and dispersed online on the District's website, through email, social media and through each grades Learning Management System (LMS).

Staff will be encouraged to practice self-care to promote holistic wellness. Staff check ins and self-care techniques and resiliency strategies for staff will occur weekly at staff meetings. The staff will receive training on reporting protocols regarding their physical and mental health.

Communication regarding the return to school transition will occur in a variety of channels including, but not limited to, email, phone blasts, District website, social media, food distribution, mail and classroom LMS. These platforms will also include relevant information on helping families recognize and understand normal behavioral responses to crises, general best practices talking through trauma with children, as well as positive self-care strategies that promote health and wellness and the destigmatization of COVID-19.

Cole Academy Lansing and Cole Academy East Emergency Operations Plan will serve as each building's crisis management plan.

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

#### **Governance**

Cole Academy District's Return to Instruction and Learning Committee is led by District administration, Stacey Johnson and Annie Jasonowicz. It is comprised of Board of Director members as well as teachers and parents. Families returned a Continuous Learning survey on April 27. Families received a Return to School survey on Friday, June 19<sup>th</sup> and July 20<sup>th</sup>. Staff received two Continuous Learning surveys on March 30 and April 26. Staff received a Return to



Work survey on Wednesday, July 8<sup>th</sup>. These surveys have allowed us to take feedback and revamp our remote learning plan. According to overall feedback from the fall, 98% of families were satisfied with communication, 94% of families believed they were receiving the right amount of work and 79% of students were participating with virtual learning. We were able to use parent and teacher comments to revamp our Remote Learning Plan. Cole Academy's Remote Learning Plan will be communicated to parents on August 19 and 20 at Family Information Nights. Families will have the option of attending virtually. Families not present will be contacted by staff directly.

### **Remote Instruction**

Remote Learning Plans have been revised based on feedback from all stakeholders and student needs. Cole Academy plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Expectations were developed by the Return to Instruction and Learning Committee to develop best practices, assessment expectations, differentiation strategies, social and emotional learning needs as well as clear expectations of daily learning times and subject per grade. Cole Academy's plan for remote learning ensures:

- Students will start the year or continue to receive access to grade-level instruction and high quality, standards based instructional materials in every core subject
- Every student will be assessed on their level of understanding of materials using formative, summative and benchmark assessments.
- Mental and social- emotional health remains the main focus in remote learning.

In order to integrate synchronous (real time) and asynchronous (recorded or independent) learning, teachers will have set expectations to deliver standards-aligned curricular. The average length of learning per day for students is up to 240 minutes; depending on grade level. Below is a weekly sample outline for remote instruction.



Time or Duration	Lessons/Activity
8:00 am	Daily, virtual lessons posted
9:00 am	Daily, live morning meeting with in-person classmates and teacher
	Core Subjects (3-5 lessons per week)
60 minutes	Math Lesson (includes instruction, independent work, math missions)
20 minutes	Number Corner
60 minutes	ELA Lesson (includes mini lesson, independent practice)
	Core Subjects (1-3 week per week)
45 minutes	Science Lesson (includes Engage, Explore, Explain, Elaborate & Evaluate Stages)
45 minutes	Social Studies (includes instruction and group/independent work)
45 minutes	Art Lesson (includes instruction and independent work time)

To understand where students are academically and inform instructional decisions for teachers, students will be administered the NWEA MAP assessment virtually. This will serve as a benchmark assessment to assess progress. The times it will be given will be as following:

- Grade K-2: Fall and Spring
- Grades 3-6: Fall, Winter and Spring

Teachers will also use classroom assessments to determine mastery of content.

Cole Academy is committed to providing equal access to any alternative modes of instruction to students with disabilities consistent with their individualized education plans, including the provision of auxiliary services and 504 plans. Students with IEPs and 504 plans will be updated with accommodations and goals to reflect a remote learning environment, teacher and parent feedback and assessment data. An updated Continuation of Service plan will be set in place during a set meeting. Continuation of Service plans will include accessibility and assistive technology accommodations. Services provided will adhere with MDE policies and guidance. Cole Academy does not have students from birth to five, or career technical education programs, or transitioning to postsecondary.

Our in-person MTSS process will continue to take place virtually in remote learning. Our MTSS team consists of school administrators, teachers, paraprofessionals, interventionists, special



education teacher and necessary axillary staff. Teachers will identify students at-risk academically or behaviorally by filling out a form and submitting it to building administration and interventionists. Students receiving additional support or in need of additional support will be discussed at these monthly MTSS meetings.

Students receiving interventions will continue to do so in Remote Learning. Stakeholders will meet once a month to discuss and identify at risk students. Power standards based on Michigan PreK-12 standards will be identified and intervention support will be prioritized off these standards, with a focus on students in grades K-3. School specific data will be collected for all intervention programs to identify gaps in accessibility.

### **Communication and Family Supports**

Cole Academy will continue to use various communication system in order to reach all of our families through multiple modes. These include, but are not limited to, phone calls, email, social media, virtual meetings, mail, and home visits. Smore and Google Translate will ensure all communication may be given in each family's home language. Remote Learning expectations, daily instructional times, estimated workloads and grade- level proficiencies will be shared with families prior to the first day of school, Monday, August 24. This will be done through a virtual Family Information Night on August 20. Families will receive explicit instruction and support to access the grade-specific LMS and digital systems and tools. Workshops will take place periodically throughout the in-person learning school closure. Workshops and information will also be provided to families on appropriate, grade-specific strategies to help their student progress. This will be done through one-on-one conversations, provided resources or virtual workshops.

### **Professional Learning**

Cole Academy will adhere to our districtwide professional learning plan developed with teachers to provide ample opportunities for technology training. Cole Academy will partner with Ingham ISD to provide teachers with professional development surrounding remote teaching. These sessions will be offered to teachers and attended based on personal need. Teaching Tolerance will provide a three part, virtual professional learning series around equity and implicit-bias. Teachers will continue to collaborate through informal meetings, data dives and grade level meetings. At this time, teachers will share data surrounding student participation in remote learning from April 20 through June 10. This information, along with student growth data from March 2020 will be used to identify students who may need additional support. The NWEA MAP will also be given to garnish student data and progress. Teachers will be given specific remote teaching guidelines to establish consistency among the grades and guarantee teachers maintain an appropriate workload.



To prepare for the shift from in-person learning to remote learning, Cole Academy is currently surveying families to collect information on the number and type of devices to support remote learning. After August 3, staff members will call families who have not responded. With only 20% of responses District-wide, 60% of families have an appropriate number of devices for remote learning and 93% have access to high-speed internet. In order to ensure equitable access to learning for all our students, every attempt available will be made to supply students with a device. Additional devices have been purchased to meet demand. Desktops are also in triage to minimize the time that staff and students may be without a device. Physical packets will also be prepared for students with no or limited access to virtual learning.

Student attendance will be required in the same manner as in person instruction if they participate virtually, unless the student's guardian contacts school administration. Attendance will be recorded in one of three ways:

- Verification of physical existence: Physical existence is measured by logged contact with the school. This could include student communication or physical appearance in a virtual meeting.
- Evidence of Recent Activity: Student has completed and submitted the day's assignment.
- Two-Way Communication: Student and teacher have engaged in a two-way conversation

For students with access to virtual learning, submitted assignments will be graded in the same manner as in person instruction. Grade updates and feedback will be provided to students on their submitted assignment within their LMS. Teachers may also provide feedback and support via virtual meetings, email or phone calls as they are completed. Teachers will differentiate instruction within the platform to meet each students' needs and help them progress.

For students without access to virtual learning, or for students whose virtual learning isn't functional, submitted assignments will be graded in the same manner as in person instruction. Learning packets will be collected bi-weekly through a curbside service, mail or porch pick up. Teachers will review and grade the learning packet and provide a grade update and feedback during their weekly check in. Learning packets with grades and feedback will be returned to the student at the next bi-weekly curbside service, porch drop off or mail. A phone call will also be used as a follow up as needed. Work will be differentiated for each student based on progress and each students' needs.

Students will also have contact with their teacher through a weekly check in. At this time, teachers may give feedback, grades and the opportunity for students to self-assess their learning.

Cole Academy will employ a virtual teacher to assist in grades K-6 with online learning. An Educational Development Plan will be created for all virtual students.



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

### **Facilities**

Cole Academy will audit necessary materials and disinfection supplies with our cleaning provider, Ellis Cleaning. Ellis cleaning will wear level-1 while performing cleaning duties. Cleaning and disinfection protocols will be executed according to the CDC School Decision Tree in order to maintain the schools in good working order to prepare for the subsequent return of students.

Cole Academy will not coordinate with Local Emergency Management Programs for supplies. Ellis Cleaning will handle procurement of supplies.

If Ingham ISD contacts Cole Academy, we will coordinate a contingency plan to coordinate the use of each campus for essential actions.

### **Technology**

To prepare for the shift from in-person learning to remote learning, Cole Academy is currently surveying families to collect information on the number and type of devices to support remote learning. After August 3, staff members will call families who have not responded. With 45% of responses District-wide, 67% of families have an appropriate number of devices for remote learning and 94% have access to high-speed internet. In order to ensure equitable access to learning for all our students, every attempt available will be made to supply students with a device. Additional devices have been purchased to meet demand. Desktops are also in triage to minimize the time that staff and students may be without a device.

To prepare for distribution, all devices have been tested for workability and WiFi or wiring capability. Additional accessories have been ordered and will continue to be ordered through the front office staff. Assets will also be tracked by the front office staff.

To distribute and collect devices, District administrators will serve as the single point of contact at each building to plan and coordinate device distribution. Every device will be sanitized prior to distribution and collection as well as prior to a repair or replacement and maintenance. All devices have also been tested for assignment submission using each grades LMS. All devices will be collected at the end of each trimester for maintenance. These devices will not be bagged at collection. A vendor is not need to assist with processing, returning and maintaining devices.

Devices will be monitored for usage and compliance with online programs through Google for Education Management Console. This will also be used to identify families to contact to troubleshoot problems with access. Relevant technology policies will also be updated in the Student Handbook to include remote learning.

Communication will be sent to families to explain our technology support plan. District administrators will serve as the single point of contact at each building to serve as a technology, “Help Desk.” Staff will also receive information on platforms and tools in order to assist



troubleshooting. If technology issues cannot be troubleshoot internally, administration will contact our technology consultant. Cole Academy's technology consultant information will not be published on our District website. To minimize the time that students are without a device, priority will be given based on the family's level of need.

Cole Academy will not currently develop a District technology plan or family support plan prior to the start of the school year but will work towards creating these plans during our strategic planning throughout the 2020-2021 school year.

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

Cole Academy's 2020-2021 budget was developed using CARES act fund to increase technology and virtual programming for students and staff. All decisions were made with possible fluctuating enrollment and additional resources needed for remote learning.

Cole Academy is working with Okemos Food Service and our local health department to ensure food nutrition and meals are provided while in-building learning is suspended. Cole Academy will offer food distribution onsite to provide free meals for any child 18 and under and for young adults with special needs age 26 and under. Meals will be available curbside pick-up Monday and Thursday from 10-12pm and 4-6pm at East and 11:30-1:30pm and 4-6pm at Lansing. Monday pickup will include 3 breakfasts and 3 lunches. Thursday pickup will include 4 breakfasts and 4 lunches. Communication of food services will occur in a variety of channels including, but not limited to, email, phone blasts, District website, social media, food distribution, printed flyers and classroom LMS. At-risk students will be identified and contacted as needed.

Both campuses have assessed staff retention and preexisting conditions have been identified. Cole Academy District is currently fully staffed. At this time, there is no need to work with the MDE to understand hiring in a remote environment. Cole Academy works closely with legal counsel and our HR company, CS Partners, to update hiring procedures as needed.

In a remote learning environment, teachers are expected to post daily lesson plans by 8:00am. Teachers will maintain a 40 hour a week working following these expectations:

- Post lessons/activities at the indicated time on the schedule.
- Monitor and respond to each student's post/message within 24 hours with encouraging feedback.
- Communicate and troubleshoot with students and families who are struggling with curriculum and learning.
- Develop ways to meet individual student needs and develop plans for further differentiation.
- Use assessments and completed assignments to determine trimester grade.
- Report daily attendance.
- Conference with parents and students via phone or video, as needed.
- Maintain a healthy, manageable work-life balance.





Other district employees will be utilized to help with teaching online, interventions, food distribution, assist with student check ins, make and distribute hard copy materials, conduct porch drop offs, and other as assigned by administration.

In a remote learning setting, students will follow the following expectations:

- Be responsible for your learning and know your schedule.
- Use Seesaw (K-3) and Google Classroom (4-6) to access assignments and to post completed assignments.
- Complete all required assignments by their due dates.
- Attend each morning meeting in order to check in for attendance and discuss targeted skills/schedules/daily tasks.
- Dress appropriately for virtual class meetings.
- Uphold Cole Academy behaviors and academic expectations.
- Comply with Cole Academy's Internet Acceptable Use Policy.

In a remote learning setting, parents and guardians will follow the following expectations:

- Establish routines and expectations for your student.
- Take an active role in helping your student process and complete their learning.
- Check your student's SEESAW or GOOGLE account daily.
- Follow attendance policies.
- Extend classroom learning by incorporating families discussions around content being taught.
- Define a physical space for your child's work.
- Check classroom communication platforms (DOJO, Remind, email, etc..) daily.
- Check the school website and communicate with office staff as needed.
- Communicate proactively with your student's teacher if your student needs support or cannot meet deadlines.
- Only contact your student's teacher during their office hours (these will vary depending on the teacher's schedule).
- Proactively seek out and communicate with school administrators as mental health needs arise.

Grade level time on learning recommendations will be provided to teachers. Teachers will communicate these expectations to parents at a virtual Family Information Night on Thursday, August 27 at 7:00pm.

Student attendance will be required in the same manner as in person instruction unless the student's guardian contacts school administration. Attendance will be recorded in one of three ways:

- Verification of physical existence: Physical existence is measured by logged contact with the school. This could include student communication or physical appearance in a virtual meeting





- Evidence of Recent Activity: Student has completed and submitted the day's assignment
- Two-Way Communication: Student and teacher engage in a two-way conversation



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

### **Phase 4 Safety Protocols**

#### **Personal Protective Equipment**

Cole Academy will comply with all required PPE protocols during Phase 4 In-Person instruction. All Cole Academy staff will wear masks throughout their work day, except during their meals. Students in grades K-6<sup>th</sup> will wear masks in hallways, while moving through the cafeteria, and when using shared bathrooms. Students will not wear masks for meals. Cole Academy will supply staff with both disposable and washable face masks for their daily duties. Homemade masks will be washed daily by staff and disposable masks will be thrown away at the end of daily duties. Staff and students who are not medically able to wear masks will need to provide a physician's note indicating so. These students will wear an alternate covering such as a face shield during transitions and in hallways. Students who do not comply will be given a warning before their family is required to pick them up from school. If student continues to refuse, disciplinary action will be taken by building principal. Cole Academy staff who do not comply with the required protocol will be reported to HR and disciplinary action will be taken, if deemed necessary by HR.

Cole Academy will not require masks to worn by students who are in their home classroom or in a shared space with their own classmates in Grades K-5. Students in Grade 6 are required to wear their mask in their home classroom and in a shared space with their own classroom indoors. Grade 6 students may take off their mask when in an outside space, practicing social distancing.

#### **Hygiene**

Cole Academy will provide students and staff adequate supplies to support healthy hygiene behaviors. These supplies include hand sanitizer (with at least 60% alcohol), paper towels, soap, tissue. Proper hand washing techniques signs will all be present throughout the schools. Daily, extensive cleaning by a professional janitorial staff will ensure frequent checks on supply amounts in each building. There is access to portable hand sanitizing stations at the main doors of each school building. Classroom teachers and paraprofessionals will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. Classroom teachers will set aside class handwashing time every 2-3 hours and explicitly teach how to cough and how to clean up afterwards. All instructional staff will limit sharing of personal items, such as writing utensils and art supplies, and work to keep students' personal belongings separate from others. Shared materials will be disinfected between use.

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



Cole Academy cannot space student work spaces six feet apart, however, in classrooms where larger tables are utilized students will be spaced as far apart as feasible. Classrooms using desks will arrange desks facing the same direction, if possible. Classrooms who use tables for student seating will limit the number of students at each table, if possible. Teachers will try to maintain social distancing as much as possible with students. Social distancing signs and reminders will be displayed throughout each building using floor decals and other markings to indicate six-foot intervals. Proper handwashing and social distancing signage will be used outside of shared bathrooms. In the rare case of an adult guest entering the building, that person will be screened for symptoms.

Cole Academy will not allow any family members and other guests in the school building except under extenuating circumstances. Classroom seating is not conducive for spacing students six feet apart due to size of the rooms.

### **Screening Students and Staff**

Cole Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students will have their temperature taken in their cars. Students who have a fever of 100.4 degrees or higher will not be permitted in the building. Parents will be given a form to screen students outlining the responsibility of the parent and the responsibility of the school. A recommendation for what parents should ask to screen from symptoms every day prior to sending students to school. It will be the parents responsibility to report to the school district if their student is experiencing symptoms or has had close contact with a person who tests positive for COVID-19.

Staff members will follow all CS Partners screening protocols. All staff members will check their temperature and complete a health screener when reporting to work. Staff members with a temperature 100.4 degrees or higher will not be permitted to report to work.

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

Cole Academy will cooperate with the local public health department regarding testing protocols and response to a positive case. Cole Academy will notify the health department right away if we become aware of a case of COVID-19. The health department will assist in contact tracing. Other than select individuals, the person's identity will be kept confidential, following FERPA and HIPAA. The health department will determine who may have been exposed. These individuals are encouraged to contact their physician for testing recommendations. The health department will determine who should quarantine on a case by case basis.

Individuals who live in the same house as a COVID-19 positive person will be excluded from the school. If a household member of a person within the school is pending COVID-19 test results,



they will be excluded from the school until test results are in. If a household member within the school had close contact with a known positive COVID-19 case, the person within the school will monitor for symptoms.

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

Cole Academy will cooperate with local public health departments if a confirmed case of COVID-19 is identified, while maintaining confidentiality. Cole Academy will collect the contact information for any close contacts of the affected individual. A person will be considered contagious starting 2 days before they started showing symptoms, or 2 days before their positive COVID-19 test if they are asymptomatic. Close contact with considered within 6 feet, for at least 15 minutes, of the affected individual.

If a student has symptoms of COVID-19 and tests positive with a nasal/throat swab, the student will be kept out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms. They must stay out of school until test results are available. There will not be a need to get a doctor's note to clear the student to school if they need these criteria.

If a student has symptoms of COVID-19 and no test for COVID-19 was done, the student will be kept out of school until it has been at least 10 days from the first day they had symptoms AND they have had 24 hours with no fever and have improving symptoms.

If a staff member has symptoms of COVID-19, they will be excluded from work and encouraged to follow up with their healthcare provider. They will not return until at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved. Employees will not be required to provide a COVID-19 test result.

Each building has identified a quarantine area and a staff person to care for students who become ill at school. At our Lansing campus, the library will be used as a quarantine area and front office staff will be designated to care for ill students. At our East Lansing campus, our front office will be used as a quarantine area and office staff will be designated to care for ill students. Students who become ill with symptoms of COVID-19 will be placed in the designated quarantine area within the building and given a surgical face mask until they are picked up.

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

Cole Academy will prohibit whole school assemblies and field trips. Meals will be eaten in the gym/cafeteria and students will be eating at tables with as much space between them as feasible. Students will sit with their classmates. Classes' tables will be spaced six-feet apart. Serving and cafeteria staff will use barrier protection, gloves, face masks and face shields. Students and staff



will wash hands before every meal and in-between class meal times as well as use disposable utensils. Extracurricular activities will be postponed until Phase 5.

Cole Academy will not use classrooms for meals at school.

Students who are learning virtually will be provided with the option to pick up a 5-day pack of food for breakfast and lunch. These will be distributed during scheduled weekly materials pick up on Mondays.

### **Athletics**

Cole Academy does not have athletic teams or sports at either building therefore the protocols related to athletics are not applicable.

### **Cleaning**

Frequently touched surfaces will undergo cleaning at least every four hours with an EPA-approved disinfectant at both schools. All shared spaces at Cole Academy will be cleaned after every class use using an EPA-approved disinfectant. Student desks or tables will be wiped down in between use throughout the day. Playground structures will be cleaned weekly. Staff performing cleaning duties will wear gloves, surgical masks, face shield and store cleaning supplies away from children.

### **Busing and Student Transportation**

Cole Academy does not provide student transportation or busing, therefore the protocols related to busing and student transport are not applicable.

### **Medically Vulnerable Students and Staff**

Cole Academy will systematically review all current student plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. Cole Academy has established a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and will honor requests made for alternative learning or work assignments.

Following health department guidance, Cole Academy will require documentation from a medical professional to support student/staff inability to medically tolerate a facial covering. People who are unable to tolerate a facial covering will be asked to wear a plastic shield.

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



Cole Academy’s mission for our students to “receive developmentally-appropriate instruction that allows for individual differences and learning styles in a safe, orderly, caring and supportive environment” is at the heart of our mental & social emotional well-being focus for the return to school. Our first step will be to develop a mental health screener with our district social worker and mental health liaison for all of students, K-6<sup>th</sup> grade. Second, both buildings will communicate to all stakeholders’ various channels for addressing mental health concerns. These include but are not limited to direct access to the building principals via phone, direct email access to the District mental health liaison as well as emergency hotlines to outside mental health organizations.

Staff will be equipped with guidelines for identification and rapid referral processes for students at-risk mentally and emotionally. Select teachers and paraprofessionals have completed trauma-informed training and all classroom teachers will receive step-by-step instructions for student referral. Self-care tools, and resources for students and families will be easily accessible and each building will utilize our district social worker for referrals, communications and public-facing wellness materials. Current and comprehensive wellness resources, including MDE resources, will be available to students, families, and staff at both campuses in central locations (office area, staff lounge, community hub boards, etc.) as well as through online avenues to cater to our virtual population.

Building administrators will promote staff self-care techniques and resiliency strategies for staff at our biweekly staff meetings. Building leadership will communicate the return to school transition, both in-person and online, to families while focusing on helping families recognize and anticipate normal behavioral responses to trauma, general best practices regarding trauma and children, as well as strategies to promote health and wellness and the destigmatization of COVID-19.



## **Phase 4 Instruction**

### **Governance**

Cole Academy's Return to Instruction and Learning Committee is comprised of Board members, District CAO; Stacey Johnson, and building principal Annie Jasonowicz as well as lead teachers and parents. Family received a Return to School survey on Friday June 19<sup>th</sup>. Staff received a Return to School survey on Wednesday July 8<sup>th</sup>. The district's remote learning plan has been revamped using feedback from families and staff with the understanding that at some point during the school year we will return to Phases 1-2-3. The updated plan will be shared electronically and again with all families at scheduled Family Information Nights.

### **Instruction**

For the 2020-21 school year, the board of education will allow instruction of all courses normally taught as traditional/seated courses to be adapted for delivery in a virtual format.

Cole Academy's two options for learning will both deliver standards-based curricula using high quality instructional materials and resources. Expectations for both school leaders and teachers during remote learning were developed together for best practices, assessment expectations, differentiation methods, inclusion of social and emotional learning as well as clear expectations of daily learning times and subject per grade. Cole Academy's instructional vision ensures;

- Every student, no matter what option they choose for instruction, will start the year with access to grade-level instruction and high-quality, standards based instructional materials in every core subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative, screening and diagnostic assessments.
- Social and Emotional learning will be addressed with a focus on strengthening student connections.

District teachers will work to identify power standards based on Michigan preK-12 standards that identify the major work of their grade level and prioritize those for learning to accelerate instruction. Students with IEPs and 504 plans will be updated with revisions made necessary to the student's needs and delivery method with parent input. Intervention and support services will be provided based on programs and learning environments. General education and special education teachers will collaborate delivery methods for each student based on their choice in instructional method (face-to-face or virtual) in terms of assessments and IEP outlined instruction. School specific inventories will be collected for all intervention programs and services available to students to identify gaps in accessibility. Students with IEP services, who choose virtual learning will have updated Continuation of Services plan for resource room, social work, occupational therapy, physical therapy, and/or speech and language services.



## **Communications and Family Supports**

Cole Academy will continue to use various communication systems in order to reach all of our families through multiple modes (i.e. all calls, email, social media, virtual meetings). Return to school expectations, schedules, assessments and plans for different scenarios will be provided to families prior to the first day of school on Monday, August 24, 2020. Families will also be given resources to offer support and training for digital systems used for instruction, digital literacy resources (Waterford, IXL) and strategies for supporting their student's learning at home prior to the start of school.

Cole Academy will employ a virtual teacher to assist students and teachers. They will help upload lessons, respond to student and parent questions, provide interventions, set up small group and whole group Zoom, provide technology support, etc. Each student who is learning virtually will have an Educational Development Plan.

Cole Academy does not have students transitioning to post-secondary schooling.

## **Professional Learning**

Cole Academy will offer our staff adequate time and opportunities to plan for identifying power standards based on Michigan preK-12 standards in order to prioritize those for learning to accelerate instruction. Teachers will have data on every student in their classroom relating to each student's participation in virtual learning from April 20, 2020 through June 10, 2020. This information along student growth data from March 2020 will be used to identify students who potentially need additional support in whichever mode of instruction the student is using.

Cole Academy will not develop a new plan for professional learning around restorative practices, digital systems and their uses and remote learning. We will adhere to our districtwide professional learning plan developed with teachers to provide ample opportunities for technology training.

## **Instruction**

Cole Academy will ensure that every student has access to standards-based learning, assessments to determine their readiness as well as access to supports and scaffolds for their academic and social-emotional learning. Monthly checkpoints with building administrators will review student progress and data to determine the need for additional supports. Student IEPs will be reviewed with parents and teachers to determine if additional supports or time is needed due to the abrupt school closure in March. All teachers will explicitly teach the use of digital tools with their in-person students and their families in case of a return to Phase 1, 2, or 3.

Cole Academy will ensure all students have adequate connectivity and devices necessary to engage in virtual learning. Cole Academy will develop attendance systems for daily tracking of





online participation. Teachers will provide feedback and/or grades based on the quality of student work with self-assessment and reflection opportunities.

## **Phase 4 Operations**

### **Facilities**

Cole Academy, in conjunction with our cleaning provider, Ellis Cleaning, will audit necessary materials and disinfection supplies. Staff will have school-level guidance for cleaning and disinfecting all core assets. Frequently touched surfaces including light switches, door handles and bathrooms will be cleaned at least every four hours by custodial staff. Ellis Cleaning will receive changes in OSHA or CDC guidelines based on each buildings' status of community spread. Building administrators will meet with Ellis Cleaning monthly to review and make adjustments regarding cleaning and disinfection including prior to the start of school. Water fountains will be closed. Students may bring personal water bottles and use a water bottle station or sink to refill their bottles. Cole Academy has audited all buildings' rooms, size of rooms, ventilation systems, proper signage, and school security protocols. HVAC systems at our Lansing campus will be checked prior to school opening to ensure efficient operation. Air filters will be assessed and changed if necessary, quarterly. Ellis Cleaning will wear level-1 surgical masks for cleaning and utilize the CDC School Decision Tree for protocols. Cole Academy will have a supply of level-1 face coverings available for our students and staff. Every classroom will be equipped with appropriate supplies for discarding waste upon entry and exit.

Cole Academy will not coordinate with Local Emergency Management Programs for supplies. Our district cleaning provider will handle procurement of supplies. Cole Academy does not have any additional facilities that could be used for learning. Cole Academy does not train Ellis Cleaning staff. Ellis Cleaning will not deep clean throughout the summer months, only through the school months and over short-term closures for resumption of school. Cole Academy does not employ school security personnel.

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

Cole Academy's 2020-2021 budget was developed using CARES act funding to increase cleaning services at both buildings. All decisions were made with possible fluctuating enrollment, additional resource needs and a decrease in funding in mind.

Cole Academy is working with Okemos Food Service and our local health departments to ensure food handling changes are implemented immediately and reflect real time health guidance.

All Cole Academy students will be dropped off to school via curbside service through parent/family transportation. Staff will be present during drop off from 7:45 am-8:15 am to oversee traffic. Dismissal will also be done in a curbside fashion. All families will have



corresponding numbers to their students and students will be escorted to their car by a staff member. Dismissal will begin at 3:15 pm. Master schedules for each building will be distributed to families within the first week of school.

Both campuses have assessed staff retention and students with preexisting conditions have been identified. Cole Academy coordinates adult and student services with the Ingham Intermediate School District for both campuses. Cole Academy works closely with legal counsel and our human resources partner to address any potential liability concerns relative to COVID-19. All district staff but one is returning and the position has already been filled. Hiring due to Cole Academy East's expansion into third and fourth grade is complete and was conducted through both in-person and virtual interviews. All new staff will be oriented to old and new operational changes via their mentor teacher and building administrator.

Any policy and procedure changes will be shared with stakeholders prior to the start of school, Monday August 24, 2020. School handbooks will be updated with these new policies and procedures and distributed digitally or in print to parents/guardians for their review/signature. Foreseeable changes will include but are not limited to attendance changes, arrival/dismissal procedures, etc.... All changes will be reviewed with staff the week of August 17, 2020.

Cole Academy will be utilizing the Red Rover substitute system for guest teachers/paraprofessionals beginning Monday August 24, 2020. This a new system being used by the majority of the Ingham ISD's schools.

Cole Academy does not have a collective bargaining unit. Cole Academy does not have any underutilized staff to redeploy elsewhere.

### **Technology**

In the event that the Academy is required to close in-person instruction, Cole Academy has surveyed families to collect information on the availability of devices and connectivity in relation to virtual learning instruction demands. Despite the Phase, Cole Academy will have the ability to move to all remote learning based on our current data as we have worked to ensure equitable access to learning for all of our students. Our district administrators serve as the single point of contact/lead for technology issues and support. Our staff will be providing each other with training and support for remote learning for the classroom. All Wi-Fi access points and wired network devices have been tested. Device setup will be done by an outside vendor but technology support and asset tracking will be done internally. Each campus procedure for the distribution and return of devices is done by the front office staff and includes sanitization of devices going out and coming in, ordering of additional accessories, and conducting repairs.

Cole Academy will not develop a district technology plan or family support plan prior to the start of school but will work towards creating these plans during our Strategic planning throughout the



2020-2021 school year. Due to our small size, Cole Academy does not have the need to hire an outside vendor for maintaining devices, or assign technology process leaders, family technology liaisons, or on-site triage members. Devices will not be bagged during distribution or return.

### **Transportation**

Cole Academy does not provide transportation, therefore the protocols related to busing and student transportation are not applicable.



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

### Phase 5 Safety Protocols

Differences between Phase 4 protocols and Phase 5 are written in *italicized* and **bold** font.

#### Personal Protective Equipment

*All Cole Academy staff and students in grades K-6th will wear masks in hallways, while moving through the cafeteria, and when using shared bathrooms. Students and staff will not wear masks for meal.* Cole Academy will supply staff with both disposable and washable face masks for their daily duties. Homemade masks will be washed daily by staff and disposable masks will be thrown away at the end of daily duties. Staff and students who are not medically able to wear masks will need to provide a physician's note indicating so. Students who do not comply will be given a warning before their family is required to pick them up from school. If student continues to refuse, disciplinary action will be taken by building principal. Cole Academy staff who do not comply with the required protocol will be reported to HR and disciplinary action will be taken, if deemed necessary by HR.

*Cole Academy will not require masks for staff and students who are in their home classroom or in a shared space with their own students/classmates.*

#### Hygiene

Cole Academy will provide students and staff with adequate supplies to support healthy hygiene behaviors. These supplies include hand sanitizer (with at least 60% alcohol), paper towels, soap, tissue. Proper hand washing signs will all be present throughout the schools. Daily, extensive cleaning by a professional janitorial staff will ensure frequent checks on supply amounts in each building. There is access to portable hand sanitizing stations at the main doors of each school building. Classroom teachers and paraprofessionals will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. Classroom teachers will set aside class handwashing time every 2-3 hours and explicitly teach how to cough and how to clean up afterwards. All instructional staff will limit sharing of personal items, such as writing utensils and art supplies, and work to keep students' personal belongings separate from others. Shared materials will be disinfected between use.

#### Spacing, Movement, and Access

Cole Academy cannot space student work spaces six feet apart, however, in classrooms where larger tables are utilized students will be spaced as far apart as feasible. Classrooms using desks will arrange desks facing the same direction, if possible. Classrooms who use tables for student seating cannot face students in the same direction. Teachers will try to maintain social distancing



as much as possible with students. Social distancing signs and reminders will be displayed throughout each building using floor decals and other markings to indicate six-foot intervals. Proper handwashing and social distancing signage will be used outside of shared bathrooms. ***Cole Academy will allow scheduled family members and other guests in the school building pending temperature screenings and masks as they move throughout the building.***

Classroom seating is not conducive for spacing students six feet apart due to size of the rooms.

### **Screening Students and Staff**

Cole Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. Each building has identified a quarantine area and a staff person to care for students who become ill at school. At our Lansing campus, the library will be used as a quarantine area and front office staff will be designated to care for ill students. At our East Lansing campus, our front office will be used as a quarantine area and office staff will be designated to care of ill students. Students who become ill with symptoms of COVID-19 will be placed in the designated quarantine area within the building and given a surgical face mask until they are picked up.

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

Cole Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students and staff who show COVID-19 symptoms should wear a mask and be transported by designated persons or ambulance if clinically unstable for off-site testing. Cole Academy will follow guidelines and protocols set for each person's doctor in terms of next steps. All staff will be subject to self-screenings daily. Families will be notified of the presence of any positive test results to encourage closer observation for any symptom at home. These screenings include a temperature check and symptom/tracing questionnaire. Student and staff temperatures must be less than 100.4 degrees. Should a COVID-19 positive staff, student or family member be discovered, Cole Academy will contact the Ingham Health Department and Cole Academy East will contact the Mid-Michigan District Health Department for tracing and communication of the positive report.

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

Cole Academy will cooperate with local public health departments if a confirmed case of COVID-19 is identified, while maintaining confidentiality, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.



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

Cole Academy will prohibit whole school assemblies and field trips. Meals will be eaten in the gym/cafeteria and students will be eating at tables with as much space between them as feasible. Classes' tables will be spaced six-feet apart. Serving and cafeteria staff will use barrier protection, gloves, face masks and face shields. Students and staff will wash hands before every meal and in-between class meal times as well as use disposable utensils. *Extracurricular activities will continue only with the use of facial coverings used by staff and students.*

Cole Academy will not use classrooms for meals at school.

### **Athletics**

Cole Academy does not have athletic teams or sports at either building, therefore the protocols related to athletics are not applicable.

### **Cleaning**

Frequently touched surfaces will undergo cleaning at least every four hours with an EPA-approved disinfectant at both schools. All shared spaces at Cole Academy will be cleaned after every class use using an EPA-approved disinfectant. Student desks or tables will be wiped down in between use throughout the day. Staff performing cleaning duties will wear gloves, surgical masks, face shield and store cleaning supplies away from children.

*Playground structures will not be cleaned weekly.*

### **Busing and Student Transportation**

Cole Academy does not provide student transportation or busing, therefore the protocols related to busing and student transport are not applicable.

### **Medically Vulnerable Students and Staff**

Cole Academy will systematically review all current student plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. Cole Academy has established a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and will honor requests made for alternative learning or work assignments.



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

Differences between Phase 4 protocols and Phase 5 are written in *italicized* and **bold** font.

Cole Academy’s mission for our students to “receive developmentally-appropriate instruction that allows for individual differences and learning styles in a safe, orderly, caring and supportive environment” is at the heart of our mental & social emotional well-being focus for the return to school. Our first step will be to develop a mental health screener with our district social worker and mental health liaison for all of students, K-6th grade. Second, both buildings will communicate to all stakeholders’ various channels for addressing mental health concerns. These include but are not limited to direct access to the building principals via phone, direct email access to the District mental health liaison as well as emergency hotlines to outside mental health organizations.

Staff will be equipped with guidelines for identification and rapid referral processes for students at-risk mentally and emotionally. Select teachers and paraprofessionals have completed trauma-informed training and all classroom teachers will receive step-by-step instructions for student referral. Self-care tools, and resources for students and families will be easily accessible and each building will utilize our district social worker for referrals, communications and public-facing wellness materials. Current and comprehensive wellness resources, including MDE resources, will be available to students, families, and staff at both campuses in central locations (office area, staff lounge, community hub boards, etc....) as well as through online avenues to cater to our virtual population.

Building administrators will promote staff self-care techniques and resiliency strategies for staff at our biweekly staff meetings. Building leadership will communicate the return to school transition, both in-person and online, to families while focusing on helping families recognize and anticipate normal behavioral responses to trauma, general best practices regarding trauma and children, as well as strategies to promote health and wellness and the destigmatization of COVID-19.





## **Phase 5 Instruction**

Differences between Phase 4 protocols and Phase 5 are written in italicized and bold font.

### **Governance**

Cole Academy's Return to Instruction and Learning Committee is comprised of Board members, District CAO; Stacey Johnson, and building principal Annie Jasonowicz as well as lead teachers and parents. Family received a Return to School survey on Friday June 19th. Staff received a Return to School survey on Wednesday July 8th. The district's remote learning plan has been revamped using feedback from families and staff with the understanding that at some point during the school year we may return to Phases 1-2-3. The updated plan will be shared electronically and again with all families at scheduled Family Information Nights.

### **Instruction**

For the 2020-21 school year, the board of education will allow instruction of all courses normally taught as traditional/seated courses to be adapted for delivery in a virtual format.

Cole Academy's two options for learning will both deliver standards-based curricula using high quality instructional materials and resources. Expectations for both school leaders and teachers during remote learning were developed together for best practices, assessment expectations, differentiation methods, inclusion of social and emotional learning as well as clear expectations of daily learning times and subject per grade. Cole Academy's instructional vision ensures;

- Every student, no matter what option they choose for instruction, will start the year with access to grade-level instruction and high-quality, standards based instructional materials in every core subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative, screening and diagnostic assessments.
- Social and Emotional learning will be addressed with a focus on strengthening student connections.

District teachers will work to identify power standards based on Michigan preK-12 standards that identify the major work of their grade level and prioritize those for learning to accelerate instruction. Students with IEPs and 504 plans will be updated with revisions made necessary to the student's needs and delivery method with parent input. Intervention and support services will be provided based on programs and learning environments. General education and special education teachers will collaborate delivery methods for each student based on their choice in instructional method (face-to-face or virtual) in terms of assessments and IEP outlined instruction. School specific inventories will be collected for all intervention programs and services available to students to identify gaps in accessibility. Students with IEP services, who





choose virtual learning will have updated Continuation of Services plan for social work, occupational therapy, physical therapy, and/or speech and language services.

Cole Academy does not have students transitioning to post-secondary schooling.

### **Communications and Family Supports**

Cole Academy will continue to use various communication systems in order to reach all of our families through multiple modes (i.e. all calls, emails, social media, virtual meetings). Return to school expectations, schedules, assessments and plans for different scenarios will be provided to families prior to the first day of school on Monday August 24, 2020. Families will also be given resources to offer support and training for digital systems used for instruction, digital literacy resources (Waterford, IXL) and strategies for supporting their student's learning at home prior to the start of school.

### **Professional Learning**

Cole Academy will offer our staff adequate time and opportunities to plan for identifying power standards based on Michigan preK-12 standards in order to prioritize those for learning to accelerate instruction. Teachers will have data on every student in their classroom relating to each student's participation in virtual learning from April 20, 2020 through June 10, 2020. This information along student growth data from March 2020 will be used to identify students who potentially need additional support in whichever mode of instruction the student using.

Cole Academy will not develop a new plan for professional learning around restorative practices, digital systems and their uses and remote learning. We will adhere to our districtwide professional learning plan developed with teachers to provide ample opportunities for technology training.

### **Instruction**

Cole Academy will ensure that every student has access to standards-based learning, assessments to determine their readiness as well as access to supports and scaffolds for their academic and social-emotional learning. Monthly checkpoints with building administrators will review student progress and data to determine the need for additional supports. Student IEPs will be reviewed with parents and teachers to determine if additional supports or time is needed due to the abrupt school closure in March. All teachers will explicitly teach the use of digital tools with their in-person students and their families in case of a return to Phase 1, 2, or 3.

Cole Academy will ensure all students have adequate connectivity and devices necessary to engage in virtual learning. Cole Academy will develop attendance systems for daily tracking of



online participation. Teachers will provide feedback and/or grades based on the quality of student work with self-assessment and reflection opportunities.

## **Phase 5 Operations**

Differences between Phase 4 protocols and Phase 5 are written in italicized and bold font.

### **Facilities**

Cole Academy, in conjunction with our cleaning provider, Ellis Cleaning, will audit necessary materials and disinfection supplies. Staff will have school-level guidance for cleaning and disinfecting all core assets. Frequently touched surfaces will be cleaned several times a day. Ellis Cleaning will receive changes in OSHA or CDC guidelines based on each buildings' status of community spread. Building administrators will meet with Ellis Cleaning monthly to review and make adjustments regarding cleaning and disinfection including prior to the start of school. Cole Academy has audited all buildings' rooms, size of rooms, ventilation systems, proper signage, and school security protocols. HVAC systems at our Lansing campus will be checked prior to school opening to ensure efficient operation. Air filters will be assessed and changed if necessary, quarterly. Ellis Cleaning will wear level-1 surgical masks for cleaning and utilize the CDC School Decision Tree for protocols. Cole Academy will have a supply of level-1 face coverings available for our students and staff. Every classroom will be equipped with appropriate supplies for discarding waste upon entry and exit.

Cole Academy will not coordinate with Local Emergency Management Programs for supplies. Our district cleaning provider will handle procurement of supplies. Cole Academy does not have any additional facilities that could be used for learning. Cole Academy does not train Ellis Cleaning staff. Ellis Cleaning will not deep clean throughout the summer months, only through the school months and over short-term closures for resumption of school. Cole Academy does not employ school security personnel.

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

Cole Academy's 2020-2021 budget was developed using CARES act funding to increase cleaning services at both buildings. All decisions were made with possible fluctuating enrollment, additional resource needs and a decrease in funding in mind.

Cole Academy is working with Okemos Food Service and our local health departments to ensure food handling changes are implemented immediately and reflect real time health guidance.

All Cole Academy students will be dropped off to school via curbside service through parent/family transportation. Staff will be present during drop off from 7:45 am-8:15 am to oversee traffic. Dismissal will also be done in a curbside fashion. All families will have



corresponding numbers to their students and students will be escorted to their car by a staff member. Dismissal will begin at 3:15 pm. Master schedules for each building will be distributed to families within the first week of school.

Both campuses have assessed staff retention and students with preexisting conditions have been identified. Cole Academy coordinates adult and student services with the Ingham Intermediate School District for both campuses. Cole Academy works closely with legal counsel and our human resources partner to address any potential liability concerns relative to COVID-19. All district staff but one is returning and the position has already been filled. Hiring due to Cole Academy East's expansion into third and fourth grade is complete and was conducted through both in-person and virtual interviews. All new staff will be oriented to old and new operational changes via their mentor teacher and building administrator.

Any policy and procedure changes will be shared with stakeholders prior to the start of school, Monday August 24, 2020. School handbooks will be updated with these new policies and procedures and distributed digitally or in print to parents/guardians for their review/signature. Foreseeable changes will include but are not limited to attendance changes, arrival/dismissal procedures, etc.... All changes will be review with staff the week of August 17, 2020.

Cole Academy will be utilizing the Red Rover substitute system for guest teachers/paraprofessionals beginning Monday August 24, 2020. This a new system being used by the majority of the Ingham ISD's schools.

Cole Academy does not have a collective bargaining unit. Cole Academy does not have any underutilized staff to redeploy elsewhere.

### **Technology**

In the event that the Academy is required to close for in-person instruction Cole Academy has surveyed families to collect information on the availability of devices and connectivity in relation to virtual learning instruction demands. Despite the Phase, Cole Academy will have the ability to move to all remote learning based on our current data as we have worked to ensure equitable access to learning for all of our students. Our district administrators serve as the single point of contact/lead for technology issues and support. Our staff will be providing each other with training and support for remote learning for the classroom. All Wi-Fi access points and wired network devices have been tested. Device setup will be done by an outside vendor but technology support and asset tracking will be done internally. Each campus procedure for the distribution and return of devices is done by the front office staff and includes sanitization of devices going out and coming in, ordering of additional accessories, and conducting repairs.

Cole Academy will not develop a district technology plan or family support plan prior to the start of school but will work towards creating these plans during our Strategic planning throughout the



2020-2021 school year. Due to our small size, Cole Academy does not have the need to hire an outside vendor for maintaining devices, or assign technology process leaders, family technology liaisons, or on-site triage members. Devices will not be bagged during distribution or return.

Families will be orientated to technology for online learning during scheduled virtual Family Information Nights the week before school begins. Two sessions will be offered to accommodate in-person learning and virtual learning.

### **Transportation**

Cole Academy does not provide transportation, therefore the protocols related to busing and student transport are not applicable.

## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Friday, August 14, 2020 12:37 PM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



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STATE SUPERINTENDENT

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

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