



Presque Isle Academy's Mission:

To provide students the opportunity to be in control of their education and safe in their learning environment.

Presque Isle Academy's Vision:

Providing innovative and responsive educational experiences through non-traditional programs that effectively meets the needs of at-risk students.

Presque Isle Academy is a small alternative education high school aimed at providing a different approach to education. With flexibility and creativity, the school is dedicated to individualizing education to fit the needs of our student. Our blended curriculum creates an environment that is suitable for all learning types. Our goal is to make a family of learners.

Presque Isle Academy COVID-19 Preparedness and Response Plan

Address of School District: Presque Isle Academy

District Code Number: 71902

Building Code Number(s): 08867

District Contact Person: Andrew Stibitz

District Contact Person Email Address: pia@presqueisleacademy.com

Local Public Health Department: District Health Department #4

Local Public Health Department Contact Person Email Address: hblack@dhd4.org

Name of Intermediate School District: Cheboygan, Otsego, Presque Isle ESD (COPESD)

Name of Authorizing Body: Bay Mills Community College

Date of Adoption by Board of Directors: 8-11-2020



Assurances

Presque Isle Academy commits to implement the following as outlined in the Governor's Executive Order 2020-142.

1. 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 school.
2. 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.
3. The Academy will be closed to in-person instruction should the region in which it is located return to Phases 1-3 of the Michigan Safe Start Plan.
4. The Academy will suspend all after-school and other school activities and events should the region in which it is located return to Phases 1-3 of the Michigan Safe Start Plan.
5. 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.
6. 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.
7. The Academy prohibits indoor assemblies that bring together students from more than one classroom during Phase 4 of the Michigan Safe Start Plan.

Mark Schuler

President of the Board of Directors

8-11-2020
Date



Introduction & Guidance

On June 30, 2020, Governor Whitmer released the *Michigan Safe Schools: 2020-2021 Return to School Roadmap* and *Executive Order 2020-142*. The Executive Order and Roadmap provide requirements and guidance on how instruction shall be delivered for the 2020-21 school year. This document is intended to communicate specific components of Presque Isle Academy's plans and preparations for reopening our school.

The MI Safe Start Plan will continue to be used as the highest-level governing framework for determining when, and how, to safely resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4. Some regulations and mandates are removed as COVID-19 public health metrics improve in Phase 5, although several of the same Phase 4 protocols must remain in place. Schools will open their doors with extensive and lasting safety requirements to ensure community spread is restricted as much as possible and to facilitate the progression to Phase 6 of the MI Safe Start Plan, post pandemic.

Depending on the status of the MI Safe Start Plan, there are four scenarios for the school opening in Fall 2020:

1. MI Safe Start Phases 1-3: Schools do not open for in-person instruction and instruction is provided remotely.
2. MI Safe Start Phase 4: Schools open for in-person instruction with stringent, required safety protocols.
3. MI Safe Start Phase 5: Schools open for in-person instruction with moderate, though still stringent, required safety protocols.
4. MI Safe Start Phase 6: Schools open for in-person instruction with minimal required safety protocols.

At the time of development of this Plan, the Region in which Presque Isle Academy is located is in Phase 5 and therefore plans to reopen for in-person instruction.



Academy Operations Plan for Phases 1, 2, or 3 of the Michigan Safe Start Plan

Safety Protocols

Should the Region in which the Academy is located return to Phases 1, 2, or 3 of the Michigan Safe Start Plan, the school will be closed and in-person instruction will be prohibited. The Academy will follow all safety protocols required by the MI Safe Start Plan in Phases 1-3. The Academy will continue to utilize completely remote instruction. All school activities and events will be suspended and no one will be allowed in the building other than janitors, employees, and contractors on an as-needed basis. The building will be deep cleaned based on use. Social distancing and mask use will be required if anyone is present in the building. The Academy will continue to comply with all other CDC guidelines as applicable to safety.

Athletics and transportation are not provided by the Academy.

Food Service

Presque Isle Academy does not have a breakfast, lunch, or food distribution program.

PIA has made sure that students/families are aware of the local resources available to families with food insecurity. PIA staff will assist any families that need help in securing food assistance. Specifically, the following resources are available to our students/families.

Information about Michigan's Pandemic EBT program:

<https://www.michigan.gov/coronavirus/0,9753,7-406-98163-525248--,00.html>

To find stores where the EBT cards are accepted, use this SNAP Retailer Finder: <https://usda-fns.maps.arcgis.com/apps/webappviewer/index.html?id=elf3028b217344d78b324193b10375e4>

The stores in Onaway currently accepting the EBT cards are the following:

Dollar General
Tom's Family Market
Onaway Shell
Family Dollar
Black River Party Store

Onaway Pop-up-pantry Onaway Area Community Schools:

<https://www.fbem.org/pec-events/onaway-pop-up-pantry-onaway-area-community-schools/>

The Onaway Food Pantry "The Courtesy Club" (Main Street, Onaway)



Open every other Monday and on an emergency basis by phone call: 989-306-2562.

Northeast Michigan Community Service Agency - <https://www.nemcsa.org/services/emergency-food-assistance-program/the-emergency-food-assistance-program.html>

Mental & Social-Emotional Health

Presque Isle Academy believes that mental and social-emotional health is critical to success. The direct and indirect impacts of COVID-19 are expected to have a lasting and immeasurable effect on students. Social and emotional health and wellbeing are often not discussed. We are committed to providing resources to students, staff, and families to help them cope with the trauma and anxiety caused by this Pandemic.

Staff will provide ways to connect with students and help students connect with others. We will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to an appropriate support person or team, Support will also be provided to staff social-emotional learning and trauma-informed best practices. Presque Isle Academy will continue to build community among our students and families.

An online resource bank for students and families includes, but are not limited to the following:

- Me to You from MI Association of Secondary Principals
(https://massp.com/sites/default/files/documents/toolbox/Weekly%20Learning%204-13_0.pdf)
- Mental Health Coping Strategies During COVID-19 (<https://www.nami.org/Blogs/NAMI-Blog/March-2020/Coronavirus-Mental-Health-Coping-Strategies>)
- Tips for Supporting Student Wellness at Home During COVID-19
(<https://washtenawisd.org/sites/default/files/Communications/Tips%20for%20supporting%20student%20wellness%20at%20home.pdf>)
- Tips for Parents During COVID-19
([https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20\(Final\)%20\(1\).pdf](https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20(Final)%20(1).pdf))
- Exercise Tips to Help Kids, Teens and Families Stay Balanced at Home
(<https://www.kqed.org/mindshift/55533/exercise-tips-to-help-kids-teens-and-families-stay-balanced-at-home>)



Instruction

Governance

As part of PIA's Continuity of Learning Plan response, a phone call survey was conducted to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families were, and will continue to be, loaned Chrome Books for the upcoming school year.

Remote Instruction

The Academy will remain closed to in-person instruction. Because Presque Isle Academy is a blended learning alternative school, its students are used to alternative modes of instruction. Our goal is to provide students with the resources necessary to continue to provide quality education, reduce instructional loss, and ensure access their educational materials remotely. PIA will continue utilizing emailed instructional packets, online learning software, videoconference instruction, and telephone/email instructional conversations to ensure that our students continue to learn. PIA's online learning partner is Edgenuity.

As part of PIA's Continuity of Learning Plan response, a phone call survey was conducted to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families were, and will continue to be, loaned Chrome Books for the upcoming school year. Presque Isle Academy administration will continue to survey families to ensure that EVERY PIA family has a computing device. Consumable supplies (paper, pencil, journals, etc.) will be given to students in need. If requests are made for instructional hard copy packets versus the use of online learning, families will receive and return their instructional packets via email.

Presque Isle Academy parents/guardians will receive a weekly school schedule. The school schedule will help parents/guardians and their student(s) with scheduling their at-home school day (Monday through Thursday). The schedule recommends an at-home educational environment that enhances learning. PIA staff will be available each day to provide quality instruction, social and emotional support, and to answer questions.

Presque Isle Academy's staff will make weekly contact with our families (parents/guardians and students) via telephone calls and emails. Updated instructional and school announcements are sent to families via email. Each teacher has a daily assigned Zoom time for a videoconference instruction. Students will join their Zoom instruction during the teacher of record assigned time. The Zoom instructional support is in addition to each student's online learning, supplemental instructional emailed packets, and email and telephone instructional contacts made by PIA staff. To monitor each student's online learning usage, weekly reports will be downloaded. All staff will verify their parent/guardian and student contact by completing an Academy Parent Contact Log.



For students who have special education programs and services, PIA will seek parent input to address the needs of each individual student. Students with IEPs will continue to be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

PIA staff will call parents/guardians and students to provide feedback and to encourage students who are not participating fully. Feedback will also be provided during each teacher's instructional Zoom meeting. Personal data feedback will occur via a telephone call and/or email. A Zoom one-on-one meeting can also be held to discuss an individual student's data. All parent/guardian and student contact will be recorded on the appropriate log.

All PIA staff will have scheduled remote office hours every day. Staff will provide additional educational and emotional support during their office hour time. PIA acknowledges that its student population is unique in that it serves students who otherwise would not be attending school at all. Student progress is more fluid than in a traditional school. PIA staff will do what it can to encourage students to continue with their learning.

Communication & Family Supports

PIA will implement any additional communication systems needed to reach every family and student in their home language through multiple modes. We will communicate the expectations around the duration of the closure and/or possible reopening, as well as updates and resources surrounding daily instruction and assessment. We will help our families build digital literacy so they can successfully utilize the digital tools provided to them.

Professional Learning

PIA will continue to provide professional learning and training to teachers virtually. We will offer restorative supports for teachers, as well as learning around bias, social-emotional learning, and cultural responsive education. Teachers will be encouraged to share knowledge and experiences around remote learning in order to build on their capacity to offer the highest level of remote learning. The goal is to provide quality, consistent instruction.

Monitoring

PIA will activate plans to monitor the following:

- Connectivity & Access – PIA is committed to ensuring all families have adequate connectivity and devices necessary to maximize engagement and learning with online instruction.
- Attendance – We have developed a system to monitor daily student attendance.



- Student work – Teachers have the capability to assess the quality of student work and engagement and provide feedback to students (and families) on a daily basis. Students are also encouraged to self-assess the quality of their work and the feedback they have received.

Operations & Access

Facilities

The building will remain closed, with routine deep cleaning. The school will still be accessible by school employees and contractors as necessary for necessary basic school operations. Social distancing and mask use will be required while in the building. Staff will also complete a health screening upon entry.

Technology

As part of PIA's Continuity of Learning Plan response, a phone call survey was conducted to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families were, and will continue to be, loaned Chrome Books for the upcoming school year.

We created a technology check out form to track the Chromebooks and to gain parental consent. A varied instructional approach will be utilized to ensure that students learn at a distance in a differentiated manner. Video, audio, small group, and one-on-one instruction and project-based assignments will be incorporated into our core and elective classes. Some hard copy emailed instructional packets will supplement our learning at a distance program.

PIA's online learning program, Edgenuity, can track students' usage, progress, and skill completion. PIA staff will monitor the online learning data on a daily basis to evaluate the level of participation and skill achievement of each student. PIA Staff will provide feedback through those online tools by responding to student work and encouraging student learning on a weekly basis. Students will continue to receive the grades assigned by Edgenuity.

PIA staff will adjust a student's learning path if the data indicates that online learning needs to be adjusted if a student has difficulty with the lessons or the lessons are not challenging enough. Teachers will discuss the data reports but will not keep hard copies of the reports in their home. Students with hard copy instructional packets will return their assignments via email for teachers to review and provide feedback via email.

Staff will be redeployed if necessary, to provide meaningful work in the context of this Plan. By way of example, PIA's instructional aide will support students in collaboration with the Teacher of Record.



Academy Operations Plans for Phase 4 of the Michigan Safe Start Plan

Phase 4 - Safety Protocols

Personal Protective Equipment

Facial coverings, disposable or homemade, will always be worn by students and staff at all times, except for meals. Facial coverings must be worn in all classrooms, hallways, and other common areas. Any student or 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. Homemade facial coverings will be washed daily and disposable ones will be disposed of daily.

[Provision regarding transportation does not apply because the Academy does not provide transportation services.]

Hygiene & Cleaning

Hygiene

The Academy will implement all of the following cleaning protocols to ensure the safety of all students and staff members:

1. Soap, hand sanitizer, paper towels, tissues, and signs reinforcing proper handwashing techniques (soap and water for 20+ seconds) will be provided to support healthy hygiene behaviors. All hand sanitizer will be at least 60% alcohol.
2. Staff will teach and reinforce frequent, proper handwashing with soap and/or use of hand sanitizer.
3. Soap and hand sanitizers will be systematically and frequently checked and refilled.
4. Students and teachers will take breaks to wash hands every 2-3 hours.
5. Students and staff will limit sharing of personal items and supplies such as writing utensils.
6. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
7. Staff will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
8. Hand sanitizing stations will be set up around the school building.

Cleaning

The Academy will implement all of the following cleaning protocols to ensure the safety of all students and staff members:

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.



2. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
3. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
4. The school will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
5. Staff will wear gloves, surgical masks, and face shield when performing all cleaning activities.
6. Custodial staff will:
 - Procure adequate soap, hand sanitizer, paper towels, tissues.
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways.
 - Monitor hygiene supplies and refill as needed daily
 - Procure hand sanitizing stations

Spacing, Movement and Access

The Academy will follow all of the following protocols to ensure all students, staff, and mandatory visitors abide by social distancing guidelines:

1. Desks will be spaced six feet apart in classrooms.
2. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
3. As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
4. Teachers will maintain six feet of spacing between themselves and students as much as possible.
5. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
6. Signage will be posted to indicate proper social distancing.
7. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
8. Social distancing floor/seating markings will be placed in waiting and reception areas.
9. Adult guests who must enter the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

Screening Students and Staff

The school will cooperate with the local public health department regarding implementing protocols for screening students and staff. The school will identify and designate a quarantine area and a staff person to care for students who become ill at school. Students who become ill



with symptoms of COVID-19 will go to the identified quarantine area with a mask on until they can be picked up. Identified school staff caring for these students will keep their mask on. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Staff will 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 should stay home. In the event that a staff member tests positive for COVID-19, they must undergo a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will not count against employee sick time allocations.

Testing Protocols for Students and Staff and Responding to Positive Cases

The Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school will also be required to wear a mask and be transported for off-site testing. Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Families will be notified of the presence of any lab-tested or otherwise diagnosed positive cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19.

Responding to Positive Tests Among Staff and Students

The Academy will cooperate with the local public health department if a confirmed case of COVID-19 is identified, 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.

In the event of a confirmed case at the school, the Academy will notify the local public health department, 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.

Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.



Food Service

The Academy does not provide meals.

Gatherings and Extracurricular Activities

The following protocols will be observed:

- Indoor assemblies that bring together students from more than one classroom will be prohibited.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Extracurricular activities may continue with the use of facial coverings.

Athletics

Presque Isle Academy does not offer athletics.

Busing and Student Transportation

Presque Isle Academy does not provide busing or other student transportation.

Medically Vulnerable Students and Staff

Staff will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

The school will create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

Phase 4 - Mental & Social-Emotional Health

Presque Isle Academy believes that mental and social-emotional health is critical to success. The direct and indirect impacts of COVID-19 are expected to have a lasting and immeasurable effect on students. Social and emotional health and wellbeing are often not discussed. We are committed to providing resources to students, staff, and families to help them cope with the trauma and anxiety caused by this Pandemic.

Staff will provide ways to connect with students and help students connect with others. We will establish and communicate to all staff guidelines for identification and rapid referral of at-risk



students to an appropriate support person or team, Support will also be provided to staff social-emotional learning and trauma-informed best practices. Presque Isle Academy will continue to build community among our students and families.

An online resource bank for students and families includes, but are not limited to the following:

- Me to You from MI Association of Secondary Principals

https://massp.com/sites/default/files/documents/toolbox/Weekly%20Learning%204-13_0.pdf

- Mental Health Coping Strategies During COVID-19 (<https://www.nami.org/Blogs/NAMI-Blog/March-2020/Coronavirus-Mental-Health-Coping-Strategies>)

- Tips for Supporting Student Wellness at Home During COVID-19

(<https://washtenawisd.org/sites/default/files/Communications/Tips%20for%20supporting%20student%20wellness%20at%20home.pdf>)

Tips for Parents During COVID-19

([https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20\(Final\)%20\(1\).pdf](https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20(Final)%20(1).pdf))

- Exercise Tips to Help Kids, Teens and Families Stay Balanced at Home

(<https://www.kqed.org/mindshift/55533/exercise-tips-to-help-kids-teens-and-families-stay-balanced-at-home>)

Phase 4 - Instruction

Governance

We have gathered feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. We have revised the district's remote learning plan accordingly to incorporate the feedback received, and input from stakeholders, to improve its effectiveness should we encounter the need to resume remote learning.

Instruction - In-Person Instruction

We have a strong desire to return to in-person instruction. Given our limited number of students (~30-35) and blended learning approach, we believe we will be able to provide in-person instruction to our students. PIA partners with the DNR and will split up our students so that one cohort is in the field and the other cohort is in the school building. Should we need to adopt a hybrid learning structure, we will develop a schedule so that students alternate between in-classroom and virtual learning.



Regardless of whether the students are in the classroom or learning remotely, we are committed to following recommended items:

- Set an instructional vision that ensures that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject;
- Ensure every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics;
- Identify students who did not engage in remote learning previously during the spring and develop a plan to provide additional support as necessary;
- Find ways to integrate high quality digital tools and resources into in-person instruction to ensure a seamless transition should remote or hybrid instruction be needed;
- Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork;
- Provide opportunities for differentiation, intervention, and remote learning based on the needs of the student;
- Provide opportunities outside the classroom to support students in need of additional support or intervention;
- Ensure that every students' academic and social-emotional needs are addressed with the integration of Social and Emotional Learning and strengthening connections with students;
- Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction;
- Review and revise student IEPs and 504 plans as necessary based on a student's evolving needs;
- Provide professional development for staff around social-emotional learning, blended learning tools, and best practices;
- Secure supports for students who are transitioning to postsecondary; and

Communications and Family Supports

The Academy will ensure that it is effectively and promptly communicating with its families, ensuring that every family is aware of expectations for students returning to school, providing clear information about schedules and how they may be modified, and plans for learning environment changes. Parents will be contacted by phone or newsletter and notices will be posted on the Academy website as necessary. Should the school need to return to remote learning, we will ensure that parents have the necessary resources.

Professional Learning

The Academy will provide its staff with time for intentional curriculum planning, including the development of additional supports for students who did not engage in remote learning. Teachers will be given the opportunity to share knowledge and ideas around the use and effectiveness of digital tools and resources to be used in conjunction with in-person instruction. Teachers will be trained in non-academic areas such as implicit bias, equity, social-emotional learning, and culturally responsive education.



Phase 4 - Operations

Facilities

The Academy will follow all state and local guidelines to ensure our building is clean and safe. We will do all of the following:

1. Audit and order necessary materials and supply chain for cleaning and disinfection supplies.
2. Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
3. Audit any additional facilities that the district may have access to that could be used for learning.
4. Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
5. Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
6. Maintain facilities for in-person school operations by checking HVAC systems at each building to ensure that they are running efficiently and changing air filters regularly.
7. 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 and during travel between sites.
8. Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
9. Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
10. Our school leaders will conduct a facility walk-through with the custodial service team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
11. Provide facial coverings for all students and staff should they not have their own.

Budget, Food Service, Enrollment, and Staffing

Budget:

We will utilize CARES Act funding for key purchases such as cleaning supplies. We will engage school leaders in a budgeting exercise to help plan for changing needs.

Food Service:

Presque Isle Academy does not offer food service.

Enrollment:

We will communicate any student enrollment or attendance policy changes with school staff and families.



Staffing:

We will recruit, interview and hire new staff as necessary, conducting virtual interviews as necessary. We will consider redeploying underutilized staff to serve core needs. And inventory how many substitute teachers are available should the need arise. We will work with staff on operational changes and consult legal counsel to address liability questions and concerns.

Technology

We conducted a phone call survey prior to the 2020-2021 school year to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families were, and will continue to be, loaned Chrome Books for the upcoming school year to enable them to learn via our online learning platform, whether they are in the classroom or at home. Presque Isle Academy administration will continue to survey families to ensure that EVERY PIA family has a computing device. Video, audio, small group, and one-on-one instruction and project-based assignments are incorporated into our core and elective classes.

Transportation

Presque Isle Academy does not provide busing or other student transportation.



Academy Operations Plans for Phase 5 of the Michigan Safe Start Plan

Phase 5 - Safety Protocols

Personal Protective Equipment

Facial coverings, disposable or homemade, will always be worn by students and staff at all times, except for meals. Facial coverings must be worn in all classrooms, hallways, and other common areas. Any student or 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. Homemade facial coverings will be washed daily and disposable ones will be disposed of daily.

[Provision regarding transportation does not apply because the Academy does not provide transportation services.]

Hygiene & Cleaning

Hygiene

The Academy will implement all of the following cleaning protocols to ensure the safety of all students and staff members:

1. Soap, hand sanitizer, paper towels, tissues, and signs reinforcing proper handwashing techniques (soap and water for 20+ seconds) will be provided to support healthy hygiene behaviors. All hand sanitizer will be at least 60% alcohol.
2. Staff will teach and reinforce frequent, proper handwashing with soap and/or use of hand sanitizer.
3. Soap and hand sanitizers will be systematically and frequently checked and refilled.
4. Students and teachers will take breaks to wash hands every 2-3 hours.
5. Students and staff will limit sharing of personal items and supplies such as writing utensils.
6. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
7. Staff will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
8. Hand sanitizing stations will be set up around the school building.

Cleaning

The Academy will implement all of the following cleaning protocols to ensure the safety of all students and staff members:

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.



2. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
3. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
4. The school will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
5. Staff will wear gloves, surgical masks, and face shield when performing all cleaning activities.
6. Custodial staff will:
 - Procure adequate soap, hand sanitizer, paper towels, tissues.
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways.
 - Monitor hygiene supplies and refill as needed daily
 - Procure hand sanitizing stations

Spacing, Movement and Access

The Academy will follow all of the following protocols to ensure all students, staff, and mandatory visitors abide by social distancing guidelines:

1. Desks will be spaced six feet apart in classrooms.
2. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
3. As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
4. Teachers will maintain six feet of spacing between themselves and students as much as possible.
5. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
6. Signage will be posted to indicate proper social distancing.
7. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
8. Social distancing floor/seating markings will be placed in waiting and reception areas.
9. Adult guests who must enter the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

Screening Students and Staff

The school will cooperate with the local public health department regarding implementing protocols for screening students and staff. The school will identify and designate a quarantine area and a staff person to care for students who become ill at school. Students who become ill with symptoms of COVID-19 will go to the identified quarantine area with a mask on until they



can be picked up. Identified school staff caring for these students will keep their mask on. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Staff will 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 should stay home. In the event that a staff member tests positive for COVID-19, they must undergo a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will not count against employee sick time allocations.

Testing Protocols for Students and Staff and Responding to Positive Cases

The Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school will also be required to wear a mask and be transported for off-site testing. Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Families will be notified of the presence of any lab-tested or otherwise diagnosed positive cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19.

Responding to Positive Tests Among Staff and Students

The Academy will cooperate with the local public health department if a confirmed case of COVID-19 is identified, 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.

In the event of a confirmed case at the school, the Academy will notify the local public health department, 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.

Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.



Food Service

The Academy does not provide meals.

Gatherings and Extracurricular Activities

The following protocols will be observed:

- Indoor assemblies that bring together students from more than one classroom will be prohibited.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Extracurricular activities may continue with the use of facial coverings.

Athletics

Presque Isle Academy does not offer athletics.

Busing and Student Transportation

Presque Isle Academy does not provide busing or other student transportation.

Medically Vulnerable Students and Staff

Staff will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

The school will create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

Phase 5 - Mental & Social-Emotional Health

Presque Isle Academy believes that mental and social-emotional health is critical to success. The direct and indirect impacts of COVID-19 are expected to have a lasting and immeasurable effect on students. Social and emotional health and wellbeing are often not discussed. We are committed to providing resources to students, staff, and families to help them cope with the trauma and anxiety caused by this Pandemic.

Staff will provide ways to connect with students and help students connect with others. We will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to an appropriate support person or team. Support will also be provided to staff social-emotional learning and trauma-informed best practices. Presque Isle Academy will continue to build community among our students and families.



An online resource bank for students and families includes, but are not limited to the following:

- Me to You from MI Association of Secondary Principals

https://massp.com/sites/default/files/documents/toolbox/Weekly%20Learning%204-13_0.pdf

- Mental Health Coping Strategies During COVID-19 (<https://www.nami.org/Blogs/NAMI-Blog/March-2020/Coronavirus-Mental-Health-Coping-Strategies>)

- Tips for Supporting Student Wellness at Home During COVID-19

(<https://washtenawisd.org/sites/default/files/Communications/Tips%20for%20supporting%20student%20wellness%20at%20home.pdf>)

Tips for Parents During COVID-19

([https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20\(Final\)%20\(1\).pdf](https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20(Final)%20(1).pdf))

- Exercise Tips to Help Kids, Teens and Families Stay Balanced at Home

(<https://www.kqed.org/mindshift/55533/exercise-tips-to-help-kids-teens-and-families-stay-balanced-at-home>)

Phase 5 - Instruction

Governance

We have gathered feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. We have revised the district's remote learning plan accordingly to incorporate the feedback received, and input from stakeholders, to improve its effectiveness should we encounter the need to resume remote learning.

Instruction - In-Person Instruction

We have a strong desire to return to in-person instruction. Given our limited number of students (~30-35) and blended learning approach, we believe we will be able to provide in-person instruction to our students. PIA partners with the DNR and will split up our students so that one cohort is in the field and the other cohort is in the school building. Should we need to adopt a hybrid learning structure, we will develop a schedule so that students alternate between in-classroom and virtual learning.

Regardless of whether the students are in the classroom or learning remotely, we are committed to following recommended items:

- Set an instructional vision that ensures that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject;



- Ensure every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics;
- Identify students who did not engage in remote learning previously during the spring and develop a plan to provide additional support as necessary;
- Find ways to integrate high quality digital tools and resources into in-person instruction to ensure a seamless transition should remote or hybrid instruction be needed;
- Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork;
- Provide opportunities for differentiation, intervention, and remote learning based on the needs of the student;
- Provide opportunities outside the classroom to support students in need of additional support or intervention;
- Ensure that every students' academic and social-emotional needs are addressed with the integration of Social and Emotional Learning and strengthening connections with students;
- Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction;
- Review and revise student IEPs and 504 plans as necessary based on a student's evolving needs;
- Provide professional development for staff around social-emotional learning, blended learning tools, and best practices;
- Secure supports for students who are transitioning to postsecondary; and

Communications and Family Supports

The Academy will ensure that it is effectively and promptly communicating with its families, ensuring that every family is aware of expectations for students returning to school, providing clear information about schedules and how they may be modified, and plans for learning environment changes. Parents will be contacted by phone or newsletter and notices will be posted on the Academy website as necessary. Should the school need to return to remote learning, we will ensure that parents have the necessary resources.

Professional Learning

The Academy will provide its staff with time for intentional curriculum planning, including the development of additional supports for students who did not engage in remote learning. Teachers will be given the opportunity to share knowledge and ideas around the use and effectiveness of digital tools and resources to be used in conjunction with in-person instruction. Teachers will be trained in non-academic areas such as implicit bias, equity, social-emotional learning, and culturally responsive education.



Phase 5 - Operations

Facilities

The Academy will follow all state and local guidelines to ensure our building is clean and safe. We will do all of the following:

1. Audit and order necessary materials and supply chain for cleaning and disinfection supplies.
2. Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
3. Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
4. Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
5. HVAC systems and air filters will be checked and replaced regularly.
6. Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
7. Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
8. Our school leaders will conduct 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.
9. Provide facial coverings for all students and staff should they not have their own.

Budget, Food Service, Enrollment, and Staffing

Budget:

We will utilize CARES Act funding for key purchases such as cleaning supplies. We will engage school leaders in a budgeting exercise to help plan for changing needs.

Food Service:

Presque Isle Academy does not offer food service.

Enrollment:

We will communicate any student enrollment or attendance policy changes with school staff and families.

Staffing:

We will recruit, interview and hire new staff as necessary, conducting virtual interviews as necessary. We will consider redeploying underutilized staff to serve core needs. And inventory how many substitute teachers are available should the need arise. We will work with staff on operational changes and consult legal counsel to address liability questions and concerns.

**Technology**

We conducted a phone call survey prior to the 2020-2021 school year to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families were, and will continue to be, loaned ChromeBooks for the upcoming school year to enable them to learn via our online learning platform, whether they are in the classroom or at home. Presque Isle Academy administration will continue to survey families to ensure that EVERY PIA family has a computing device. Video, audio, small group, and one-on-one instruction and project-based assignments are incorporated into our core and elective classes.

Transportation

Presque Isle Academy does not provide busing or other student transportation.