

**MI Safe Schools Roadmap
Highpoint Virtual Academy of Michigan District Plan
2020-21**

Address of School District: Highpoint Virtual Academy of Michigan
210 E. Mesick Ave.
Mesick, MI 49668

State-Assigned District Code: 83900
State-Assigned Building Code: 2953

District Contact Person: Mary Moorman, Head of School

District Contact Person Email Address: mmoorman@k12.com

Local Public Health Department Contact: Bonnie Mellema, bmellema@dhd10.org

Local Public Health Department Website: <https://www.dhd10.org/>

Name of Intermediate School District: Wexford-Missaukee ISD

Name of Authorizing Body: Mesick Consolidated Schools

Date of Adoption by Board of Directors: August 7, 2020



Board President Signature and Date



Head of School Signature and Date

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Introduction

This plan focuses on Phase 4 of Michigan’s 2020-21 Return to School Roadmap. As a Virtual Cyber Academy, Highpoint Virtual Academy of Michigan (HVAM) does not have a separate Continuity of Learning Plan. Phases 1-3 are included in our regular academic plan. Special consideration for Phases 4-6 have been taken to consider HVAM’s central office, required state testing, general face to face events and Special Education needs.

Because the requirements and recommendations of Phase 5 are all included in Phase 4, HVAM will follow Phase 4 until such time as Phase 6 is appropriate.

This plan will be reviewed monthly with the District Crisis Response Team to reflect updated information and guidance.



Assurances

Highpoint Virtual Academy of Michigan commits to implement the following as outlined in the Governor's Executive Order 2020-142:

- HVAM will cooperate with local public health authorities. If a confirmed case of COVID-19 is identified and that student had attended an event sponsored by the school, HVAM will collect the contact information for any close contacts of the affected individual from those who attended the same event.
- HVAM 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.
- HVAM assures that when it provides in-person instruction or support to its students without disabilities, the district will also provide in-person instruction or support to its students with disabilities, consistent with their individualized education plans.
- HVAM assures that when schools are closed to in-person instruction and therefore in-person services are not available, the district will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- HVAM assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it 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.
- HVAM assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
- HVAM assures that during Phase 1, 2 or 3 it will close its main office to anyone except District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employees or contractors necessary to distribute materials and equipment or performing other necessary in-person functions.
- HVAM assures that during Phase 1, 2, or 3 it will suspend all face to face events.
 - State Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.



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- HVAM assures that during Phase 1, 2 or 3 it will provide for the continued pay of school employees as daily work requirements will still be necessary and possible from a virtual setting.

HVAM assures that during Phase 4 it will prohibit indoor assemblies that bring together students in a number greater than current CDC or State recommendations.

Guiding Research

Primary Research and Guidance

- [MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap](#)
- General Education Leadership Network (GELN) Back to School Plan - [Version 1.0](#) “Do First”

Secondary Research Support & Resources

- [NIET Planning Guide](#)
- [TNTP Reimagine Teaching](#)
- [Crosswalk of Roadmap, TNTP and NIET planning guides](#)
- [EAB Resource Center](#) and [EAB Webinar](#)
- [K-12 District Reopening Checklist](#) - Hanover Research and Washington Association of School Administrators
- [Transcend Playbook of Tools and Guidance](#)
- [Hanover Research: Offline Equity Best Practices](#)
- Michigan State University - [Reopening Schools During the COVID-19 Pandemic An Overview of Guidance for School Districts](#)
- Other State Resources:
 - [Considerations for Reopening School](#) (Ohio)
 - [Re-Entry and Reopening of Schools](#) (Missouri)
 - [Guidance for Social Distancing in Schools](#) (Minnesota)
 - [Recovery Plan for Education](#) (Maryland)
- Opportunity Labs - State Level Projects
 - [Launch Nebraska](#) (Nebraska)
 - [Path to Recovery for K-12 Schools](#) (Georgia)
 - [Roadmap for Opening Schools](#) (Arizona)
- MIOSHA Safe Work Protocols ([link](#))



MI Safe Start Phase 4:

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

Phase 4: Personal Protective Equipment

General Expectations:

1. Facial coverings must always be worn by staff at the Central Office or Face to Face events of any kind. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
2. Facial coverings must be worn by K-12 students and Learning Coaches during face to face events in the event social distancing is not an option.
3. Facial Coverings will be provided by HVAM for those who cannot provide his/her own.
 - a. Homemade facial coverings must be washed daily.
 - b. Disposable facial coverings must be disposed of at the end of each day.
4. Facial coverings must always be worn in hallways and common areas at face to face events by K-12 students in the building.
 - a. Once signed in and seated, K5 students may remove masks. 6-12 students are required to wear masks if unable to social distance at a minimum of 6 ft.
 - b. Students are not required to wear a mask during meal times if applicable.
5. Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

Exemptions:

1. Any staff member or student 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.
2. Individuals (staff or students) who claim medical exemption will need to contact the appropriate grade level administrator for decisions regarding face to face requirements. All efforts will be made to accommodate reasonable requests.



3. Students unable to attend required state testing due to medical reasons must provide a signed note from a medical professional indicating they may not attend.
4. Facial coverings should never be used on children under age 2.
5. Exempted individuals will be recorded in a master database. Appropriate accommodations will be made to keep staff and students from potentially hazardous situations including virtual support for staff or 1:1 testing for at-risk students.

Training and Notifications:

1. All Staff will receive general COVID-19 training via SafeSchools prior to the SY2021 start.
2. All Staff, Students and Parents will have face covering expectations reviewed prior to face to face events as needed including: Learning Coach Meetings, Emails and Auto-Dialer Announcements.
3. Central Office signage will be prominent throughout all office spaces and events and will clearly identify who is required to wear face coverings in each designated area of the building.

Refusals:

1. Learning Coaches/Students who refuse to participate in state-required events such as state testing must have a signed note from a medical professional indicating they may not attend.
2. Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
3. Learning Coaches will be notified in the case of refusal and may be asked to remove student from the face to face event.

Phase 4: Hygiene

1. Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided at Central Office and at all Face to Face events to support healthy hygiene behaviors
2. Staff will teach and reinforce hygiene techniques when appropriate:
 - a. Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol when appropriate.
 - b. Coughing and sneezing into their elbows or cover with a tissue.
 - c. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
3. Students and staff will limit sharing of personal items and supplies such as writing utensils.



4. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
5. Staff will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
6. The Operations Manager and Head of School will audit necessary materials and supply chain for cleaning and disinfection supplies.
7. The Operations Manager and Head of School will coordinate with the Mesick Consolidated School District regarding cleaning and other facility needs and requirements.

Phase 4: Spacing, Movement and Access

1. HVAM's office will remain closed when Wexford County is in Phase 1, 2, 3, 3 or per K12 Employer guidelines. Office staff will work from home during these periods.
2. During Phases 4 and 5, office staff will follow all protocols set forth by Mesick Consolidated schools, CDC and Health Department guidance and the guidelines held in this document.
3. HVAM will cancel Optional State Assessments when individual testing regions fall into Phases 1-3 OR the main Public School Districts have made the decision to school virtually only. In regions where there are a variety of counties, phases, and plans, the crisis management team will convene to make the best decision for HVAM students.
4. Desks will be spaced six feet apart during face to face events when possible or to greatest space available.
5. Group sizes will be kept to the level afforded by necessary spacing requirements and according to CDC/DHS recommendations.
6. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
7. As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
8. Teachers/staff should maintain six feet of spacing between themselves and students as much as possible.
9. Family member attendance should be limited to the Learning Coach and student when possible.
10. Signage will be posted to indicate proper social distancing.
11. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
12. Social distancing floor/seating markings will be placed in waiting and reception areas.
13. Signs will be placed on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.



14. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Phase 4: Screening Students and Staff

1. HVAM will cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Prior to any Face to Face event, Learning Coaches and staff will take a screening survey to confirm health and safety of all in attendance.
3. Students who become ill at Face to Face events will have their Learning Coach contacted immediately for pickup. Students will be separated to the extent possible for other staff and students. If not already masked, students will be provided a disposable mask.
4. Symptomatic students and staff should not come to the office or attend face to face events until they have tested negative or have completely recovered according to CDC guidelines.
5. Seating Charts will be kept at all Face to Face events in the event families need contacted for quarantining measures.
6. Central Office staff will take daily screening survey provided by Authorizer to ensure health and safety of all staff.
7. Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their director supervisor. The school health official or Human Resources will monitor reports and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.
8. Positive tests for staff members and Students will result in a required quarantine from school office or Face to Face events for 14 days.

Phase 4: Testing Protocols for Students and Staff and Responding to Positive Cases

1. HVAM will cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
8. Families/staff should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 at the Central Office or Face to Face Event to encourage closer observation for any symptoms at home.
9. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should 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 should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
10. Staff will adhere to confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
 3. Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.
 4. Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
 5. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Phase 4: Technology, Food Service, Athletics, and Transportation

- Highpoint Virtual Academy of Michigan does not provide Food Service or Transportation.
- HVAM does not participate in Athletics due to its virtual model.
- HVAM provides computers to all students upon enrollment when requested. Internet reimbursement is provided at the conclusion of each semester.
 - Students will be referred to the Operations Manager if in need of internet support such as a Mi-Fi device due to MKV or Covid-19 related issues.
- Students needing transportation for state assessments or outings will be reviewed on an individual basis and will be required to follow the local transportation option guidance.
 - Ex: Students requiring Lyft/Uber must abide by these individual policies.

Phase 4: Gatherings and Extracurricular Activities

- HVAM does not operate any classrooms for students, and therefore, will meet the requirement to ensure that all in-person instruction will not be taking place during Phases 1-6.
- HVAM will not conduct any face to face events during Phases 1, 2, and 3.
- HVAM will cancel Optional State Assessments when individual testing regions fall into Phases 1-3 OR the main Public School Districts have made the decision to school virtually only.
- HVAM does not provide access to any facility for childcare providers.



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- HVAM will not hold any afterschool activities, such as clubs, enrichment activities, or field trips during while the location of such events are in Phase 1,2, 3, or 4.
- HVAM will follow additional guidance found in other sections of this Preparedness Plan.

Phase 4: Medically Vulnerable Students and Staff

1. Staff will 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.
2. Families and Staff who consider themselves or their students Medically Vulnerable should contact their grade level administrator to discuss their concerns and alternatives or Face to Face required events such as State Testing.
3. Staff may be required to provide documentation regarding state testing absences per K12 HR Guidance.

Phase 4: Mental & Social-Emotional Health

1. At-Risk Students identified by Staff, Students or Learning Coaches will be referred to the Student Resource Coordinator for follow up discussion and care.
2. A Wellness/SEL Committee will be developed to support the Student Resource Coordinator, Grade-level specific needs and 7 Mindset SEL Curriculum Implementation.
 - a. The Wellness/SEL Committee will identify an appropriate CASEL-model Student Screener to identify at-risk students and possible individual student needs.
 - b. Protocols for the identification of at-risk students will be developed and shared with all staff. All staff will understand the protocol for referring students for additional support.
 - c. A list of community resources and websites to support Learning Coaches and Staff will be provided on the school Facebook Page and Monthly Newsletters.
3. Staff will be provided with training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
4. The comprehensive crisis management plan will be reviewed to ensure that it can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
5. The Student Resource Coordinator (with the support of regional staff) will compile and regularly update comprehensive lists of wellness resources available to both staff and



students that can be provided in conjunction with screening activities, and that references school and community wellness resources.

6. Leverage MDE resources for student and staff mental health and wellness support.
7. Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - a. [Destigmatization of COVID-19](#)
 - b. Understanding normal behavioral response to crises;
 - c. General best practices of talking through trauma with children; and
 - d. Positive self-care strategies that promote health and wellness.

Possible Resources Include:

- [Staff Mental Health Resources](#)
- [Rockford Public Schools SEL Plan Example](#)
- [MDE COVID-19 Social and Emotional Learning Resources](#)
- [Building Positive Conditions for Learning at Home](#)
- [Cleveland Public Schools Bank of Resources](#)
- [First Aid for Feelings: A Workbook to Help Kids Cope During the Coronavirus Pandemic](#)
- [Countering Coronavirus Stigma](#)
- [Jackson County System of Behavioral Health Care for Children](#)
- [Exploring Feelings - Adventures in Learning - PBS Parents](#)
- [Why Do We Lose Control of Our Emotions?](#)

Phase 4: Instruction and Continuity of Instruction

HVAM is a full time Virtual Charter School. Instruction, communication and attendance monitoring will continue as regularly planned. Individual students and families experiencing needs due to COVID -19 will be addressed by the HVAM team to support students to the best of our ability. Due to prior student academic interruptions HVAM ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- All students have access to equipment and internet access despite barriers due to Covid-19.



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- A referral system will be set up for staff referrals for student device support.
- HVAM's Operations Manager will obtain sufficient Mi-Fi Hotspot devices and track student usage and delivery.

Clear expectations have been set around high quality remote instruction that include:

- Best practices for blended or remote learning
- Grade-level proficiencies
- Models of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- These expectations will be supported by a robust professional learning plan

Phase 4: Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs, IFSPs, and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

Face to Face related services and evaluations will only be provided in Regions in Stages 5 and 6 and according to above Safety Protocol.

Phase 4: Postsecondary Transitions

In close collaboration with our high school principal and counselors, HVAM will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Creating measures/processes to identify students who may need additional support.



Phase 4: Communication Systems

HVAM will continue to use multiple modes including our district website and social media sites, all call, Remind, email and text messaging. HVAM will

- Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child's return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students. We will use a variety of resources and tools.
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district's remote learning platform(s) effectively and parents have access to the information
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction



Phase 4: Professional Learning

HVAM will continue with their planned Professional Development Plan.

Professional Development 2020-2021	Deliverables
Staff Trauma Training	All Staff to participate in Monthly Trauma training PD led by team who attended the F2F Trauma Training at St. A's year prior. Discussion of impact of trauma, school-wide student and family needs, strategies to be trauma-informed.
Literacy/Math Coaching	K3 Literacy Coach to provide newsletters, 1:1 and in-class support regarding best instructional practices for literacy instruction. In addition, will provide monthly literacy strategy PD. MS Math and Literacy Coach to provide resources, 1:1 and in-class support regarding best instructional practices for Literacy and Math instruction as well as data driven strategies.
K12 Training	All Instructional Staff to Participation in a minimum of 6 Asynchronous Trainings in a path of his/her choice: <ul style="list-style-type: none"> • LC/Student Engagement • Data Driven Instruction • Leadership Development
Various State-Wide Conferences	Instructional Staff Conference participation and all-staff opportunities for sharing
Book Study for All Instructional Staff	Marzano's <i>The New Art of Science and Teaching</i> OR <i>The Writing Revolution</i> by Judith C. Hochman and Natalie Wexler Monthly team meetings to do chapter studies for best practices related to writing and instructional strategies related to our evaluation system.



Phase 4: Budget, Food Service, Enrollment, and Staffing

In addition to prepared for SY2021, HVAM will or has:

1. Surveyed all staff for returning status prior to the end of SY1920 to determine staffing needs
2. Identified additional staff and needed positions during the Comprehensive Needs Assessment and Budgeting process.
3. Posted positions or hired in response to student enrollment according to established teacher/student ratios.
4. Communicate Enrollment and Attendance Expectations with Staff and Families.
5. Continue to coordinate services with related service providers.
6. Send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
7. Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute during August Staff Meetings.
8. Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
9. Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
10. Work with school leaders to orient new school staff to any operational changes.
11. Create master teaching schedules.

MI Safe Start Phase 5 - In-Person Instruction

- New cases and deaths continue to decrease for an additional period of time.
- At this point, the number of active cases has reached a point where infection from other members of the community is less common.
- With widespread testing, positivity rates often fall much lower than earlier phases.
- Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

Due to its varying student locations and ability to maintain regular educational activities, while any counties are in Phase 4 or 5, HVAM will act under the Phase 4-identified protocols above.

MI Safe Start Phase 6 - Post Pandemic

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.



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Highpoint will continue to practice basic hygiene best-practices according to Stage 4 protocol. Students and staff will no longer be required to mask or social distance.