



Michigan Virtual Charter Academy
COVID-19 Preparedness and Response Plan
2020 - 2021





Michigan Virtual Charter Academy COVID-19 Preparedness and Response Plan

Address of School District: Michigan Virtual Charter Academy
1620 E. Elza
Hazel Park, Michigan 48030

District Code Number: 41925
Building Code Number(s):

District Contact Person: Randy Rodriguez
Head of School

District Contact Person Email Address: rrodriguez@k12.com

Local Public Health Department: Oakland County Health Division
1200 N. Telegraph Rd.
Pontiac, MI 48076

Local Public Health Department Contact Person Email Address:
health@oakgov.com

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Hazel Park Schools

Date of Adoption by Board of Directors: August 4, 2020

Resources

[Oakland Schools](#)

[Oakland County Health Division](#)

[Michigan Department of Health](#)

[Center for Disease Control and Prevention](#)

Assurances

- The Academy will cooperate with local public health authorities. If a confirmed case of COVID-19 is identified and that student has attended an event sponsored by the school MVCA will collect the contact information for any close contacts of the affected individual from those who attended the same event.
- Michigan Virtual Charter 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. The protocols of this plan are embedded in the Safety Protocols and Operations sections of this plan.
- Michigan Virtual Charter 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.
- Michigan Virtual Charter Academy’s sponsored face to face activities will be suspended when the region in which the activity takes place is in Michigan Safe Start Plan Phases 1-3.
 - 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.
- Michigan Virtual Charter 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.
- Michigan Virtual Charter Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful to the extend meaningful work is available as set forth in the context of the Preparedness Plan
- Michigan Virtual Charter Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

President of the Board of Directors

Date



Overview

Michigan Virtual Charter Academy (MVCA) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. MVCA does not provide in-person instruction and operates pursuant to a Charter Contract between MVCA and the Board of Education of Hazel Park Schools¹. As such, MVCA provides all instruction online at all times. While many of the requirements, protocols and recommendations contained within Michigan’s 2020-2021 Return to School Roadmap (“Roadmap”) do not apply to the MVCA, MVCA submits this COVID 19 Preparedness and Response Plan as required by Governor Whitmer’s Executive Order and the Governor’s Return to School Roadmap for the 2020-2021 school year.

MVCA contracts with K12 Virtual Schools, LLC to manage, operate, implement and deliver the educational program to students and provide K12 employees and staff to the Academy. MVCA does not employ any employees or staff directly. Any reference herein to employees and/or staff refers to those individuals employed by K12 and provided to MVCA in accordance with its Educational Products and Services Agreement. K12 also contracts with third-party related service providers to provide special education programs and related services. Third-party contracted personnel and staff are not employed by MVCA.

MVCA is dedicated to providing a high-quality education for all students. Under normal circumstances, MVCA provides face to face events for enrichment, socialization, and relationship building. Currently all face to face events are cancelled as detailed in this plan.

Vision

Michigan Virtual Charter Academy will lead the evolution of digital education to inspire and empower students to cultivate their unique gifts to reach their greatest potential.

Mission

As leaders of innovative education, Michigan Virtual Charter Academy is dedicated to developing learning systems of excellence that remove barriers, create opportunities, empower students, and deliver hope.

Preparedness Plan

Below you will find the Michigan Virtual Charter Academy Preparedness Plan. This Plan was developed by the Head of School and informed through engagement and study with K12 employees and staff, including administrators, the MVCA Board of Directors and education and government officials, surveys,

¹ Available at <https://www.thecenterforcharters.org/cmu/PDFForWebsite/contracts/MI-33914.pdf>.

Plan for Operating during Phases 1, 2, 3 or 4 of the Michigan Safe Start Plan

Phase 1, 2, 3 or 4 Safety Protocols

Michigan Virtual Charter Academy (MVCA) is a cyber school of excellence that delivers all student instruction online. MVCA will continue to provide the same educational program to its students in accordance with its Charter Contract between MVCA and Hazel Park Schools. This delivery of instruction is in compliance with the state requirements for all schools operating in Phases 1,2, and 3 of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. Safety Protocols are in place for MVCA's main office in Hazel Park Schools and its administrative offices at 5910 Tahoe, Grand Rapids, Michigan and are replicated under "Facilities/Operations"

Operations

- MVCA 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.
- MVCA will not conduct any face to face events during Phases 1, 2, and 3.
- MVCA does not provide access to any facility for childcare providers.
- MVCA does not provide food service.
- MVCA does not provide student transportation
- MVCA 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.

Hazel Park Office

- MVCA's Hazel Park office will remain closed as long as Oakland County is in Phase 1, 2, 3, or 4.
- K12 office staff in Hazel Park will continue to work from home during the office closure.
- In the event that essential functions must be performed in the office, current K12 staff will follow all protocols set forth by Hazel Park Schools.
- In the event that the Hazel Park office opens during Phase 5, K12 office staff will follow all protocols set forth by Hazel Park Schools.

Grand Rapids Office

- The Grand Rapid Office will remain closed to K12 non-essential employees and staff, visitors, and contractors while Kent County is in Phase 1,2, 3, or 4.
- **K12 essential workers will work in the office only as required to conduct essential work.**
- K12 essential workers must schedule their office days with the Operations Manager.
- K12 essential workers in the office will be limited to no more than three (3) workers at any given time in addition to the Operations Manager.
- All K12 essential workers conducting business in the office will adhere to safety protocols including wearing face coverings in all common areas, practicing social distancing, washing/sanitizing hands, and ensuring they are free from any symptoms of COVID 19.
- All K12 essential workers are required to complete attendance/visitation documents identifying that they are COVID 19 symptom free and have not had contact with anyone who has been diagnosed with COVID 19 during the past 14 days.
- K12 essential workers are required to take their temperature upon arrival at the office.
- All K12 essential workers will comply with current travel restrictions as required by the state of Michigan, Kent County, and K12 Inc.
- All K12 essential workers will adhere to cleaning and sanitizing protocols that are posted throughout the facility.
- Cleaning and sanitizing protocols will be published throughout the facility.
- All cleaning supplies shall be purchased and provided by MVCA and will be available in all common areas.
- K12 essential workers will report a COVID 19 diagnosis to their supervisor. The supervisor shall immediately report the COVID 19 diagnosis to the Head of School and the K12 Human Resources Department to ensure proper notification to K12 employees and staff of possible COVID 19 exposure and ensure that reports are timely made to the local health department.
- The Grand Rapids facility will not be used for any other purpose through Phase 4. All professional development will be conducted virtually during Phases 1, 2, 3, and 4.
- Clear plexiglass shields have been installed at the front desk and at each personal work station to create a protected personal space for each employee and staff member.

- K12 employees or staff members who develop symptoms of COVID 19 shall self-isolate until they have tested negative for COVID 19, or they are released from isolation according to the [CDC Guidelines](#).

Phase 1, 2, 3 or 4 Mental & Social-Emotional Health

Michigan Virtual Charter Academy (MVCA) places great value on the social-emotional health of our students and staff. MVCA initially implemented a Social Emotional Learning team in the 2019 – 2020 school year. This team operates remotely on a regular basis. Our students have accessed their education remotely 100% of the time. Therefore, our protocols for social emotional learning and assessment will continue in compliance with all phases of the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap. Key points that reflect the requirements and recommendations are noted below.

- MVCA has a team of counselors and social workers that will serve as liaisons for maintaining mental and social-emotional health.
- MVCA has a Social Emotional Learning team that hosts a variety of student sessions by grade band. These events are monitored and tracked for student engagement and referrals if necessary.
- Referrals for student mental health and services are made to the K12 counselors and Family Academic Support Team. MVCA, through K12, has provided these services in an online environment for ten (10) years. MVCA will continue to offer these services. Monthly reports for students served are provided to K12 administration.
- MVCA maintains a crisis team that reviews the health and safety of our students in an online environment. The crisis team will continue to meet to assess the continuing developments of the pandemic and provide services to MVCA students as needed.
- MVCA’s Family Resource Counselor maintains community resources to share with our families and for referrals. These resources include state, county and local resources.
- MVCA provides online professional development for K12 employees and staff assigned to work at or on behalf of MVCA on a regular basis regarding a variety of social emotional issues and resources.
- MVCA is implementing a Social Emotional Learning curriculum, [The 7 Mindsets](#), which will be used throughout the school for all grade bands.

Phase 1, 2, 3, and 4 Instruction

Michigan Virtual Charter Academy (MVCA) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract with Hazel Park Schools. Therefore, MVCA's remote learning plan remains consistent with its mission and vision. While MVCA's delivery of instruction is not changing, MVCA has identified key standards of instruction for remote learning.

MVCA maintains continuous communication with its families including newsletters, emails, and informative and educational workshops.

MVCA has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. MVCA will continue to implement its Educational program and deliver instruction as a cyber school per MVCA's Charter Contract with Hazel Park Schools when the State is in any Phase of its Smart Start Plan.

- All students are provided with course materials and technology required to engage and participate in MVCA's educational program and process.
- All MVCA students will have access to the internet.
- MVCA provides technical support via a help desk to assist families having technical difficulties.
- MVCA maintains Hot Spots for students who have internet disruptions due to COVID 19.
- Every MVCA student will have a full schedule with a combination of synchronous and asynchronous teaching and learning.
- The MVCA curriculum is written and developed for virtual instruction.
- The MVCA platform requires student logins which include attendance and participation records.
- MVCA parents are engaged as learning coaches to create a collaborative learning model.
- MVCA students will receive standards-based instruction in all courses.
- MVCA utilizes the Danielson Instructional Framework to ensure high quality instruction in the virtual classroom.
- MVCA continues to implement best practices in virtual learning.
- MVCA will conduct initial assessments of all of its students in reading and math utilizing various screeners and assessments including NWEA and STAR360.

- All MVCA students will participate in three (3) annual benchmark assessments using NWEA and STAR360. Teachers will regularly monitor and assess for mastery of standards.
 - Teachers and administrators will monitor and track student growth and proficiency.
 - MVCA will use Multi-Tiered System of Supports (MTSS) for students in need of assistance.
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- In addition to MTSS, MVCA provides a variety of family supports including tutoring, social emotional interventions, and engagement strategies.
 - Special education services will continue for all students identified with special educational needs as required by local, state, federal laws, rules and regulations.
 - Face to face special education programs and related services will be delivered according to state and federal laws, protocols, rules, requirements and mandates.
 - All face to face third-party related service providers will follow the required protocols including wearing a face covering, frequently washing hands, and social distancing when possible.
 - MVCA will continue to assist and monitor students with transitions to postsecondary education opportunities.

Professional Learning

Michigan Virtual Charter Academy is dedicated to providing its contracted K12 teachers and staff with professional learning that enhances instruction, provides professional research for best practices, and promotes personal growth.

- MVCA will conduct all professional learning virtually while any particular region is in Phase 1, 2, 3, or 4.
- MVCA will continue to implement the current professional development plan including, but not limited to:
 - Danielson Instructional Framework
 - Cognitive Coaching
 - Virtual Literacy and Math Conferences
 - Standards-Based Instruction and Alignment
 - Co-Teaching for Special Education and General Education Teachers
 - Leadership Development
 - Continuous School Improvement

Standardized Testing

Michigan Virtual Charter Academy does not operate any facilities for standardized testing. Therefore, MVCA secures a variety of testing sites around the State to provide appropriate testing in a face to face setting as required by the State of Michigan.

- State Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the specific guidance from the Michigan Department of Education.
- Testing sites have been secured away from current COVID 19 hot spots.

- K12 teachers and staff and MVCA students will be required to wear face coverings in accordance with the Governor's Executive Order and FAQs wash their hands and practice social distancing.
 - K12 employees and staff and MVCA students who cannot medically tolerate a mask must provide a doctor's note. MVCA will attempt to make reasonable accommodations for students. K12 teachers and staff are subject to K12's personnel policies and procedures.
 - Testing will be conducted in smaller group sizes.
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- All equipment will be sanitized after each use including work surfaces.
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- Protocols for safety will be posted at each site.
 - All cleaning and sanitization supplies will be provided by MVCA.

Phase 1, 2, 3 or 4 Operations

Facilities: Michigan Virtual Charter Academy does not utilize facilities for students since instruction is conducted online. MVCA operates its main office in Hazel Park and its administrative office in Grand Rapids.

Operations

- MVCA 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.
- MVCA will not conduct any face to face events during Phases 1, 2, and 3.
- MVCA does not provide access to any facility for childcare providers.
- MVCA does not provide food service.
- MVCA does not provide student transportation
- MVCA will not hold any face to face afterschool activities, such as clubs, enrichment activities, or field trips while the location of such events are in Phase 1,2, 3, or 4.

Hazel Park Office

- MVCA's Hazel Park office will remain closed as long as Oakland County is in Phase 1, 2, 3, or 4.
- Office staff in Hazel Park will continue to work from home during this time.
- In the event that essential functions must be performed in the Hazel Park office K12 staff assigned to work at the Hazel Park office will follow all protocols set forth by Hazel Park Schools.
- In the event that the Hazel Park office opens during Phase 5, K12 office staff assigned to work at Hazel Park Schools shall follow all protocols set forth by Hazel Park Schools.

Grand Rapids Office

- The Grand Rapid Office will remain closed to non-essential K12 employees and staff members, visitors, and contractors while Kent County is in Phase 1,2, 3, or 4.
 - **K12 essential workers will work in the office only as required to conduct essential business.**
 - K12 essential workers will schedule their office days with the K2 Operations Manager assigned to work at MVCA.
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- K12 essential workers will be limited to no more than three (3) workers at any given time in addition to the K12 Operations Manager assigned to work at MVCA.
 - All K12 essential workers conducting business in the Grand Rapids office shall comply with all Michigan mandated safety protocols including, but not limited to,
 - wearing face coverings in all common areas, washing hands, practicing social distancing, and ensuring that they are free from any symptoms of COVID 19.
 - All K12 essential workers reporting to work at the Grand Rapids office are required to complete attendance/visitation documents identifying that they are COVID 19 symptom free, and have not had contact with anyone who has been diagnosed with COVID 19 in the past 14 days,
 - All K12 employees and staff are required to take their temperature before entering the Grand Rapids office.
 - All K12 essential workers will comply with current travel restrictions as required by the State of Michigan, Kent County, and K12 Inc.
 - All K12 essential workers will adhere to cleaning and sanitizing protocols that are posted throughout the facility.
 - Cleaning and sanitizing protocols will be published throughout the facility.
 - All cleaning supplies will be purchased and provided by MVCA and will be available in all common areas.
 - K12 essential workers must report any incidents of COVID 19 diagnosis to their supervisor. The supervisor shall report the COVID 19 diagnosis to the Head of School and K12's Human Resources Department to ensure proper notification of K12's employees as required by the Governor's Executive Orders, and local, state and federal laws, rules and regulations, and to comply with the requirements of the local health department.
 - The Grand Rapids facility will not be used for any other purpose through Phase 4. All professional development will be conducted virtually during Phases 1, 2, 3, and 4.
 - Clear Plexiglass shields have been installed at the front desk and at each personal work station to create a protected personal space for each K12 employee and staff member assigned to work at the Grand Rapids office.
 - K12 employees and staff members who develop symptoms of COVID 19 are required to self-isolate until they have tested negative for COVID 19, or they are released from isolation according to state, federal and local laws, rules and regulations including the [CDC Guidelines](#).



Technology: Michigan Virtual Charter Academy provides all of the technology that our families require to successfully engage in online education.

- Computers are provided for every family that enrolls in MVCA.
 - MVCA confirms that all enrolled students have access to reliable internet.
 - MVCA works with families to ensure reliable internet access.
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- Hot Spots are maintained in stock in the event a family has a disruption to internet service to ensure continuity of learning.
 - MVCA provides technology support and a help desk for all student technology.
 - MVCA provides training sessions for students and learning coaches on how to use the technology and access courses and content.
 - MVCA tracks all devices and has a reclamation process.
 - MVCA provides all software and imaging for each device.
 - MVCA provides productive platforms to ensure students have access and can receive appropriate technical support.
 - MVCA maintains appropriate policies to manage student use of devices provided by the Academy.

Budget, Food Service, Enrollment, and Staffing

- MVCA provides all student materials and ships the required materials directly to their home.
- K12 hires all employees and staff assigned to work at or on behalf of the Academy online utilizing K12's Human Resource platforms to conduct interviews and complete recruiting, hiring, and onboarding.
- MVCA does not provide food service.
- MVCA maintains student schedules to ensure that all students receive 180 days of instruction and at least 1098 hours of instruction.
- MVCA platforms monitor attendance on a daily basis.

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

Phase 5 Safety Protocols

Michigan Virtual Charter Academy (MVCA) is a cyber school of excellence and delivers all student instruction online. MVCA will continue to provide the same education according to our charter contract with Hazel Park Schools. This delivery of instruction is in compliance with the state requirements for all schools operating in Phases 1,2, and 3 of the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap. Safety Protocols are put in place for our main office and replicated under “Facilities/Operations”. These same protocols will be used for any face to face events.

Operations and Safety Protocols for Phase 5

- MVCA does not operate any classrooms for students, and therefore, will meet the requirement for any in-person instruction set forth by the State of Michigan.
- MVCA may conduct face to face events during Phases 5 or 6 including professional learning, testing, field trips, or enrichment activities.
- All face to face participants in testing, field trips, or enrichment opportunities while in phase 5 will be required to wear face coverings, wash/sanitize hands, and practice social distancing as required by the Governor’s Executive Order, the Michigan Safe Schools Return to School Roadmap and local, state and federal laws, rules and regulations.
- All face to face participants will have to complete a screening form indicating that they do not have any COVID 19 symptoms and have not been in contact with anyone having been diagnosed with COVID 19 for the past 14 days.
- MVCA does not provide access to any facility for childcare providers.
- MVCA does not provide food service.
- MVCA does not provide student transportation.

Hazel Park Office

- MVCA’s Hazel Park office may open when Oakland County is in Phase 5.
- In the event that the Hazel Park office is opened, K12 assigned to work at the Hazel Park office will follow all protocols set forth by Hazel Park School.
- In the event that essential functions must be performed in the Hazel Park office during Phase 5, K12 current staff must follow all protocols set forth by Hazel Park Schools.

Grand Rapids Office

- The Grand Rapid Office may phase in regular attendance by K12 staff assigned to work at the Grand Rapids office during Phase 5.
- MVCA may operate with limited K12 staff while having some K12 staff members continue to work from home during Phase 5.
- K12 employees and staff members must wear face coverings as defined by the Governor's Executive Orders and FAQs and in compliance with local, state and federal guidelines.
- K12 employees and staff who cannot medically tolerate a mask must contact K12's Human Resources office to request a reasonable accommodation.
- K12 essential workers must schedule days with the K12 Operations Manager.
- All K12 employees and staff members conducting business in the Grand Rapids office must to all local, State and federal laws, rules and regulations regarding safety protocols including wearing face coverings in all common areas, practicing social distancing, washing/sanitizing hands, and ensuring that they are free from any symptoms of COVID 19as required by state guidelines.
- All K12 employees and staff are required to complete visitation documents identifying that they are symptom free of COVID 19 and have not had contact with anyone who has been diagnosed with COVID 19 as required by State Guidelines.
- K12 employees and staff members are required to take their temperature upon arrival at the Grand Rapids office before entering the office space or at home immediately before reporting to the Grand Rapids office, as required by State Guidelines.
- All K12 employees and staff members assigned to work at the Grand Rapids office must comply with current travel restrictions as required by the State of Michigan, Kent County, and K12 Inc.
- All K12 employees and staff members must adhere to the cleaning and sanitizing protocols that are posted throughout the facility.
- Cleaning and sanitizing protocols must be published throughout the facility.
- All cleaning supplies shall be purchased and provided by MVCA and will be available in all common areas.
- All K12 employees and staff members who work in the Grand Rapids office must report a COVID 19 diagnosis to their supervisor. The K12 supervisor must report a COVID 19 diagnosis to the Head of School and K12's Human Resources Department to ensure proper notification of K12 employees and staff members and coordination with the local health department.
- The Grand Rapids facility may be used for K12 employee and staff training and collaboration in small groups during phase 5. Any K12 employees and staff attending these sessions must follow all safety protocols listed above.
- Clear Plexiglass shields have been installed at the front desk and at each personal work station to create a protected personal space for each K12 employee and staff member.

- K12 employees and staff members who develop symptoms of COVID 19 must self-isolate until they have tested negative for COVID 19, or they are released from isolation according to the CDC and K12 COVID 19 personnel policies.

Phase 5 Mental & Social-Emotional Health

Michigan Virtual Charter Academy (MVCA) places great value on the social-emotional health of our students and staff. MVCA implemented a Social Emotional Learning team during the 2019 – 2020 school year. This Team operates remotely on a regular basis. MVCA students access their educational program and curriculum remotely 100% of the time. Therefore, MVCA’s protocols for social emotional learning and assessment will be in place in all phases of the MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap. Key points that reflect the requirements and recommendations are noted below.

- MVCA has a team of K12 counselors and social workers that will serve as liaisons for maintaining mental and social-emotional health.
- MVCA has a Social Emotional Learning Team, comprised of K12 employees and staff that hosts a variety of student sessions by grade band. These events are monitored and tracked for student engagement and referrals if necessary.
- Referrals for student mental health and services are made to the K12 counselors and MVCA’s Family Academic Support Team. MVCA has provided these services in an online environment for over ten (10) years. MVCA will continue to offer these services. K12 provides monthly reports to the administration.
- Academy Board for those students who have been served by FAST.
- MVCA, through K12, maintains a crisis team that reviews the health and safety of MVCA students in an online environment. The Crisis Team will continue to meet to assess the continuing developments of the pandemic and provide services to MVCA students and families as needed.
- MVCA’s K12 Family Resource Counselor maintains community resources to share with MVCA families’ referrals. These resources include federal, state, county and local resources as may become available.
- MVCA, through K12 administration, provides Professional Development online to K12 employees and staff on a regular basis regarding a variety of social and emotional issues and resources.
- MVCA is implementing a Social Emotional Learning curriculum, The 7 Mindsets, which will be used throughout the school for all grade levels..

Phase 5 Instruction

Michigan Virtual Charter Academy (MVCA) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract with Hazel Park Schools. Therefore, our remote learning plan remains consistent with our mission and vision. While our delivery of instruction is not changing, we have listed key standards of instruction for remote learning. MVCA maintains continuous communication with our families including newsletters, emails, and informative and educational workshops.

MVCA has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational program and services for its students. MVCA will continue to implement its normal delivery of instruction as a cyber school per MVCA's Charter Contract with Hazel Park Schools when the State is in any Phase of its Smart Start Plan.

- All students are provided with course materials and technology required to engage and participate in the educational program and process.
- All students will have access to the internet.
- MVCA provides technical support via a help desk to assist families having technical difficulties.
- MVCA maintains hot spots for students who have internet disruptions due to COVID 19.
- Every student will have a full schedule with a combination of synchronous and asynchronous teaching and learning.
- MVCA curriculum is written and developed by K12 for virtual instruction.
- MVCA's learning platform requires student logins noting attendance and participation records.
- MVCA encourages parents or guardians to be engaged as learning coaches to create a collaborative learning model between the student and the family.
- MVCA provides students with standards-based instruction in all courses.
- MVCA utilizes the Danielson Instructional Framework to ensure high quality instruction in the virtual classroom.
- MVCA continues to implement best practices in virtual learning.
- MVCA will conduct initial assessments of all students in reading and math utilizing various screeners and assessments including NWEA and STAR360.
- All students will participate in three (3) annual benchmark assessments using NWEA and STAR360.
- K12 teachers regularly monitor and assess students for mastery of educational standards
- K12 teachers and administrators will continue to monitor and track student growth and proficiency,
- MVCA uses Multi-Tiered System of Supports (MTSS) for students in need of assistance.

- In addition to MTSS, MVCA provides a variety of family supports including tutoring, social emotional, and ongoing personal engagement.
- Special education services will continue for all students identified with special educational needs and services as required by the local, state and federal laws, rules and regulations.
- Face to face special education programs and services and related services shall continue be delivered according to local, state and federal law, rules and regulations.
- All face to face third-party related service providers shall follow the required protocols including wearing a face covering, frequently washing hands, and social distancing when possible.
- MVCA will continue to assist and monitor special education students with transitions to postsecondary education opportunities.

Professional Learning Phase 5

Michigan Virtual Charter Academy encourages professional learning opportunities to K12 teachers and staff that promotes and enhances instruction, provides professional research for best practices, and promotes personal growth.

- MVCA may conduct professional learning in person while any particular region is in Phase 5.
- In person professional development shall comply with regulations regarding group sizes set forth by the State of Michigan.
- MVCA will continue to implement the current professional development plan including, but not limited to:
 - Danielson Instructional Framework
 - Cognitive Coaching
 - Virtual Literacy and Math Conferences
 - Standards-Based Instruction and Alignment
 - Co-Teaching for Special Education and General Education Teachers
 - Leadership Development
 - Continuous School Improvement

Standardized Testing Phases 1-6

Michigan Virtual Charter Academy does not operate any facilities for standardized testing. Therefore, MVCA secures a variety of testing sites around the State to provide appropriate testing in a face to face setting as required by the State of Michigan.

- 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 and the Governor's Executive Orders.
- Testing sites have been secured away from current COVID 19 hot spots.
- Staff and students will be required to wear face coverings, wash hands and practice social distancing during face to face testing.
- K12 employees and staff members and MVCA students who cannot medically tolerate a mask will be required to supply a signed doctor's note and reasonable accommodations will be considered.

- Testing will be conducted in smaller group sizes.
- All equipment will be sanitized after each use including work surfaces.
- Protocols for safety will be posted at each site.
- All cleaning and sanitization supplies will be provided by MVCA.

Phase 5 Operations

Facilities: Michigan Virtual Charter Academy does not utilize facilities for students as all educational instruction is conducted online. MVCA operates a main office in Hazel Park, Michigan and an administrative office in Grand Rapids.

Michigan Virtual Charter Academy (MVCA) is a cyber school of excellence and delivers all student instruction online. MVCA will continue to provide the same educational program and online instruction in accordance with its Charter Contract with Hazel Park Schools. This delivery of instruction is in compliance with the state requirements for all schools operating in Phases 1,2, and 3 of the MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap.

Operations and Safety Protocols for Phase 5

- MVCA does not operate any classrooms for students, and therefore, will meet the requirement for any in-person instruction set forth by the State of Michigan.
- MVCA may conduct face to face events during Phases 5 or 6 including professional development and student testing, field trips, and enrichment activities.
- All face to face participants involved in student testing, field trips, and enrichment opportunities while in phase 5 will be required to wear face coverings, wash/sanitize hands, and practice social distancing.
- All face to face participants will have to complete a screening form indicating that they are free of COVID 19 symptoms and have not been in contact with anyone having been diagnosed with COVID 19 for the past 14 days or as required by the CDC Guidelines.
- MVCA does not provide access to any facility for childcare providers.
- MVCA does not provide food service.
- MVCA does not provide student transportation.

Hazel Park Office

- MVCA's Hazel Park office may open when Oakland County is in Phase 5.
- In the event that the Hazel Park office is opened, K12 employees and staff assigned to work at the Hazel Park office shall follow all protocols set forth by Hazel Park Schools.
- In the event that essential functions must be performed in the office during Phase 5, current K12 employees and staff shall follow all protocols set forth by Hazel Park Schools.

Grand Rapids Office

- The Grand Rapid Office may phase in regular attendance by K12 employees and staff during Phase 5.
- MVCA may operate with limited K12 employees and staff while having some work performed from home during Phase 5.
- K12 employees and staff members must wear face coverings in compliance with State Guidelines.
- K12 employees and staff members who cannot medically tolerate a mask must provide K12 Human Resources Department with a signed doctor's note. To the extent possible, and in accordance with State and federal law, K12 shall attempt to make reasonable accommodations on behalf of the affected employees or staff member.
- K12 essential workers must schedule their office days with the K12 Operations Manager.
- All K12 employees and staff members conducting business in the office must adhere to safety protocols including wearing face coverings in all common areas, practicing social distancing, washing/sanitizing hands, and certifying that they are free from any symptoms of COVID 19 as required by State Guidelines.
- All K12 employees and staff members are required to complete visitation documents identifying that they do not have COVID 19 symptoms and have not had contact with anyone who has been diagnosed with COVID 19 within the past 14 days or as required by State Guidelines.
- K12 employees and staff members are required to take their temperature upon arrival at the office as required by State Guidelines.
- All K12 employees and staff members must comply with current travel restrictions as required by the State of Michigan, Kent County, and K12 Inc.
- All K12 employees and staff members must adhere to cleaning and sanitizing protocols that are posted throughout the facility.
- Cleaning and sanitizing protocols will be published throughout the facility.
- All cleaning supplies shall be purchased and provided by MVCA and will be available in all common areas.
- K12 employees and staff members who work in the office must report any incidents of COVID 19 diagnosis to their supervisor. The supervisor shall report this information to the Head of School and K12's Human Resources Department to ensure proper notification of K12 employees and staff members and to work with local health department requirements.
- The Grand Rapids office may be used for K12 employee and staff training and collaboration in small groups during phase 5. Any K12 and staff members attending these sessions must follow all safety protocols listed above.
- Clear Plexiglass shields have been installed at the front desk and at each personal work station to create a protected personal space for each K12 employee and staff member who work in the Grand Rapids office.

- K12 employees and staff members who develop COVID 19 symptoms must self-isolate until they have tested negative for COVID 19, or they are released from isolation according to the State of Michigan laws, rules and regulations and the [CDC Guidelines](#).

Technology

Michigan Virtual Charter Academy provides all of the technology that MVCA's families require to successfully engage in online education.

- Computers are provided for every family that enrolls in MVCA.
- Internet access is a requirement for participating in MVCA's Educational Program. MVCA is required by law to pay for internet access for a family.
- MVCA works with families to ensure reliable internet access.
- MVCA maintains Hot Spots in the event a family has a disruption to internet service to ensure continuity of learning.
- MVCA provides technology support and a help desk for all student technology.
- MVCA provides training sessions for students and learning coaches on how to use the technology and access courses and content.
- MVCA tracks all devices and has a reclamation process.
- MVCA provides all software and imaging for each device.
- MVCA provides productive platforms to ensure students have access and can receive appropriate technical support.
- MVCA maintains appropriate policies to manage student use of devices provided by the Academy.

Budget, Food Service, Enrollment, and Staffing

- MVCA provides all student material and ships these materials directly to the student's home.
- K12 hires all employees and staff assigned to work at or on behalf of the Academy online, and utilizes human resource platforms to conduct interviews, complete recruiting, hiring, and onboarding.
- MVCA does not provide food service.
- MVCA maintains student schedules to ensure that all students receive 180 days of instruction and at least 1098 hours of instruction.
- MVCA platforms monitor attendance on a daily basis.