



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

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**New Branches Charter Academy
COVID-19 Preparedness and Response Plan**

Address of School District: 3662 Poinsettia Avenue SE, Grand Rapids MI 49508

District Code Number: 41901

Building Code Number(s): 08019

District Contact Person: Teresa Larkin

District Contact Person Email Address: teresalarkin@choiceschools.com

Local Public Health Department: Kent County Health Department

Local Public Health Department Contact Person Email Address:
Joann Hoganson, MSN, RN
Division Director of Community Wellness &
Liaison to Schools
616-632-7067, cell 616-690-0735
covid@kentcountymi.gov

Name of Intermediate School District: Kent Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: August 10, 2020



August 12, 2020 [via email]

Ms. Teresa Larkin
New Branches Charter Academy
3662 Poinsettia Ave., SE
Grand Rapids, MI 49508

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

Dear Ms. Larkin:

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

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

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

Sincerely,

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

Corey Northrop
Executive Director

cc: Kina King, Board President
Stan Rathbun, Board Corresponding Agent

Attachment:
Approved COVID-19 Preparedness and Response Plan

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

New Branches Charter Academy (the "Academy")

A regular meeting of the Academy Board of Directors was held on the 10th day August, 2020, at 6:00 p.m.

The meeting was called to order at 6:01 p.m. by Board President Kina King:

Present:

Renica Minott, Eric Thomas Ferrer
Kina King, Athena Cronberg, Steven Jull, Dawn Martinson

Absent:

Scott Embrice

The following preamble and resolution were offered by Board Member Kina King and supported by Board Member Renica Minott

BACKGROUND

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

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

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

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

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

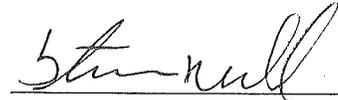
THE ACADEMY BOARD THEREFORE RESOLVES THAT:

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

Ayes: 6

Nays: 0

Resolution declared adopted.



Print Name: Steven Null

Secretary, Academy Board



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New Branches Charter Academy COVID-19 Preparedness and Response Plan

Assurances

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

Kina King

President, Board of Directors

Board approved: 08/10/2020

Introduction and Overview

New Branches Charter Academy is a family-oriented school in inner-city Grand Rapids. We have approximately 380 students enrolled in preschool through 8th grade. We are fortunate to be located on 12 acres in the city which allows us to offer a unique educational program which focuses on environmental education and incorporating a love of nature into our daily instruction whenever possible. We are beginning our 26th year as a charter school and are proud of the progress we have made and continue to make academically and as a respectable school in the area.

Our staff is amazing. They are committed to developing positive, caring relationships with their students and parents. The staff is supportive of each other and collaborate well to help meet the needs of the students. We work together to create solutions that work for our staff and school community.

Our school leaders have met frequently since the closure since March to evaluate, reflect and seek input on developing a thorough plan by forming a Continuity Implementation Team composed of a variety of stakeholders including teachers, parents, and non-instructional staff. All of our decisions are focused around a framework we developed asking key questions:

Decision Making Framework for New Branches Charter Academy

We are committed as a team to ask ourselves three questions to make the best decisions for our students and school community:

1. Does this help students learn?
2. Does this keep students and staff safe?
3. Does this empathize with the needs of our families?

To understand the perspectives of various stakeholders, we sought information from our parents, students, board members, teachers, and staff members in the creation of our Preparedness Plan. We also got insight from Choice Schools Associates, MAPSA, MASSP, our authorizer (CMU), legal counsel, universities and other school leaders. Collected electronically through surveys, articles, virtual meetings and phone calls, this information was extremely valuable as we created multiple plans to ensure every detail was determined prior to school opening safely.

Our vision, mission and core values are listed below. Whether we are virtual or on campus, we strive to align everything we do to our vision, mission and core values.

Academy Vision Statement

New Branches Charter Academy, in partnership with educators, students, families and community stakeholders, closes the achievement gap and transforms the human culture by developing problem solvers and life-long learners who are fully prepared for high school, college, global economy careers, and world change.

Academy Mission Statement

New Branches Charter Academy will provide a positive learning environment, along with a rigorous, academic and cultural program where our children learn to become healthy, responsible citizens, life-long learners, and world leaders.

Academy Core Values

Community—We strive to create a safe environment that fosters inclusiveness and belonging by students, parents, staff, and community stakeholders.

Perseverance—We always strive to push ourselves and our students to their fullest potential.

Responsibility—Students, parents and staff are respectful to each other. Students learn to understand their responsibilities and take initiative to act upon them in their local, national and world communities.

Diversity— We embrace and value working with families with rich cultural and diverse backgrounds. We recognize that immersion in a variety of cultures will prime our students to work and live in a global economy. We celebrate and honor all the perspectives and aspects of every culture and background that creates the fabric of our school culture.

Teamwork—We provide a respectful process for open communication, collaboration and the opportunity for everyone to realize their value in our school community.

Communication—We practice healthy, open and candid dialogue between all members of our school community. Healthy dialogue encourages necessary conversations and respects all parties.

Stewardship—We ensure that our teaching and operational principles and practices are morally sound, ethical, transparent, respectful, and honest.

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

Phase 1, 2, or 3 Safety Protocols

NBCA will follow all required protocols in the MI Safe Start Plan.

If the Grand Rapids Region is placed in Phases 1, 2, or 3 on the MI Safe Start Plan, New Branches Charter Academy will provide education through virtual instruction for students. The school building, while in phases 1-3 will be closed for in-person instruction, busing operations, athletics, extracurricular activities, and suspension of responding to positive tests among students. NBCA will follow all required and strongly recommended protocols for safety.

School employees and contractors are permitted to be physically present in the building for the purposes of basic school operations, including remote live instruction and food preparation and distribution. Any person in the building will be required to follow sign-in screening (symptom checking) and sanitizing procedures upon entry and exit. Building areas will be cleaned and sanitized prior to exit.

NBCA will follow all local public health department protocols for responding to positive tests of staff, while respecting confidentiality laws according to the School Teachers and Administrators COVID-19 Toolkit. NBCA will provide staff with guidance on confidentiality laws and statutes. Employees who have tested positive with COVID-19 may only return to the workplace after they are no longer infectious results according to CDC guidelines.

Meals will be distributed from 10am-12:45pm Monday and Wednesday every week. Two breakfasts and two lunches for each child are provided at Monday food distributions. Three breakfasts and three lunches for each child are provided at Wednesday food distributions. This information has been posted on our website, Facebook page, and sent to all families through School Messenger. This information will be sent to families in multiple letters and emails.

Child Care services may be available pending the need expressed by parents and available staffing. If licensed Child Care is able to be offered, parents must register and follow all Child Care policies and procedures. We will be following the expectations listed under phase 4 with regards to screening students, responding to positive tests among staff and students. LARA guidelines will be followed during licensed programming-including ratios, cleaning schedules, and student/staff screenings.

All areas of the building will be cleaned and sanitized thoroughly. Cleaning staff will clean and disinfect all areas using EPA-approved disinfectants. All staff will be trained on proper cleaning procedures and will clean and disinfect prior to leaving the building.

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

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan unless asterisked.

*NBCA does not have the budget available to hire and/or conduct mental health screenings by a designated professional on site, but will partner with the Kent County Health Department by participating in the Patient Education Genius program at no cost to the school for a daily mental health assessment and daily symptom checker. Features available on the program include:

- Daily text reminders which include parent registration, ability for consent and ability to opt out
- Branded portal available for the parents or students to access tasks which include a Daily Symptom Checker and a Mental Health Assessment
- Helpful articles for parents/students to be aware of during the COVID-19 pandemic which are customizable
- Data is directed to the Kent County Health Department
- NBCA is able to log into the Patient Education Genius account and extract the data for each day in multiple formats.

We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

Staff were trained in trauma-informed best practices, staff self-care in August 2019. Staff will be trained in Sanford-Harmony Social Emotional Learning Curriculum in August 2020. Staff will receive professional development on self-care to promote holistic wellness and resilience and to prevent burnout and trauma in August 2020.

Choice Schools Associates works in partnership with NBCA to provide resources for staff self-care (ex. Employee Assistance program).

NBCA utilizes an online CrisisGo management plan that addresses crisis situations in partnership with the management company, Choice Schools Associates.

A comprehensive list of community wellness resources will be posted on the school's website. Parents will be notified through email of the list of resources available in the community. NBCA will work with KISD to keep the list updated.

The Vice Principal will be the school-based mental health liaison who will work with the local health department and community partners.

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

School administration will leverage MDE resources for student and staff mental health and wellness support.

Administration will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 which will include email communication directly with the teaching staff and/or administration. Choice Schools Associates Human Resources is available to help address any staff concerns in partnership with the school.

Return to school transition information will be communicated to NBCA families through email and Facebook. Teachers will also communicate by including the transition information in their emails and/or phone calls. Resources regarding best practices in maintaining positive mental health will be shared with stakeholders through our website and emails.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. The school administrator will include a positive self-care strategy in the weekly email to all families. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
- [PBS videos and resources](#)
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
 - <https://www.jedfoundation.org/covid-19-and-managing-mental-health/>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)
- De-stigmatization of COVID-19 by CDC

Teachers will assess any needs for mental health supports during their weekly communication with students and parents. Based on any concerns, the teacher will elevate that need to the behavior specialists (Student Advocate, Social Worker, principal, Homeless Liaison, etc.) The specialists will reach out to individual students and families to determine what they may need. The specialist will help connect the family to outside agencies to help meet their needs. Administration will hold weekly virtual staff meetings with teachers to identify any additional students or families in need. A comprehensive list of mental health resources will be compiled and posted on the school's website and distributed through email.

Phase 1, 2, or 3 Instruction

NBCA will follow all required and strongly recommended protocols except those asterisked.

Governance

NBCA has created a Continuity Implementation Team (CIT) working group which will continue to focus on returning to instruction and learning. This working group is composed of a representative sample of stakeholders (teachers, administration, parents) and will continue to focus on gathering feedback and input to improve the plan. The team will share the remote learning plan with all stakeholders through email and Facebook.

Virtual/Remote Instruction – New Branches Virtual Academy (NBVA)

The virtual method of instruction will utilize the Canvas Learning Management System for grades TK-8. PK (GSRP) will utilize the MyKidzDay electronic platform. These platforms were new and was not evaluated during the spring closure due to lack of time, financial resources, and training required for staff and students. Canvas and MyKidzDay will be fully implemented including staff professional development and parent training prior to the start of school.

Canvas will serve as the hub for students, parents, and staff in grades TK-8 and MyKidzDay for PK. NBCA will use the Canvas online learning management system (LMS) and MyKidzDay for communication between school and home, and all instructional delivery. Resources, assignments, grades, feedback, and communication will be shared through this platform. Teachers will also communicate feedback from parents/guardians and students to administration.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources. Teachers will integrate synchronous and asynchronous learning dependent on grade level student needs through Canvas each week.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will have assignment due dates to ensure students are following along with our modified essential/priority standard expectations. Assignments stemming from the videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the subject/grade level.

NBCA may also utilize the Zoom tool to provide enrichment experiences. Grade level teams will collaborate to allow for the same lesson to be delivered through video multiple times throughout the day, which allows for flexibility for families. The curriculum in the charter contract will be followed. Individualized support will occur to ensure students can make academic progress. An emphasis will be put on student participation and creating an engaging environment. Collaboration amongst the grade level team will be imperative to ensure accurate

Phase 1, 2, or 3 Instruction

acing. The special teachers and academic support staff will support the initiative as well. Special education services will include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

NBCA will provide an electronic device (Chromebook or iPad) to all students to use for the school year. All attempts will be made to connect families with resources to remove barriers to internet use.

Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be developed and communicated to students and staff.

Supplies Needed

A supply list will be provided to families to support students when in Phases 1-3 and 4-6. An effort will be made to align the supply lists so additional school requirement costs will not fall on the families. When in Phases 1-3, students will require the following supplies, and who should be providing them:

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- CKLA/Amplify workbooks (NBCA)
- Writing utensils (Parents)
- Paper, folders (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

Assessments

To better understand the needs of the students, we will assess every student in grades PK-8 during the first month of school. Based on that data, we will be aligning our resources to support our students in whatever needs are determined.

We plan on assessing our students at the intervals required by our charter contract unless otherwise mandated.

PK: TSGold at required checkpoints

TK/1: Fountas and Pinnell Benchmark Reading Assessment – 3 times per year

Acadience – 3 times per year

*NBCA will not be able to conduct the Kindergarten Readiness Assessment while in Phases 1-3.

Phase 1, 2, or 3 Instruction

- Grades 2,3: Fountas and Pinnell Benchmark Reading Assessment - 3 times per year
NWEA MAP Reading and Math – 3 times per year
M-STEP for 3rd grade (Based on MDE)
- Grades 4-8: NWEA MAP Reading, Math, Science – 3 times per year
M-STEP (based on MDE)
PSAT for 8th grade (Based on MDE)

These assessments will be delivered online through remote test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize programs through Google forms, Kahoot, Canvas, or MyKidzDay to manage feedback and feedback will load into our data management system.

Subgroups:

NBCA will work closely with Kent ISD to ensure a successful PK program during Phase 1-3. PK teachers will communicate through MyKidzDay with parents. Zoom may be utilized for instructional delivery. The PK team will work closely with families to ensure technology needs are met during Phases 1-3. Feedback from the spring in PK was centered around difficulty to engage social-emotional lessons. Edits have been made to deliver these lessons to increase engagement.

To best support students who are in need of special education services, English Language Learners, have 504 plans, or require English or reading interventions, specific Zoom meetings will occur for these students. Groups will be determined by the needs of the students and meeting 504 and Individualized Education Plans.

NBCA will review students' IEP's, and 504 plans (no ISFP's) in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Students will receive

online instruction and support services. Continuation of services plans will be created for students needing occupational, physical and/or speech and language therapy, including evaluations by school psychologists and social workers.

Communication and Family Supports

Parents are encouraged to provide school supplies for their child from the traditional supply list provided by the school for the specific grade.

Phase 1, 2, or 3 Instruction

NBCA teachers will create learning kits that will include necessary supplies for each unit/subject as required to effectively teach lessons in the curriculum. and are outside of the traditional school supply list. Parents will pick up the unit learning kits at the school at designated times aligning to each unit. All students will have access to grade-level textbooks/workbooks either online or by picking them up at the school to complete their work, if needed.

NBCA will work with the KISD to have remote learning plans translated into stakeholders in their home languages and will utilize communication tools which are able to translate information.

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

As always going into the school year, communication will be key this year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. To assist with this, we have broken down the type of communication and the avenues of delivery.

Communication Avenues of Delivery

Topic of Communication	Delivery Method
School Closure	Email and Phone call through School Messenger, Facebook, Class Dojo, Canvas, MyKidzDay, Wood TV, WZZM, school website
Health Concern	Letter via Email
All School: Need to Know	Email from Principal, Facebook, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call through School Messenger
More than one Grade Level	Email, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call through School Messenger
One grade level/team	Email from teacher, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call and/or email through School Messenger
Student Specific	Email, personal phone call or Class Dojo (elementary), Canvas, MyKidzDay

Teachers will hold at least one classroom meeting through Canvas or Zoom each week to maintain a sense of community, allow students to interact and socialize, and teach essential concepts.

Phase 1, 2, or 3 Instruction

Teachers will hold weekly office hours a minimum of one day per week which will allow for students and parents to contact teachers with questions, concerns, and help needed. Office hours will be communicated to parents through Canvas, MyKidzDay, Facebook, letter, and email. A helpline will be available through email/phone asking for support if needed. We plan on hiring a Virtual Academy Coordinator who will oversee the helpline and work with staff to monitor and improve online instruction.

Support staff may be re-deployed and may take part in individual student well checks to maintain healthy learning relationships and help students that may be struggling academically or emotionally during the closure. Specials teachers will help support healthy habits, emotional well-being, and exploratory learning through Canvas.

Students that usually receive behavioral, emotional, or social learning support will receive weekly individual check-ins from their service providers which will be logged. We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

For students who have special education programs and services, we will be initiating a contingency plan, with parent input, to address the needs of each individual student. Students with IEP's will 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.

Teachers will provide grade specific activities and strategies for teaching and to use at home for families (ex. Khan Academy). Answer keys and additional resources for teaching and understanding concepts will be provided to parents as needed.

Parents will receive access to online training for digital systems including Canvas and MyKidzDay at the beginning and throughout the school year.

We will be creating an addendum to our NBCA Student and Family Handbook which will be focused on online learning called New Branches Virtual Academy Student and Family Handbook. This will include expectations and policies and procedures of the virtual learning program.

Professional Learning

Professional learning is going to look different than it ever has and perhaps is the most challenging of all years. We have prioritized our time with staff to accomplish many goals.

Phase 1, 2, or 3 Instruction

During the week of August 24, staff have been assigned online resources to train them on the Canvas Learning Management System as well as identifying the essential/priority standards for the year for each grade level. Staff also will have additional COVID-19, ADA/HIPAA and workplace training they must complete online.

During the week of August 31, we have identified areas that require collaboration and teamwork that will be done in a virtual format through Zoom. Staff will have experiences involving vision setting, curriculum priority standards, developing student centered supports, training on digital tools, and time for special education conversations. Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data, developing priority standard pacing guides, racial educational equity, and building grit in students.

Professional development, PLC's, and staff meetings during Phases 1, 2, 3 will be held virtually on the days allocated on the school calendar. This will enable us to collaborate as a team on consistent, effective instructional delivery, share successes and failure around online learning, and exchange information on student data to drive instruction. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students virtually.

We will continue professional development on such topics as implicit bias, learning around equity, and culturally responsive teaching and learning through webinars or virtual means.

Monitoring

The Technology Coordinator will utilize iBoss to monitor student access, connectivity, and participation to successfully engage in and complete school work. The school does not have the budget to provide wifi hotspots for students and families. Administration will be working on a solution to find resources to help provide families who need help with connectivity.

Attendance will be monitored daily through Canvas based on communication, participation, and assignment completion.

Teachers will monitor student progress and provide feedback to students and families through Canvas and MyKidzDay. Students will be taught to self-assess the quality of their work and reflect on teacher feedback to make progress toward the learning objectives.

School leaders will monitor student instructional delivery, student progress, and assessment data through Canvas and MyKidzDay and grade level team meetings with the instructional staff.

School administration will remain connected with MDE about policies and guidance through emails from MDE.

Phase 1, 2, or 3 Operations

NBCA will follow all required and strongly recommended protocols in the MI Safe Start Plan.

Facilities

The Custodial Supervisor will audit necessary materials to ensure effective supply level for cleaning, disinfection in order to maintain the school in good working order.

All custodial staff will wear face coverings and follow school cleaning and disinfection protocols according to the CDC Decision Tree, along with symptom screening for all who enter the building. Access to the building will be monitored through a sign-in system and necessary cleaning and disinfecting will occur upon exit.

If we need a contingency plan to coordinate the school building for essential actions including elections, food distribution, and child care, appropriate action will be taken. We will also coordinate with local emergency management programs.

Technology

The school will survey all GSRP-8th families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students and will connect families with resources to remove barriers to internet use (ex. accessing internet in school parking lot).

The Technology Coordinator will serve as the point of contact for staff to plan and communicate technology needs and concerns. A technology support line has been developed to communicate and address any technology issues. The support line and Coordinator's information will be posted on the school website.

As part of our administration team, we are developing our 1:1 technology handbook that will support the needs of our community but also develop protocols and systems for staff. A technology plan will be developed to adapt to remote learning which will include safe procedures for distribution and return of electronic devices, The Technology Coordinator and IT Team will inventory and track all electronic devices for students and staff and prepare the infrastructure evaluation process.

The Technology Coordinator will utilize IBoss to monitor student access, connectivity, asset tracking, and participation to successfully engage in and complete school work.

Ongoing training on technology will be provided to stakeholders as needed.

Phase 1, 2, or 3 Operations

Budget, Food Service, Enrollment and Staffing

Budget

All expenditures will be monitored by school administration and Choice Schools Associates.

Food Service

Food service will be distributed to families two times per week on Monday and Wednesday from 10:00-12:45 during Phases 1, 2, and 3 in a grab-and-go style. We offer free breakfast and lunch for all students. Food will be prepared and wrapped to meet necessary food handling processes. Parents will pick up 2 breakfast meals and 2 lunch meals on Monday, and 3 breakfast and 3 lunch meals on Wednesday so children will have breakfast and lunch for five days during the week. This information will be posted on our website, Facebook page, and through School Messenger to all families. This food process is what we currently utilize and it will be familiar to our families. A list of options/locations for meals in the community will be provided to parents on the school's website.

Enrollment

Logistical expectations will be developed for staff and students in regard to attendance, participation, and completion of assignments.

Attendance will be taken daily by participation, communication and completed assignments on Canvas according to state requirements from MDE Pupil Accounting for students and teachers. Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be defined and communicated to students and staff.

Staffing

Based on our programming, NBCA will provide instructional resources and materials to staff and students. In addition, our administration team will understand the flexibility with hiring and develop a plan to govern hiring in a remote environment per MDE and in partnership with Choice Schools Associates Human Resources. Logistical expectations will be shared with staff and students to outline attendance expectations, participation and time on schooling for each grade level and teachers. The Academy will make every effort to redeploy and find meaningful work for individuals on the team.

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

Phase 4 Safety Protocols

NBCA will follow all required and strongly recommended safety protocols.

NBCA has made the decision that all students PK-8 will be required to wear facial coverings while in school when in Phase 4. We will also ensure compliance with the PPE requirements including:

- Facial coverings must be worn by all staff except for during meals. According to the MI Safe Start Plan, facial coverings may be homemade or disposable level-one basic) grade surgical masks.
- Clear shields may be worn by staff in grades PK-5, or based on preference of style of face covering
- All students and staff will wear face covering on buses
- GSRP students may wear clear face shields as facial coverings are not recommended for use in classrooms by children ages 4.
- Students and staff who are unable to medically tolerate a facial covering may not wear one but a physician's note is required to be on file.

Students and staff who choose not to comply with required safety protocols in the school will not be allowed to enter or work. Anyone not medically able to wear a facial covering must have a valid physician's statement on file in the office.

Changes required by MDE and/or the local health department will be communicated with the various stakeholders and needed.

Hygiene

Staff will teach and reinforce proper handwashing techniques, how to cough and sneeze in their elbows through posted signage and instruction and will have scheduled handwashing every 2-3 hours. Adequate supplies will be provided in the building and in each classroom.

All students will have their own labeled supplies. Each student will have a labeled brown paper sack to store their facial covering when not wearing during eating.

When sharing supplies in a small group, all supplies will be disinfected between use.

Each classroom will have a hand sanitizing dispenser. NBCA does not have the budget to purchase handwashing stations for each classroom.

Phase 4 Safety Protocols

Custodians will wipe down bathrooms every four hours, which will be documented on a bathroom cleaning schedule posted in each bathroom.

Playground structures will be cleaned on a routine basis.

Spacing, Movement, and Access

NBCA will follow the strongly recommended protocols unless asterisked.

*Student desks will be set up between 3-6 feet apart. The space will be dependent on the number of students and size of the classroom. It will be attempted to be as close to 6 feet as possible. Based on feedback from the American Academy of Pediatrics and our local health department, we will require no less than 3 feet of separation in the classrooms. “Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic.” Class sizes will be kept to the level afforded necessary by the spacing in the classroom. “Strict adherence to a specific size of student groups (10 per classroom, 15 per classroom, etc.) should be discouraged in favor of other risk mitigation strategies.” Quotes come from the AAP website on safe school returns. Masks, washing hands, and disinfecting are more important and beneficial than 6 feet social distancing. When tables are in the classrooms, they will be spaced out to ensure there is at least 3 feet gap between students. Furniture will be facing the same direction. Staff members will be asked to keep 3 feet distance between themselves and students when possible.

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. Teachers will use distancing ropes with their students in the hallways to teach them to maintain a 3-6 foot social distance.

In addition, there will be special efforts to ensure that the building is made safer as outlined on page 23 of the MI Safe Start Roadmap. The school will cohort students as much as possible and isolate them in monitored areas. Specialists will be going into the classrooms to reduce unnecessary travels. Specialists will be assigned cohorts to reduce the number of students they come into contact with. This includes special teachers, instructional aides, interventionists, and special education teachers. For physical education classes, teachers will either take students outdoors or do an indoor lesson on health or character education lessons. These will be hosted in the student’s cohort classrooms. Hallways will be coordinated with directions and other schedules to reduce traffic and to minimize the number of people in hallways as able.

To support the entire student body receiving a high quality education in a safe environment, we have elected to host students Monday-Friday. Students will be on campus daily. Cleaning of the building will occur during their mandated times and all classrooms will be cleaned after school.

Phase 4 Safety Protocols

For students who do not feel comfortable in being in the school setting, NBCA will be offering the ability for students to participate virtually with the same curriculum as their on campus peers. Using the Canvas program, students will be assigned work on the priority standards and will receive enrichment and comprehensive assignments. Instruction will occur through video - sometimes live and sometimes pre-recorded. This will be dependent on the subject area and grade level.

Windows will be open in the classroom as much as safe and possible.

Arrival and dismissal processes will be altered to better discourage congregating and congestion. We will be sharing our arrival and dismissal plan with families and will expect students to exit their transportation, enter the building, and go straight to the classroom beginning at 7:50am. The dismissal process will be staggered. Each grade level/team will have a designated drop off spot outside of the building that respects each cohort (if possible) and discourages congregation. Students are expected to pick up siblings (if necessary) and go directly to their mode of transportation. Students in our after school care program will be the only students permitted on campus after 3:15 pm. We will have staff designated to support families during dismissal.

Visitors are not allowed in school during school hours except under extenuating circumstances. If an adult guest must enter the building, the guest will be screened for symptoms, wear a facial covering, and sanitize hands prior to entering. Sign-in records will be kept in the front office indicating date and time of visit.

Screening Students and Staff

NBCA will follow all required and strongly recommended protocols in the MI Safe Start Plan.

NBCA will cooperate with Kent County Health Department and implement screening and reporting protocols based on the School Teachers and Administrators COVID-19 Toolkit.

Staff will conduct daily health self-screening by using the CrisisGo application prior to arriving at work to identify possible symptoms.

Families will be encouraged to check each student's temperature prior to leaving for school. Students with temperatures over 100.4 degrees will be required to stay home.

A quarantine area will be identified close to the office and school administration will designate a staff member to care for students who become ill at school.

Any student developing a temperature or symptoms will be sent to the designated quarantine area awaiting pick-up by a parent/guardian.

Phase 4 Safety Protocols

In order to return to school, all persons must be completely recovered or have a negative COVID-19 test result according to CDC guidelines.

Testing Protocols for Students and Staff and Responding to Positive Cases

NBCA will follow all local public health department protocols for screening all students and staff based on the School Teachers and Administrators COVID-19 Toolkit.

Students and staff who develop a fever or become ill with COVID-19 symptoms at home will be encouraged to report to a testing center and be tested. In order to return to school, all persons must be completely recovered, be asymptomatic, or have a negative test result according to CDC guidelines.

Students and staff who develop a fever or become ill with COVID-19 symptoms at school will be moved to the quarantine area, wear a mask, and parents will be notified to pick up the student as soon as possible. Parents will be encouraged to report to an off-site testing facility to be tested. The school will provide a list of testing centers to the parent or staff member. In order to return to school, all persons must be completely recovered and asymptomatic, and/or have negative test results according to CDC guidelines.

NBCA will notify families of the presence of any positive tests in the classroom and/or school through a letter sent home and/or email, and/or phone call to the parent/guardian. The school will conduct contact tracing according to the School Teachers and Administrators COVID-19 Toolkit.

Responding to Positive Tests Among Staff and Students

NBCA will follow all local public health department protocols for responding to positive tests of all students and staff, while respecting confidentiality laws according to the School Teachers and Administrators COVID-19 Toolkit.

NBCA will notify families of the presence of any positive tests in the classroom and/or school through a letter sent home and/or email, and/or phone call to the parent/guardian. The school will initiate and conduct contact tracing according to the School Teachers and Administrators COVID-19 Toolkit.

NBCA will provide staff with guidance on confidentiality laws and statutes.

Employees who have tested positive with COVID-19 may only return to the workplace after they are no longer infectious results according to CDC guidelines.

Phase 4 Safety Protocols

Food Service, Gathering and Extracurricular Activities

NBCA will follow all required protocols in the MI Safe Start Plan unless asterisked.

Food Service

Meals will be distributed daily for students on-campus. We offer free breakfast and lunch for all students. Food will be prepared and wrapped to meet necessary food handling processes. Meals will be delivered to their classrooms during their assigned times. For virtual/remote learning students, we will continue our meal delivery plan. Meals are distributed from 10am-10:30am daily. Breakfast and lunches for each child are provided at the daily food distributions. This information will be posted on our website, and Facebook page and communicated through email. This information will be sent to families in multiple letters and in multiple emails throughout the year. Communication about meals will also be delivered in Spanish.

If NBCA needs to close the building during Phase 4, we will shift to our virtual plan. Food service will follow the plan utilized in Phase 1-3. NBCA will offer a grab-and-go pick-up food service program Monday and Wednesday from 10:00am-12:45pm.

Athletics

*NBCA has made the decision to prohibit all athletic programs and extracurricular activities during Phase 4. Indoor assemblies will be prohibited.

Cleaning

NBCA will follow all required cleaning protocols in the MI Safe Start Plan.

A cleaning schedule will be developed to ensure all frequently touched surfaces in and around the school are cleaned at least every four hours with an EPA-approved disinfectant. Cleaning products will be used correctly and stored away from children. Staff will wear gloves, masks, and face shields when cleaning.

Busing and Student Transportation

NBCA will follow all required protocols in the MI Safe Start Plan.

All students and drivers must use hand sanitizer before entering the bus. Each bus will have hand sanitizer supplied. All riders must wear facial coverings while on the bus. Weather permitting, windows will remain open while in motion.

Buses and equipment will be cleaned and disinfected before and after riding with proper ventilation and correct use of cleaning products.

Phase 4 Safety Protocols

Parents will be made aware that students cannot use bus transportation if they are ill and must be picked-up if they become ill during the day.

Medically Vulnerable Students and Staff

NBCA will follow all strongly recommended protocols.

Review current and update student medical plans.

Student families and staff will notify school administration if student is medically vulnerable with physician documentation Individual plans will be developed to address requests for alternative learning arrangements or work reassignments.

A comprehensive list of community health resources will be developed and posted on the school's website.

Phase 4 Mental & Social-Emotional Health

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan unless asterisked.

*NBCA does not have the budget available to hire and/or conduct mental health screenings by a designated professional on site, but will partner with the Kent County Health Department by participating in the Patient Education Genius program at no cost to the school for a daily mental health assessment and daily symptom checker. Features available on the program include:

- Daily text reminders which include parent registration, ability for consent and ability to opt out
- Branded portal available for the parents or students to access tasks which include a Daily Symptom Checker and a Mental Health Assessment
- Helpful articles for parents/students to be aware of during the COVID-19 pandemic which are customizable
- Data is directed to the Kent County Health Department
- NBCA is able to log into the Patient Education Genius account and extract the data for each day in multiple formats.

Teachers will also check-in with students weekly through phone calls, Zoom meetings, or email to informally assess student mental health and refer any at-risk students to appropriate building-level support systems (administration or student advocates, or social worker for students with IEP's).

Phase 4 Mental & Social-Emotional Health

We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

Staff were trained in trauma-informed best practices, staff self-care in August 2019. Staff will be trained in Sanford-Harmony Social Emotional Learning Curriculum in August 2020.

Choice Schools Associates works in partnership with NBCA to provide resources for staff self-care (ex. Employee Assistance program).

NBCA utilizes an online CrisisGo management plan that addresses crisis situations in partnership with the management company, Choice Schools Associates.

A comprehensive list of community wellness resources will be posted on the school's website. Parents will be notified through email of the list of resources available in the community. NBCA will work with KISD to keep the list updated.

The Vice Principal will be the school-based mental health liaison who will work with the local health department and community partners.

School administration will leverage MDE resources for student and staff mental health and wellness support by posting on school website and weekly email from school administrator.

Administration will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 which will include email communication directly with the teaching staff and/or administration. Choice Schools Associates Human Resources is available to help address any staff concerns in partnership with the school.

Return to school transition information will be communicated to NBCA families by administration through email and Facebook. Teachers will also communicate by including the transition information in their emails and/or phone calls. Resources regarding best practices in maintaining positive mental health will be shared with stakeholders through our website and emails.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- Talking to kids about the coronavirus – ChildMind
- Just for Kids: A comic exploring the new coronavirus – NPR
- Talking to teens and tweens about coronavirus – NYTimes
- PBS videos and resources

Phase 4 Mental & Social-Emotional Health

- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
<https://www.jedfoundation.org/covid-19-and-managing-mental-health>
- Coping & Dealing with COVID via CDC
- National Association of School Psychologists
- Supporting students with Autism Spectrum Disorder and COVID-19

Teachers will assess any needs for mental health supports during their weekly communication with students and parents. Based on any concerns, the teacher will elevate that need to the behavior specialists (Student Advocate, Social Worker, principal, Homeless Liaison, etc.) The specialists will reach out to individual students and families to determine what they may need. The specialist will help connect the family to outside agencies to help meet their needs. Administration will hold weekly virtual staff meetings with teachers to identify any additional students or families in need.

A comprehensive list of mental health resources will be compiled and posted on the school's website and distributed through email.

Phase 4 Instruction

Governance

NBCA has created a Continuity Implementation Team (CIT) working group which will continue to focus on returning to instruction and learning with support from Choice Schools Associates and Central Michigan University. This working group will be composed of a representative sample of stakeholders and will focus on gathering feedback and input to improve the plan. The team will revise and share the remote learning plan with all stakeholders through email and Facebook.

Instruction

NBCA will have two options for instruction in Phase 4:

1. In-person instruction
2. Virtual/remote instruction

If there is a closure, any students who are receiving in-person instruction will transition to virtual/remote instruction and will return to in-person instruction once re-opened.

NBCA will provide an electronic device (Chromebook or iPad) to all students to use for the school year to ensure transitions happen smoothly for students and staff. All attempts will be made to connect families with resources to remove barriers to internet use.

Phase 4 Instruction

It is the vision of NBCA school administrators and staff that all students will have access to grade level high quality instruction that will be aligned with state standards. All students will be assessed on understanding of skills and grade level proficiencies as well as social emotional learning.

NBCA will ensure that every student has access to instruction that is aligned with grade level Common Core State Standards. Essential/priority standards will be identified and lessons will be planned for students to meet grade level proficiencies.

Parents have a choice to register for virtual/remote instruction or in-person instruction on a trimester basis. This enables the school to plan accordingly to meet the needs of the students and school.

In-person instruction in the school building

NBCA will utilize the Canvas Learning Management System for instructional delivery and communication between school and home for grades TK-8 and MyKidzDay for PK. Canvas and MyKidzDay will serve as the hub for student's classwork for all students whether they are in the building for in-person instruction or learning remotely.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis, along with in classroom learning. These resources will have assignment due dates to ensure students are following along with our modified essential/priority standard expectations. Assignments stemming from the videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the subject/grade level.

School administration will communicate best practices and expectations for in-school and remote instruction. Resources, assignments, and video lessons will be shared through Canvas.

Assignments will be submitted through the site, graded, and feedback will be shared with students.

Students will be in classrooms with certified teachers. Staff will share instruction based around identified essential/priority standards in each subject, with comprehension, analysis, and enrichment to follow. Students will receive instruction in English Language Arts, Mathematics, Science, Social Studies, and exposure to Eco-Art, Physical Education, STEAM, and Environmental Science.

Phase 4 Instruction

IEP and 504 plans will be evaluated, revised, and implemented based on state requirements and to reflect the child's revolving needs.

Virtual/remote Instruction

The virtual method of instruction will utilize the Canvas Learning Management System for grades TK-8 and MyKidzDay for PK. These platforms are new and were not evaluated during the spring closure due to lack of time, financial resources, and training required for staff and students. Canvas and MyKidzDay will be fully implemented including staff professional development and parent training prior to the start of school.

Canvas will serve as the hub for students, parents, and staff in grades TK-8 and MyKidzDay for PK. NBCA will use the Canvas online learning management system (LMS) and MyKidzDay platform for communication between school and home, and all instructional delivery. Resources, assignments, grades, feedback, and communication will be shared through this platform. Teachers will also communicate feedback from parents/guardians and students to administration.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources. Teachers will integrate synchronous and asynchronous learning dependent on grade level student needs through Canvas each week.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will have assignment due dates to ensure students are following along with our modified essential/priority standard expectations. Assignments stemming from the videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the subject/grade level.

NBCA will also utilize the Zoom tool to provide enrichment experiences. Staff will host Zoom class for their classrooms at once per week which will be recorded and shared with the class. Interventionists and special education teachers will support our students on Zoom calls to support them on a one-on-one or small group basis. Special education services will include academic support, social-emotional check-ins, speech therapy, occupational therapy, and physical therapy as indicated by the students IEP.

Assessments

Students will be assessed in the following manner either through virtual/remote testing or in-person testing at the school:

PK: TSGold at required checkpoints

Phase 4 Instruction

- TK/1: Fountas and Pinnell Benchmark Reading Assessment – 3 times per year
Acadience – 3 times per year
Kindergarten Readiness Assessment (KRA) – TK/K only
- Grades 2,3: Fountas and Pinnell Benchmark Reading Assessment - 3 times per year
NWEA MAP Reading and Math – 3 times per year
M-STEP for 3rd grade (Based on MDE)
- Grades 4-8: NWEA MAP Reading, Math, Science – 3 times per year
M-STEP (based on MDE)
PSAT for 8th grade (Based on MDE)

Professional Learning Communities (PLC's) will be scheduled virtually and/or in -person on a weekly basis which will provide the opportunity for instructional staff to collaborate on delivery methods for instruction, assessments, differentiated instruction, interventions and acceleration, etc. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students. School leaders will monitor PLC progress.

Expectations will be sent for students, parents, and staff and training will occur to enable smooth operation and use of online learning tools and processes.

Teachers will communicate with students and parents on student progress and targeted plans including IRIP's, IEP's, 504 plans and any other additional supports.

Supplies Needed

A supply list will be provided to families to support students when in Phases 1-3 and 4-6. An effort will be made to align the supply lists so additional school requirement costs will not fall on the families. When in Phases 103, students will require the following supplies, and who should be providing them:

In-person Instruction:

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- Face mask (Homemade by Parents, disposable by NBCA)
- Backpack (Parents)
- Writing utensils (Parents)
- Supplies on grade level supply list provided by teacher (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

Phase 4 Instruction

Supplies for Virtual/remote learners:

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- Writing utensils (Parents)
- Supplies on grade level supply list provided by teacher (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

Attendance will be taken daily by participation, communication and completed assignments on Canvas and MyKidzDay according to state requirements from MDE Pupil Accounting for students and teachers.

Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be defined and communicated to students and staff.

Communications and Family Supports

NBCA will communicate all details of the instructional program through multiple modes in their home language. Expectations in-person instruction, virtual/remote instruction, return to school information, clear information about hours and schedules, and curriculum and assessment of each core subject.

Family supports will be offered to provide training on Canvas for parents and students, and access to community resources for additional supports.

Parents are encouraged to provide school supplies for their child from the traditional supply list provided by the school for the specific grade.

NBCA teachers will create learning kits that will include necessary supplies for each unit/subject area outside of the traditional school supplies. Parents will pick up the unit learning kits at the school at designated times aligning to each unit. All students will have access to grade-level textbooks/workbooks either online or by picking them up at the school to complete their work, if needed.

NBCA will work with the KISD to have remote learning plans translated into stakeholders in their home languages and will utilize communication tools which are able to translate information.

Phase 4 Instruction

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing

Chromebooks or iPads for all students and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

As always going into the school year, communication will be key this year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. To assist with this, we have broken down the type of communication and the avenues of delivery.

Communication Avenues of Delivery

Topic of Communication	Delivery Method
School Closure	Email and Phone call through School Messenger, Facebook, Class Dojo, Wood TV, WZZM, school website, Canvas, MyKidzDay
Health Concern	Letter via Email
All School: Need to Know	Email from Principal, Facebook, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call through School Messenger
More than one Grade Level	Email, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call through School Messenger
One grade level/team	Email from teacher, Class Dojo (elementary), Canvas, MyKidzDay, Automated Phone Call and/or email through School Messenger
Student Specific	Email, personal phone call, Class Dojo

Teachers will hold at least one classroom meeting through Canvas or Zoom each week to maintain a sense of community, allow students to interact and socialize, and teach essential concepts.

For virtual/remote learners, teachers will hold weekly office hours a minimum of two days per week at varying times which will allow for students and parents to contact teachers with questions, concerns, and help needed. Office hours will be communicated to parents through Canvas, MyKidzDay, Facebook, letter, and email.

For students who have special education programs and services and will be learning virtually, we will be initiating a contingency plan, with parent input, to address the needs of each individual student. Students with IEP's will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as

Phase 4 Instruction

well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

Teachers will provide grade specific activities and strategies for teaching and to use at home for families (ex. Khan Academy). Answer keys and additional resources for teaching and understanding concepts will be provided to parents as needed.

Parents will receive access to online training for digital systems including Canvas at the beginning and throughout the school year.

We will be creating an addendum to our NBCA Student and Family Handbook which will be focused on online learning called New Branches Virtual Academy Student and Family Handbook. This will include expectations and policies and procedures of the virtual learning program.

Professional Learning

Professional learning is going to look different than it ever has and perhaps is the most challenging of all years. We have prioritized our time with staff to accomplish many goals. During the week of August 24, staff have been assigned online resources to train them on the Canvas Learning Management System as well as identifying the essential/priority standards for the year for each grade level. Staff also will have additional COVID-19, ADA/HIPAA and workplace training they must complete online.

During the week of August 31, we have identified areas that require collaboration and teamwork. Staff will have experiences involving vision setting, curriculum priority standards, developing student centered supports, training on digital tools, and time for special education conversations. Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data, developing priority standard pacing guides, racial educational equity, and building grit in students.

Professional development, PLC's, and staff meetings during Phase 4 will be held virtually and/or in-person on the days allocated on the school calendar. This will enable us to collaborate as a team on consistent, effective instructional delivery, share successes and failure around online learning, and exchange information on student data to drive instruction. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students.

Phase 4 Operations

Custodial Supervisor will audit necessary materials to ensure effective supply level for cleaning, disinfection in order to maintain the school in good working order.

All custodial staff will wear face coverings and follow school cleaning and disinfection protocols according to the CDC Decision Tree.

School building will be audited for classrooms available, sizes of classroom, ventilation, and additional spaces available for instruction.

School leader will conduct facility walkthrough with custodial team prior to return to school to ensure building is ready for staff and students.

Budget, Food Service, Enrollment, and Staffing

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

Budget

All expenditures will be monitored by school administration and Choice Schools Associates.

Food Service

NBCA will survey families about plan for returning and method of transportation. If families are not comfortable to have their child return to school, they will be required to participate through the online program.

Enrollment

School administration will monitor enrollment throughout the summer and school year and adjust staffing needs based on the budget.

Staffing

Staffing will be evaluated based on model and need for instructional staff. NBCA will work with Choice Schools Associates to hire and place necessary staff members and redeploy underutilized staff. We will also work with EduStaff to provide substitute teachers.

Choice Schools has conducted a survey of all staff in July to assess who is returning and concerns.

*NBCA does not have a local bargaining unit.

We will communicate updates of policies and procedures to all stakeholders in a timely manner. Which will include updating the NBCA Family & Student Handbook to reflect online learning expectations, policies and procedures.

Phase 4 Operations

School administration will work with staff to create master schedule while following safety protocols. Ex. Arrivals and dismissals, bathroom procedures, busing, passing in the hallway, breakfast and lunch procedures, etc.

Technology

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

Students will be taught and required to bring their electronic device to and from school at all times. Students will be taught how to access all necessary online sites and how to independently use Canvas and complete required assignments posted by the teacher.

The Technology Coordinator will serve as the point of contact for staff to plan and communicate technology needs and concerns. A technology support line has been developed to communicate and address any technology issues.

A technology plan will be developed to adapt to remote learning which will include safe procedures for distribution and return of electronic devices, and proper cleaning and disinfection of the device when transitioning from school to home and back. Identify any chronic technology issues and develop a long-term technology maintenance plan and corresponding budget.

The Technology Coordinator and IT Team will inventory and track all electronic devices for students and staff and prepare the infrastructure evaluation process.

The Technology Coordinator will utilize IBoss to monitor student access, connectivity, and participation to successfully engage in and complete school work.

Ongoing training on technology will be provided to stakeholders as needed.



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

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Transportation

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

The Transportation coordinator will audit the overall transportation system including staffing, equipment, procedures, routes, etc. Buses will not be utilized for food service delivery should school close. All students and staff are required to wear facial coverings while on buses at all times.

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

Phase 5 Safety Protocols

At NBCA, the plan for Phase 5 would be the same as Phase 4 except for the following exceptions:

PPE

Gloves are not required except for custodial staff or teachers cleaning their classrooms. NBCA will require all students and staff to wear facial coverings while in Phase 5.

Hygiene

Students and staff should wash hands and use sanitizer after changing any classrooms or working with a new group of students.

Spacing, Movement, and Access

No staggered school schedule necessary or recommended.

Screening Students, Staff, and Guests

Only one parent/guardian per child allowed to enter building at a time and must follow safety protocols upon entering.

Testing Protocols for Students and Staff and Responding to Positive Cases

Same for Phase 4 and 5.

Responding to Positive Tests Among Staff and Students

Same requirements for Phase 4 and 5.

Budget, Food Service Gatherings and Extracurricular Activities

Expenditures will be monitored in all areas of the school and aligned with enrollment through a working partnership with Choice Schools Associates.

Staff must comply with all safety protocols (handwashing before and after every meal, barrier protection required).

Field trips are allowed but all students and staff must wear facial coverings.

Athletics

School competitions are allowed.

Indoor spectator events must not exceed 50 people.

Spectators and staff must wear facial coverings in the building.

Social distancing outside of families must be met.

Phase 5 Safety Protocols

Temperatures taken of all participants must be taken and recorded prior to arriving for the game.

All participants must have their own personal water bottled labeled with name.

No physical contact – handshakes, fist bumps, etc.

All athletic equipment will be cleaned before and after each use.

Cleaning

Safety handwashing techniques must be followed.

All surfaces in the facility will be cleaned and sanitized.

Busing and Student Transportation

Same requirements for Phase 4 and 5.

Medically Vulnerable Students and Staff

Same requirements for Phase 4 and 5.

Phase 5 Mental & Social-Emotional Health

Same plan for Phase 4 and 5.

Phase 5 Instruction

Governance

Same plan for Phase 4 and 5.

Instruction

Same plan for Phase 4 and 5.

Communications and Family Supports

Same plan for Phase 4 and 5.

Professional Learning

Same plan for Phase 4 and 5.

Phase 5 Operations

Facilities

Same plan for Phase 4 and 5.

Budget, Food Service, Enrollment and Staff

Same plan for Phase 4 and 5.



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

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Phase 5 Operations

Technology

Same plan for Phase 4 and 5.

Transportation

Same plan for Phase 4 and 5.

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Wednesday, August 12, 2020 10:23 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

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

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808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788