

Mt. Clemens Montessori Academy COVID-19 Preparedness and Response Plan

Address of School District: 1070 Hampton Road, Mt. Clemens, MI 48043

District Code Number: 50908

Building Code Number(s): 09294

District Contact Person: Casey Rakowski

District Contact Person Email Address: crakowski@mtclemensmontessori.com

Local Public Health Department: Macomb County Health Department

**Local Public Health Department Contact Person Email Address: Niki Mach, 586-469-6650,
niki.mach@macombgov.org**

Name of Intermediate School District: Macomb Intermediate School District

Name of Authorizing Body: Bay Mills Community College

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

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 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 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.

Nicole Morgia

President of the Board of Directors

Date 8.10.2020

Introduction and Overview

The mission of Mt. Clemens Montessori Academy is to develop students with a positive self-image who can apply critical thinking skills, communication skills, creativity, cooperation and respect for others to changing situations. The interdisciplinary environment of the Academy recognizes, develops, utilizes and challenges each student's unique potential by addressing academic, aesthetic, emotional, physical and social needs.

Mt. Clemens Montessori Academy is located in the city of Mt. Clemens, an urban community located 20 miles northeast of Detroit, Michigan. Mt. Clemens is the County Seat of Macomb County and provides services for a diverse socio-economic group that in the immediately surrounding community trends lower to middle class, although students do attend from many nearby communities. Mt. Clemens Montessori Academy parents provide their own transportation daily demonstrating their commitment to providing a quality of education for their child. Mt. Clemens Montessori Academy consists of 297 students in grades Kindergarten through Fifth Grade and 49 staff members. The Academy was founded in 1970 as a private Montessori School and became a Public School Academy in 2003 chartered through Bay Mills Community College. Additionally, Mt. Clemens Montessori Academy offers a tuition-based Montessori Preschool Program that feeds into the Elementary Program.

The population consists of approximately 70% Caucasian, 24.8% African American, 2.9% Hispanic, and less than 1% Asian American. The primary language spoken is English. Mt. Clemens Montessori Academy is a Title I Targeted Assistance School with much emphasis put on meeting the individual academic and social needs of the child consistent with the Montessori philosophy. Some of our support services include RTI/MTSS model, reading and math specialists, individualized instruction, special education, social work services, ELL services including tutoring, and many after-school programs including Band, Childcare, Art, Cub/Girl Scouts, and golf.

Mt. Clemens Montessori Academy and its philosophy are inspired by the educational thought of Dr. Maria Montessori, the models for the classrooms and the developmental learning materials were created by her. The school continues her work in developmental psychology and education.

As Montessori educators, we believe that each child is born to be a learner, and that the full potential of each person is realized only through an ordered, challenging, nurturing environment that is physical, intellectual and social.

We believe that the child and his/her needs are the central and commanding focus on the learning process. It is the role of the school to observe, to know, and encourage the child as he/she proceeds throughout the stages of development.

We see in each child the future of society, of our nation, of our planet. The child in the process of fundamental development has unlimited possibilities and the future rests on our ability to cultivate this potential.

We believe that the learning process is governed by basic human tendencies or needs:

- The need to communicate, to use language
- The tendency for order: the demand to organize, classify and interpret reality
- The need for independence, the impulse to act personally on and in reality
- The need for social relationships
- The need to experience reality through imagination

Like Dr. Montessori, we recognize that education requires an ethical environment in which the values of the community are respected and the worth of the individual protected. Our philosophy includes the cultivation of the following values:

- Self-reliance and hard work. We facilitate education based upon self- inquiry while maintaining school-wide standards of academic excellence. We recognize the intrinsic rewards of the children's work.
- Respect for other people, including those who live or lived in other places and times. We emphasize the positive advances achieved by humans rather than the wars raged by them.
- International and interpersonal peace. We seek to create situations where children cooperate at least as much as they compete.

COVID-19 brought a host of challenges, but with individual student needs at the core of the Academy philosophy, our teachers and staff were able to deliver the core curriculum and special (elective) classes to our students daily using a variety of resources and tools.

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

**Mt. Clemens Montessori Academy will be following all the required and strongly recommended practices.*

Phase 1, 2, or 3 Safety Protocols:

During this phase at Mt. Clemens Montessori Academy there is no in person instruction.

All parents/guardians are required to wear facial coverings (as defined by the State of Michigan) when retrieving items from Mt. Clemens Montessori Academy.

School administration will schedule times for parents/guardians to retrieve student materials and technology while adhering to social distancing guidelines recommended by the Centers for Disease Control (CDC, Michigan Department of Health and Human Services (MDHHS) and the Macomb County Health Department (MCHD).

Teaching staff are given the opportunity to schedule a few hours to collect teaching material in a safe social distanced manner. All staff are required to successfully complete the health screening, wear a mask or facial covering (as defined by MDHHS) before entering the building. There also may be instances (as the direction of school administration) where teaching staff members may be allowed access to the school building under the above guidelines to conduct basic school operations including remote, live instruction to assist with remote learning.

Custodians work at the academy on an as-needed basis (as determined by school administration) to do an overall check of the building, check and run all water outlets, check status of fire/smoke detectors, check boiler/HVAC system and meet contractors for task completion. Mt. Clemens Montessori Academy employees and/or contractors are permitted to be physically present in the school building for the purposes of conducting basic school operations.

Mt. Clemens Montessori Academy does not have a food service program. School administration will make frequent posting on school social media accounts of various community resources offering meal distribution for families in need.

Childcare services are not provided during this time.

All athletics and after-school programs are suspended.

All inter-school activities are suspended during Phase 1, 2, and 3.

During Phase 1, 2, or 3, school employees work remotely unless absolutely necessary to maintain school operations or support remote learning. There is minimal entrance into the

building at these Phases. Before entering the building all staff are required to complete the screening questions, complete a temperature check, and contact the School Leader for entry. A log is maintained by School Office staff of all staff members who enter the building, date, time entered and exited and locations in the building where they were working. This allows us to create a trail in case of a positive or suspected case.

To ensure the school building remains functional, and to support remote instruction as required, custodians continue to complete building checks for safety concerns and repairs. This will also include checking and running all water outlets, checking the status of fire/smoke detectors, checking the boiler/HVAC system and meeting contractors for task completion as required.

Mt. Clemens Montessori Academy does not provide transportation services.

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

**Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

During Phases 1, 2, and 3 Mt. Clemens Montessori Academy teachers, School Leaders, Office Personnel, and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect in any way they can to assist and student's and/or families that require mental and social/emotional assistance. These methods will include (but not limited to) online by Mailchimp email, contact parents by phone, and utilize online tools such as Google Classroom, Google Meets/Hangout, Zoom, Bloomz, school website, Facebook, Twitter, Instagram, and Remind to engage with parents and students.

The Mt. Clemens Montessori Academy Special Education Department (specifically the School Social Worker) will provide mental health support to pupils affected by the state of emergency prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need. Additionally, Mt. Clemens Montessori Academy will utilize its partnerships with sister schools within its management company network to seek out targeted outside resources to provide grief and loss support to students that may have experienced a loss due to COVID-19. Students needing additional support will be referred to the School Social Worker for intervention and support. If extra supports are required, administration, office staff, and support staff will connect weekly with students and parents to provide virtual strategies to help with mental health concerns.

The Special Education Department will hold all annual IEP's via Google Meet/Hangouts, Zoom Video Conference or teleconference. Mt. Clemens Montessori Academy will also post updates on student and family support services on Mailchimp email, Facebook, Twitter, Instagram, school website and Remind Texting Service.

Mental Health Screening:

Mt. Clemens Montessori Academy will compile a Mental Health Screening Questionnaire for all students, staff, and parents/guardians. Mt. Clemens Montessori Academy will be using the Pediatric Symptom Checklist (PSC-17) in coordination and consultation with a medical professional, as the screener.

Communication Guidelines:

All staff will refer students that appear to be at risk of behavioral difficulties to School Administration. Social/Emotional (mental health) difficulties will be referred to the School Social Worker, in addition to the School Leader.

On-Going Training and Professional Development:

All staff will attend training and ongoing professional development as well as established tools, resources and support based on a variety of topics. A district-wide Professional Development calendar has been devised to address the following topics:

- Social/Emotional Learning
- Trauma-Informed schools/staff
- At-Risk Students
- Integrating Social/Emotional Learning Into Culturally Responsive Classrooms

Crisis Management Plan:

Mt. Clemens Montessori Academy and the Macomb Health Department has identified the following locations available for COVID-19 testing:

- Macomb County Health Department: 380 N Rose St, Mt. Clemens, MI 48043. Phone: 586-463-3750.
- CVS Pharmacy: 33021 Garfield Road, Fraser, MI 48026, Phone: 586-293-5012.
- Coronavirus Community Care Network - State Fairground (Macomb County): 778 W State Fair Ave, Detroit, MI 48203. Phone: 313-230-0505.
- Michigan Urgent Care - Clinton Township: 22500 Metro Parkway, Clinton Township, MI 48035. Phone: 586-267-9300.
- Lakeside Urgent Care: 44472 Hayes Road, Clinton Township, MI 48038. Phone: 586-412-0890.

Comprehensive List of Wellness Resources:

A community resource booklet will be compiled and available to all staff, students, parents and guardians providing mental and social/emotional health wellness information. Updates to the booklet will be ongoing. The booklet will be available via hardcopy and available on the school website. Pre-Screening will be conducted by the teachers to ensure proper resource information is provided as needed.

Ongoing Reporting Protocols for School Staff to Evaluate Physical and Mental Health Status:

As students, staff, and parents/guardians take part in the PSC-17 Mental Health Screening Questionnaire, answers will be closely monitored. If an individual is seeking help, the School Leader, GPS Social Worker, and/or Academy of Warren Social Worker will assist the individuals with ensuring that they get the assistance needed.

Resource for Staff Care: Resiliency Strategies

Posters will be placed in the Office, copy machine area, kitchen (legal notice posting boards) and given (hard copy and sent virtually via email/shared Google Drive) to staff to posting by their desks (as a reminder) of the following Resiliency Strategies:

- Remember to implement daily exercise into your schedule.
- Make time for solitude.
- Engage in positive self-talk.
- Get out more and experience life with family.
- Learn from failure, setbacks and obstacles.
- Cultivate both humor and curiosity.
- Have realistic expectations for yourself and those around you.

Designate a Mental Health Liaison:

The School Social Worker will be the designated Mental Health Liaison who will work across the Academy, with public health agencies, and community partners.

Leveraging MDE Resources:

The School Leader will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this institution will be provided to staff as the

information becomes available. This will be supported via Mailchimp Email, social media posts, school website and/or applicable documents/brochures.

Activating Communications:

The School Leader (Casey Rakowski) will be the designated contact for school stakeholders to address mental health concerns resulting from COVID-19 via email school@mtclemensmontessori.com.

Communicating With Parents and Guardians:

Documentation will be devised to address the return to school transition information relating to Mental and Social/Emotional Health in a one (1) page newsletter/document (based on need) that will be available to all parents, guardians, students and staff on the school webpage. This information will include but not be limited to the following:

- Destigmatization of COVID-19.
- Understanding normal behavioral response to crisis.
- General best practice of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Phase 1, 2, or 3 Instruction:

**Mt Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Phase 1, 2, or 3 Governance:

Mt. Clemens Montessori Academy created a “Return to Instruction and Learning” committee that included the following members:

- School Leader
- Board Member/Parent
- Teachers (Each Grade Level Represented)
- Academic Support Personnel
- Director of School Leadership from Educational Service Provider

The committee surveyed Academy Stakeholders/Parents at the end of May 2020 and in mid-July 2020 about their experiences with remote learning in Spring 2020, ways to improve remote learning instruction, and student/family needs for the 2020-2021 school year and the return to school. As a result of this feedback, the Mt. Clemens Montessori Academy “COVID-19 Preparedness and Response Plan” is being tailored to fit the needs of the majority of our families

within the guidance and laws set forth by the Executive Order and acts of legislation. It was with this feedback that the Academy's "Continuity of Learning Plan" is being improved to be more effective while in use for Phase 1, 2 and 3. Details of this remote learning plan will be shared with stakeholders through the Academy website and released via Academy's social media. As additional guidance and legislation is available, this plan may be further amended to increase its effectiveness while working to meet the majority of our student's academic needs.

Phase 1, 2, Or 3 Remote Instruction:

**Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Mt. Clemens Montessori Academy engaged through the "Return To Instruction and Learning" Committee with stakeholders through surveys to revise the Continuity of Learning Plan. Both the Continuity of Learning Plan and the COVID-19 Preparedness and Response Plan will be posted on the Academy website and via school media releases. The Plans are available in home languages upon request.

Mt. Clemens Montessori Academy identified the following challenges in implementing the Continuity of Learning Plan. These challenges were identified through surveying parents and teachers in late-May 2020, and in debriefing meetings with the committee:

- Students having inconsistent technology to utilize the platform (Google Classroom) correctly.
- Parents not being able to log on to Google Classroom or other online platforms (unfamiliarity with technology).
- Students not being consistent in completing their assignments on the online platform.
- Parents not having the skill set to assist students in completing assignments.
- Confusion from the State of Michigan in Spring 2020 on instruction officially counting.

Mt. Clemens Montessori Academy will ensure Continuous Learning takes place by:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.
- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Mt. Clemens Montessori Academy will facilitate alternative means of instruction for its students through the use of digital and non-digital materials, activities, and resources to support continued education during this period of at-home learning. Resources may include, but are not limited to, a combination of video lessons (live and recorded), Google Classroom, Zoom, Google Meet/Hangouts, Zearn Math, Math Expressions, Elevate Science, and Discovery Education. In

addition, Mt. Clemens Montessori Academy will continue to utilize the curriculum that is in place including: Montessori Lessons, Math Expressions, Houghton Mifflin Reading, and the C3 Social Studies Framework.

Teachers will have a remote learning schedule and will communicate with parents and students by phone, email, Remind, Bloomz, Zoom, or Google Meet/Hangout throughout the week. In an effort to supplement learning during any closures during Phase 1,2, and 3, paper packets will be available upon parent request to actively engage Mt. Clemens Montessori Academy in their learning.

All parents will have the option to have weekly learning packets mailed via USPS mail to supplement learning. These packets will include at-home learning activities for math, reading, social studies and science. The materials will provide opportunities for students to practice and apply key academic skills. These packets are designed to be completed independently, but some students may need support from teachers who will be available via Google Meet/Hangout, Zoom, email or phone in order to complete these materials.

Mt. Clemens Montessori Academy will continue to monitor and manage student learning. All students at Mt. Clemens Montessori Academy will have access to Google Classroom, an online learning platform. This platform will be the medium where online lessons, materials, practice and assessment will take place. The learning paths are tailored specifically to each student's academic goals. Teachers will continue to provide learning opportunities for students by posting assignments and expectations in Google Classroom. All assignments will be tailored to student needs and will allow students to improve their skills. Teachers will assign grades as per the Mt. Clemens Montessori Academy grading policy, and provide parents with how the points in Google Classroom translates into the school grading policy (as seen on report cards). Teachers will provide students for multiple opportunities to earn grades/points or both online assignments and/or paper packets. Furthermore, through Google Classroom students will be able to self-assess the quality of their work, reflect on teacher feedback and learning progress via the private messaging function under assignments (to maintain student privacy).

All teachers will complete a weekly communication log that will be an ongoing tracking system. This log will contain student names and what sort of tracking was completed: meet with student online, spoke via phone, contacted via email, Google Meet/Hangout/Zoom session, contacted the parent. The log will be maintained for each teacher. This log will be accessed by School Administration as a method of teacher accountability and for attendance/pupil accounting. Teachers will provide feedback on work completed at home.

Mt. Clemens Montessori Academy will use a host of communication tools to reach our stakeholders to provide feedback (both initial and ongoing) and input in an attempt to create

equitable access to the plan and remote instruction. While many of our families prefer electronic communications as opposed to mailed communications we do have a small group of stakeholders that either do not have internet or prefer to have hard copies of plans/documents by choice. The Mt. Clemens Montessori Academy website will serve as one of the tools used to communicate the plan. On our Academy website, we have a section entitled “Response to COVID-19” where we post not only our plans, but updated information, resources, and frequently asked questions. Mailchimp email, Facebook, Twitter, Remind, Instagram and the Academy Website are the selected methods that will serve as a vehicle to communicate the COVID-19 Preparedness and Response Plan to all our stakeholders.

Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth will be assessed in Fall 2020 as will the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These assessments/screeners will enable Mt. Clemens Montessori Academy teachers understand where students are academically and inform instructional decisions for teachers, students, and families.

Mt. Clemens Montessori will review IEPs and 504 plans with each general and special education teacher to reflect the child’s needs based on assessment data and parent feedback. During Phase 1, 2, and 3, intervention and support services will be conducted virtually (online). Schedules and structures will be set up with Special Education, General Education and parents of the student who is receiving services. This will allow for collaboration on delivery methods for assessments and instruction as outlined in the student’s IEP. These services may also include occupational, physical and/or speech and language therapy including evaluations by school psychologists and social workers including development or potential continuation of services plans.

Mt. Clemens Montessori Academy as a K-5 Elementary School does not have any students who are transitioning to postsecondary and therefore does not need to secure supports.

Mt. Clemens Montessori Academy Administration will conduct checkpoints around curriculum and instruction with teachers including ongoing monitoring of student progress. Communication logs will include information about student academic strengths and weaknesses and assist in identifying areas in need of additional support. This log will be accessed by School Administration as a method on monitoring student progress and compared to established grade level curriculum maps as a point of reference.

Mt. Clemens Montessori Academy Administration will remain connected with MDE in regards to updates and changes about policies and guidance. Furthermore, Mt. Clemens Montessori Academy will utilize its network of its Education Service Provider (CS Partners), authorizer

(Bay Mills Community College), and Michigan Association of Public School Academies (MAPSA) to stay connected to updated policies and guidance.

Phase 1, 2 and 3 Communication & Family Support:

Mt. Clemens Montessori Academy will use a host of communication tools to reach our stakeholders in an attempt to create equitable access to the plan and remote instruction. While many of our families prefer electronic communications as opposed to mailed communications we do have a small group of stakeholders that either do not have internet or prefer to have hard copies of plans/documents by choice. The Mt. Clemens Montessori Academy website will serve as one of the tools used to communicate the plan. On our Academy website, we have a section entitled “Response To COVID-19” where we post not only our plans, but updated information, resources, and frequently asked questions. Mailchimp email, Facebook, Twitter, Remind, Instagram and the Academy Website are the selected methods that will serve as a vehicle to communicate the COVID-19 Preparedness and Response Plan to all our stakeholders.

Mt. Clemens Montessori Academy will implement daily schedules for remote learning. Grade-level guidance on student workload will be communicated with each teacher to ensure consistency between both modes of instruction.

Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth will be assessed in Fall 2020 as will the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These assessments/screeners will all Mt. Clemens Montessori Academy teachers understand where students are academically and inform instructional decisions for teachers, students, and families.

Mt. Clemens Montessori Academy will provide resources that demonstrate schools value parents as partners in their child’s education. The Academy will work to offer families the following supports:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.
- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Mt. Clemens Montessori Academy and the Special Education department will provide students and parents with the help needed to support their social and emotional well-being as well as providing academic advice through remote services.

Phase 1, 2, or 3 Professional Learning:

Mt. Clemens Montessori Academy will provide professional learning opportunities that will provide time and resources for Academy educators to build relationships, plan, and teach in both an in-person and remote environment. In this setting, educators will be offered:

- Ongoing professional learning resources and virtual learning sessions on how to meet the needs of students in a remote environment.
- Support from Administration for remote team meetings where teachers collaborate to make sure students are meeting academic standards and adjusting plans to meet student needs.
- Provide real examples of high quality instruction to engage students in remote learning.
- Provide additional support and mentorship for any new teachers to Mt. Clemens Montessori Academy to ensure they meet the needs of students.
- Individualized and differentiated support for educators.
- Mt. Clemens Montessori Academy will support educators fall planning and instructional needs with professional learning, resources and supports.
- Mt. Clemens Montessori Academy will develop plans to help students start the school year with strong relationships, routines, and expectations necessary for success in remote learning environments and sustain those relationships and learning throughout the school year.
- Mt. Clemens Montessori Academy educators will create flexible learning expectations and timelines to utilize multiple ways for students to share their learning through assignments, tasks and projects.
- The opportunity to gain a deeper understanding of grade level curriculum and resources with a focus on prioritized Common Core Academic Standards to ensure critical thinking happens.

Phase 1, 2, Or 3 Monitoring:

Mt. Clemens Montessori Academy will activate plans to monitor and access the following items:

- Connectivity and Access
 - Surveys will be shared with parents to ensure that their child(ren), have adequate connectivity and devices necessary to successfully complete schoolwork.
School will provide the following:
 - Chromebooks
 - Paper packets
 - Resources for internet

- Attendance
 - All teachers will complete a weekly communication log, that will be an ongoing tracking system and used for attendance purposes. This log will contain student names and what sort of tracking was completed: met with students online, by phone, by email, or contacted parents. The log will be accessed by all school leaders within the building to ensure that there is constant communication.
- Student Work
 - Teachers will assess quality of work and provide feedback to all students and families.
 - Weekly monitoring of student engagement in the different curriculum platforms, communication log, and weekly feedback.
 - Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions.

Phase 1, 2, Or 3 Operations:

**Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Facilities:

Mt. Clemens Montessori Academy weekly audits necessary cleaning and disinfection supplies to make sure and adequate supply is on hand. Given the increased difficulty with shortages and potential supply chain issues, Mt. Clemens Montessori Academy has worked to maintain a 3 month supply of these necessary supplies. Meetings have been held with the Academy's current suppliers and new vendors are being secured to ensure Mt. Clemens Montessori Academy has the necessary cleaning and disinfection supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students. Mt. Clemens Montessori Academy custodial staff are being provided additional training on proper use of PPE, cleaning and disinfection according to CDC guidelines. Additionally, the Academy has purchased PPE masks (surgical masks), face shields, gloves that must be worn in tandem when executing cleaning duties. Further, all cleaning and disinfection protocols will follow the CDC, "School Decision Tree" to help determine which mitigation strategies may be most appropriate for any situation. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

To ensure the school building remains functional, and to support remote instruction as required, custodians continue to complete building checks for safety concerns and repairs. This will also include checking and running all water outlets, checking the status of fire/smoke detectors, checking the boiler/HVAC system and meeting contractors for task completion as required.

Mt. Clemens Montessori Academy is not utilized as an active voting/election site and there is no need to establish a contingency plan for this usage.

Mt. Clemens Montessori Academy does not have a food service program and therefore does not require a food distribution contingency plan for this usage. Mt. Clemens Montessori Academy will post food assistance resources on the Academy website and social media pages.

Furthermore, Macomb County maintains an interactive map of food assistance locations via the following link:

<https://gis.macombgov.org/portal1/apps/webappviewer/index.html?id=7918e716395a42d18221ca0f61d256b3>.

Mt. Clemens Montessori Academy is not utilized as an essential childcare site and therefore does not require a contingency plan for this usage.

Mt. Clemens Montessori Academy has worked to secure secondary vendors and sources of PPE, disinfectants and other necessary materials and supplies. If these additional resources are unavailable to meet Mt. Clemens Montessori Academy's needs, we will reach out to our Local Emergency Management Program and/or ISD (Macomb Intermediate School District) to procure additional supplies.

Technology:

Mt. Clemens Montessori Academy surveyed both our families and staff in late May 2020 and again in mid July 2020 in regards to the numbers, types, and conditions of technology devices in their homes to support remote learning. Through these surveys, it was determined that a majority of families would like a common platform (ex. Chromebook) to work on during remote learning to make it easier to give directions and assignments in a common way, instead of having to spend additional time problem solving issues on other platforms that were not compatible with the learning platforms Mt. Clemens Montessori Academy is utilizing.

Mt. Clemens Montessori Academy designates the classroom teacher as the single point of contact to plan and communicate with district technology teams.

Mt. Clemens Montessori Academy will be developing a district technology plan. This plan will include guidance to assist Mt. Clemens Montessori Academy staff with identifying and guiding technology purchases and usage in the future. This district technology plan will also include training as support for teachers and staff to adapt to remote learning in the classroom. Mt. Clemens Montessori Academy staff were surveyed in late May 2020 on possible training and support they would require for future remote learning. Through this survey the follow items were identified for future training and support: Google Classroom (grading, posting, creating

tutorials for parents), Zoom (how to use “waiting room,” proctoring NWEA assessment via Zoom), Bloomz (tutorial on how to effectively use), NWEA Screener (how to proctor virtually), how to set up on computers, and how to use online components of curriculum (Math Expressions, Elevate Science, Wordly Wise).

Mt. Clemens Montessori Academy has identified Charter Technologies, Inc. as our “Identified Technology Vendor.” Charter Technologies, Inc. located in Livonia, Michigan, has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as Mt. Clemens Montessori Academy approved technology vendor since September 2019. Charter Technologies, Inc. will assist and support Mt. Clemens Montessori Academy staff in the maintenance, technical support, and installation of technology equipment. Each week, Charter Technologies, Inc. will report to the school on-site to triage and repair teacher and student devices to minimize the time that staff and students have to be without a computer. If the student and/or teacher devices cannot be repaired on-site within the triage area; every effort will be made to provide a temporary device for the student and/or teacher, thus reducing the wait time for a device. Over the summer, Charter Technology, Inc. conducts a technology evaluation of the district’s infrastructure. In the past year, Mt. Clemens Montessori Academy has invested both E-Rate, grant funds, and general funds into a new server, firewall, Chromebooks, a new fiber optic connection to the school, and Wi-Fi access points in the building to allow for future technology requirements to educate the students of the 21st Century.

Mt. Clemens Montessori Academy will assign Technology Team Leads who will serve as an internal “help desk” for parents/guardians and students using both Academy Chromebooks and other at-home technology to access Google Classroom and other online learning platforms. The Technology Team Leads and the School Leader will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms. The School Leader and Technology Team Leads will ensure that students can submit their assignments through Google Classroom so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians. Charter Technologies, Inc will respond via a help ticket submitted by the classroom teacher (detailing the issue and the Chromebook serial number) and will connect to the Chromebook remotely so assess and remedy the issue.

Individuals assigned as technology process leaders will have their contact information posted on the Academy website and detailed in newsletters and press releases to parents/guardians. This will assist parents/guardians in being aware of who to contact if/when technology issues arise.

Mt. Clemens Montessori Academy's Technology Plan will be posted on the Academy website before the start of school. As part of the registration process, each parent/guardian has already signed an acknowledgement page on the Academy's technology/internet policies. Verification of the signed acknowledgement page must be on record before Chromebooks are released from the school. Parents/Guardians requesting to borrow a Chromebook on behalf of their child(ren) will complete the "Technology Equipment Use Agreement." Once the use agreement and confirmation of signed acknowledgement form, the parent/guardian can check out a Chromebook from the Academy. Set dates/times to pick up and drop off Chromebooks will be listed on the Academy website. Parents and students transferring out of the Academy before the end of the school year must turn in their Chromebook before exiting the Academy. Furthermore, Mailchimp email, Remind, Facebook, Twitter, classroom Bloomz and Instagram will also be used to communicate pick up and drop off dates.

All Chromebooks will be enclosed in a large zip lock bag as a safety and health precaution. The zip lock bag will have the student's name, grade, Chromebook serial number, email address, password of the assigned Chromebook with detailed instructions of how to sign on, access internet, procedures for launching all relevant learning icons and a list of Technology Team Lead's contact information. Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents. In adhering to the safety and health precautions of the CDC, all Chromebooks returns will be redeposited in a large zip lock bag by Technology Team Leads for health and safety precautions. If devices are not returned to the Academy, they will be disabled remotely. Once disabled, a message will appear, stating to return the devices to the Academy. Charter Technologies, Inc. (Technology Support Company) will monitor usage of all devices that are loaned out to students.

Mt. Clemens Montessori Academy Administration, Board, and Educational Service Provider Compliance Department annually review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

Budget, Food Service, Enrollment, and Staffing:

Mt. Clemens Montessori Academy will continue using the instructional programming, resources and materials that are currently in place. The Academy will continue to provide updates on instructional materials to support virtual learning as needed.

Mt. Clemens Montessori Academy is currently fully staffed. If there becomes a need, the Academy will follow guidance from their Educational Service Provider (CS Partners) and MDE on adjusting staffing levels.

Mt. Clemens Montessori Academy does not have a food service program and therefore does not require a food distribution contingency plan for this usage.

Through the planning process, Mt. Clemens Montessori Academy will define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.

- Attendance - 2-way communication log
- Time of schooling will be determined by grade-level teams and approved by administration. (Virtual and hard-copy breakdown of times)
- Mt. Clemens Montessori Academy is awaiting final guidance and Pupil Accounting Manual information to lay out potential flexibility for remote (virtual) instruction.

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

**Mt. Clemens Montessori Academy will be following all the required and strongly recommended practices.*

Phase 4 Safety Protocols:

Personal Protective Equipment:

Facial coverings will be worn by all Mt. Clemens Montessori Academy staff and K-5 students (general education and special education) except for during meals, recess and/or outdoor activities where students are able to maintain 6 foot spacing. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All staff members and students who cannot medically tolerate facial covering are not required to wear one. Any staff member or students that is incapacitated or unable to remove the facial covering without assistance, are not required to wear a facial covering. Facial coverings will not be worn during meals.

If medically intolerable, staff and students are required to have a medical doctor's note on file which will be on the physician's letterhead including the date, time, physician's signature and reason for a facial covering being medically intolerable.

A health screener will be required for all staff to complete prior to entering the building. If any staff answer "yes" to the questions below, they will not be allowed to enter the building. The screener is available as an online form with the link sent out to staff. For those staff unable to fill out the online form, a paper version is available at the front entrance. A message is emailed to the school leader if anyone on the electronic form answers yes to the below questions. The screener contains the following questions:

- Email address
- Past 24 hours have you experienced any new symptoms?
 - Coughing
 - Shortness of breath

- Difficulty breathing
 - Congestion
 - Runny nose
 - Sore throat
 - Loss of taste or smell
 - Fever greater than 100.4
 - Chills
 - Fatigue
 - Muscle Pain
 - Nausea
 - Vomiting
 - Severe headache
 - Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
 - Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
 - Have you traveled internationally within the past 14 days?
 - These questions and lists of symptoms may be updated on a regular basis as the CDC updates the list of COVID-19 symptoms. Mt. Clemens Montessori Academy will frequently check the CDC symptom list located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Hygiene:

Mt. Clemens Montessori Academy will provide classroom supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Mt. Clemens Montessori Academy staff will schedule designated times (every 2-3 hours) for handwashing and bathroom breaks for all students. Staff will model, washing hands with soap and water for 20 seconds and/or the use of hand sanitizer. (Bathroom can be used as needed, however, students will be escorted by a paraprofessional or staff member to ensure proper hygiene and social distancing.)

In order to limit sharing of personal items, students will be required to have their own labeled pencil box, with all of their supplies enclosed. Students will have personal lockers, where they can place all of their belongings. An arrival and dismissal procedure will be created by the administrative team and teaching staff that prioritizes social distancing and facility constraints.

Classroom materials for lessons will be limited. However, if classroom materials are shared, staff will disinfect before and after use of materials based on CDC guidelines.

Mt. Clemens Montessori Academy will hold a COVID-19 Professional Development. The Academy staff will carry over the information learned to educate students how to use proper hygiene techniques. The COVID-19 Professional Development will include:

- Proper cleaning procedures
- Safety Guidelines
- Medical Physician

The Mt. Clemens Montessori Academy maintenance staff will frequently check, maintain, and refill all soap and hand sanitizer dispensers. Hand Sanitizing stations will be placed in each classroom. Students and staff will be required to sanitize prior to exiting and entering any classroom.

Spacing, Movement and Access:

All student desks will remain 6 feet apart in all classrooms. If the classroom utilizes large tables, students will be properly spaced at those tables. Desks/tables will face the same direction, toward the front of the classroom. Class sizes will be minimized in order to follow social distancing guidelines. The Academy staff will maintain 6 feet of spacing.

All desks will be facing the same direction toward the front of the classroom. In addition, all teachers will maintain 6 feet of spacing between themselves and students as much as possible.

Signs, floor tape or other markers indicators will be used at six-foot intervals where line formation is anticipated. The academy will provide social distancing floor/seating markings in waiting and reception areas. Also, signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the administrative team. In addition, adult guests that are allowed to enter the building will be screened for symptoms, be required to wear a compliant facial covering, and wash/sanitize hands prior to entering. Moreover, the Academy will maintain strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building. In these emergency circumstances, the Academy office will be limited to one person/visitor at a time.

When class is in session, the classroom windows will remain open, weather permitting. Special considerations will be made for students with allergy-induced asthma.

During the school day, students will remain in a cohort (homeroom class). The cohort will be a self-contained classroom where they will not intermingle with students from other classrooms at any point during the school day. Special classes will record video lessons per grade and also conduct Zoom live sessions with each grade level or class. Activities may be held outside when possible to allow for added social distancing and following CDC guidelines. Due to all activities

taking place inside of the classroom, there will be limited traffic in the hallways. A bathroom is located in all classrooms. If students need to travel to the common bathroom, they will be escorted by an adult staff member to ensure proper social distancing and hygiene. If students are traveling to recess, there will be staggered recess times for each classroom, ensuring that there is never more than one classroom in the hallway at a time.

Mt. Clemens Montessori Academy will be implementing two academic options for students to take part in. First, Mt. Clemens Montessori Academy students will have the option to participate in a hybrid learning model which utilizes a two day rotation of hybrid remote and classroom learning to maintain social distancing. Students will receive in-person classroom instruction on two days a week based on their group. For instance, Monday/Tuesday would be for Group A and Thursday/Friday would be for Group B. On the remaining days, students would participate in remote learning using the Google Classroom platform. A second instructional option will be 100% remote (distance learning) instruction, if families are not comfortable returning to the hybrid learning model with two days of in-person instruction. Every effort will be made to keep families from the same household in the same group to coordinate in-person instruction days. Students who enroll in the Mt Clemens Montessori Academy 100% remote (virtual) learning option will remain in this program until our Region enters Phase 6 of the *MI Safe Start Plan*. Accommodations may be made on a case by case basis pending student/family need, teacher recommendation, and space availability in our in-person/hybrid classrooms. Any changes in enrollment in the virtual academy or hybrid classroom are based on space in either the virtual or hybrid models. Since Mt. Clemens Montessori Academy is committed to utilizing our teachers and established curriculum, options may be limited for mid-year movement due to space in classes and size.

Mt. Clemens Montessori Academy will designate entrance and exits in the building for one way traffic flow based on the time of day (arrival, dismissal, and schedules recesses/outdoor activities for classrooms. Staff will be scheduled at entrances and exits during high traffic periods (arrival/dismissal) ensuring that traffic flows are maintained in the correct designated direction. Furthermore, arrows and signage will be used to designate direction and designation as an assigned entrance and exit.

Screening Students and Staff:

A health screener will be required for all staff to complete prior to entering the building. If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:

- Email address
- Past 24 hours have you experienced any new symptoms?
 - Coughing
 - Shortness of breath
 - Difficulty breathing
 - Congestion
 - Runny nose

- Sore throat
- Loss of taste or smell
- Fever greater than 100.4
- Chills
- Fatigue
- Muscle Pain
- Nausea
- Vomiting
- Severe headache
- Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- These questions and lists of symptoms may be updated on a regular basis as the CDC updates the list of COVID-19 symptoms. Mt. Clemens Montessori Academy will frequently check the CDC symptom list located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Mt. Clemens Montessori Academy will cooperate with the Macomb County Health Department regarding implementing any new protocols for screening students and staff based on their recommendations, forthcoming guidance, and updates on COVID-19.

Mt. Clemens Montessori Academy has designated a room near the office and staff member Jennifer Rump or Sarah Soliz to care for students who become ill at school. When in the room, students and staff will be required to wear a surgical mask. Students who show symptoms, will be sent home, and must be kept home until they have been tested negative or have completely recovered in accordance with the CDC and Macomb County Health Department guidelines.

Mt. Clemens Montessori Academy staff and students will take part in temperature checks every morning by staff before a student enters the classroom with a touchless thermometer. Midday temperature checks will be performed as needed by using a touchless thermometer. Students with a temperature of 100.4 or greater will be escorted to the quarantine room, are required to stay home and consider COVID-19 testing. Students who are showing symptoms at home, including cough or shortness of breath, should remain at home and follow up with a primary care provider.

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

Mt. Clemens Montessori Academy will cooperate with the Macomb Health Department regarding implementing protocols for screening students and staff. The Academy will continue to use the online screener daily and thermal cameras for students entering the building. Students

and staff will be required to wear a mask during the entirety of the school day, with the exception of during meals/snacks. Those that develop a fever or become ill, will be asked to leave school premises and consult with a primary care provider or complete a test for COVID-19. Students and staff must remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Mt. Clemens Montessori Academy families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children. In the event there are positive cases of COVID-19 at Mt. Clemens Montessori Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.

Mt. Clemens Montessori Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected after sitting vacant for 24 hours to minimize the risk of airborne particles. If the Academy remains open, the area may reopen at least 48 hours after the sterilizing process or according to CDC guidelines. If it is necessary to close Mt. Clemens Montessori Academy due to COVID-19, all instruction will continue in virtual (remote) format as outlined in Phase 1-3 of our plan.

Mt. Clemens Montessori Academy staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

Responding to Positive Tests Among Staff:

Mt. Clemens Montessori Academy will work collaboratively with the Macomb County Health Department if a confirmed case of COVID-19 is identified, and must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.

Mt. Clemens Montessori Academy will notify the Macomb County Health Department of any positive COVID-19 cases, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

The Macomb County Health Department will initiate contact tracing for anyone within close contact (less than 6 feet). Furthermore, all individuals that have been in close contact are asked to self-quarantine for 14 days after exposure. Health Department officials, depending on the situation, may identify other contacts who require quarantine. Mt. Clemens Montessori Academy will assist the Macomb County Health Department by collecting data and contact information of those exposed.

Mt. Clemens Montessori Academy staff will provide guidance and training on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family member/student

acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test.

Mt. Clemens Montessori Academy staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on the most current version of the CDC guidelines.

When cleaning an area where an individual tested positive for COVID-19, Mt. Clemens Montessori Academy custodial staff will be required to wear a mask, gloves, and face shield. Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place to minimize the risk of any airborne particles.

Food Service, Gathering, and Extracurricular Activities:

Mt. Clemens Montessori Academy will prohibit indoor assemblies that bring together students from more than one classroom while the region Mt. Clemens is located in Phase 4 of the Michigan Safe Start Plan. This prohibition includes the “Strongly Recommended” protocol of suspending all large scale assemblies of more than 50 students.

Mt. Clemens Montessori Academy students will eat their lunches in their classroom while at school.

Mt. Clemens Montessori Academy does not have a food service program. Mt. Clemens Montessori Academy will post food assistance resources on the Academy website and social media pages. Furthermore, Macomb County maintains an interactive map of food assistance locations via the following link:
<https://gis.macombgov.org/portal1/apps/webappviewer/index.html?id=7918e716395a42d18221ca0f61d256b3>.

Mt. Clemens Montessori Academy students staff and teachers will wash their hands before and after every meal and/or event.

Mt. Clemens Montessori Academy will be suspending all off-site field trips that require bus transportation to an indoor location during Phase 4. The Academy will look into holding virtual field trips for students.

Mt. Clemens Montessori Academy will conduct outdoor recess whenever possible while maintaining appropriate social distancing and cohorting of students. The staggered scheduling of recess will take place to allow for no more than one class at a time in the recess area.

All extracurricular activities, after-school activities, and gatherings (e.g. graduation) are suspended during Phase 4 of the MI Safe Start Plan. This includes both indoor and outdoor.

Athletics:

Mt. Clemens Montessori Academy does not have organized athletic activities that take place as an Academy program.

Cleaning:

All frequently touched surfaces will be cleaned at least every 4 hours with either an EPA-approved disinfectant or diluted bleach solution. This includes (but is not limited to) light switches, doors, benches, and bathrooms.

Special classes will record video lessons per grade and also conduct Zoom live sessions with each grade level or class. If classrooms are used for library, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solutions.

Mt. Clemens Montessori Academy staff and custodians will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution to clean student desks.

Mt. Clemens Montessori Academy will maintain a normal playground cleaning routine in accordance with CDC guidelines.

Mt. Clemens Montessori Academy stores all cleaning supplies will be in a location with proper ventilation. The storage area remains locked when not in use.

Mt. Clemens Montessori Academy staff must wear gloves, surgical masks and face shields when performing all cleaning duties.

Busing and Student Transportation:

Mt. Clemens Montessori Academy does not provide any busing or student transportation.

Medically Vulnerable Students and Staff:

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

Mt. Clemens Montessori Academy has provided a survey to all staff and families allowing for comments on if there are any underlying health conditions they have or individuals in their household have that require accommodations. As a result of the overwhelming response of parents requesting virtual learning for their child(ren), the Academy will work with staff concerned with returning to school and ask that they conduct virtual learning or allow minimal contact with students and staff throughout the building.

Mt. Clemens Montessori Academy plans on conducting a monthly survey that will be shared with staff and students to improve remote learning effectiveness.

Any Mt. Clemens Montessori Academy staff who are caring for children and providing any medical care that include aerosol generating procedures (e.g. nebulizers) will have a KN95 mask.

Phase 4 Mental & Social-Emotional Health

**Mt. Clemens Montessori Academy will be implementing all required and strongly recommended guidelines.*

During Phases 1, 2, and 3 Mt. Clemens Montessori Academy teachers, School Leaders, Office Personnel, and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect in any way they can to assist and student's and/or families that require mental and social/emotional assistance. These methods will include (but not limited to) online by Mailchimp email, contact parents by phone, and utilize online tools such as Google Classroom, Google Meets/Hangout, Zoom, Bloomz, school website, Facebook, Twitter, Instagram, and Remind to engage with parents and students.

The Mt. Clemens Montessori Academy Special Education Department (specifically the School Social Worker) will provide mental health support to pupils affected by the state of emergency prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need. Additionally, Mt. Clemens Montessori Academy will utilize its partnerships with sister schools within its management company network to seek out targeted outside resources to provide grief and loss support to students that may have experienced a loss due to COVID-19. Students needing additional support will be referred to the School Social Worker for intervention and support. If extra supports are required, administration, office staff, and support staff will connect weekly with students and parents to provide virtual strategies to help with mental health concerns.

The Special Education Department will hold all annual IEPs via Google Meet/Hangouts, Zoom Video Conference or teleconference. Mt. Clemens Montessori Academy will also post updates on student and family support services on Mailchimp email, Facebook, Twitter, Instagram, school website and Remind Texting Service.

Mental Health Screening:

Mt. Clemens Montessori Academy will compile a Mental Health Screening Questionnaire for all students, staff, and parents/guardians. The screener Mt. Clemens Montessori Academy will be using the Pediatric Symptom Checklist (PSC-17) in coordination and consultation with a medical professional, as a screener.

Communication Guidelines:

All staff will refer students that appear to be at risk of behavioral difficulties to School Administration. Social/Emotional (mental health) difficulties will be referred to the School Social Worker, in addition to the School Leader.

On-Going Training and Professional Development:

All staff will attend training and ongoing professional development as well as established tools, resources and support based on a variety of topics. A district-wide Professional Development calendar has been devised to address the following topics:

- Social/Emotional Learning
- Trauma-Informed schools/staff
- At-Risk Students
- Integrating Social/Emotional Learning Into Culturally Responsive Classrooms

Access Navigator:

The School Social Worker will be the point person (access navigator) for Mt. Clemens Montessori Academy and will centralize mental health referrals, communication to families/students, and public-facing wellness materials.

Crisis Management Plan:

Mt. Clemens Montessori Academy and the Macomb Health Department has identified the following locations available for COVID-19 testing:

- Macomb County Health Department: 380 N Rose St, Mt. Clemens, MI 48043. Phone: 586-463-3750.
- CVS Pharmacy: 33021 Garfield Road, Fraser, MI 48026, Phone: 586-293-5012.
- Coronavirus Community Care Network - State Fairground (Macomb County): 778 W State Fair Ave, Detroit, MI 48203. Phone: 313-230-0505.
- Michigan Urgent Care - Clinton Township: 22500 Metro Parkway, Clinton Township, MI 48035. Phone: 586-267-9300.
- Lakeside Urgent Care: 44472 Hayes Road, Clinton Township, MI 48038. Phone: 586-412-0890.

Comprehensive List of Wellness Resources:

A community resource booklet will be compiled and available to all staff, students, parents and guardians providing mental and social/emotional health wellness information. Updates to the

booklet will be ongoing. The booklet will be available via hardcopy and available on the school website. Pre-Screening will be conducted by teachers to ensure proper resource information is provided as needed.

Ongoing Reporting Protocols for School Staff to Evaluate Physical and Mental Health Status:

As students, staff, and parents/guardians take part in the PSC-17 Mental Health Screening Questionnaire, answers will be closely monitored. If an individual is seeking help, the School Leader, GPS Social Worker, and/or Academy of Warren Social Worker will assist the individuals with ensuring that they get the assistance needed.

Resource for Staff Care: Resiliency Strategies

As virtual instruction takes place, staff will be reminded of the Resiliency Strategies via email. As teachers enter the school to teach or gather manipulatives for lessons, posters will be placed in the Office, copy machine area, kitchen (legal notice posting boards) and given to staff to posting by their desks (as a reminder) of the following Resiliency Strategies:

- Remember to implement daily exercise into your schedule.
- Make time for solitude.
- Engage in positive self-talk.
- Get out more and experience life with family.
- Learn from failure, setbacks and obstacles.
- Cultivate both humor and curiosity.
- Have realistic expectations for yourself and those around you.

Designate a Mental Health Liaison:

The School Social Worker will be the designated Mental Health Liaison who will work across the Academy, with public health agencies, and community partners.

Leveraging MDE Resources:

The School Leader will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this institution will be provided to staff as the information becomes available. This will be supported via Mailchimp Email, social media posts, school website and/or applicable documents/brochures.

Activating Communications:

The School Leader (Casey Rakowski) will be the designated contact for school stakeholders to address mental health concerns resulting from COVID-19 via email (school@mtclemensmontessori.com).

Communicating With Parents and Guardians:

Documentation will be devised to address the return to school transition information relating to Mental and Social/Emotional Health in a one (1) page newsletter/document (based on need) that will be available to all parents, guardians, students and staff on the school webpage. This information will include but not be limited to the following:

- Destigmatization of COVID-19.
- Understanding normal behavioral response to crisis.
- General best practice of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Phase 4 Instruction

** Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Governance:

Mt. Clemens Montessori Academy engaged through the “Return To Instruction and Learning” Committee with stakeholders through surveys to revise the Continuity of Learning Plan. Both the Continuity of Learning Plan and the COVID-19 Preparedness and Response Plan will be posted on the Academy website and via school media releases. The Plans are available in home languages upon request.

Mt. Clemens Montessori Academy identified the following challenges in implementing the Continuity of Learning Plan. These challenges were identified through surveying parents and teachers in late-May 2020, and in debriefing meetings with the committee:

- Students having inconsistent technology to utilize the platform (Google Classroom) correctly.
- Parents not being able to log on to Google Classroom or other online platforms (unfamiliarity with technology).
- Students not being consistent in completing their assignments on the online platform.
- Parents not having the skill set to assist students in completing assignments.
- Confusion from the State of Michigan in Spring 2020 on instruction officially counting.

Mt. Clemens Montessori Academy will ensure Continuous Learning takes place by:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.

- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Instruction:

Mt. Clemens Montessori Academy will implement a remote (virtual) and a hybrid model learning environment during Phase 4.

- Hybrid Learning Model: “Pod” model of grouping students into a contained classroom without intermingling with other “pods.” Instruction is conducted in both hybrid remote and classroom (in-person) learning to maintain social distancing. Students will receive in-person classroom instruction on two days a week based on their group. For instance, Monday/Tuesday would be for Group A and Thursday/Friday would be for Group B. On the remaining days, students would participate in remote learning using the Google Classroom platform.
- 100% Remote Instruction: All instruction will take place online. Instruction will be both live and pre-recorded lessons. Live lessons will be heavily incorporated into instruction.

The Academy will maintain clear expectations around hybrid and remote instruction.

- Best practices will be implemented for both hybrid and remote learning.
- Grade level proficiencies
 - Available assessment data and observation will be used to determine proficiencies.
 - Assessment provides early recognition of potential problems, weaknesses, and allows for immediate and appropriate action.
 - Mt. Clemens Montessori Academy’s curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.
 - Teachers will assign grades as per the Mt. Clemens Montessori Academy grading policy, and provide parents with how the points in Google Classroom translates into the school grading policy (as seen on report cards). Teachers will provide students for multiple opportunities to earn grades/points or both online assignments and/or paper packets. Furthermore, through Google Classroom students will be able to self-assess the quality of their work, reflect on teacher feedback and learning progress via the private messaging function under assignments (to maintain student privacy).
 - Mt. Clemens Montessori Academy will continue to monitor and manage student learning. All students at Mt. Clemens Montessori Academy will have access to Google Classroom, an online learning platform. This platform will be the medium where online lessons, materials, practice and assessment will take place. The learning paths are tailored specifically to each student’s academic goals.
 - Teachers will continue to provide learning opportunities for students by posting assignments and expectations in Google Classroom. All assignments will be tailored to student needs and will allow students to improve their skills.
- Modes of student assessment and feedback will include the following:

- NWEA Screener
- NWEA MAP Growth Assessment
- Houghton Mifflin Reading Assessment
- Wordly Wise and Words Their Way Online Assessments
- Conferencing With Students both virtually and in-person (Socially Distanced)
- Differentiated support will continue to be implemented during whole class instruction, small group instruction, and intervention support consistent with Mt. Clemens Montessori Academy's Montessori philosophy.
- Staff will be trained on how to monitor and include social-emotional skills within their learning environments.
- Daily schedules will be implemented for both hybrid and remote learning.
 - Grade-level guidance on student workload will be communicated with each teacher to ensure consistency between both modes of instruction.
- Instructional Vision
 - Mt. Clemens Montessori Academy embraces a number of goals in educating children with both long and short-term expectations for their attainment. This vision and goals make the Academy uniquely Montessori and are oriented toward moving children to become independent and critical thinkers.
 - Mt. Clemens Montessori Academy's curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.
 - The State of Michigan has developed a framework aligned with the Common Core Content Standards that identifies the necessary components for all of the state's school-age children. Mt. Clemens Montessori Academy aligns its curriculum with this state framework.
 - Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth will be assessed in Fall 2020 as will the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These assessments/screeners will all Mt. Clemens Montessori Academy teachers understand where students are academically and inform instructional decisions for teachers, students, and families.
 - The classroom structure prepares children to be successful working adults. In tiny increments that ensure success, students learn to be responsible for planning their work, to ask for help when needed, to watch out and help their peers, and to take it upon themselves to ask questions and pursue the answers. All of these build the foundation of becoming a responsible, caring citizen and an asset to the community.
 - Montessori educators believe that each child is born to be a learner, and the full potential of each person is realized only through an ordered, challenging nurturing environment that is physical, intellectual, social and spiritual.
 - Mt. Clemens Montessori Academy teachers, School Leaders, Office Personnel, and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect in any way they can to assist and student's and/or families that require mental and social/emotional assistance.

- The Mt. Clemens Montessori Academy Special Education Department (specifically the School Social Worker) will provide mental health support to pupils affected by the state of emergency prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need.
- Mt. Clemens Montessori Academy as a K-5 Elementary School does not have any students who are transitioning to postsecondary and therefore does not need to secure supports.
- State Curriculum Alignment
 - Mt. Clemens Montessori Academy's curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.
 - The State of Michigan has developed a framework aligned with the Common Core Content Standards that identifies the necessary components for all of the state's school-age children. Mt. Clemens Montessori Academy aligns its curriculum with this state framework.
 - Mt. Clemens Montessori Academy has developed a creative Montessori approach combining Montessori principles and methods with best practices and the latest in educational technology.
 - Mt. Clemens Montessori Academy believes that the foundation of a good education is to learn how to learn. In this era of drastic technological shift and social change, the Academy's course of study encompasses the full substance of traditional curriculum and goes beyond, to teach students how to think clearly, to apply critical thinking skills, to do their own research, to effectively communicate with the written and spoken word, and to put their knowledge to practical application.
- Special Education
 - Mt. Clemens Montessori will review IEPs and 504 plans with each general and special education teacher to reflect the child's needs based on assessment data and parent feedback.
 - Intervention and support services will continue to be conducted virtually (online).
 - Schedules and structures will be set up with Special Education, General Education and parents of the student who is receiving services. This will allow for collaboration on delivery methods for assessments and instruction as outlined in the student's IEP.
 - These services may also include occupational, physical and/or speech and language therapy including evaluations by school psychologists and social workers including development or potential continuation of services plans.
- Mt. Clemens Montessori Academy Intervention Specialists, Special Education staff and Administration will inventory all intervention programs and services available to students at our school and identify any gaps that exist.
- Mt. Clemens Montessori Academy Administration will remain connected with MDE in regards to updates and changes about policies and guidance. Furthermore, Mt. Clemens Montessori Academy will utilize its network of its Education Service Provider (CS

Partners), authorizer (Bay Mills Community College), and Michigan Association of Public School Academies (MAPSA) to stay connected to updated policies and guidance.

Communications and Family Support:

Mt. Clemens Montessori Academy will use a host of communication tools to reach our stakeholders in an attempt to create equitable access to the plan and remote instruction. While many of our families prefer electronic communications as opposed to mailed communications we do have a small group of stakeholders that either do not have internet or prefer to have hard copies of plans/documents by choice. The Mt. Clemens Montessori Academy website will serve as one of the tools used to communicate the plan. On our Academy website, we have a section entitled “Response to COVID-19” where we post not only our plans, but updated information, resources, and frequently asked questions. Mailchimp email, Facebook, Twitter, Remind, Instagram and the Academy Website are the selected methods that will serve as a vehicle to communicate the COVID-19 Preparedness and Response Plan to all our stakeholders.

Mt. Clemens Montessori Academy will implement daily schedules for both hybrid and remote learning. Grade-level guidance on student workload will be communicated with each teacher to ensure consistency between both modes of instruction.

Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth Assessment will be administered in Fall 2020, as well as the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These assessments/screeners will allow Mt. Clemens Montessori Academy teachers to understand where students are academically and inform instructional decisions for teachers, students, and families.

Mt. Clemens Montessori Academy will provide resources that demonstrate schools value parents as partners in their child’s education. The Academy will work to offer families the following supports:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.
- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Mt. Clemens Montessori Academy and the Special Education department will continue to provide students and parents with the help needed to support their social and emotional well-being as well as providing academic advice through remote services.

Professional Learning:

Mt. Clemens Montessori Academy will provide professional learning opportunities that will provide time and resources for Academy educators to build relationships, plan, and teach in both a hybrid and remote environment. In this setting, educators will be offered:

- Ongoing professional learning resources and virtual learning sessions on how to meet the needs of students in a remote environment.
- Support from Administration for remote team meetings where teachers collaborate to make sure students are meeting academic standards and adjusting plans to meet student needs.
- Provide real examples of high quality instruction to engage students in remote learning.
- Provide additional support and mentorship for any new teachers to Mt. Clemens Montessori Academy to ensure they meet the needs of students.
- Individualized and differentiated support for educators.
- Mt. Clemens Montessori Academy will support educators fall planning and instructional needs with professional learning, resources and supports.
- Mt. Clemens Montessori Academy will develop plans to help students start the school year with strong relationships, routines, and expectations necessary for success in remote learning environments and sustain those relationships and learning throughout the school year.
- Mt. Clemens Montessori Academy educators will create flexible learning expectations and timelines to utilize multiple ways for students to share their learning through assignments, tasks and projects.
- The opportunity to gain a deeper understanding of grade level curriculum and resources with a focus on prioritized Common Core Academic Standards to ensure critical thinking happens.

Instruction:

- Mt. Clemens Montessori Academy will ensure that all students have access to the following:
 - Standards-aligned, grade-level instruction, including enrichment opportunities
 - Mt. Clemens Montessori Academy will use the same curriculum as the prior school year. All curriculum either contains virtual components, the Academy is purchasing the virtual component for existing curriculum, or Academy educators are creating virtual components for the curriculum.
 - Mt. Clemens Montessori Academy students will be assessed to determine grade-level readiness.
 - Assessments will include (but not limited to): Houghton Mifflin Reading Assessment, Kindergarten Readiness Assessment, NWEA

Screener, NWEA MAP Growth Assessment and Math Expressions Assessments will be conducted.

- Offer scaffolds (MTSS/small group instruction) to support and meet the diverse academic and social-emotional needs of our students.
- Checkpoints will be conducted between grade-level lead teachers and the administrative team to give feedback on curriculum pacing and the ongoing monitoring of student success or needs.
 - During grade-level meetings, data will be used to identify trends in academics and work to close all academic achievement gaps. This data will assist with the creation and implementation of individualized plans for students.
- Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Additional tools and/or materials will be purchased as needed to support the needs of all students.
- Academy staff and administration will set expectations to ensure that high-quality instruction and tools are implemented, appropriate, and sustainable at each grade level.
 - Ongoing professional development and tech support for curriculum will be readily available.
 - Individual professional development/coaching sessions for curriculum will be readily available for staff.
- At this time the Academy will not be offering any after-school tutoring, but will be offering individualized and small group instruction/intervention for students who need academic and social-emotional support.
- Communication will be shared with parents via different modes.
 - Communications will include:
 - Surveys
 - Academic Resources
 - Social-Emotional Resources
 - Mental Health Resources
 - Opportunities for Trainings (Curriculum)
- Virtual (Remote) Plan
 - Connectivity and Access
 - Surveys will be shared with parents to ensure that their child(ren), have adequate connectivity and devices necessary to successfully complete schoolwork.
 - School will provide the following:
 - Chromebooks
 - Paper packets
 - Resources for internet
 - Attendance

- Remote/Online Instruction:
 - All teachers will complete a weekly communication log, that will be an ongoing tracking system and used for attendance purposes. This log will contain student names and what sort of tracking was completed: met with students online, by phone, by email, or contacted parents. The log will be accessed by all school leaders within the building to ensure that there is constant communication.
- Hybrid Instruction Model:
 - All teachers will take attendance following the established in-person procedures and rules during in-person, classroom learning days.
 - Remote learning days within the hybrid learning model will follow the same communication log/two-way communication procedures as remote instruction as dictated by the Michigan Pupil Accounting Manual.
- Student Work
 - Teachers will assess quality of work and provide feedback to all students and families.
 - Weekly monitoring of student engagement in the different curriculum platforms, communication log, and weekly feedback.
 - Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions.

Phase 4 Facilities:

**Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Mt. Clemens Montessori Academy weekly audits necessary cleaning and disinfection supplies to make sure and adequate supply is on hand. Given the increased difficulty with shortages and potential supply chain issues, Mt. Clemens Montessori Academy has worked to maintain a 3 month supply of these necessary supplies. Meetings have been held with the Academy's current suppliers and new vendors are being secured to allow Mt. Clemens Montessori Academy has the necessary cleaning and disinfection supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students. Mt. Clemens Montessori Academy custodial staff are being provided additional training on proper use of PPE, cleaning and disinfection according to CDC guidelines. Additionally, the Academy has purchased PPE masks (surgical masks), face shields, and gloves that must be worn in tandem when executing cleaning duties. Further, all cleaning and disinfection protocols will follow the CDC "School Decision Tree" to help determine which mitigation strategies may be most appropriate for any situation. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Mt. Clemens Montessori Academy custodians completed a thorough deep cleaning (according to CDC Guidelines) following the March 2020 closure of in-person instruction. Academy custodians continued to deep clean and complete maintenance throughout the summer. To ensure the school building remains functional, and to support remote and hybrid learning instruction as required, custodians continue to complete building checks for safety concerns and repairs. This will also include checking and running all water outlets, checking the status of fire/smoke detectors, checking the boiler/HVAC system and meeting contractors for task completion as required.

Mt. Clemens Montessori Academy currently does not have access to any additional facilities that may be used for learning.

Mt. Clemens Montessori Academy will provide (in conjunction with CS Partners Facilities/Compliance Department) guidance and training to staff on cleaning and disinfecting all core assets including buildings and playgrounds. This guidance will also include any updated changes in recommended cleaning guidelines as issued by OSHA and/or the CDC. Any changes will immediately be communicated to affected staff and training provided on the updates/changes as required.

Mt. Clemens Montessori Academy will convene facilities and custodial staff as required to review and make actionable guidance regarding cleaning and disinfection.

Mt. Clemens Montessori Academy and the CS Partners Facilities/Compliance Department will provide any advanced training for custodial staff as required and recommended by OSHA and/or the CDC.

Mt. Clemens Montessori Academy and the “Return To Instruction and Learning Committee” in conjunction with Academy Administration, and Educational Service Provider conducted an audit of the Academy facility with a focus on:

- How many classrooms are available.
- The size of each classroom.
- Additional spaces that are available.
- The ventilation in each classroom.
- Items that are not absolutely necessary for instruction and can be stored at another location to allow for additional spacing/social distancing in the classrooms.

Mt. Clemens Montessori Academy Administration is working with CS Partners Compliance Department to audit and update school security protocols/Emergency Procedures Manual to decide if any process changes need to be implemented.

Mt. Clemens Montessori Academy Office Staff and Security Personnel will follow CDC protocols if interacting with the general public. These procedures will continually be reviewed and any updated guidance will be followed and staff receive additional training.

Mt. Clemens Montessori Academy facilities will be maintained for in-person/hybrid school operations:

- Check the boiler/HVAC system.
- Regular maintenance and changing of HVAC air filters.
- Check the status of fire/smoke detectors
- Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap and hand sanitizer to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during the limited travel between sites.
- Signage about frequent handwashing, cough etiquette and nose blowing will be widely posted, disseminated and encouraged through various methods of communication.
- Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

Mt. Clemens Montessori Academy Administration and CS Partners Facilities Personnel will conduct and document a walk-through with the custodial team to ensure that the classrooms, common spaces and the exterior are ready for staff and students.

Mt. Clemens Montessori Academy has worked to secure secondary vendors and sources of PPE, disinfectants and other necessary materials and supplies. If these additional resources are unavailable to meet Mt. Clemens Montessori Academy's needs, we will reach out to our Local Emergency Management Program and/or ISD (Macomb Intermediate School District) to procure additional supplies.

Mt. Clemens Montessori Academy has and will continue to procure Level-1 facial coverings for teachers, low-income students, and students with special needs and maintain an adequate supply to overcome shortages and regular required usage. The Academy will continually check for updated CDC and State of Michigan Guidance in regards to facial covering and PPE and order supplies accordingly.

Mt. Clemens Montessori Academy has procured and will maintain all the necessary PPE for cleaning and janitorial staff including (but not limited to), Level-1 surgical masks, face shields (as required for certain cleaning protocols), KN95 masks (as required for certain cleaning protocols and gloves).

Budget, Food Service, Enrollment, and Staffing:

Based on the recommendations of the “Return To Instruction and Learning Committee,” Mt. Clemens Montessori Academy will follow the below arrival protocols:

- Students may not get out of their vehicle before 7:40am.
- At, 7:40am a member of the office/administrative staff will wave in the vehicles to begin unloading.
- Office staff, teacher assistants, RTI and Specials teachers will be stationed in the circle drive, courtyard, and entrances to ensure students walk into the building and maintain social distancing.
- Students will proceed directly to their classroom.
- Staff will be in the hall to ensure students are going directly to their classroom, conduct temperature checks and encourage hand sanitizer upon entry to the classroom.
- Students with a temperature above 100.4 or any of the identified symptoms of COVID-19 will be escorted to the Quarantine Room.
- The bell rings at 8:00am. Teachers will allow one student at a time to place backpack and coat in their locker. Lunchboxes, masks, and water bottles will remain in the classroom.
- No materials should be kept in the locker except the student’s backpack and outdoor gear. Extra clothes should remain in backpacks
- Mt. Clemens Montessori Academy staff and administration will continually assess the arrival procedures and adjust accordingly based on updated updated guidance, maintaining social distancing, and improving the efficiency of the procedure.

As additional guidance from the State of Michigan and legislation governing the 2020-2021 school year becomes available, Mt. Clemens Montessori Academy will continue to assess and make adjustments based on the health and safety of its students and staff.

Mt. Clemens Montessori Academy is currently fully staffed. If there becomes a need, the Academy will follow guidance from their Educational Service Provider (CS Partners) and MDE on adjusting staffing levels, recruiting, interviewing and hiring staff remotely. The Academy Administration and Human Resources Department are in continual discussions on changing staffing requirements based on enrollment, choice of instructional delivery (remote or in-person), and the personal needs of teachers and staff who are at high risk as a result of COVID-19 or have underlying medical conditions. Furthermore, underutilized staff may be redeployed to serve core Academy needs.

Mt. Clemens Montessori Academy will survey parents to assist in identifying any students who may have a preexisting condition and may require a remote learning environment in keeping with the Academy’s Montessori philosophy of individualized instruction.

Mt. Clemens Montessori Academy and Human Resources Department (Partner Solutions) do not have any local bargaining units.

Mt. Clemens Montessori Academy will continue to communicate with parents and/or stakeholders on any changes in attendance policy and/or other school policies.

Mt. Clemens Montessori Academy will seek and provide guidance from various applicable entities on use of CARE Act funding for key purchases.

Mt. Clemens Montessori Academy will utilize its partnerships with sister schools within its management company network to seek out targeted outside resources and coordinate services with related service providers to identify and address new student and adult needs.

Mt. Clemens Montessori Academy will work with its Human Resources Department (Partner Solutions) to inventory and make sure there is an adequate supply of substitute teachers available through our contract with provider Edustaff.

Mt. Clemens Montessori Academy will build and send back to school communication to all relevant stakeholders and include updates across all policies and procedures. These methods of communication will include (but not limited to) online by Mailchimp email, contact parents by phone, and utilize online tools such as Google Classroom, Google Meets/Hangout, Zoom, Bloomz, school website, Facebook, Twitter, Instagram, and Remind to engage with parents and students.

Mt. Clemens Montessori Academy is verifying that student and staff handbooks will be updated and ready for distribution through online mediums prior to the start of the 2020-2021 school year. Partner Solutions will create a master list of any changes to the staff handbook to distribute to Academy staff.

Mt. Clemens Montessori Academy Administration, Board and Educational Service Provider (CS Partners) will consult with Academy legal counsel preemptively and as needed to address any liability questions, related concerns, and vendor issues relative to COVID-19 and share with all applicable stakeholders.

Mt. Clemens Montessori Academy Administration, Board and Educational Service Provider (CS Partners) Budget and Accounting Department are engaged in regular budgeting exercises and updates to plan and adjust for changing enrollment patterns, new staffing needs, and resources constraints or additional dollars. Mt. Clemens Montessori Academy has traditionally and historically utilized “conservative budgeting” to maintain a healthy and compliant fund balance and set realistic budgets that make targeted investments, but exercise fiscal restraint. This has allowed the Academy to maintain a long term healthy fiscal outlook, while also being able to weather Michigan’s cyclical economic cycle.

Mt. Clemens Montessori Academy will work with Academy Administration, “Return To Instruction and Learning Committee,” CS Partners, and the Macomb ISD Pupil Accounting Department create realistic master teacher schedules, student/staff arrival schedules, lunch schedules and bell/clock hour schedules that meet currently mandated Pupil Accounting Manual Guidelines while keeping health and safety protocols in mind. As additional guidance is developed by the State of Michigan and pending state legislation governing the School Aid Act and Pupil Accounting Manual, Mt. Clemens Montessori Academy will revisit any schedules in place and adjust accordingly based on any new guidance, requirements and flexibility.

Mt. Clemens Montessori Academy does not have a food service program.

Phase 4 Technology:

Mt. Clemens Montessori Academy surveyed both our families and staff in late May 2020 and again in mid July 2020 in regards to the numbers, types, and conditions of technology devices in their homes to support remote learning. Through these surveys, it was determined that a majority of families would like a common platform (ex. Chromebook) to work on during remote learning to make it easier to give directions and assignments in a common way, instead of having to spend additional time problem solving issues on other platforms that were not compatible with the learning platforms Mt. Clemens Montessori Academy were/are utilizing.

Mt. Clemens Montessori Academy designates the classroom teachers as the single point of contact to plan and communicate with district technology teams.

Mt. Clemens Montessori Academy will be developing a district technology plan. This plan will include guidance to assist Mt. Clemens Montessori Academy staff with identifying and guiding technology purchases and usage in the future. This district technology plan will also include training as support for teachers and staff to adapt to remote learning in the classroom. Mt. Clemens Montessori Academy staff were surveyed in late May 2020 on possible training and support they would require for future remote learning. Through this survey the follow items were identified for future training and support: Google Classroom (grading, posting, creating tutorials for parents), Zoom (how to use “waiting room,” proctoring NWEA assessment via Zoom), Bloomz (tutorial on how to effectively use), NWEA Screener (how to proctor virtually, how to set up on computers, and how to use online components of curriculum (Math Expressions, Elevate Science, Wordly Wise).

Mt. Clemens Montessori Academy has identified Charter Technologies, Inc. as our “Identified Technology Vendor.” Charter Technologies, Inc. located in Livonia, Michigan, has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as Mt. Clemens Montessori Academy approved technology vendor since September 2019. Charter Technologies, Inc. will assist and support Mt. Clemens

Montessori Academy staff in the maintenance, technical support, and installation of technology equipment. Each week, Charter Technologies, Inc. will report to the school on-site to triage and repair teacher and student devices to minimize the time that staff and students have to be without a computer. If the student and/or teacher devices cannot be repaired on-site within the triage area; every effort will be made to provide a temporary device for the student and/or teacher, thus reducing the wait time for a device. Over the summer, Charter Technology, Inc. conducts a technology evaluation of the district's infrastructure. In the past year, Mt. Clemens Montessori Academy has invested both E-Rate, grant funds, and general funds into a new server, firewall, Chromebooks, a new fiber optic connection to the school, and Wi-Fi access points in the building to allow for future technology requirements to educate the students of the 21st Century.

Mt. Clemens Montessori Academy will assign Technology Team Leads who will serve as an internal "help desk" for parents/guardians and students using both Academy Chromebooks and other at-home technology to access Google Classroom and other online learning platforms. The Technology Team Leads and the School Leader will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms. The School Leader and Technology Team Leads will ensure that students can submit their assignments through Google Classroom so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians. Charter Technologies, Inc will respond via a help ticket submitted by the classroom teacher (detailing the issue and the Chromebook serial number) and will connect to the Chromebook remotely so assess and remedy the issue.

Individuals assigned as technology process leaders will have their contact information posted on the Academy website and detailed in newsletters and press releases to parents/guardians. This will assist parents/guardians in being aware of who to contact if/when technology issues arise.

Mt. Clemens Montessori Academy's Technology Plan will be posted on the Academy website before the start of school. As part of the registration process, each parent/guardian has already signed an acknowledgement page on the Academy's technology/internet policies. Verification of the signed acknowledgement page must be on record before Chromebooks are released from the school. Parents/Guardians requesting to borrow a Chromebook on behalf of their child(ren) will complete the "Technology Equipment Use Agreement." Once the use agreement and confirmation of signed acknowledgement form, the parent/guardian can check out a Chromebook from the Academy. Set dates/times to pick up and drop off Chromebooks will be listed on the Academy website. Parents and students transferring out of the Academy before the end of the school year must turn in their Chromebook before exiting the Academy. Furthermore,

Mailchimp email, Remind, Facebook, Twitter, classroom Bloomz and Instagram will also be used to communicate pick up and drop off dates.

All Chromebooks will be enclosed in a large zip lock bag as a safety and health precaution. The zip lock bag will have the student's name, grade, Chromebook serial number, email address, password of the assigned Chromebook with detailed instructions of how to sign on, access internet, procedures for launching all relevant learning icons and a list of Technology Team Lead's contact information. Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents. In adhering to the safety and health precautions of the CDC, all Chromebooks returns will be redeposited in a large zip lock bag by Technology Team Leads for health and safety precautions. If devices are not returned to the Academy, they will be disabled remotely. Once disabled, a message will appear, stating to return the devices to the Academy. Charter Technologies, Inc. (Technology Support Company) will monitor usage of all devices that are loaned out to students. Furthermore, the Academy Administration will work with Charter Technologies, Inc. to conduct prepared maintenance routines to remove malware and fix standard issues including screen, keyboard or battery replacement.

Mt. Clemens Montessori Academy Administration, Board, and Educational Service Provider Compliance Department annually review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

Transportation:

Mt. Clemens Montessori Academy does not provide any busing or student transportation.

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

Phase 5 Safety Protocols:

Personal Protective Equipment:

Facial coverings will be worn by all Mt. Clemens Montessori Academy staff and K-5 students (general education and special education) except for during meals, recess and/or outdoor activities where students are able to maintain 6 foot spacing. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All staff members and students who cannot medically tolerate facial covering are not required to wear one. Any staff member or students

that is incapacitated or unable to remove the facial covering without assistance, are not required to wear a facial covering. Facial coverings will not be worn during meals.

If medically intolerable, staff and students are required to have a medical doctor's note on file which will be on the physician's letterhead including the date, time, physician's signature and reason for a facial covering being medically intolerable.

A health screener will be required for all staff to complete prior to entering the building. If any staff answer "yes" to the questions below, they will not be allowed to enter the building. The screener is available as an online form with the link sent out to staff. For those staff unable to fill out the online form, a paper version is available at the front entrance. A message is emailed to the school leader if anyone on the electronic form answers yes to the below questions. The screener contains the following questions:

- Email address
- Past 24 hours have you experienced any new symptoms?
 - Coughing
 - Shortness of breath
 - Difficulty breathing
 - Congestion
 - Runny nose
 - Sore throat
 - Loss of taste or smell
 - Fever greater than 100.4
 - Chills
 - Fatigue
 - Muscle Pain
 - Nausea
 - Vomiting
 - Severe headache
 - Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- These questions and lists of symptoms may be updated on a regular basis as the CDC updates the list of COVID-19 symptoms. Mt. Clemens Montessori Academy will frequently check the CDC symptom list located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Hygiene:

Mt. Clemens Montessori Academy will provide classroom supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Mt. Clemens Montessori Academy staff will schedule designated times (every 2-3 hours) for handwashing and bathroom breaks for all students. Staff will model, washing hands for 20 seconds and/or the use of hand sanitizer. (Bathroom can be used as needed, however, students will be escorted by a paraprofessional or staff member to ensure proper hygiene and social distancing.)

In order to limit sharing of personal items, students will be required to have their own labeled pencil box, with all of their supplies enclosed. Students will have personal lockers, where they can place all of their belongings. An arrival and dismissal procedure will be created by the administrative team and teaching staff that prioritizes social distancing and facility constraints.

Classroom materials for lessons will be limited. However, if classroom materials are shared, staff will disinfect before and after use of materials based on CDC guidelines.

Mt. Clemens Montessori Academy will hold a COVID-19 Professional Development. The Academy staff will carry over the information learned to educate students how to use proper hygiene techniques. The COVID-19 Professional Development will include:

- Proper cleaning procedures
- Safety Guidelines
- Medical Physician

The Mt. Clemens Montessori Academy maintenance staff will frequently check, maintain, and refill all soap and hand sanitizer dispensers. Hand Sanitizing stations will be placed in each classroom. Students and staff will be required to sanitize prior to exiting and entering any classroom.

Spacing, Movement and Access:

All student desks will remain 6 feet apart in all classrooms. If the classroom utilizes large tables, students will be properly spaced at those tables. Desks/tables will face the same direction, toward the front of the classroom. Class sizes will be minimized in order to follow social distancing guidelines. The Academy staff will maintain 6 feet of spacing.

All desks will be facing the same direction toward the front of the classroom. In addition, all teachers will maintain 6 feet of spacing between themselves and students as much as possible.

Signs, floor tape or other markers indicators will be used at six-foot intervals where line formation is anticipated. The academy will provide social distancing floor/seating markings in waiting and reception areas. Also, signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the administrative team. In addition, adult guests that are allowed to enter the building will be screened for symptoms, be required to wear a compliant facial covering, and wash/sanitize hands prior to entering. Moreover, the Academy will maintain strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building. In these emergency circumstances, the Academy office will be limited to one person/visitor at a time.

When class is in session, the classroom windows will remain open, weather permitting. Special considerations will be made for students with allergy-induced asthma.

During the school day, students will remain in a cohort (homeroom class). The cohort will be a self-contained classroom where they will not intermingle with students from other classrooms at any point during the school day. Special classes will record video lessons per grade and also conduct Zoom live sessions with each grade level or class. Activities may be held outside when possible to allow for added social distancing and following CDC guidelines. Due to all activities taking place inside of the classroom, there will be limited traffic in the hallways. A bathroom is located in all classrooms. If students need to travel to the common bathroom, they will be escorted by an adult staff member to ensure proper social distancing and hygiene. If students are traveling to recess, there will be staggered recess times for each classroom, ensuring that there is never more than one classroom in the hallway at a time.

Mt. Clemens Montessori Academy will be implementing two academic options for students to take part in. First, Mt. Clemens Montessori Academy students will have the option to participate in a hybrid learning model which utilizes a two day rotation of hybrid remote and classroom learning to maintain social distancing. Students will receive in-person classroom instruction on two days a week based on their group. For instance, Monday/Tuesday would be for Group A and Thursday/Friday would be for Group B. On the remaining days, students would participate in remote learning using the Google Classroom platform. A second instructional option will be 100% remote (distance learning) instruction, if families are not comfortable returning to the hybrid learning model with two days of in-person instruction. Every effort will be made to keep families from the same household in the same group to coordinate in-person instruction days. Students who enroll in the Mt Clemens Montessori Academy 100% remote (virtual) learning option will remain in this program until our Region enters Phase 6 of the *MI Safe Start Plan*. Accommodations may be made on a case by case basis pending student/family need, teacher recommendation, and space availability in our in-person/hybrid classrooms. Any changes in enrollment in the virtual academy or hybrid classroom are based on space in either the virtual or hybrid models. Since Mt. Clemens Montessori Academy is committed to utilizing our teachers

and established curriculum, options may be limited for mid-year movement due to space in classes and size.

Mt. Clemens Montessori Academy will designate entrance and exits in the building for one way traffic flow based on the time of day (arrival, dismissal, and scheduled recesses/outdoor activities for classrooms. Staff will be scheduled at entrances and exits during high traffic periods (arrival/dismissal) ensuring that traffic flows are maintained in the correct designated direction. Furthermore, arrows and signage will be used to designate direction and designation as an assigned entrance, exit and foot traffic in the hallways.

Screening Students and Staff:

A health screener will be required for all staff to complete prior to entering the building. If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:

- Email address
- Past 24 hours have you experienced any new symptoms?
 - Coughing
 - Shortness of breath
 - Difficulty breathing
 - Congestion
 - Runny nose
 - Sore throat
 - Loss of taste or smell
 - Fever greater than 100.4
 - Chills
 - Fatigue
 - Muscle Pain
 - Nausea
 - Vomiting
 - Severe headache
 - Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- These questions and lists of symptoms may be updated on a regular basis as the CDC updates the list of COVID-19 symptoms. Mt. Clemens Montessori Academy will frequently check the CDC symptom list located at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Mt. Clemens Montessori Academy will cooperate with the Macomb County Health Department regarding implementing any new protocols for screening students and staff based on their recommendations, forthcoming guidance, and updates on COVID-19.

Mt. Clemens Montessori Academy has designated a room near the office and staff member Jennifer Rump or Sarah Soliz to care for students who become ill at school. When in the room, students and staff will be required to wear a surgical mask. Students who show symptoms, will be sent home, and must be kept home until they have been tested negative or have completely recovered in accordance with the CDC and Macomb County Health Department guidelines.

Mt. Clemens Montessori Academy staff and students will take part in temperature checks every morning by staff before a student enters the classroom with a touchless thermometer. Midday temperature checks will be performed as needed using a touchless thermometer. Students with a temperature of 100.4 or greater will be escorted to the quarantine room, are required to stay home will and consider COVID-19 testing. Students who are showing symptoms at home, including cough or shortness of breath, should remain at home and follow up with a primary care provider.

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

Mt. Clemens Montessori Academy will cooperate with the Macomb Health Department regarding implementing protocols for screening students and staff. The Academy will continue to use the online screener daily and thermal cameras for students entering the building. Students and staff will be required to wear a mask during the entirety of the school day, with the exception of during meals/snacks. Those that develop a fever or become ill, will be asked to leave school premises and consult with a primary care provider or complete a test for COVID-19. Students and staff must remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Mt. Clemens Montessori Academy families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children. In the event there are positive cases of COVID-19 at Mt. Clemens Montessori Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.

Mt. Clemens Montessori Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected after sitting vacant for 24 hours to minimize the risk of airborne particles. If the Academy remains open, the area may reopen at least 48 hours after the sterilizing process or according to CDC guidelines. If it is necessary to close Mt. Clemens Montessori Academy due to COVID-19, all instruction will continue in virtual (remote) format as outlined in Phase 1-3 of our plan.

Mt. Clemens Montessori Academy staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.

Responding to Positive Tests Among Staff:

Mt. Clemens Montessori Academy will work collaboratively with the Macomb County Health Department if a confirmed case of COVID-19 is identified, and must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.

Mt. Clemens Montessori Academy will notify the Macomb County Health Department of any positive COVID-19 cases, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

The Macomb County Health Department will initiate contact tracing for anyone within close contact (less than 6 feet). Furthermore, all individuals that have been in close contact are asked to self-quarantine for 14 days after exposure. Health Department officials, depending on the situation, may identify other contacts who require quarantine. Mt. Clemens Montessori Academy will assist the Macomb County Health Department by collecting data and contact information of those exposed.

Mt. Clemens Montessori Academy staff will provide guidance and training on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family member/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test.

Mt. Clemens Montessori Academy staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on the most current version of the CDC guidelines.

When cleaning an area where an individual tested positive for COVID-19, Mt. Clemens Montessori Academy custodial staff will be required to wear a mask, gloves, and face shield. Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place to minimize the risk of any airborne particles.

Food Service, Gathering, and Extracurricular Activities:

Mt. Clemens Montessori Academy will prohibit indoor assemblies that bring together students from more than one classroom while the region Mt. Clemens is located in Phase 5 of the Michigan Safe Start Plan. This prohibition includes the “Strongly Recommended” protocol of suspending all large scale assemblies of more than 50 students.

Mt. Clemens Montessori Academy students will eat their lunches in their classroom while at school.

Mt. Clemens Montessori Academy does not have a food service program. Mt. Clemens Montessori Academy will post food assistance resources on the Academy website and social media pages. Furthermore, Macomb County maintains an interactive map of food assistance locations via the following link:

<https://gis.macombgov.org/portal1/apps/webappviewer/index.html?id=7918e716395a42d18221ca0f61d256b3>.

Mt. Clemens Montessori Academy students staff and teachers will wash their hands before and after every meal and/or event.

Mt. Clemens Montessori Academy suspending all off-site field trips that require bus transportation to an indoor location during Phase 5. The Academy will look into holding virtual field trips for students.

Mt. Clemens Montessori Academy will conduct outdoor recess whenever possible while maintaining appropriate social distancing and cohorting of students. The staggered scheduling of recess will take place to allow for no more than one class at a time in the recess area.

All extracurricular, after-school activities and gatherings (e.g. graduation) are suspended during Phase 5 of the MI Safe Start Plan. This includes both indoors and outdoors.

Athletics:

Mt. Clemens Montessori Academy does not have organized athletic activities that take place as an Academy program.

Cleaning:

All frequently touched surfaces will be cleaned at least every 4 hours with either an EPA-approved disinfectant or diluted bleach solution. This includes (but is not limited to) light switches, doors, benches, and bathrooms.

Special classes will record video lessons per grade and also conduct Zoom live sessions with each grade level or class. If classrooms are used for library, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Mt. Clemens Montessori Academy staff and custodians will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution to clean student desks.

Mt. Clemens Montessori Academy will maintain a normal playground cleaning routine in accordance with CDC guidelines.

Mt. Clemens Montessori Academy stores all cleaning supplies will be in a location with proper ventilation. The storage area remains locked when not in use.

Mt. Clemens Montessori Academy staff must wear gloves, surgical masks and face shields when performing all cleaning duties.

Busing and Student Transportation:

Mt. Clemens Montessori Academy does not provide any busing or student transportation.

Medically Vulnerable Students and Staff:

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

Mt. Clemens Montessori Academy has provided a survey to all staff and families allowing for comments on if there are any underlying health conditions they have or individuals in their household have that require accommodations. As a result of the overwhelming response of parents requesting virtual learning for their child(ren), the Academy will work with staff concerned with returning to school and ask that they conduct virtual learning or allow minimal contact with students and staff throughout the building.

Mt. Clemens Montessori Academy plans on conducting a monthly survey that will be shared with staff and students to improve remote learning effectiveness.

Any Mt. Clemens Montessori Academy staff who are caring for children and providing any medical care that include aerosol generating procedures (e.g. nebulizers) will have a KN95 mask.

Phase 5 Mental & Social-Emotional Health

**Mt. Clemens Montessori Academy will be implementing all required and strongly recommended guidelines.*

During Phases 1, 2, and 3 Mt. Clemens Montessori Academy teachers, School Leaders, Office Personnel, and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect in any way they can to assist and student's and/or families that require mental and social/emotional assistance. These methods will include (but not limited to) online by Mailchimp email, contact parents by phone, and utilize online tools such as Google Classroom, Google Meets/Hangout, Zoom, Bloomz, school website, Facebook, Twitter, Instagram, and Remind to engage with parents and students.

The Mt. Clemens Montessori Academy Special Education Department (specifically the School Social Worker) will provide mental health support to pupils affected by the state of emergency prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need. Additionally, Mt. Clemens Montessori Academy will utilize its partnerships with sister schools within its

management company network to seek out targeted outside resources to provide grief and loss support to students that may have experienced a loss due to COVID-19. Students needing additional support will be referred to the School Social Worker for intervention and support. If extra supports are required, administration, office staff, and support staff will connect weekly with students and parents to provide virtual strategies to help with mental health concerns.

The Special Education Department will hold all annual IEPs via Google Meet/Hangouts, Zoom Video Conference or teleconference. Mt. Clemens Montessori Academy will also post updates on student and family support services on Mailchimp email, Facebook, Twitter, Instagram, school website and Remind Texting Service.

Mental Health Screening:

Mt. Clemens Montessori Academy will compile a Mental Health Screening Questionnaire for all students, staff, and parents/guardians. Mt. Clemens Montessori Academy will be using the Pediatric Symptom Checklist (PSC-17) in coordination and consultation with a medical professional, as the screener.

Communication Guidelines:

All staff will refer students that appear to be at risk of behavioral difficulties to School Administration. Social/Emotional (mental health) difficulties will be referred to the School Social Worker, in addition to the School Leader.

On-Going Training and Professional Development:

All staff will attend training and ongoing professional development as well as established tools, resources and support based on a variety of topics. A district-wide Professional Development calendar has been devised to address the following topics:

- Social/Emotional Learning
- Trauma-Informed schools/staff
- At-Risk Students
- Integrating Social/Emotional Learning Into Culturally Responsive Classrooms

Access Navigator:

The School Social Worker will be the point person (access navigator) for Mt. Clemens Montessori Academy and will centralize mental health referrals, communication to families/students, and public-facing wellness materials.

Crisis Management Plan:

Mt. Clemens Montessori Academy and the Macomb Health Department has identified the following locations available for COVID-19 testing:

- Macomb County Health Department: 380 N Rose St, Mt. Clemens, MI 48043. Phone: 586-463-3750.
- CVS Pharmacy: 33021 Garfield Road, Fraser, MI 48026, Phone: 586-293-5012.
- Coronavirus Community Care Network - State Fairground (Macomb County): 778 W State Fair Ave, Detroit, MI 48203. Phone: 313-230-0505.
- Michigan Urgent Care - Clinton Township: 22500 Metro Parkway, Clinton Township, MI 48035. Phone: 586-267-9300.
- Lakeside Urgent Care: 44472 Hayes Road, Clinton Township, MI 48038. Phone: 586-412-0890.

Comprehensive List of Wellness Resources:

A community resource booklet will be compiled and available to all staff, students, parents and guardians providing mental and social/emotional health wellness information. Updates to the booklet will be ongoing. The booklet will be available via hardcopy and available on the school website. Pre-Screening will be conducted by teachers to ensure proper resource information is provided as needed.

Ongoing Reporting Protocols for School Staff to Evaluate Physical and Mental Health Status:

As students, staff, and parents/guardians take part in the PSC-17 Mental Health Screening Questionnaire, answers will be closely monitored. If an individual is seeking help, the School Leader, GPS Social Worker, and/or Academy of Warren Social Worker will assist the individuals with ensuring that they get the assistance needed.

Resource for Staff Care: Resiliency Strategies

As virtual instruction takes place, staff will be reminded of the Resiliency Strategies via email. As teachers enter the school to teach or gather manipulatives for lessons, posters will be placed in the Office, copy machine area, kitchen (legal notice posting boards) and given to staff to posting by their desks (as a reminder) of the following Resiliency Strategies:

- Remember to implement daily exercise into your schedule.
- Make time for solitude.
- Engage in positive self-talk.
- Get out more and experience life with family.

- Learn from failure, setbacks and obstacles.
- Cultivate both humor and curiosity.
- Have realistic expectations for yourself and those around you.

Designate a Mental Health Liaison:

The School Social Worker will be the designated Mental Health Liaison who will work across the Academy, with public health agencies, and community partners.

Leveraging MDE Resources:

The School Leader will remain up-to-date with MDE Resources to ensure all mental health and wellness support information that is available from this institution will be provided to staff as the information becomes available. This will be supported via Mailchimp Email, social media posts, school website and/or applicable documents/brochures.

Activating Communications:

The School Leader (Casey Rakowski) will be the designated contact for school stakeholders to address mental health concerns resulting from COVID-19 via email (school@mtclemensmontessori.com).

Communicating With Parents and Guardians:

Documentation will be devised to address the return to school transition information relating to Mental and Social/Emotional Health in a one (1) page newsletter/document (based on need) that will be available to all parents, guardians, students and staff on the school webpage. This information will include but not be limited to the following:

- Destigmatization of COVID-19.
- Understanding normal behavioral response to crisis.
- General best practice of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Phase 5 Instruction

** Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Governance:

Mt. Clemens Montessori Academy engaged through the “Return To Instruction and Learning” Committee with stakeholders through surveys to revise the Continuity of Learning Plan. Both

the Continuity of Learning Plan and the COVID-19 Preparedness and Response Plan will be posted on the Academy website and via school media releases. The Plans are available in home languages upon request.

Mt. Clemens Montessori Academy identified the following challenges in implementing the Continuity of Learning Plan. These challenges were identified through surveying parents and teachers in late-May 2020, and in debriefing meetings with the committee:

- Students having inconsistent technology to utilize the platform (Google Classroom) correctly.
- Parents not being able to log on to Google Classroom or other online platforms (unfamiliarity with technology).
- Students not being consistent in completing their assignments on the online platform.
- Parents not having the skill set to assist students in completing assignments.
- Confusion from the State of Michigan in Spring 2020 on instruction officially counting.

Mt. Clemens Montessori Academy will ensure Continuous Learning takes place by:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.
- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Instruction:

Mt. Clemens Montessori Academy will implement a remote (virtual) and hybrid learning environment during Phase 5.

- Hybrid Learning Model: “Pod” model of grouping students into a contained classroom without intermingling with other “pods.” Instruction is conducted in both hybrid remote and classroom (in-person) learning to maintain social distancing. Students will receive in-person classroom instruction on four days a week on day off for deep cleaning of facilities and materials.
- 100% Remote Instruction: All instruction will take place online. Instruction will be both live and pre-recorded lessons. Live lessons will be heavily incorporated into instruction.

The Academy will maintain clear expectations around hybrid and remote instruction.

- Best practices will be implemented for both hybrid and remote learning.
- Grade level proficiencies
 - Available assessment data and observation will be used to determine proficiencies.
 - Assessment provides early recognition of potential problems, weaknesses, and allows for immediate and appropriate action.
 - Mt. Clemens Montessori Academy’s curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.

- Teachers will assign grades as per the Mt. Clemens Montessori Academy grading policy, and provide parents with how the points in Google Classroom translates into the school grading policy (as seen on report cards). Teachers will provide students for multiple opportunities to earn grades/points or both online assignments and/or paper packets. Furthermore, through Google Classroom students will be able to self-assess the quality of their work, reflect on teacher feedback and learning progress via the private messaging function under assignments (to maintain student privacy).
- Mt. Clemens Montessori Academy will continue to monitor and manage student learning. All students at Mt. Clemens Montessori Academy will have access to Google Classroom, an online learning platform. This platform will be the medium where online lessons, materials, practice and assessment will take place. The learning paths are tailored specifically to each student's academic goals.
- Teachers will continue to provide learning opportunities for students by posting assignments and expectations in Google Classroom. All assignments will be tailored to student needs and will allow students to improve their skills.
- Modes of student assessment and feedback will include the following:
 - NWEA Screener
 - NWEA MAP Growth Assessment
 - Houghton Mifflin Reading Assessment
 - Wordly Wise and Words Their Way Online Assessments
 - Conferencing With Students both virtually and in-person (Socially Distanced)
- Differentiated support will continue to be implemented during whole class instruction, small group instruction, and intervention support consistent with Mt. Clemens Montessori Academy's Montessori philosophy.
- Staff will be trained on how to monitor and include social-emotional skills within their learning environments.
- Daily schedules will be implemented for both in-person and remote learning.
 - Grade-level guidance on student workload will be communicated with each teacher to ensure consistency between both modes of instruction.
- Instructional Vision
 - Mt. Clemens Montessori Academy embraces a number of goals in educating children with both long and short-term expectations for their attainment. This vision and goals make the Academy uniquely Montessori and are oriented toward moving children to become independent and critical thinkers.
 - Mt. Clemens Montessori Academy's curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.
 - The State of Michigan has developed a framework aligned with the Common Core Content Standards that identifies the necessary components for all of the state's school-age children. Mt. Clemens Montessori Academy aligns its curriculum with this state framework.
 - Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth will be assessed in Fall 2020 as will the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These

assessments/screeners will all Mt. Clemens Montessori Academy teachers understand where students are academically and inform instructional decisions for teachers, students, and families.

- The classroom structure prepares children to be successful working adults. In tiny increments that ensure success, students learn to be responsible for planning their work, to ask for help when needed, to watch out and help their peers, and to take it upon themselves to ask questions and pursue the answers. All of these build the foundation of becoming a responsible, caring citizen and an asset to the community.
- Montessori educators believe that each child is born to be a learner, and the full potential of each person is realized only through an ordered, challenging nurturing environment that is physical, intellectual, social and spiritual.
- Mt. Clemens Montessori Academy teachers, School Leaders, Office Personnel, and Social Worker will remain vigilant about supporting our students in need. The Special Education department will connect in any way they can to assist and student's and/or families that require mental and social/emotional assistance.
- The Mt. Clemens Montessori Academy Special Education Department (specifically the School Social Worker) will provide mental health support to pupils affected by the state of emergency prompted by COVID-19 by communicating with families in new ways, with a focus on referring families to local services and supports. The School Social Worker will provide social/emotional support through virtual small groups and virtual individual sessions based on need.
- Mt. Clemens Montessori Academy as a K-5 Elementary School does not have any students who are transitioning to postsecondary and therefore does not need to secure supports.
- State Curriculum Alignment
 - Mt. Clemens Montessori Academy's curriculum framework guides development of lessons and keeps the Academy focused on the essential elements of instruction.
 - The State of Michigan has developed a framework aligned with the Common Core Content Standards that identifies the necessary components for all of the state's school-age children. Mt. Clemens Montessori Academy aligns its curriculum with this state framework.
 - Mt. Clemens Montessori Academy has developed a creative Montessori approach combining Montessori principles and methods with best practices and the latest in educational technology.
 - Mt. Clemens Montessori Academy believes that the foundation of a good education is to learn how to learn. In this era of drastic technological shift and social change, the Academy's course of study encompasses the full substance of traditional curriculum and goes beyond, to teach students how to think clearly, to apply critical thinking skills, to do their own research, to effectively communicate with the written and spoken word, and to put their knowledge to practical application.
- Special Education

- Mt. Clemens Montessori will review IEPs and 504 plans with each general and special education teacher to reflect the child's needs based on assessment data and parent feedback.
- Intervention and support services will continue to be conducted virtually (online).
- Schedules and structures will be set up with Special Education, General Education and parents of the student who is receiving services. This will allow for collaboration on delivery methods for assessments and instruction as outlined in the student's IEP.
- These services may also include occupational, physical and/or speech and language therapy including evaluations by school psychologists and social workers including development or potential continuation of services plans.
- Mt. Clemens Montessori Academy Intervention Specialists, Special Education staff and Administration will inventory all intervention programs and services available to students at our school and identify any gaps that exist.
- Mt. Clemens Montessori Academy Administration will remain connected with MDE in regards to updates and changes about policies and guidance. Furthermore, Mt. Clemens Montessori Academy will utilize its network of its Education Service Provider (CS Partners), authorizer (Bay Mills Community College), and Michigan Association of Public School Academies (MAPSA) to stay connected to updated policies and guidance.

Communications and Family Support:

Mt. Clemens Montessori Academy will use a host of communication tools to reach our stakeholders in an attempt to create equitable access to the plan and remote instruction. While many of our families prefer electronic communications as opposed to mailed communications we do have a small group of stakeholders that either do not have internet or prefer to have hard copies of plans/documents by choice. The Mt. Clemens Montessori Academy website will serve as one of the tools used to communicate the plan. On our Academy website, we have a section entitled "Response to COVID-19" where we post not only our plans, but updated information, resources, and frequently asked questions. Mailchimp email, Facebook, Twitter, Remind, Instagram and the Academy Website are the selected methods that will serve as a vehicle to communicate the COVID-19 Preparedness and Response Plan to all our stakeholders.

Mt. Clemens Montessori Academy will implement daily schedules for both hybrid and remote learning. Grade-level guidance on student workload will be communicated with each teacher to ensure consistency between both modes of instruction.

Mt. Clemens Montessori Academy teachers will administer an NWEA Screener virtually during the first 30 days of school. In addition to the NWEA Screener, the NWEA MAP Growth will be assessed in Fall 2020 as will the Houghton Mifflin Reading Assessment and the Kindergarten Readiness Assessment. These assessments/screeners will all Mt. Clemens Montessori Academy teachers understand where students are academically and inform instructional decisions for teachers, students, and families.

Mt. Clemens Montessori Academy will provide resources that demonstrate schools value parents as partners in their child's education. The Academy will work to offer families the following supports:

- Providing parents with tutoring videos and resources to assist with virtual learning/instruction at home.
- Providing technical support to parents and teachers to assist with issues that arise.
- Provide families with expectations of a schedule and structure for online/remote learning.
- Provide teachers with Professional Development to assist with remote/online instruction including technical aspects, principles and practices for online facilitation, including activating student engagement, communication and assessment.

Mt. Clemens Montessori Academy and the Special Education department will continue to provide students and parents with the help needed to support their social and emotional well-being as well as providing academic advice through remote services.

Professional Learning:

Mt. Clemens Montessori Academy will provide professional learning opportunities that will provide time and resources for Academy educators to build relationships, plan, and teach in both a hybrid and remote environment. In this setting, educators will be offered:

- Ongoing professional learning resources and virtual learning sessions on how to meet the needs of students in a remote environment.
- Support from Administration for remote team meetings where teachers collaborate to make sure students are meeting academic standards and adjusting plans to meet student needs.
- Provide real examples of high quality instruction to engage students in remote learning.
- Provide additional support and mentorship for any new teachers to Mt. Clemens Montessori Academy to ensure they meet the needs of students.
- Individualized and differentiated support for educators.
- Mt. Clemens Montessori Academy will support educators fall planning and instructional needs with professional learning, resources and supports.
- Mt. Clemens Montessori Academy will develop plans to help students start the school year with strong relationships, routines, and expectations necessary for success in remote learning environments and sustain those relationships and learning throughout the school year.
- Mt. Clemens Montessori Academy offers restorative support for teachers and learning around equity and implicit bias, social/emotional learning, and culturally responsive education consistent with Dr. Montessori's view of being part of a world with a commitment to social responsibility and personal ethics.

- Mt. Clemens Montessori Academy educators will create flexible learning expectations and timelines to utilize multiple ways for students to share their learning through assignments, tasks and projects.
- The opportunity to gain a deeper understanding of grade level curriculum and resources with a focus on prioritized Common Core Academic Standards to ensure critical thinking happens.

Instruction:

- Mt. Clemens Montessori Academy will ensure that all students have access to the following:
 - Standards-aligned, grade-level instruction, including enrichment opportunities
 - Mt. Clemens Montessori Academy will use the same curriculum as the prior school year. All curriculum either contains virtual components, the Academy is purchasing the virtual component for existing curriculum, or Academy educators are creating virtual components for the curriculum.
 - Mt. Clemens Montessori Academy students will be assessed to determine grade-level readiness.
 - Assessments will include (but not limited to): Houghton Mifflin Reading Assessment, Kindergarten Readiness Assessment, NWEA Screener, NWEA MAP Growth Assessment and Math Expressions Assessments will be conducted.
 - Offer scaffolds (MTSS/small group instruction) to support and meet the diverse academic and social-emotional needs of our students.
 - Checkpoints will be conducted between grade-level lead teachers and the administrative team to give feedback on curriculum pacing and the ongoing monitoring of student success or needs.
 - During grade-level meetings, data will be used to identify trends in academics and work to close all academic achievement gaps. This data will assist with the creation and implementation of individualized plans for students.
 - Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
 - Additional tools and/or materials will be purchased as needed to support the needs of all students.
 - Academy staff and administration will set expectations to ensure that high-quality instruction and tools are implemented, appropriate, and sustainable at each grade level.
 - Ongoing professional development and tech support for curriculum will be readily available.

- Weekly monitoring of student engagement in the different curriculum platforms, communication log, and weekly feedback.
- Students will be required to reflect on teacher feedback during classroom, small group, or individual discussions.

Phase 5 Facilities:

**Mt. Clemens Montessori Academy will be following all of the required and strongly recommended practices.*

Mt. Clemens Montessori Academy weekly audits necessary cleaning and disinfection supplies to make sure adequate supply is on hand. Given the increased difficulty with shortages and potential supply chain issues, Mt. Clemens Montessori Academy has worked to maintain a 3 month supply of these necessary supplies. Meetings have been held with the Academy's current suppliers and new vendors are being secured to allow Mt. Clemens Montessori Academy has the necessary cleaning and disinfection supplies to meet the CDC guidelines and maintain high sanitation levels in preparation for the return to school for students. Mt. Clemens Montessori Academy custodial staff are being provided additional training on proper use of PPE, cleaning and disinfection according to CDC guidelines. Additionally, the Academy has purchased PPE masks (surgical masks), face shields, gloves that must be worn in tandem when executing cleaning duties. Further, all cleaning and disinfection protocols will follow the CDC "School Decision Tree" to help determine which mitigation strategies may be most appropriate for any situation. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Mt. Clemens Montessori Academy custodians completed a thorough deep cleaning (according to CDC Guidelines) following the March 2020 closure of in-person instruction. Academy custodians continued to deep clean and complete maintenance throughout the summer. To ensure the school building remains functional, and to support remote and hybrid learning instruction as required, custodians continue to complete building checks for safety concerns and repairs. This will also include checking and running all water outlets, checking the status of fire/smoke detectors, checking the boiler/HVAC system and meeting contractors for task completion as required.

Mt. Clemens Montessori Academy currently does not have access to any additional facilities that may be used for learning.

Mt. Clemens Montessori Academy will provide (in conjunction with CS Partners Facilities/Compliance Department) guidance and training to staff on cleaning and disinfecting all core assets including buildings and playgrounds. This guidance will also include any updated changes in recommended cleaning guidelines as issued by OSHA and/or the CDC. Any changes will immediately be communicated to affected staff and training provided on the updates/changes as required.

Mt. Clemens Montessori Academy will convene facilities and custodial staff as required to review and make actionable guidance regarding cleaning and disinfection.

Mt. Clemens Montessori Academy and the CS Partners Facilities/Compliance Department will provide any advanced training for custodial staff as required and recommended by OSHA and/or the CDC.

Mt. Clemens Montessori Academy and the “Return To Instruction and Learning Committee” in conjunction with Academy Administration, and Educational Service Provider conducted an audit of the Academy facility with a focus on:

- How many classrooms are available.
- The size of each classroom.
- Additional spaces that are available.
- The ventilation in each classroom.
- Items that are not absolutely necessary for instruction and can be stored at another location to allow for additional spacing/social distancing in the classrooms.

Mt. Clemens Montessori Academy Administration is working with the CS Partners Compliance Department to audit and update school security protocols/Emergency Procedures Manual to decide if any process changes need to be implemented.

Mt. Clemens Montessori Academy Office Staff and Security Personnel will follow CDC protocols if interacting with the general public. These procedures will continually be reviewed and any updated guidance will be followed and staff receive additional training.

Mt. Clemens Montessori Academy facilities will be maintained for in-person/hybrid school operations:

- Check the boiler/HVAC system.
- Regular maintenance and changing of HVAC air filters.
- Check the status of fire/smoke detectors
- Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap and hand sanitizer to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during the limited travel between sites.
- Signage about frequent handwashing, cough etiquette and nose blowing will be widely posted, disseminated and encouraged through various methods of communication.
- Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

Mt. Clemens Montessori Academy Administration and CS Partners Facilities Personnel will conduct and document a walk-through with the custodial team to ensure that the classrooms, common spaces and the exterior are ready for staff and students.

Mt. Clemens Montessori Academy has worked to secure secondary vendors and sources of PPE, disinfectants and other necessary materials and supplies. If these additional resources are unavailable to meet Mt. Clemens Montessori Academy's needs, we will reach out to our Local Emergency Management Program and/or ISD (Macomb Intermediate School District) to procure additional supplies.

Mt. Clemens Montessori Academy has and will continue to procure Level-1 facial coverings for teachers, low-income students, and students with special needs and maintain an adequate supply to overcome shortages and regular required usage. The Academy will continually check for updated CDC and State of Michigan Guidance in regards to facial covering and PPE and order supplies accordingly.

Mt. Clemens Montessori Academy has procured and will maintain all the necessary PPE for cleaning and janitorial staff including (but not limited to), Level-1 surgical masks, face shields (as required for certain cleaning protocols), KN95 masks (as required for certain cleaning protocols and gloves).

Phase 5 Budget, Food Service, Enrollment, and Staffing:

Based on the recommendations of the "Return To Instruction and Learning Committee," Mt. Clemens Montessori Academy will follow the below arrival protocols:

- Students may not get out of their vehicle before 7:40am.
- At, 7:40am a member of the office/administrative staff will wave in the vehicles to begin unloading.
- Office staff, teacher assistants, RTI and Specials teachers will be stationed in the circle drive, courtyard, and entrances to ensure students walk into the building and maintain social distancing.
- Students will proceed directly to their classroom.
- Staff will be in the hall to ensure students are going directly to their classroom, conduct temperature checks and encourage hand sanitizer upon entry to the classroom.
- Students with a temperature above 100.4 or any of the identified symptoms of COVID-19 will be escorted to the Quarantine Room.
- The bell rings at 8:00am. Teachers will allow one student at a time to place backpack and coat in their locker. Lunchboxes, masks, and water bottles will remain in the classroom.
- No materials should be kept in the locker except the student's backpack and outdoor gear. Extra clothes should remain in backpacks

- Mt. Clemens Montessori Academy staff and administration will continually assess the arrival procedures and adjust accordingly based on updated updated guidance, maintaining social distancing, and improving the efficiency of the procedure.

As additional guidance from the State of Michigan and legislation governing the 2020-2021 school year becomes available, Mt. Clemens Montessori Academy will continue to assess and make adjustments based on the health and safety of its students and staff.

Mt. Clemens Montessori Academy is currently fully staffed. If there becomes a need, the Academy will follow guidance from their Educational Service Provider (CS Partners) and MDE on adjusting staffing levels, recruiting, interviewing and hiring staff remotely. The Academy Administration and Human Resources Department are in continual discussions on changing staffing requirements based on enrollment, choice of instructional delivery (remote or in-person), and the personal needs of teachers and staff who are at high risk as a result of COVID-19 or have underlying medical conditions. Furthermore, underutilized staff may be redeployed to serve core Academy needs.

Mt. Clemens Montessori Academy will survey parents to assist in identifying any students who may have a preexisting condition and may require a remote learning environment in keeping with the Academy's Montessori philosophy of individualized instruction.

Mt. Clemens Montessori Academy and Human Resources Department (Partner Solutions) do not have any local bargaining units.

Mt. Clemens Montessori Academy will continue to communicate with parents and/or stakeholders on any changes in attendance policy and/or other school policies.

Mt. Clemens Montessori Academy will seek and provide guidance from various applicable entities on use of CARE Act funding for key purchases.

Mt. Clemens Montessori Academy will utilize its partnerships with sister schools within its management company network to seek out targeted outside resources and coordinate services with related service providers to identify and address new student and adult needs.

Mt. Clemens Montessori Academy will work with its Human Resources Department (Partner Solutions) to inventory and make sure there is an adequate supply of substitute teachers available through our contract with provider Edustaff.

Mt. Clemens Montessori Academy will build and send back to school communication to all relevant stakeholders and include updates across all policies and procedures. These methods of communication will include (but not limited to) online by Mailchimp email, contact parents by phone, and utilize online tools such as Google Classroom, Google Meets/Hangout, Zoom,

Bloomz, school website, Facebook, Twitter, Instagram, and Remind to engage with parents and students.

Mt. Clemens Montessori Academy is verifying that student and staff handbooks will be updated and ready for distribution through online mediums prior to the start of the 2020-2021 school year. Partner Solutions will create a master list of any changes to the staff handbook to distribute to Academy staff.

Mt. Clemens Montessori Academy Administration, Board and Educational Service Provider (CS Partners) will consult with Academy legal counsel preemptively and as needed to address any liability questions, related concerns, and vendor issues relative to COVID-19 and share with all applicable stakeholders.

Mt. Clemens Montessori Academy Administration, Board and Educational Service Provider (CS Partners) Budget and Accounting Department are engaged in regular budgeting exercises and updates to plan and adjust for changing enrollment patterns, new staffing needs, and resources constraints or additional dollars. Mt. Clemens Montessori Academy has traditionally and historically utilized “conservative budgeting” to maintain a healthy and compliant fund balance and set realistic budgets that make targeted investments, but exercise fiscal restraint. This has allowed the Academy to maintain a long term healthy fiscal outlook, while also being able to weather Michigan’s cyclical economic cycle.

Mt. Clemens Montessori Academy will work with Academy Administration, “Return To Instruction and Learning Committee,” CS Partners, and the Macomb ISD Pupil Accounting Department create realistic master teacher schedules, student/staff arrival schedules, lunch schedules and bell/clock hour schedules that meet currently mandated Pupil Accounting Manual Guidelines while keeping health and safety protocols in mind. As additional guidance is developed by the State of Michigan and pending state legislation governing the School Aid Act and Pupil Accounting Manual, Mt. Clemens Montessori Academy will revisit any schedules in place and adjust accordingly based on any new guidance, requirements and flexibility.

Mt. Clemens Montessori Academy does not have a food service program.

Phase 5 Technology:

Mt. Clemens Montessori Academy surveyed both our families and staff in late May 2020 and again in mid July 2020 in regards to the numbers, types, and conditions of technology devices in their homes to support remote learning. Through these surveys, it was determined that a majority of families would like a common platform (ex. Chromebook) to work on during remote learning to make it easier to give directions and assignments in a common way, instead of having to spend additional time problem solving issues on other platforms that were not compatible with the learning platforms Mt. Clemens Montessori Academy is utilizing.

Mt. Clemens Montessori Academy designates the classroom teachers as the single point of contact to plan and communicate with district technology teams.

Mt. Clemens Montessori Academy will be developing a district technology plan. This plan will include guidance to assist Mt. Clemens Montessori Academy staff with identifying and guiding technology purchases and usage in the future. This district technology plan will also include training as support for teachers and staff to adapt to remote learning in the classroom. Mt. Clemens Montessori Academy staff were surveyed in late May 2020 on possible training and support they would require for future remote learning. Through this survey the follow items were identified for future training and support: Google Classroom (grading, posting, creating tutorials for parents), Zoom (how to use “waiting room,” proctoring NWEA assessment via Zoom), Bloomz (tutorial on how to effectively use), NWEA Screener (how to proctor virtually, how to set up on computers, and how to use online components of curriculum (Math Expressions, Elevate Science, Wordly Wise).

Mt. Clemens Montessori Academy has identified Charter Technologies, Inc. as our “Identified Technology Vendor.” Charter Technologies, Inc. located in Livonia, Michigan, has served public charter schools for fifteen years or more. Charter Technologies, Inc. has well-established ties to the industry and has served as Mt. Clemens Montessori Academy approved technology vendor since September 2019. Charter Technologies, Inc. will assist and support Mt. Clemens Montessori Academy staff in the maintenance, technical support, and installation of technology equipment. Each week, Charter Technologies, Inc. will report to the school on-site to triage and repair teacher and student devices to minimize the time that staff and students have to be without a computer. If the student and/or teacher devices cannot be repaired on-site within the triage area; every effort will be made to provide a temporary device for the student and/or teacher, thus reducing the wait time for a device. Over the summer, Charter Technology, Inc. conducts a technology evaluation of the district’s infrastructure. In the past year, Mt. Clemens Montessori Academy has invested both E-Rate, grant funds, and general funds into a new server, firewall, Chromebooks, a new fiber optic connection to the school, and Wi-Fi access points in the building to allow for future technology requirements to educate the students of the 21st Century.

Mt. Clemens Montessori Academy will assign Technology Team Leads who will serve as an internal “help desk” for parents/guardians and students using both Academy Chromebooks and other at-home technology to access Google Classroom and other online learning platforms. The Technology Team Leads and the School Leader will work closely with Charter Technologies, Inc. throughout the school year to monitor device usage and compliance with online learning programs and platforms. The School Leader and Technology Team Leads will ensure that students can submit their assignments through Google Classroom so that assignments can be evaluated promptly by their teachers. If a technical problem cannot be resolved at the school

level, Charter Technologies, Inc. will reach out to the parents/guardian directly to troubleshoot any mechanical and technological problems related to Chromebooks on loan to parents/guardians. Charter Technologies, Inc will respond via a help ticket submitted by the classroom teacher (detailing the issue and the Chromebook serial number) and will connect to the Chromebook remotely so assess and remedy the issue.

Individuals assigned as technology process leaders will have their contact information posted on the Academy website and detailed in newsletters and press releases to parents/guardians. This will assist parents/guardians in being aware of who to contact if/when technology issues arise.

Mt. Clemens Montessori Academy's Technology Plan will be posted on the Academy website before the start of school. As part of the registration process, each parent/guardian has already signed an acknowledgement page on the Academy's technology/internet policies. Verification of the signed acknowledgement page must be on record before Chromebooks are released from the school. Parents/Guardians requesting to borrow a Chromebook on behalf of their child(ren) will complete the "Technology Equipment Use Agreement." Once the use agreement and confirmation of signed acknowledgement form, the parent/guardian can check out a Chromebook from the Academy. Set dates/times to pick up and drop off Chromebooks will be listed on the Academy website. Parents and students transferring out of the Academy before the end of the school year must turn in their Chromebook before exiting the Academy. Furthermore, Mailchimp email, Remind, Facebook, Twitter, classroom Bloomz and Instagram will also be used to communicate pick up and drop off dates.

All Chromebooks will be enclosed in a large zip lock bag as a safety and health precaution. The zip lock bag will have the student's name, grade, serial number, email address, password of the assigned Chromebook with detailed instructions of how to sign on, access internet, procedures for launching all relevant learning icons and a list of Technology Team Lead's contact information. Before the end of the school year, school-wide communications will be disseminated noting the return date for all Chromebooks signed out by parents. In adhering to the safety and health precautions of the CDC, all Chromebooks returns will be redeposited in a large zip lock bag by Technology Team Leads for health and safety precautions. If devices are not returned to the Academy, they will be disabled remotely. Once disabled, a message will appear, stating to return the devices to the Academy. Charter Technologies, Inc. (Technology Support Company) will monitor usage of all devices that are loaned out to students. Furthermore, the Academy Administration will work with Charter Technologies, Inc. to conduct prepared maintenance routines to remove malware and fix standard issues including screen, keyboard or battery replacement.

Mt. Clemens Montessori Academy Administration, Board, and Educational Service Provider Compliance Department annually review and update (as needed) relevant technology policies

including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

Transportation:

Mt. Clemens Montessori Academy does not provide any busing or student transportation.