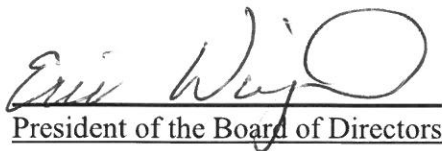




- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present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


Eric Wojcik
President of the Board of Directors

Date 8/10/20

Introduction and Overview

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| <ul style="list-style-type: none">• Provide an introduction as an opportunity to introduce the reader to your school community |
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Three Lakes Academy is dedicated to building a partnership among the community, parents, and school staff to assure to each child the best educational environment, the best teaching practices and the highest expectations for mastering skills and acquiring the knowledge to be successful in today's world. We are a community-based K-7 no-tuition Michigan public charter school, with an environmental focus, open to all children without discrimination. Our curriculum of study is driven by the Michigan Department of Education and is taught by Michigan certified teachers.

In today's world, technology rules. We understand the internet isn't widely available in our area so we will strive to bridge the gap using hotspots and paper packets to the best of our ability. When in seat, teachers will deliver content while using the online platform so that students are prepared in the event of another closure.

During the closure, each teacher set up a way to communicate with parents on a regular basis. Teachers delivered instruction either online or on the phone. Students were given paper packets of work or assigned work in the Google Classroom. Chromebooks were distributed to families at weekly food distribution. The plan was developed after collecting feedback from stakeholders and a committee was formed of interested parents, teachers, board members, and administration.

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

Phase 1, 2, or 3 Safety Protocols

During Phases 1, 2, or 3 our school building will be closed to students and all bussing will be suspended. There will be no athletics or extracurricular activities. Employees or contractors will be allowed to enter



the building to conduct minimum school operations and help prepare and distribute food and materials. Teachers will be responsible for collecting materials for their students.

Three Lakes Academy will utilize a hybrid of multiple modes of learning including use of instructional packets, online learning using Google Classrooms, videos, project-based learning. All students will have access to laptop computers, and those that lack internet connection will receive packets or zip drives that cover the same instructional material. TLA will continue to work with the ISD to provide low cost internet access for all students. All students will need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them. All students will have access to grade-level/course textbooks as needed to complete their work.

Teachers will keep students at the center of educational activities by making contact with them at least once a week either via online platforms like Zoom, telephone, or letters with instructional packets. Relationships between students, teachers, and families will be a primary focus during this time, and communications from school will continue to focus on ways we can support families. Student interests will be considered when lesson planning, and teachers will differentiate instruction to meet students' needs. Special Education services will be delivered depending on the method and amount of time parents are able to work in. IEP's and 504 plans will be followed to the extent possible, and Contingency Learning Plans will be developed to ensure a good faith effort is made to meet student needs while adhering to what is safe, practical, and reasonable during this time. IEP's will still occur virtually or via phone if parents consent.

For students without technology access, learning packets will be collected each week during meal delivery. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. Learning packets with written feedback will be returned to the student the next week. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

For students with technology, teachers will monitor student access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teachers will differentiate instruction within the platform to meet each student's needs.

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

Staff will continue to provide Social Emotional Learning strategies to students. The weekly school newsletter will include ways to manage your physical and mental health outside of school. The school social worker will work with administration to assist students and parents during the school closure. While teachers are making weekly phone calls they will monitor and assess the needs of students and families. If a need is presented the teacher will relay that need to the principal to make the necessary follow-up. The principal will hold weekly meetings with teachers to identify any additional students or families in need. The principal will refer families to community mental health resources when necessary,



and Emergency SAT meetings can still occur in a distance learning capacity to support students and families.

Phase 1, 2, or 3 Instruction

Three Lakes Academy will utilize a hybrid of multiple modes of learning including use of instructional packets, online learning using Google Classrooms, videos, project-based learning. All students will have access to laptop computers, and those that lack internet connection will receive packets that cover the same instructional material. TLA will continue to work with the ISD to provide low cost internet access for all students. All students will need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them. All students will have access to grade-level/course textbooks as needed to complete their work.

Teachers will be available during school hours even when school is not in a physical session. Any correspondence outside of school hours will be addressed the next day. Virtual class meetings will occur at least twice a week and students are responsible to attend the weekly class meetings for credit. In addition to classroom assessments/assignments, teachers will utilize Zoom to assess student progress.

Training sessions and supports on distance learning will be provided to parents. Strategies to help students at home will also be provided.

Grading: Students will be graded on online assignments as if they were in class. When an assessment is required of students they will connect with via Zoom.

Zoom: Online students will be required to attend scheduled Zoom with their class at least twice a week. Teachers will schedule so that families with a student in more than one grade won't have overlap.

Professional Learning: TLA will provide adequate time for staff to engage in intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed; Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year; a Identify students who potentially need additional support; and a Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning. a Create a plan for professional learning and training, with goals to: a Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education; a Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and a Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Continuation of services plans will be created for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers. Special Education services will continue as required by a student's IEP or 504 plan.

Attendance will be tracked by logging into Google Classroom and completing the question of the day each day.



Phase 1, 2, or 3 Operations

Each student at Three Lakes Academy will have access to a laptop. Families lacking internet access will be given a flash drive with videos and assignments or packets if they choose that option.

TLA will audit necessary materials and supply chain for cleaning and disinfection supplies.

- Continue to maintain schools in good working order to prepare for the subsequent return of students.

-Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.

-Custodial staff are recommended to wear surgical masks when performing cleaning duties.

-TLA will create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, particularly for essential workers

-Based on instructional programming, TLA will provide instructional resources and materials to staff and students as feasible.

-We will work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.

We will ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families.

-TLA will also solidify food service processes, device distribution, delivery sites, and communication plans as necessary.

-Admin and staff will use research to define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.



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

Phase 4 Safety Protocols

Three Lakes Academy staff will take temperatures and Google surveys prior to work to self-monitor symptoms. Masks will be worn by all on buses, hallways, and common areas (with the exception of those who cannot medically tolerate them and those under 4). Facial coverings will be worn by all staff and students in 6/7 all day unless eating (with the exception of those who cannot medically tolerate them). Cloth face coverings will be distributed by the school and washed daily by school staff. There will be drop boxes at school and bus exits to ensure face masks are returned for washing.

There will be no athletics or extracurricular activities

Social distancing will happen as feasible and instruction will be outside whenever possible. Handwashing techniques will be taught and reviewed frequently. Hand sanitizer will be available at school entrances and in high-traffic areas.

Meals will be served in classrooms and extracurricular activities will be cancelled. Parent/Teacher Conferences, the Open House, and any extra event will occur virtually or in a drive-through method.

TLA will:

- *Systematically and frequently check and refill soap and hand sanitizers.
- *Ensure that students and teachers have scheduled handwashing with soap and water every 2-3 hours.
- *Limit sharing of personal items and supplies such as writing utensils.
- *Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- *Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Desks will be facing forward and students and teachers will keep 6 feet apart as feasible. Guests will not be allowed in the school building without extenuating circumstances. Sign out will occur at the front door.

TLA will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students or staff who feel ill while at school will be sent to the principal's office to have their temperature scanned. That office will be the quarantine area. If a confirmed case of COVID-19 is identified, administration must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Confidentiality will be maintained. If students or staff members become infectious, the local health department will provide guidance about returning to school.

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

Students' temperatures will be taken prior to getting on the school bus by parents. Hand sanitizer will be available at bus entrance. Clean facial coverings will be provided and all who ride the bus are required to wear them. Buses will be cleaned and disinfected before and after every route.



Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Staff will administer the SRSS to each student. Staff will be provided timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

The administrator will centralize mental health referrals, communications to families/ students, and public-facing wellness materials.

Staff will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.

TLA will:

- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support. Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

Phase 4 Instruction

Instruction will be in-person but will practice and reinforce online options as much as possible to prepare for the event of a school closure. An online option will be offered to those who would like to enroll in the district but are not comfortable returning to the building. Students with disabilities will be offered the same opportunities as students without. Special Education services will continue as required by a student's IEP or 504 plan.

Governance: Three Lakes Academy gathered feedback from all stakeholders prior to developing the Return to Learn plan. A committee of teachers, parents, and school board members was developed and this committee analyzed the data to create the plan. This plan will continually be revised based on stakeholder feedback.

Instruction: Best practices for remote learning will be implemented and staff will differentiate instruction for students and families as they always do. Staff will utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

Attendance will be tracked by logging into Google Classroom and completing the question of the day each day. For in person instruction students will be counted present if physically present.

Communications: Staff will utilize a variety of methods to communicate with parents including (but not limited to): School Messenger, Class Tag, phone, e-mail, classroom newsletters. Training sessions and supports on distance learning will be provided to parents. Strategies to help students at home will also be provided.



Grading: Students will be graded on online assignments as if they were in class. When an assessment is required of students they will connect with via Zoom.

Zoom: Online students will be required to attend scheduled Zoom with their class at least twice a week. Teachers will schedule so that families with a student in more than one grade won't have overlap.

Professional Learning: TLA will provide adequate time for schools and educators to engage in: a Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed; a Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year; a Identify students who potentially need additional support; and a Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning. a Create a plan for professional learning and training, with goals to: a Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education; a Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and a Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Phase 4 Operations

Each student will have a laptop at school. Those needing at-home devices will receive them..

Food will be carted to classrooms to avoid large crowds in the gymnasium.

Parents will be encouraged to enroll students via mail or e-mail when possible. Interviews for staff will occur virtually, if necessary. Admin will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. A master list of any changes will be ready to distribute at the first staff meeting.

If the Academy is required to close for in-person instruction, devices will be deployed. With practice at school, students will be much more comfortable transitioning to online learning if it must be done again.

Administration will:

- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.

- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.

- Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.



-Encourage schools to provide advanced training for custodial staff. a Custodial staff should continue deep cleaning over the summer.

-Orient new school staff to any operational changes.

-Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

-Conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the entrances and exits are safe and sanitary.



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

Phase 5 Safety Protocols

Cloth masks will be available for anyone in need. Masks will be required in common areas like hallways and buses and strongly recommended in the classroom. Soap and hand sanitizer will be available in all classrooms, at entrances, and on buses. Hand washing and preventive strategies like sneezing into arms will be taught and retaught.

Students will be spaced as far apart as possible and learning will occur outside when possible. Anyone entering the building will have their temperature taken and staff will take the Google Survey prior to entering the building.

Social Distancing of 6 feet will occur when feasible. Desks will face the front of the room. Windows will remain open when possible. Specials will be taught in the classroom. Class sizes will be 20 or less in K-2 and 25 or less in 3-6. Extracurricular activities will occur with guidance from the health department.

Temperatures will be taken by staff before they enter the school building. Students' temperatures will be taken at home before getting on the bus or coming to school.

TLA will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students or staff who feel ill while at school will be sent to the principal's office to have their temperature scanned. That office will be the quarantine area. If a confirmed case of COVID-19 is identified, administration must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Confidentiality will be maintained. If students or staff members become infectious, the local health department will provide guidance about returning to school.

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



Phase 5 Mental & Social-Emotional Health

Staff will administer the SRSS to each student. Staff will be provided timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

The administrator will centralize mental health referrals, communications to families/ students, and public-facing wellness materials.

Staff will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.

TLA will:

- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support. Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

Phase 5 Instruction

Instruction will be in-person but will practice and reinforce online options as much as possible to prepare for the event of a school closure. An online option will be offered to those who would like to enroll in the district but are not comfortable returning to the building. Students with disabilities will be offered the same opportunities as students without. Special Education services will continue as required by a student's IEP or 504 plan.

Governance: Three Lakes Academy gathered feedback from all stakeholders prior to developing the Return to Learn plan. A committee of teachers, parents, and school board members was developed and this committee analyzed the data to create the plan. This plan will continually be revised based on stakeholder feedback.

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Attendance will be tracked by logging into Google Classroom and completing the question of the day each day. For in person instruction students will be counted present if physically present.

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Phase 5 Operations

Each student will have a laptop at school. Those needing at-home devices will receive them..

Food will be carted to classrooms to avoid large crowds in the gymnasium.

Parents will be encouraged to enroll students via mail or e-mail when possible. Interviews for staff will occur virtually, if necessary. Admin will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. A master list of any changes will be ready to distribute at the first staff meeting.

If the Academy is required to close for in-person instruction, devices will be deployed. With practice at school, students will be much more comfortable transitioning to online learning if it must be done again.

Administration will:

- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Encourage schools to provide advanced training for custodial staff. Custodial staff should continue deep cleaning over the summer.



-Orient new school staff to any operational changes.

-Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

-Conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the entrances and exits are safe and sanitary.

Work with school leaders to orient new school staff to any operational changes. a Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind. a Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the entrances and exits are safe and sanitary.