



Concord Academy Petoskey Extended COVID-19 Learning Plan

Address of School District/PSA: **2468 Atkins Road, Petoskey, MI 49770**

District/PSA Code Number: **24901**

District/PSA Website Address: **<https://www.concordpetoskey.com>**

District/PSA Contact and Title: **Kali McNamara, Executive Director**

District/PSA Contact Email Address: **kmcnamara@concordpetoskey.com**

Name of Intermediate School District/PSA: **Char-Em ISD**

Name of PSA Authorizing Body (if applicable): **Lake Superior State University**

Date of Approval by PSA Board of Directors: **Thursday, September 17, 2020**

Assurances

1. The District/PSA will make their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 1, 2020.
2. The District/PSA will create and make available on its transparency reporting link located on the District/PSA's website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the District/PSA expected would be achieved by the end of the school year.
3. Benchmark Assessments: The District/PSA will
 - select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
 - administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the District/PSA will
 - provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
 - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.
5. The District/PSA, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. *Note: A determination concerning the method for delivering pupil instruction shall remain at the District/PSA Board's discretion.* Key metrics that the District/PSA will consider shall include at least all of the following:
 - COVID-19 Cases or Positive COVID-19 tests
 - Hospitalizations due to COVID-19
 - Number of deaths resulting from COVID-19 over a 14-day period
 - COVID-19 cases for each day for each 1 million individuals
 - The percentage of positive COVID-19 tests over a 4-week period
 - Health capacity strength
 - Testing, tracing, and containment infrastructure with regard to COVID-19
6. If the District/PSA determines that it is safe to provide in-person instruction to pupils, the District/PSA will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the District/PSA.

7. The District/PSA assures that
 - instruction will be delivered as described in this plan and re-confirmed by the District/PSA Board,
 - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
 - the District/PSA will re-confirm how instruction will be delivered during the 2020-2021 school year thirty days after ISD approval of the plan, and every 30 days thereafter at a meeting of the Board, and
 - public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
8. The District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The District/PSA will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District/PSA and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District/PSA. The District/PSA will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. The District/PSA will make those rates available through the transparency reporting link located on the District/PSA website each month for the 2020-2021 school year.

District Superintendent or President of the Board of Directors

Date

Introduction

Pursuant to Michigan’s “Return to Learn” legislation—House Bills 5911, HB 5912, and 5913 signed into law by Governor Gretchen Whitmer on August 20, 2020 the Academy is required to create an extended COVID-10 learning plan for the 2020-21 academic year. The bills were assigned Public Acts 147, 148, and 149 of 2020, respectively, and ordered to take immediate effect. Specifically, Public Act 149 of 2020, requires districts to complete the plan.

The amendments to section 104 outline requirements for the implementation of benchmark assessments for the 2020-21 academic year within subsections (8), (9), (10), and (14). Section 104(8) requires districts to administer one or more benchmark assessments from the following:

- a provider approved by the department under subsection (9),
- benchmark assessments described in subsection (10),
- local benchmark assessments,
- or any combination thereof.

Overview

The COVID-19 global pandemic is impacting our school community in a number of ways: we are experiencing a traumatic event, many students may have significant gaps in their learning, and equity issues are more pronounced. Our school district is in Region 6. In accordance with the Michigan Safe Schools Roadmap and Executive Order 2020-142, we are currently implementing the requirements and recommendations as detailed in our district’s COVID-19 Preparedness and Response Plan. Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements, in addition to in-person instruction.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 19-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will be behind and will need opportunities to catch up. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

While we believe the best education is comprehensive in nature and best experienced in-person with fellow students, we recognize that COVID-19 may challenge our ability to provide that opportunity to all students all year. Therefore, we are developing this Extended COVID-19 Learning Plan so that we are prepared to meet the individual health, safety, and educational needs for each student regardless of whether that student is learning in-person, remotely, or otherwise.

When students are learning remotely, our top priority is active student engagement in the curriculum through a learning community while supporting the social and emotional needs which may become barriers to academic success. We will do this through regular 2-way communication between teachers and students.

Educational Goals

The NWEA assessments in reading and mathematics will be administered to all DK-8th grade students three times throughout the year: once during the first nine weeks of the school year, during the winter, and again prior to the last day of school. The Academy is accustomed to administering this assessment in accordance with the Academy's contract with Lake Superior State University. The administering of the NWEA assessments will provide data to adjust instruction, individually for all learners and inform our progress toward our goals over the course of the year.

Goal 1 - The median Student Conditional Growth Percentile for all students in grades DK-8th will be at or above the 50th percentile on NWEA's Measure of Academic Progress in Reading/ELA for fall-to-winter and winter-to-spring testing periods indicating a minimum of average growth.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Goal 2 - The median Student Conditional Growth Percentile for all students in grades DK-8th will be at or above the 50th percentile on NWEA's Measure of Academic Progress in Math for fall-to-winter and winter-to-spring testing periods indicating a minimum of average growth.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Expected student growth will be in-line with the published NWEA growth norms.

2020 Reading Student Growth Norms						
	Fall-to-Winter		Winter-to-Spring		Fall-to-Spring	
Grade	Mean	SD	Mean	SD	Mean	SD
K	9.63	5.75	6.81	5.30	16.45	7.50
1	9.92	5.85	5.55	5.37	15.47	7.74
2	8.85	5.86	4.37	5.37	13.22	7.77
3	7.28	5.86	3.22	5.37	10.50	7.77
4	5.82	5.76	2.33	5.31	8.16	7.53
5	4.64	5.75	1.86	5.30	6.50	7.49
6	3.64	5.65	1.55	5.24	5.19	7.26
7	2.89	5.60	1.27	5.21	4.16	7.15
8	2.51	5.73	1.14	5.29	3.65	7.46

2020 Mathematics Student Growth Norms						
	Fall-to-Winter		Winter-to-Spring		Fall-to-Spring	
Grade	Mean	SD	Mean	SD	Mean	SD
K	10.57	5.15	6.97	4.77	17.54	6.63
1	10.13	5.22	6.22	4.82	16.35	6.81
2	9.03	5.11	5.35	4.75	14.38	6.54
3	7.75	4.99	4.85	4.68	12.60	6.26
4	6.50	4.98	4.46	4.67	10.96	6.24
5	5.56	5.10	4.05	4.75	9.61	6.53
6	4.81	5.04	3.32	4.71	8.13	6.38
7	3.83	4.96	2.69	4.66	6.52	6.18
8	3.20	5.27	2.18	4.85	5.38	6.93

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on NWEA results.

Instructional Delivery & Exposure to Core Content

Concord Academy Petoskey's full instructional plan can be found at the following link [COVID-19 Preparedness and Response Plan](#).

Mode of Instruction

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

To start the school year, DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask breaks.

Curriculum and Instruction: Academic Standards

Concord Academy Petoskey's curriculum is called Accelerate which aligns with state standards and is housed in an Online Learning Platform called Canvas. Students receiving in-person or virtual instruction will be exposed to grade-level appropriate academic standards. Both in-person and virtual instruction will be provided in the same scope and sequence to ensure a guaranteed and viable curriculum through the use of Concord Academy Petoskey teachers facilitating the virtual learning platform and continual communication with students and families using the virtual option.

As our teachers work to engage students remotely, they will use Best Practices for Remote Learning:

- Remember Maslow
- Nurture a positive home climate for learning and parental involvement
- Establish and maintain remote classroom norms and learning routines
- Implement culturally responsive teaching practices
- Encourage student collaboration and discourse
- Create opportunities for and attend carefully to feedback
- Engage students in meaningful learning opportunities

Assessment and Grading

Concord Academy Petoskey bases its assessment system on the Michigan Standards. We regularly assess students at the district and classroom level to determine if they are making progress toward meeting those standards. We place a heavy emphasis on formative assessment. This is critical in the instructional process so that students receive timely feedback that helps them know what they need to do to improve. It also gives the teacher important information to know how to adjust the teaching and learning process to meet each student's needs.

Teachers will regularly track student progress related to participation, work completion, and quality, and will connect with students and/or their parents to promote active engagement and a high-quality learning experience.

Teachers will monitor student access and assignment completion regularly within the instructional platform (i.e. Accelerate). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. These students will be supported in their learning by teachers utilizing phone contacts, virtual meetings, or emails regularly. Feedback will include differentiated work as needed, along with examples to support student learning.

We make available to our parents and legal guardians PowerSchool, a web-based system, that allows them to see their children's grades at any time. Our teachers keep up-to-date information on student grades in this system. In addition to the expectations, we have for all teachers that they keep parents and guardians abreast of any concerns regarding a student's grade through emails and phone calls. Finally, we send out to parents report cards at the end of each marking period.

Equitable Access

Technology

Concord Academy Petoskey ensures all students will be provided equitable access to technology and the internet as described in our Continuity of Learning Plan that was previously submitted to the state on April 16, 2020. Concord Academy Petoskey's system for maintaining student access to technology devices and the internet is described in the Continuity of Learning Plan, and again in the [COVID-19 Preparedness and Response Plan](#).

Students with Identified Special Needs

When school starts, the Special Education Director/504 Coordinator will review all current students' IEPs and 504 plans will be reviewed in coordination with general and special education teachers and/or providers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs. In addition, through conversations with parents/guardians/students, IEPs and 504 plans will be updated to address any additional supports that students may need to have access to FAPE. Services provided through these plans will be individualized and may include (but not be limited to) the following: one-on-one skill instruction, accommodations, small groups, co-teaching models. Interventions will also be provided using differentiation in Accelerate and supplemental curriculum and assessment resources in alignment with the Canvas platform. These services will be provided in the mode in which students can access them.

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Concord Academy Petoskey's full instructional plan addresses ways all learners are supported and can be found in the [COVID-19 Preparedness and Response Plan](#).

Our commitment to ALL students remains clear. For the 2020-21 school year:

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



**Extended COVID-19 Learning Plan Reconfirmation
Meeting Date: January 21, 2021**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for January

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

There were no public comments at this time.

Review Weekly 2-Way Interaction Rates

December	All Students
Week 1	94.98
Week 2	96.56
Week 3	96.43
Week 4	93.10

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -



**Extended COVID-19 Learning Plan Reconfirmation
Meeting Date: February 18, 2021**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for February

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

There were no public comments at this time.

Review Weekly 2-Way Interaction Rates

January	All Students
Week 1	97.49
Week 2	98.14
Week 3	98.80
Week 4	97.87

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -



**Extended COVID-19 Learning Plan Reconfirmation
Meeting Date: March 18, 2021**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for March

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

--

Review Weekly 2-Way Interaction Rates

February	All Students
Week 1	96.96 %
Week 2	97.32 %
Week 3	96.55 %
Week 4	96.2 %

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -



Extended COVID-19 Learning Plan Reconfirmation Meeting Date: April 15, 2021

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for April

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day, Monday through Friday (**8:00 am - 2:10 pm**), for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the

entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

Review Weekly 2-Way Interaction Rates

March	All Students
Week 1	98.31 %
Week 2	97.95 %
Week 3	95.90 %
Week 4	96.41 %

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -



Extended COVID-19 Learning Plan Reconfirmation Meeting Date: May 20, 2021

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for May

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day, Monday through Friday (**8:00 am - 2:10 pm**), for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the

entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

Review Weekly 2-Way Interaction Rates

April	All Students
Week 1	96.4%
Week 2	95.75%
Week 3	96.8%
Week 4	97.65%

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -



Extended COVID-19 Learning Plan Reconfirmation Meeting Date: June 17, 2021

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for June

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

DK-12 students will attend school every day, Monday through Friday (**8:00 am - 2:10 pm**), for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the

entire school day.

Should we all need to move to remote learning we will need to function as one cohesive unit, meaning, face-to-face and remote student's daily schedules will operate in accordance with each other. After our 6-12 students returned from the MDHHS order that suspended in-person instruction, the delivery of instruction shifted to synchronous. Face-to-face and remote students now attend class during their normal scheduled time together.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask break.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

--

Review Weekly 2-Way Interaction Rates

May	All Students
Week 1	96.55%
Week 2	95.68%
Week 3	95.89%
Week 4	96.61%

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -

COVID-19 Preparedness and Response Plan

Name of District: **Concord Academy Petoskey**

Address of District: **2468 Atkins Road, Petoskey, MI 49770**

District Code Number: **24901**

Web Address of the District: **<https://www.concordpetoskey.com>**

Name of Intermediate School District: **Char-Em ISD**

Name of Authorizing Body (if applicable): **Lake Superior State University**

Preparedness Plan Introduction

[Executive Order 2020-142](#) “provides a structure to support all schools in Michigan as they plan for a return of PreK-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and each intermediate school district (ISD) that educates PreK-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan. The Preparedness Plan will be collected by the ISD for transmission to the Superintendent of Public Instruction and State Treasurer. Additionally, this Preparedness Plan must be posted on the district’s public website home page no later than August 17. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall 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 District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** it will close its buildings to anyone except: (A) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (B) Food-service workers preparing food for distribution to students or their families. (C) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** it 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.
- ✓ The District assures that in **Phases 1, 2, or 3** it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and to 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 in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by the [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. Describe the policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning Plan submitted in April. You may want to update and link that response below.

Concord Academy Petoskey has updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. Concord Academy Petoskey has gathered feedback from its stakeholders about their experiences with remote learning through conversations, meetings, and surveys. In case Concord Academy Petoskey needs to revert to Phases 1-3 and there is no in-person instruction, the new remote plan will take effect, enabling a more seamless transition since we will utilize *Accelerate* Online Learning Platform as the primary mode of instruction this school year whether in person or remote. Our plan will be posted on our website and shared with all stakeholders through multiple means of communication before the start of the 2020-2021 school year.

- Concord Academy Petoskey will offer alternative modes of instruction other than in-person instruction by utilizing the *Accelerate* Online Learning Platform as the primary mode of instruction in Phase 1 - 5.
- Each student and the student’s parents or guardians will need access to reliable, high-speed internet and a device to meaningfully access the alternative modes of instruction.
- A survey revealed that approximately 95% of our student population has access to reliable, high-speed internet with which they can access the *Accelerate* learning platform.
- The District intends to provide a 1:1 device to each student that does not have access to one to access the *Accelerate* learning platform.
- Content will be delivered through the online curriculum, Accelerate. Teachers will be available for synchronous instruction for F2F students and asynchronous instruction for OL students through the use of lessons and materials provided in the online Accelerate curriculum multiple times per week.

- The Special Education Director/504 Coordinator will review all current IEPs and 504 plans and through conversations with parents/guardians/students will be updated to address any additional supports that students may need to have access to a FAPE.
- Services provided through these plans will be individualized and may include (but not be limited to) the following: one-on-one skill instruction, accommodations, small groups, co-teaching models. These services will be provided in the mode in which students can access them.
- Interventions will be provided using differentiation in Accelerate and supplemental curriculum and assessment resources in alignment with the Canvas platform.
- Teachers will regularly track student progress related to participation, work completion, and quality, and will connect with students and/or their parents to promote active engagement and a high-quality learning experience.
- Teachers will monitor student access and assignment completion regularly within the instructional platform (i.e. Accelerate). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. These students will be supported in their learning by teachers utilizing phone contacts, virtual meetings, or emails regularly. Feedback will include differentiated work as needed, along with examples to support student learning.
- Expectations, training, and supports will be provided for parents and students to access Canvas.

Our commitment to ALL students remains clear. For the 2020-21 school year:

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

Link to COL Plan: [Continuity of Learning and COVID-19 Response Plan](#)

B. Describe the policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan.

1. Face coverings (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades pre-kindergarten and up when on a school bus.
 - ii) All staff and all students in grades pre-kindergarten and up when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.

- v) All students in grades kindergarten through 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

- Facial coverings will always be worn by staff and students while in the building except for mealtime, recess, and/or unless deemed medically unable. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - DK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings will be washed daily.
 - Disposable facial coverings will be disposed of at the end of each day.
- Staff or students that are unable to tolerate a mask must provide medical documentation by a licensed physician.
 - Individuals will need to meet with the administration to provide rationale and documentation.

- b. Which of the **strong recommendations** for face covering protocols within the *Return to School Roadmap* (p. 22) do you plan to implement and which do you plan to exclude? Please describe.

Per recent Executive Order 2020-147, requiring Michiganders to wear a face-covering whenever they are in an indoor public space Concord Academy Petoskey will require all staff and students while in the building to wear facial coverings/masks except for mealtime, recess, and/or unless deemed medically unable.

2. Hygiene

- a. Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

- Adequate supplies to support healthy hygiene behaviors will be provided (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).
- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will be taught and reinforced.

- b. Which of the **strong recommendations** for hygiene protocols within the *Return to School Roadmap* (p. 22-23) do you plan to implement and which do you plan to exclude? Please describe.

- Staff and students will be educated to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands will be washed immediately using proper hand hygiene techniques.
- Soap and hand sanitizers will be systematically and frequently checked and refilled.
- The sharing of personal items and supplies such as writing utensils will be limited.
- Students' personal items will be kept separate and in individually labeled cubbies or

containers.

- The use of classroom materials will be limited to small groups and disinfected between use, or adequate supplies to assign for individual student use will be provided.
- Hand sanitizing stations will be set up throughout the building.

3. Cleaning

- a. Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

- [Frequently touched surfaces](#) including light switches, doors, benches, student desks, tables, bathrooms, will undergo cleaning regularly with either an [EPA-approved disinfectant](#).
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Playground structures will continue to undergo normal routine cleaning.
- Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products will be ensured.
- Staff will wear a face mask with or without a face shield and should wear gloves when performing all cleaning activities.

4. Athletics

- a. Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

Concord Academy Petoskey cooperates with other area schools to provide athletic activities in which students may participate and will follow the protocols outlined in their COVID-19 Preparedness and Response Plan.

5. Screening

- a. Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

- Concord Academy Petoskey will fully cooperate with the Health Department of Northwest Michigan regarding the implementation of screening protocols for students and staff.

- b. Which of the **strong recommendations** for screening protocols within the *Return to School Roadmap* (p. 24) do you plan to implement and which do you plan to exclude? Please describe.

- Concord Academy Petoskey will identify and designate a quarantine area and a staff person will be identified and trained to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area and will wear a face mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required until they can be picked up. Identified school staff caring for students who become ill with symptoms of COVID-19 will be equipped with necessary PPE.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- The Health Department of Northwest Michigan will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines. Office staff will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Staff will be required to conduct daily self-examinations, including a temperature check. Documentation will be submitted using [MI Symptoms](#) or Google Form. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they will stay home and follow CDC guidelines, Health Department of Northwest Michigan guidance, and/or primary care physician.
- Staff who are unable to work due to displaying COVID-19 symptoms will be reported daily through the MI Symptoms Employer Report or the Google Form as well as through RedRover. Administration/office staff will monitor these platforms daily and follow up with any symptomatic person to direct them to where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.
- Families will check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families will monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

6. Testing

- a. Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

- Concord Academy Petoskey will cooperate with the Health Department of Northwest Michigan regarding implementing protocols for screening students and staff.

- b. Which of the **strong recommendations** for testing protocols within the *Return to School Roadmap* (p. 25) do you plan to implement and which do you plan to exclude? Please describe.

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. Empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Families will check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Families will monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

7. Transportation

- a. Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

- Concord Academy Petoskey does not operate or use a public transportation service of any kind.
- Transportation to Concord Academy Petoskey is the responsibility of the parents or guardian of the student or the student him/herself if s/he is of driving age.

8. Medically Vulnerable

- a. Which of the **strong recommendations** for medically vulnerable students and staff within the *Return to School Roadmap* (p. 28) do you plan to implement and which do you plan to exclude? Please describe.

- The Special Education Director/504 Coordinator will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and through conversations with parents/guardians/students will update their care plans as needed to decrease their risk for exposure to COVID-19.
- A method for parents/students will be provided to identify as high-risk for severe illness due to COVID-19. A fully online enrollment option is available to all students, including those who may wish to learn from home during the COVID-19 pandemic.
- The administration has engaged in conversations with each staff member regarding their health status and encouraged staff to self-identify as a high risk for severe illness due to COVID-19. Staff who are at high-risk for severe illness may be offered, whenever possible, the opportunity to teach on-line. For staff who are unable to be granted an online teaching assignment, the administration will work with them to adjust and modify their tasks and work environment to limit exposure risk.
- Staff caring for children and providing any medical care that includes aerosol-generating procedures (e.g., nebulizers) will have N95 masks.

- C. Describe the policies and procedures that the district will follow when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan* that differ from those in Phase 4.

Concord Academy Petoskey's Phase 5 COVID-19 Preparedness and Response Plan does not vary from our Phase 4 COVID-19 Preparedness and Response Plan.

- D. Address each subpart of the [Return to School Roadmap](#) and indicate if a school plans to exclude any safety protocol that is **strongly recommended** in **Phase 5**.

1. Personal Protection Equipment (p. 38)

- Facial coverings will always be worn by staff and students while in the building except for mealtime, recess, and/or unless deemed medically unable. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - DK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings will be washed daily.
 - Disposable facial coverings will be disposed of at the end of each day.
- Staff or students that are unable to tolerate a mask must provide medical documentation by a licensed physician.

- Individuals will need to meet with the administration to provide rationale and documentation.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

2. Hygiene (p. 38)

- Adequate supplies to support healthy hygiene behaviors will be provided (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).
- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will be taught and reinforced.
- Staff and students will be educated to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands will be washed immediately using proper hand hygiene techniques.
- Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom will wash their hands or use sanitizer every time a new group of students enters their room.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

3. Screening Students and Staff (p. 40)

- Concord Academy Petoskey will identify and designate a quarantine area and a staff person will be identified and trained to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area and will wear a face mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required until they can be picked up. Identified school staff caring for students who become ill with symptoms of COVID-19 will be equipped with necessary PPE.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines. Office staff will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Family members will not be allowed in the school except under extenuating circumstances and must receive prior approval of administration or office personnel.
- Any guests admitted to the school will be screened for symptoms, wear a

mask, and wash/sanitize hands prior to entry and will only be permitted at the front office.

- Office staff will keep detailed records of all visitors to the building including name, date, time, and results of screening.
- Other visitors will not be permitted to enter the school.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

4. Testing Protocols for Students and Staff and Responding to Positive Cases (p. 40-41)

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be sent for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).
- In the event of a lab or clinically diagnosed case of COVID-19, the Health Department of Northwest Michigan will initiate contact tracing. Immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. Empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

5. Responding to Positive Tests Among Staff and Students (p. 41)

- Local health officials, staff, and students will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Health Department of Northwest Michigan will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine.

- The school will provide staff with guidance 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/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Staff with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious. Local health officials will provide instruction about returning to work, using the most current guidelines from the CDC for this determination.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

6. Food Service, Gathering, and Extracurricular Activities (p. 42)

- Students and staff will wash their hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- Field trips for the 2020-2021 school year have been postponed until further notice.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

7. Athletics (p. 42)

Concord Academy Petoskey cooperates with other area schools to provide athletic activities in which students may participate and will follow the protocols outlined in their COVID-19 Preparedness and Response Plan.

8. Cleaning (p. 43)

- [Frequently touched surfaces](#) including light switches, doors, benches, student desks, bathrooms, will undergo cleaning regularly with either an [EPA-approved disinfectant](#).
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Playground structures will continue to undergo normal routine cleaning.
- Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products will be ensured.

- Staff will wear a face mask with or without a face shield and should wear gloves when performing all cleaning activities.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

9. Busing and Student Transportation (p. 43)

- Concord Academy Petoskey does not operate or use a public transportation service of any kind.
- Transportation to Concord Academy Petoskey is the responsibility of the parents or guardian of the student or the student him/herself if s/he is of driving age.

10. Medically Vulnerable (p. 44)

- The Special Education Director/504 Coordinator will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and through conversations with parents/guardians/students will update their care plans as needed to decrease their risk for exposure to COVID-19.
- A method for parents/students will be provided to identify as high-risk for severe illness due to COVID-19. A fully online enrollment option is available to all students, including those who may wish to learn from home during the COVID-19 pandemic.
- The administration has engaged in conversations with each staff member regarding their health status and encouraged staff to self-identify as a high risk for severe illness due to COVID-19. Staff who are at high-risk for severe illness may be offered, whenever possible, the opportunity to teach on-line. For staff who are unable to be granted an online teaching assignment, the administration will work with them to adjust and modify their tasks and work environment to limit exposure risk.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (or in the case of a PSA, the Academy Board of Directors) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date the District Board of Education Approved the Plan: **August 13, 2020**

Link to the Board Meeting Minutes or Signature of Board President:

- <https://www.concordpetoskey.com/school-board>

Link to the approved Plan posted on District/PSA website:

- <https://www.concordpetoskey.com/school-documents-and-reports>

The Preparedness Plan will be collected by the Intermediate School District or authorizing body for public school academies for transmission to the Superintendent of Public Instruction and State Treasurer by August 17, 2020. The chief or designated administrator of a nonpublic school must also submit the Preparedness Plan to the Superintendent. Additionally, this Preparedness Plan must be posted on the district's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: **Kali McNamara**

Date Received by the ISD/Authorizing Body: **August 10, 2020**

Date Submitted to Superintendent and State Treasurer: **August 14, 2020**



**Extended COVID-19 Learning Plan
Reconfirmation Meeting
Required Every 30 Days After Initial Plan Approval**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

Reconfirmation Meeting for October 15, 2020

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

To start the school year, DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed

through a cohort model that keeps students together for the entire school day.

Reconfirm how instruction will be delivered for each grade level:

Middle/High School (Grades 6 - 12): Concord Academy Petoskey Middle School and High School students will begin the year with a new block schedule. With this model, all students will attend three classes a day for a 1 ½ hour block of time. Students will follow an ABAB pattern where they will attend 3 classes on one day and then their other 3 classes the next day. This schedule attends to health and safety by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask breaks.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

There were no public comments at this time.

Review Weekly Attendance & 2-Way Interaction Rates

September	All Students	100% Remote*	Non Remote*
Week 1	99.62	100	99.24
Week 2	98.90	99	98.80
Week 3	95.68	95	96.36
Week 4	95.81	95	96.62

*Recommended, but not required by legislation, to report on Remote/Not Remote and by building or grade span

Post to transparency link on website and provide to CEPI

Note: As of 9/30/20, the process for submitting to CEPI has not yet been identified



**Extended COVID-19 Learning Plan
Reconfirmation Meeting
Required Every 30 Days After Initial Plan Approval**

Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates

Reconfirmation Meeting for November 12, 2020

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

To start the school year, DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed

through a cohort model that keeps students together for the entire school day.

As schools around us are experiencing positive cases of COVID-19 and having to close either temporarily or for extended periods of time, students/families need to be aware that should we all need to move to remote learning we will need to function as one cohesive unit. Meaning, F2F and OL student's daily schedules will operate in accordance with each other.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as iXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. Students began the 2020-2021 school year with a new block schedule. Students follow an ABAB pattern where they attend 3 classes on one day and then their other 3 classes the next day. This type of schedule allows for all students to attend only three classes a day for a 1 ½ hour block of time, which increases our efforts to attend to the health and safety of all by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask breaks.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

Review Weekly Attendance & 2-Way Interaction Rates

October	All Students	100% Remote*	Non-Remote*
Week 1	96.48	95	97.97
Week 2	96.55	95	98.11
Week 3	96.03	95	97.06
Week 4	97.30	97	97.60



**Extended COVID-19 Learning Plan Reconfirmation
Meeting Date: December 17, 2020**

Requirements:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
- Review weekly 2-way interaction rates
- 30 Days After Initial Plan Approval and Every Month Thereafter

Reconfirmation Meeting for December

Reconfirm instructional delivery method:

Concord Academy Petoskey returned to in-person instruction on Tuesday, September 8, 2020 as part of the Traverse City region which is in phase five of the Michigan Safe Start Plan. In accordance with the Michigan Safe Start Plan, the school will deliver in-person instruction and for families electing to not participate in in-person learning, a virtual option is available. Expectations, training, and supports will be provided for parents and students to access Canvas.

Concord Academy Petoskey updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. The Academy's primary mode of instruction in Phases 1 - 5 is being provided using an Online Learning Platform called Canvas which houses a curriculum called Accelerate. In-person and online instruction will be delivered using these third-party providers with the support of Concord Academy Petoskey teachers and support staff.

To start the school year, DK-12 students will attend school every day for face-to-face instruction or online instruction. Student and staff health and safety will be addressed through a cohort model that keeps students together for the entire school day.

As schools around us are experiencing positive cases of COVID-19 and having to close either temporarily or for extended periods of time, students/families need to be aware that should we all need to move to remote learning we will need to function as one cohesive unit. Meaning, F2F and OL student's daily schedules will operate in accordance with each other.

Reconfirm how instruction will be delivered for each grade level:

Elementary (Grades DK - 5): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. They will also be relying on online book sites like epic! and supplemental skill practicing websites such as IXL, Khan Academy, and Prodigy. Teachers will communicate with families through Class Dojo and provide both written and/or video demonstrations for students in order for them to complete their instruction.

Middle/High School (Grades 6 - 12): Concord Academy Petoskey teachers and support staff are delivering instruction using the Online Learning Platform called Canvas which houses a curriculum called Accelerate. Students began the 2020-2021 school year with a new block schedule. Students follow an ABAB pattern where they attend 3 classes on one day and then their other 3 classes the next day. This type of schedule allows for all students to attend only three classes a day for a 1 ½ hour block of time, which increases our efforts to attend to the health and safety of all by minimizing the number of passing times needed limiting movement in the hallways, the number of students in each classroom per day so there is less sharing of spaces and cleaning between classes needed, and longer class periods allowing teachers to take classes outside for a mask breaks.

Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility.

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IEP.

The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation.

Document Public Comments:

There were no public comments at this time.

Review Weekly 2-Way Interaction Rates

November	All Students
Week 1	93.34
Week 2	96.10
Week 3	96.14
Week 4	95.78

This document will be posted to our transparency link on our website and provided to CEPI.

Board Motion -
Support -
Vote -