



New School High COVID-19 Preparedness and Response Plan

Address of School District: 46250 Ann Arbor Rd Plymouth, MI 48170

District Code Number: 82758

Building Code Number(s): 05240

District Contact Person: Tracy Lynn

District Contact Person Email Address: tlynn@newschoolhigh.org

Local Public Health Department: Wayne County Health Department

Local Public Health Department Contact Person Email Address: Mary Roman
mroman@waynecounty.com

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body: Eastern Michigan University

Date of Adoption by Board of Directors: July 29, 2020



Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.



- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

President of the Board of Directors

Date



Introduction and Overview

New School High is a teacher-led and project based learning based high school in Plymouth. Our most recent enrollment at the end of 2019-2020 school year was 65 students. New School High's mission is to be committed to academic excellence, creativity, and the development of responsible human beings. We offer a personalized education for every student that is led by master teachers and enhanced by community resources. Our mission drives every decision at New School High. NSH was founded on the idea that we as educators know what best practices are and that each student should be at the heart of every decision that we make. By allowing our teachers and students to have a louder voice within the school, students are able to achieve academic success.

New School High values and utilizes Universal Design for Learning which focuses on the strengths of each learner, student interests, learning styles, and the manner of demonstration. Teachers at New School High recognize that students are all individuals who should and are able to demonstrate their knowledge in a multitude of ways. Furthermore, NSH staff utilizes standards based grading which assesses students on what they know and can do as it pertains to the specific standard, not the mode in which they work is written in.

When creating the Preparedness Plan the NSH committee focused on ensuring that whatever plan was created had the school community's best interest at heart. After all, one of NSH's primary focuses is commitment to a small community and knowing each student/family very well. Additionally, NSH focused on the idea of flexibility. During this uncertain era of life parents and students should be able to make the best choice possible for their family based on THEIR current situation. However, NSH also considered what we as a school and community could feasibly do to support our students and families while keeping their safety at the forefront



of the decision making process. Safety will always be the most important component of NSH's plan.

The committee followed the below calendar in regards to the development of the Plan:

March 11 and 12: Poll students and families regarding technology/connectivity needs in preparation for COVID19 orders from Governor Whitmer

March 13: Disbursement of technology for students in need; communication sent to families regarding Executive Order; Remind message sent to families

March 16- June 2020: Teachers maintained online teaching and office hours; administration followed up and communicated with families on a regular basis regarding changes, progress, etc; counselor followed up with Juniors and Seniors regarding graduation, course selection, and college acceptance; Special Education staff continued to work 1:1 with caseloads to ensure students received services; Dean of Students communicated weekly with Tier 2 and 3 students via phone, email, text, etc with parents/students; Staff participated in weekly staff meetings

April 2020: Continuity of Learning Plan adopted by NSH; communicated with families and stakeholders via email and messenger app

June 2020: Parent Survey provided to parents regarding fall learning, expectations, concerns, questions, etc. via Google Form

June 2020: Teacher survey sent to gauge teacher concerns, suggestions for improvement for remote learning, etc. via Google Form

June 2020: Letters regarding academic standing and email regarding COVID19 grading expectations were sent to families- reference Continuity of Learning plan regarding feedback changes.

July 2020: Preparedness Plan Meeting survey issued to plan for August 2020 Preparedness Plan meeting



July 29, 2020: Board of Directors approved the Plan; to be submitted to the authorizer

August 4 2020: Staff will participate in a Zoom/in person meeting regarding the Plan and discuss any questions or concerns

August 6, 2020: School Leader will hold a Zoom meeting for all new, prospective, and current students/parents regarding the “Plan”

August 7, 2020: School Leader will send communication email and Remind message regarding information discussed at the August 7 parent meeting.

In addition to the above mentioned dates, all staff at New School High have been committed to allowing our students the opportunity to show their knowledge and understanding of the material throughout the summer and remainder of the 2019-2020 school year. Both administrators are working 1:1 with students (8 students total) to regain credits that were not earned during the COVID19 learning experience. The administrators are meeting with these students to provide instruction and help those students earn the credits that they need. Additionally, several teachers have continued to work with students throughout the summer months to help students gain mastery of material and achieve credit. The counselor has worked hand in hand with families to link them up with tutors and other socioemotional groups to provide support. Finally, New School High offers a fully online credit recovery program. The Special Education teacher acts as a mentor for that program which allows students the opportunity to retain credits previously unearned.



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

Phase 1, 2, or 3 Safety Protocols

New School High will not be used by a licensed child care provider at this time. New School High does not provide transportation to its students, thus the state should be assured that no busing operations will occur during this time period. Additionally, during Phase 1 -3, NSH will suspend all afterschool activities, sports, etc until the region in which we are located has entered into Phase 6.

During Phase 1-3 closure only necessary NSH personnel will be in the building. This includes the School Leader, Office Manager, and Business Manager. All other staff including teachers will work remotely from their homes. The teachers will continue per the revised Continuity Plan (see link below) which reflects: organized disbursement of technology to students, communication between the School Leader and stakeholders via email, teachers deploying online teaching protocols, etc.

New School High does not provide food service to the students regularly to students during the school day. However, we recognize that some of our students and families may experience hardships during this time and will continue to provide students and families with resources to obtain food should they need it.

During Phase 1-3 New School High the Business Manager, Office Manager, and School Leader will utilize minimal space within the building including the back office, front office, and large room located near the front door (Quiet Room). Each staff member will remain in their own workspace. Should a staff person need to communicate in person with another staff person those persons will stand at least 6 feet apart and wear an approved facial covering. The staff remaining



in the building to maintain daily operations will continue to adhere to the cleaning and sanitation guidelines documented in Phase 4, including: sanitizing frequently used workspaces every four hours, sanitizing work supplies and spaces upon leaving a room, and sanitizing/cleaning the bathroom areas that are utilized daily. The Board of Director liaison will communicate with the landlord regarding cleaning and sanitizing during Phase 1-3 to ensure that the school is kept sanitized and clean during minimal operations.

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

New School High believes that the mental and socio-emotional health of students is extremely important. That being said, throughout this plan New School High will continue to adhere to all strongly recommended protocols, however will also continue to implement most, if not all, recommended protocols. During Phase 1-3, NSH will adhere to the following Strongly Recommended protocols.

- The school guidance counselor will create and administer a mental health screening via a Google Form to all students. Parents will be made aware of this mental health survey during the parent informational meeting and also via the Parent Handbook which will be distributed via email. The screening process will adhere to FERPA and HIPAA laws and will provide transparent participation disclosures and will adhere to confidentiality guidelines.
- The school counselor will provide training to staff regarding identification of students who are at risk of mental or socioemotional health issues. The counselor will discuss with staff the referral process if a student requires mental health support.
- The school leader will provide teachers with professional development options including webinars, articles, workshops, etc that align with mental and socio emotional health issues such as: teacher burnout, trauma-informed best practices, self-care and resilience.



The school leader will also administer a survey to teachers regarding what professional development pertaining to socio-emotional health they would like to learn about and provide resources to individual teachers.

- New School High will designate the guidance counselor to be the point person for mental health referrals. The guidance counselor and school leader will consistently send out communication to families regarding mental health resources. The guidance counselor will also be named the mental health liaison between the local health department and the school site.
- In the event of a crisis within the NSH community the school leader, guidance counselor, and office manager in collaboration with the board of directors will deploy the crisis management plan. The school leader will be responsible for communication with all stakeholders during this time.
- Daily while staff documents their physical symptoms, staff will document their mental health. The school leader will check in daily with each staff member in regards to their mental and socio-emotional health. Abnormal or worrisome responses will be documented via the teachers symptom/daily form and the school leader and/or guidance counselor will refer the staff member to a variety of resources.
- During the NSH staff meetings the school counselor will provide tips for self care and resiliency for staff. These will be documented in the meeting minutes for each staff meeting.
- When students and staff are in need of support as it pertains to COVID19 they will be directed to email the guidance counselor directly while cc'ing the school leader. This email address shall serve as the communication channel that all stakeholders can utilize to address mental health concerns.
- New School High will provide parents information via Facebook, email, Remind app, and via Zoom meeting information regarding mental health issues that may/will be facing their children. The school leader and guidance counselor will collaborate to create a



pamphlet which reflects resources that parents can use and include that in the Parent Handbook.

Because NSH understands the value of student and staff mental health we intend to follow all strongly recommended protocols per the MI Safe Schools Roadmap.

Phase 1, 2, or 3 Instruction

New School High Return to Instruction group consists of a qualified team of Board members and school personnel. The school leader surveyed and gathered feedback from families and students regarding remote learning and other options. Parents and students received consistent communication in June and July 2020 via email from the school leader regarding updates pertaining to Executive Order 2020-142, surveys requesting feedback for Fall 2020, and other items pertaining to the creation of the Plan. Upon completion of the Continuity of Learning Plan and the Preparedness Plan the school leader will share said documents with all involved stakeholders via email and other online communication systems. Upon review and completion, these documents will be distributed so that all students and families are able to access them in their native language, however at this point NSH does not have any families whose primary language is not English.

New School High utilizes a block schedule with 90-minute classes Monday-Thursday and 50-minute classes on Friday. There is a Monday/Wednesday schedule of 4 classes, a Tuesday/Thursday schedule of 4 classes, and a Friday schedule in which all but Spanish and Advisory classes meet. During Phase 1-3, students should address the assignments of the classes that meet on that day. This means they should focus on no more than 4 classes on Monday-Thursday. On Friday, students will learn in areas of their own choosing. We are not requiring students to call in by phone daily for attendance purposes. Instead, students will



document their participation in their Advisory class Google Classroom each day and we will utilize Infinite Campus for student daily/course check-ins. Depending on the phase that NSH is in and the current executive order pertaining to attendance we will adapt our attendance/reporting system as needed. The Office Manager will inform the School Leader of students who are consistently “absent” and the School Leader will contact students and their parents via email/phone call to learn about possible obstacles, offer encouragement, and answer questions.

New School High was fairly successful with online learning in Spring of 2020 per our Continuity of Learning plan, considering the timeline of creation and situation itself. Because New School High is small, our community is very close. Every teacher teaches every student. Every student is known by their peers. We have families with multiple children attending and with the majority of our parents we have frequent interactions in person, by email, and by phone. We consider ourselves fortunate that we have a strong foundation of connection and care to build upon as we are continuing education away from each other. Due to the lack of connectedness and in person learning this is going to be even more important to maintain the community and culture of NSH. The School Leader will continue to reach out to families to keep them updated on the status of the “Plan” and information on how to remain connected to their student’s academics and the whole child. Teachers and staff will continue to reach out DAILY to every student to ensure student engagement and mental health is at the forefront of instruction. With that said, one of the challenges that teachers faced in the Spring was engagement of students during the prolonged period of online learning. This will continue to be an area where teachers and the school leader will utilize professional development, online training, community virtual events, and innovative teaching techniques to engage students.

To begin the school year New School High offers students the opportunity to take a pretest/test out of every course. This has been done since the first year that NSH has been open as a best



practice. Gauging student progress and getting a base for where students are is imperative to quality instruction. Thus, should NSH be in Phase 1-3 teachers will provide a formative assessment pre-test to students via online platforms to gauge student knowledge. This formative pre assessment will provide teachers with valuable information regarding lesson planning for the upcoming weeks. This will also provide teachers with knowledge of learning gaps that may have occurred throughout the summer and Spring online learning.

New School High teachers always strive to deliver instruction according to best practices, which means content must be delivered in many ways. From our founding, New School High has been committed to the principles of Universal Design for Learning, which stresses multiple ways for teachers to present, for students to respond, and for proficiency to be assessed. For example, students can find texts available in their English Google Classroom along with a film version of the novels/video links. To show their skills and knowledge, students are regularly given a choice, or menu of options. When possible, project-based learning is preferred because it requires that the student make choices based on their interests and learning goals. We will continue with these practices, as they are a part of our basic values.

Teachers, on the academic side, will monitor the participation of their students and document all interactions with students in a two way communication log to ensure that no students are “falling between the cracks.” Students who are not submitting assignments or responding to teacher emails or phone calls are referred to the School Leader and the Guidance Counselor each week. On the personal side, our teachers are regularly reaching out to each of their students individually: How are they feeling? Is there anything they need? Sometimes academics and personal connections can be combined. New School High will continue it’s tradition of holding a “Morning Meeting” when school begins via Zoom at 8:30a. This is meant to create a community and bring our students together. The School Leader leads this, generally, and provides daily announcements, interesting community information, etc.



Teachers post assignments and resources to Google Classroom. When a student submits an assignment, the teacher evaluates the effort and provides feedback. This might be done through the editing feature for Google docs or through an email or phone call to the student. Scores are posted in our student data system, Infinite Campus, which is accessible to students and their guardians 24/7. Teachers are expected to assess submitted work and post feedback within 48 hours for most assignments.

During Phase 1-3 with 100% online learning students don't need any items to be successful. Because NSH offers 1:1 Chromebook to student ratio we can offer students devices, chargers, cases, and hotspots if needed. That being said, NSH is fully prepared to deploy devices and technology to ensure students remain connected for online learning at any given point. The plan that was utilized in March 2020 at the start of the Continuity of Learning plan worked extremely well and was efficient. Should NSH enter into Phase 1-3 again, then the School Leader, Office Manager, and Business Manager will start the technology dissemination protocol as outlined by this plan. As also outlined by the update Continuity of Learning Plan attached to this document, should students require printed work they should contact the School Leader to create a pick up/drop off location/time which adheres to CDC and Preparedness Plan guidelines. This will be utilized on an as needed basis.

At New School High, all students may use accommodations that support their learning, not only those with an IEP or 504 Plan. All students may request additional time to do their work and all students can revise and resubmit an assignment at any time for an improved grade. Because New School High is strictly standards-based, our focus is on students demonstrating proficiency in the standards. This means learning is not time-bound. Although highly unusual for a high school, if a student is motivated to improve, we allow and encourage students to revise and resubmit work to raise their grades into the next semester or even the next school year. In view of the personal



challenges our students are now facing, we expect there to be more need for extending time limits and re-submitting assignments which we will happily coordinate with our families. We are prepared to provide students with the support they need to pass all their classes and improve their grades throughout the entirety of the 2020-2021 school year, including during summer 2021. Again, this value has always been at the center of our school's philosophy: there must be no boundaries placed on learning. While this is a school wide value, our Special Education teacher will also be coordinating and communicating with her students on a daily basis to provide additional academic support. This will be done via Zoom or phone calls and will be documented by the Special Education teacher in her daily log. During remote learning in Phase 1-3 NSH will continue to provide Speech and Language Services services to students who have documented hours in their IEP per the contract with the third party contractor and service provider. In addition to additional support for our students with 504 and IEP's we recognize that our seniors and juniors will need additional support in planning for post-secondary transitions. That being said, the school guidance counselor in conjunction with the school leader will create a post-secondary transition calendar which includes speakers, lesson plans for Advisory classes, important dates for testing, etc to ensure that all items pertaining to post secondary planning are accounted for and can be deployed virtually. This will occur in August 2020.

While the students' well being and instruction is always at the forefront of decisions made at NSH the development and well being of our teachers is equally as important. Thus, during Phase 1-3 staff will be required to participate in one professional development training per month regarding topics that pertain to the following: restorative supports via online learning, equitable and implicit bias, socio-emotional learning, trauma informed practices, responsive education, actionable feedback, content related training, and/or other ideas pertaining to online or blended learning. In an effort to support teachers in their instruction, the School Leader will meet with teachers via a staff meeting each week to communicate about student data, progress, and areas of



concern. Actionable items and items discussed will be documented weekly in the agenda/meeting notes and stored in a binder in the main office. Additionally, the school leader will support the teachers by reviewing and evaluating their Google Classroom platforms to ensure that project based learning, appropriate online support (recorded lessons), and rigorous curriculum is being utilized.

Should the region that New School is in enter into Phase 1-3, then New School High will adhere to all Strongly Recommended protocols as indicated by the MI Return to School Roadmap.

Phase 1, 2, or 3 Operations

Operations:

If/when NSH enters into Phase1-3, the School Leader and Business Manager will complete an audit of necessary cleaning and sanitizing materials. This audit will be documented on the Preparedness Plan audit form utilized for Phase 4 scenarios as well. If the school staff is unable to procure necessary cleaning materials during this time, then the School Leader will reach out to Wayne County RESA contact regarding support for obtaining materials. In conjunction with the landlord and abiding by the lease agreement the School Leader, Business Manager, and Office Manager will ensure that the school remains in good working order and if need for service exists then the Business Manager will contact third party contractors and/or the landlord for resolutions.

Technology:

At New School High, each and every student is provided with a Chromebook to use for school purposes. These are issued to students on a daily basis and the student is assigned to the same Chromebook for the



duration of the school year. Should the school enter into Phase 1-3 requiring students to work 100% remotely then school personnel will reach out to each family by phone to ensure that each family has accessibility and connectivity, as well as devices and chargers. The School Leader and Office Manager will provide students with Chromebooks, chargers, and carrying cases during an organized pick up where students remain in the car, school personnel carries a carrying case with a device to the students' car with a facial covering and gloves on, and the staff person will sign the computer out to the family. Should students lose connectivity then students may call the school phone number and the Office Manager and/or School Leader will help the student(s) obtain a hotspot to maintain connectivity in their home. In preparation for online learning, the Business Manager has analyzed the connectivity at NSH and wireless access points. Subsequently NSH has changed providers to improve bandwidth and internet speed for all devices connected to the WiFi.

While students are using the Chromebooks at home online safety is key. The School Leader and teacher designee will closely monitor student activity via Securly, which is an online software used to monitor student behavior online. The School Leader will set up the Securly system to alert her when keywords/phrases are used, websites are searched, and emails are sent. The School Leader will check the secure site throughout the school day to ensure that compliance with the acceptable use policy is occurring. The School Leader will also fully review the Code of Conduct and Acceptable Use policy to ensure that it reflects expectations of remote learning during COVID19. The School Leader will review this updated information with parents during the parent meeting and it will also be included in the Parent Handbook provided to all parents. Students will be made aware of it via a recorded message by the school leader and an Advisory Google Classroom update. During the day, teachers will be monitoring student progress through online assignment submissions. Teachers will be responsible for ensuring that their Google Classroom is up and running on a daily basis. Teachers will have been provided training on how to use and set up a Google Classroom prior to the year beginning. Throughout the remote learning process, teachers will be offered opportunities to learn how to use various online resources and platforms in order to enhance their students'



online learning.

Once the school returns to Phase 4-6 and/or Chromebooks need to be returned to the school site the school district will utilize a drop off system that will be communicated to the parents via email and Remind messenger app. Parents will be notified that they can drop their students Chromebook, charger, and case off at certain times and the staff person will sign their device back into the school. Upon receipt the Office Manager will appropriately sanitize all components of the borrowed equipment and inventory them. Once devices are inventoried, then the Office Manager will file a claim and send out machines that need to be serviced with the vendor/provider that NSH is affiliated with.

Budget, Food Service, Enrollment, and Staffing

New School High values consistent learning. Thus, the school leader will provide continual opportunities for learning via online materials, training, webinars, etc. pertaining to the teachers content area, socio-emotional wellness, online learning, and other related topics.

New School High utilizes a block schedule with 90-minute classes Monday-Thursday and 50-minute classes on Friday. There is a Monday/Wednesday schedule of 4 classes, a Tuesday/Thursday schedule of 4 classes, and a Friday schedule in which all but Spanish and Advisory classes meet. During Phase 1-3, students should address the assignments of the classes that meet on that day. This means they should focus on no more than 4 classes on Monday-Thursday for approximately 30 minutes each. On Friday, students will learn in areas of their own choosing for a total of 120 minutes. We are not requiring students to call in daily for attendance purposes. Instead, students will document their participation in their Advisory class Google Classroom each week and depending on what phase the school is in the students will use Infinite Campus to check in daily/each course. Attendance will be checked regularly by the



Office Manager who will alert the School Leader or Guidance Counselor who will contact students and their parents via email or phone call to learn about possible obstacles, offer encouragement, and answer questions.

Teachers post assignments and resources to Google Classroom. When a student submits an assignment, the teacher evaluates the effort and provides feedback. This might be done through the editing feature for Google docs or through an email or phone call to the student. Scores are posted in our student data system, Infinite Campus, which is accessible to students and their guardians 24/7. Teachers are expected to assess submitted work and post feedback within 48 hours for most assignments.

During Phase 1-3 during the March 2020 shutdown our teachers seamlessly transitioned into online teaching. We anticipated the change and were able to use that time to provide each student with a device and provide teachers time to put materials online. That being said, should NSH enter back into Phase 1-3 the following will occur to redeploy teachers into remote teaching:

- Teachers will be asked at the beginning of the school year to maintain 100% of their curriculum in an online platform that way if we do enter back into Phase 1-3, then students are accustomed to the function of the course in an online platform
- Teachers will continue using Google Classroom to post online assignments and Infinite Campus to post grades
- Teachers will provide feedback to students via Zoom, phone calls, emails, text messages, etc. in order to encourage participation and provide actionable feedback.
- Teachers will provide office hours twice per week to students and also record lessons and post those on Google Classroom.
- Weekly staff meetings will continue and will shift to discuss online engagement, best practices, tiered intervention, and mental health focuses.



During Phase 1-3, New School High will not be adhering to the following Strongly Recommended protocols:

New School High will not be utilized for essential actions (elections), food distribution, and child care. Thus, there will not be a required contingency plan.

Because New School High has only 70 students and 10 staff there is no technology department. Thus, the school leader will act as the lead technology point person/technology lead in the event that issues occur. The Business Manager will support this effort should the issue pertain to connectivity or device malfunction. This information regarding issues with connectivity and technology will be communicated to parents via email. Parents will be directed to email the School Leader and Office Manager with any questions. New School High staff is extremely close and willing to help. Because of this all staff are able to support and serve as a “help desk” for parents who are experiencing technical difficulties. However, parents will be made aware that the following people can help regarding the following issues:

- Infinite Campus- School Leader
- Google Classroom- classroom teacher individually
- Michigan Virtual- School Leader or Special Education teacher

Because NSH is such a small location we will not necessitate an asset tracking tool.

New School High does not anticipate the need to hire additional staff during Phase 1-3. Should that change then NSH will work with MDE to develop a plan to hire staff during COVID19-remote learning.



At this point, students do not obtain lunches provided by New School High. However, we know that circumstances during this uncertain time changes frequently and we will be informing families of alternative meal options via email correspondence. Due to the lack of food service programming, NSH will not require plans for delivery sites, distribution, etc.

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

Phase 4 Safety Protocols

New School High will adhere to and enforce required personal protective equipment protocols as advised by the MI Return to School Roadmap.

Face Coverings:

- Expectations for the wearing of face coverings and how to obtain and clean face coverings will be included in the parent communications letter that is dispersed and discussed in the parent meeting that will occur in early August. Students and staff will receive training on wearing masks during orientation as well. (August 8-Sept 8)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (August 8-Sept 8)
- All staff at NSH will wear a facial covering while they are in the building, unless they are eating a meal. Staff will consume meals in the English or Science classroom to ensure social distancing is occurring.
- Signage will be posted around the school designating who is required to wear a mask and all associated protocols pertaining to facial coverings. This will be done by August 31.
- Students and staff may wear a homemade facial mask or surgical grade masks. NSH will provide surgical, disposable masks to students or staff who forget them at home. Masks



will be delivered to NSH by August 31.

- Face masks will be discarded in designated trash cans at the entry of the school. The school leader or other designated staff person will dispose of the face mask trash bag utilizing proper gloves, face shields, and PPE equipment. Students who choose to bring their own fabric masks will be asked to put the masks in their cinch sack bags and clean them at home. This will be done daily beginning the first day of school.
- Any staff member or student who can not medically tolerate a facial covering will not be asked to wear one; however this person will need to provide NSH administration with a note from a doctor reflecting said medical condition(s) indicating that the individual should not wear a mask. Any student or staff member who is incapacitated or unable to move his/her mask without assistance should not wear one. (Beginning August 18 through the school year)
- Students or staff who are not medically able to tolerate a mask will be documented in an Excel sheet and provided a sticker to wear on their person daily indicating that student/staff is unable to wear a face covering. This will be completed/checked daily by NSH staff once school begins.
- A survey will be sent to all staff and students allowing them to self-identify as being medically unable to wear a mask and wishing to attend school in person. This will be done via a Google Form by August 18.
- Students and staff will wear an appropriate and approved facial covering in the hallway, bathroom, lobby, and other common areas. Facial coverings will be worn in classrooms by all students and staff. This will begin on September 8 and occur daily.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by school personnel and asked to put the face covering on. The instance will be documented in Infinite Campus immediately. This policy will take place daily once school begins.
- Students showing patterns of non-compliance in regards to the wearing of facial coverings, social distancing, or other otherwise posted guidelines and expectations will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of



non-compliance by the School Leader. Continual removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site. The policy will take place daily until school begins in Phase 6.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the School Leader and could face progressive disciplinary measures up to and including termination. This will take place daily once teachers return on site. The School Leader will continue to communicate with the contracted human resources company in regards to expectations and issues with staff.
- During Phase 4, New School High will not be accepting guests into the building except by appointment only. However, every effort should be made for meetings and appointments to occur virtually. Guests who refuse to wear a mask will be offered one by NSH personnel. Should the guest refuse to wear the mask, that individual will be asked to leave the premises immediately.
- During any uncertain times or instances pertaining to facial coverings, staff and students should report issues or concerns directly to the school leader to review and decisive action.

Hygiene:

- NSH will provide liquid or gel hand sanitizer that is at least 60% alcohol in every classroom, hallways, and location where students may be located.
- NSH will check and restock hygienic supplies in the bathrooms, classrooms, and other used spaces. (Including, but not limited to: soap, hand sanitizer, paper towels, tissues, signs for reinforcing proper handwashing techniques.)
- Teachers will contact the Office Manager or School Leader if they run out of hygienic supplies in their classrooms.
- Each classroom will have a schedule with the times that each classroom will be sanitized. On this schedule it will also indicate specific points at which students should wash their hands and/or use hand sanitizer. This will be communicated to the parents via the Parent Handbook.
- NSH will review and teach proper handwashing techniques during Advisory class which occurs twice per week and also during the Morning Meeting which occurs at the



beginning of each day.

- NSH will educate on how to sneeze/cough into one's elbow and/or a tissue followed by immediate cleaning of hands during Advisory class which occurs twice per week.
- NSH administrative staff will frequently check and refill soap dispensers throughout the school day. At the minimum staff will check at 7:30a, 10:30a, 1:30p and 4:30p.
- New School High staff will procure all necessary hygienic supplies by August 31 including soap, sanitizers, disinfectant spray, masks, gloves, etc. NSH will also post handwashing signs in the bathroom by August 31.
- NSH staff will encourage students to refrain from sharing personal items such as supplies and writing utensils. NSH staff will focus on utilizing the 1:1 Chromebook ratio to alleviate the need for students to borrow writing utensils from other people. NSH staff will also provide students with needed materials to the best of their ability to prohibit sharing of items amongst students.
- A list of materials that students need will be provided to parents prior to the start of school via the Parent Handbook.
- NSH staff will disinfect classroom materials if used amongst small groups. If there are enough materials for each student, then the teacher will provide adequate supplies for individual student use.

Screening and Positive Tests:

- We will coordinate and cooperate with the local public health department regarding and implementing protocols for screening staff and students. Additionally, we will communicate with the local ISD in order to remain knowledgeable of their interactions with the local health department.
- In the event that there is a positive test result from a student at NSH the school leader will contact the health department immediately and cooperate fully. NSH will help the health department identify at risk individuals.
- New School High will utilize the Technology Room to quarantine students who become symptomatic at the school site. The school will designate a "quarantine official" who will care for the ill person until they are able to leave the grounds safely with a



parent/guardian with a mask on. This includes: remaining in isolation with the student who is ill and documenting every 5 minutes regarding the students condition and such activity in the quarantine room. The quarantine room will consist of: N95 masks, face shields, two way radio (preset), gloves, sanitizing wipes, disinfectant, log sheets, and internet connected computer.

- Parent communication will be sent immediately with clear and concise directions regarding where and how the student can be picked up.
- A designated staff person will communicate with the infected person daily until test results are confirmed. In order to return to school the students should return with a letter indicating that they have a negative test result. This should be kept on file in the main office.
- Upon that student being picked up, an authorized and trained personnel will clean the quarantine area utilizing proper PPE equipment: N-95 mask, gloves, gown, etc. The school administration will keep the technology room door closed for 24 hours per recommendations in an effort to mitigate exposure to the staff cleaning the room.
- In the event that a staff person or student tests positive for COVID19 and has been in attendance, in person at the building site then New School High will seek guidance from local health departments pertaining to contact tracing, which students/staff will need to quarantine, deploying Phase 1-3/full school quarantine, etc. Each positive case, should one occur, will be handled on a case by case basis adhering to guidelines and guidance by RESA and local health officials/departments.
- New School High staff will conduct daily self-examinations before entering the school building (this will be done in the vestibule). Staff will staff home if they feel ill and/or have a fever. Staff will document daily that they have completed their daily self examination on the designated staff tracking form as provided by NSH. These forms will be kept in a binder in the main office.
- Should a staff member become symptomatic after a positive test is confirmed that individual should alert the school leader and human resources personnel via email.
- Positive test results for NSH staff will result in mandatory 14 day quarantine from school grounds. Should a staff member test positive for COVID19 the staff member will not be



docked sick days, PTO, or penalized in any capacity.

- New School High will utilize a paper monitoring form to document staff and student screenings upon entering the building each morning. Trained personnel will complete these screenings and store these documents in the office in a binder to account for student attendance recording.
- New School High will use regular, various modes of communication with families to encourage them to monitor their students' health at home, including their temperature before arriving at school. Parents will be continually advised that if they are ill and/or have a temperature that they should stay home.

Spacing, Movement, and Access

- New School High will utilize desks and/or chairs that are no closer than 6 feet apart. If acceptable and feasible, students will be issued a whiteboard and/or clipboard to utilize during the school day in order to mitigate the use of tables and possible contamination. At the end of each day, students will deposit their writing surface in a container at the front of the school building. These will be sanitized each night by the school leader and/or trained personnel.
- If desks and/or tables are utilized by teaching staff then teachers will create a seating arrangement in which students are all facing the same direction.
- While instructing the class teachers will continue to adhere to social distancing guidelines by putting 6 ft. between them and a student. Should a teacher need to get closer than 6 feet to a student, that teacher and student will be wearing a mask and use hand sanitizer and/or wash their hands immediately after the interaction.
- During Phase 4 NSH will not allow guests in the building. All ancillary meetings will take place virtually, unless extenuating circumstances exist.
- New School High will post social distancing signs throughout the hallways, classrooms, and any locations in which staff or students will be.
- There will be a one person limit in the male bathroom and two person limit in the female bathroom to ensure that social distancing is occurring. Students will sign in and out of the



bathroom to ensure that there are not more than the allotted amount of students in the bathroom.

- Should a guest enter the building, NSH will require them to document their name, phone number, and email address in the event contact tracing needs to occur. The Office Manager will maintain these records in the main office and alert the school leader of any unusual activity.

Food Service, Gatherings, and Extracurricular Activities:

- During Phase 4, New School High will not hold assemblies requiring more than one class of students to be in a room together at a time.
- Classrooms, outdoor eating areas, the lobby, and the cafeteria will all be used during lunch time to ensure that students are able to eat while adhering to social distancing expectations. The school leader and designated staff will monitor lunch time to ensure that students are following expectations. Students who are not adhering to the rules will be redirected. If another redirection is needed then staff will contact the students parent and document the incident in Infinite Campus. Should the issue be recurring then the student will eat lunch under direct adult supervision until the school enters Phase 5.
- Students and staff will be encouraged to use hand sanitizer and/or wash hands before and after lunch. Additional passing time will be allotted to students if needed to ensure that students are able to wash their hands appropriately.
- New School High will not be taking field trips off grounds during Phase 4.
- During Phase 4, extracurricular activities will be suspended.

Athletics:

- During PE classes, the teacher will conduct lesson plans and activities outside as much as possible. The PE teacher will submit her lesson plans to the school leader weekly to ensure that optimization of outdoor learning is occurring. During outdoor activities the PE teacher will be available via a two way radio.
- The PE teacher will also encourage proper hand washing and sanitizing of equipment before and after use/class. There should be no sharing of sports equipment. Lesson plans



and activities will be planned according to this.

- The PE teacher will enforce that students may not touch each other during activities including fist bumps, high fives, etc.
- Students will only drink out of labeled/marker water bottles that are their own. Students will not share water bottles.

Cleaning

- The School Leader, Board of Directors, and Risen Christ Church representatives will meet at the end of July to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- Inventory of existing EPA approved cleaning materials will be made and additional purchases will be made by August 15.
- Cleaning stations will be created for each classroom for use at the end of each class period. These will be stored in locked cabinets and/or locations in each classroom. In these stations will be: mask, gloves, spray cleaner with paper towels and/or Clorox wipes. Staff **MUST** wear all appropriate PPE materials while cleaning. Staff will document the time that they clean their room on the appropriate cleaning sheet provided to them by the Office Manager. Staff will turn in their cleaning documentation to the Office Manager each afternoon before they leave. The Office Manager will organize and file these in the main office.
- NSH staff will wipe down student desks after each class period with EPA approved wipes/disinfectant.
- The school leader will walk through the building and identify frequently touched surfaces which will need to be cleaned frequently. A list will be created for the staff member who is responsible for cleaning the building throughout the day. NSH staff will sanitize frequently touched surfaces including: light switches, chair handles, door handles, bathrooms, doors, etc. every four hours with an EPA approved disinfectant.
- Designated NSH staff will be responsible for cleaning and disinfection of the aforementioned frequently touched areas at 7:30a, 11:30a, and 4:30p. This will be



documented on a log sheet that will be kept in the main office.

- Staff will be trained on proper use of PPE equipment and EPA approved cleaners.
- NSH will ensure the safe and correct usage of cleaning products including keeping them away from children and using them with adequate ventilation. Cleaning products will be stored in the tech room (locked) or in the main office in a locked drawer/cabinet. When cleaning and disinfecting using these products, staff will wear a surgical mask, gloves, and face shield. These items will be utilized only by NSH staff who are trained to use them and store them properly.

Transportation:

- New School High does not provide transportation. Students will not be using public/bus transportation through school functions as those have been suspended until further notice.

New School High's primary focus during this pandemic is the safety and well being of our staff and students. We are taking many measures to ensure their safety while they are in our building. However, after careful consideration, we will NOT be implementing the following highly recommended protocols:

- There are many high recommendations that pertain to students at the K-5 grade level. New School High is a 9-12 high school, thus all items pertaining to students grades K-5 do not pertain to the school and we do not feel they need to be implemented.
- New School High does not offer transportation to it's students, thus NSH will not need to implement protocols pertaining to buses/transportation. There will be no buses utilized for field trip transportation during this time either as field trips have been suspended through Phase 4.
- While we do offer Physical Education to our students, New School High does not offer



competitive athletics to students. Thus, required protocols in the category of athletics do not pertain to our school.

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

New School High values the mental and physical health of all of its students. Wellness is one of the core values of our school. The school will complete the following protocols to ensure that students mental and socio-emotional needs are met:

- The school guidance counselor will create and administer a mental health screening via a Google Form to all students. Parents will be made aware of this mental health survey during the parent informational meeting and also via the Parent Handbook which will be distributed via email. The screening process will adhere to FERPA and HIPAA laws and will provide transparent participation disclosures and will adhere to confidentiality guidelines.
- The school counselor will provide training to staff regarding identification of students who are at risk of mental or socioemotional health issues. The counselor will discuss with staff the referral process if a student requires mental health support.
- The school leader will provide teacher with professional development options including webinars, articles, workshops, etc that align with mental and socio emotional health



issues such as: teacher burn out, trauma-informed best practices, self-care and resilience. The school leader will also administer a survey to teachers regarding what professional development pertaining to socio-emotional health they would like to learn about and provide resources to individual teachers.

- New School High will designate the guidance counselor to be the point person for mental health referrals. The guidance counselor and school leader will consistently send out communication to families regarding mental health facilities and resources. The guidance counselor will also be named the mental health liaison between the local health department and the school site.
- In the event of a crisis within the NSH community the school leader, guidance counselor, and office manager in collaboration with the board of directors will deploy the crisis management plan. The school leader will be responsible for communication with all stakeholders during this time.
- Daily while staff documents their physical symptoms, staff will document their mental health. The school leader will check in daily with each staff member in regards to their mental and socio-emotional health. Abnormal or worrisome responses will be documented via the teachers symptom/daily form and the school leader and/or guidance counselor will refer the staff member to a variety of resources.
- During the NSH staff meeting the school counselor will provide tips for self care and resiliency for staff. These will be documented in the meeting minutes for each staff meeting.
- When students and staff are in need of support as it pertains to COVID19 they will be directed to email the guidance counselor directly while cc'ing the school leader. This email address shall serve as the communication channel that all stakeholders can utilize to address mental health concerns.
- New School High will provide parents information via Facebook, email, Remind app, and via Zoom meeting information regarding mental health issues that may/will be facing



their children. The school leader and guidance counselor will collaborate to create a pamphlet which reflects resources that parents can use and include that in the Parent Handbook.

Because NSH understands the value of student and staff mental health we intend to follow all strongly recommended protocols per the MI Safe Schools Roadmap.

Phase 4 Instruction

During Phase 4, New School High will plan to offer its students two choices: 100% in person learning OR 100% distance learning. These options were decided upon based on two reasons: first based on a survey provided to families in mid June 2020 results showed that our families preferred 100% in person or 100% online learning, with only 10% of families showing interest in hybrid learning. Comments included questions about transportation, parents working, and consistency in schedules and second NSH personnel had to decide upon a plan that was feasible to implement. Students who decide to opt into the 100% distance person will do so through the duration of Phase 4. Once the region which the school is in moves forward to Phase 5, then students will re-elect and be able to change if they so choose, with the understanding that NSH fully supports and will encourage parents/students to return to in person learning. Regardless of student/family choice, ALL students, including those students with IEPs and 504s, will receive a quality education with compliant services.

During Phase 4, the school leader will work collaboratively and consistently with the Board of Directors, Business Manager, Office Manager and school staff to gather feedback from all stakeholders including families. This will occur monthly at the minimum via email, documented phone calls, and Remind messages. Additionally, NSH believes that this “Plan” document is a living document that should and will be updated regularly throughout the phases. As need arises,



NSH will update this document and maintain communication via email regarding these changes with all stakeholders.

Students will continue to receive high quality and rigorous academics curriculum and lessons daily from their qualified teachers via Google Classroom, regular Zoom meetings, and feedback. The School Leader in conjunction with the teachers will review the courses that have been created to ensure that all learning gaps are being addressed which includes administering pre-assessments to all students. Should students be working virtually then NSH will provide students an alternative way to demonstrate prior knowledge as decided upon during teacher orientation staff meetings. New School High is a teacher-led school, thus the decision on how to evaluate students' prior knowledge is that of the teachers, not the Committee alone. New School High is a school founded on equity and best practices. That being said, the school year will begin with the school leader and staff re-establishing a vision for this bizarre school year. This vision will include holding student learning at the forefront of our values and ensuring that students are being evaluated and assessed using assignments and projects that assess student understanding of priority standards. Teachers will be expected to Zoom record their lessons while in person teaching and then post them on Google Classroom. They will provide Zoom codes to students so that students who opt into 100% distance learning can participate via Zoom as well. Because teachers are still learning how to best accommodate distance learning the school leader will provide a weekly “lesson” and/or discussion on best practice, socio-emotional learning, and/or differentiated instruction during COVID19. These weekly tidbits of information will be based on the needs of the teachers based on staff feedback via email, phone conversation and/or other modes of communication.

During this time frame students with IEPs and 504s will have their annual meetings per the effective dates indicated on their plans. These meetings will be held via a Zoom call with the Special Education teacher and School Leader. Additionally, the Special Education teacher will continually provide service to her caseload throughout Phase 4, whether it be by Zoom meeting,



phone call, or in person. The teacher will also be available via phone to any student requiring additional support. Our goal is to support our students 100% during this time and ensure their needs are being met. During this time, students' needs for SLP, OT, and PT will be addressed on an individual basis. The Special Education teacher, service provider, parents, student, and School Leader will meet to determine the needs of the student(s). After that meeting has occurred services will be scheduled based on the students elected enrollment: online or in person. The services will be provided per their election for the duration of Phase 4. While students who require additional support are always on our minds and our focus, students who require accelerated learning options will also be addressed as they would be in the traditional classroom environment. Staff will regularly check in with ALL students to ensure that the curriculum and work provided is not only scaffolded appropriately, but also rigorous enough to support their needs. Should a student require more challenging work then a teacher will communicate with the rest of the staff regarding this change to ensure that the student is receiving appropriately leveled work in other courses as well. This shall be documented in Infinite Campus when grades are recorded and should the student complete the assignments/assessments above the expectations of the course then the student shall receive an Honors designation as determined by the classroom teacher. This is consistent with NSH's policy regardless of COVID19 and the Plan, however teachers will be extra vigilant during implementation of the "Plam" to make sure all students requiring higher level work are receiving it.

Communication during these uncertain times is essential to academic success also. Thus, New School High will use various methods of communication such as: Remind app, email, phone calls, Google Classroom, and Facebook to communicate messages to families, students and other stakeholders. These messages will be distributed on a need to know basis but will be regarding items such as: changes in Phases per the region the school is in, information on curriculum and assignments, planning for different scenarios, and basic updates. During these communications the school leader in conjunction with the guidance counselor will continue to provide parents with information and resources to support them with online learning and socio-emotional health.



The school leader will also provide parents support by holding an Infinite Campus and Google Classroom training before school begins via Zoom and/or in person adhering to social distancing guidelines. In the event that a family's first language is not English then the school will make every effort to communicate with the parent in their primary language to ensure that messages regarding these items are received and understood.

In addition to providing staff with weekly mini-lessons the school leader will provide staff ample time to work in their classrooms (virtual or in person) to create quality instruction for students. During teacher orientation week, NSH staff will debrief what went well during the Spring 2020 virtual learning environment and also what should improve. Staff will also create a list of students who are targeted due to lack of engagement and distance learning. Students who struggled with online learning in the spring will be contacted by the School Leader and/or Guidance Counselor before school elections occur to discuss expectations if distance learning is elected. During the staff training, students who will require additional support will be identified and documented. Those students will be followed up on more consistently by staff throughout the school year to ensure academic success. Finally, during the first week of orientation, teachers will receive training on restorative practices, Infinite Campus updates, Google Classroom platform, and other remote tools that are available to them.

During the instructional day, teachers will note academic gaps amongst students and trends in learning gaps. Teachers will be expected to address these learning gaps in students and re-teach material as needed with the understanding that students "summer slide" and 3 months of online learning in March 2020- June 2020 may require more rudimentary and basic skills to be retaught. New School High will meet it's students where they are at and will ensure that data is used to make these choices of reteaching. Should the teacher require additional materials for bridging the gap in learning that teacher will submit a request in writing to the school leader requesting additional materials.



At this point, New School High will not be offering summer learning options, extended days, or structured afterschool programming. However, should students request or require after school tutoring or additional support then teachers are welcome to provide that to their students.

Phase 4 Operations

New School High will adhere to and enforce required operations protocols as advised by the MI Return to School Roadmap. Additionally, we will adhere to the following “Strongly Recommended” protocols below:

Operations

- The Office Manager will audit necessary PPE and cleaning materials and communicate the amounts to the school leader. The School Leader and Business Manager will coordinate with the local program(s) for support in procurement of these items as needed. These items will be obtained by August 31.
- During the week of staff orientation, the school leader will train staff on proper cleaning procedures of their classrooms after each class, the daily sanitation schedule, expectations of the MI Safe Start Schools Roadmap protocols, and other necessary protocols which create a hygienic learning environment. This will occur the week of August 31-September 4.
- NSH will provide the landlord with a copy of the Plan which will include protocols for cleaning and sanitation. The school leader will do daily walk throughs of the building to ensure that agreed upon cleaning has been completed. New School High school leader, treasurer and other members will meet with the landlord to communicate expectations regarding sanitation and cleaning, schedule of cleaning, and responsibility of cleaning. This will occur on July 22 at the school building.
- New School High has and will continue to deep clean the school building over the summer months.
- New School High school leader will audit the school building to identify the number of classrooms available, seats per classroom, additional spaces that are usable for learning,



and potential areas of hazard. The school leader will document these items and include them with the plan which is kept in the main office. This will be done in July to ensure that adequate space exists for social distancing during the school day.

- The Business Manager and School Leader will audit school security and emergency plans with the guidance and support of local police and fire departments. The emergency plan will be signed and authorized by the local police and fire departments once revisions to the plan and building site have been made, on an as needed basis. This will be completed by July 31.
- The school will maintain the facilities for in person operations including, HVAC, waste baskets, tissues, approved products, signage, etc.
- The school leader will conduct a walk through including every room in the building before the school opens to staff and students to ensure that the building is ready and safe. During this time the leader will document areas that are not in compliance with the MI Safe Schools Roadmap and designate appropriate personnel/staff to correct the issues. The school leader will revisit any areas in question within 24 hours to ensure resolution has occurred.

Budget, Food Services, Enrollment, and Staffing:

- During the arrival of students, the Office Manager will take the temperature of each student and do a brief COVID19 symptoms assessment before allowing them in the building. Should the student report COVID19 symptoms and/or have a temperature above 100.4 the student will not be permitted in the school building. Students will be asked to line up next to lawn flags which will be positioned 6 feet apart outside the school building while they wait to have their temperature taken and answer the survey questions. Students who drive themselves will be asked to remain in their vehicles until there is no line of students. Once students enter the building they will be required to wait in the cafeteria or quiet room at a distance of 6 feet apart with a mask on until the school day begins.
- At the conclusion of the school day, students will be required to wait in their last



hour classroom. Students can choose to wait outside in the parking lot however will not be allowed back in the building once they leave. Two staff will communicate via two way radio to alert students when their parent/ guardian has arrived. Students will leave the building quickly and immediately when their parents arrive to pick them up. Students MUST be picked up no later than 4:00pm. No students will be allowed to utilize the gymnasium, classrooms, or other parts of the building.

- The school leader will send out a survey in July to parents regarding the intention of re-enrollment. The school leader will use this information to inform decision making regarding schedules, class sizes, daily procedures, and other decisions as it pertains to the Plan.
- The School Leader will communicate enrollment process changes with parents via email and a virtual meeting at the beginning of August. This will include discussing with parents election into 100% online vs. 100% in person options. The process for parent and student decisions will also be communicated via an email and recorded Zoom meeting which is sent to parents after the parent meeting occurs. Parents will be notified about the attendance changes and protocols similarly through the Parent Handbook that will be distributed in the beginning of August via email. This will also be discussed at the parent meeting that will occur at the beginning of August.
- The Business Manager will continue to remain knowledgeable and research information regarding how to obtain more CARES monies to be utilized within the 2020-2021 school year. This will be done on a consistent basis to ensure that NSH is capitalizing on all possible sources of monies.
- The School Leader will assess the need for substitute teachers for the 2020-2021 year and review the budget with the board treasurer to ensure that additional funds are available in the even long term and/or short term subbing is needed.
- The school leader will send a back to school communication letter informing all stakeholders about upcoming events, meetings, and plans of NSH by July 31. This will be sent via email to prospective parents, current parents, enrolled parents,



community stakeholders, and teachers.

- The School Leader will update the student Code of Conduct to reflect the changes being made to the school year as it pertains to COVID19. The school leader will submit the Code of Conduct to the Board of Directors for approval by July 29. Upon approval, the Code of Conduct will be reviewed with all students and staff during the first week of school/orientation.
- The school leader will consult with Access Point, the human resources company, on July 22 to discuss potential human resources issues as it pertains to staff during the Plan period. The school leader will meet with legal counsel the week of July 22 regarding prospective legal issues that may arise regarding COVID19. These meetings will be documented via meetings notes which will be included in the binder of the Plan documentation.
- The Board of Directors and School Leader will review the school budget and engage in budget scenarios to help plan for enrollment patterns and funding changes. This will occur monthly at the board meetings, but also on an as needed basis per the Treasurer, Business Manager or School Leaders request.
- The school leader will orient the school staff on operational changes including dismissal/arrival changes, passing time, lunch, and cleaning protocols during the orientation period the week of August 31-September 4.
- The school leader in conjunction with the guidance counselor will create a master schedule reflecting rooms which classes will be held, times and periods those classes will be held and any other logistically pertinent information.

Technology

- New School High will distribute a survey to collect information regarding the technology that parents/students have in the home to determine needs for remote learning. This will include: the number of devices, internet accessibility, and potential foreseeable issues that are able to be troubleshooted. The School Leader will send out a Technology Inventory Survey to families who are enrolled with New School High by August 16.
- The School Leader will be the point person as it pertains to the district technology



team. The school leader will communicate with the internet provider or other third party contracted services to ensure that accessibility and connectivity is available to all students and staff.

- Training opportunities will be offered to teachers regarding remote learning. These trainings will be emailed to staff throughout the summer as well as provided during the first week of orientation. Staff will be exposed to training regarding Google Suite, Infinite Campus updates, Flipgrid, and Michigan Virtual School best practices.
- The Office Manager will be the technology liaison who will be the point of contact in the event that a student/family has technological issues during remote learning. In the event that a family loses connectivity they will be directed to email or call the Office Manager who will assist the family in procuring a new device. This will be documented on the Chromebook disbursement form in the office.
- New School High will utilize a similar return policy for Chromebooks after students have used them and they need to be returned. This includes, but may not be limited to, safe bagging of the devices, parents/students remaining in their cars, masks being worn by NSH staff, etc.
- The Business Manager will work with the network provider to ensure that the infrastructure and internet is working effectively. This will occur by the end of July.
- The school will create a technology support plan and distribute this to families via the Parent Handbook. This will be reviewed at the parent meeting that will occur in the beginning of August. The parent meeting will be recorded and posted on the school website.

Transportation:

- New School High does not provide transportation. Students will not be using public/bus transportation through school functions as those have been suspended until further notice.



In the event that the region in which New School High is in reverts back to Phase 1-3 (remote learning and no in person instruction) then New School High will follow the protocol that occurred in March 2020. New School High's School Leader will survey each student/family regarding their need for devices and ability to access online learning. The School Leader will closely monitor and follow the Governor's discourse in an effort to proactively gauge transition to online learning. Should it appear that online learning will occur then the Office Manager will poll students and families in person regarding need for technology and devices while online learning occurs. Should the Executive Order occur outside of business hours and/or does not afford the option for in person surveys, the school leader will deploy an online survey to all parents requesting information regarding connectivity needs. The Office Manager, Business Manager and School Leader will also call families who utilized school devices during the Spring 2020 online learning. Devices and technology will be dispersed per the aforementioned technology disbursement plan which will include parents and/or students arriving at the school site to pick up technology from their car with staff in approved PPE equipment. This information will be communicated to families via school messaging apps, email, and phone calls, if necessary.

New School High fully intends to comply with all required protocols, however the below mentioned protocols will NOT be followed:

- New School High will not be opening its doors to the general public during Phase 4. While security of our students is imperative, visitors will not be permitted without appointment and NSH does not have security staff on site.



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

Phase 5 Safety Protocols

Personal Protective Equipment

During Phase 5, New School High will require students and staff to wear a homemade or surgical facial covering unless they are not medically able to tolerate it. Should a staff/student not be able to tolerate a mask they will be given a sticker to wear which indicates that. New School High will continue to adhere to all protocols mentioned during Phase 4 of this plan including washing of masks, disposing of masks, etc. Facial coverings and all other PPE equipment has been statistically proven by the CDC and local public health officials to prevent the spread of COVID19, thus until directed to do so by one of the aforementioned agencies, NSH will require students to abide by the PPE protocols listed in Phase 4.

Hygiene:

Similar to PPE, New School High will continue to adhere to Phase 4 protocols as it pertains to hygiene. These items are best practice in the prevention of not only COVID19, but other transmittable illnesses as well such as the common cold and influenza. While NSH plans to provide students and staff with hygienic supplies in classrooms, bathrooms, and other utilized parts of the building such as hand sanitizer, soap, water, etc. staff will not be verbally reminding and reinforcing handwashing and sneezing techniques during Advisory class. NSH will keep the signage posted in bathrooms, hallways, etc but will not be administering daily reminders of how to sneeze in one's arm, cough in one's arm and teach handwashing. Other best practices that NSH will continue to adhere to include: checking and refilling soap containers, limiting the sharing of personal items, and limiting the use of shared classroom materials. Again, while this does prevent the spread of COVID19, it will also help in the prevention of other communicable diseases and illnesses as well.



Spacing, Movements, and Access

New School High will continue to monitor most recent recommendations and guidelines as distributed by the local ISD, CDC, and local public health officials. Based on the most recent guidelines at that time, New School High will update and communicate its expectations and protocols as it pertains to spacing of the school environment, tables and chairs utilized, maintaining of social distancing, flow of foot traffic, changes in dismissal and entrance protocols, etc. However, NSH will continue to ensure that class sizes are small that way if the region in which NSH is located were to revert back to Phase 4 then the class rosters and student schedules would not need to be changed. Additionally, NSH will continue to keep windows open as much as possible to ensure proper ventilation.

Screening Students, Staff and Guests:

New School High will continue to designate a quarantine area in the school should a student become symptomatic of COVID19. The school will also adhere to the aforementioned policies and protocols listed in Phase 4 for dealing with a student who has become symptomatic of COVID19.

Additionally, NSH will continue to adhere to protocols as they pertain to daily screening of staff, students and visitors per Phase 4. The continual monitoring and documentation of students, staff and guests entering the building will be imperative if someone becomes symptomatic with COVID19. However, at this point, guests will be able to enter the building without an appointment but will be expected to adhere to PPE and hygienic requirements of the school. Should the guest refuse to adhere to these protocols they will not be permitted to enter the building. Guests will be required to sign in and provide their full name, email address and phone number in the event that contact tracing needs to occur. Upon entry, a staff member will greet the guest, give them hand sanitizer, take their temperature and offer a mask if they do not have one.



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

Responding to Positive Tests Among Staff and Students

New School High will continue to adhere to the aforementioned policies and procedures discussed in the Preparedness Plan (Phase 4). Additionally, NSH will continue to maintain close communication with local public health agencies regarding the appropriate and safest way to manage and react to a positive test among staff and students. New School High will seek immediate guidance from local public health authorities and communicate effectively and efficiently with staff, families, and other stakeholders.

Food Service, Gathering, and Extracurricular Activities:

New School High does not, and has never, provided food service to students. Thus, NSH will continue to encourage students to bring healthy lunches from home. Students and staff will be encouraged to use hand sanitizer or wash their hands before and after lunch. NSH will continue to request students not use the microwave and bring their own utensils to school.

New School High will continue to monitor and adhere to current guidelines and protocols as it pertains to gatherings inside and outside of the school building.

Field trips will not be permitted during Phase 5.

Athletics:

New School High does not offer competitive athletics. However, before and after PE class the teacher will encourage students to wash their hands. All equipment will be disinfected before and after use and all students will be directed to not share water bottles. All aforementioned protocols will be enforced as it pertains to athletics as in Phase 4.



Phase 5 Mental & Social-Emotional Health

New School High fully believes that the whole child is of the utmost importance which naturally includes the mental and socio emotional well being of the student. When the school is able to move into Phase 5 of the Plan New School High will do the following recommended protocols:

- The guidance counselor will continue to provide mental health screenings to students on a monthly basis, rather than an every other week basis which occurs in Phase 4. This screening process will be the same as Phase 4 and will continue to be compliant with HIPAA and FERPA policies, as well as adhering to mandated reporting guidelines.
- Staff at NSH will continue to report at risk student mental health and socio-emotional behavior to the school leader and guidance counselor per the oriented protocol at the beginning of the school year.
- Staff will be provided with continual training throughout the course of the school year regarding topics concerning mental health issues including, but not limited to: drug use during COVID19 amongst students, self care, depression and anxiety, loss and healing during COVID 19, etc. The school leader will collaborate with the school guidance counselor to provide training to staff once per month beginning in September 2020.
- New School High will leverage the crisis management plan in the event that there is need. The school guidance counselor in collaboration with the school leader will communicate internal and external community based resources to families and staff should needs exist.
- The school guidance counselor will regularly update and communicate a list of wellness resources to families and staff. These resources will be made available via the school leaders monthly headlines newsletter and also on the student Advisory Google Classroom.



- Staff will continue to monitor their mental health status on a daily basis per the staff monitoring sheet. This will occur daily until the region that the school is located in is in Phase 6.
- The school leader in conjunction with the guidance counselor will hold a monthly Parent Advisory addressing a range of topics that affect students and parents during this time period. These topics range from anxiety/depression, online/remote learning, relationships during isolation, etc.

Phase 5 Instruction

During Phase 5, New School High will operate in primarily the same manner and adhere to the same protocols as Phase 4. Once the region in which the school is in enters Phase 5, the school leader will allow students/families to re-elect their educational choice. Students will continue to have the option, pending state and local governance and guidelines, of utilizing online or in person instruction. The same protocols, expectations, and guidelines will be in place as in Phase 4. Please note that since guidelines are less stringent that the school will encourage parents and students to utilize the in person option.

New School High will continue to meet regularly with the Committee and gather information and feedback from families, students, and stakeholders regarding the Plan. The Plan will be altered and revised on an as needed basis per the feedback and issues that arise during the implementation of it.

New School High will continue to provide quality and rigorous instructions to all students whether virtually or in person. All aforementioned best practices in Phase 4 will continue to occur in Phase 5. Please reference Phase 4 for a detailed outline of the protocols required of NSH teachers and the supports that will be in place.



New School High will continue to implement multiple communication systems and protocols to ensure that stakeholders, including families, are receiving messages regarding changes in the Plan, expectations, and information about assessments and learning. NSH will continue to provide resources and training to staff, students, and teachers on an as needed basis to ensure equitable use of platforms.

NSH School Leader will continue to monitor the need for professional development and learning for staff. As the year progresses, teachers will continually be surveyed regarding their desire and requests for professional development. The School Leader will utilize the monies within the budget to provide development for teachers to ensure the Plan is enacted and teachers are supported.

Finally, the School Leader and other school personnel will continue to ensure, as is consistent with Phase 4, that all students have access to devices, rigorous and aligned grade level instruction, and are receiving scaffolded work. Staff will continue to check in with students to monitor progress, pacing if a student is utilizing the virtual option, and to check in on students socio-emotional health. At weekly staff meetings, staff will continue to monitor progress, discuss learning gaps, and discuss the need for additional tools to ensure student success. Finally, the Special Education teacher will continue to serve her students and conduct IEP meetings as the effective dates approach. The special education teacher will continue to provide services virtually and in person per the student's IEPs.



Phase 5 Operations

Facilities

The Office Manager will continue to audit needs for cleaning and hygienic supplies and report those needs immediately to the School Leader who will order them. In addition to continual sanitation and cleaning, the school will continue to maintain efficiently running HVAC systems, change air filters regularly, continue to provide sanitizer, soap, and water for cleaning of hands while leaving a room, post signage regarding handwashing, cough/nose blowing etiquette, and following guidelines for wearing proper PPE equipment while cleaning and sanitation.

Budget

The School Leader and Board of Directors will meet regularly, monthly at the indicated board meeting at minimum, to discuss changes and amendments to the approved 2020-2021 budget.

Food Service

New School High has not provided lunches for students since its founding/opening. Students will continue to bring their lunches to school daily and will be reminded that it is best practice to not share food or beverages with peers.

Enrollment and Staff

Once New School High enters Phase 5, the School Leader will communicate via email with the service providers which provide Speech and Language services and Social Work services to update them on the change in instructional setting. In Phase 4, SLP and SW services will be provided virtually and on an as requested basis by parents and/or teachers. In Phase 5, students and providers will meet in the school building per the regularly scheduled IEP minutes. Finally,



once NSH enters into Phase 5 the School Leader will communicate the change and updates to all stakeholders including updating master schedules, student schedules, and bell schedules.

Technology

During Phase 5, we will have been conducting in person instruction for a portion of the population. Those students who are still remaining 100% online due to medical conditions will be surveyed on a monthly basis, at the minimum, by the school leader to ensure that technology and connectivity is a non-issue. However, our community of parents and students communicate effectively regarding their needs. During this time it is anticipated that additional students will be returning to the school setting for in person learning as they are able to re-elect to enter in person instruction. At this time, the School Leader in conjunction with the Business Manager and Office Manager will collect and inventory devices that were utilized during 100% remote instruction. Students will return their Chromebook, charger, and bag to the Office Manager upon returning to the school building for the first time. The students Chromebook will be checked in, reviewed for maintenance needs, and returned to the student for use. Should the student's Chromebook/charger require maintenance then a different Chromebook will be issued to the student for interim use. Because more students will be returning to the school building and site, more bandwidth will be utilized daily by students and staff so the Business Manager will re-audit the WiFi access points and wired network devices to ensure that they are efficiently running. Should there be WiFi issues the Business Manager will reach out to the service provider for service immediately to ensure academic instruction can take place appropriately.



Transportation

New School High will continue to not provide transportation to students on a daily basis. NSH has not provided daily transportation to students since its founding/opening. Thus, the protocols that are recommended by the MI Return to School Roadmap are not applicable.