



# Jackson Preparatory & Early College

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Address of School District:** *2111 Emmons Rd. / Jackson, MI / 49201*

**District Code Number:** *38900*

**Building Code Number(s):** *02277*

**District Contact Person:** *Shane A. Malmquist*

**District Contact Person Email Address:** [shane.malmquist@jacksonpec.org](mailto:shane.malmquist@jacksonpec.org)

**Local Public Health Department:** *Jackson County Health Department*

**Local Public Health Department Contact Person Email Address:** [dschonhard@mijackson.org](mailto:dschonhard@mijackson.org)

**Name of Intermediate School District:** *Jackson County Intermediate School District*


**Name of Authorizing Body:** *Jackson College*

**Date of Adoption by Board of Directors:**



## 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 and can be found [HERE](#).*
- 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 Governors

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Date 7/27/20



## **Introduction and Overview**

Jackson Preparatory & Early College (JPEC) is a public school academy that was founded and authorized by Jackson College (JC) in 2013 and opened on Jackson College’s campus in September of 2014. As an early middle college (EMC), JPEC students have the opportunity to earn a high school diploma and an associate degree at no cost to them or their family.

JPEC serves students in grade 6 through 12 and is the first EMC in Michigan to have a College Preparatory (grades 6-8). Early College high school students are provided an additional year – 5<sup>th</sup> year – to support with completing their college degree course work or advanced certificate. JPEC was founded with the intent of providing an innovative and rigorous educational opportunity to students and families in the Jackson, Michigan area. This institution was truly a grassroots community initiative. Student population is also representative of the surrounding community with approximately 38% of students and families qualifying for free and reduced lunch, and approximately 60% of students identified as “at-risk” through one or more indicators. Students come to JPEC from 19 different districts in the surrounding area and represent the following demographics: African American – 17% / Asian – 4% / Hispanic – 8% / White – 71%.

During the recent public school closure in Michigan due to the COVID-19 pandemic, JPEC faced the challenge of transitioning students, courses, and learning to a virtual model just as other districts across the state. JPEC’s transition was efficient and successful due to program elements that were already a part of the district’s learning fabric. All students are provided a laptop and all courses are built and accessed through an online learning management system. Students begin accessing online learning and resources beginning in 6<sup>th</sup> grade and continue utilizing the district’s learning management system through their transition into dual enrollment. Courses are developed through a blended learning design and students are expected to submit assignments online. Additionally, the curriculum is designed with a competency-based based approach providing students the ability to advance through skill sets and courses at a pace that individually challenges them. With these elements as part of our students normal learning experience, transitioning to a fully virtual model was quite seamless.

JPEC’s Academic Coaches also provided weekly Zoom Focus Group meetings where students were able to sign on and connect with their peers and Coaches, share experiences, and ask questions. The Dean of Students and School Counselor provided weekly email, voice, and video check-ins for students struggling to engage and/or having additional academic or social/emotional needs. We were also able to support our families and students in need of internet connection or simply required paper-based work. Protocols were designed to ensure consistent design and delivery of necessary resources to students’ homes, phones calls and messaging from faculty to support with instruction and learning, and regular collection and evaluation of completed work. Approximately 2.5% of the district were in this position which made procedures for this process quite manageable.



During this time of virtual learning, and throughout this process in developing our Preparedness Plan Phases, we have remained focused on our vision, mission, and core building blocks.

**Vision:** *Your Place. Your Purpose. Your Future*

**Mission:** *Through passion and commitment we inspire excellence – one student at a time.*

**Building Blocks:**

1. We personalize learning
2. We celebrate the uniqueness of our learners
3. We build honest connections and meaningful relationships
4. We foster confidence through exploring challenges
5. We encourage passion and commitment

The intent of this Reopening Plan is to outline the essential District and School level areas and protocols that Jackson Preparatory & Early College administrative staff and faculty will follow in order to reopen school buildings to students safely if and when we return to face-to-face learning. The core elements of this Preparedness Plan focus on operational, school level, and student/staff wellness and supports guidelines and protocols. This plan provides three phases aligned to Michigan’s Safe Start Plan phases: Plan Level III – if Michigan is in phase 1-3 / Plan Level IV – if Michigan is in phase 4 / Plan Level V – if Michigan is in phase 5. Ensuring the safety of our students and staff, remaining connected and supportive of each of our students, and removing barriers to learning were central guidelines for this work. A District Return to School Committee (D-RSC) was formed to complete this plan.

**District Return to School Committee**

<b><u>Member</u></b>	<b><u>Role</u></b>	<b><u>Focus</u></b>
Shane Malmquist	President	Leadership & Accountability
Gimmie Pilaczynski	CFO / IT Director	Budget & Technology
Alexandra Elfe	COO	Operations
Jonathon Marowell	Provost / Vice President	Curriculum & Early College School Plan
Debra Holton	Principal	College Prep School Plan
Jessica Yonnick	School Counselor	Academic Guidance & Wellness
Serafin Llerena	Dean of Students / AD	Student Supports & Athletics

The District Return to School Committee (D-RSC) incorporated staff and family feedback from their experiences during the closure at the end of the 2019-2020 academic year while developing JPEC’s Preparedness Plan Phases, as well as survey responses regarding comfort and preferences in returning to learning in fall 2020. Additionally, coordination occurred with Jackson College’s Reintegration Task Force (RTF) to ensure alignment with operational, safety, and hygiene protocols.



## **JPEC Plan Level III** **Plan for Operating During Phases 1, 2, or 3 of the Michigan Safe Start Plan**

*JPEC closed for in-person instruction. Complete online learning for all JPEC students using district learning platform, curriculum resources/supplemental resources, and taught by JPEC staff*

### **Plan Level III | Safety Protocols**

#### ***Individuals on Campus – only essential personnel necessary for daily operations and academic learning***

- District Leadership – only as necessary for operations
- School Leadership – only as necessary for operations and academic programming
- Essential Office Personnel – daily
- Cleaning Staff - daily
- Faculty and support staff - only for the purpose of streaming live classes as required

#### ***Personal Protective Equipment and Hygiene***

- JPEC is closed for in-person instruction
- Essential personnel required to follow all necessary social distancing guidelines and facial coverings will always be worn except for when eating and if alone in an office

#### ***Screening Staff, Students, and Visitors***

- Health screening of essential personnel required daily through Jackson College’s screening checkpoint
- JPEC is closed for in-person instruction and to all others

#### ***Spacing and Movement***

- JPEC will not be used by a licensed childcare provider
- Essential personnel will be permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction

#### ***Cleaning***

- Regular daily cleaning and disinfecting common areas, offices, and restrooms will occur Monday-Thursday, and in-depth sanitizing of all areas will occur weekly on Friday
- General cleaning of classrooms will occur bi-weekly

#### ***Restrictions***

- Campus entry must be scheduled with JPEC district leadership and JC security
- All meetings conducted virtually unless approved special circumstance
- All courses to be taught remotely



### **Plan Level III | Mental & Social-Emotional Health**

***ALL MI Safe Start strongly recommended protocols will be implemented***

#### ***Crisis Response Team Formation and Focus***

- School Counselor to lead Crisis Response Team (CRT)
- CRT will establish crisis management plan that leverages internal and external/community-based resources
- Coordinate with JCISD and facilitate a mental health screener for all students
- School Counselor, as lead of the CRT, will also act as the district's mental health liaison
- Establish ongoing reporting protocols to evaluate physical, social/emotional, and mental health status of students and staff
- CRT will have a communication button on our website for individuals to reach out and request support and/or share needs
- Coordinate directly with School Leaders to provide direct support, intervention, and outreach to identified "at-risk" students
- Provide ongoing resources and supports for staff self-care
- CRT will provide to the President health and wellness information to support students and families with transitioning back to school weekly to be included in the district Notes from the President communication

#### ***Virtual Student Supports***

- Protocols implemented to identify and refer "at-risk" students to Dean and School Leaders for appropriate supports
- Dean to provide ongoing student engagement check-ins
- School Counselor to provide academic guidance, graduation audits, and ongoing 1:1 and small group social/emotional supports
- Trauma Training provided to all staff through a virtual platform
- CRT will compile and regularly update comprehensive lists of wellness resources available to both staff and students

### **Plan Level III | Instruction & Engagement**

***ALL MI Safe Start strongly recommended protocols will be implemented***

#### ***Virtual & Remote Learning***

- School Leaders, Dean of Students, School Counselor, and Faculty gathered feedback from students and parents regarding their experience with virtual learning during the school closure.
  - Strengths identified
    - *District learning management system (LMS) worked very well and students were comfortable accessing courses, resources, assignments, and assessments*
    - *Focus Group Zoom meetings were immensely helpful weekly to keep students engaged and connected*
    - *Faculty office hours were necessary to support with direct instruction and 1:1 support of students in need*
  - Areas of focus
    - *Increase weekly faculty office hour sessions to provide more direct support to students in need*
    - *Increase communication from faculty to students and parents on skill and course progression*



- *Increase structure of courses with timelines and deadlines to support with students' timely engagement and demonstration of skills*
- *Provide access and support with specials – band, choir, art, and physical education*
- Based on community feedback, all core instruction will be provided through the district learning management system (LMS) and accessed virtually by students
  - Students will be provided laptops, school Google accounts, and Schoology accounts to access all necessary courses, material, and resources
  - Students and parents will be provided PowerSchool accounts to manage and review student data and term course progress
  - Parents/Guardians will be provided Schoology accounts to monitor student course and skill progression and to connect directly with Faculty
  - Students/Families will need consistent and reliable access to internet
- All class sessions will be streamed by faculty and follow the district's normal block schedule to provide students increased daily structure.
  - All class sessions will be recorded and uploaded to course shells as resources for students to access when needed.
- Students will be assessed using NWEA virtual assessments and district created pre-assessments to identify current skill progression and inform instructional decisions
- Students with special needs will be provided necessary resources and supports based upon supports outlined in IEPs
- Special education instructor will work directly with general education instructors on delivering virtual learning and assessments as outlined in IEPs
- Continuation of service plans for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers will be coordination with the ISD by JPEC's Provost
- District and school leadership will utilize consistent communication tools (PowerSchool, email, and closed social media groups) to share decisions regarding:
  - Essential Academic Practices
  - Essential Course Competencies
  - Daily and weekly instructional time
  - Assessments
- Daily and weekly monitoring of student engagement, skill demonstrations, and learning access will be conducted by Academic Coaches and Dean of Students
  - Email, phone call, and home visits will be utilized to support sustained student engagement
- Students participating in dual enrollment will be provided additional opportunities for guidance support with School Counselor and college Success Navigator.
  - Dual enrolled students will be provided with a "learning online" tutorial to support with online college courses
  - School Counselor, Provost, and Success Navigator will have consistent meetings to discuss dual enrollment progress and needs
- Student progress, needs, and support will be discussed at weekly staff meetings at the Early College and College Prep
  - Monthly learning and curriculum progress reports will be provided by School Leaders to the President
- An online archive will be provided to faculty through Schoology as a repository for professional resources, online instructional design and practices, and ideas





- Faculty will be provided ongoing training with Schoology and online teaching as needed through the use of professional learning communities and direct 1:1 PD

### ***Athletics & Extracurriculars***

- All athletics suspended
- All extracurriculars suspended

## **Plan Level III | Operations**

### ***Facilities***

- District Return to School Committee (D-RSC) will work directly with the cleaning company to ensure necessary cleaning, disinfecting, and sanitizing supplies are ordered and supplied
- Classrooms will be maintained bi-weekly through general cleaning in the event that students are able to return for in-person instruction
- All common areas, restrooms, and office spaces will be cleaned and disinfected daily in accordance with CDC guidance
- Cleaning staff will be required to wear appropriate facial coverings while onsite cleaning
- JPEC utilizes leased space within Jackson College's campus and as such will not be used for alternative purposes
- D-RSC will coordinate with JCISD and the Jackson County Health Department for support with cleaning supplies as needed

### ***Food***

- While JPEC does not offer a hot lunch program, food care packages will be provided to identified families in need weekly or monthly, and partnerships will be made with local districts to support with food distribution to eligible students
- Efforts will be made to coordinate with local districts to provide food options for qualifying students similar to what occurred during the COVID-19 closure
- Efforts will be made to coordinate with Continental Services with Jackson College as an additional option for food for qualifying students

### ***Technology***

- Based on the district technology survey provided during the COVID-19 school closure 1.5% of students do not have access to consistent and reliable internet. Technology access survey will be provided to all newly enrolled families to ensure students/families in need are identified
  - Students who need consistent and reliable internet will be provided a JPEC tablet and free data plan
  - Students who live in rural areas where internet connection is not possible or extremely limited will be provided paper materials if necessary, for learning prepared by faculty
- JPEC's Technology Team and CFO will be the designated contact for the district and access will be provided through posting contact information on JPEC's website
- Implement device collection, maintenance, and distribution plans facilitated by district technology team to include:
  - Safely bagging devices collected at schools
  - Sanitizing the devices prior to a repair or replacement evaluation





- Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement
- Implement virtual technology plan district wide to include the use of district LMS, protocols for addressing technology device and access issues, and training for faculty and staff
- Technology Team will utilize the district’s current asset tracking tool for all staff and student devices
  - CFO and Technology Team have a triage space prepared to support with efficiently repairing staff/student devices
  - Additional devices have been purchased and prepared as loaner devices
- D-RSC will review and update technology policies as needed
- School Leaders will communicate expectations for grade level time with online learning

***MI Safe Start strongly recommended protocols not implemented***

- Technology
  - *Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.*
  - *Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a “help desk.”*
- Budget, Food Service, Enrollment, and Staffing
  - *Work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment*



## **JPEC Plan Level IV** **Plan for Operating During Phases 4 of the Michigan Safe Start Plan**

*JPEC is open for in-person instruction with more stringent required safety protocols. This phase will include two options for students and families: a hybrid instructional model where there is a balance of students coming to school 2 days/week and working virtually 3 days/week OR to remain fully virtual*

### **Plan Level IV | Safety Protocols**

***ALL MI Safe Start strongly recommended protocols will be implemented***

#### ***Individuals on Campus***

- District Leadership – will be present daily as necessary, may work virtually when able
- School Leadership – will be present daily
- Office Personnel – will be present daily
- Faculty – will be present daily
- Cleaning Staff – will be present daily
- 50% of student population per school will be present on Mon/Tues or Thurs/Frid
- ***\*\*accommodations will need to be provided to staff who have school-age children participating in a hybrid or virtual school model and in need of childcare.***

#### ***Personal Protective Equipment and Hygiene***

- Facial coverings must be worn by all staff at all times except while eating or in an office alone.
  - Staff will be provided facial coverings
  - Staff who are unable to medically tolerate a facial covering will wear a face shield.
- All students in grades 6-12 must wear facial coverings when entering school buildings and at all times during the school day except when eating
  - Students who are unable to medically tolerate a facial covering will be provided a face shield.
  - Students who do not have a facial covering will be provided one
- Education on how to properly put on, wear, and remove facial coverings will be provided to staff, students, and families
- Staff and students will be asked to wash cloth facial coverings daily or wear a new/clean facial covering daily
- Hand sanitizing stations will be available at entry points of school buildings and all staff and students will be required to wear a facial covering and hand sanitize prior to entering a school building
- All classrooms will have wall mounted hand sanitizing dispensers at entry/exit points and students will be required to hand sanitize upon entering each classroom space
- Social distancing guidelines and healthy hygiene procedures will be posted prominently throughout school buildings
- Social distancing foot traffic floor markers will be present throughout school building hallways and office areas
- Information on proper handwashing procedures with soap will be provided to students, staff, and families through the district's Notes from the President communication and posted in school buildings
- Cleaning staff will check soap dispensers and hand sanitizers daily and refill as needed
- Students' personal items will not be shared, and classroom supplies will be provided to individual students so that sharing does not occur



### ***Spacing, Movement and Access***

- Classroom desks will be spaced six feet apart and allow for up to 15 students per class period
- Students will be seated facing a single direction as best as possible
- Weather permitting, classroom and hallway windows will be opened
- Staggered dismissals and directional floor signage will be used to support with foot traffic flow through hallways and common areas
- Faculty will be present at classroom doorways to monitor students in hallways during passing times to ensure social distancing and safety protocols are being met, and that students hand sanitize upon entering classrooms
- Classrooms will be utilized as lunch spaces to ensure social distancing, and multiple exits and staggered dismissals will be utilized to ensure proper social distancing when eating lunch outside

### ***Screening Staff, Students, and Visitors***

- D-RSC coordinated with Jackson County Health Department and Jackson College on protocols for screening students and staff
- All individuals entering campus will be screened for symptoms at the Jackson College checkpoint
  - All staff and students will wear facial coverings and sanitize hands prior to entering school buildings
  - In partnership with Jackson College district administration will maintain records of guests and visitors
- Individuals may use the Crisis Response Team (CRT) contact to inform JPEC of any health issues placing them at higher risk which will the CRT to design an individual plan
  - All information will remain confidential

### ***Protocol for isolating any individual exhibiting symptoms***

- Each school will have a designated “sick room” to quarantine any student that is ill
- Parent will be requested to come and take student home
- Staff member will be expected to leave the school building
- Student/Staff member should be tested for COVID and we will request a doctor’s note clearing individual or identifying a positive case
- Student/Staff member will remain home until cleared to return
- Any individual sent home due to illness or exhibition of symptoms will follow district protocols for returning to school based on CDC guidelines

### ***Communication plan in the event someone tests positive***

- School leaders and office personnel will coordinate and communicate directly with the Jackson County Health Department if a confirmed case of COVID-19 is identified
  - Contact tracing procedures will be implemented
- School leaders will have letters prepared in the event this occurs and the JPEC community will be notified
  - Individuals who have been identified as likely having close contact with the individual who received a positive diagnosis of COVID-19 will be directly contacted
    - Privacy of individuals will be protected
- Coordination must happen between schools depending on the location of the student (classrooms and schedule)
- Deep cleaning and sanitizing of potentially contaminated spaces



### ***Cleaning of School Buildings***

- Cleaning staff will provide consistent and ongoing cleaning and disinfecting throughout both schools.
  - Nightly cleaning and disinfecting of all classrooms, restrooms, and common areas.
  - Deep cleaning and sanitizing of classrooms, common areas, and restrooms will occur on Wednesdays and Fridays.
  - In the event that a staff member or student leaves the school building due to illness, all spaces the individual came in contact with will be cleaned and sanitized.
  - In the event a staff member or student is COVID-19 positive, school closure may occur, and cleaning staff will deep clean and sanitize all classrooms, common areas, and restrooms.
- School buildings will display floor markings to direct foot-traffic flow through all hallways and high traffic areas
- School buildings will display COVID-19 informational signs for students, families, and guests.

### ***Athletics & Extracurriculars***

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Modified health screenings of participants will occur before any event
- All equipment must be disinfected before and after use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact is prohibited.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.

### ***Restrictions***

- Family, visitors, guests will not be allowed in school buildings except under special circumstances determined by District Administration
- In-person student gatherings of over 30 and assemblies are prohibited
- Off-site field trips are prohibited
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another
- JPEC will not provide student transportation

### **Plan Level IV | Mental & Social-Emotional Health**

***ALL MI Safe Start strongly recommended protocols will be implemented***

### ***Crisis Response Team Formation and Focus***

- School Counselor to lead Crisis Response Team (CRT)
- CRT will establish crisis management plan that leverages internal and external/community-based resources
- Coordinate with JCISD and facilitate a mental health screener for all students
- School Counselor, as lead of the CRT, will also act as the district's mental health liaison
- Establish ongoing reporting protocols to evaluate physical, social/emotional, and mental health status of students and staff



- CRT will have a communication button on our website for individuals to reach out and request support and/or share needs
- Coordinate directly with School Leaders to provide direct support, intervention, and outreach to identified “at-risk” students
- Provide ongoing resources and supports for staff self-care
- CRT will provide to the President health and wellness information to support students and families with transitioning back to school weekly to be included in the district Notes from the President communication

### ***On-going Health & Support Monitoring***

- Trauma Training provided to all staff through a virtual platform
- CRT will compile and regularly update comprehensive lists of wellness resources available to both staff and students
- Staff will monitor students’ health throughout the day and contact Dean and Office Staff if a student is identified as being ill or showing symptoms
- Teachers will greet students at classroom entrance to monitor/observe for student illness prior to entering class, and to ensure social distancing expectations are adhered to.
- Any student who exhibits symptoms or self-reports symptoms will be referred to the “sick room” and office staff will follow appropriate procedures.
- The Dean or other administrative staff will escort students to the sick room to ensure possible contact with others and the school environment is minimized.

### **Plan Level IV | Instruction & Engagement**

***ALL MI Safe Start strongly recommended protocols will be implemented***

### ***Virtual & In-Person Learning***

- JPEC’s district survey revealed 74% of respondents would prefer either remaining fully virtual or a hybrid design with students returning to school partly virtual for fall 2020. Additionally, 73% of respondents would prefer their student(s) attend in-person instruction for less than 80% each week.
- Based on community feedback and Jackson College’s decision to remain fully virtual for the 2020-2021 academic year, JPEC students will follow a hybrid model and be placed on either Schedule A or Schedule B to reduce overall student numbers and align to social distancing guidelines for schools
  - Schedule A
    - Face-to-face classes on campus - Mondays & Tuesdays
    - Remote online streaming classes - Thursdays & Fridays
  - Schedule B
    - Remote online streaming classes - Mondays & Tuesdays
    - Face-to-face classes on campus - Thursdays & Fridays
  - All Students & Faculty
    - Remote asynchronous virtual learning – Wednesdays
    - Virtual faculty office hours provided to all students
      - 9:00am-11:00am | Math / Science / Music / Special Education
      - 10:00am-12:00pm | English / Social Studies / Art / Phys. Ed. & Health
      - 12:30pm-2:30pm | Math / Science / Music / Special Education
      - 2:00pm-4:00pm | English / Social Studies / Art / Phys. Ed. & Health
  - *Additional option for students/families to remain fully online and stream all classes will be available*



- Communication regarding the hybrid schedule design, virtual class schedules, learning expectations, and course and skill progressions will be provided through the district Notes from the President
- Support information and resources on how to help students' learning at home will be provided to parents/guardians

### ***Guidelines for when JPEC should close due to an outbreak and transitions to online learning***

- When a student or staff member is sick while at school, we will need to close off spaces potentially infected for deep cleaning.
  - Depending on the extent of potential exposure, we may close for two days to ensure deep cleaning.
- If there is an outbreak within our community of 5% or higher, we will close for two weeks
- If there is an outbreak within the local community and guidance dictates public school closure, JPEC will transition to full virtual learning

### ***District Return to Instruction***

- Goal is for all students to be on track by fall 2021
  - Students will be assessed fall 2020 to determine skill progress and academic needs
  - Enhanced interventions will be implemented for students most in need
    - These students will have individualized plans overseen by Academic Coaches
  - Faculty will stream classes and provide additional intervention resources through the LMS.
- Formal and informal assessments will be used throughout the 2020-2021 academic year.
  - Benchmark assessments will be utilized in the fall and spring
  - Progress monitoring will be done on an approximate 6-week cycle
  - Intervention plans will be updated following progress monitoring cycle
- Departments and teacher teams will meet weekly to discuss curriculum development and/or modifications
- School leaders will assess the effectiveness of interventions and online learning and provide quarterly reports
- Courses will be taught on-site and virtually
  - Students will follow a blended and hybrid schedule attending classes on campus part time and streaming virtual classes part time each week
  - Families and students will be able to choose to remain fully virtual if needed
- Social/Emotional supports will be provided to students both on-site and virtually

### ***Dual Enrollment and 2021 Graduates***

- The early college will maintain a minimum of approximately 80% of normal dual enrollment due to the transition to online courses
  - Students who would be dual enrolling for the first time in Fall 2020 may be delayed in enrolling to ensure a successful first experience
  - Online dual enrollment may be limited to ensure students are supported and successful with the added challenges with online college classes.
- Formal program audits will be conducted for all expected 2021 graduates during Fall 2020
  - Individualized plans will be created to support expected graduates in completing their programs of student or advanced certificates.





## Plan Level IV | Operations

### ***Technology Guidelines and Support***

- Based on the district technology survey provided during the COVID-19 school closure 1.5% of students do not have access to consistent and reliable internet. Technology access survey will be provided to all newly enrolled families to ensure students/families in need are identified
  - Students who need consistent and reliable internet will be provided a JPEC tablet and free data plan
  - Students who live in rural areas where internet connection is not possible or extremely limited will be provided paper materials if necessary, for learning prepared by faculty
- JPEC's Technology Team and CFO will be the designated contact for the district and access will be provided through posting contact information on JPEC's website
- Implement device collection, maintenance, and distribution plans facilitated by district technology team to include:
  - Safely bagging devices collected at schools
  - Sanitizing the devices prior to a repair or replacement evaluation
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement
- Implement virtual technology plan district wide to include the use of district LMS, protocols for addressing technology device and access issues, and training for faculty and staff
- Technology Team will utilize the district's current asset tracking tool for all staff and student devices
  - CFO and Technology Team have a triage space prepared to support with efficiently repairing staff/student devices
  - Additional devices have been purchased and prepared as loaner devices
- D-RSC will review and update technology policies as needed
- School Leaders will communicate expectations for grade level time with online learning
- IT Director and Tech Team will provide ongoing support to schools through a "ticket" system
  - Access and contacting tech service and support will be posted on district website
- Technology service tracking tool will also include remote access and supports and will be monitored monthly to ensure the tool is functioning properly, and tracking is up to date and accurate.
- Dean of Students and School Counselor will liaise with students and families to ensure appropriate tech support is in place and schools are meeting tech needs.
  - Students and families will also be able to contact the IT Director and Tech Team.
- IT Director will provide school leaders with device collection and maintenance guidance for fall and spring/summer.
  - Guidance will include asset tracking of student and staff devices and equipment
- IT Director will provide the Return to School Committee with an evaluation of infrastructure and any necessary updates, as well as a process for supporting students' technology needs while working remotely.

### ***Social Distancing Strategies***

- Spaces that do not allow for social distancing will be restricted
- Large group gatherings are prohibited
- Decreased class sizes to 50% (approx. 15 students)
- Directional flow of foot traffic will be designated through hallways
- Common areas and offices will have restricted access
- Social distancing guidelines for guests/visitors





- Parent/guardians dropping off or picking up students will be expected to remain in cars and students will be escorted out of the building
- Guests/visitors will go through health screening prior to entering a school building, and will be expected to follow social distancing restrictions accessing offices or conference areas
- School office personnel will have glass or protective shields separating them from guests, students, and staff entering the office
- Coordinate with Jackson Transportation Authority on safety and social distancing guidelines

### ***Updated Cleaning Practices***

- Increased cleaning practices will be implemented in classrooms with faculty and students helping to clean desks, chairs, and doors after each class period
- Cleaning staff will sanitize classrooms, restrooms, and common areas nightly
- Twice a week the cleaning staff will deep clean and sanitize both schools
- All classroom tables, desks, light switches, phones, and doors will be cleaned and sanitized daily
- Necessary classroom materials will be provided for individual use
- Classrooms will provide appropriately social distanced seating for students and be reduced to 15 students per class period
- Each school building will have a designated “sick room” to quarantine any individuals who become ill and/or exhibit symptoms while on-site.
- School Leaders will meet with cleaning staff monthly to review cleaning guidelines and make necessary adjustments

### ***District Facilities Guidance***

- All necessary materials and supplies for a safe return to school will be provided to schools.
  - Cleaning supplies for office and classrooms
  - Thermometers
  - Directional signage
  - Hand sanitizing stations
  - Consumable masks for students and guests
- Daily cleaning will be done in classrooms, offices, and common areas after use.
  - Teachers will work with students to clean all desks, chairs, and doors after use
  - Administration will ensure staff kitchens, conference rooms, and offices are cleaned after use (desks, chairs, and doors).
- Guidance regarding personal hygiene will be provided to students and staff by School Leaders
- School buildings will have a single-entry point to manage health screenings and safety protocols
- D-RSC will coordinate with Jackson College’s facility team to check HVAC systems and air filters
- The President, School Leaders, and cleaning staff will conduct a facility walkthrough to ensure readiness for students and staff
- Legal counsel will be consulted on potential liability for JPEC
- D-RSC will plan the use of state and federal grant dollars to be used to support with safety and technology needs

### ***Attendance Updates***

- Absenteeism tracking for students and staff will be enhanced
- Staff Life-Fit policy will remain in effect, however additional tracking of time off reasons will be documented and managed by the President and COO.



- Student attendance policies will have increased flexibilities
  - Students will be accommodated through virtual learning and streaming classes
  - Families will be allowed to choose to remain remote and virtual with attendance being noted through online course and Focus Group engagement and participation

***MI Safe Start strongly recommended protocols not implemented***

- Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.
- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Bussing Protocols



## **JPEC Plan Level V** **Plan for Operating During Phases 5 of the Michigan Safe Start Plan**

*JPEC is open for in-person instruction with moderate required safety protocols. This phase would include students on campus five (5) days a week for in-person instruction. Students/Families would still have the option to remain fully virtual.*

### **Level V | Safety Protocols**

#### ***Individuals on Campus***

- District Leadership – will be present daily
- School Leadership – will be present daily
- Office Personnel – will be present daily
- Faculty – will be present daily
- Cleaning Staff – will be present daily
- Students are able to return to school five days a week

#### ***Personal Protective Equipment and Hygiene***

- Facial coverings must be worn by all staff at all times except while eating or in an office alone.
  - Staff who are unable to medically tolerate a facial covering will wear a face shield.
- All students in grades 6-12 must wear facial coverings when entering school buildings, walking in hallways, and while in classrooms.
  - Students who are unable to medically tolerate a facial covering will be provided a face shield.
- Hand sanitizing stations will be available at entry points of school buildings.
- All classrooms will have wall mounted hand sanitizing dispensers at entry/exit points.
- Social distancing guidelines and healthy hygiene procedures will be posted prominently throughout school buildings
- Necessary classroom materials will be provided for individual use
- Classrooms will provide appropriately social distanced seating for students and be reduced to 15 students per class period
- Each school building will have a designated “sick room” to quarantine any individuals who become ill and/or exhibit symptoms while on-site.

#### ***Screening Staff, Students, and Visitors***

- All individuals entering campus will be screened for symptoms at the Jackson College checkpoint
  - All staff and students will wear facial coverings and sanitize hands prior to entering school buildings
  - In partnership with Jackson College our district administration will maintain records of guests and visitors

#### ***Social Distancing Strategies***

- Spaces that do not allow for social distancing will be restricted
- Large group gatherings are prohibited
- Directional flow of foot traffic will be designated through hallways
- Social distancing guidelines for guests/visitors



- Parent/guardians dropping off or picking up students will be expected to remain in cars and students will be escorted out of the building
- Guests/visitors will go through health screening prior to entering a school building, and will be expected to follow social distancing restrictions accessing offices or conference areas
- School office personnel will have glass or protective shields separating them from guests, students, and staff entering the office
- Stagger use of common areas, access and exits during breaks, and end of day dismissal to accommodate for social distancing

### ***Spacing, Movement, and Access***

- Students will be spaced out as much as feasible in classrooms and seating will be designed so that students will be facing in a single direction
- Windows in classrooms and hallways will be open weather permitting
- Social distancing and foot traffic flow floor markings will be placed in hallways and office areas
- Staff will monitor arrival and dismissal and transitions in hallways to ensure safety protocols are being met
- Gatherings, whether indoor or outside, will meet executive orders regarding caps on congregations

### ***Protocol for isolating any individual exhibiting symptoms***

- Each school will have a designated “sick room” to quarantine any student that is ill
- Parent will be requested to come and take student home
- Staff member will be expected to leave the school building
- Student/Staff member should be tested for COVID and we will request a doctor’s note clearing individual or identifying a positive case
- Student/Staff member will remain home until cleared to return

### ***Communication plan in the event someone tests positive***

- School leaders and office personnel will coordinate and communicate directly with the Jackson County Health Department if a confirmed case of COVID-19 is identified
  - Contact tracing procedures will be implemented
- In the event that a positive case of COVID-19 is found to have been on campus, contact tracing will occur, quarantine procedures will be followed, and deep cleaning and sanitizing of school spaces will be done.
- School leaders will have letters prepared in the event this occurs
- Coordination must happen between schools depending on the location of the student (classrooms and schedule)
- Will need cleaning/sanitizing details to be able to communicate

### ***Athletics & Extracurriculars***

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Modified health screenings of participants will occur before any event
- All equipment must be disinfected before and after use.
- Spectators are allowed but limited to 50 individuals and must wear facial coverings and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.



- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

### ***Restrictions***

- Family, visitors, guests will have minimal access to school buildings determined by District Administration

### ***MI Safe Start strongly recommended protocols that will not be implemented***

- Food services protocols
- Busing protocols

## **Plan Level V | Mental & Social-Emotional Health**

### ***Crisis response team (CRT) focused on students and staff wellbeing***

- School Counselor to lead Crisis Response Team
- Establish crisis management plan that leverages internal and external/community-based resources
- CRT will have a communication button on our website for individuals to reach out
- School level outreach to identified “at-risk” students, and implement process for rapid referral of students for supports
- Set health guidelines when responding to a student who is sick
- The CRT will work directly with the President to determine necessary changes to school-based health screenings
- Establish ongoing reporting protocols to evaluate physical, social/emotional, and mental health status of students and staff
- Provide resources and supports for staff self-care
- Facilitate a mental health screener for all students

### ***On-going Health & Support Monitoring***

- Trauma Training provided to all staff through a virtual platform
- CRT will compile and regularly update comprehensive lists of wellness resources available to both staff and students
- Staff will monitor students’ health throughout the day and contact Dean and Office Staff if a student is identified as being ill or showing symptoms
- Teachers will greet students at classroom entrance to monitor/observe for student illness prior to entering class, and to ensure social distancing expectations are adhered to.
- Any student who exhibits symptoms or self-reports symptoms will be referred to the “sick room” and office staff will follow appropriate procedures.
- The Dean or other administrative staff will escort students to the sick room to ensure possible contact with others and the school environment is minimized.



## **Plan Level 5 | Instruction**

### ***District Return to Instruction***

- All students are able to return for face-to-face instruction five days a week
- Goal is for all students to be on track by fall 2021
  - Students will be assessed fall 2020 to determine skill progress and academic needs
  - Enhanced interventions will be implemented for students most in need
    - These students will have individualized plans overseen by Academic Coaches
  - Formal and informal assessments will be used throughout the 2020-2021 academic year.
    - Benchmark assessments will be utilized in the fall and spring
    - Progress monitoring will be done on an approximate 6-week cycle
    - Intervention plans will be updated following progress monitoring cycle
  - Families and students will be able to choose to remain fully virtual if needed

### ***Guidelines for when JPEC should close due to an outbreak and transition to online learning***

- When a student or staff member is sick while at school, we will need to close off spaces potentially infected for deep cleaning.
  - Depending on the extent of potential exposure, we may close for two days to ensure deep cleaning.
- If there is an outbreak within our community of 5% or higher, we will close for two weeks
- If there is an outbreak within the local community and guidance dictates public school closure, JPEC will transition to full virtual learning

### ***Dual Enrollment and 2021 Graduates***

- The early college will maintain a minimum of approximately 80% of normal dual enrollment due to the transition to online courses
  - Students who would be dual enrolling for the first time in Fall 2020 may be delayed in enrolling to ensure a successful first experience
  - Online dual enrollment may be limited to ensure students are supported and successful with the added challenges with online college classes.
- Formal program audits will be conducted for all expected 2021 graduates during Fall 2020
  - Individualized plans will be created to support expected graduates in completing their programs of student or advanced certificates.

## **Plan Level V | Operations**

### ***Social Distancing Strategies***

- Spaces that do not allow for social distancing will be restricted
- Large group gatherings are prohibited
- Directional flow of foot traffic will be designated through hallways
- Social distancing guidelines for guests/visitors
  - Parent/guardians dropping off or picking up students will be expected to remain in cars and students will be escorted out of the building
  - Guests/visitors will go through health screening prior to entering a school building, and will be expected to follow social distancing restrictions accessing offices or conference areas



- School office personnel will have glass or protective shields separating them from guests, students, and staff entering the office
- Stagger use of common areas, access and exits during breaks, and end of day dismissal to accommodate for social distancing.

### ***Updated Cleaning Practices***

- Increased cleaning practices will be implemented in classrooms with students helping to clean desks, chairs, and doors after each class period
- Cleaning staff will sanitize classrooms, restrooms, and common areas nightly
- Deep cleaning and sanitizing of both schools will happen weekly

### ***Cleaning of School Buildings***

- Cleaning staff will provide consistent and ongoing cleaning and disinfecting throughout both schools.
  - All classroom tables, desks, light switches, phones, and doors will be cleaned and sanitized daily
  - Nightly cleaning and disinfecting of all classrooms, restrooms, and common areas.
  - Deep cleaning and sanitizing of classrooms, common areas, and restrooms will occur weekly.
  - In the event that a staff member or student leaves the school building due to illness, all spaces the individual came in contact with will be cleaned and sanitized.
  - In the event a staff member or student is COVID-19 positive, school closure may occur, and cleaning staff will deep clean and sanitize all classrooms, common areas, and restrooms.
- School buildings will display floor markings to direct foot-traffic flow through all hallways and high traffic areas.
- School buildings will display COVID-19 informational signs for students, families, and guests.

### ***District Facilities Guidance***

- All necessary materials and supplies for a safe return to school will be provided to schools.
  - Cleaning supplies for office and classrooms
  - Thermometers
  - Directional signage
  - Hand sanitizing stations
  - Consumable masks for students and guests
- Daily cleaning will be done in classrooms, offices, and common areas after use.
  - Teachers will work with students to clean all desks, chairs, and doors after use
  - Administration will ensure staff kitchens, conference rooms, and offices are cleaned after use (desks, chairs, and doors).
- Guidance regarding personal hygiene will be provided to students and staff by School Leaders