
COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Muskegon Heights Public School Academy System

Address of District: 2441 Sanford Street, Muskegon Heights, MI 49444

District Code Number: 61905

Web Address of the District: www.mhtigers.org

Name of Intermediate School District: Muskegon Area ISD

Name of Authorizing Body (if applicable): Muskegon Heights Public Schools

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District Mission, Vision and Beliefs



Vision

Empowering Ferocious Scholars to be the Leaders of Tomorrow

#TogetherWeRise

Mission

Our mission is to provide a comprehensive, equitable system where all stakeholders work collaboratively to hold the success of each and every learner as the highest priority. We are committed to a climate that embraces student values, beliefs, backgrounds, and identities in a safe, welcoming and joyful environment. Through relentless urgency, we empower students with the academic and non-academic supports they deserve to reach their potential. Our scholars define their own success realizing they are the key to a future of meaningful options.

Beliefs:

- We must challenge the status quo.
- We can not wait until it is convenient for adults.
- We are only limited by our creativity.
- Our students deserve more and we are their advocates.
- Distractions prevent progress.
- No one is alone in this work, 'I've got you'
- We must laugh together.
- EVERY decision must be weighed against the benefit and cost for our students.
- We've got this!

Leadership Team

- Rané Garcia, Superintendent
- Jen Saylor, Assistant Superintendent
- Dr. Arnetta Thompson, Talent Management Director
- Dawn Koster, Business Manager
- Heidi Strasser, Special Education Director
- Rachel Clark, Executive Administrative Coordinator
- Jen Bouwman, Strategic Plan/Partnership Agreement Coordinator
- Eddies Jones, Principal, Muskegon Heights Academy
- Vanessa Marble, Principal, Dr. Martin Luther King Academy
- Charlie Lovelady, Principal, Edgewood Academy

Preparedness Plan Assurances

The Muskegon Heights Public School Academy System agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Learning Model Definitions

Learning Models will be implemented according to what the Governor's [MiSafeStart Plan](#) allows. We will be prepared to switch fluidly between models as the health data improves or worsens.

Muskegon Heights In-Person Learning

Muskegon Heights Public School Academy System educator created learning experiences offered fully in-person. This option will be district-wide if the Governor AND MHPSAS Board of Education determines it is safe to have all kids back in school full time (aka Phase 6 in [MiSafeStart Plan](#)). Clean and safe protocols will be implemented.

Muskegon Heights Hybrid Learning

Hybrid learning will be offered district-wide if the Governor AND MHPSAS Board of Education determines it is safe to provide in-person instruction with required and highly recommended protocols from the Mi Safe Schools Return to School Roadmap included. This program is a standards-based curriculum, facilitated by a Muskegon Heights PSAS, Michigan-Certified teacher with MHPSAS created or curated content delivered fully remote via a Learning Management System (Google Classroom) and in-person learning with a reduced schedule to meet highly recommended protocols for social distancing and safety. There will be accountable expectations balanced with appropriate compassion. Instruction will include synchronous(live) and asynchronous(not live) sessions with direct feedback from the classroom teacher. The district will provide access to a technology device and home internet so that all students can access the virtual learning platform. Students will maintain access to MHPSAS Teen Health Center (telehealth) and MHPSAS remote technology support systems.

MHPSAS Distance Learning

Distance Learning will be offered district-wide if the Governor and/or the MHPSAS Board of Education determines it is not safe to provide in-person instruction. This option is offered to families who feel their children may be safer at home at any point in the school year. This program is a standards-based curriculum, facilitated by a Muskegon Heights PSAS, Michigan-Certified teacher with MHPSAS created or curated content delivered fully remote via a Learning Management System (Google Classroom). There will be accountable expectations balanced with appropriate compassion. Instruction will include synchronous(live) and asynchronous(not live) sessions with direct feedback from the classroom teacher. The district will provide access to a technology device and home internet so that all students can access the virtual learning platform. In Phase 4, one-on-one and small group face-to face tutoring will be offered on an appointment basis. All required and highly recommended protocol will be in place during face-to-face in person learning. Students will maintain access to MHPSAS Teen Health Center (telehealth) and MHPSAS remote technology support systems.

Distance/Hybrid Comparison

MUSKEGON HEIGHTS

Distance
and
HYBRID



2020-2021 School Year



Distance Learning

Available during Phases 1-3

ECSE-12th grade online
Attendance, assignments, and
grading expectations

House calls when needed to
ensure success

No classroom related risk of
virus spread

Change Per State Guidelines-
5 days of breakfast and lunch
delivered only to students
enrolled at MHPSAS

Added during Phase 4



Small group or one-on-one in
person instruction by
appointment

**Distance Learning will be
available all year by choice,
regardless of phase.**



Hybrid Learning

Available in Phase 5

Learning online part time,
learning in person part time

Schedule will be adjusted to
allow for social distancing.

All teachers and students:
Masks required throughout
the day when not eating

Daily temperature checks
prior to entering bus and
school building

Breakfast and lunch at school

**Need more
information?
Call us at 830-3703**

Offered in BOTH Settings

- A computer and home internet
- Research based, high quality curriculum
- Professional teachers who you know and care about you
- Sports, Clubs and Wellness opportunities
- K-8 Uniforms waived for the 20-21 school year
- Helpline for tech support

**Need support with daycare
or supervision?
Fill out this form:
<https://bit.ly/DaycareHelp>**



**For all
instructional
options teachers
will:**

*take attendance, daily
attendance is expected

*monitor participation
and assignment
completion on a regular
basis

*provide continuous
feedback in various
formats

*differentiate instruction
to meet each student's
needs

*provide small group
and/or one-on-one
support

Preparedness Plan

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

In accordance with Executive Order 2020-142 the following parts of the plan are included:

Phase 1, 2, or 3 of the Michigan Safe Start Plan

The district plans to use a remote model of instruction using Google Classroom as the online learning management system. All students will be offered a technology device and home internet. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will provide clear expectations for attendance, assignments and grades. Students will be incentivized to have full and active engagement. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, text messages, etc.), through weekly phone calls, and multiple communications each week through Google Classroom, with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology.

Content will be delivered through Google Classroom. Synchronous and asynchronous instruction will be provided 5 days a week.

Teachers will monitor student access and assignment completion on a regular basis within Google Classroom. Teachers will provide feedback to students on assignments through Google Classroom as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. One on one meetings or phone calls may also be used as a follow-up as needed.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where the plan can be accessed. The plan will be posted in a prominent location on our district website and on MHPSAS social media accounts.

For our students in dual enrollment courses we will work with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments and provide feedback. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the building systems operated through the structure of the BAN

(Building Acceleration Network)Team to develop a plan to connect with the student and family. Additional support may be sought to make these connections through the Interconnected System Framework (ISF) (i.g. MyAlliance, Hackley Community Care, Boys and Girls Club, Project Focus)

Schools will implement a mental health screening for all students by a trained professional, if possible. The district will establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to ISF supports. The ISF team will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or ISF team to make the necessary follow-up.

Phase 4 of the Michigan Safe Start Plan

In Phase 4 MHPSAS will begin a phased in approach to face to face instruction, when it is deemed a safe and healthy practice for our students and staff. Distance Learning will occur with synchronous and asynchronous instruction online as outlined in Phase 1,2, and 3. Individual students who need extra support or tutoring will be invited to school for face-to-face appointments, families may choose to accept or decline these appointments. During Phase 4 all required and highly recommended protocols will be followed as outlined here:

Face coverings

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- 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 in school.
- Signage will be prominent throughout all buildings and buses to demonstrate proper face covering.
- People are expected to supply their own clean face coverings.
- Disposable face coverings will be available in each main office.
- A note from a physician will be required for anyone deemed medically unable to wear a face covering. A master database will be maintained containing exempted individuals.
- Expectations for wearing face coverings will be explicitly taught and reinforced with students.
- Students who follow the expected guidelines for wearing a mask will be provided positive acknowledgment.
- Students who are capable of wearing a face covering, and who report to school or a bus without one, will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
- Refusal to wear a face covering will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance 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 school staff. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and face progressive disciplinary measures up

to and including termination.

- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the building principal prior to the visit.
- Guests pre-approved to enter the building by the principal (presenters, substitute teachers, etc) who do not have their own face covering will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by a school safety team member or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building principal for review and decisive action.

Hygiene

- Every classroom will have access to a handwashing station or hand sanitizer.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted. Including:
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Lessons will be utilized to teach and reinforce proper coughing, sneezing, tissue use, and handwashing techniques.
- Staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues.
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways.
 - Custodial staff will monitor hygiene supplies, refill as needed, and document through monitoring form a minimum of four times daily.
 - Procure hand sanitizing stations where needed.
- Students will not share personal items and supplies such as writing utensils.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
- Use of classroom materials will be limited to small groups with disinfecting in between use. Individual supplies will be utilized whenever possible.

Cleaning

- District Level Administrators and Building Operations will meet 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.
- An inventory related to all cleaning supplies that are in compliance with MIOSHA related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided spray bottles with MIOSHA compliant disinfectant and paper towels in order to address new cleaning protocols. Classroom staff should only be disinfecting surfaces and touch points. Hazardous cleanups will be directed to the custodial staff.

- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas on a four hour cycle when students are in the building and following any evening activities in the building. When students return to in class instruction custodians will increase daily teams to comply with the four hours cycle of touch points and common areas. Custodians will note the time and date and initials on a chart that is kept daily.
- Libraries, art, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground equipment cleaning will use our standard practice.
- A training will be conducted to ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Athletics

- The system will 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.
- Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use. Coaches will be responsible for ensuring this takes place.
- Spectators (in allowable numbers) will wear face coverings and maintain six feet of distance from all non-household members at all times. Entry and exit points will be monitored by school staff to maintain proper distancing.
- 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 must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

Screening

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be guided by the Health Department for modifications and updates into the future.

Student

- Families are expected to check their child's temperature at home daily before coming

to school, and to keep them home if a child has a temperature of 100.3 or greater. Families are also asked to monitor their child for symptoms of COVID-19, and follow up following health department guidelines if symptoms exist. Families should inform the System if anyone in their household has been exposed to someone with COVID-19.

- Students will have a temperature screening prior to entering the school building.
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE and communication tools. Students with symptoms of COVID-19 will be sent to the isolation room.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student. Contact information to the health department will be provided.
- Parents will need to follow Health Department protocols prior to returning to school. Communication from the main office to the family will be ongoing to assist as needed.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Staff

- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 systems will be required to report this to the school through the Google form as well as through AESOP. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine based on Health Department guidelines for COVID-19 will NOT count against employee sick time allocations. Employees in quarantine whose health allows are asked to support MHPSAS learning plans from quarantine, if possible.

Testing

District and Building Implementation Plan:

- The district will follow the protocols in the Muskegon County Health Department Return to School Toolkit for staff and students who are confirmed positive, symptomatic pending results, or the household member or close contact of an individual who is confirmed or symptomatic pending results.

Busing and Student Transportation

- Students will have a temperature screening prior to entering the bus, students with a temperature above 100.3 will not be allowed on the bus.
- Students will use supplied hand sanitizer as they load the bus.
- Students will be assigned a seat by the bus aide to allow for social distancing.
- When medically able, bus drivers, staff, and students will wear a face covering while on the bus.
- Buses, including frequently touched surfaces, will be cleaned and disinfected before and after every route. Children must not be present when a vehicle is being cleaned.
- All transportation related equipment will be cleaned, sanitized, and disinfected as required.
- Signage will be placed on each bus to address the use of face masks, and for proper sneezing/coughing and hand cleaning techniques.
- A plan will be created for getting students home safely if they are not allowed to board the bus.
- Students who become sick during the day will not use group transportation to return home.
- Bus drivers who become sick during the school day will follow proper protocols and not return to drive students that day.
- When possible, doors and windows will be open when cleaning the vehicle and between trips to let the bus air out between trips.
- When possible, windows will be open while the bus is in motion to increase air circulation.

Phase 5 of the Michigan Safe Start Plan

Phase 5 will see the movement from Distance Learning to Hybrid Learning for interested families. All required and strongly recommended protocols will be followed in each phase, based upon guidance by the Department of Public Health Muskegon County. Students and parents will continue to have choices in regard to practicing self care and the method of instructional delivery.

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [Draft August 10, 2020 Board Meeting Minutes](#)

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

MHTigers.org

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Rané M. Garcia

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: [To be completed by Authorizer](#)