

**DR. JOSEPH F. POLLACK ACADEMIC CENTER OF EXCELLENCE  
OAKLAND COUNTY, MICHIGAN**

At a regular meeting of the Board of Directors of the Dr. Joseph F. Pollack Academic Center of Excellence, Oakland County, Michigan (the "Academy") was held on the 11<sup>th</sup> day of August, 2020 at 5:00 p.m. local time it is the recommendation of the Chief Financial Officer to approve the COVID-19 Preparedness and Response Plan .

PRESENT: Members: Jasmine Henry, Floyd Jean Webb, Courtney Lockhart

Denise Bennett, Tina Poole

ABSENT: Members: Deronda Dinkins

**RESOLUTION FOR THE COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Ayes: Jasmine Henry, Floyd Jean Webb, Courtney Lockhart Denise Bennett, Tina Poole

Nays: NONE

**RESOLUTION DECLARED ADOPTED.**



# PACE Academy

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## Covid-19 Preparedness and Response Plan

2020-2021 School Year





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## COVID-19 Preparedness and Response Plan

Address of School District: **23777 Southfield Road Michigan 48075**

District Code Number: **63910**

Building Code Number(s): **08702**

District Contact Person: **Kiran Rai**

District Contact Person Email Address: **[krai@pacek-8.org](mailto:krai@pacek-8.org)**

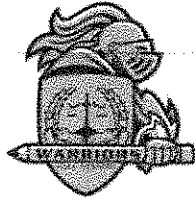
Local Public Health Department: **Oakland County Health Division**

Local Public Health Department Contact Person Email Address: **whitakera@oakgov.com**

Name of Intermediate School District: **Oakland Schools**

Name of Authorizing Body: **Eastern Michigan University**

Date of Adoption by Board of Directors: **August 11th, 2020**



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## 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 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 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.

  
Denise Bennett, President of the Board of Directors

Aug 11, 2020  
Date



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## Introduction and Overview

Dr. Joseph F. Pollack Academic Center of Excellence has put forth our best efforts in creating a back to school preparedness plan that ensures the safety of our overall community and best fits the needs of our students and staff. Input from staff and parents were used in conjunction with our foundational values to create a plan that warrants a safe, secure, and stimulating environment where children will continue to recognize and achieve their fullest potential. Adhering to PACE Academy's mission and vision, our taskforce has created meaningful educational opportunities for our students to reach their full potential in both an in-person and virtual learning setting. Parents as well as staff of PACE Academy were surveyed about their needs for in-person and at-home learning. Both parties were given opportunities to express concerns, suggestions, and input to ensure all stakeholders were involved in the decision-making process. The data and feedback received, along with the MI Safe Schools Return to School Roadmap, is what drove the taskforce when creating our Preparedness Plan.



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## **Phase 1, 2, or 3 Safety**

### **Required Protocols**

This includes the closure of the school building for in-person instruction and to anyone other than 1) district employees or contractors necessary to conduct minimum basic school operations, 2) food service workers preparing food for distribution to students or their families, and 3) licensed child-care providers and the families they serve. It also includes the suspension of all athletics and busing operations.

### **Presence of School Employees**

School employees and contractors will be physically present in the school building at scheduled times for the purposes of conducting basic school operations, which may include remote live instruction, food distribution, cleaning, front office duties and administrative duties. Employees or contractors conducting minimum basic school operations will be required to follow the CDC guidelines for mask-wearing and physical distancing of six feet or more while present in the building.

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

PACE Academy will be closed for in-person instruction, however, employees or contractors conducting minimum basic school operations will be required to wear PPE, such as masks and gloves, and will adhere to the CDC guidelines for handwashing.

### **Spacing and Movement**

PACE Academy will be closed for in-person instruction, however, employees or contractors conducting minimum basic school operations will be required to follow the CDC guidelines for social/physical distancing of six feet or more while present in the building.

### **Screening Students**

PACE Academy will be closed for in-person instruction, therefore student screening would not be necessary.

### **Responding to Positive Tests Among Staff and Students**

PACE Academy will be closed for in-person instruction, however, we will follow the Health Department Guidelines for notifying other staff members that may have come in contact with the individual.

### **Food Service**

If it is safe to do so, as a Community Eligibility Provision (CEP) school, PACE Academy will ensure that students have breakfast and lunch meals by conducting distribution following all CDC guidelines.



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## **Athletics and Extracurricular Activities**

PACE Academy will be closed for in-person instruction, therefore all athletic and after-school activities will be suspended.

## **Cleaning**

While PACE Academy is closed for in person instruction, cleaning protocols will be adjusted to ensure the school building remains functional. Though there will be a minimum number of staff members in the building, the cleaning company will be required to clean common areas with special attention to doorknobs, light switches, hallways, restrooms, and administrative offices.

## **Licensed Child Care Provider**

PACE Academy is not able to provide child care for frontline workers.

## **Busing**

PACE Academy will suspend busing operations.





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

### **Student Support**

- PACE Academy will establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams such as the behavior intervention support team (BIS), parent liaison, school nurse, director of special education or administration.
- Staff will be provided with ongoing professional development. They will also be provided resources by the BIS team and the school nurse.
- PACE Academy administration has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- The BIS team, parent liaison and school nurse will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Teachers will teach weekly SEL lessons and will provide a space for students to share out during online instruction.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - ~Destigmatization of COVID-19
  - ~Understanding normal behavioral response to crises
  - ~General best practices of talking through trauma with children
  - ~Positive self-care strategies that promote health and wellness
- The school leadership team, BIS, and/or physical educator/health instructor, school nurse and parent liaison will host meetings and provide information on an ongoing basis.
- Information will also be provided via Class Dojo, Remind, Memo's, Google Classroom and PACE Academy's website.

### **Staff Support**

- PACE Academy teachers will work with BIS, parent liaison and administration if there are concerns about a student. A meeting will be set up with the student/family via Zoom.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of



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topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

- PACE Academy has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of students, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources bi-weekly.
- Wellness resources will continue to be provided by the BIS team, school nurse and administration bi-weekly in the weekly warrior newsletter.
- PACE Academy will have ongoing reporting protocols for school staff to evaluate physical and mental health status. Staff will be able to voluntarily complete a personal assessment and submit to administration for additional resources and support.
- Provide resources for staff self-care, including resiliency strategies bi weekly in the weekly warrior newsletter.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.



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## Phase 1, 2, or 3 Instruction

Building a reopening plan that takes into account common lessons learned within PACE Academy will help create an infrastructure aligned to student, family, and staff needs. Documenting the successes and challenges in the spring 2020 distance learning implementation will inform decisions and planning for the reopening of schools in the fall 2020. Below are the challenges and successes documented by PACE staff that have impacted student achievement and well being.

### Instruction:

- Consistent implementation of an instructional model to promote equity
- More synchronous student learning (live, interactive learning) is preferred. Increased access to live teaching experiences is needed to reduce family burden to support student learning

### Equity Concerns

- 1:1 Technology and connectivity must be provided by the Academy to ensure that all students can participate equitably in online instruction.
- Support services are in place to accommodate students' ability to equitably participate in online learning

### Instructional Practices

- Staff need dedicated and consistent time to plan and work in collaborative teams
- Ongoing professional development is needed to strengthen virtual teaching strategies
- Digital programs/resources should be integrated into daily instruction
- Grading policies should be carefully crafted to motivate student engagement

### Technology

- Timely distribution of chromebooks and hotspots
- Staff need shared professional training to learn virtual platforms and video conferencing
- Students must have secure ways to access synchronous learning

In Phases 1,2, or 3, PACE Academy, will deliver instruction remotely. The Academy will use Google Classroom as a common platform across all grades and Fine Arts for distributing and grading assignments. All PACE staff will be trained and certified, as well as, all parents will be provided an opportunity to learn and be trained in the platform through virtual parent meetings. During remote learning the Academy will adhere to the vision of instruction by providing high quality, rigorous and standards based instruction through the expansion of digital curriculum resources.

To support the curriculum, all students will receive 1:1 core text, workbooks, math manipulatives and 1:1 chromebooks

to ensure students have access to Google Classroom, Curriculum digital tools (Wit & Wisdom, Eureka, TCI Science and Social Studies and Open Court), Pathblazer, Mobymax, Raz Kids and other selected digital resources. Students will receive a combination of synchronous (live/



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real-time), asynchronous (flexible timed), and digital modes of instruction. See below for additional details that specify the remote learning plan and how students and families will access the alternative mode of instruction.

## **Technology**

In May, the Academy purchased 1:1 technology for all students Kindergarten - Eighth Grade for the 2020/21 school year. This expansion will allow access to a personally assigned PACE Academy Chromebook for use at home and at school to support virtual learning and access to school selected digital programs.

## **Curriculum**

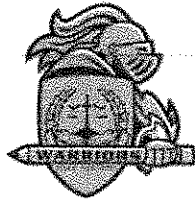
Recognizing the challenges and limitations many students may have experienced with learning during spring 2020, PACE Academy is revising curriculum guides at the elementary and middle school levels to highlight priority standards for each grade level, as well as, the prerequisite knowledge and skills learners need in order to be successful with grade level content. Our focus will be uncovering and addressing unfinished learning in the context of grade level work. Instructional Coaches will facilitate PLCs to support teachers and offer strategies to support learners with differing needs.

## **Assessment**

Uncovering and addressing unfinished learning in the context of grade level work. Assessments will be used to determine how to bring students into grade-level instruction. Staff will norm formative practices: Exit tickets, students' work, and student discussions. Staff will use these sources of information to inform instructional choices in connection with high-quality instructional materials. Assessments will include NWEA, Fountas & Pinnell Benchmark, ANET Interim Assessments, and Core Curriculum End of Module Assessments.

## **Special Education**

Students with IEPs and 504 Plans, along with the staff who work closely with them will develop guidance around remote learning. All students' IEPs, 504 Plans will be reviewed with our general and special education teacher to reflect the child's needs based on assessment data, parent feedback, and design accommodations to match services accordingly. Virtual intervention and support services will continue with the students' plan that has been developed based on individual student needs. Special attention will be given to the instructional model, students' learning environment and any other circumstances. Structures have been prioritized for the general and special education teacher to collaborate on plans to deliver assessments and instruction as outlined on students' IEPs. Individual student needs will be considered in all aspects of accessibility and technology assistance.



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## **Communication & Family Supports**

Communication will continue to be a high priority for PACE to keep families informed of school happenings. We will continue to communicate with parents via email, phone, virtual Town Hall meetings and if necessary, US mail by School Leadership, the Family & Student Support Coordinator and teacher communication tools to ensure families are receiving appropriate and timely communication regarding expectations, building updates and resources. Also, the Academy will deploy virtual Parents as Partners meetings to provide training for families on accessing and using the school's digital systems and tools to build digital literacy.

## **Monitoring**

The Academy will send quarterly surveys to students and families to assess and monitor our 1:1 technology initiative, the quality of virtual learning and overall instruction.

## **Professional Learning**

PACE Academy created a professional development calendar for the 2020-21 school year to support the implementation of our learning plan. Careful and intentional supports have been put in place to ensure ample planning time for staff to acclimate themselves to new training, curricula resources and to plan for a strong implementation. Professional learning will include Google Classroom. All staff, including leadership, will receive training on digital tools to enhance student learning. Other professional learning include social-emotional learning, support focusing on priority standards and prerequisite skills, vertical collaboration to discuss unfinished learning and the implementation of new components of curriculum resources which address virtual/remote learning. The Academy will continue to build staff capacity around virtual learning and strategies to ensure each staff member is prepared to instruct successfully.

## **Attendance**

Online attendance will be tracked throughout the day via PowerSchool, Zoom or Google Meets participation, and or Google Classroom participation. Students will be expected to check in for a specified time in the morning by answering a morning question online and will be expected to be present throughout the day for scheduled live instruction, participation in Google Classroom lessons and/or participation on any other online platforms. A weekly schedule will be provided for each student based on each grade level and will include expectations, days, and times for logging into live instruction and/or any other online platforms per subject. Once the daily attendance data is collected, the data will be inputted into the PowerSchool attendance system by classroom teachers. The attendance procedures listed above for tracking and monitoring online student attendance is all contingent upon the attendance requirements put forth by the state of Michigan.

Parents and/or guardians of students who are not consistently meeting the online active participation requirements and therefore, have been inactive for 10% or more of the total school days, will be notified by a school administrator and/or the Family & Student Support Coordinator to



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Identify the root cause of the chronic absenteeism for particular students. Student attendance issues will be evaluated on a case by case basis and solutions will be provided to families in order to increase the amount of each student's online participation.

## **Student Work**

Teachers will continue to access student work and provide timely feedback to students. Teachers will display student work as a process, use student work to celebrate strengths and use student work as an accountability tool for written work.

## **Intervention Services**

All learners will continue to require flexible and responsive support for their academic needs. PACE Academy has committed significant resources to support ongoing intervention services. Classroom teachers and support staff will receive professional development to plan and implement a multi-tiered system of supports (MTSS). Academic supports will provide focus and review of priority standards through whole-group and small-group instruction (Tier 1) and individual student intervention (Tier 2) The Academy will leverage resources and tools for systematic data collection, ongoing progress monitoring, and timely intervention.

Over the summer, intervention programs will be inventoried and reviewed to determine effectiveness. Additional research-based programs will be procured if gaps are identified. We will begin the year using identified research-based interventions and programs to meet the on-going needs of our students.



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## Phase 1, 2, or 3 Operations

In the event the state of Michigan is in phase 1, 2, or 3, PACE Academy will adhere to 100% online learning for students.

### **Facilities**

- PACE Academy will remain in compliance with CDC guidelines to ensure the building is safe for students and staff to return should we move to phases 4 through 6.
- Custodial staff will continue to maintain schools in good working order to prepare for the subsequent return of students.
- PACE Academy will not be used for childcare for essential workers, nor will it be used for elections.
- PACE Academy will continue to be used as a food distribution center for our families and will adhere to the contingency plan and guidelines for the use of the school building for essential actions.
- PACE Academy has created cleaning and disinfection protocols related directly to CDC protocols with support of Local Emergency Management Programs.
- PACE Academy along with Noor's Custodial staff has audited all necessary materials needed for cleaning and disinfecting supplies.

### **Technology**

- In the 2020-2021 school year, PACE Academy will be a one-to-one school pertaining to technology. All students will receive a Chromebook to be used for virtual learning.
- Families were surveyed to identify the needs of other forms of technology within the home to be able to give 100% participation during virtual learning. It was determined that a percentage of our families will need assistance accessing a hotspot or internet services for continued on-line learning.
  - In addition to the distribution of Chromebooks, PACE Academy will provide wi-fi hotspots or internet service for those that have identified they will need it for virtual learning.
- Technology Coordinator will serve as PACE Academy's point of contact for planning and communicating with district technology teams as well as PACE Academy's device and/or general technology support lead.
- Technology Coordinator and CFO will constantly evaluate the infrastructure.
- Technology support plan is as followed:
  - Contact Parent Liaison
  - The Parent and Community Relations Liaison reports issues to Technology Coordinator and Leadership



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- The Technology Coordinator will attempt to solve problem via email, phone, or zoom
- If additional efforts are needed, families will return technology for replacement
- PACE Academy administration alongside the technology and curriculum departments have created a plan to support educators with the adaptation of remote learning.
  - Staff will go through various forms of technology and remote learning training prior to the start of the school year.
  - Staff training will include full usage of google classroom as well as various other platforms and resources.
- Our technology process leader's contact information will be posted on the PACE Academy's website and given to parents through email, text blast, and Remind applications.
- "Help Desk" tips, guidelines, and troubleshooting will be provided to parents and posted on the PACE Academy website, in regards to technology and Chromebook usage.
- All devices will be tracked and monitored and go through proper protocol for sanitizing, bagging, and updating, upon return.
- All staff devices as well as Wi-Fi access points have been wired and tested over the summer through our technology department.
- Staff, the curriculum department, and administration will continue to monitor device usage as it pertains to online learning programs.
- Staff will continue ongoing training on the usage of various platforms and tools for distance learning.
  - Training will include a platform of training to ensure students are able to submit assignments online and can be evaluated accordingly.

## **Budget, Food Service, Enrollment, and Staffing**

- PACE Academy will continue to serve as a food distribution site for our families working in conjunction with Keys Food Services and following CDC guidelines for safe distribution.
- Food service processes and device/material distribution processes will be communicated to families through email, text blast, Remind applications, and phone calls. As well as posted on the PACE Academy website.
- PACE Academy will set-up a drive-thru/pick-up routine following CDC guidelines for families to come and pick up instructional resources and materials for students.
- Teachers will be following a staggered, socially distant schedule to come to the building to pick up instructional resources and materials for virtual learning.
- Administration has worked with MDE to understand flexibility with hiring and has developed a plan to govern hiring in a remote environment.
  - Interviews will be conducted via Zoom.





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

### **Phase 4 Safety Protocols**

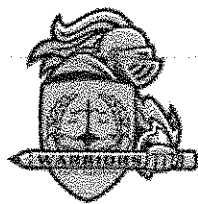
PACE Academy will ensure the following requirements are met:

#### **Personal Protective Equipment**

- Facial coverings will always be worn by all staff at all times except for meals.
- Facial coverings will always be worn by all students (2-8) in the classroom and all common areas except for meals.
- Facial covering will be optional for Kindergarten and first grade students in the classroom, but must be worn for common areas and recess except for meals.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Any student or staff member who cannot medically tolerate a facial covering will not wear one.
- Any student or staff member that is incapacitated or unable to remove the facial covering without assistance, will not wear a facial covering.
- Homemade facial coverings will be washed daily.
- Disposable facial coverings will be disposed of at the end of each day.
- K-5 and special education teachers will consider wearing clear masks.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

#### **Hygiene**

- PACE Academy will provide a safety kit to all employees to support healthy hygiene behaviors that consist of the following: soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques, along with a page description of all health and safety procedures.
- The school nurse will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol to every classroom. In addition, the school nurse will create a video for the community.
- The school nurse will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- PACE Academy will procure touchless hand sanitizer stations and install inside every office and systematically and frequently checked to refill.



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- Limit sharing of any supplies or books. In the event they are shared, they must be wiped down after each use.
- Students' personal items will be kept separate and in either individually labeled cubbies or backpacks.

## **Spacing, Movement and Access**

- Class sizes will be kept to the level afforded by necessary spacing requirements in order to maintain physical-distancing. As feasible, arrange all desks facing the same direction toward the front of the classroom.
- In classrooms where large tables are utilized, space students as far apart as feasible. An attempt will be made to put desks in all classrooms.
- Teachers will maintain six-feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by administration.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Post signage to indicate proper social distancing.
- Floor tape or other markers will be used at six-foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- No classroom or office has windows that can open.
- As able, PACE Academy fine arts department (like art, music, spanish, stem and health ) will be brought to the classrooms instead of having students move to different locations.
- As able, PACE Academy content areas teachers in grade 4th-8th will be brought to the classrooms instead of having students move to different locations.
- As able and appropriate, PACE Academy cohort groups of students to isolated areas that can be monitored for all arrival and dismissal procedures.
- Efforts will be made to keep six-feet of distance between people in the hallways.
- Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.
- Staff will be assigned to monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Where possible, physical education will be held outside and social distancing of six-feet will be practiced.



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- The flow of foot traffic will be directed in only one direction, if possible. If the one-way flow is not possible, hallways will be divided with either side following the same direction.

## **Screening Students and Staff**

- PACE Academy will cooperate with the local public health department and Oakland Schools regarding implementing protocols for screening students and staff.
- PACE Academy has identified and designated a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperatures of 99.5 or greater, they will stay home.
- Temperature checks will be taken before staff and students can enter the facility. Policies to the arrival procedure have been changed to accommodate all safeguards and requirements.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 99.5 or greater will stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

- PACE Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have

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tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six-feet in close proximity to the student or staff member) so that they can self monitor for covid-19 related symptoms.
- Students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians will be encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 99.5 or greater will stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, will prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

## **Responding to Positive Tests Among Staff and Students**

- PACE Academy will cooperate with the local public health department 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 showed symptoms to the time when he or she was last present at the school.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six-feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials will not participate in discussions or acknowledge a positive test).



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- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

## **Food Service, Gathering, and Extracurricular Activities**

- PACE Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Classrooms or outdoor areas will be used for students to eat meals at school.
- If cafeteria will be used, meal times will be staggered to create seating arrangements with six feet of distance between students.
- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff will wash hands before and after every meal.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. Students and Staff must wear facial coverings.
- If possible, school-supplied meals will be delivered to classrooms with disposable utensils.
- If possible, PACE Academy will offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings per administration decision.
- PACE Academy will provide before and after school latchkey through Champions. Champions will follow the same guidelines as PACE Academy.

## **Athletics**

- PACE Academy will not participate in any after school or sporting events until further analysis from the CDC and local health departments.
- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

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COVID-19 Preparedness and Response Plan 20



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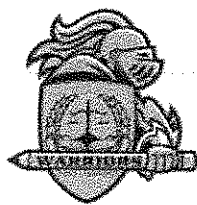
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- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- 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 will use a clearly marked water bottle for individual use.
- There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- PACE Academy does not have an indoor weight room, but physical conditioning activities that require shared equipment are suspended.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- 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 will maintain six-feet of distance from one another.

## **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every two hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands- on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period if students transition.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.
- 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 will wear gloves, surgical mask, and face shield when performing all cleaning activities.



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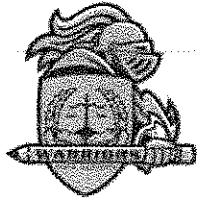
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## **Busing and Student Transportation**

- PACE Academy will require the use of hand sanitizer before entering the bus and available on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Students must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Sick students will get home safely by their parents or guardian if they are not allowed to board the vehicle in the afternoon.
- If a student becomes sick during the day, PACE Academy will not use group transportation to return home and must follow school outlined protocols. If a driver becomes sick during the day, they must follow protocols for sick staff outlined by their employer and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, windows will be open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

## **Medically Vulnerable Students and Staff**

- PACE Academy will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- PACE Academy has a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and a plan in place to address requests for alternative learning arrangements or work reassignments.
- Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will have N95 masks.



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- PACE Academy has surveyed and will enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six-feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

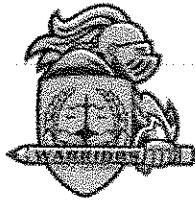
## **Phase 4 Mental & Social-Emotional Health**

There are NO protocols that have been identified as strongly recommended that PACE Academy will not implement.

### **Student Support**

- PACE Academy will establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams such as the behavior intervention support team (BIS), parent liaison, school nurse, director of special education or administration.
- Staff will be provided with ongoing professional development. They will also be provided resources by the BIS team and the school nurse.
- PACE Academy administration has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of students, loss of a school staff member).
- The BIS team, parent liaison and school nurse will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Teachers will teach weekly SEL lessons and will provide a sPACE for students to share out during online instruction.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - ~Destigmatization of COVID-19
  - ~Understanding normal behavioral response to crises
  - ~General best practices of talking through trauma with children
  - ~Positive self-care strategies that promote health and wellness
- The school leadership team, BIS, and/or physical educator/health instructor, school nurse and parent liaison will host meetings and provide information on an ongoing basis.
- Information will also be provided via Class Dojo, Remind, Memo's, Google Classroom and PACE Academy's website.





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## **Staff Support**

- PACE Academy teachers will work with BIS, parent liaison and administration if there are concerns about a student. A meeting will be set up with the student/family via Zoom.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- PACE Academy has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of students, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources bi-weekly.
- Wellness resources will continue to be provided by the BIS team, school nurse and administration bi-weekly in the weekly warrior newsletter.
- PACE Academy will have ongoing reporting protocols for school staff to evaluate physical and mental health status. Staff will be able to voluntarily complete a personal assessment and submit to administration for additional resources and support.
- Provide resources for staff self-care, including resiliency strategies bi weekly in the weekly warrior newsletter.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.



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## **Phase 4 Instruction**

### **Phase 4 Instruction**

The Academy developed a Return to Instruction and Learning working group led by the Director of Curriculum to gather feedback and to revise the Academy's remote learning plan to address feedback and to adhere to the recommended guidelines provided by Governor Gretchen Whitmer COVID-19 Task Force on Education Return to School Advisory Council. The revised plan will be shared on the Academy's Website. The details below are schedules and instructional protocols included in phase 4.

### **Schedule**

To ensure students and staff can meet physical distancing requirements, instructional delivery under this model requires a reduced schedule of in-person learning. Some students will participate in the synchronous (LIVE) learning option at the request of a parent or guardian. The structure involves four days of instruction including in-person or virtual learning. The example schedule below illustrates how it might look to serve elementary students by deploying virtual teachers and middle school students by use of webcams. Friday's will be reserved for synchronous and asynchronous learning opportunities for both in-person and virtual students to be done virtually. Our virtual classes and In-Person classes will utilize the same curriculum resources and requirements for grade level content, grading, assessments and attendance.

### **Elementary grades, Kindergarten - Third grade**

The Academy will deploy in-person teachers and virtual teachers to provide real-time and focused instruction to all learners in the areas of English Language Arts (reading, writing, phonics/ word study), Mathematics, Science, Social Studies, and Fine Arts.

### **Upper elementary and middle school**

Students will be engaged in coursework in the physical classroom while all others will receive live instruction via webcam during virtual learning in real-time. Students will receive a rotating schedule to attend all classes; reading, math, science, social studies, and fine arts. In addition, middle school teachers will offer office hours to provide additional support to students learning virtually.



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Grades	Monday	Tuesday	Wednesday	Thursday	Friday
K-3	In-Person Learning	In-Person Learning	In-Person Learning	In-Person Learning	Synchronous Learning for all students (Social & Emotional Learning and Community Building)AM Asynchronous Learning for students (Independent student practice)PM  Staff PD & Planning -PM
K-3	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
4-8	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	Synchronous Learning for all students (Social & Emotional Learning and Community Building)AM  Staff PD & Planning -PM



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## **Instruction**

The Academy's vision for instruction remains true in all phases; PACE Academy believes in high expectations for all students. Students will be exposed to high-quality and equitable instruction that is rooted in standards, rigor, instructional best practices, and a keen focus on using data to drive instructional decisions.

PACE Academy will Examine the major work of the grade K-8 in math and the College Readiness Standards K-8 in ELA to prioritize learning. Staff will receive support to identify support structures within the instructional day, practices to re-engage students to continue to work with grade-level content, and strategies to embed formative assessments to determine and address gaps in learning. In addition, Staff will take time to re-acclimate students by focusing on social and emotional learning that can be embedded into daily instruction. The Academy will begin with a focus on creating learning environments that feel both physically and psychologically safe for students and adults.

The Academy has expanded digital resources to ensure students have consistent access to high quality learning tools. The resources include; digital tools provided by our core curriculum programs. These tools will align in-person and remote learning. In addition, the Academy will implement Edgenuity. An instructional connection to NWEA to provide personalized learning to help students catch up, keep up, or get ahead by integrating Edgenuity PathBlazer with MAP Growth to provide targeted instruction. Staff will continue to receive training and support in applying blended learning strategies, which involve a mix of teacher-directed and student-directed learning.

The Academy will embed formative assessments and use a common tracker to track student progress within standards taught to determine and address gaps in learning. In addition, administer a diagnostic assessment to establish benchmarks and to inform additional supports (after school tutoring, push in or pull out intervention). Grade teams will meet in PLCs to analyze student data using data analysis plans to design systemic supports to improve student achievement. Assessments will include NWEA, Fountas & Pinnell Benchmark, ANET Interim Assessments, and Core Curriculum End of Module Assessments.

## **Student Work**

The Academy selected best practices that will leverage high student engagement and expectations. The practices will be used in all phases to promote clear expectations for student learning in-person and remotely. The practices include; checking for understanding by using practices to collect data on student mastery, high engagement by using pacing techniques, and practices that promote students to do as much of the cognitive work as they can through writing



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and discussion. In addition, teachers will provide timely feedback to students, as well as, students will provide feedback to teachers through google forms in response to quality of work and learning progress.

## **Student Workload**

This is a common question for students and parents considering a virtual learning experience. While the coursework and assignments can be done when they fit a student's schedule, there is still an expectation of regular work in all courses. A general rule of thumb is about 2-3 hours per week for each content area in grades K-8.

## **Special Education**

Students with IEPs and 504 Plans, along with the staff who work closely with them will develop guidance around remote learning. All students' IEPs, 504 Plans will be reviewed with our general and special education teacher to reflect the child's needs based on assessment data, parent feedback, and design accommodations to match services accordingly. Virtual intervention and support services will continue with the students' plan that has been developed based on individual student needs. Special attention will be given to the instructional model, students' learning environment and any other circumstances. Structures have been prioritized for the general and special education teacher to collaborate on plans to deliver assessments and instruction as outlined on students' IEPs. Individual student needs will be considered in all aspects of accessibility and technology assistance.

## **Intervention Services**

All learners will continue to require flexible and responsive support for their academic needs. PACE Academy has committed significant resources to support ongoing intervention services. Classroom teachers and support staff will receive professional development to plan and implement a multi-tiered system of supports (MTSS). Academic supports will provide focus and review of priority standards through whole-group and small-group instruction (Tier 1) and individual student intervention (Tier 2) The Academy will leverage resources and tools for systematic data collection, ongoing progress monitoring, and timely intervention. In addition, 1:1 reading materials to be used for in-person and home support to allow for meaningful and targeted intervention (K-3) that will enable students at these grades to benefit from supplemental learning tools beyond what their teachers provide on a daily basis.

Our intervention plan is centered on using data to inform instruction and make decisions. In the fall, all students (online and in person) will be assessed to determine their level of proficiency on grade level standards using diagnostics, screeners, and formative assessments (e.g., NWEA, Fountas & Pinnell, KRA, etc). The results of these assessments will be reviewed to identify trends and gaps in learning for all students. The data will ultimately be used to design plans to



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differentiate support and provide students with the support level necessary to ensure sufficient academic academic growth whether online or in person.

Over the summer, intervention programs will be inventoried and reviewed to determine effectiveness. Additional research-based programs will be procured if gaps are identified. We will begin the year using identified research-based interventions and programs to meet the on-going needs of our students.

## **Communication & Family Supports**

Parents will receive weekly parent memos via email by School Leadership, Family & Student Support Coordinator and teachers to ensure families are receiving appropriate and timely communication regarding expectations, building updates and resources. Also, the Academy will deploy virtual parents as partners meetings to provide training for families on accessing and using the school's digital systems such as Google Classroom and tools to build digital literacy.

These communications to parents will include information regarding:

- School expectations about school reopening
- Standardized assessments and their child's performance
- Current school curriculum
- School reopening options (in-person or virtual)
- Parent Virtual Training on the use of the various digital platforms utilized by the school (Google Classroom, Zoom, PowerSchool, etc.)
- A detailed list of additional resources for academic help (Pathblazer, Reading A-Z, Khan Academy, MobyMax, etc)
- Other services offered to families (food support, mental health services, etc.)

## **Professional Learning**

PACE has created a professional development calendar for the 2020-21 school year to support the implementation of our instructional plan. Professional learning will include; google classroom, module and lesson planning to focus on priority standards and prerequisite skills, vertical planning to discuss unfinished learning and the implementation of pathblazer with the use of NWEA Data. Other professional learning include vertical collaboration, new digital curriculum components along with a Phonics program.

Professional learning will support teachers in identifying students who did not engage in remote learning in spring 2020 who need extra support or any student who is identified as needing more support. Students identified will be provided extra support such as intervention, an individualized action plan, tutoring, etc.



PACE Academy staff were professionally developed in the past on building capacity around equity, trauma, and culturally responsive teaching. We will continue to add additional professional development in this area.

### **Attendance**

PACE Academy will monitor and track student attendance on a daily basis using a combination of PowerSchool as well as online activity tracking systems. For students in grades K-5 who are enrolled in the traditional in-person instruction four days a week and one day online, attendance will be taken via PowerSchool during the four days of in-person instruction and via Google Classroom during the one day of online instruction. PowerSchool attendance will be taken for each student's conference period, AM, and PM. On the one day a week that students will be receiving their instruction online, attendance will be tracked via Google Classroom and/or Zoom meetings and that attendance data will be entered into PowerSchool. The attendance requirements for online instruction will be developed per grade level.

Student attendance in grades 6-8 will also be tracked and monitored via PowerSchool, but attendance will be taken during their conference hour and for each subject throughout the day and tracked via, Zoom meetings, and/or Google Classroom participation for the one day of online instruction.

For students that are enrolled in the virtual learning model only, attendance will be tracked throughout the day via Zoom meetings, and/or Google Classroom participation. Students will be expected to check in for a specified time in the morning by answering a morning question online and will be expected to be present throughout the day for scheduled live Zoom meetings, participation in Google Classroom activities and/or participation on any other online platforms. A weekly schedule will be provided for each student based on each grade level and will include the expectations for logging into Zoom and/or any other online platforms per subject. The attendance procedures listed above for tracking and monitoring online student attendance are all contingent upon the attendance requirements put forth by the state of Michigan.

Parents and/or guardians of students who are not consistently meeting the online active participation requirements or are missing 10% or more of the total school days, will be notified by a school administrator and/or the Family & Student Support Coordinator to identify the root cause of the chronic absenteeism for particular students. Student attendance issues will be evaluated on a case by case basis and solutions will be provided to families in order to increase the amount of his/her active online participation and/or days physically in the school building.



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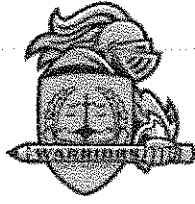
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## Phase 4 Operations

### Facilities

- PACE Academy is anticipating operating at a much smaller capacity for in person learning to ensure that we adhere to social distancing and CDC guidelines.
- The student body that have opted for in-person learning, will be in the building Monday through Thursday.
- Families will be given detailed options pertaining to our return to school plan this fall.
- Families will register for either in-person learning or 100% virtual learning.
- Friday will serve as an overall cleaning day for the building and half-day of professional developments for the staff.
- The CFO, Executive Assistant, and Head custodial staff will audit necessary materials and supply chain for cleaning and disinfection supplies.
- The Executive Assistant will be the point person for coordinating with Oakland ISD and our Local Emergency Management Program for support with procurement of cleaning and disinfection supplies by sending them our supply list for approval.
- PACE Academy has no additional facilities for instruction.
- The information from the guidance for cleaning and disinfecting all core classes will be distributed to staff members  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Custodial staff will be given this link to inform them of updates in cleaning guidelines. Guidance on Preparing Workplaces for COVID-19 – OSHA and School Settings | COVID-19 | CDC
- Custodial staff will meet with the Principal and nurse to insure protocols and safety guidelines are followed throughout the school building. Advanced training will be provided to the custodial staff to insure safety in the school building.
- Custodial staff have been deep cleaning all summer.
- Audit of school building:
  - All classrooms will be available for instruction
  - The sizes of the classrooms will be measured
  - The gym and cafeteria are available if needed for smaller classroom accessibility but not for whole group assemblies.
  - Ventilation is up to code in each classroom and will be monitored by the Head Custodial Staff
- Security protocols will remain the same for students and staff that are inside the building during the day. Changes are as followed for entering the building:
  - No Parents will be allowed past the entrance area in the building
  - All signing in & out will occur in the entrance area of the building
  - Temperature check will occur outside of the building





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- Security will follow CDC protocols if interacting with general public [Public Health Activity Guidance | CDC](#)
- Facilities will be maintained for in-person operations
  - HVAC will be regularly checked for efficiency
  - Air filter will be changed regularly
  - Approved wastebaskets, tissues, and CDC approved soap will be distributed to each classroom
  - Signage about frequent (hand washing, cough etiquette, and nose blowing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) will be posted around the school
  - Custodial staff will follow guidance from CDC about the use of facial coverings and special respirators at use when performing cleaning duties
- Principal will do regular walkthroughs with custodial staff to ensure readiness for staff and students to return and they will be documented.
- Level-1 covering will be ordered for all teachers
- Level-1 surgical masks for cleaning and janitor staff will be ordered
- School Cleaning and disinfection protocols according to CDC School Decision Tree [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools-decision-tool.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools-decision-tool.html) Custodial staff will wear surgical masks when performing cleaning duties.
- Facilities will be maintained for resumption of school operations.

## **Budget, Food Services, Enrollment, and Staffing**

- Staff and Student outreach for returning to school
  - Staff – A survey will be sent to all staff members. The school will gather information on staff members and the positions they hold.
  - Staff – A survey will be sent to all staff members. The school will gather information on the age of each staff member, underlying medical condition of those who are and are not returning
  - Students – A survey will be sent to all families. The school will gather information on students who are not returning, students who choose virtual learning as opposed to in-person instruction, and students with underlying health conditions
- Data from the surveys were collected and passed out to support decision making in regards to student arrival and departure protocols.
- Additional positions needed:
  - Experienced technology expert to help with the preparedness of technology for teachers and students.

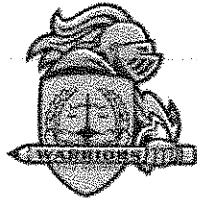


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- Second nurse to assist our current nurse for additional safety of staff and students.
- PACE Academy employees are not a part of a bargaining unit. Human Resources will inform staff members of any adjustments that staff may have in their job descriptions (i.e. cleaning desks, furniture, equipment with supplies provided by the school)
- PACE Academy is continuing to hire new staff as needed.
- PACE Academy is holding, and will continue if necessary, interviews through Zoom meetings.
- PACE Academy will consider redeploying underutilized staff to serve core needs.
- PACE Academy employees are not a part of a bargaining unit, but positions have been and will continue to be modified with surveys and changes will be made for staff that are only able to work remotely.
- There will not be any enrollment changes.
- The attendance changes will be for students who opt into virtual learning. Students will be marked accordingly, through PowerSchool, for their scheduled times to be virtually present. This will be communicated to parents from the principal and school teachers.
- PACE Administrators are in the process of hiring during the pandemic. The following source will be provided to them to improve hiring and recruitment.  
[https://tntp.org/assets/documents/Virtual\\_Talent\\_Guide-TNTP.pdf](https://tntp.org/assets/documents/Virtual_Talent_Guide-TNTP.pdf)
- The Cares Act funds have been budgeted and allocated for products necessary for our school to be safe. The CFO, Executive Assistant, Title liaison along with administration seek and provide guidance to the staff when necessary.
- New students will take a survey to inform the school of any needs they may have. Parent and community relations liaison and the Manager of Data and student Information Services will also assess the needs of new students. All necessities will be met if feasible.
- The executive assistant and Industrial Specific Solutions (Substitute Agency) will be in communication constantly to assess our needs for substitute teachers. The procedures will remain the same. PACE has always taken a proactive approach when obtaining substitute teachers.
- Communication of any policy changes will come from the Parent and Community Relations liaison and the Principal. PACE Academy will continue to use its current communication platforms.
- Student and staff handbooks will be distributed electronically with all changes updated.
- School leaders along with HR will compile questions concerning liability and consult with school's attorney
- The CFO and Principal have completed a strong budget for the school with all Covid-19 considerations.



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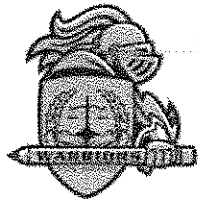
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- Orientation for new staff members will take place in the first two weeks (professional development) when staff returns to school.
- PACE Academy's Return to school task force is completing schedules for teachers, students, transportation, lunch, and recess.
- PACE Academy is in constant communication with food service for any necessary changes.

## Technology

- Surveys have been sent to families to collect technology accessibility information. PACE Academy is prepared to give all students Chromebook's and hotspots if necessary.
- The Parent and Community Relations liaison is designated to communicate with families for technology.
- Technology Plan
  - All staff and students will have Chromebook's and laptops for virtual and in person learning
  - The Parent and Community Relations liaison is the contact person for families and their technology needs
  - Student will receive hotspots in necessary
  - If students have technology problems they will contact The Parent and Community Relations liaison who will communicate problems to our Technology Coordinator
  - Our Technology Coordinator is PACE Academy's designated technology lead support.
- Our Technology Coordinator is PACE Academy's process leader. His information will be available on our website.
- Our Parent and Community Relations liaison will be the family technology liaison that will communicate practical given demands
- The school-wide procedure for return and inventory is as follows.
  - Parents will drive through one-by-one to return any technology belonging to the school.
  - Staff members will have parents sign a document stating that they have returned technology belonging to P.A.C.E Academy. This transaction will also be recorded in a Google form document for Mr. Jones and leadership to review.
  - Staff members will collect and bag inventory outside and take it in the building for sanitizing.
  - Technology Coordinator will maintain the inventory to remove any malware and fix standard issues including, screen, keyboard or battery replacement
- The asset tracking tool that will be used is Google Form
- Staff and student technology will be held in separate rooms in the facility.



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- Technology Coordinator and CFO will constantly evaluate the infrastructure.
- Technology support plan is as followed
  - Contact Parent Liaison
  - The Parent and Community Relations Liaison reports issues to Technology Coordinator and Leadership
  - The Technology Coordinator will attempt to solve problem via email, phone, or zoom
  - If additional efforts are needed, families will return technology for replacement
- Digital devices are prepared for each student to go home with for in-person instruction.
- Consistent procedure for return is as followed
  - Parents will drive through one-by-one to return any technology belonging to the school.
  - Staff members will have parents sign a document stating that they have returned technology belonging to P.A.C.E Academy. This transaction will also be recorded in a Google Form document for the Technology Coordinator and leadership to review.
  - Staff members will collect and bag inventory outside and take it in the building for sanitizing.
- The Technology Coordinator will maintain the inventory to remove any malware and fix standard issues including, screen, keyboard or battery replacement.
- The Technology Coordinator will continue to ensure that school and community access points and wired networks devices are functional.
- Resources that were created, published, or distributed by teachers and others during the closure period will be organized and centralized by Elementary AP, Middle School AP, Curriculum Director, Coaches, Teachers and Paraprofessionals.
- Staff meetings and professional development will be held if school reopens for in-person instruction to compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- A "Suggestion Box" through Google Form has been created to review and track issues results frequently as a way of understanding the quality and progress of technology processes in our district.
- Chronic technology issues that arise during school closure will be tracked and used to develop a long-term technology maintenance plan.



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## Transportation

- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions such as:
  - We contract 2-3 buses for transporting students to/from school daily.
  - We will require all passengers (students, drivers and aides) to wear masks while buses are in service. Bus capacity will be reduced to meet social distancing recommendations. The maximum number of riders on each bus will be 28, seated one student per seat, alternating left and right positions. Students who reside in the same household may be seated together.
  - Our buses are contracted for daily student transportation, the same buses are also used for transporting students to/from athletic events and field trips. At this time all field trips and athletic events have been cancelled.
  - We contract out bus services and therefore the contractor provides all necessary drivers, the contractor provides driver and aide training and addresses driver shortages. We are currently in the process of bidding for transportation services for the new school year.

**We will use the recommendations below as we move forward with the transportation bidding process.**

- Assess whether any bus contractor has been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to student's IEPs and implement accordingly, if applicable.



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## Phase 5 Safety

### **Phase 5 Safety Protocols**

PACE Academy preparedness and response activities around surveillance and active mitigation continue from Phase 4 with loosening of required PPE for grades 3-5 only. PACE Academy will remain prepared to implement all required social distancing measures. Short-term dismissals and suspension of extracurricular activities remain possible for cleaning and contact tracing purposes. Students and teachers at increased risk of severe illness will remain prepared to implement remote teaching and learning modalities. PACE Academy will comply with the judgment of the local health department for the sub-region of concern. There are NO protocols that have been identified as strongly recommended that PACE Academy will not implement.

### **Personal Protective Equipment**

- Facial coverings will always be worn by all staff at all times except for meals.
- Facial coverings will always be worn by all students in 6-8 in the classroom and all common areas except for meals.
- Facial covering will be optional for K-5 students in the classroom, but must be worn for common areas and recess except for meals.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Any student or staff member who cannot medically tolerate a facial covering will not wear one.
- Any student or staff member that is incapacitated or unable to remove the facial covering without assistance, will not wear a facial covering.
- Homemade facial coverings will be washed daily.
- Disposable facial coverings will be disposed of at the end of each day.
- K-5 and special education teachers will consider wearing clear masks.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

### **Hygiene**

- PACE Academy will provide a safety kit to all employees to support healthy hygiene behaviors that consist of the following: soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques, along with a page description of all health and safety procedures.
- The school nurse will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol to every classroom. In addition, the school nurse will create a video for the community.

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- The school nurse will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- PACE Academy will procure touchless hand sanitizer stations and install inside every office and they will be systematically and frequently checked to refill.
- Limit sharing of any supplies or books. In the event they are shared, they must be wiped down after each use.
- Students' personal items will be kept separate and in either individually labeled cubbies for backpacks.

## **Spacing, Movement and Access**

- Class sizes will be kept to the level afforded by necessary spacing requirements in order to maintain physical-distancing. As feasible, arrange all desks facing the same direction toward the front of the classroom.
- In classrooms where large tables are utilized, sPACE students as far apart as feasible. An attempt will be made to put desks in all classrooms.
- Teachers will maintain six-feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by administration.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Post signage to indicate proper social distancing.
- Floor tape or other markers will be used at six-foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- No classroom or office has windows that can open.
- As able, PACE Academy fine arts department (like art, music, spanish, stem and health ) will be brought to the classrooms instead of having students move to different locations.
- As able, PACE Academy content areas teachers in grade 4th-8th will be brought to the classrooms instead of having students move to different locations.
- As able and appropriate, PACE Academy cohort groups of students to isolated areas that can be monitored for all arrival and dismissal procedures.
- Efforts will be made to keep six-feet of distance between people in the hallways.
- Staggered movements at incremental intervals will be used if feasible to minimize the



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- number of persons in the hallways as able.
- Staff will be assigned to monitor arrival and dismissal to discourage congregating and
- ensure students go straight from a vehicle to their classrooms and vice-versa.
- Where possible, physical education will be held outside and social distancing of six-
- feet will be practiced.
- The flow of foot traffic will be directed in only one direction, if possible. If the one-way flow is not possible, hallways will be divided with either side following the same direction.

## **Screening Students and Staff**

- PACE Academy will cooperate with the local public health department and Oakland Schools regarding implementing protocols for screening students and staff.
- PACE Academy has identified and designated a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperatures of 99.5 or greater, they will stay home.
- Temperature checks will be taken before staff and students can enter the facility.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 99.5 or greater will stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

- PACE Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a





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mask and be transported for off-site testing.

- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six-feet in close proximity to the student or staff member) so that they can self monitor for covid-19 related symptoms.
- Students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians will be encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 99.5 or greater will stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, will prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

## **Responding to Positive Tests Among Staff and Students**

- PACE Academy will cooperate with the local public health department 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 showed symptoms to the time when he or she was last present at the school.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six-feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student

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acknowledges and publicly discloses a positive test, school staff and officials will not participate in discussions or acknowledge a positive test).

- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

## **Food Service, Gathering, and Extracurricular Activities**

- PACE Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Classrooms or outdoor areas will be used for students to eat meals at school.
- If cafeteria will be used, meal times will be staggered to create seating arrangements with six feet of distance between students.
- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff will wash hands before and after every meal.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. Students and Staff must wear facial coverings.
- If possible, school-supplied meals will be delivered to classrooms with disposable utensils.
- If possible, PACE Academy will offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings per administration decision.



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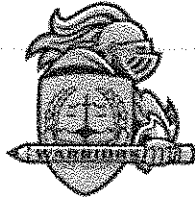
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## Athletics

- 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 will use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section in this plan.
- 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 will use a clearly marked water bottle for individual use.
- There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- PACE Academy does not have an indoor weight room, but physical conditioning activities that require shared equipment are suspended.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- 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 will maintain six-feet of distance from one another.

## Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every two hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands- on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period if students transition.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.
- 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



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- use products.
- Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

## **Busing and Student Transportation**

- PACE Academy will require the use of hand sanitizer before entering the bus and available on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Students must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Sick students will get home safely by their parents or guardian if they are not allowed to board the vehicle in the afternoon.
- If a student becomes sick during the day, PACE Academy will not use group transportation to return home and must follow school outlined protocols. If a driver becomes sick during the day, they must follow protocols for sick staff outlined by their employer and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, windows will be open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

## **Medically Vulnerable Students and Staff**

- PACE Academy will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- PACE Academy has a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and a plan in place to address requests for alternative learning arrangements or work reassignments.
- Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved



stakeholders.

- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will have N95 masks.
- PACE Academy has surveyed and will enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six-feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.



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## Phase 5 Mental & Social-Emotional Health

### **Student Support**

- PACE Academy will establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams such as the behavior intervention support team (BIS), parent liaison, school nurse, director of special education or administration.
- Staff will be provided with ongoing professional development. They will also be provided resources by the BIS team and the school nurse.
- PACE Academy administration has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- The BIS team, parent liaison and school nurse will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Teachers will teach weekly SEL lessons and will provide a sPACE for students to share out during online instruction.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - ~Destigmatization of COVID-19
  - ~Understanding normal behavioral response to crises
  - ~General best practices of talking through trauma with children
  - ~Positive self-care strategies that promote health and wellness
- The school leadership team, BIS, and/or physical educator/health instructor, school nurse and parent liaison will host meetings and provide information on an ongoing basis.
- Information will also be provided via Class Dojo, Remind, Memo's, Google Classroom and PACE Academy's website.



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## **Staff Support**

- PACE Academy teachers will work with BIS, parent liaison and administration if there are concerns about a student. A meeting will be set up with the student/family via Zoom.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- PACE Academy has a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of students, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources bi-weekly.
- Wellness resources will continue to be provided by the BIS team, school nurse and administration bi-weekly in the weekly warrior newsletter.
- PACE Academy will have ongoing reporting protocols for school staff to evaluate physical and mental health status. Staff will be able to voluntarily complete a personal assessment and submit to administration for additional resources and support.
- Provide resources for staff self-care, including resiliency strategies bi weekly in the weekly warrior newsletter.
- Designate the school nurse, BIS team and health instructor as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.



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## **Phase 5 Instruction**

### **Phase 5 Instruction**

PACE Academy preparedness and response plan for instruction will continue from Phase 4. The Academy will remain prepared to transition seamlessly as we know the need for flexible learning environments will remain for the 2020-21 school year. The Academy is prepared to respond to various instructional scenarios to support high quality instruction regardless of the learning environment. Our mission for instruction will remain our goal as we provide students with access to grapple with grade level content successfully. Resources, digital tools, and schedules will continue to maximize the Academy's ability to adapt students and staff effectively.

### **Schedule**

To ensure students and staff can meet physical distancing requirements, instructional delivery under this model requires a reduced schedule of in-person learning. Some students will participate in the synchronous (LIVE) learning option at the request of a parent or guardian. The structure involves four days of instruction including in-person or virtual learning. The example schedule below illustrates how it might look to serve elementary students by deploying virtual teachers and middle school students by use of webcams. Friday's will be reserved for synchronous and asynchronous learning opportunities for both in-person and virtual students to be done virtually. Our virtual classes and In-Person classes will utilize the same curriculum resources and requirements for grade level content, grading, assessments and attendance.

### **Elementary grades, Kindergarten - Third grade**

The Academy will deploy in-person teachers and virtual teachers to provide real-time and focused instruction to all learners in the areas of English Language Arts (reading, writing, phonics/ word study), Mathematics, Science, Social Studies, and Fine Arts.

### **Upper elementary and middle school**

Students will be engaged in coursework in the physical classroom while all others will receive live instruction via webcam during virtual learning in real-time. Students will receive a rotating schedule to attend all classes; reading, math, science, social studies, and fine arts. In addition, middle school teachers will offer office hours to provide additional support to students learning virtually.





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Grades	Monday	Tuesday	Wednesday	Thursday	Friday
K-3	In-Person Learning	In-Person Learning	In-Person Learning	In-Person Learning	Synchronous Learning for all students (Social & Emotional Learning and Community Building)AM Asynchronous Learning for students (Independent student practice)PM  Staff PD & Planning -PM
K-3	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	Synchronous & Asynchronous Learning	

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
4-8	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	In-Person Learning & Synchronous Learning	Synchronous Learning for all students (Social & Emotional Learning and Community Building)AM  Staff PD & Planning -PM



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## **Instruction**

The Academy's vision for instruction remains true in all phases; PACE Academy believes in high expectations for all students. Students will be exposed to high-quality and equitable instruction that is rooted in standards, rigor, instructional best practices, and a keen focus on using data to drive instructional decisions.

PACE Academy will Examine the major work of the grade K-8 in math and the College Readiness Standards K-8 in ELA to prioritize learning. Staff will receive support to identify support structures within the instructional day, practices to re-engage students to continue to work with grade-level content, and strategies to embed formative assessments to determine and address gaps in learning. In addition, Staff will take time to re-acclimate students by focusing on social and emotional learning that can be embedded into daily instruction. The Academy will begin with a focus on creating learning environments that feel both physically and psychologically safe for students and adults.

The Academy has expanded digital resources to ensure students have consistent access to high quality learning tools. The resources include; digital tools provided by our core curriculum programs. These tools will align in-person and remote learning. In addition, the Academy will implement Edgenuity. An instructional connection to NWEA to provide personalized learning to help students catch up, keep up, or get ahead by integrating Edgenuity PathBlazer with MAP Growth to provide targeted instruction. Staff will continue to receive training and support in applying blended learning strategies, which involve a mix of teacher-directed and student-directed learning.

The Academy will embed formative assessments and use a common tracker to track student progress within standards taught to determine and address gaps in learning. In addition, administer a diagnostic assessment to establish benchmarks and to inform additional supports (after school tutoring, push in or pull out intervention). Grade teams will meet in PLCs to analyze student data using data analysis plans to design systemic supports to improve student achievement. Assessments will include NWEA, Fountas & Pinnell Benchmark, ANET Interim Assessments, and Core Curriculum End of Module Assessments.

## **Student Work**

The Academy selected best practices that will leverage high student engagement and expectations. The practices will be used in all phases to promote clear expectations for student learning in-person and remotely. The practices include; checking for understanding by using practices to collect data on student mastery, high engagement by using pacing techniques, and practices that promote students to do as much of the cognitive work as they can through writing



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and discussion. In addition, teachers will provide timely feedback to students, as well as, students will provide feedback to teachers through google forms in response to quality of work and learning progress.

## **Student Workload**

This is a common question for students and parents considering a virtual learning experience. While the coursework and assignments can be done when they fit a student's schedule, there is still an expectation of regular work in all courses. A general rule of thumb is about 2-3 hours per week for each content area in grades K-8.

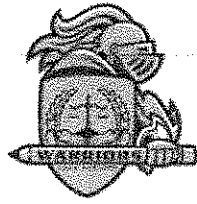
## **Special Education**

Students with IEPs and 504 Plans, along with the staff who work closely with them will develop guidance around remote learning. All students' IEPs, 504 Plans will be reviewed with our general and special education teacher to reflect the child's needs based on assessment data, parent feedback, and design accommodations to match services accordingly. Virtual intervention and support services will continue with the students' plan that has been developed based on individual student needs. Special attention will be given to the instructional model, students' learning environment and any other circumstances. Structures have been prioritized for the general and special education teacher to collaborate on plans to deliver assessments and instruction as outlined on students' IEPs. Individual student needs will be considered in all aspects of accessibility and technology assistance.

## **Intervention Services**

All learners will continue to require flexible and responsive support for their academic needs. PACE Academy has committed significant resources to support ongoing intervention services. Classroom teachers and support staff will receive professional development to plan and implement a multi-tiered system of supports (MTSS). Academic supports will provide focus and review of priority standards through whole-group and small-group instruction (Tier 1) and individual student intervention (Tier 2) The Academy will leverage resources and tools for systematic data collection, ongoing progress monitoring, and timely intervention. In addition, 1:1 reading materials to be used for in-person and home support to allow for meaningful and targeted intervention (K-3) that will enable students at these grades to benefit from supplemental learning tools beyond what their teachers provide on a daily basis.

Our intervention plan is centered on using data to inform instruction and make decisions. In the fall, all students (online and in person) will be assessed to determine their level of proficiency on grade level standards using diagnostics, screeners, and formative assessments (e.g., NWEA, Fountas & Pinnell, KRA, etc). The results of these assessments will be reviewed to identify trends and gaps in learning for all students. The data will ultimately be used to design plans to



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differentiate support and provide students with the support level necessary to ensure sufficient academic growth whether online or in person.

Over the summer, intervention programs will be inventoried and reviewed to determine effectiveness. Additional research-based programs will be procured if gaps are identified. We will begin the year using identified research-based interventions and programs to meet the on-going needs of our students.

## **Communication & Family Supports**

Parents will receive weekly parent memos via email by School Leadership, Family & Student Support Coordinator and teachers to ensure families are receiving appropriate and timely communication regarding expectations, building updates and resources. Also, the Academy will deploy virtual parents as partners meetings to provide training for families on accessing and using the school's digital systems such as Google Classroom and tools to build digital literacy. These communications to parents will include information regarding:

- School expectations about school reopening
- Standardized assessments and their child's performance
- Current school curriculum
- School reopening options (in-person or virtual)
- Parent Virtual Training on the use of the various digital platforms utilized by the school (Google Classroom, Zoom, PowerSchool, etc.)
- A detailed list of additional resources for academic help (Pathblazer, Reading A-Z, Khan Academy, MobyMax, etc)
- Other services offered to families (food support, mental health services, etc.)

## **Professional Learning**

PACE has created a professional development calendar for the 2020-21 school year to support the implementation of our instructional plan. Professional learning will include; google classroom, module and lesson planning to focus on priority standards and prerequisite skills, vertical planning to discuss unfinished learning and the implementation of pathblazer with the use of NWEA Data. Other professional learning include vertical collaboration, new digital curriculum components along with a Phonics program.

Professional learning will support teachers in identifying students who did not engage in remote learning in spring 2020 who need extra support or any student who is identified as needing more support. Students identified will be provided extra support such as intervention, an individualized action plan, tutoring, etc.



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PACE Academy staff were professionally developed in the past on building capacity around equity, trauma, and culturally responsive teaching. We will continue to add additional professional development in this area.

## **Attendance**

PACE Academy will monitor and track student attendance on a daily basis using a combination of PowerSchool as well as online activity tracking systems. For students in grades K-5 who are enrolled in the traditional in-person instruction four days a week and one day online, attendance will be taken via PowerSchool during the four days of in-person instruction and via Google Classroom during the one day of online instruction. PowerSchool attendance will be taken for each student's conference period, AM, and PM. On the one day a week that students will be receiving their instruction online, attendance will be tracked via Google Classroom and/or Zoom meetings and that attendance data will be entered into PowerSchool. The attendance requirements for online instruction will be developed per grade level.

Student attendance in grades 6-8 will also be tracked and monitored via PowerSchool, but attendance will be taken during their conference hour and for each subject throughout the day and tracked via, Zoom meetings, and/or Google Classroom participation for the one day of online instruction.

For students that are enrolled in the virtual learning model only, attendance will be tracked throughout the day via Zoom meetings, and/or Google Classroom participation. Students will be expected to check in for a specified time in the morning by answering a morning question online and will be expected to be present throughout the day for scheduled live Zoom meetings, participation in Google Classroom activities and/or participation on any other online platforms. A weekly schedule will be provided for each student based on each grade level and will include the expectations for logging into Zoom and/or any other online platforms per subject. The attendance procedures listed above for tracking and monitoring online student attendance are all contingent upon the attendance requirements put forth by the state of Michigan. Parents and/or guardians of students who are not consistently meeting the online active participation requirements or are missing 10% or more of the total school days, will be notified by a school administrator and/or the Family & Student Support Coordinator to identify the root cause of the chronic absenteeism for particular students. Student attendance issues will be evaluated on a case by case basis and solutions will be provided to families in order to increase the amount of his/her active online participation and/or days physically in the school building.



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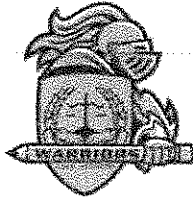
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## Phase 5 Operations

### Facilities

- P.A.C.E Academy is anticipating operating at a much smaller capacity for in person learning to ensure that we adhere to social distancing and CDC guidelines.
- The student body that have opted for in-person learning, will be in the building Monday through Thursday.
- Families will be given detailed options pertaining to our return to school plan this fall.
- Families will register for either in-person learning or 100% virtual learning.
- Friday will serve as an overall cleaning day for the building and half-day of professional developments for the staff.
- The CFO, Executive Assistant, and Head custodial staff will audit necessary materials and supply chain for cleaning and disinfection supplies.
- The Executive Assistant will be the point person for coordinating with Oakland ISD and our Local Emergency Management Program for support with procurement of cleaning and disinfection supplies by sending them our supply list for approval.
- PACE Academy has no additional facilities for instruction.
- The information from the guidance for cleaning and disinfecting all core classes will be distributed to staff members  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Custodial staff will be given this link to inform them of updates in cleaning guidelines.  
[Guidance on Preparing Workplaces for COVID-19 – OSHA and School Settings | COVID-19 | CDC](#)
- Custodial staff will meet with the Principal and nurse to insure protocols and safety guidelines are followed throughout the school building. Advanced training will be provided to the custodial staff to insure safety in the school building.
- Custodial staff have been deep cleaning all summer.
- Audit of school building:
  - All classrooms will be available for instruction
  - The sizes of the classrooms will be measured
  - The gym and cafeteria are available if needed for smaller classroom accessibility but not for whole group assemblies.
  - Ventilation is up to code in each classroom and will be monitored by the Head Custodial Staff
- Security protocols will remain the same for students and staff that are inside the building during the day. Changes are as followed for entering the building:
  - No Parents will be allowed past the entrance area in the building
  - All signing in & out will occur in the entrance area of the building
  - Temperature check will occur outside of the building



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- Security will follow CDC protocols if interacting with general public [Public Health Activity Guidance | CDC](#)
- Facilities will be maintained for in-person operations
  - HVAC will be regularly checked for efficiency
  - Air filter will be changed regularly
  - Approved wastebaskets, tissues, and CDC approved soap will be distributed to each classroom
  - Signage about frequent (hand washing, cough etiquette, and nose blowing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) will be posted around the school
  - Custodial staff will follow guidance from CDC about the use of facial coverings and special respirators at use when performing cleaning duties
- Principal will do regular walkthroughs with custodial staff to ensure readiness for staff and students to return and they will be documented.
- Level-1 covering will be ordered for all teachers
- Level-1 surgical masks for cleaning and janitor staff will be ordered
- School Cleaning and disinfection protocols according to CDC School Decision Tree [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools-decision-tool.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools-decision-tool.html) Custodial staff will wear surgical masks when performing cleaning duties.
- Facilities will be maintained for resumption of school operations.

## **Budget, Food Services, Enrollment, and Staffing**

- Staff and Student outreach for returning to school
  - Staff – A survey will be sent to all staff members. The school will gather information on staff members and the positions they hold.
  - Staff – A survey will be sent to all staff members. The school will gather information on the age of each staff member, underlying medical condition of those who are and are not returning
  - Students – A survey will be sent to all families. The school will gather information on students who are not returning, students who choose virtual learning as opposed to in-person instruction, and students with underlying health conditions
- Data from the surveys were collected and passed out to support decision making in regards to student arrival and departure protocols.
- Additional positions needed:
  - Experienced technology expert to help with the preparedness of technology for teachers and students.



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- Second nurse to assist our current nurse for additional safety of staff and students.
- PACE Academy employees are not a part of a bargaining unit. Human Resources will inform staff members of any adjustments that staff may have in their job descriptions (i.e. cleaning desks, furniture, equipment with supplies provided by the school)
- PACE Academy is continuing to hire new staff as needed.
- P.A.C.E Academy is holding, and will continue if necessary, interviews through Zoom meetings.
- PACE Academy will consider redeploying underutilized staff to serve core needs.
- PACE Academy employees are not a part of a bargaining unit, but positions have been and will continue to be modified with surveys and changes will be made for staff that are only able to work remotely.
- There will not be any enrollment changes.
- The attendance changes will be for students who opt into virtual learning. Student will be marked accordingly, through PowerSchool, for their scheduled times to be virtually present. This will be communicated to parents from the principal and school teachers.
- PACE Administrators are in the process of hiring during the pandemic. The following source will be provided to them to improve hiring and recruitment.  
[https://tntp.org/assets/documents/Virtual\\_Talent\\_Guide-TNTP.pdf](https://tntp.org/assets/documents/Virtual_Talent_Guide-TNTP.pdf)
- The Cares Act funds have been budgeted and allocated for products necessary for out school to be safe. The CFO, Executive Assistant, Title liaison along with administration seek and provide guidance to the staff when necessary.
- New students will take a survey to inform the school of any needs they may have. Parent and community relations liaison and the Manager of Data and student Information Services will also assess the needs of new students. All necessities will be met if feasible.
- The executive assistant and Industrial Specific Solutions (Substitute Agency) will be in communication constantly to assess our needs for substitute teachers.
- Communication of any policy changes will come from the Parent and Community Relations liaison and the Principal. PACE Academy will continue to use its current communication platforms.
- Student and staff handbooks will be distributed electronically with all changes updated.
- School leaders along with HR will compile questions concerning liability and consult with school's attorney
- The CFO and Principal have completed a strong budget for the school with all Covid-19 considerations.
- Orientation for new staff members will take place in the first two weeks (professional development) when staff returns to school.





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- PACE Academy's Return to school task force are completing schedules for teachers, students, transportation, lunch, and recess.
- PACE Academy is in constant communication with food service for any necessary changes.

## Technology

- Surveys have been sent to families to collect technology accessibility information. PACE Academy is prepared to give all students Chromebook's and hotspots if necessary.
- The Parent and Community Relations liaison is designated to communicate with families for technology.
- Technology Plan
  - All staff and students will have Chromebook's and laptops for virtual and in person learning
  - The Parent and Community Relations liaison is the contact person for families and their technology needs
  - Student will receive hotspots in necessary
  - If students have technology problems they will contact The Parent and Community Relations liaison who will communicate problems to our Technology Coordinator
  - Our Technology Coordinator is PACE Academy's designated technology lead support.
- Our Technology Coordinator is PACE Academy's process leader. His information will be available on our website.
- Our Parent and Community Relations liaison will be the family technology liaison that will communicate practical given demands
- The school-wide procedure for return and inventory is as follows.
  - Parents will drive through one-by-one to return any technology belonging to the school.
  - Staff members will have parents sign a document stating that they have returned technology belonging to PACE Academy. This transaction will also be recorded in a Google form document for Mr. Jones and leadership to review.
  - Staff members will collect and bag inventory outside and take it in the building for sanitizing.
  - Technology Coordinator will maintain the inventory to remove any malware and fix standard issues including, screen, keyboard or battery replacement
- The asset tracking tool that will be used is Google Form
- Staff and student technology will be held in separate rooms in the facility.
- Technology Coordinator and CFO will constantly evaluate the infrastructure.
- Technology support plan is as followed

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- Contact Parent Liaison
- The Parent and Community Relations Liaison reports issues to Technology Coordinator and Leadership
- The Technology Coordinator will attempt to solve problem via email, phone, or zoom
- If additional efforts are needed, families will return technology for replacement
- Digital devices are prepared for each student to go home with for in-person instruction.
- Consistent procedure for return is as followed
  - Parents will drive through one-by-by one to return any technology belonging to the school.
  - Staff members will have parents sign a document stating that they have returned technology belonging to P.A.C.E Academy. This transaction will also be recorded in a Google Form document for the Technology Coordinator and leadership to review.
  - Staff members will collect and bag inventory outside and take it in the building for sanitizing.
- The Technology Coordinator will maintain the inventory to remove any malware and fix standard issues including, screen, keyboard or battery replacement.
- The Technology Coordinator will continue to ensure that school and community access points and wired networks devices are functional.
- Resources that were created, published, or distributed by teachers and others during the closure period will be organized and centralized by Elementary AP, Middle School AP, Curriculum Director, Coaches, Teachers and Paraprofessionals.
- Staff meetings and professional development will be held if school reopens for in-person instruction to compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- A "Suggestion Box" through Google Form has been created to review and track issues results frequently as a way of understanding the quality and progress of technology processes in our district.
- Chronic technology issues that arise during school closure will be tracked and used to develop a long-term technology maintenance plan.

## **Transportation**

- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions such as:
  - We contract 2-3 buses for transporting students to/from school daily.
  - We will require all passengers (students, drivers and aides) to wear masks while buses are in service. Bus capacity will be reduced to meet social distancing recommendations. The maximum number of riders on each bus will be 28,



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seated one student per seat, alternating left and right positions. Students who reside in the same household may be seated together.

- Our buses are contracted for daily student transportation, the same buses are also used for transporting students to/from athletic events and field trips. At this time all field trips and athletic events have been cancelled.
- We contract out bus services and therefore the contractor provides all necessary drivers, the contractor provides driver and aide training and addresses driver shortages. We are currently in the process of bidding for transportation services for the new school year.

**We will use the recommendations below as we move forward with the transportation bidding process.**

- Assess whether any bus contractor has been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to student's IEPs and implement accordingly, if applicable.



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