



COVID-19 Preparedness and Response Plan

Name of District: BENTON HARBOR CHARTER SCHOOL ACADEMY

Address of District: 455 RIVERVIEW DRIVE, BENTON HARBOR MI, 49022

District Code Number: 11903

Web Address of the District: bentonharborcharter.com

Name of Intermediate School District: BERRIEN BESA

Name of Authorizing Body (if applicable): FERRIS STATE UNIVERSITY

Name of Local Health Department: BERRIEN COUNTY

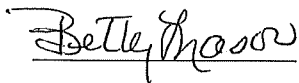
Local Health Department Contact: NICKI BRITTEN @ nbritten@bchdmi.org

Date Adopted by Board of Directors August 6, 2020



Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was the last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.



Vice President of the Board of Directors

Date 8/6/2020

Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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

Introduction and Overview

As we approach the upcoming school year, I want to reassure you that we are actively creating and refining our plans for the fall. Over the past four months, we have been working tirelessly to create a Return to School plan that balances the safety of our students and staff with a return to a learning environment that allows our students to thrive.

The health and safety of our students and staff are the pillars of our plans. As you know, on June 30, the Governor released the [MI Safe Schools Return to School Roadmap](#) that all schools within the state of Michigan are required to follow in the fall. Our next step as a school community was to create a Preparedness Plan based on each phase of the pandemic, which is always under construction. With that in mind, our school will continue with our promise of a 21st century education for all of our students.

Our Mission

Benton Harbor Charter School strives to provide an environment that will foster creativity, promote academic achievement and develop sound character and citizenship while maintaining and improving each child's self-esteem and self-concept. Our mission is to ensure that all students who graduate from the academy are prepared to attend college and are able to compete successfully, academically, and socially with their peers.

Our Belief

Benton Harbor Charter School Academy is an educational community in the City of Benton Harbor that serves grades Pre-K- 8. It is our belief that the most significant learning occurs where there is diversity. We believe that it is our duty to exhaust all possible resources so that no child, limited by poverty, is also deprived of an education.

Our Promise

Benton Harbor Charter School Academy's Mission, Vision, and Values are at the heart of everything we do. They are not empty words—our students can recite them, and our alumni still remember them. We live by them on a daily basis and as we plan our future those words are more important now than they've ever been. For over twenty years now we have promised our families and students that when they leave our campus they will be "Prepared to Compete" with anyone.

Teacher Development

Our Campus is a safe haven. No program of learning, no standard of measurement, no battery of tests can be effective if the students are disadvantaged and disengaged. The true purpose of education in the 21-Century in an urban environment is to nurture and support so that learning can occur. Well-intentioned, compassionate adults must staff the school. The teachers must be nurtured as well in order to work to achieve the established standards in the face of environmental problems and social inequality.

Academic Rigor

High quality teaching is at the core of our work. In order to be considered high quality, we expect our teachers to follow our complex curriculums that have been chosen based on the rigor and standard alignment they embody. We believe that all students, with the necessary support, can access grade level content, no matter the complexity.



Closing the Gap

We understand that success is won in increments; failure must be absorbed and reckoned with, but we fully expect our teachers to close the achievement gap within three years for students who are below grade level, while students at grade level continue to accelerate.

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

Phase 1, 2, or 3 Safety Protocols

Benton Harbor Charter School Academy will follow all **Safety Protocol** requirements laid-out in Michigan Safe Start Plan, as well as adopting **ALL** “strongly recommended” protocols. We will comply with all required elements of the Safe Start Plan. Over the summer, the school has been actively preparing for the return of students. We have installed the latest Artificial Intelligence Thermal Camera System at every entrance. These cameras can detect up to 30 facial and body images and temperatures at a time. Our main office area is equipped with a Facial Recognition System with Temperature Control for entry into the main office. Currently, anyone entering the building has their temperature taken and answers questions in accordance with health department guidelines for COVID-19. ALL visitors must wear face covering and sanitize hands before entering any common area on campus. In addition to acquiring masks, hand-sanitizer, and thermometers, the maintenance team has posted 10 touchless hand sanitizers throughout the building, posted directional signage in hallways, and six foot distancing markers. We continue to investigate more equipment to guard against any transmission of disease.

Safety Considerations in Phase 1, 2, or 3	
PPE and Hygiene	For any essential staff that may enter the building, mask wearing will be required 100% of the time.
Spacing and Movement	The school will not be open to students. Any adults in the building will follow spacing requirements, maintaining no less than 6-feet of distance between themselves and others.
Screening Students	The school will not be open to students. However, any staff who may report to the building will have their temperature taken and answer questions in accordance with health department guidelines for COVID-19 before gaining entrance
Responding to Positive Tests among Staff and Students	The school will not be open to students. However, should a staff member who was on site test positive, all required notifications will be made to the health department and to anyone who may have encountered the staff member, while maintaining the confidentiality of the infected staff member. We will comply with protocol set by our local health department

Food Service, Gatherings, and Extracurricular Activities	All gatherings and extracurricular activities will be cancelled. Food distribution will be available through a no-contact, drive-up delivery system one day per week,
Athletics	All athletics will be suspended.
Cleaning	Individuals who report to the building will be trained in cleaning any surfaces or spaces they have worked in; the custodial team will maintain any spaces that may be used by adults including classrooms, meeting spaces, common spaces and restrooms. All custodial staff will be provided with, and be required to wear all necessary PPE.
Busing and Student Transportation	No busing or other student transportation will be provided during Phases 1, 2 or 3.

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

Benton Harbor Charter School Academy will follow all **Mental & Social-Emotional Health** requirements laid-out in Michigan Safe Start Plan, as well as adopting **ALL** “strongly recommended” protocols. We will comply with all required Berrien RESA Screening and Referral Process which includes a check- in process for both students and staff by asking them to rate their energy level on a scale of 1-5 and state basic emotions as to how they feel. This approach emphasizes the most powerful screener available, relationships, and what is learned in the context of relationships. Data from this basic screening will be part of our Student Support System through our MTSS process

Checking in regularly with staff, families, and students helps to build relationships, shows them we care, and provides valuable information to help us understand what our school community is going through- those that are in the building as well as those that are not.. It can also provide insight into learning experiences and potential barriers that get in the way of educational progress.

In this relational Check-In strategy some students will be suspected of increased risk and will require additional screening. In this case we will recommend the family to our ISD for further screening.

Our ISD will implement a mental health screening for all students. The screening tool will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

We will partner with our local mental health agency to promote and monitor the use of their COVID-19 emergency telephone line. They will alert a representative from the district when they receive information regarding a student.

Phase 1, 2, or 3 Instruction

Benton Harbor Charter School Academy will follow all **Instruction** requirements laid-out in Michigan Safe Start Plan, as well as adopting ALL “strongly recommended” protocols. We will continue the learning process through multiple modes of online learning. First, BHCSA will utilize the Canvas Learning Management System for **ALL** students. This platform offers complete LMS functionality for online learning including standards-based grade books, customizable student assessments, course content authoring, and mobile communication. The projected date of the training and rollout of the Learning Management System is mid-January. Until then, teachers will:

- Continue to utilize ZOOM, Google Hangout, Google Classroom, Edmodo, Seesaw and other online platforms to maximize student’s online learning experiences.
- Post instructional videos to initiate instructional conversations among students using Google Hangout.
- Share links to supplemental skill building programs like Lexia, Study Island, IXL and Reading A-Z. Assign work for students based on their individual needs.

We cognizes that not all students have devices to access online learning or access to the internet- so we will:

- Continue pay for Internet Essential for those qualifying families
- Provide laptops to ALL students
- Provide on Campus Park & Learn internet access to **ALL** our families. Families can park anywhere on our campus and gain access to Wi-Fi through our outside port.

Our instructional team continues to work identifying the essential standards in each grade level, ensuring that it is aligned with our curriculum and planning for remote instruction. Teachers are considering how to assign work to students that they can do offline, as screen time and online learning may be challenging for some of our younger students, especially for students in our Foundation Community (Pre-k - 2nd). Along those lines, providing materials and lessons that parents can understand and support is at the heart of our planning. Importantly, all planning is occurring across grade levels--so all Pre-K-8 students will experience the same curriculum, projects and assessments.

We are very aware that our students will be returning to us with even wider skill differences. We will use the NWEA MAP assessment as an evaluative tool to help define learning pathways for some students, but are also developing local assessments for placement purposes. Additionally, a robust assessment plan throughout the year will help us remediate, accelerate, and report on growth to parents. These assessments will be delivered at common times for grade levels and will be a combination of locally developed assessments aligned to power standards and assessments that come with our curriculum.

All IEP’s and 504’s will be reviewed and revised if necessary with contingency plans. Students will continue to receive services from their caseworkers and speech therapist.

Instruction Phase 1, 2 or 3	
Governance	The plan has been developed based on lessons learned during the spring shutdown, parent feedback through numerous surveys which will continue through August 5, 2020. Additionally, our instructional team has been engaged across the summer providing guidance and feedback. We are also surveying staff about their comfort and concerns with the return of in-person instruction and the support they need to implement remote learning more effectively than in the spring. Our Board of Directors has walked through this plan with us each step of the way and will have vetted this fully prior to its submission.
Remote Instruction	<ul style="list-style-type: none"> • Any students needing materials in their home language will be provided the necessary support. • Summer work has identified essential standards and is developing units using our current, evidence-based Math and ELA curriculum. Teachers are developing these units in Google classroom and planning for daily interactions with students as well as office-hours for struggling students or questions with parents. • NWEA MAP will be used in the first two weeks of school to determine student readiness to learn. This assessment will be supplemented with local assessments. • IEP's and 504's will be reviewed and implemented either completely or through a contingency plan. • A plan for common assessments that can provide feedback for individual students or course correction for the Academy is underway. A calendar that aligns these to the essential standards is in development. • Students who need additional supports such as OT, PT, Speech Path, etc., will continue to receive these services through their provider remotely in a one-on-one environment.
Communication and Family Supports	<p>The Academy has numerous means of communicating with families including email, text messages, Facebook, School Messenger, Class Dojo, notices on our website, and will be adding Canvas Learning communication during the second semester.</p> <p>In addition to regular notifications, parents will be advised about their student's current grade level proficiency, and the learning plans.</p>
Professional Learning	Prior to the start of school, teachers will be trained in cultural responsiveness, implicit bias, and in the structural and systemic inequities

	<p>that have been present in schooling preventing our students from achieving at a rate similar to their economically privileged peers.</p> <p>Establishing what high quality instruction looks like in a blended learning environment will be another aspect of teacher professional development, as well as learning to identify students who are struggling emotionally under these circumstances.</p> <p>As they did throughout the spring shut down, PLC's will continue, where teachers will evaluate student engagement and success and adjust plans accordingly. During PLC's teachers will share the results of their common assessments, and adjust the following units accordingly.</p>
Monitoring	<p>Families will be surveyed about their technology needs and devices will be provided as needed. We will guarantee internet access for ALL families</p> <p>Daily attendance will be taken through POWERSCHOOL, and done in conjunction with expectations from pupil accounting at Berrien RESA.</p> <p>In addition to weekly office hours with teachers, parents will receive regular notifications about their students' progress...</p>

Phase 1, 2, or 3 Operations

Benton Harbor Charter School Academy will follow all **Operation** requirements laid-out in Michigan Safe Start Plan, as well as adopting **ALL** "strongly recommended" protocols.

Technology

The Academy plans to use an online learning platforms as the primary mode of instruction (i.e. Canvas Learning Management System, Google Classroom, Seesaw, and Edmodo). We cognizes that **not all** students have devices to access online learning or access to the internet- so we will:

- Continue to pay for Internet Essential for those qualifying families
- Provide laptops to ALL students
- Provide On-Campus Park & Learn internet access to **ALL** our families. Families can park anywhere on our campus and gain access to Wi-Fi through our outside ports.
- Provide training and support for both families and staff
- Provide protocol for repair/replace devices

Families will also have access to instructional materials through grade level activity books... All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their

child. The academy will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to prepare daily lessons and make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Google Hangout)

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For families that choose to you instructional material - instructional packets will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the school).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our school Facebook pages.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Teachers will also keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

Facility

Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations in accordance with MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Classrooms will be disinfected throughout the day and whenever students transition in or out of the classroom.
- ALL personnel responsible for cleaning and sanitizing the building and grounds will wear gloves, surgical mask, and face shield.
- We will continue to inspect and clean our playground area.

All of our cleaning supplies will be stored and properly labeled in accordance with OSHA Benton Harbor Charter School Academy will follow all the **Cleaning requirements** laid-out in Michigan Safe Start Plan, as well as adopting ALL “strongly recommended” protocols

- We’ve added additional hand clearing and paper towel dispensers in all bathrooms.
- We’ve added 10 hands-free sanitizing stations throughout the building w/proper handwashing signage.
- Each classroom will be provided extra hand sanitizer, Clorox wipes, paper towels, and tissue.
- Teachers will continue to teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer.

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

Phase 4 Safety Protocols

Benton Harbor Charter School Academy will follow all **Safety Protocol** requirements laid-out in Michigan Safe Start Plan, as well as adopting ALL “strongly recommended” protocols. We will comply with all required elements of the Safe Start Plan. Over the summer, the school has been actively preparing for the return of students. We have installed the latest Artificial Intelligence Thermal Camera System at every entrance. These cameras can detect up to 30 facial and body images and temperatures at a time. Our main office area is equipped with a Facial Recognition System with Temperature Control for entry into the main office. Currently, anyone entering the building has their temperature taken and answers questions in accordance with health department guidelines for COVID-19. ALL visitors must wear face covering and sanitize hands before entering any common area on campus. In addition to acquiring masks, hand-sanitizer, and thermometers, the maintenance team has posted 10 touchless hand sanitizers throughout the building, posted directional signage in hallways, and six foot distancing markers to ensure the safety of all visitors

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction based off the results of parent surveyed in early June. Our hybrid model will allow families to choose a morning/afternoon in-person learning platform schedule for the child or an online platform. Once a platform is chosen, students will remain in that platform exclusively for the first 9 weeks of school unless that student or a household member is experiencing acute respiratory illness symptoms such as fever, cough, or shortness of breath. In those situations, the student will be switched to our online platform of learning **Let it be noted that a more comprehensive survey was sent to parents on 24 July, 2020, and the preliminary numbers are showing the 77% of our parents are choosing the online platform. As a result the Academy will only offer online learning through November 6, 2020, the conclusion of the first quarter. At that time, the Board of Directors will determine how the Academy will proceed based on the Phase of Recovery the region is in, the success of the first 9 weeks, and the feedback from stakeholders. From students' first day of school on August 31, until November 6, the Academy will follow precautions and the described plan as if the region were in Phase 1, 2 or 3.**

Our campus has put in place the following safety protocol measures for this hybrid model of returning to school.

Safety Considerations in Phase 4	
PPE and Hygiene	In an effort to supports healthy hygiene behaviors. Benton Harbor Charter School Academy has added additional hand clearing and paper towel dispensers in all bathrooms. We've added 10 hands-free sanitizing stations throughout the building w/proper handwashing signage. Each classroom will be provided extra hand sanitizer, Clorox wipes, paper towels, and tissue. Teacher will continue to teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. For All staff/visitor enter the building, mask wearing will be required 100% of the time. Students in grade 6-8 must wear masks at all times even during class period, while elementary students (Pre-k-5) must wear masks when in common areas.
Spacing and Movement	In this hybrid plan, we will combine both in-person learning and virtual learning for our students and families this fall. In order to maintain social distance of 6-feet and keep students and staff safe, we will limit the number of students on campus by utilizing a morning and afternoon scheduling system for each community - thereby ensuring classrooms-size will never exceed the safety limit of 12 students. The staggered schedules also allows for safe movement throughout the building. All of our classrooms on campus will be setup in the same likeness to provide appropriate physical distancing (i.e. desk will be 6 feet apart – all facing the same way; only 12 students will be assigned to a class, even if there's space for more. Our students will follow the seating chart the teacher establishes, and remain seated and facing forward – while maintain appropriate physical distance from peers. Our Student Advocates and TA's will monitor and direct students as they move through the hallways to ensure proper distancing and hygiene
Screening Students	Benton Harbor Charter School Academy will cooperate with Berrien County Health Department regarding implementing protocols for screening students, staff, and visitors before they gain entrance into any area of learning. Teachers will be required to conduct daily self-

	<p>examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will be required to stay home. Parents will be required to keep their child at home if he/she has a temperature over 100.4 or experiencing and symptoms in the CDC guidelines. In the event these pre-screening and self-check measure are ineffective, our campus is equipped with the latest Artificial Intelligence Thermal Camera System at every entrance. These cameras can detect up to 30 facial and body images and temperatures at a time. Our office area is equipped with a Facial Recognition System with Temperature Control for entry into the main office. Students identified through our campus screening systems will be quarantined w/mask in a designated area, and cared for by staff w/mask. Symptomatic students or staff sent home from school will not be allow back on campus until they have tested negative or have completely recovered according to CDC guidelines. Our bus drivers will take temperature of students before they enter the bus and make sure they sanitize their hands before taking a seat. Parents will stay with student(s) until they are seated on the bus to ensure students are not left at the bus stop</p>
Responding to Positive Tests among Staff and Students	<p>If a staff member or student test positive, all required notifications will be made to the health department and to anyone who may have encountered the staff member, while maintaining the confidentiality of the infected persons. We will comply with protocol set by Berrien County Health Department (see attached)</p>
Food Service, Gatherings, and Extracurricular Activities	<p>All gatherings of more than 10 people and extracurricular activities will be cancelled. Food distribution will be available for ALL students. Our online students must pick-up their own meals and must follow PPE protocol The activity center will be designated as the Grab & Go meal pick-up area to ensure students and families maintain appropriate physical distancing. We will utilize a staggered schedule for pick-up to ensure physical distancing and disinfecting. Our staff will wear appropriate PPE when making and serving food. They will clean and disinfect serving areas and tables between schedules, and ensure proper signage is installed in designated Grab & Go area. Students that are in the building will be served in the classroom.</p>
Athletics	<p>All athletic programming will be suspended until the region has maintained Phase 5 status. At that point, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made.</p>
Cleaning	<p>Benton Harbor Charter School Academy will make every effort to ensure that frequently touched surfaces including light switches, doors,</p>

	<p>benches, bathrooms, computer lab will undergo cleaning at least every two hours or as needed with either an EPA-approved disinfectant or diluted bleach solution. Classrooms will be disinfected throughout the day and whenever students transition in or out of the classroom. ALL personnel responsible for cleaning and sanitizing the building and grounds will be required to wear gloves, surgical mask, and face shield. We will continue to inspect and clean our playground area. All of our cleaning supplies will be stored and properly labeled in accordance with OSHA. During the initial shut-down we added 10 hands-free sanitizing stations throughout the building w/proper handwashing signage. Our classrooms will be provided extra hand sanitizer, Clorox wipes, paper towels, and tissue. Teachers will continue to teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. Our Student Advocates and TA's will monitor and direct students as they move through the hallways to ensure proper distancing and hygiene</p>
<p>Busing and Student Transportation</p>	<p>Benton Harbor Charter School Academy has taken measure to prevent the spread of COVID-19 while transporting students to and from school. Our staggered schedule allow the following:</p> <ol style="list-style-type: none"> 1. One student per seat unless they live in the same household. 2. Hand sanitizer will be supplied on ALL buses. 3. Driver will perform temperature check on ALL students before they get on the bus. Students that have a temperature of 100.4 or greater will be required to stay home. Parents will be required to stay at the bus stop with their students until they are seated on the bus to ensure students are not left at the stop due to failed temperature. 4. ALL riders including the bus driver will be required to wear facial covering. 5. Buses will be cleaned and disinfected thoroughly before and after every route 6. If a student becomes sick during the day, and has not been picked-up by the end of the day he/she will not be able ride the bus home. 7. If a driver becomes sick during the day, they must follow the same protocols for sick staff outlined above and must not return to drive students <p>Doors and windows will be open when cleaning the bus and between trips and while the vehicle is in motion to help reduce spread of the virus by increasing air circulation</p>

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

Benton Harbor Charter School Academy will follow all **Mental & Social-Emotional Health** requirements laid-out in Michigan Safe Start Plan, as well as adopting **ALL** “strongly recommended” protocols. We will comply with all required Berrien RESA Screening and Referral Process which includes a check- in process for both students and staff by asking them to rate their energy level on a scale of 1-5 and state basic emotions as to how they feel. This approach emphasizes the most powerful screener available, relationships, and what is learned in the context of relationships. Data from this basic screening will be part of our Student Support System through our MTSS process

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Phase 4 Instruction

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- Continue to utilize ZOOM, Google Hangout, Google Classroom, Edmodo, Seesaw and other online platforms to maximize student’s online learning experiences.
- Provide in person instruction to small groups of students to ensure all safety protocols and requirements are being met.
- Post instructional videos to initiate instructional conversations among students using Google Hangout.
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- Continue to utilize ZOOM, Google Hangout, Google Classroom, Edmodo, Seesaw and other online platforms to maximize student's online learning experiences.
- Provide in person instruction to small groups of students to ensure all safety protocols and requirements are being met.
- Post instructional videos to initiate instructional conversations among students using Google Hangout.
- Share links to supplemental skill building programs like Lexia, Study Island, IXL and Reading A-Z. Assign work for students based on their individual needs.

We cognizes that **not all** students have devices to access online learning or access to the internet- so we will:

- Continue to pay for Internet Essential for those qualifying families
- Provide laptops to ALL students
- Provide On-Campus Park & Learn internet access to **ALL** our families. Families can park anywhere on our campus and gain access to Wi-Fi through our outside ports.
- Provide training and support for both families and staff
- Provide protocol for repair/replace devices

Although we will offer both online and in-person instruction, all families will also have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate online provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The academy will do everything it can to meet student/family needs and allow for full participation.

All teachers both online and in-person will be expected to prepare daily lessons and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Google Hangout)

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the

instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our academy's website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our school Facebook pages.

Online teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Teachers will also keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

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

Phase 5 Safety Protocols

All safety protocols from Phase 4 will be adopted until the region has maintained Phase 5 status for a month. At that point, consideration for resuming school as usual will be made.

Phase 5 Mental & Social-Emotional Health

The mental and social-emotional health protocols from Phase 4 will be adopted until the region has maintained Phase 5 status for a month. At that point, consideration for resuming school as usual will be made.

Phase 5 Instruction

The hybrid model from Phase 4 will be adopted until the region has maintained Phase 5 status for a month. At that point, consideration for resuming school as usual will be made.

Phase 5 Operations

Our operational model from Phase 4 will be adopted until the region has maintained Phase 5 status for a month. At that point, consideration for resuming school as usual will be made.

Final Steps for Submission

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

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

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Tim Harris

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer:

RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT AMENDMENT

BENTON HARBOR CHARTER SCHOOL(the “Academy”)

A special meeting of the Academy Board of Directors was held on the 6TH day of August 2020, at 5:00 p.m.

The meeting was called to order at 5:26 p.m. by Board Member Glenda Bell:

Present: Glenda Bell, Betty Mason, Terri Mays, and Willie Mitchell

Absent : Jean Nesbitt

The following preamble and resolution were offered by Board Member Willie Mitchell and supported by Board Member Betty Mason:

BACKGROUND

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the Order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body, Ferris State University(“Authorizer”), must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

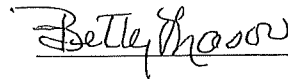
THE ACADEMY BOARD THEREFORE RESOLVES THAT:

1. The attached Preparedness Plan is approved. See Exhibit 1.
2. The attached Contract amendment, incorporating the Preparedness Plan into the Contract, is approved. See Exhibit 2. This Contract amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy's Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy's compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is earlier.

Ayes: 4 _____

Nays: 0 _____

Resolution declared adopted.



Print Name: Betty Mason

Secretary, Academy Board

[Exhibit 1: Attach Copy of Preparedness Plan]

[Exhibit 2: COVID-19 Preparedness Plan Contract Amendment]

COVID-19 PREPAREDNESS PLAN CONTRACT AMENDMENT

BETWEEN

FERRIS STATE UNIVERSITY
(AUTHORIZING BODY)

AND

BENTON HARBOR CHARTER SCHOOL
(PUBLIC SCHOOL ACADEMY)

AUGUST 17, 2020

COVID-19 PREPAREDNESS PLAN CONTRACT AMENDMENT
BENTON HARBOR CHARTER SCHOOL

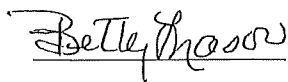
In accordance with Article IX of the Terms and Conditions, incorporated as part of the Contract to Charter a Public School Academy and Related Documents, issued by **FERRIS STATE UNIVERSITY** (“University Board”) and **BENTON HARBOR CHARTER SCHOOL**(“Academy”) on August 4, 2020 (“Contract”), the parties agree to amend the Contract as follows:

1. The attached Preparedness Plan, approved by the Academy Board, is incorporated into the Contract.
2. Any updates to the Preparedness Plan, approved by the Academy Board, shall be added to this Contract amendment upon receipt by the Charter Schools Office.
3. This Contract amendment shall remain in effect until the earlier of (i) the end of the 2020-2021 school fiscal year or (ii) the rescission of Executive Order 2020-142, including any successor executive order authorizing a Preparedness Plan.

This Contract amendment is hereby approved by the University Board and the Academy through their authorized designees and shall have an effective date of August 17, 2020.

By: Name of Signatory
FERRIS STATE UNIVERSITY
Designee of the University Board

Dated: August 17, 2020



By: Betty Mason, Board Vice President
BENTON HARBOR CHARTER SCHOOL
Designee of the Academy Board

Dated: August 17, 2020