

# Charlton Heston Academy 2020-2021 Return to Learn Plan

Dear Members of the Charlton Heston Academy Community,

After many months of collaboration, CHA is announcing its 2020-2021 Return to Learn Plan. I want to thank the parents, students, and staff members for your input through the surveys, as well as the insight the Academy received through so much additional feedback. I also send gratitude to the 16 members of the CHA Return to Learn Planning Committee.

Governor Whitmer released the Michigan Safe Schools Return to School Roadmap on June 30th. This document can be viewed at: [https://charltonhestonacademy.com/wpcontent/uploads/2020/07/MI Safe Schools Roadmap FINAL 695392 7.pdf](https://charltonhestonacademy.com/wpcontent/uploads/2020/07/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

The Roadmap illustrates a six-phase approach to reopening the state, and therefore reopening schools. In Phases 1 -3, all school districts in Michigan are required to provide remote learning, and in-school teaching and learning would then be prohibited. In Phases 4 - 6 schools are able to reopen for face-to-face instruction in the buildings with heightened health and safety guidelines. The Academy is located in a region that is currently in Phase 5. Thus, we are planning to reopen school on Tuesday, September 8th with the Phase 5 protocols of the MI Schools Return to School Roadmap as our guide.

Families will be asked to choose from one of three return to learn options. The Charlton Heston Academy 2020-2021 Return to Learn Plan provides details of these options. Parents will receive a phone call during the week of August 10th where they and their child(ren) will have an opportunity to ask clarifying questions about each option and ultimately inform CHA on that day which option they choose. The primary parent or the parent listed first on the enrollment/re-enrollment application will be contacted. Students are asked to commit to their choice for the entire first quarter, which is from September 8th through November 20th.

In an effort to maintain consistency with the health, safety, and academic initiatives of the school community, to begin the year students will not be able to choose a combination of return to learn options. However, the hope is that as we move through the first few weeks of school, the state and our region will become more and more safe, and we can then consider lessening restrictions altogether. All students will have the option to make changes to their learning choice after the first quarter.

On Tuesday, August 11th at 12:00 p.m. CHA hosted a community meeting on the football field where the plan was released to families and community members; allowing the opportunity to gain even greater clarification if needed. In addition, for those unable to attend, a virtual community meeting was also held on the same day at 2:00 p.m.

The childcare program and pre-kindergarten program have additional childcare licensing guidelines that we are addressing. So, parents will be contacted by Mrs. Ashley Lawrence or Mrs. Heather Benson to explain our return to learn plan for those programs.

At this time, I have provided some questions and answers along with details of the three return to learn options. I continue to urge our school community to stay united and support one another. For additional questions or clarification I can be reached at any time on my cell phone at 313-622-9173.

Sincerely,

David Patterson, Superintendent

Charlton Heston Academy will offer both in-school/face-to-face and virtual/online learning options for all K-12 students during the 2020-21 school year. Beginning Wednesday, August 12th teachers will contact all families to receive the return to learn option for each student. If the region is moved from Phase 5 to Phase 3 or lower, CHA will be required to offer only remote/virtual/online teaching and learning. To begin the school year, a combination of the options is not allowed. Students can transition from one learning style to the other at the end of each quarter. CHA will follow all respective guidelines as required and strongly recommended by the MI Safe Schools: 2020-21 Return to School Roadmap. The details of each learning option are below. The Academy reserves the right to make changes to the Return to Learn Plan at any time.

### **OPTION 1: FACE-TO-FACE**

All K-12 students and staff will return to the school building in the fall and attend five (5) days per week from 8:00 a.m.- 4:00 p.m. The school calendar is available at:

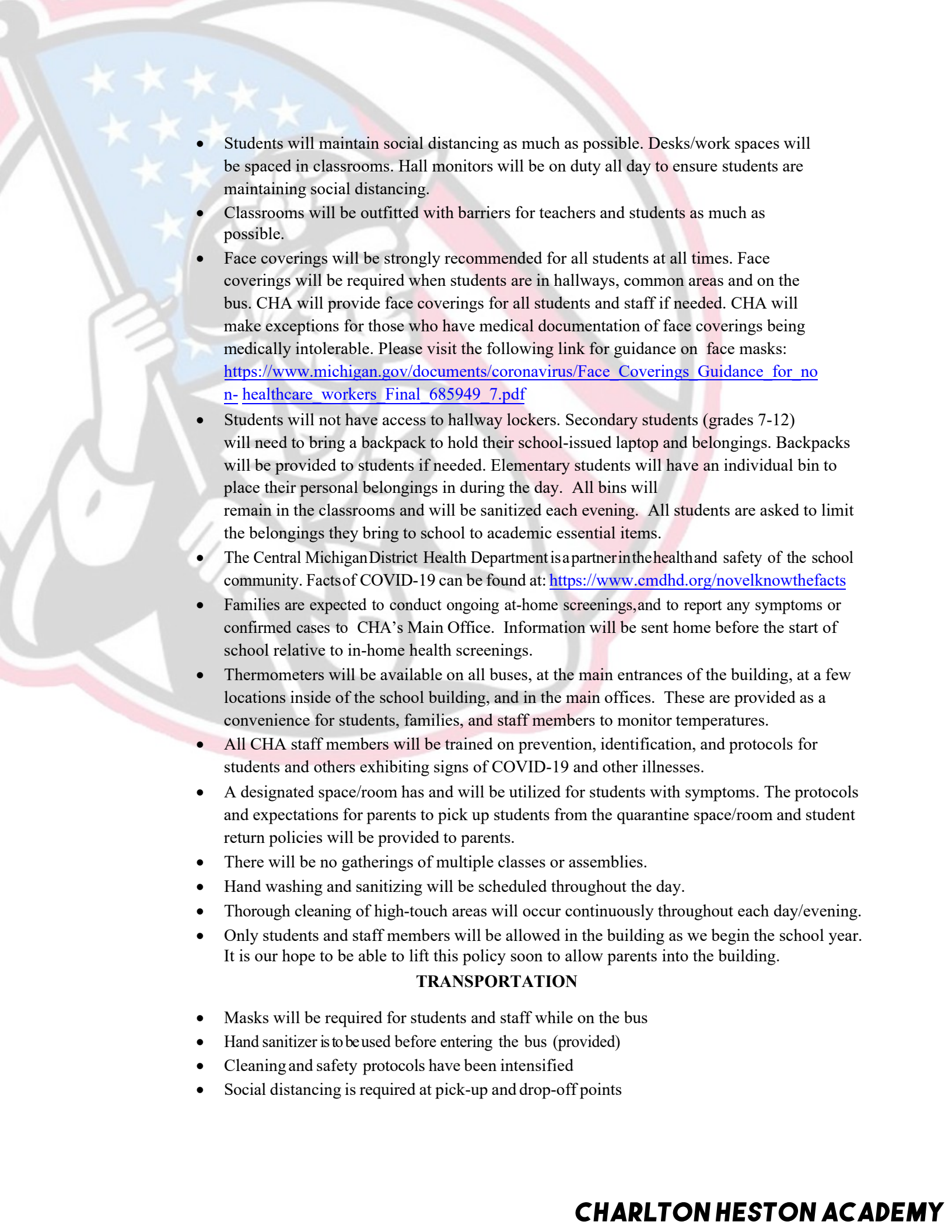
<https://charltonhestonacademy.com/wp-content/uploads/2020/05/2020-2021-School-Calendar.pdf>

### **CURRICULUM, INSTRUCTION, AND ASSESSMENT**

- CHA curriculum is based on Michigan standards.
- CHA certified teachers provide instruction.
- The daily schedule will be similar to the schedules in previous years.
- Attendance is required and monitored. Parents/guardians are expected to contact the attendance line each morning by 8:30 a.m. if a student is absent (989-632-3390; follow the prompts).
- CHA will remain committed to fulfilling IEPs, 504 Plans, and all supplemental support for all students.
- Specials will occur in the classroom as much as possible, and physical education will occur outdoors as much as possible.
- Teachers are encouraged to utilize outdoor learning space.

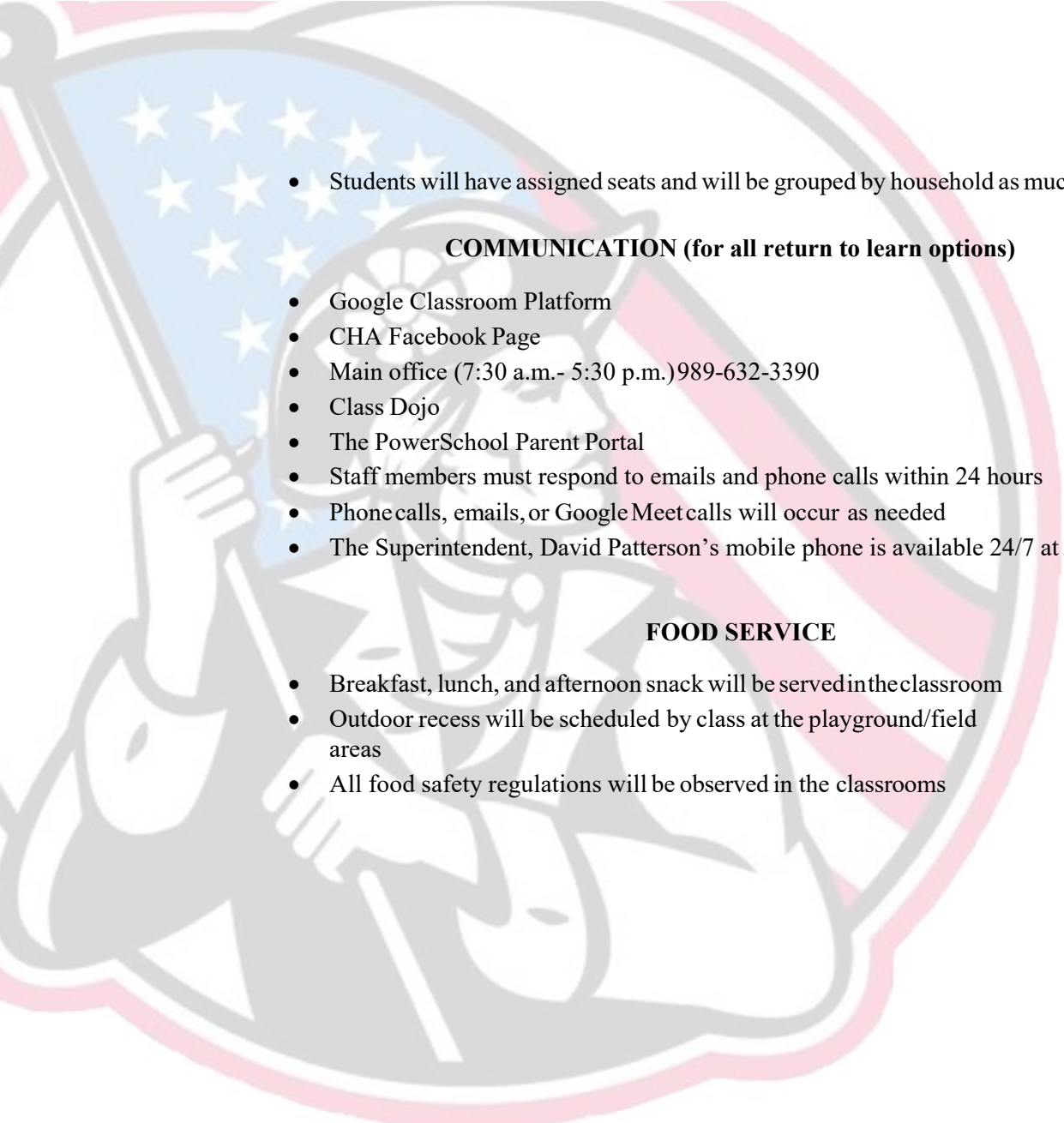
### **HEALTH AND SAFETY**

- All elementary students will be placed in their classroom/cohort groups and remain in their classrooms, including during breakfast and lunch times. Specials teachers will rotate into classrooms with physical education and recess taking place outside when weather permits.
- Students will enter the building upon arrival at designated entrances (Childcare through grade 4 will enter at the elementary entrance that faces west; grades 5 and 6 will enter at the side entrance just north of the elementary entrance; grades 7 and 8 will enter at the entrance facing north (formerly referred to as the high school entrance); and grades 9-12 will enter where the trophy cases are located. There will be signage and staff members to direct students, as well as staff members at each entrance.

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- Students will maintain social distancing as much as possible. Desks/work spaces will be spaced in classrooms. Hall monitors will be on duty all day to ensure students are maintaining social distancing.
  - Classrooms will be outfitted with barriers for teachers and students as much as possible.
  - Face coverings will be strongly recommended for all students at all times. Face coverings will be required when students are in hallways, common areas and on the bus. CHA will provide face coverings for all students and staff if needed. CHA will make exceptions for those who have medical documentation of face coverings being medically intolerable. Please visit the following link for guidance on face masks: [https://www.michigan.gov/documents/coronavirus/Face\\_Coverings\\_Guidance\\_for\\_no\\_n-healthcare\\_workers\\_Final\\_685949\\_7.pdf](https://www.michigan.gov/documents/coronavirus/Face_Coverings_Guidance_for_no_n-healthcare_workers_Final_685949_7.pdf)
  - Students will not have access to hallway lockers. Secondary students (grades 7-12) will need to bring a backpack to hold their school-issued laptop and belongings. Backpacks will be provided to students if needed. Elementary students will have an individual bin to place their personal belongings in during the day. All bins will remain in the classrooms and will be sanitized each evening. All students are asked to limit the belongings they bring to school to academic essential items.
  - The Central Michigan District Health Department is a partner in the health and safety of the school community. Facts of COVID-19 can be found at: <https://www.cmdhd.org/novelknowthefacts>
  - Families are expected to conduct ongoing at-home screenings, and to report any symptoms or confirmed cases to CHA's Main Office. Information will be sent home before the start of school relative to in-home health screenings.
  - Thermometers will be available on all buses, at the main entrances of the building, at a few locations inside of the school building, and in the main offices. These are provided as a convenience for students, families, and staff members to monitor temperatures.
  - All CHA staff members will be trained on prevention, identification, and protocols for students and others exhibiting signs of COVID-19 and other illnesses.
  - A designated space/room has and will be utilized for students with symptoms. The protocols and expectations for parents to pick up students from the quarantine space/room and student return policies will be provided to parents.
  - There will be no gatherings of multiple classes or assemblies.
  - Hand washing and sanitizing will be scheduled throughout the day.
  - Thorough cleaning of high-touch areas will occur continuously throughout each day/evening.
  - Only students and staff members will be allowed in the building as we begin the school year. It is our hope to be able to lift this policy soon to allow parents into the building.

#### **TRANSPORTATION**

- Masks will be required for students and staff while on the bus
- Hand sanitizer is to be used before entering the bus (provided)
- Cleaning and safety protocols have been intensified
- Social distancing is required at pick-up and drop-off points

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- Students will have assigned seats and will be grouped by household as much as possible

### **COMMUNICATION (for all return to learn options)**

- Google Classroom Platform
- CHA Facebook Page
- Main office (7:30 a.m.- 5:30 p.m.) 989-632-3390
- Class Dojo
- The PowerSchool Parent Portal
- Staff members must respond to emails and phone calls within 24 hours
- Phonecalls, emails, or Google Meet calls will occur as needed
- The Superintendent, David Patterson's mobile phone is available 24/7 at 313-622-9173

### **FOOD SERVICE**

- Breakfast, lunch, and afternoon snack will be served in the classroom
- Outdoor recess will be scheduled by class at the playground/field areas
- All food safety regulations will be observed in the classrooms



## **OPTION 2: CHA E-LEARNING**

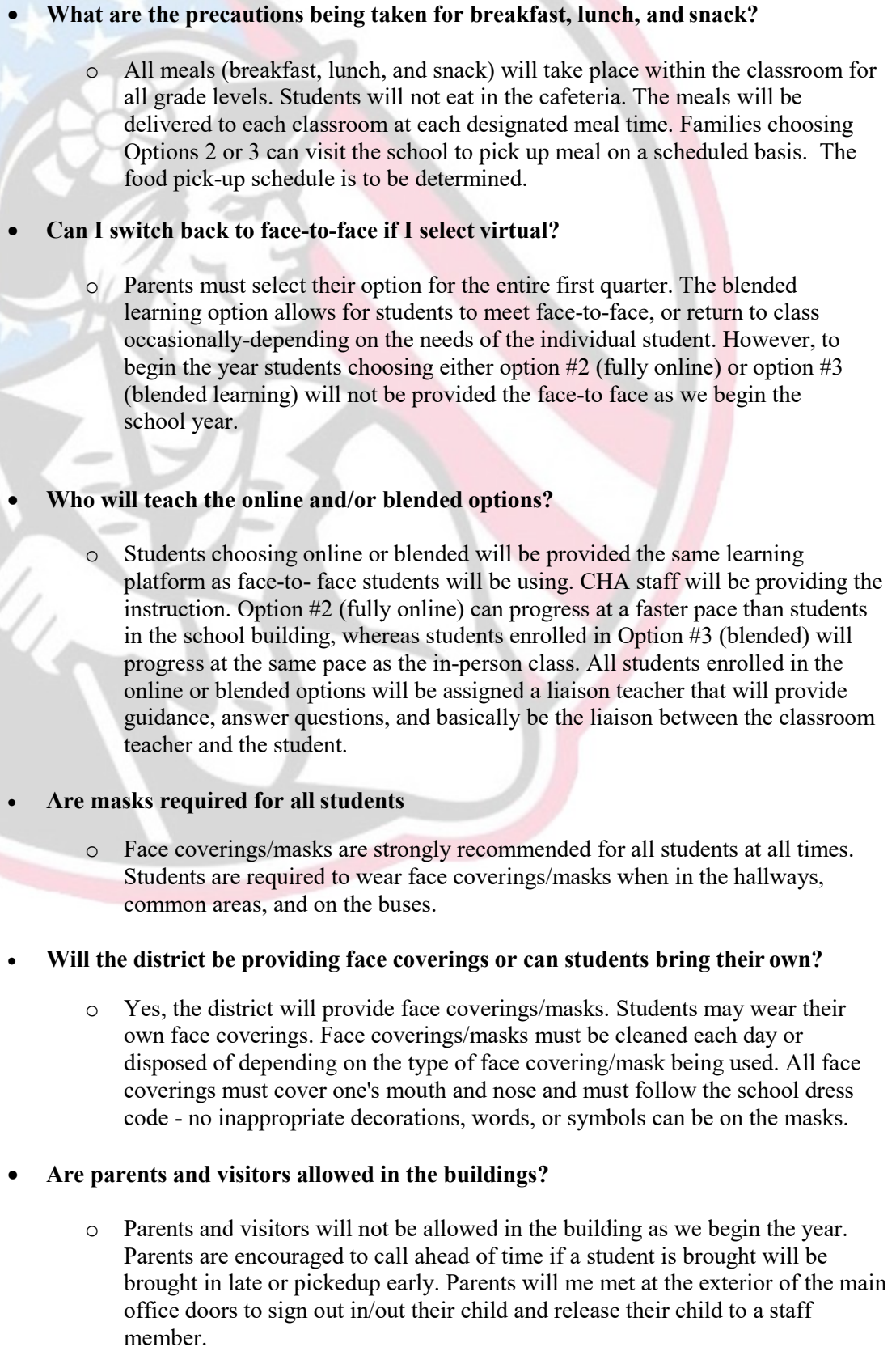
- A full-time K-12 online learning option will be available, and allow for flexibility with all learning needs.
- The E-Learning option will utilize the same curriculum as our face-to-face instruction.
- Charlton Heston Academy teachers will coordinate the E-learning option.
- Students will be assessed in the same manner as in-person students and earn a grade in each course.
- Typically, this option is best suited for independent learners who have consistently achieved above grade level and are highly self-motivated.
- Daily attendance and participation is required.
- Each student will receive a laptop, and the exhaustive educational program including all curriculum and assessments.
- A certified teacher AND an E-learning liaison will be assigned to deliver instruction and support, and to perform required two-way communication.
- Internet connectivity can be provided for qualifying students/families.
- Students will be able to learn at their own pace in an effort to master skills and complete classes according to their abilities. Students are able to enroll in classes in a sequential format. For example, students can enroll in and complete three classes during the first half of a semester, then enroll in three other classes for the second half of the semester. This allows students to spend more time on less classes within a shorter time frame.
- Students are still eligible to participate in all school events, field trips, extracurricular activities/athletics, and other school-related programs.
- Parents/guardians will need to be prepared to support children with E-learning on a daily basis, and communicate with teachers regularly.

### **OPTION 3: CHARLTON HESTON BLENDED LEARNING ACADEMY**

- Full-time K-12 blended learning option will be available.
- The blended learning option will utilize the same curriculum the face-to-face instruction.
- Charlton Heston Academy teachers will coordinate the virtual learning option.
- Students will be assessed in the same manner as in-person students and earn a grade in each course.
- Daily online attendance and participation is required.
- Each student will receive a laptop, and the exhaustive educational program including all curriculum and assessments.
- A certified teacher AND a virtual learning liaison will be assigned to deliver instruction and support students, and to perform required two-way communication.
- Internet connectivity for qualifying students/families.
- Students are still eligible to participate in all school events, field trips, extracurricular activities/athletics, and other school-related programs.
- Students will have access to their actual classroom lessons via video each day.
- Students will interact live with the teacher and students on a scheduled basis to start the year. The Academy is preparing to increase overall Internet bandwidth, so live lessons and interactions can occur more frequently as we move through the year.
- Students will be eligible to return to the classroom to attend in-class sessions if needed (this will not be allowed as we begin the school year).
- Parents/guardians will need to be prepared to support children with blended learning on a daily basis, and communicate with teachers regularly.
- **WHAT IS BLENDED LEARNING?** While there are many definitions and layers surrounding blended learning; parents are encouraged to research education technology. Here is just one reputable source of informations at Education Technology's website:  
<https://edtechnology.co.uk/latest-news/ultimate-guide-to-blended-learning/>

## CHA RETURN TO LEARN PLAN-FREQUENTLY ASKED QUESTIONS

- **What will face-to-face instruction look like at the High School? Middle School? Elementary? Does every class meet every day?**
  - In the classroom, we will be practicing social distancing, encouraging proper hygiene, and minimizing how much students mix with others in the hallways and common areas as much as possible. It will be strongly recommended that all students wear masks throughout the day to further mitigate risk of exposure. Students are required to wear masks in the hallways, common areas, and on the buses unless the mask wearing is medically intolerable for a student. The Academy is determining how/when/and where students and staff are in close proximity to one another for an extended period of time, and a shield/barrier may also be used to protect students and staff. Students will be expected to attend every day for face-to-face instruction.
- **What will the face-to-face/in-school schedule look like for middle school and high school students?**
  - The class schedules will look as they have in the past. At this time Career and Technical Education and LSSU college courses will continue to be offered.
- **Will students participating in face-to-face instruction be coming every day (Monday- Friday)?**
  - Yes, students who select face-to-face instruction will meet every day of the week at all grade levels.
- **Will the elementary students still have recess?**
  - Yes, elementary students will have recess. Individual classes will go out for recess and they will have two 20 minutes recess time blocks each day.
- **Will the elementary students have 'specials' (art, music, physical education, etc.)?**
  - Yes, elementary students will have specials classes. Whenever possible we will schedule specials so that teachers of the special classes are coming to the regular classroom instead of moving to a different classroom. Physical education will be occurring outside as long as weather permits.
- **Will the district offer busing? What safeguards will be in place?**
  - Yes, busing will be offered. All students will be required to wear a face covering while on the bus. Hand sanitizer will also be available. Students living in the same household will be grouped to sit together. Buses will be disinfected at the end of each run. Also, a thermometer is available on each bus for convenience of parents/students to monitor student temperatures.

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- **What are the precautions being taken for breakfast, lunch, and snack?**
    - All meals (breakfast, lunch, and snack) will take place within the classroom for all grade levels. Students will not eat in the cafeteria. The meals will be delivered to each classroom at each designated meal time. Families choosing Options 2 or 3 can visit the school to pick up meal on a scheduled basis. The food pick-up schedule is to be determined.
  - **Can I switch back to face-to-face if I select virtual?**
    - Parents must select their option for the entire first quarter. The blended learning option allows for students to meet face-to-face, or return to class occasionally-depending on the needs of the individual student. However, to begin the year students choosing either option #2 (fully online) or option #3 (blended learning) will not be provided the face-to face as we begin the school year.
  - **Who will teach the online and/or blended options?**
    - Students choosing online or blended will be provided the same learning platform as face-to- face students will be using. CHA staff will be providing the instruction. Option #2 (fully online) can progress at a faster pace than students in the school building, whereas students enrolled in Option #3 (blended) will progress at the same pace as the in-person class. All students enrolled in the online or blended options will be assigned a liaison teacher that will provide guidance, answer questions, and basically be the liaison between the classroom teacher and the student.
  - **Are masks required for all students**
    - Face coverings/masks are strongly recommended for all students at all times. Students are required to wear face coverings/masks when in the hallways, common areas, and on the buses.
  - **Will the district be providing face coverings or can students bring their own?**
    - Yes, the district will provide face coverings/masks. Students may wear their own face coverings. Face coverings/masks must be cleaned each day or disposed of depending on the type of face covering/mask being used. All face coverings must cover one's mouth and nose and must follow the school dress code - no inappropriate decorations, words, or symbols can be on the masks.
  - **Are parents and visitors allowed in the buildings?**
    - Parents and visitors will not be allowed in the building as we begin the year. Parents are encouraged to call ahead of time if a student is brought will be brought in late or pickedup early. Parents will me met at the exterior of the main office doors to sign out in/out their child and release their child to a staff member.





- **What are the symptoms of Covid-19? Symptoms of suspected COVID-19 include:**

- Cough\*
- Congestion or runny nose
- Shortness of breath or difficulty breathing\*
- Nausea or vomiting
- Fever or chills\*
- Sore throat
- Diarrhea
- Headache
- New loss of taste or smell
- Muscle or body aches
- Fatigue

\*These are all the most common symptoms.

- **What is the process in place for when a student has a suspected case of COVID-19?**

- Any student or staff person who either exhibits COVID-19 symptoms or has a temperature of 100.4 degrees Fahrenheit or higher should not go to school or any school activities. They should be instructed to get tested for COVID-19. Any student or staff person who either exhibits COVID-19 symptoms or has a temperature of 100.4 degrees Fahrenheit or higher while at school or any school activity should be sent home and instructed to get tested for COVID-19. If at school or a school activity, the student or staff person should be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility. The school has designated waiting/quarantine areas. CHA is following the guidance provided by the Central Michigan District Health Department. Suspected cases will be referred to the office and parents will be contacted. Students who are suspected can only return with a negative COVID-19 test, or after a 14 calendar day quarantine period. Students can be transition to online or blended learning during this time.

- **Will I be contacted if another student or staff member in my child's class are positive for COVID-19?**

- CHA will contact parents of students that are in classes with confirmed cases and will be quarantining those individuals who were in close proximity of the confirmed case for a period of 14 days. Students can be transitioned to online or blended learning during this time.

- **If a child or staff member has tested positive for COVID-19, when can they return?**

- Students and staff persons who never had symptoms but who test positive for COVID-19 may return to school/work if at least 10 days have passed

since the date of their first positive COVID-19 test (provided no symptoms appeared during the 10-day period).

- **What will the cleaning procedures be for the schools?**
  - The school has added a new position to the district; Director of Health and Safety and COVID Coordinator. This person will work directly with the local health department, ISD, and regulatory agencies to ensure CHA is following all health and safety regulations. CHA has also added a second position; Assistant Director of Health and Safety. This person will ensure the building and bus cleaning and disinfectant scheduled is maintained throughout each day. This person will also work third-shift hours to clean and disinfect the building and buses even after the second shift janitorial staff have completed their cleaning duties each day. The building will be disinfected daily after school.

