

# LIGHT of the WORLD A C A D E M Y

---

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

## **Light of the World Academy COVID-19 Preparedness and Response Plan**

Address of School District: 550 E. Hamburg Street, Pinckney, MI

District Code Number: 47900

Building Code Number(s): 02707

District Contact Person: Alexis Salisbury

District Contact Person Email Address: [lexi@lightoftheworldacademy.org](mailto:lexi@lightoftheworldacademy.org)

Local Public Health Department: Livingston County Health Department

Local Public Health Department Contact Person Email Address: [lsikora@livgov.com](mailto:lsikora@livgov.com)

Name of Intermediate School District: Livingston Intermediate School District

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: 08-03-2020

# LIGHT of WORLD

A C A D E M Y

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

## 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 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 Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

  
President of the Board of Directors

08-03-2020

Date

# LIGHT of the WORLD ACADEMY

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

## 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 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 Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

\_\_\_\_\_  
President of the Board of Directors

\_\_\_\_\_  
Date

## **Introduction and Overview**

Light of the World Academy provides a Montessori-based education that follows the child's individual growth intellectually, socially, emotionally, and physically by creating multi-age grouped classrooms that celebrate the learning process through independence, discovery, and exploration and provide a safe, peaceful, and respectful community that is grounded in service both locally and globally.

Our Vision is guided by these principles, which we continued to follow as we developed our Preparedness Plan:

- Our educators and faculty are driven by personal relationships with students and their parents or caregivers. The teachers and administration will use a developmental lens to view every child's personality, confidence level, family circumstance, and learning style in order to best serve the individual learner. These relationships also help us to know when we as a community can come alongside the families that need or want our support.
- We provide a safe, positive, academic learning environment by validating every child's personal learning style. As a result, each child will have his or her own learning plan to develop academic skills, self-esteem, and confidence levels.
- We equip children to maximize their academic potential through our instructional design and well-prepared classrooms. We believe the internal reward structures that result from a series of successes build self-motivated learners. By instilling in children the means and desire to learn independently, LOTWA creates a strong foundation for success at the high school and university level.
- We are committed to bringing to fruition the full potential of the whole child, and because of that, we maintain high moral standards in character education. We believe the core values of love, peace, joy, patience, kindness, goodness, faithfulness, gentleness, and self-control develop a mindset of compassion and an active awareness of responsibility to one's community. When students are fulfilled and teach one another, their social interactions become positive interactions.
- Our Montessori teaching methods are firmly rooted in individualized formative assessments and differentiation, so we maintain small class sizes and student-to-teacher ratios. We will therefore grow based on our ability to serve each child and family fully, and not seek growth for its own sake.
- We recognize and celebrate our role in the local and global community, seeing in both many opportunities to live out our values by serving others. Students, teachers and staff participate in local and international service projects that are integrated into classroom activities. We offer our physical building to the community as a safe and welcoming environment for social and civic activities, extracurricular clubs, fitness classes, educational outreach, and more. We will continue to be a warm home not only to our children, but also to their parents, grandparents, caregivers, and neighbors.

# LIGHT of the WORLD

A C A D E M Y

---

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

To develop our preparedness plan, we sought input from our parents in several ways, and they were part of the planning process every step of the way. We sent out a survey, asking parents for feedback on how many intended to send their children to school in person, and how many wished to take part in a hybrid/distance learning model. We also sent out surveys asking parents for feedback on a variety of topics, including:

- Their family's access to technology and devices at home.
- How they felt our Distance Learning plan worked for their child during the end of the 2019-2020 school year.

We will use this data to guide all planning for phases 1-5.

We invited all interested parents to join a School Reopening Planning Committee, which was co-chaired by school leadership and the Montessori Parent League. We then invited input from parents and held a meeting during which we sought input and drafted proposals that covered a number of topics, including masks, classroom protocol, cleaning products and protocols, temperature taking, and pick-up and drop-off as safe as possible. Parents will continue to be part of our planning throughout the process.

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

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

- **Personal Protective Equipment & Hygiene**
  - School will be closed for in-person instruction.
  - Staff will follow all mandated social distancing and cleaning protocols at all times while in the building. Masks will be required if any staff members are sharing a space.
- **Spacing and Movement**
  - School will be closed for in-person instruction.
  - While in phase 1-3, child care will not be provided.
  - School employees and contractors are permitted to be physically in the building in order to conduct basic school operations such as preparation of distance-learning handouts and other materials, and to access the hands-on Montessori materials while giving group distance-learning lessons. Staff will have access to the copy machine and restrooms, but will otherwise be limited to their classrooms. Sign-Up Genius will be used to monitor how many staff members are in the building at one time.
  - Staff must complete a wellness screening questionnaire prior to entering the building
- **Screening Students**
  - Schools are closed for in person instruction.
- **Responding to Positive Tests Among Staff and Students**
  - Schools are closed for in person instruction.
- **Food Service, Gathering and Extracurricular Activities**
  - The Academy does not currently offer Food Service; However, we will continue to solicit donations of food for the local food bank from our parents. We will also continue to donate fresh eggs from our school's in-house chicken farm to needy families and the local food bank. We will make all parents aware of this resource, should they need it.
  - All inter-school activities are discontinued.
  - All after school activities are suspended.
- **Athletics**
  - All athletics are suspended.
- **Cleaning**
  - Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order
  - The school has purchased extra cleaning supplies and equipment, including a sanitizing fogger. Staff will be provided PPE and cleaning supplies for use when inside the building. There will be cleaning supplies located in each classroom and

common areas. Janitorial staff will be made aware of building areas that have been used each day, and those areas will be thoroughly cleaned and sanitized daily.

- Janitorial staff will be trained based on all CDC guidelines and regulations.
- **Busing and Student Transportation**
  - Light of the World Academy does not provide transportation.

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

- We have a social worker available to support any need that our families or staff may have during this time. All teachers are trained in restorative practices and regularly check in with and screen their students.
- Staff will observe students and appropriately refer those at-risk to the proper building support (administrators or social work) depending on the situation. Teachers may also contact parents regarding inconsistent behavior.
- Staff is trained in Restorative practices and will also be trained in ACE Trauma during summer PD. Social and emotional health is an integral part of our school's mission and vision and are part of the everyday life and fabric of our school. Because students, families and staff are so immersed in this culture, it is easily transferable to distance learning.
- The school social worker and administration will coordinate grief response and counseling.
- School will maintain and monitor a school wide website that includes wellness and local resources to aid families in locating information within their communities. This can include resources for mental health, child led activities, academic resources, etc. The website will be available to all LOTWA parents and families and linked on the Light of the World Academy web page. Link is listed below:  
<https://classroom.google.com/c/MTA3ODI5NDMzNTM2>
- School will perform regular school community surveys, which will include physical and mental health. During staff meetings, staff will check in with one another and administration using the "one-word check-in," per our Restorative Practices training. Staff will also rely on grade level teams for social emotional support.
- The entire staff is trained in Restorative Practices, which we will use on a daily basis for staff self-care and resiliency strategies. We will make available a list of external and community resources for staff to take advantage of as needed. We will provide regular screening surveys to the staff.
- Our school social worker will be the designee.
- We will make students and staff aware of MDE resources.
- Because Light of the World Academy values family relationships, staff will be available to discuss and go over any mental health concerns. Staff will have a list of resources to refer families to. We will utilize an online screening tool to assess each student and staff member's well being. There will also be a fillable form on our website for parents/staff to address any concerns.

- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19
  - We will pass on fact-based information from our local health department.
  - Light of the World Academy values personal relationships, allowing us to support staff and families with fact based responses.
  - Light of the World Academy's school board has adopted our social and emotional practices as official school policy.
  - Positive self-care strategies that promote health and wellness.
- Teachers will provide ways to connect with students and help students connect with others. Light of the World Academy's staff is fully trained in Restorative Practices, and we will use these skills to support both students and families. Restorative Practices is a way to build community and we will continue to provide this safe place for our students. We will monitor for these individualized needs and provide these mental health supports for students and families.

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

- **Governance**
  - Create a district Return to Instruction and Learning working group, potentially led by the director of curriculum and composed of a broad group of stakeholders on the district and school board level to
    - Light of the World Academy's Return to Instruction and Learning working group will be led by school administration (Sara Fields, Director of School Leadership). Staff and parents will be invited to participate in this committee. School will conduct regular surveys of the school community and will supply feedback from committee work to the school community.
    - Light of the World Academy will monitor the district's distance learning plan, in response to committee recommendations and survey data.
    - Light of the World Academy's distance learning plan will be shared with all parents, board members and staff. The plan will be available on the Light of the World Academy website.
  - **Remote Instruction**
    - Light of the World Academy's distance learning plans will continue to be shared as they're updated and revised, based on the feedback from the community and survey input. The updated plan will be available on the Light of the World Academy website.
    - Light of the World Academy will use our Montessori standards-aligned curriculum, along with Montessori-based hard-copy consumables and online resources, such as Freckle, Raz Kids, Montessori Made Easy (all standards-aligned resources) to continue a Montessori education via a

- distance learning platform. As consistent with a Montessori school, students will be challenged according to their own individual learning styles and academic levels. All students will be evaluated and assessed.
- Keeping consistent with a Montessori philosophy, during the weeks of normalization, the school will observe and assess using Montessori-specific diagnostic assessments, along with NWEA assessments that can be done virtually. Using this data, staff will implement an individualized learning plan for each student. Families will be made aware of this curriculum so that they can support their students at home in their individualized learning.
  - Light of the World Academy will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEPs and 504 plans when developing individualized student curriculums. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery services will also be considered for all students with IEPs, IFSPs, and 504 plans based on regression of skills within goals and objectives.
- The Special Education staff along with the Title I team, administration, and classroom teachers will work to contact all parents within the normalization period. Through this contact, the staff will schedule either virtual or in person sessions that comply with hours written in IEPs or 504 plans. These services will be provided with 100% compliance.
  - Special education, general education teachers, and the Title I team will meet regularly to ensure consistency.
  - The Special Education staff will re-evaluate all existing IEPs to ensure services and supports are provided with 100% compliance. All new students who have IEPs/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency.
  - Student transition to postsecondary is not applicable to Light of the World Academy.
  - The MTSS team, administration, and classroom teachers will use assessment and observation data to identify students that are in need of academic and social-emotional support for students. We will hold weekly grade-level meetings with all staff, including special education staff. The Special Education team will hold bi-monthly meetings to discuss and assess all documents for students with support services. Team meetings will consist of Special Education Coordinator, Resource

Room aide, Speech and Language Pathologist, Occupational Therapist, School Social Worker and Administration. General Education curriculum will be discussed as well as specially designed instruction where necessary. Progress on IEP goals and objectives will be analyzed, at a minimum, for each 9 week grading period and adjustments will be made as necessary.

- Light of the World Academy will stay in constant contact with MDE, taking advantage of their guidance and reviewing their policies.
- All students with prior IEPs and 504 Plans will receive services consistent within their individual document. Through the MTSS and referral process, students who need to be evaluated for Special Education services will go through the appropriate evaluation process with the school psychologist or social worker and results will be presented within 30 school days.
- **Communication and Family Supports**
  - Light of the World Academy will communicate to families via phone calls, text, email, Zoom and Facebook Live. Teachers will meet with each family individually to determine their preferred method of communication. These communications will include:
    - Expectations around the duration of the closure and reopening;
    - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
    - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
    - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.
- **Professional Learning**
  - Continue to provide professional learning and training through virtual modes for educators to:
    - Our entire staff has been trained in Restorative Practices. Montessori schools put a high degree of emphasis on social-emotional learning and culturally responsive education is an integral part of our core curriculum. It's an integral part of our mission and vision and has been adopted as official board policy. Staff will complete ACE Trauma training.
    - Light of the World Academy will continue to provide professional learning in grade-level teams or in the whole-school community on a weekly basis through online resources, particularly utilizing Montessori resources such as webinars. We will take advantage of online learning resources through GVSU, MAPSA and the Montessori community, through webinars, Zoom meetings, guest speakers and more. Light of the World Academy has established a LOTWA staff Facebook group to share

- and exchange ideas. The Academy will take feedback into consideration through surveys, and update accordingly.
- During grade-level meetings, gen ed, Title I team, and special ed staff will collaborate about each student’s assessment results, using the data gathered through Montessori-specific assessments, observations, special ed-implemented assessments and NWEA to update students’ individualized learning plans.
  - We will rely on our tech team for necessary training as well as complete The Center for Guided Montessori Studies Montessori Google training.
  - We will utilize the tech team along with staff with expertise in online learning to train other staff in distance learning best practices. Staff will work in grade level groups giving support as needed.
  - Light of the World Academy staff will work in grade-level committees to work on weekly lesson plans to ensure workload distribution and consistency among grade levels.
- **Monitoring**
    - Activate plans to monitor and assess the following:
      - **Connectivity and Access:**
        - We will conduct a technology survey to see which families don’t have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families with access we will be holding daily Zoom meetings and using Facebook, to connect with our students and have outreach to our families. With a typical Montessori Day, students follow their interest within enrichment/choice activities. Some classes have their own individual website pages, and some classrooms will be using Google Classroom and/or Canvas. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be safe pick-up of hard copies of printed materials, to assure that no student is at a disadvantage.
      - **Attendance:**
        - Attendance will be maintained by the guidance given from Livingston ISD.
      - **Student Work:**

- As a Montessori school, Light of the World Academy uses a mastery system. Staff will establish consistent check-ins with families and students via Zoom, email or phone to check for mastery.
- Montessori curriculum and materials are designed to be self-monitoring and self-correcting. Students are allowed to continue to work on each skill until it's mastered at least 80 percent. Teachers will use observation during 1-on-1 and small group Zoom sessions as well as Albanesi assessments, Freckle, & other data to give students and families feedback.

## Detailed Schedule

As a Montessori school, Light of the World Academy aims to replicate the Montessori classroom experience for our students to the highest degree possible. We will use a combination of online learning and hands-on instruction that includes an individualized learning plan for each student.

Following the implementation of our Continuity of Learning plan in the spring, we sought input from parents, students and staff and made improvements.

Our plan includes:

- During a typical Montessori school day, Montessori classes begin each day with a morning "circle," in which the teachers present new concepts and/or new materials. For students and families with access, this will continue via a Zoom meeting each morning with the teacher and students. Each classroom runs their Zoom circles at slightly different times (between 8am-11am) due to family access to technology. These circles happen Monday through Friday.
- We will take a survey of our families to see which students do not have access to either a device or suitable Internet access. For those identified families, we will loan out iPads and make them aware of free Internet options. For families who do not take advantage of this, we are supplying them with alternative means to access the information. Alternative means include hardcopies of materials, workbooks, and alternative assignments such as independent studies/research, and our staff will be contacting these students on a regular basis. This will include email, texts and phone calls. Teachers will be in contact with every student and family on at least a weekly basis if they are not participating in the regular Zoom sessions. Teachers will log their contact with parents and all documents within a document and Google file system regularly.
- Keeping in alignment with a typical day at LOTWA, each student will have an individualized planner that will guide their daily work. All of the work given will be aligned to grade-level standards. The teacher will discuss the planner with each student individually during the morning meeting.

- For students who do not have access to a printer for the individualized planner and pencil-and-paper work, we will print off copies for those students and arrange for the items to be picked up at the school in a safe manner, following all social-distancing protocols. Each family situation will be different and we will make arrangements as needed – including specific dates and times for pickup as well as offering to mail or drop off work as needed.
- On an ongoing basis, each teacher will have a mailbox outside the school building where parents can retrieve hard-copy materials. For those unable to pick them up, we will arrange for them to be mailed home.
- A typical day will begin with a morning “Zoom” circle. Students will then do their independent planner work, which will include their reading assignment, vocabulary, spelling and individualized math. We are ensuring that we apply the recommended security measures in Zoom.
- During independent work time in the morning, small groups of students will be scheduled to meet with the teacher via Zoom for math and ELA work.
- Students that are not present at these Zoom sessions will be noted and contacted by their teacher on at least a weekly basis. If they are unable to attend due to lack of access to technology, we will support them in multiple ways including loaning out technology or supporting with hard copy material.
- The afternoon schedule will start at 1 p.m. and will include STEAM class once a week with our STEAM teacher; music class once a week, and art once a week; and daily enrichment suggestions (research, science and social studies).
- As a part of our Montessori philosophy, students will work independently based on the Zoom lesson given by their teachers – following a planner that includes social studies and science work weekly. This may be a research project, video, experiment, or any other variety of forms.
- Teachers will be holding office hours via Zoom or phone with individual students and families throughout the day. Teachers will make themselves available to parents and students beginning around 9am and lasting until 3pm via email, zoom, and phone.
- The day concludes at 4 p.m. with a Facebook Live practical lesson/activity for the entire school to participate in. These will include virtual field trips, and topics will include art, physical education, science, outdoor activities, geography, practical-life geometry, community outreach writing, literature and cooking.
- The staff will communicate and stay in touch following the same routines we had been following all year. We will continue our routine of Wednesday-afternoon grade-level staff meetings via Zoom. We will hold all-staff meetings on a regular basis when necessary.

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

- **Facilities**
  - Light of the World Academy has ordered and stocked up on all CDC-recommended cleaning supplies and tools. Light of the World Academy’s

janitorial staff, along with office staff, will be taking part in a training webinar on proper cleaning protocols. Light of the World Academy's janitorial staff took the opportunity during the spring to make sure the school was disinfected and all needed building repairs were completed. The students and families will find the school in good condition when classes begin.

- While in Phases 1-3, Light of the World Academy will not offer daycare services.
- Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
  - Advocate for ISDs to coordinate with LEMPs
- **Technology**
  - We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be delivering hard copies of printed materials, to assure that no student is at a disadvantage.
  - Light of the World Academy's office manager and Bill Italia (3CG) will act as the single point of contact for all technology matters for staff and families. The Academy office manager's contact information will be readily available on the school website for staff and families.
  - Light of the World Academy staff will take part in a Montessori classroom remote learning webinar during professional development, that will walk staff through setting up a virtual Montessori classroom, complete with virtual Montessori materials.
  - Light of the World Academy's technology team will develop and implement a system for the distribution, maintenance and collection of district-owned devices, following all recommended protocols and procedures. The plan is as follows:
    - Devices will be sanitized by families
    - Set up appointments through Sign Up Genius, to turn in devices
    - Devices will be bagged and assessed for repairs
    - Devices will be checked off as they are returned by families
  - Light of the World Academy's technology team will implement a sign-in and sign-out system to track the distribution and collection of all district-owned devices.
  - Light of the World Academy's Office Manager will be the point person for returning all devices. If a device needs to be maintained/repared, Bill Italia (3CG) will be notified.
  - Light of the World Academy's technology team will be trained in identifying devices that need repair, and will be able to do so on site. Back-up devices will be on hand, while the device is getting repaired.

- Light of the World Academy's technology team will test each device to assure its Internet connectivity is functioning before the device is distributed.
- Light of the World Academy's technology lead, along with the teaching staff, will develop a technology support plan to ensure that families have access to all necessary technology and materials. The Academy will hold webinars for families (whole-school or one-on-one basis), to ensure that all families understand the platforms being used during Phases 1-3.
- Light of the World Academy's technology support team (3CG) and families will monitor students' device usage on a daily basis to ensure compliance with the school's technology usage agreement.
- Teaching staff will provide the necessary training to students and families to ensure they understand the process and procedures to submit assignments and projects. For families that choose hard copies, a scheduled drop off and pick-up will be set up.
- During staff meetings, Light of the World Academy staff will participate in a weekly check-in which will include discussion around technology support.
- Light of the World Academy has reviewed and updated our technology use form to include proper usage and replacement of device details.
- We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families that prefer hard-copy materials, a designated safe drop off and pick-up system will be put in place.
- **Budget, Food Service, Enrollment & Staffing**
  - Based on instructional programming, provide instructional resources and materials to staff and students as feasible.
    - Montessori Made Manageable
    - Google PD
    - Freckle PD
    - ACE Training
    - Restorative Practice Refresher
  - Light of the World Academy is currently fully staffed. If there becomes a need, the Academy will follow guidance from their management company (CS Partners) and MDE.
  - LOTWA does not currently offer Food Service; However, we will continue to solicit donations of food for the local food bank from our parents. We will also continue to donate fresh eggs from our school's in-house chicken farm to needy families and the local food bank. We will make all parents aware of this resource, should they need it.
  - Light of the World Academy does not provide food service. The school technology team will develop and implement a system for the distribution,

- maintenance and collection of district-owned devices, following all recommended protocols and procedures.
- Define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.
    - Attendance - 2-way communication log
    - Time of schooling will be determined by grade-level teams and approved by administration. (Virtual and hard-copy breakdown of times)

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

*Light of the World Academy will shorten its school day by one hour through September 30, 2020. The students will be expected to complete their daily assignment at home. This is not considered homework, but part of their daily learning plan.*

### **Phase 4 Safety Protocols**

#### **● Personal Protective Equipment**

- Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All staff members who cannot medically tolerate facial covering will not be required to wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Facial coverings will not be worn during meals.
  - If medically intolerable, staff and students are required to have a doctor's note on file to explain their diagnosis and the last date of being seen for their diagnosis.
- Students in grades K-5 will not be required to wear face coverings when in their classrooms, with the exception of those students whose parents or guardians request that their child wear them. All K-5 students will be self-contained in their classroom throughout the day.
  - All students will wear face coverings when in common areas or traveling through the hallways.
- Special Education students will require a mask when traveling to and from the Resource Room.
- Light of the World Academy PreK is operated under a private and separate license.

- The school will have all other required PPE equipment available, including gloves, masks, and face shields for use when necessary.
- **Hygiene**
  - The Academy is installing hand sanitizers outside each classroom, along with several common areas in the building.
  - The Academy is also installing portable sinks in each classroom K-3.
  - Janitorial and teaching staff will frequently check and refill all sanitizer and soap dispensers throughout the building.
  - The students will be monitored closely to make sure that thorough hand-washing and sanitizing every 2-3 hours takes place.
  - Students will receive demonstrations and consistent reminders on hand-washing protocols, proper tissue use, proper techniques for sneezing and coughing.
  - Students will receive demonstrations and consistent reminders on hand-washing protocols, proper tissue use, proper techniques for sneezing and coughing.
  - Personal supplies and items will not be shared.
  - Classroom materials will be limited to one student or small group and will be disinfected between uses.
  - Students' personal items will be labeled and stored in their personal cubbies and lockers.
  - Staff will monitor sanitation of work and shared materials before they are returned to the shelf.
- **Spacing, Movement and Access**
  - As a Montessori school, the students do not work at desks. They often work on mats on the floor and at tables in small groups. As a result, students organically spread out across the classroom. We will teach students best practices on social distancing.
  - In classrooms where large tables are utilized, the Academy space students as far apart as feasible.
  - Light of the World Academy will arrange all desks facing the same direction toward the front of the classroom.
  - Teachers will use social distancing protocols as much as possible when working with students.
  - Light of the World Academy family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
    - In extenuating circumstances, Light of the World Academy's office manager will screen adult guests entering the building for symptoms. They will 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. If any guests answer “yes” to any of the questions, they will not be allowed to enter the school building.
- Signage around the building will include the following:
    - Proper social distancing.
    - Common areas such as the bathroom, the Academy will place tape to indicate line formation at six foot intervals.
    - Social distancing floor/seating markings in waiting and reception areas.
    - Signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
  - Light of the World Academy will open all windows, weather permitting. Considerations will be made for students with allergy-induced asthma.
  - All students will stay with their self-contained classrooms at all times. There will be no inter-mixing of classrooms.
  - Students will not travel to their specials (art, music). Instead, specials teachers will go to individual classrooms.
  - Light of the World Academy has measured classrooms, and will attempt to maintain a safe social distance between all students. A staggered school schedule will not be necessary based on our current enrollment and due to our distance/hybrid option.
  - Hallway traffic will be nearly eliminated with the exception of students using a bathroom or traveling to Special Education, Title I classes, or to the office, and they will be escorted by a teacher. When traveling to recess, classrooms will be staggered upon leaving and arriving.
  - Light of the World Academy will implement a staggered drop-off and pick-up system by last name, utilizing several entrances to the school to avoid overcrowding. It will be monitored by two staff members at each entrance and exit.
  - Physical education will be held outside, weather permitting. Students and staff will practice social distancing when traveling and taking part in physical education.
  - Certain grade levels will have assigned entrances and exits for drop-off, pick-up, recess, and PE. Only the assigned grade levels will use those specific doors.
  - **Screening Students and Staff**
    - A health screener will be required for all staff to complete prior to entering the building. If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:
      - Email address
      - Past 24 hours have you experienced any new symptoms?
        - Coughing

- Shortness of breath
- Difficulty breathing
- Congestion
- Runny nose
- Sore throat
- Loss of taste or smell
- Fever greater than 100.4
- Chills
- Fatigue
- Muscle Pain
- Nausea
- Vomiting
- Severe headache
- Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- Light of the World Academy will cooperate with the Livingston County Health Department regarding implementing screening protocols for students and staff.
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school. Light of the World Academy has identified a designated quarantine area for students who become ill at school, and a staff member will be designated to staff this room.
  - Students who become ill will be placed in the designated quarantine area.
  - 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.
- Each staff and student will be responsible for filling out a health screening form every morning before arriving at school.
  - Students and staff with a temperature of 100.4 or greater should stay home or will be sent home and consider COVID-19 testing.
- The Academy will constantly and consistently monitor staff and students for signs of symptoms. A temperature check will be completed if symptoms are suspected.
- The staff will be participating in professional development related to COVID, including how to spot symptoms.
- **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The Academy will cooperate with the Local Health Department regarding implementing protocols for screening students and staff.
  - The Academy will continue to use the staff/parent screener daily.
- Staff will be required to wear a mask during the entirety of the school day, with the exception of during meals. Staff and students that develop a fever or become ill, will be asked to leave school premises and consults with a primary care provider or complete a test for COVID-19.
  - Students and staff must remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children.
- In the event there are positive cases of COVID-19 at Light of the World Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.
- The Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected. If the Academy remains open, the area may reopen 24 hours after the sterilizing process or according to CDC guidelines.
  - If it is necessary to close the Light of the World Academy due to COVID-19, all instruction will continue in virtual format as outlined in level three.
- Staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.
- **Responding to Positive Tests Among Staff and Students**
  - The Academy will work collaboratively with the Local Health Department if a confirmed case of COVID-19 is identified, and must contact information for any close contact information from two days before he or she showed symptoms to the time when he or she was last present at school.
    - The Academy is still waiting on guidance from the Livingston County Health Department.
  - The Academy will notify local health officials of any positive COVID-19 cases, while maintained confidentiality consistent with the ADA.
    - The Local Health Department will initiate contact tracing:
      - Anyone within close contact
      - Less than 6 feet
    - All individuals that have been in close contact are asked to self-quarantine for 14 days after exposure.
  - Staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on CDC guidelines.

- When cleaning an area where an individual tested positive for COVID-19, janitorial staff will be required to wear a mask, gloves, and face shield.
- Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place. This will minimize the risk of any airborne particles.
  - If classrooms are closed, students will move to virtual learning until the classroom has opened (at least 24 hours).
- **Food Service, Gathering, and Extracurricular Activities**
  - The Academy will not hold assemblies at this time.
  - Students will be eating all meals in their classrooms. All meals will be brought from home.
  - Students, teachers, and staff should wash hands before and after every meal.
  - Light of the World Academy will allow self-contained walking field trips (no transportation necessary) to outdoor locations as well as indoor locations in groups of 10 or less. All COVID safety protocols will be adhered to.
  - Light of the World Academy has developed a staggered outside recess plan. Students will be participating in recess outside with their classmates only.
  - There will be no extracurricular activities.
  - The Academy will offer before and after care, following all Licensing and Regulatory Affairs guidelines. We will limit daycare to families in which all parents are working and essential employees. We will eliminate drop-in care. All students in daycare will be kept with their classroom groups. All equipment will be cleaned and sanitized twice daily and social distancing will be observed.
- **Athletics**
  - Light of the World Academy will have no fall sports.
  - We will follow all state guidelines regarding allowable activities for winter and spring sports.
- **Cleaning**
  - Our teaching staff, along with our custodial staff, will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution.
  - Light of the World Academy will have only self-contained classrooms. Specials teachers that use any shared materials will disinfect between each class.
  - Our teaching staff, along with our custodial staff, will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution. This will include tables, doorknobs, light switches, equipment, etc.
  - Janitorial staff will regularly clean school playground structures.
  - All disinfecting and cleaning products will be stored safely and out of the reach of children, and have adequate ventilation.
  - Staff will wear gloves, a surgical mask, and faceshield when performing all cleaning activities.

- We have purchased additional cleaning equipment, including a fogger that will be used to disinfect the school every evening.
- As a Montessori school, where hands-on activity and practical life activities are part of the curriculum, the students will be participating in the everyday cleaning of their classrooms with child-approved products.
- We will be holding staff training and professional development sessions on cleaning and hygiene protocols.
- **Busing and Student Transportation**
  - Not applicable.
- **Medically Vulnerable Students and Staff**
  - Light of the World Academy will work closely with the Special Education team to communicate and schedule meetings with parents of students with specialized healthcare needs. The Special Education team will schedule meetings with parents to amend or write an individualized document to accommodate each students' specific healthcare needs. This can include students with an IEP, IFSP or 504 plan.
  - The Academy will have specific procedures and equipment in place for students and staff who are medically vulnerable or are showing symptoms of COVID-19. (PPE equipment, modified job responsibilities, etc.) Light of the World Academy will develop an assessment to identify medically vulnerable students.
  - Light of the World Academy will have on hand N95 masks for staff who are caring for vulnerable children.
  - A monthly survey will be shared with staff and students to improve remote learning effectiveness.
  - Light of the World Academy and CS Partners will work directly with staff who are in the high-risk category to develop a plan to minimize face-to-face contact and exposure risk as much as possible.

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

Social and emotional health is an integral part of our school's mission and vision and are part of the everyday life and fabric of our school. This will continue to be the case whether a student attends in person or remotely. Light of the World Academy's school board has adopted our social and emotional practices as official school policy.

Teachers will provide ways to connect with students and help students connect with others. Light of the World Academy's staff is fully trained in Restorative Practices, and we will use these skills to support both students and families. Restorative Practices is a way to build community and we will continue to provide this safe place for our students.

We also have social workers and counselors available to support any need that our families or staff may have during this time. We will monitor for these individualized needs and provide these mental health supports for students and families.

- **Before Schools Reopen for In-Person or Hybrid Instruction**

- We have a social worker available to support any need that our families or staff may have during this time. All teachers are trained in restorative practices and regularly check in with and screen their students. Because Light of the World Academy values personal relationships, our staff knows their students and families well. This allows us to observe and identify if a child seems “off” in any way.
- The daily health screening will include social/emotional well-being
- Staff will observe students and appropriately refer those at-risk to the proper building support (administrators or social work) depending on the situation. Teachers may also contact parents regarding inconsistent behavior. All screening will follow HIPAA and FERPA guidelines.
- Staff is trained in Restorative practices and will also be trained in ACE Trauma during summer PD. Social and emotional health is an integral part of our school’s mission and vision and are part of the everyday life and fabric of our school. Because students, families and staff are so immersed in this culture, it is easily transferable to distance learning, as well.
- The school social worker and administration will coordinate grief response and counseling.
- School will maintain and monitor a school wide website that includes wellness and local resources to aid families in locating information within their communities. This can include resources for mental health, child led activities, academic resources, etc. The website will be available to all LOTWA parents and families and linked on the Light of the World Academy web page. Link is listed below:  
<https://classroom.google.com/c/MTA3ODI5NDMzNTM2>
- School will perform regular school community surveys, which will include physical and mental health. During staff meetings, staff will check in with one another and administration using the “one-word check-in,” per our Restorative Practices training. Staff will also rely on grade level teams for social emotional support.
- The entire staff is trained in Restorative Practices, which we will use on a daily basis for staff self-care and resiliency strategies. We will make available a list of external and community resources for staff to take advantage of as needed. We will provide regular screening surveys to the staff. Staff is trained to identify students who are socially and emotionally at risk.
- Our school social worker will be the designee.
- We will make students and staff aware of MDE resources.

- Because Light of the World Academy values family relationships, staff will be available to discuss and go over any mental health concerns. Staff will have a list of resources to refer families to. We will utilize an online screening tool to assess each student and staff member's well being. There will also be a fillable form on our website for parents/staff to address any concerns.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19
  - We will pass on fact-based information from our local health department.
  - Light of the World Academy values personal relationships, allowing us to support staff and families with fact based responses.
  - Light of the World Academy's school board has adopted our social and emotional practices as official school policy.
  - Positive self-care strategies that promote health and wellness.
- Teachers will provide ways to connect with students and help students connect with others. Light of the World Academy's staff is fully trained in Restorative Practices, and we will use these skills to support both students and families. Restorative Practices is a way to build community and we will continue to provide this safe place for our students. We will monitor for these individualized needs and provide these mental health supports for students and families.

#### **Phase 4 Instruction**

- **Governance**

- Light of the World Academy will create a Return to Instruction and Learning Committee, led by administration and including our math liaison and key staff members. The committee will seek input from parents and students through surveys, Facebook Live and focus group conversations, in order to revise and make constant improvements to our distance learning plan. Our distance learning plan will be shared with all staff, families and students.

- **Instruction**

- **In-Person Instruction**

- For those who choose in-person instruction, the academic day will be structured much the way it is during typical times.
  - Safety guidelines will be implemented
    - Social distancing
    - Masks during transitions

- **Remote Instruction**

- Light of the World Academy's distance learning plans will continue to be shared as they're updated and revised, based on the feedback from the community and survey input. The updated plan will be available on the Light of the World Academy website.
- Light of the World Academy will use our Montessori standards-aligned curriculum, with particular focus on the power standards, along with

Montessori-based hard-copy consumables and online resources, such as Freckle, Raz Kids, Montessori Made Easy (all standards-aligned resources) to continue a Montessori education via a distance learning platform. As consistent with a Montessori school, students will be challenged according to their own individual learning styles and academic levels. All students will be evaluated and assessed.

- Keeping consistent with a Montessori philosophy, during the weeks of normalization, the school will observe and assess both academic and social and emotional progress using Montessori-specific diagnostic assessments, along with NWEA assessments that can be done virtually. Using this data, staff will implement an individualized learning plan for each student. Families will be made aware of this curriculum so that they can support their students at home in their individualized learning.
- Light of the World Academy staff in their grade-level committees will work on weekly lesson plans to ensure workload distribution and consistency among grade levels.
- Light of the World Academy will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEPs and 504 plans when developing individualized student curriculums. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery services will also be considered for all students with IEPs, IFSPs and 504 plans based on regression of skills within goals and objectives.
- The Special Education staff along with the Title I team, administration, and classroom teachers will work to contact all parents within the normalization period. Through this contact, the staff will schedule either virtual or in person sessions that comply with hours written in IEPs or 504 plans. These services will be provided with 100% compliance.
- Special Education, General Education teachers, and the Title I team will meet regularly to ensure consistency.

The Special Education staff will re-evaluate all existing IEP's to ensure services and supports are provided with 100% compliance. All students who have IEPs/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency.

- Student transition to postsecondary is not applicable to Light of the World Academy.
- The MTSS team, administration, and classroom teachers will use assessment and observation data to identify students that are in need of academic and social-emotional support for students. We will hold weekly grade-level meetings with all staff, including special education staff. The Special Education team will hold bi-monthly meetings to discuss and assess all documents for students with support services. Team meetings will consist of Special Education Coordinator, Resource Room aide, Speech and Language Pathologist, Occupational Therapist, School Social Worker, MTSS team and Administration. General Education curriculum will be discussed as well as specially designed instruction where necessary. Progress on IEP goals and objectives will be analyzed, at a minimum, for each 9 week grading period and adjustments will be made as necessary.
- Light of the World Academy will stay in constant contact with MDE, taking advantage of their guidance and reviewing their policies.
- All students with prior IEPs and 504 Plans will receive services consistent within their individualized document. Through the MTSS and referral process, students who need to be evaluated for Special Education services will go through the appropriate evaluation process with the school psychologist or social worker and results will be presented within 30 school days. All decisions regarding Special Education Services will be made as a team.
- Keeping consistent with a Montessori philosophy, during the weeks of normalization, the school will observe and assess using Montessori-specific diagnostic assessments, along with NWEA assessments that can be done virtually. Using this data, staff will implement an individualized learning plan for each student. Families will be made aware of this curriculum so that they can support their students at home in their individualized learning.
  - LOTWA will evaluate support services for all students within the Special Education caseload. Special Education staff will work with Title I to evaluate students who need more intensive support and will take the appropriate steps to provide programs and services on an individualized basis. Specially designed instruction will be provided where applicable.
  - Light of the World Academy will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEP's and 504 plans when developing specially designed instruction. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery services will also be considered for all students with IEP's, IFSP's and 504 plans based on regression of skills within goals and objectives.

- Light of the World Academy will inventory and assess all programs and services available to students. If gaps are identified, appropriate measures will be taken with General Education Staff, Title I staff and Special Education staff to fix and implement.
- Remain connected with MDE about policies and guidance.
- The Special Education staff will re-evaluate all existing IEP's to ensure services and supports are provided with 100% compliance. All students who have IEP's/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency. All students with prior IEP's and 504 plans will receive services consistent within their individual document. Through the MTSS and referral process, students who need to be evaluated for Special Education Services will go through the appropriate evaluation process with the school psychologist or social worker and results will be presented within 30 school days.
- **Communication and Family Supports**
  - Light of the World Academy will communicate to families via phone calls, text, email, Zoom and Facebook Live. Teachers will meet with each family individually to determine their preferred method of communication. These communications will include:
    - Expectations around the student's individual schedule;
    - Updates from the state level affecting possible school closures;
    - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
    - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
    - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.
- **Professional Learning**
  - Continue to provide professional learning and training through virtual modes for educators to:
    - Due to the nature of Montessori practices, teachers are well-versed in differentiation and individualized plans. We will continue to provide Montessori coaching to teachers who need support.
    - Our entire staff has been trained in Restorative Practices. Montessori schools put a high degree of emphasis on social-emotional learning and culturally responsive education is an integral part of our core curriculum.

It's an integral part of our mission and vision and has been adopted as official board policy. Staff will complete ACE Trauma training.

- Light of the World Academy will continue to provide professional learning in grade-level teams or in the whole-school community on a weekly basis through online resources, particularly utilizing Montessori resources such as webinars. We will take advantage of online learning resources through GVSU, MAPSA and the Montessori community, through webinars, Zoom meetings, guest speakers and more. Light of the World Academy has established a LOTWA staff Facebook group to share and exchange ideas. The Academy will take feedback into consideration through surveys, and update accordingly.
  - During grade-level meetings, gen ed, Title I team, and special ed staff will collaborate about each student's assessment results, using the data gathered through Montessori-specific assessments, observations, special ed-implemented assessments and NWEA to update students' individualized learning plans.
  - We will rely on our tech team for necessary training as well as complete The Center for Guided Montessori Studies Montessori Google training.
  - We will utilize the tech team along with staff with expertise in online learning to train other staff in distance learning best practices. Staff will work in grade level groups giving support as needed.
  - Light of the World Academy staff in their grade-level committees will work on weekly lesson plans to ensure workload distribution and consistency among grade levels.
- **Instruction**
    - Light of the World Academy will ensure that every student:
      - Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
      - Is assessed to determine student readiness to engage in grade-level content; and
      - Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
    - The teaching and support staff will conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
    - Staff will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
    - The Special Education team will review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away

- from associated services including OT, PT, and Speech while school buildings were closed.
- The Academy has procured additional standards-aligned tools and materials to support differentiation, intervention, and remote learning, based on students' needs.
  - Light of the World Academy will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
  - The Academy will determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
  - The leadership will communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.
  - **Monitoring**
    - Activate plans to monitor and assess the following:
      - **Connectivity and Access:**
        - We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families with access we will be holding daily Zoom meetings and using Facebook, to connect with our students and have outreach to our families. With a typical Montessori Day, students follow their interest within enrichment/choice activities. Some classes have their own individual website pages, and some classrooms will be using Google Classroom and/or Canvas. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be safe pick-up of hard copies of printed materials, to assure that no student is at a disadvantage.
      - **Attendance:**
        - Attendance will be maintained by the guidance given from Livingston ISD.
      - **Student Work:**

# LIGHT of the WORLD

A C A D E M Y

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

- As a Montessori school, Light of the World Academy uses a mastery system. Staff will establish consistent check-ins with families and students via Zoom, email or phone to check for mastery.
- Montessori curriculum and materials are designed to be self-monitoring and self-correcting. Students are allowed to continue to work on each skill until it's mastered at least 80 percent. Teachers will use observation during 1-on-1 and small group Zoom sessions as well as Albanesi assessments, Freckle, & other data to give students and families feedback.

Light of the World Academy has surveyed parents to determine their preferences for the coming school year, in terms of in-person and hybrid/distance learning options. Light of the World Academy will offer in-person instruction for those who prefer it and for those families that prefer hybrid/distance learning, each teacher will develop an individualized plan for each of those students. It will be up to the parent and teacher to determine whether the student will attend in-person school one or two days a week, whether they'll do all distance learning, etc.

For those who choose in-person instruction, the academic day will be structured much the way it is during typical times. For those students doing distance learning, we will follow these steps:

- During a typical Montessori school day, Montessori classes begin each day with a morning "circle," in which the teachers present new concepts and/or new materials. For students and families with access, this will continue via a Zoom meeting each morning with the teacher and students. Each classroom runs their Zoom circles at slightly different times (between 8am-11am) due to family access to technology. These circles happen Monday through Friday.
- To illustrate a typical classroom schedule, included at the end of this document are some schedule examples from teachers at different grade levels.
- We will take a survey of our families to see which students do not have access to either a device or suitable Internet access. For those identified families, we will loan out iPads and make them aware of free Internet options. For families who do not take advantage of this, we are supplying them with alternative means to access the information. Alternative means include hardcopies of materials, workbooks, and alternative assignments such as independent studies/research, and our staff will be contacting these students on a regular basis. This will include email, texts and phone calls. Teachers will be in contact with every student and family on at least a weekly basis if they are not participating in the regular Zoom sessions. Teachers will log their contact with parents and all documents within a document and Google file system regularly.

- Keeping in alignment with a typical day at LOTWA, each student will have an individualized planner that will guide their daily work. All of the work given will be aligned to grade-level standards. The teacher will discuss the planner with each student individually during the morning meeting.
- For students who do not have access to a printer for the individualized planner and pencil-and-paper work, we will print off copies for those students and arrange for the items to be picked up at the school in a safe manner, following all social-distancing protocols. Each family situation will be different and we will make arrangements as needed – including specific dates and times for pickup as well as offering to mail or drop off work as needed.
- On an ongoing basis, each teacher will have a mailbox outside the school building where parents can retrieve hard-copy materials. For those unable to pick them up, we will arrange for them to be mailed home.
- A typical day will begin with a morning “Zoom” circle. Students will then do their independent planner work, which will include their reading assignment, vocabulary, spelling and individualized math. We are ensuring that we apply the recommended security measures in Zoom.
- During independent work time in the morning, small groups of students will be scheduled to meet with the teacher via Zoom for math and ELA work.
- Students that are not present at these Zoom sessions will be noted and contacted by their teacher on at least a weekly basis. If they are unable to attend due to lack of access to technology, we will support them in multiple ways including loaning out technology or supporting with hard copy material.
- The afternoon schedule will start at 1 p.m. and will include STEAM class once a week with our STEAM teacher; music class once a week, and art once a week; and daily enrichment suggestions (research, science and social studies).
- As a part of our Montessori philosophy, students will work independently based on the Zoom lesson given by their teachers – following a planner that includes social studies and science work weekly. This may be a research project, video, experiment, or any other variety of forms.
- Teachers will be holding office hours via Zoom or phone with individual students and families throughout the day. Teachers will make themselves available to parents and students beginning around 9am and lasting until 3pm via email, zoom, and phone.
- The day concludes at 4 p.m. with a Facebook Live practical lesson/activity for the entire school to participate in. These will include virtual field trips, and topics will include art, physical education, science, outdoor activities, geography, practical-life geometry, community outreach writing, literature and cooking.
- The staff will communicate and stay in touch following the same routines we had been following all year. We will continue our routine of Wednesday-afternoon grade-level staff meetings via Zoom. We will hold all-staff meetings on a regular basis when necessary.

## **Phase 4 Operations**

- **Facilities**

- Light of the World Academy has ordered and stocked up on all CDC-recommended cleaning supplies and tools. Light of the World Academy's janitorial staff, along with office staff, will be taking part in a training webinar on proper cleaning protocols. Light of the World Academy's janitorial staff took the opportunity during the spring to make sure the school was disinfected and all needed building repairs were completed. The students and families will find the school in good condition when classes begin. We have worked out a supply chain with our management company.
  - Light of the World Academy will coordinate with LEMP and local ISD as needed.
  - Light of the World Academy has no additional facilities.
  - Janitorial staff, along with the office manager, will be taking part in a COVID cleaning webinar through Tri-County Cleaning Supplies and will develop a guidance plan for disinfecting all areas of the classroom and playground including frequently touched surfaces.
  - Light of the World Academy will stay abreast and inform janitorial staff of all recommended changes to cleaning guidelines issued by OSHA and/or CDC.
  - Janitorial and educational staff will convene to review and make actionable district guidance regarding cleaning and disinfection.
  - Light of the World Academy's janitorial staff will take the opportunity during the summer, after-school, weekends, days off, and over holiday breaks to ensure the school is disinfected and all needed building repairs are completed
  - The administration will audit school buildings with a focus on the number of classrooms, their sizes, additional available space, and ventilation.
  - Light of the World Academy does not have school security.
  - School administrator along with office and Janitorial staff will create a building environmental Audit to ensure we will properly maintain facilities for in-person school operations including:
    - Check HVAC systems at each building to ensure that they are running efficiently.
    - Air filters should be changed regularly.
    - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.

- Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
- Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
  - CS Partners and Light of the World Academy maintenance staff have conducted and documented a facility walk-through to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
  - The Academy has procured facial covering including those with a transparent front for K-5 teachers, low income students, and students with special needs. We have also procured level-1 surgical masks for cleaning and janitorial staff.
  - The Academy has procured level-1 surgical masks for cleaning and janitorial staff.
- All disinfection and cleaning protocols will be followed by the CDC School Decision Tree. All janitorial staff will wear masks, face shields, and gloves when performing cleaning duties.
- **Budget, Food Service, Enrollment, and Staffing**
  - Light of the World Academy will implement a staggered drop-off and pick-up system by last name, utilizing several entrances to the school to avoid overcrowding. It will be monitored by two staff members at each entrance and exit.
  - Certain grade levels will have assigned entrances and exits for drop-off, pick-up, recess, and PE. Only the assigned grade levels will use those specific doors.
  - Our management company's HR department has surveyed staff to determine who is returning. Families have been sent a survey to help us determine what students are returning full-time and who is participating in our hybrid model. Teachers will be informed of their online students as soon as possible.
  - No new positions will be needed at Light of the World Academy.
  - Light of the World will not be adjusting any positions.
  - The Academy will recruit, interview, and hire new staff as needed.
    - The Academy will rely on our management company's HR department to guide us in hiring staff remotely.
  - The Academy will continue to staff as they have in past school years.
  - We will communicate any student enrollment or attendance policy changes with school staff and families.
  - LOTWA worked closely with their finance team to make key purchases.

# LIGHT of the WORLD

A C A D E M Y

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

- Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs. School will maintain and monitor a school wide website that includes wellness and local resources to aid families in locating information within their communities. This can include resources for mental health, child led activities, academic resources, etc. The website will be available to all LOTWA parents and families and linked on the Light of the World Academy web page. Link is listed below:  
<https://classroom.google.com/c/MTA3ODI5NDMzNTM2>
- Inventory how many substitute teachers are available. The Academy will inventory their available substitute teachers.
- The academy will regularly communicate updates to families, staff, and all other relevant stakeholders regarding back to school communications..
- Staff handbooks and calendars are available digitally for all staff members and prepared to go over changes due to COVID-19.
- Light of the World Academy's Board of Education will consult with legal counsel to address liability questions, related concerns, or vendor issues relative to COVID-19 and they will share with school leaders.
- School leaders are continuously working with the management company and accounting team to stay updated on fluctuating enrollment and changes in budget.
- All new staff will go through an in-take orientation and will be updated on any programming unique to the academy.
- Leadership has created master schedules specials, playground, drop-off, pick-up, etc. with safety protocols in mind.
- Food service will not be provided at Light of the World Academy.
- **Technology**
  - We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be delivering hard copies of printed materials, to assure that no student is at a disadvantage.
  - Light of the World Academy's office manager and Bill Italia (3CG) will act as the single point of contact for all technology matters for staff and families. The Academy office manager's contact information will be readily available on the school website for staff and families.
  - Light of the World Academy staff will take part in a Montessori classroom remote learning webinar during professional development, that will walk staff through setting up a virtual Montessori classroom, complete with virtual Montessori materials.

- Light of the World Academy's technology team will develop and implement a system for the distribution, maintenance and collection of district-owned devices, following all recommended protocols and procedures. The plan is as follows:
  - Devices will be sanitized by families
  - Set up appointments through Sign Up Genius, to turn in devices
  - Devices will be bagged and assessed for repairs
  - Devices will be checked off as they are returned by families
- Light of the World Academy's technology team will implement a sign-in and sign-out system to track the distribution and collection of all district-owned devices.
- Light of the World Academy's Office Manager will be the point person for returning all devices. If a device needs to be maintained/repared, Bill Italia (3CG) will be notified.
- Light of the World Academy's technology team will be trained in identifying devices that need repair, and will be able to do so on site. Back-up devices will be on hand, while the device is getting repaired.
- Light of the World Academy's technology team will test each device to assure its Internet connectivity is functioning before the device is distributed.
- Light of the World Academy's technology lead, along with the teaching staff, will develop a technology support plan to ensure that families have access to all necessary technology and materials. The Academy will hold webinars for families (whole-school or one-on-one basis), to ensure that all families understand the platforms being used during Phases 1-3.
- Light of the World Academy's technology support team (3CG) and families will monitor students' device usage on a daily basis to ensure compliance with the school's technology usage agreement.
- Teaching staff will provide the necessary training to students and families to ensure they understand the process and procedures to submit assignments and projects. For families that choose hard copies, a scheduled drop off and pick-up will be set up.
- During staff meetings, Light of the World Academy staff will participate in a weekly check-in which will include discussion around technology support.
- Light of the World Academy has reviewed and updated our technology use form to include proper usage and replacement of device details.
- We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families that prefer hard-copy materials, a designated safe drop off and pick-up system will be put in place.
- **Transportation**
  - Not applicable

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

*Light of the World Academy will shorten its school day by one hour through September 30, 2020. The students will be expected to complete their daily assignment at home. This is not considered homework, but part of their daily learning plan.*

**Phase 5 Safety Protocols**

● **Personal Protective Equipment**

- Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All staff members who cannot medically tolerate facial covering will not be required to wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Facial coverings will not be worn during meals.
  - If medically intolerable, staff and students are required to have a doctor's note on file to explain their diagnosis and the last date of being seen for their diagnosis.
- Students in grades K-5 will not be required to wear face coverings when in their classrooms, with the exception of those students whose parents or guardians request that their child wear them. All K-5 students will be self-contained in their classroom throughout the day.
  - All students will wear face coverings when in common areas or traveling through the hallways.
- Special Education students will require a mask when traveling to and from the Resource Room.
- Light of the World Academy PreK is operated under a private and separate license.
- The school will have all other required PPE equipment available, including gloves, masks, and face shields for use when necessary.

● **Hygiene**

- The Academy is installing hand sanitizers outside each classroom, along with several common areas in the building.
- The Academy is also installing portable sinks in each classroom K-3.
- Janitorial and teaching staff will frequently check and refill all sanitizer and soap dispensers throughout the building.

- The students will be monitored closely to make sure that thorough hand-washing and sanitizing every 2-3 hours takes place.
- Students will receive demonstrations and consistent reminders on hand-washing protocols, proper tissue use, proper techniques for sneezing and coughing.
- Students will receive demonstrations and consistent reminders on hand-washing protocols, proper tissue use, proper techniques for sneezing and coughing.
- Personal supplies and items will not be shared.
- Classroom materials will be limited to one student or small group and will be disinfected between uses.
- Students' personal items will be labeled and stored in their personal cubbies and lockers.
- Staff will monitor sanitation of work and shared materials before they are returned to the shelf.
- **Spacing, Movement and Access**
  - As a Montessori school, the students do not work at desks. They often work on mats on the floor and at tables in small groups. As a result, students organically spread out across the classroom. We will teach students best practices on social distancing.
  - In classrooms where large tables are utilized, the Academy space students as far apart as feasible.
  - Light of the World Academy will arrange all desks facing the same direction toward the front of the classroom.
  - Teachers will use social distancing protocols as much as possible when working with students.
  - Light of the World Academy family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
    - In extenuating circumstances, Light of the World Academy's office manager will screen adult guests entering the building for symptoms. They will 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. If any guests answer "yes" to any of the questions, they will not be allowed to enter the school building.
  - Signage around the building will include the following:
    - Proper social distancing.
    - Common areas such as the bathroom, the Academy will place tape to indicate line formation at six foot intervals.
    - Social distancing floor/seating markings in waiting and reception areas.

- Signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Light of the World Academy will open all windows, weather permitting. Considerations will be made for students with allergy-induced asthma.
- All students will stay with their self-contained classrooms at all times. There will be no inter-mixing of classrooms.
- Students will not travel to their specials (art, music). Instead, specials teachers will go to individual classrooms.
- Light of the World Academy has measured classrooms, and will attempt to maintain a safe social distance between all students. A staggered school schedule will not be necessary based on our current enrollment and due to our distance/hybrid option.
- Hallway traffic will be nearly eliminated with the exception of students using a bathroom or traveling to Special Education, Title I classes, or to the office, and they will be escorted by a teacher. When traveling to recess, classrooms will be staggered upon leaving and arriving.
- Light of the World Academy will implement a staggered drop-off and pick-up system by last name, utilizing several entrances to the school to avoid overcrowding. It will be monitored by two staff members at each entrance and exit.
- Physical education will be held outside, weather permitting. Students and staff will practice social distancing when traveling and taking part in physical education.
- Certain grade levels will have assigned entrances and exits for drop-off, pick-up, recess, and PE. Only the assigned grade levels will use those specific doors.
- **Screening Students and Staff**
  - A health screener will be required for all staff to complete prior to entering the building. If any staff answer “yes” to the questions below, they will not be allowed to enter the building. The screener contains the following questions:
    - Email address
    - Past 24 hours have you experienced any new symptoms?
      - Coughing
      - Shortness of breath
      - Difficulty breathing
      - Congestion
      - Runny nose
      - Sore throat
      - Loss of taste or smell
      - Fever greater than 100.4
      - Chills

- Fatigue
- Muscle Pain
- Nausea
- Vomiting
- Severe headache
- Diarrhea
- Have you tested positive or presumed positive by a medical professional within the past 14 days for COVID-19?
- Have you lived with or had close contact with someone who is presumed positive or tested positive with COVID-19 within the past 14 days?
- Have you traveled internationally within the past 14 days?
- Light of the World Academy will cooperate with the Livingston County Health Department regarding implementing screening protocols for students and staff.
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school. Light of the World Academy has identified a designated quarantine area for students who become ill at school, and a staff member will be designated to staff this room.
  - Students who become ill will be placed in the designated quarantine area.
  - 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.
- Each staff and student will be responsible for filling out a health screening form every morning before arriving at school.
  - Students and staff with a temperature of 100.4 or greater should stay home or will be sent home and consider COVID-19 testing.
- The Academy will constantly and consistently monitor staff and students for signs of symptoms. A temperature check will be completed if symptoms are suspected.
- The staff will be participating in professional development related to COVID, including how to spot symptoms.
- **Testing Protocols for Students and Staff and Responding to Positive Cases**
  - The Academy will cooperate with the Local Health Department regarding implementing protocols for screening students and staff.
    - The Academy will continue to use the staff/parent screener daily.
  - Staff will be required to wear a mask during the entirety of the school day, with the exception of during meals. Staff and students that develop a fever or become ill, will be asked to leave school premises and consults with a primary care provider or complete a test for COVID-19.

- Students and staff must remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families and staff will be notified of the presence of any confirmed cases of COVID-19 in the classroom/building and encouraged to closely observe themselves and their children.
- In the event there are positive cases of COVID-19 at Light of the World Academy, the Academy will follow guidelines outlined by the CDC. This may result in school closure. Families will be contacted by phone if their student comes in contact with any confirmed cases.
- The Academy will close down any areas of potential risk immediately. When it is safe, the area will be thoroughly disinfected. If the Academy remains open, the area may reopen 24 hours after the sterilizing process or according to CDC guidelines.
  - If it is necessary to close the Light of the World Academy due to COVID-19, all instruction will continue in virtual format as outlined in level three.
- Staff and students who do not comply with the safety procedures will experience the consequence of other non-compliant behaviors based on staff and student handbooks.
- **Responding to Positive Tests Among Staff and Students**
  - The Academy will work collaboratively with the Local Health Department if a confirmed case of COVID-19 is identified, and must contact information for any close contact information from two days before he or she showed symptoms to the time when he or she was last present at school.
    - The Academy is still waiting on guidance from the Livingston County Health Department.
  - The Academy will notify local health officials of any positive COVID-19 cases, while maintained confidentiality consistent with the ADA.
    - The Local Health Department will initiate contact tracing:
      - Anyone within close contact
      - Less than 6 feet
    - All individuals that have been in close contact are asked to self-quarantine for 14 days after exposure.
  - Staff with a confirmed case of COVID-19 may return to work after they are no longer infectious based on CDC guidelines.
  - When cleaning an area where an individual tested positive for COVID-19, janitorial staff will be required to wear a mask, gloves, and face shield.
  - Smaller areas, such as classrooms, will be closed for 24 hours before cleaning can take place. This will minimize the risk of any airborne particles.
    - If classrooms are closed, students will move to virtual learning until the classroom has opened (at least 24 hours).
- **Food Service, Gathering, and Extracurricular Activities**

# LIGHT of the WORLD

A C A D E M Y

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

- The Academy will not hold assemblies at this time.
- Students will be eating all meals in their classrooms. All meals will be brought from home.
- Students, teachers, and staff should wash hands before and after every meal.
- Light of the World Academy will allow self-contained walking field trips (no transportation necessary) to outdoor locations as well as indoor locations in groups of 10 or less. All COVID safety protocols will be adhered to.
- Light of the World Academy has developed a staggered outside recess plan. Students will be participating in recess outside with their classmates only.
- There will be no extracurricular activities.
- The Academy will offer before and after care, following all Licensing and Regulatory Affairs guidelines. We will limit daycare to families in which all parents are working and essential employees. We will eliminate drop-in care. All students in daycare will be kept with their classroom groups. All equipment will be cleaned and sanitized twice daily and social distancing will be observed.
- **Athletics**
  - Indoor spectator events will be limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
  - 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. (Using a Health Screener provided by the Academy.)
  - All equipment will be disinfected before and after use.
  - Students are required to transport themselves to and from games.
  - Each participant will use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
  - The Academy does not have a weight room.
  - Handshakes, fist bumps, and other unnecessary contact will not occur.
  - We will follow all state guidelines regarding allowable activities for sports.
- **Cleaning**
  - Our teaching staff, along with our custodial staff, will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution.
  - Light of the World Academy will have only self-contained classrooms. Specials teachers that use any shared materials will disinfect between each class.
  - Our teaching staff, along with our custodial staff, will follow a strict cleaning and disinfecting regimen every day using EPA-approved disinfectant or diluted bleach solution. This will include tables, doorknobs, light switches, equipment, etc.
  - Janitorial staff will regularly clean school playground structures.

- All disinfecting and cleaning products will be stored safely and out of the reach of children, and have adequate ventilation.
- Staff will wear gloves, a surgical mask, and faceshield when performing all cleaning activities.
  - We have purchased additional cleaning equipment, including a fogger that will be used to disinfect the school every evening.
  - As a Montessori school, where hands-on activity and practical life activities are part of the curriculum, the students will be participating in the everyday cleaning of their classrooms with child-approved products.
  - We will be holding staff training and professional development sessions on cleaning and hygiene protocols.
- **Busing and Student Transportation**
  - Not applicable.
- **Medically Vulnerable Students and Staff**
  - Light of the World Academy will work closely with the Special Education team to communicate and schedule meetings with parents of students with specialized healthcare needs. The Special Education team will schedule meetings with parents to amend or write an individualized document to accommodate each students' specific healthcare needs. This can include students with an IEP, IFSP or 504 plan.
  - The Academy will have specific procedures and equipment in place for students and staff who are medically vulnerable or are showing symptoms of COVID-19. (PPE equipment, modified job responsibilities, etc.) Light of the World Academy will develop an assessment to identify medically vulnerable students.
  - Light of the World Academy will have on hand N95 masks for staff who are caring for vulnerable children.
  - A monthly survey will be shared with staff and students to improve remote learning effectiveness.
  - Light of the World Academy and CS Partners will work directly with staff who are in the high-risk category to develop a plan to minimize face-to-face contact and exposure risk as much as possible.

### **Phase 5 Mental & Social-Emotional Health**

Social and emotional health is an integral part of our school's mission and vision and are part of the everyday life and fabric of our school. This will continue to be the case whether a student attends in person or remotely. Light of the World Academy's school board has adopted our social and emotional practices as official school policy.

Teachers will provide ways to connect with students and help students connect with others. Light of the World Academy's staff is fully trained in Restorative Practices, and we will use these skills to support both students and families. Restorative Practices is a way to build community and we will continue to provide this safe place for our students.

We also have social workers and counselors available to support any need that our families or staff may have during this time. We will monitor for these individualized needs and provide these mental health supports for students and families.

- **Before Schools Reopen for In-Person or Hybrid Instruction**

- We have a social worker available to support any need that our families or staff may have during this time. All teachers are trained in restorative practices and regularly check in with and screen their students. Because Light of the World Academy values personal relationships, our staff knows their students and families well. This allows us to observe and identify if a child seems "off" in any way.
- The daily health screening will include social/emotional well-being
- Staff will observe students and appropriately refer those at-risk to the proper building support (administrators or social work) depending on the situation. Teachers may also contact parents regarding inconsistent behavior. All screening will follow HIPAA and FERPA guidelines.
- Staff is trained in Restorative practices and will also be trained in ACE Trauma during summer PD. Social and emotional health is an integral part of our school's mission and vision and are part of the everyday life and fabric of our school. Because students, families and staff are so immersed in this culture, it is easily transferable to distance learning, as well.
- The school social worker and administration will coordinate grief response and counseling.
- School will maintain and monitor a school wide website that includes wellness and local resources to aid families in locating information within their communities. This can include resources for mental health, child led activities, academic resources, etc. The website will be available to all LOTWA parents and families and linked on the Light of the World Academy web page. Link is listed below:  
<https://classroom.google.com/c/MTA3ODI5NDMzNTM2>
- School will perform regular school community surveys, which will include physical and mental health. During staff meetings, staff will check in with one another and administration using the "one-word check-in," per our Restorative Practices training. Staff will also rely on grade level teams for social emotional support.
- The entire staff is trained in Restorative Practices, which we will use on a daily basis for staff self-care and resiliency strategies. We will make available a list of external and community resources for staff to take advantage of as needed. We

- will provide regular screening surveys to the staff. Staff is trained to identify students who are socially and emotionally at risk.
- Our school social worker will be the designee.
  - We will make students and staff aware of MDE resources.
  - Because Light of the World Academy values family relationships, staff will be available to discuss and go over any mental health concerns. Staff will have a list of resources to refer families to. We will utilize an online screening tool to assess each student and staff member's well being. There will also be a fillable form on our website for parents/staff to address any concerns.
  - Communicate with parents and guardians, via a variety of channels, return to school transition information including:
    - Destigmatization of COVID-19
    - We will pass on fact-based information from our local health department.
    - Light of the World Academy values personal relationships, allowing us to support staff and families with fact based responses.
    - Light of the World Academy's school board has adopted our social and emotional practices as official school policy.
    - Positive self-care strategies that promote health and wellness.
  - Teachers will provide ways to connect with students and help students connect with others. Light of the World Academy's staff is fully trained in Restorative Practices, and we will use these skills to support both students and families. Restorative Practices is a way to build community and we will continue to provide this safe place for our students. We will monitor for these individualized needs and provide these mental health supports for students and families.

## Phase 5 Instruction

- Governance
  - Light of the World Academy will create a Return to Instruction and Learning Committee, led by administration and including our math liaison and key staff members. The committee will seek input from parents and students through surveys, Facebook Live and focus group conversations, in order to revise and make constant improvements to our distance learning plan. Our distance learning plan will be shared with all staff, families and students.
- Instruction
  - **In-Person Instruction**
    - For those who choose in-person instruction, the academic day will be structured much the way it is during typical times.
      - Safety guidelines will be implemented
        - Social distancing
        - Masks during transitions
  - **Remote Instruction**
    - Light of the World Academy's distance learning plans will continue to be shared as they're updated and revised, based on the feedback from the

community and survey input. The updated plan will be available on the Light of the World Academy website.

- Light of the World Academy will use our Montessori standards-aligned curriculum, with particular focus on the power standards, along with Montessori-based hard-copy consumables and online resources, such as Freckle, Raz Kids, Montessori Made Easy (all standards-aligned resources) to continue a Montessori education via a distance learning platform. As consistent with a Montessori school, students will be challenged according to their own individual learning styles and academic levels. All students will be evaluated and assessed.
- Keeping consistent with a Montessori philosophy, during the weeks of normalization, the school will observe and assess both academic and social and emotional progress using Montessori-specific diagnostic assessments, along with NWEA assessments that can be done virtually. Using this data, staff will implement an individualized learning plan for each student. Families will be made aware of this curriculum so that they can support their students at home in their individualized learning.
- Light of the World Academy staff in their grade-level committees will work on weekly lesson plans to ensure workload distribution and consistency among grade levels.
- Light of the World Academy will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEPs and 504 plans when developing individualized student curriculums. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery services will also be considered for all students with IEPs, IFSPs and 504 plans based on regression of skills within goals and objectives.
- The Special Education staff along with the Title I team, administration, and classroom teachers will work to contact all parents within the normalization period. Through this contact, the staff will schedule either virtual or in person sessions that comply with hours written in IEPs or 504 plans. These services will be provided with 100% compliance.
- Special Education, General Education teachers, and the Title I team will meet regularly to ensure consistency.
- The Special Education staff will re-evaluate all existing IEP's to ensure services and supports are provided with 100% compliance. All students who have IEPs/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as

informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency.

- Student transition to postsecondary is not applicable to Light of the World Academy.
- The MTSS team, administration, and classroom teachers will use assessment and observation data to identify students that are in need of academic and social-emotional support for students. We will hold weekly grade-level meetings with all staff, including special education staff. The Special Education team will hold bi-monthly meetings to discuss and assess all documents for students with support services. Team meetings will consist of Special Education Coordinator, Resource Room aide, Speech and Language Pathologist, Occupational Therapist, School Social Worker, MTSS team and Administration. General Education curriculum will be discussed as well as specially designed instruction where necessary. Progress on IEP goals and objectives will be analyzed, at a minimum, for each 9 week grading period and adjustments will be made as necessary.
- Light of the World Academy will stay in constant contact with MDE, taking advantage of their guidance and reviewing their policies.
- All students with prior IEPs and 504 Plans will receive services consistent within their individualized document. Through the MTSS and referral process, students who need to be evaluated for Special Education services will go through the appropriate evaluation process with the school psychologist or social worker and results will be presented within 30 school days. All decisions regarding Special Education Services will be made as a team.
- Keeping consistent with a Montessori philosophy, during the weeks of normalization, the school will observe and assess using Montessori-specific diagnostic assessments, along with NWEA assessments that can be done virtually. Using this data, staff will implement an individualized learning plan for each student. Families will be made aware of this curriculum so that they can support their students at home in their individualized learning.
- LOTWA will evaluate support services for all students within the Special Education caseload. Special Education staff will work with Title I to evaluate students who need more intensive support and will take the appropriate steps to provide programs and services on an individualized basis. Specially designed instruction will be provided where applicable.
- Light of the World Academy will work closely with the Special Education staff to coordinate with General Education teachers and consider all IEP's and 504 plans when developing specially designed instruction. All plans will be amended as necessary based on baseline data taken during the normalization period for all students with services - regardless of virtual or in person options. Recovery

services will also be considered for all students with IEP's, IFSP's and 504 plans based on regression of skills within goals and objectives.

- Light of the World Academy will inventory and assess all programs and services available to students. If gaps are identified, appropriate measures will be taken with General Education Staff, Title I staff and Special Education staff to fix and implement.
- Remain connected with MDE about policies and guidance.
- The Special Education staff will re-evaluate all existing IEP's to ensure services and supports are provided with 100% compliance. All students who have IEP's/504 plans that are new to the school will be evaluated through virtual or in person observation as well as through file checks. If more data is needed, the Special Education team will work to evaluate using other methods such as informal assessment, parent checklists, etc. All of this will be done with the General Education staff to ensure consistency. All students with prior IEP's and 504 plans will receive services consistent within their individual document. Through the MTSS and referral process, students who need to be evaluated for Special Education Services will go through the appropriate evaluation process with the school psychologist or social worker and results will be presented within 30 school days.

- **Communication and Family Supports**

- Light of the World Academy will communicate to families via phone calls, text, email, Zoom and Facebook Live. Teachers will meet with each family individually to determine their preferred method of communication. These communications will include:
  - Expectations around the student's individual schedule;
  - Updates from the state level affecting possible school closures;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
  - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

- **Professional Learning**

- Continue to provide professional learning and training through virtual modes for educators to:
  - Due to the nature of Montessori practices, teachers are well-versed in differentiation and individualized plans. We will continue to provide Montessori coaching to teachers who need support.
  - Our entire staff has been trained in Restorative Practices. Montessori schools put a high degree of emphasis on social-emotional learning and

culturally responsive education is an integral part of our core curriculum. It's an integral part of our mission and vision and has been adopted as official board policy. Staff will complete ACE Trauma training.

- Light of the World Academy will continue to provide professional learning in grade-level teams or in the whole-school community on a weekly basis through online resources, particularly utilizing Montessori resources such as webinars. We will take advantage of online learning resources through GVSU, MAPSA and the Montessori community, through webinars, Zoom meetings, guest speakers and more. Light of the World Academy has established a LOTWA staff Facebook group to share and exchange ideas. The Academy will take feedback into consideration through surveys, and update accordingly.
- During grade-level meetings, gen ed, Title I team, and special ed staff will collaborate about each student's assessment results, using the data gathered through Montessori-specific assessments, observations, special ed-implemented assessments and NWEA to update students' individualized learning plans.
- We will rely on our tech team for necessary training as well as complete The Center for Guided Montessori Studies Montessori Google training.
- We will utilize the tech team along with staff with expertise in online learning to train other staff in distance learning best practices. Staff will work in grade level groups giving support as needed.
- Light of the World Academy staff in their grade-level committees will work on weekly lesson plans to ensure workload distribution and consistency among grade levels.

## ● **Instruction**

- Light of the World Academy will ensure that every student:
  - Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
- The teaching and support staff will conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Staff will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- The Special Education team will review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away

- from associated services including OT, PT, and Speech while school buildings were closed.
- The Academy has procured additional standards-aligned tools and materials to support differentiation, intervention, and remote learning, based on students' needs.
  - Light of the World Academy will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
  - The Academy will determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
  - The leadership will communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.
  - **Monitoring**
    - Activate plans to monitor and assess the following:
      - **Connectivity and Access:**
        - We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families with access we will be holding daily Zoom meetings and using Facebook, to connect with our students and have outreach to our families. With a typical Montessori Day, students follow their interest within enrichment/choice activities. Some classes have their own individual website pages, and some classrooms will be using Google Classroom and/or Canvas. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be safe pick-up of hard copies of printed materials, to assure that no student is at a disadvantage.
      - **Attendance:**
        - Attendance will be maintained by the guidance given from Livingston ISD.
      - **Student Work:**

# LIGHT of the WORLD

A C A D E M Y

550 E. Hamburg Street, Pinckney, MI 48169  
Phone (734) 720-9760 | Fax (734) 720-9763

- As a Montessori school, Light of the World Academy uses a mastery system. Staff will establish consistent check-ins with families and students via Zoom, email or phone to check for mastery.
- Montessori curriculum and materials are designed to be self-monitoring and self-correcting. Students are allowed to continue to work on each skill until it's mastered at least 80 percent. Teachers will use observation during 1-on-1 and small group Zoom sessions as well as Albanesi assessments, Freckle, & other data to give students and families feedback.

Light of the World Academy has surveyed parents to determine their preferences for the coming school year, in terms of in-person and hybrid/distance learning options. Light of the World Academy will offer in-person instruction for those who prefer it and for those families that prefer hybrid/distance learning, each teacher will develop an individualized plan for each of those students. It will be up to the parent and teacher to determine whether the student will attend in-person school one or two days a week, whether they'll do all distance learning, etc.

For those who choose in-person instruction, the academic day will be structured much the way it is during typical times. For those students doing distance learning, we will follow these steps:

- During a typical Montessori school day, Montessori classes begin each day with a morning "circle," in which the teachers present new concepts and/or new materials. For students and families with access, this will continue via a Zoom meeting each morning with the teacher and students. Each classroom runs their Zoom circles at slightly different times (between 8am-11am) due to family access to technology. These circles happen Monday through Friday.
- To illustrate a typical classroom schedule, included at the end of this document are some schedule examples from teachers at different grade levels.
- We will take a survey of our families to see which students do not have access to either a device or suitable Internet access. For those identified families, we will loan out iPads and make them aware of free Internet options. For families who do not take advantage of this, we are supplying them with alternative means to access the information. Alternative means include hardcopies of materials, workbooks, and alternative assignments such as independent studies/research, and our staff will be contacting these students on a regular basis. This will include email, texts and phone calls. Teachers will be in contact with every student and family on at least a weekly basis if they are not participating in the regular Zoom sessions. Teachers will log their contact with parents and all documents within a document and Google file system regularly.

- Keeping in alignment with a typical day at LOTWA, each student will have an individualized planner that will guide their daily work. All of the work given will be aligned to grade-level standards. The teacher will discuss the planner with each student individually during the morning meeting.
- For students who do not have access to a printer for the individualized planner and pencil-and-paper work, we will print off copies for those students and arrange for the items to be picked up at the school in a safe manner, following all social-distancing protocols. Each family situation will be different and we will make arrangements as needed – including specific dates and times for pickup as well as offering to mail or drop off work as needed.
- On an ongoing basis, each teacher will have a mailbox outside the school building where parents can retrieve hard-copy materials. For those unable to pick them up, we will arrange for them to be mailed home.
- A typical day will begin with a morning “Zoom” circle. Students will then do their independent planner work, which will include their reading assignment, vocabulary, spelling and individualized math. We are ensuring that we apply the recommended security measures in Zoom.
- During independent work time in the morning, small groups of students will be scheduled to meet with the teacher via Zoom for math and ELA work.
- Students that are not present at these Zoom sessions will be noted and contacted by their teacher on at least a weekly basis. If they are unable to attend due to lack of access to technology, we will support them in multiple ways including loaning out technology or supporting with hard copy material.
- The afternoon schedule will start at 1 p.m. and will include STEAM class once a week with our STEAM teacher; music class once a week, and art once a week; and daily enrichment suggestions (research, science and social studies).
- As a part of our Montessori philosophy, students will work independently based on the Zoom lesson given by their teachers – following a planner that includes social studies and science work weekly. This may be a research project, video, experiment, or any other variety of forms.
- Teachers will be holding office hours via Zoom or phone with individual students and families throughout the day. Teachers will make themselves available to parents and students beginning around 9am and lasting until 3pm via email, zoom, and phone.
- The day concludes at 4 p.m. with a Facebook Live practical lesson/activity for the entire school to participate in. These will include virtual field trips, and topics will include art, physical education, science, outdoor activities, geography, practical-life geometry, community outreach writing, literature and cooking.
- The staff will communicate and stay in touch following the same routines we had been following all year. We will continue our routine of Wednesday-afternoon grade-level staff meetings via Zoom. We will hold all-staff meetings on a regular basis when necessary.

## Phase 5 Operations

- **Facilities**

- Light of the World Academy has ordered and stocked up on all CDC-recommended cleaning supplies and tools. Light of the World Academy's janitorial staff, along with office staff, will be taking part in a training webinar on proper cleaning protocols. Light of the World Academy's janitorial staff took the opportunity during the spring to make sure the school was disinfected and all needed building repairs were completed. The students and families will find the school in good condition when classes begin. We have worked out a supply chain with our management company.
  - Light of the World Academy will coordinate with LEMP and local ISD as needed.
- Light of the World Academy has no additional facilities.
- Janitorial staff, along with the office manager, will be taking part in a COVID cleaning webinar through Tri-County Cleaning Supplies and will develop a guidance plan for disinfecting all areas of the classroom and playground including frequently touched surfaces.
- Light of the World Academy will stay abreast and inform janitorial staff of all recommended changes to cleaning guidelines issued by OSHA and/or CDC.
- Janitorial and educational staff will convene to review and make actionable district guidance regarding cleaning and disinfection.
- Light of the World Academy's janitorial staff will take the opportunity during the summer, after-school, weekends, days off, and over holiday breaks to ensure the school is disinfected and all needed building repairs are completed
- The administration will audit school buildings with a focus on the number of classrooms, their sizes, additional available space, and ventilation.
- Light of the World Academy does not have school security.
- School administrator along with office and Janitorial staff will create a building environmental Audit to ensure we will properly maintain facilities for in-person school operations including:
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Air filters should be changed regularly.
  - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.

- Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- CS Partners and Light of the World Academy maintenance staff have conducted and documented a facility walk-through to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- The Academy has procured facial covering including those with a transparent front for K-5 teachers, low income students, and students with special needs. We have also procured level-1 surgical masks for cleaning and janitorial staff.
- The Academy has procured level-1 surgical masks for cleaning and janitorial staff.
- All disinfection and cleaning protocols will be followed by the [CDC School Decision Tree](#). All janitorial staff will wear masks, face shields, and gloves when performing cleaning duties.
- **Budget, Food Service, Enrollment, and Staffing**
  - Light of the World Academy will implement a staggered drop-off and pick-up system by last name, utilizing several entrances to the school to avoid overcrowding. It will be monitored by two staff members at each entrance and exit.
  - Certain grade levels will have assigned entrances and exits for drop-off, pick-up, recess, and PE. Only the assigned grade levels will use those specific doors.
  - Our management company's HR department has surveyed staff to determine who is returning. Families have been sent a survey to help us determine what students are returning full-time and who is participating in our hybrid model. Teachers will be informed of their online students as soon as possible.
  - No new positions will be needed at Light of the World Academy.
  - Light of the World will not be adjusting any positions.
  - The Academy will recruit, interview, and hire new staff as needed.
    - The Academy will rely on our management company's HR department to guide us in hiring staff remotely.
  - The Academy will continue to staff as they have in past school years.
  - We will communicate any student enrollment or attendance policy changes with school staff and families.
  - LOTWA worked closely with their finance team to make key purchases.
  - Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs. School will maintain and monitor a school wide website that includes wellness and local resources to aid families in locating information within their communities. This can include resources for mental health, child led activities, academic resources, etc. The

website will be available to all LOTWA parents and families and linked on the Light of the World Academy web page. Link is listed below:

<https://classroom.google.com/c/MTA3ODI5NDMzNTM2>

- Inventory how many substitute teachers are available. The Academy will inventory their available substitute teachers.
- The academy will regularly communicate updates to families, staff, and all other relevant stakeholders regarding back to school communications..
- Staff handbooks and calendars are available digitally for all staff members and prepared to go over changes due to COVID-19.
- Light of the World Academy’s Board of Education will consult with legal counsel to address liability questions, related concerns, or vendor issues relative to COVID-19 and they will share with school leaders.
- School leaders are continuously working with the management company and accounting team to stay updated on fluctuating enrollment and changes in budget.
- All new staff will go through an in-take orientation and will be updated on any programming unique to the academy.
- Leadership has created master schedules specials, playground, drop-off, pick-up, etc. with safety protocols in mind.
- Food service will not be provided at Light of the World Academy.
- **Technology**
  - We will conduct a technology survey to see which families don’t have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. With families who have not taken advantage of the offer of a device or Internet access, teachers and building leaders will be reaching out via email, text, and phone, and will be delivering hard copies of printed materials, to assure that no student is at a disadvantage.
  - Light of the World Academy’s office manager and Bill Italia (3CG) will act as the single point of contact for all technology matters for staff and families. The Academy office manager’s contact information will be readily available on the school website for staff and families.
  - Light of the World Academy staff will take part in a Montessori classroom remote learning webinar during professional development, that will walk staff through setting up a virtual Montessori classroom, complete with virtual Montessori materials.
  - Light of the World Academy’s technology team will develop and implement a system for the distribution, maintenance and collection of district-owned devices, following all recommended protocols and procedures. The plan is as follows:
    - Devices will be sanitized by families
    - Set up appointments through Sign Up Genius, to turn in devices

- Devices will be bagged and assessed for repairs
- Devices will be checked off as they are returned by families
- Light of the World Academy's technology team will implement a sign-in and sign-out system to track the distribution and collection of all district-owned devices.
- Light of the World Academy's Office Manager will be the point person for returning all devices. If a device needs to be maintained/repared, Bill Italia (3CG) will be notified.
- Light of the World Academy's technology team will be trained in identifying devices that need repair, and will be able to do so on site. Back-up devices will be on hand, while the device is getting repaired.
- Light of the World Academy's technology team will test each device to assure its Internet connectivity is functioning before the device is distributed.
- Light of the World Academy's technology lead, along with the teaching staff, will develop a technology support plan to ensure that families have access to all necessary technology and materials. The Academy will hold webinars for families (whole-school or one-on-one basis), to ensure that all families understand the platforms being used during Phases 1-3.
- Light of the World Academy's technology support team (3CG) and families will monitor students' device usage on a daily basis to ensure compliance with the school's technology usage agreement.
- Teaching staff will provide the necessary training to students and families to ensure they understand the process and procedures to submit assignments and projects. For families that choose hard copies, a scheduled drop off and pick-up will be set up.
- During staff meetings, Light of the World Academy staff will participate in a weekly check-in which will include discussion around technology support.
- Light of the World Academy has reviewed and updated our technology use form to include proper usage and replacement of device details.
- We will conduct a technology survey to see which families don't have access to a device or suitable Internet. We will reach out to those families and make iPads available and connect them with free Internet access. For those who need it, we will be providing Internet hotspots that they will be able to use from home. For families that prefer hard-copy materials, a designated safe drop off and pick-up system will be put in place.
- **Transportation**
  - Not applicable