

Continuity of Learning and COVID-19 Response Plan (“Plan”) Template

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, school districts must submit a Continuity of Learning and COVID-19 Response Plan (“Plan”) in order to continue to receive state aid for operations. Although schools are closed and not providing in-person instruction, teaching and learning must continue. Michigan schools have been called to provide our students continued learning.

Districts are in varied states of readiness to provide continuity in learning. Even within districts of multiple school sites, there is varied states of readiness. It is expected that schools will provide distance instruction using a variety of methods that meet local needs, including printed materials, phone contact, email, virtual learning, or a combination to meet student needs. We should avoid assuming that continuity in learning can only occur through online means.

While many schools have been providing distance learning opportunities, the Governor’s Executive Order requires all schools to begin providing learning opportunities for all students by April 28, 2020.

Each Public School Academy shall submit a completed Assurance Document Budget, Outline, and Continuity of Learning Plan to its Authorizer. A single Application should be filed for the district rather than individual schools within a district. The following items are required for the application which may be submitted beginning April 8, 2020:

1. Assurances Document
2. Continuity of Learning Plan
3. Budget Outline

Continuity of Learning and COVID-19 Response Plan (“Plan”) Guiding Principles

Districts and Public School Academies can complete the Assurances and Continuity of Learning Plan for submission beginning April 8, 2020 and prior to the implementation which must begin no later than April 28, 2020. Authorizers are required to submit approved Plans to the Michigan Department of Education and Michigan Department of Treasury no later than April 28, 2020 to ensure continued state aid funding. Therefore, it is strongly recommended that Districts and Public School Academies submit their plans for review in advance of this deadline. Plans should use the following principles to guide their work:

Keep Students at the Center

Intentional outreach to continue building relationships and maintain connections. Help students feel safe and valued. At minimum, plan to do the following:

- Plan for Student Learning: Build on each student’s strengths, interests, and needs and use this knowledge to positively impact learning.
- Develop a Weekly Plan and Schedule: Offer routines and structures for consistency and to balance think time, work time, and play time for health and well-being.
- Contact Families: Partner to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. Provide translations as necessary.

Design Learning for Equity and Access

Plan and deliver content in multiple ways so all students can access learning.

- Teach Content: Set goals using knowledge of each student and of Michigan Merit Curriculum.
- Deliver Flexible Instruction: Consider how to deliver content depending on tools and resources accessible to each student. Delivery of instruction may include printed learning materials, phone contact, email, online instruction, or a combination to meet diverse student needs.
- Engage Families: Communicate with families about engagement strategies to support students as they access the learning. Families are critical partners. Provide translations as necessary.

Assess Student Learning

Manage and monitor student learning and plan what’s next for learning including the potential need for summer and supplemental learning.

- Check Student Learning: Use a variety of strategies to monitor, assess, and provide feedback to students about their learning.
- Make Instructional Adjustments: Use formative assessment results to guide their reflection on effectiveness of instruction and to determine next steps for student learning.
- Engage Families: Communicate with and seek input from families about assessment results in order to inform next steps and the potential for supplemental summer learning. Provide translations as necessary.

**Continuity of Learning and COVID-19 Response Plan (“Plan”)
Assurances**

Date Submitted: April 8, 2020

Name of District: Summit Academy North

Address of District: PO Box 190, Flat Rock, MI 48134

District Code Number: 82938

Email Address of the District: lhedke@summit-academy.com

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body: Central Michigan University

This Assurance document needs to be returned to your Authorizing Body with your Continuity of Learning Plan and Budget Outline beginning April 8, 2020 to indicate that the District will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year and through the 22/23 school year. Districts should submit one plan for all buildings.

The applicant hereby provides assurance it will follow the requirements for a Continuity of Learning Plan for the remainder of the 2022/23 school year:

1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student.
2. Applicant provides assurance that it will pay all current hourly employees during the balance of the 2019-2020 school year under the same terms and conditions established prior to the school closure order period.
3. Applicant assures that local bargaining units and school boards agree to implement the Continuity of Learning Plan.
4. Applicant assures that food distribution has been arranged for or provided for eligible students.
5. Applicant assures coordination between applicant and Intermediate School District in which the District/PSA is located to mobilize disaster relief child care centers.
6. Applicant assures that to the extent practicable the District/PSA will in good faith provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans.
7. Applicant assures that Continuity of Learning Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District's/PSA's budget transparency website icon.

Continuity of Learning and COVID-19 Response Plan (“Plan”)

The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District and Public School Academy is, to the best of their ability, providing each student with instruction to help them stay on pace in their learning. This application recognizes that there is no “one-size-fits-all” solution; multiple means of engaging students and supporting families may be necessary that may vary by grade level, school building, or student population served.

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In accordance with Executive Order 2020-35 a Plan must include all of the following parts:

1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil’s inability to fully participate.

“Alternative modes of instruction” means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing in response to COVID-19.

District/ PSA Response:

Summit Academy North is offering in person instruction or inTandem (Virtual) instructional options for families.

Some of our instructional methods require the use of devices and internet. We plan to deploy school devices for students who do not have devices at home based on survey results (iPads K, Chromebooks 1-12). We also plan to assign internet connectivity assistants to families. These assistants will help facilitate the utilization of the free internet services being offered by companies during the COVID-19 crisis. We will work with families to ensure that every student has full access to the learning materials and instructional resources we are providing (to the best of our ability).

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District/ PSA Response:

Summit Academy North is committed to keeping students at the center of all educational activities. When the schools were closed originally, we developed "caseload" teachers for every student. This caseload teacher was assigned to one group of students and is responsible for maintaining and developing relationship with the student and the families. In the event of a closure (due to outbreaks or too many staff out due to illness), in person instruction will become remote instruction.

3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

District/ PSA Response:

At Summit Academy North, our content will be delivered in both in person and inTandem programs.

4. Please describe the district's plans to manage and monitor learning by pupils.

District/ PSA Response:

At Summit Academy North will utilize NWEA K-12 to monitor student learning.

We will also monitor our students' mental wellbeing using the weekly touchpoint Zoom/Google Meet sessions.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

District/ PSA Response:

See school budget at www.summitacademy.com

The school administration will prepare budget amendments for timely approval by the Academy Board.

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

Commented [VAAS1]: Were these dollars previously allocated for other planned expenditures? It is unclear from this response that the Academy has available funds as noted to cover these.

Please revise to be more clear. For example, something to the effect of:

31a Funds:
\$14,000 from <program> will be re-allocated to ThinkStretch Workbooks.

Title II funds:
\$500 from <program> will be re-allocated to Edgenity Training.

Title I Funds:
\$20,000 from <program> will be re-allocated for technology for instructional videos/tutoring.

****QUESTION**** Any unrestricted general fund dollars being set-aside as a contingency?

****COMMENT**** Note in here that Administration will prepare budget amendments for timely approval by the Academy Board.

Commented [A2R1]:

Commented [A3R1]:

District/ PSA Response:

This plan was developed with the support of central office administrators, building administrators, support staff, and teachers. The plan development team met at various times on Zoom to brainstorm, problem solve, and develop a detailed plan for distance learning. The planning started on March 18, 2020 with an anticipation that this was a possibility. The Summit Academy North School Board has been consistently reviewing our plan and providing feedback on the plan.

Commented [TNR4]: Specify which board of education

The plan is reviewed annually and updated as needed. Updated September 2022.

7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.

District/ PSA Response:

Families were made aware of our instructional options during the summer or during enrollment for new students. Communications came as phone calls, emails, and news letters.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be by April 28, 2020.

District/ PSA Response: We plan to launch our distance learning on Monday, April 20, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and the Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

Dual Enrollment students will be receiving assistance from the post-secondary institution to complete courses that they were enrolled in before the school closing. The high school guidance counselor and administration will be communicating with post-secondary institution to support dual enrollment students with any technology devices or access that may be needed. High School teachers will be available through specific virtual office hours to assist these students as much as possible.

10. Please describe whether the district will continue provide or arrange for continuation of food distribution to eligible pupils.

District/ PSA Response:

Breakfast and Lunch are offered at school daily.

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District/ PSA Response:

We will continue to pay our teachers, administrators, and support staff throughout this closure.

12. Provide describe how the district will evaluate the participation in the Plan by pupils.

District/ PSA Response:

Summit Academy North will evaluate the participation of pupils based on engagement and effort from the students. Teachers will keep track of students who are not engaged and additional efforts will be made to reengage those students in the distance learning opportunities. We will not penalize any students who are unable to participate in the distance learning opportunities.

13. Please describe how the district will provide mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

Summit Academy North will continue to provide mental health supports to the best of our ability. Our social workers and school psychologists will create a Google Classroom to provide mental health supports, videos, and families resources. They will also host Zoom/Google Meets to the extent possible to support students during this difficult time. Teachers, administrators, and support staff will help identify students who need additional support based on their interactions with students.

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follow it.

District/ PSA Response: Summit Academy North is prepared to support Wayne RESA as needed.

15. Does the District's plan provide for the adoption of a balanced calendar instructional program for the remainder of the 2019-2020 school year and planning for the adoption of a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

We are not utilizing a balanced calendar.

Name of District Leader Submitting Application: Alicia Jenkins, Curriculum Director

Commented [TNR5]: Will special effort be made to identify students requiring supports? (i.e. referrals from teachers/support staff based on interactions with students)

Date Updated: September 2022

