

Continuity of Learning and COVID-19 Response Plan (“Plan”) Application 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 educators have been called to provide our students with continued learning.

There are varied states of readiness to provide continuity in learning among districts. Even within districts of multiple school sites, there are varied states of readiness. It is expected that schools will provide instruction at a distance 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 educators have been providing distance learning opportunities, the Governor’s Executive Order ([EO 2020-35](#)) requires all schools to begin providing learning opportunities for all students no later than April 28, 2020. Districts who are able to begin their plans earlier are encouraged to do so.

Each District shall submit a single completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Intermediate School District. 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 multiple applications for 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

As Districts and Public School Academies complete the Assurances and Continuity of Learning Plans, they should consider utilizing 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 affect learning.
- **Develop a Weekly Plan and Schedule:** Offer routines and structures for consistency and for the balancing of 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, content area standards, and of Michigan Merit Curriculum.
- **Deliver Flexible Instruction:** Consider how to deliver content depending on tools and resources accessible to each student. Alternative modes of instruction may include use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, 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 educators’ reflection on effectiveness of instruction and to determine next steps for student learning.
- **Engage Families:** Communicate with 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 29, 2020

Name of District: Virtual Learning Academy of St. Clair County

Address of District: 1520 Michigan Road, Port Huron, MI. 48060

District Code Number: 74912

Email Address of the District: everitt.joshua@sccacademy.org

Name of Intermediate School District: St. Clair County RESA

Name of Authorizing Body (if applicable):

This Assurance document needs to be returned to your Intermediate School District or, for Public School Academies, 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.

Districts should submit a single district plan that relates to all of their schools.

The applicant hereby provides assurance it will follow the requirements for a Plan for the remainder of the 2019-2020 school year:

1. Applicant assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district.
2. Applicant assures that it will continue to pay school 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 the Plan was developed in collaboration with district administrators, school board members, teachers, and local bargaining units.
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 and COVID-19 Response Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District's/PSA's website.

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 or Public School Academy is providing, to the best of its ability, each student with alternative modes of 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.

For the purposes of the Plan, “district” refers to school districts and public school academies.

Date Submitted: April 29, 2020

Name of District: Virtual Learning Academy of St. Clair County

Address of District: 1520 Michigan Road, Port Huron, MI. 48060

District Code Number: 74912

Email Address of the District Superintendent: everitt.joshua@sccacademy.org

Name of Intermediate School District: St. Clair County RESA

Name of Authorizing Body (if applicable):

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 access meaningfully 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 to mitigate the spread of COVID-

District/PSA Response: VLA is an online public school academy which is structured to provide

students with the utmost flexibility in their learning. The structure has long been established in that students are able to complete their courses in an online environment with continuous opportunities for support, mentoring, tutoring and communication with their classroom teacher mentors. VLA was already equipped to offer online learning and plans to continue to use Edgenuity, a technology-based platform, for remote learning. Chromebook devices and Verizon Mifi internet devices have been provided to all students who needed them. All students will have access to grade-level/course instructional resources as needed to complete their work.

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: Classroom teacher mentors, assigned a caseload by alphabet, will be expected to make contact with every student on their caseload minimally once a week. This will be done through text, phone call, email, our school chat site using BackChannel Chat. We have determined that phone calls may be a better option to connect with students personally. As such, we are making calls home to families minimally once a month. Zoom or Google Hangout will be utilized for student interaction as appropriate. The focus will be on two-way communication. We are very sensitive to the fact that students and families may not have regular schedules and/or regular access to devices during these uncertain times, and will be flexible in our approaches to connect with students.

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

District/PSA Response: Using technology, content will be delivered through the online Edgenuity platform, school App, and other social media sites (Facebook, Twitter, etc.). Teacher Mentors will be accessible for synchronous interaction to facilitate discussion multiple times per week. Asynchronous instruction through pre-made videos will be available on a daily basis, Sunday-Saturday, covering relevant topics that supplement student’s learning in Edgenuity. Teachers will continue to be available Monday-Friday from 8:00am to 4:00pm where they can answer student questions or provide needed supports for students. Content delivery will be intentional with clear expectations for student progress in their coursework. Students will still be able to work at their own pace so as to not overwhelm students.

Please insert your tentative schedule of expectations for contact/content delivery here:

| | |
|---|--|
| | Virtual Learning Academy of St. Clair County |
| Teacher contacts: Relationship building and connecting X times per week using what tool | Teacher mentors will be contacting students minimally once per week through Edgenuity, email, text, phone call, or BackChannel |

| | |
|---|---|
| | Chat (school chat site) |
| Instruction: X times per week using what tool | Instruction will continue to be provided in Edgenuity. In addition, we will now be providing supplemental instruction through educational videos that will be shared on the VLA App and on our Facebook page. |
| “Office Hours”: Opportunities for students and teachers to receive support, seek clarification etc. | Staff will continue to be available to students Monday-Friday from 8:00am to 4:00pm. Our after-hours schedule will also remain the same: Monday-Friday from 6:00pm to 9:00pm, Saturday from 10:00am to 4:00pm and Sunday from 1:00pm to 7:00pm. |

In order to address students with identified needs, support staff will be reaching out to students to assist them on an individual basis. IEPs will be followed using a good-faith effort in a remote learning environment.

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

District/PSA Response: Teacher mentors and other VLA support staff will monitor student access and assignment completion on a daily basis within the instructional platform. They will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teacher mentors will differentiate instruction within the platform to meet each student's needs. Feedback may also be provided in the form of phone conversations as needed.

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: Budget includes: Costs for an increase in the number of Verizon Mifi internet devices needed to support staff and students working from home. Total expenses for six devices for three months will be \$650.00. Costs for an additional staff cellphone to be able to field calls to the main office from students, parents, and families. Total expenses for one device for three months will be \$150.00.

Sources: General Funds

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

District/PSA Response: VLA is highly collaborative by nature. All stakeholders were involved in the development of the Continuity of Learning Plan. VLA administrators met with their building teacher mentors and other VLA support staff for initial input. Before finalizing the plan feedback was sought from VLA board members and relevant St. Clair County RESA staff.

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

District/PSA Response: The plan will be communicated using existing communication protocols (i.e. VLA app). The plan will also be posted to the district website.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28, 2020.

District/PSA Response: As an online public school academy, VLA has been providing online education and support since the beginning of the school year. The additional supports were implemented beginning March 16, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act of , as amended, MCL 388.511 to 388.524, and 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: For our students in dual enrollment courses we will be working with the provider (St. Clair County Community College) to determine next steps. We will ensure that the students have the appropriate materials and support to complete those courses. For students in CTE programs we will work with the St. Clair County TEC to coordinate communication and instruction to students. St. Clair County TEC will be providing instruction to students who are currently enrolled in their programs. This instruction will be provided using a hybrid model of online platforms and instructional packets. Students are being surveyed to determine what resources will be needed to ensure our students have the ability to complete these courses.

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

District/PSA Response: Students attending VLA are resident students in one of our seven local districts in the county. The sites in the districts are the closest access to food sources that our families have to their homes. Students and families can access those sites that are identified through the resident district plans. A schedule has been provided to our families and will continue to be released in the event of changes that may occur via Edgenuity, VLA app, and Facebook page.

Students who are over 18 (primarily grade 13 students) will be able to access community food distribution centers in St. Clair County. Organizations such as the Food Bank of Eastern Michigan have websites with locations and schedules for food distribution. A summary of those organizations and websites will be shared with our students via Edgenuity, VLA app, and Facebook page.

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: The district will continue to pay school employees honoring the requirements of the CBA. Staff will be redeployed as necessary to support the implementation of this plan and support students and families. These duties may include, but are not limited to:

1. Making calls to students and families to build connections and maintain relationships
2. Making calls to students and families to provide additional learning support
3. Assisting with copying and distributing packets
4. Assisting with food distribution
5. Assisting with maintaining district communication protocols and the sharing of resources

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

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

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: The district will survey all students to determine their current mental health needs. Based on those results the behavior specialist (counselor and principal) will reach out to individual students and families to determine what they may need. The behavior specialist will help connect the family to outside agencies to help meet their needs. While teacher mentors and staff are making weekly phone calls they will monitor and assess the needs of students and families. If a need is presented, the staff member will elevate that need to the principal to make the necessary follow-up. The principal will hold weekly zoom meetings with teachers to identify any additional students or families in need. Tele-health may be used when available for students that have technology.

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

District/PSA Response: St. Clair County RESA is coordinating childcare for essential workers at a county level. They have identified existing childcare centers with openings and are filling those openings first. In the event additional childcare is required, SCCRESA will be working with Port Huron Area Schools and East China School District to open childcare centers which are in close proximity to our three local hospitals.

15. Optional question: Does the District plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year? Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?

District/PSA Response: Our board approved school calendars for both the 2019-2020 and the 2020-2021 school years will remain the same. There will be no changes.

Name of District Leader Submitting Application:
Joshua Everitt

Date Approved: 4/29/2020

Name of ISD Superintendent/Authorizer Designee: Kevin D Miller, Ph.D.

Date Submitted to Superintendent and State Treasurer: 4/29/2020

Confirmation approved Plan is posted on District/PSA website: 4/29/2020