



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, through Epicenter:

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: 4/14/2020

Name of District: Flat River Academy

Address of District: 9481 Jordan Rd., Greenville, MI 48838

District Code Number: 41911

Email Address of the District: hkarnatz@flatriveracademy.org

Name of Intermediate School District: Montcalm Area ISD

Name of Authorizing Body (if applicable): Saginaw Valley State University

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.

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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 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-CD.

District/ PSA Response:

Flat River Academy will use a multi-modal approach to instruct students during this time. Using a "Remote Learning Portal" located on the school's website, parents and students can access their teacher's lesson plan, live and/or recorded video lessons for each day of

instruction, list of offline activities to complete, and optional online practice opportunities (apps and programs). Each teacher will be offering a live video lesson or recorded lesson every instructional day in both math and ELA along with directions for completing an offline activity. All offline activities will be made available to students in their work packets that will be delivered weekly via the school's buses. A minimum of 1 video lesson per week will be given in Social Studies and Science. Additional activities and materials (items to do science experiments etc.) will be included in each student's work packet. Significant effort has been made to make technology and the internet available to all students. School-owned Chromebooks were offered for students to take home and use during this time. Every family was called to survey their technology and internet capabilities. Families were connected with available internet providers in the area. However, if parents denied these services and equipment or are unable to connect online at all, they will be provided with detailed lesson instructions and offline materials to complete their schooling. Students can return work digitally or the work can be picked up during the weekly bus run.

When developing this plan, teachers construct a list of essential skills needed to enter the next grade. These essential skills will guide instruction and focus the lesson plans to provide the most vital aspects of learning. Summary of materials needed -To access the video lessons, it is recommended that the students have access to a laptop, computer, Chromebook or tablet, but they can also use a Smart phone to view and participate in the videos. Students are recommended to have internet, but a cell phone data plan will give them access to the videos. Students without access to technology or internet, will be given detailed lesson plan instructions and necessary books/items in their work packets. Basic supplies such as crayons, pencils, sharpeners and paper are being provided in work packets. Other items needed will vary by class, but may include items such as math manipulatives, science kits and maps. These will all be provided by the school.

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:

Flat River Academy will provide both live and recorded lessons encouraging engagement, conversation, support, understanding and relationships. Flat River Academy teachers, staff and administration will readily respond to questions, concerns and support students and families during regular operating hours. Flat River Academy will provide breakfast and lunch to students and deliver and collect work using the school buses. School staff members will accompany the buses and make contact with families weekly to determine if they need more support. The school's social worker will be available to help students upon request.

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

District/ PSA Response:

Content will be delivered online via both live and recorded videos and programs, but students will also have offline work to complete in the form of workbooks or worksheets to accompany the online material. For students with limited access to the internet, some online content will be prioritized to allow students the help they need to complete offline work. For students unable to access the internet, paper lessons will be provided with guidance for parents to teach the lesson. A check-in will be conducted through the phone or email to help families with limited or no access.

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

District/ PSA Response:

Flat River Academy will use their current student management system to monitor the following: Student participation in live lessons, student participation in online lessons, student completion of offline activities. Teachers will provide feedback for student work indicating whether a student is not progressing, progressing or mastering content.

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:

FRA Expense Budget 2020:

Item	Quantity/Cost	Total	Funding Source
Student Chromebooks	30/\$180	\$5,400	Title 1/At Risk
Student Google Licenses	30/\$24	\$720	Title 1/At Risk
Staff Computers	5/\$500	\$2,500	At Risk
Hotspots/Internet (\$10/mo. thru Charter/Spectrum Emergency Internet) Hotspots could be \$1,500 if we go this route thru Digital Wish	15/\$10	\$600	Title 1
Novels	50/\$6	\$300	General Fund
Ziploc Bags	10/\$10	\$100	General Fund
Pencils	25/\$9	\$225	General Fund
Paper	33/\$20	\$660	General Fund
Crayons	60/.50	\$30	General Fund
Pencil Sharpeners	100/\$1	\$100	General Fund
Notebooks	100/\$1	\$100	General Fund
Transportation (Delivery of supplies/packets to each student)		\$4,000	Title 1/At Risk/ General Fund
Whiteboard for digital learning	8/\$165	\$1,320	Title 1/At Risk/ General Fund

White board markers	20/\$9	\$180	General Fund
Zoom Subscription	5/\$15	\$75	General Fund
TOTAL		\$16,310	

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:

Teachers, staff and administration met weekly since the closure was announced March 13th to develop a plan as well as contingency plans for if the closure was extended. Teachers, staff and administration collaborated and determined what was essential to continue during the supplemental learning time. This plan was revised and improved over time as the closure continued. Information was provided weekly for board members. Surveys were conducted to determine the needs of families. Weekly Facebook live meetings were conducted to allow families the opportunity to ask questions and share concerns. The plan was sent to the school board for review and approval.

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

District/ PSA Response:

All parents in the school will be contacted by phone. In addition, a Facebook live has been scheduled to answer questions and share information regarding the plan. Outlines of the plan will be distributed in work packets delivered by the school buses along with breakfast and lunch. A video will be produced and made available on the school's website explaining how to access remote learning.

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:

Flat River Academy will have all elements of the plan in place on April 15th.

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 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:

N/A

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

District/ PSA Response:

Flat River Academy will begin offering free breakfast and lunch to students beginning April 7th. Families will receive a week's supply of breakfast and lunch for every child in the home under the age of 18. These meals will be delivered to homes using the school's buses.

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:

Flat River Academy will continue to employ all regular employees. We have offered to redeploy displaced staff to essential areas needed to implement and maintain the school's Plan. As long as an employee was willing to work as an essential worker, they will continue to be employed and paid.

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

District/ PSA Response:

Teachers will monitor attendance of live lessons.
Teachers will accept and grade work to acknowledge participation in learning.
Staff members will reach out to students/families if students are not completing work or attending lessons to figure out how to support them in learning.
Evidence of this will be tracked using the school's student management system, Skyward.

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:

Students and families will have the ability to set individual appointments with the school's social worker or principal to discuss individual mental health supports and connections to

help pupils affected by COVID-19. Regular check-ins via weekly bus visits and other forms of communication will determine if students need additional support.

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:

Flat River Academy currently does not have a daycare license. We will defer to the Intermediate school district and offer support if needed.

Optional question:

15. Does the District 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:

Flat River Academy does not plan to implement a balanced calendar at this time, but we will offer summer school if it is safe to do so.

Name of District Leader Submitting Application: Hilary Karnatz

Date Approved: Board Approved 4/13/2020

Name of ISD Superintendent/Authorizer Designee: David A. Lewis, SVSU, 4/22/2020

Date Submitted to Superintendent and State Treasurer: _____

Confirmation approved Plan is posted on District/PSA website: _____