

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

Date Submitted: April 20th, 2020

Name of District: Michigan Educational Choice Center

Address of District: 20045 JoAnn St., Detroit, MI 48205

District Code Number: 82751

Email Address of the District: d.coleman@mecc-academies.org

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. 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 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.
2. Applicant provides assurance that it will pay all current 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: **Trix Academy will utilize various modes to deliver instruction to all K-8 scholars. The plan involves phases. The Initial phase involves scholars utilizing learning packets of instructional materials that are aligned to standards. The content includes math, reading, science, social studies and enrichment (i.e., PE). The second phase of the distance learning includes all K-8 scholars receiving Summer Bridge Activity workbooks to address their continued learning. The third phase**

includes an online platform for all K-8 scholars. Scholars in grades K-6 will have access to an online platform focused on areas in math, reading, science, social studies, art, music, and PE. The online platform will have activities that are driven by teachers through the use of instructional videos as well as activities where scholars can explore based on their interests. Scholars in grades 7th and 8th will also have an online platform that is developed by Brigham Young University called Courseware.

Scholars will be provided with all supplies to help support their completion of work. The first phase of learning packets, scholars will receive pencils, crayons, scissors, paper as well as an envelope to help keep items organized. The second phase of Summer Bridge activity workbooks, scholars will also receive mechanical pencils, highlighters, crayons, spiral notebooks, jump rope as well as a backpack to help keep items organized. The third phase of online platforms, scholars will be able to use various devices (i.e., cellphone, laptop, iPad). Scholars will be provided with technology for the online learning platform. Kindergarten through second grade scholars will receive iPads and third through eighth grade scholars will receive Chromebooks. The technology will have a ratio of 1:1. Those families that do not have internet capability, will have hotspots provided to them by the academy. To help support all of the phases, academy staff will be communicating with families through various modes, such as telephone, email, videoconferencing and/or written communications.

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: Trix Academy will continue to keep pupils at the center of educational activities through daily communication via telephone and/or emails with families. Teachers will communicate with families several times a week asking families how they are doing to address the emotional aspect as well as speaking with families regarding the instructional needs. Within the teacher's log, if there is an area of concern, the cell will be highlighted in pink by the teacher. School administration will view the logs daily to address any additional needs of the family. To address the instructional needs of families, the school administration will be a thought partner for the teacher. To help address the emotional needs of the family, the school's social worker will be a part of the communication. Trix Academy will continue to partner with other agencies as much as possible to help ensure our scholars are safe and valued, such as continuing to cultivate the relationship with the Boys and Girls Club.

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

District/ PSA Response: Trix Academy will deliver content to scholars in multiple formats. The formats include learning packets, Bridge Activity workbooks and/or online platforms. The learning packets will be developed for all scholars in grades K-8. Scholars will have all subjects addressed in their learning packets. A second format includes Summer Bridge Activity workbooks. The third format includes the use of online platforms. With all formats, teachers will specifically instruct scholars using various forms of communication.

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

District/ PSA Response: Trix Academy will manage and monitor scholar learning. Trix Academy staff will call scholars throughout the week to specifically ask how scholars are progressing with the academic work. Teachers will further ask scholars specific questions regarding the work to check for scholars' understanding. Teachers will indicate in their daily logs the specifics of the conversation. Another method teachers will use to monitor scholar learning is the use of videoconferencing once that phase is implemented and all scholars have technology available to them.

During lessons, teachers will be asking questions for understanding. If students aren't online, they will receive phone calls that include teacher student questioning. When students return in the fall, assessments will be taken to determine what skills are necessary to reteach.

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:

Total Cost iPads \$43,452.00 - 20,000 - IDEA; 23,452.00 - At Risk Funds

Total Cost Laptops \$61,110.00 - 20,000 - IDEA; 41,110 - At Risk funds

Total Cost Hotspots \$6,118.00 - At Risk Funds

Total Cost Headphones \$175.00 -For Sped students - Using IDEA funds

Learning Bags for each student - Total - \$3,861.81 - Title I Funds

The Academy Board will be provided for its review, and approval, any necessary budget amendments to ensure the Academy remains in compliance with the Uniform Budgeting & Accounting Act.

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: We have had multiple administrative meetings, building faculty meetings, and grade-level collaboration meetings/PLCs were held weekly prior to and during the current school closure. Teaching staff, support staff, and building administration met collaboratively on multiple occasions via Zoom meetings to discuss the details of our ELearning plan. Once schools officially closed, the building leadership team reviewed the template provided by the state to align our planning with the requirements of the template. Once we had a tentative plan in place, the plan was reviewed with the full administrative staff in another online meeting prior to submission. The process was very collaborative and inclusive of staff. The plan was also shared with Board members so they had an opportunity to provide feedback.

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

District/ PSA Response: Trix Academy will use various forms of communication to alert families of the plan. The first form of communication will be a written communication. Families will receive a letter detailing the plan and how they may have any questions they have answered. A second form of communication will be staff calling families personally to explain the details of the plan (i.e., learning packets, Summer Bridge Activity books, online platforms). A third form of communication will be a robo call to families stating a new plan is in place and how the parent can have access to the plan. The Academy will also make the Plan available on the school website.

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: Trix Academy will implement the plan in various phases. The first phase of distributing learning packets will begin on March 16, 2020. The next phases will occur as the school receives materials and families are provided direction. Students were provided with materials to begin remote learning on March 16th. We have ensured contact and direction from that point forward.

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: The Academy provides instruction to students in grades kindergarten through eight; dual enrollment is not applicable.

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

District/ PSA Response: Trix Academy will continue to provide breakfast and lunch for all scholars. Families will receive robo calls as well as phone calls from staff informing them of food distribution days and times.

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 all school employees while redeploying staff to provide meaningful work in the context of the Plan,

12. Provide a description of how the district will evaluate the participation in the Plan by pupils.

District/ PSA Response: Trix Academy will evaluate student participation by teachers facilitated phone calls each week, reviewing the communication log completed by staff and usage data of online platforms

(where applicable). We will continue to evaluate progression via check-in calls, assignment submission and class participation, and at the beginning of the 20-21 SY, part of our plan is to conduct Fall assessment data evaluations to identify any present skill gaps.

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: Trix Academy is committed to providing mental health supports to pupils affected by our state of emergency or state disaster prompted by COVID-19. This support will include outreach by all support staff, including but not limited to:

- Teachers
- Academic Interventionists
- Clerical Staff
- Dean of Students
- Paraeducators
- School Culture Facilitators
- School Social Workers

Staff will engage in meaningful outreach on a weekly basis with students to provide academic support and/or to maintain meaningful relationships to help students feel safe and valued. Staff will utilize their student contact lists to ensure ongoing communication and collaboration with families. Support will be necessary in ensuring that parents/guardians know the school views them as critical partners. The School Social Worker will be notified by staff if additional mental health support is needed and will reach out to the family with the necessary resources. The Academy has also identified a listing of local resources and made this available or provided this to families.

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: The District will continue to support the efforts of Wayne RESA to mobilize disaster relief child care centers by posting relevant information to the District website, as well as posting information on the District's social media pages. The Academy will continue to cooperate with requests from the local intermediate district with regard to any necessary disaster relief child care centers and will share relevant information with the school community.

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 will not be adopting a calendar for the 2019-2020 school year and we are not moving to a balanced Calendar for the 2020-2021 school year.

Name of District Leader Submitting Application: Melissa Ross

Date Approved:

04/24/2020

Name of Authorizer Designee:

Corey Northrop, Exec Director

Date Submitted to Superintendent and State Treasurer:

04/24/2020

Confirmation approved Plan is posted on PSA website:

04/27/2020