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](https://www.gov.michigan.gov/content/gov-mi/legislation/executive-orders/executive-order-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: 4/20/2020

Name of District: Rising Stars Academy

Address of District: 23855 Lawrence Avenue, Center Line, MI 48015

District Code Number: 50915

Email Address of the District: dprentiss@rsaonline.org

Name of Intermediate School District: Macomb

Name of Authorizing Body (if applicable): Center Line Public Schools

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: 4/20/2020

Name of District: Rising Stars Academy

Address of District: 23855 Lawrence Avenue, Center Line, MI 48015

District Code Number: 50915

Email Address of the District Superintendent: dprentiss@rsaonline.org

Name of Intermediate School District: Macomb

Name of Authorizing Body (if applicable): Center Line Public Schools

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-19.

District/ PSA Response:

Since the demographics of our student body is Post-Secondary All Intellectually Disabled Adults Ages 18 - 26, our instructional focus is driven on the individuals' IEPs. Our students’ learning abilities are strongest through hands-on instruction. Our caseload teachers, who monitor IEP goals, will be contacting each individual student and their guardian weekly to provide hands-on lessons that they can work on while at home.
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:

Students and their guardians will receive weekly phone contacts from their caseload teacher who will provide hands-on activities that the students can do while at home. These activities will be based on the students' IEP goals. During these phone calls staff will also speak to students and parents to continue forging relationships with the students and the families. We also understand that social interactions are important for our students to remain connected. Our staff will also periodically conduct group online meetings for the students to stay connected with peers in the school. Each conversation and meeting will be documented in detail on the individual's IEP.

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

   District/ PSA Response:

All instruction is based on the students' abilities and goals on their individual IEPs. All conversations that take place with the students will be geared to suggested activities that we have identified to be necessary for job skill and life skill training. During the weekly conversations, the staff will have discussions with students about lessons and will make alternate suggestions to make alterations or extensions.
4. Please describe the district’s plans to manage and monitor learning by pupils.

   District/ PSA Response:

   Every decision about instruction relies on input from student, parents, and staff during the students IEP meeting. Teachers will be communicating weekly with students and parents/guardians. During that time, they as a team will evaluate the learning and will discuss and make suggestions on how to further instruction. This monitoring will be recorded on the events page of each student’s IEP. Should a goal need to be changed, the team will reconvene at a later date and amend the IEP goal.

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:

   Food Distribution: $10,000.00
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:

Multiple zoom meeting have taken place over the past two weeks with all administrators, board members, and teachers to collaborate on this plan. Also many webinars were attended with our local ISD regarding FAPE, IEP, and MDE Office of Special Education Guidance were also considered in this plan.

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

District/ PSA Response:

Students, parents and guardians will receive this plan in the mail along with the final plan being posted on our website. In addition to this plan the team felt it important for our students' social and mental health to send additional information regarding benefits that are available to each of our students through Community Mental Health. We will have staff available to help and guide them through applying for those benefits.
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, 2008.

District/ PSA Response:

April 13, 2020


District/ PSA Response:

Not applicable.
10. Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.

District/PSA Response:

Food distribution at two sites, five days/week. We have contacted families to make sure that they have transportation for food, and allow them to take five days' worth of food home at one time if necessary. Staff will continue to monitor the student's home environment during weekly phone calls. If they identify that a family needs food, we will then deliver meals to them at that time.

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 compensate the staff that are necessary to carry out the educational component of our Continuity Plan. All staff that does not have meaningful work with respect to our plan will be laid off with the understanding that they are eligible to file for UIA.
12. Provide describe how the district will evaluate the participation of pupils in the Plan.

District/ PSA Response:
Staff will record the number of phone calls made and keep detail notes of conversations. If a family cannot be reached, they will notify administration and every attempt to locate that students will be made. We will keep the data and all staff will meet as a group (via zcom) to discuss participation to determine if the Continuity Plan needs adjustment.

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:
In addition to this plan the team felt it important for our students' social and mental health to send additional information regarding benefits that are available through Community Mental Health. We will have staff available to help and guide them through applying for those benefits. Staff will also monitor social emotional health during conversations, and if mental health needs are identified will communicate with administration, and every effort will be made to get them set with the right organization to provide the necessary help.
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:
We work closely with Macomb Intermediate School District, which is one of the sites for Macomb County, and will continue to do whatever is necessary to support all efforts for disaster relief.

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:

Rising Stars Academy has a waiver to be a year-round school for 2020-2021 school year. Our planning team has been having conversations with our BOE about returning to school on August 4, 2020 and provide 3 days/week instruction to ease students back into the school year. At this time we will be able to evaluate students’ needs and goals and continue instructions based on our data. We will resume 5/days per week instruction after Labor Day weekend on Tuesday, September 8, 2020. This plan to start school in August will be approved at our April 23, 2020 board meeting.
Name of District Leader Submitting Application: Deborah Prentiss

Date Approved: 4/23/2020

Name of ISD Superintendent/Authorize Designee: Eve Kaltz

Date Submitted to Superintendent and State Treasurer: 4/24/2020

Confirmation approved Plan is posted on District/PSA website: 4/24/2020