

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

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 16, 2020

Name of District: Presque Isle Academy

Address of District: 20830 Cedar Street, Onaway, MI 49765

District Code Number: 71902

Email Address of the District: pia@presqueisleacademy.com

Name of Intermediate School District: Cheboygan, Otsego, Presque Isle ESD (COPESD)

Name of Authorizing Body: Bay Mills Community College

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 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.*

Date Submitted: April 16, 2020

Name of District: Presque Isle Academy

Address of District: 20830 Cedar Street, Onaway, MI 49765

District Code Number: 71902

Email Address of the District: [pia@presqueisleacademy.com](mailto:pia@presqueisleacademy.com)

Name of Intermediate School District: Cheboygan, Otsego, Presque Isle ESD (COPESD)

Name of Authorizing Body: Bay Mills Community College

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:

**Because Presque Isle Academy is a blended learning alternative school, its students are used to alternative modes of instruction. This Continuity of Learning Plan (CLP) is designed to allow students to continue to access their educational materials remotely. PIA will utilize emailed instructional packets, online learning software, videoconference instruction, and telephone/email instructional conversations to ensure that our students continue to learn. PIA’s online learning**

**partner is Edgenuity. All online usernames and passwords will be privately and securely emailed to our parents/guardians and students by Monday, April 20, 2020.**

**During the first two weeks of April, a phone call survey was conducted to determine the availability of Internet access and computing devices for each student. Most students have an Internet connection. Several families expressed a need for computing devices. Families will be loaned Chrome Books for the remainder of the school year. Presque Isle Academy administration will continue to survey families to ensure that EVERY PIA family has a computing device. Consumable supplies (paper, pencil, journals, etc.) will be given to students in need. If requests are made for instructional hard copy packets versus the use of online learning, families will receive and return their instructional packets via email.**

**Presque Isle Academy parents/guardians will receive a weekly school schedule by Monday, April 20, 2020. The school schedule will help parents/guardians and their student(s) with scheduling their at-home school day (Monday through Thursday). The schedule recommends an at-home educational environment that enhances learning. PIA staff will be available each day to provide quality instruction, social and emotional support, and to answer questions.**

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:

**Presque Isle Academy's staff will make weekly contact with our families (parents/guardians and students) via telephone calls and emails. Updated instructional and school announcements are sent to families via email. Each teacher has a daily assigned Zoom time for a videoconference instruction. Students will join their Zoom instruction during the teacher of record assigned time. The Zoom instructional support is in addition to each student's online learning, supplemental instructional emailed packets, and email and telephone instructional contacts made by PIA staff. To monitor each student's online learning usage, weekly reports will be downloaded. All staff will verify their parent/guardian and student contact by completing an Academy Parent Contact Log.**

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

District/ PSA Response:

**All of Presque Isle Academy's students have access to Internet. Students without a device to connect to the Internet will be given a loaner Chromebook to enable them to learn via our online learning platform. We created a technology check out form to track the Chromebooks and to gain parental consent. A varied instructional approach will be utilized to ensure that students learn at a distance in a differentiated manner. Video, audio, small group, and one-on-one instruction and**

**project-based assignments will be incorporated into our core and elective classes. Some hard copy emailed instructional packets will supplement our learning at a distance program.**

**For students who have special education programs and services, PIA will seek parent input to address the needs of each individual student. Students with IEPs will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.**

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

District/ PSA Response:

**Presque Isle Academy students have Internet access and devices. Our online learning program, Edgenuity, can track students' usage, progress, and skill completion. PIA staff will monitor the online learning data on a daily basis to evaluate the level of participation and skill achievement of each student. PIA Staff will provide feedback through those online tools by responding to student work and encouraging student learning on a weekly basis. Students will continue to receive the grades assigned by Edgenuity.**

**PIA staff will adjust a student's learning path if the data indicates that online learning needs to be adjusted if a student has difficulty with the lessons or the lessons are not challenging enough. Teachers will discuss the data reports but will not keep hard copies of the reports in their home. Students with hard copy instructional packets will return their assignments via email for teachers to review and provide feedback via email.**

**PIA staff will call parents/guardians and students to provide feedback and to encourage students who are not participating fully. Feedback will also be provided during each teacher's instructional Zoom meeting. Personal data feedback will occur via a telephone call and/or email. A Zoom one-on-one meeting can also be held to discuss an individual student's data. All parent/guardian and student contact will be recorded on the appropriate log.**

**All PIA staff will have scheduled remote office hours every day. Staff will provide additional educational and emotional support during their office hour time. PIA acknowledges that its student population is unique in that it serves students who otherwise would not be attending school at all. Student progress is more fluid than in a traditional school. PIA staff will do what it can to encourage students to continue with their learning.**

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:

**Given PIA's structure, we do not anticipate significant costs in our shift to distance instruction. However, we understand that distance instruction will present a new set of challenges for students and staff alike and there will be some additional costs as a result.**

**ChromeBooks:** There may be some costs associated with providing every student a ChromeBook if they currently do not have a computer available. We also anticipate there will be some breakage and loss during the closure. Therefore, we have budgeted additional expenses to support our families with technology needs.

**Student access to the Internet:** Most of our families have access to the internet, but not all. We have provided families with information from several Internet Service Providers about free or low cost internet programs. Additionally, we have ensured that students can access the internet outside our building while maintaining social distancing requirements. This wireless access will allow students to download and upload their assignments and course content from their vehicles if they do not have access to the internet at home.

**PIA has sufficient fund balance to offset the additional anticipated costs. If grant funds become readily available to offset the costs, PIA may apply for such grants.**

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:

**All of Presque Isle Academy's staff and Board of Directors were included in developing the Plan. Staff provided Plan input during several Zoom staff meetings. Follow-up telephone and email communications provided additional opportunities for staff to provide their collective input for our school Plan. The Board of Directors received a copy of the draft Plan prior to submission for comment and feedback.**

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

District/ PSA Response:

**Presque Isle Academy's intent of continuing to provide learning at a distance instruction was shared with each family during the week of Monday, March 16, 2020. After the official Governor's Executive Order to close of all Michigan schools with in-person instruction for the remainder of the school year, our staff contacted EVERY family to inform them of providing some continuity as it relates to their child's education. PIA staff has made a minimum of one telephone and/or email contact to show our PIA family that we care about their well-being and the education of their child(ren). By Friday, April 17, 2020, parents/guardians will receive a summary of our Continuity of Learning Plan. The summary will be emailed to each household. The Continuity Learning Plan will be posted on Presque Isle Academy's website. Additionally, parents/guardians will be called by PIA staff to ensure that they know the contents of the Plan.**

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:

**Presque Isle Academy School District's Continuity of Learning COVID-19 Response Plan will begin on Monday, April 20, 2020. The Plan will be operational while it goes through the approval process by Bay Mills Community College and the Michigan Department of Education.**

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:

**NA: Presque Isle Academy does not have any pupils enrolled in any postsecondary dual enrollment courses.**

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

District/ PSA Response:

**Presque Isle Academy does not have a breakfast, lunch, or food distribution program.**

**PIA has made sure that students/families are aware of the local resources available to families with food insecurity. PIA staff will assist any families that need help is securing food assistance. Specifically, the following resources are available to our students/families.**

**Information about Michigan's Pandemic EBT program:**

**<https://www.michigan.gov/coronavirus/0,9753,7-406-98163-525248--,00.html>**

**To find stores where the EBT cards are accepted, use this SNAP Retailer Finder: <https://usda-fns.maps.arcgis.com/apps/webappviewer/index.html?id=e1f3028b217344d78b324193b10375e4>**

**The stores in Onaway currently accepting the EBT cards are the following:**

**Dollar General**

**Tom's Family Market**

**Onaway Shell**

**Marathon Gas**

**Village Corner Party Store**

**Family Dollar**

**Black River Party Store**

**Onaway Pop-up-pantry Onaway Area Community Schools:**

**<https://www.fbem.org/pec-events/onaway-pop-up-pantry-onaway-area-community-schools/>**

**The Onaway Food Pantry "The Courtesy Club" (Main Street, Onaway)**

**Open every other Monday and on an emergency basis by phone call: 989-306-2562.**

**Northeast Michigan Community Service Agency - <https://www.nemcsa.org/services/emergency-food-assistance-program/the-emergency-food-assistance-program.html>**

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 staff. Staff will be redeployed if necessary, to provide meaningful work in the context of this Plan. By way of example, PIA's instructional aide will support students in collaboration with the Teacher of Record.**

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

District/ PSA Response:

**To monitor each student's online learning usage and progress, PIA will use the Edgenuity reporting tool to generate reports. Staff will review the usage reports to analyze student participation. The student progress and skill completion report data will be used to make instructional adjustments as needed. On a daily basis, staff will input the number of students in their Zoom meeting and the number of students not in their Zoom meeting. Staff will contact parents/guardians if a student's Zoom meeting attendance is inconsistent. Staff will make entries on the Academy Parent Contact Log when data and instructional conferences occur. Participation and pass rate on Edgenuity will dictate whether students will advance to the next grade and/or graduate.**

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:

**Staff will provide ways to connect with students and help students connect with others. Presque Isle Academy will continue to build community among our students and families in this new Learning at a Distance plan. An online resource bank for students and families would include, but are not limited to the following:**

**- Me to You from MI Association of Secondary Principals**

**[https://massp.com/sites/default/files/documents/toolbox/Weekly%20Learning%204-13\\_0.pdf](https://massp.com/sites/default/files/documents/toolbox/Weekly%20Learning%204-13_0.pdf)**

**- Mental Health Coping Strategies During COVID-19 (<https://www.nami.org/Blogs/NAMI-Blog/March-2020/Coronavirus-Mental-Health-Coping-Strategies>)**

**- Tips for Supporting Student Wellness at Home During COVID-19**

**(<https://washtenawisd.org/sites/default/files/Communications/Tips%20for%20supporting%20student%20wellness%20at%20home.pdf>)**

## **Tips for Parents During COVID-19**

**([https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20\(Final\)%20\(1\).pdf](https://www.neschoolcounselor.org//Files/Tips%20for%20Parents%20During%20%20COVID-19%20Pandemic%20(Final)%20(1).pdf))**

### **- Exercise Tips to Help Kids, Teens and Families Stay Balanced at Home**

**(<https://www.kqed.org/mindshift/55533/exercise-tips-to-help-kids-teens-and-families-stay-balanced-at-home>)**

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 is willing and able to support our local intermediate school district during this unprecedented time and provide local resources to our families. If asked by the local intermediate district to access its facility for disaster relief child care, PIA will make its facility available.**

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:

**PIA does not plan to adopt a balanced instructional calendar for the 2019-2020 school year since it is able to provide all instructional days within the current calendar. The PIA staff and Board will consider whether to alter the 2020-2021 school year in the coming months.**

Name of District Leader Submitting Application: AJ Stibitz

Date Approved: April 20, 2020

Name of ISD Supt/ Authorizer Designee: Mariah Wanic, Director of Charter Schools

Date Submitted to Superintendent and State Treasurer: April 20, 2020

Confirmation approved Plan is posted on District/ PSA website:

Presque Isle Academy  
CLP Budget Detail

10 Student ChromeBooks	\$ 2,660.94
Google Chrome Security & Management Software	\$ 249.10
Staff Laptop	\$ 841.02
10-IPad Protective Cases	\$ 141.71
Cleaning Supplies for building related to virus spread prevention	\$ 500.00

Estimated Total \$ 4,392.77

PIA will use General Funds: if grants are available we will apply for them.