

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

Date Submitted: 4/9/20

Name of District: Innocademy

Address of District: 8485 Homestead Dr, Zeeland MI 49464

District Code Number: 70908

Email Address of the District: kelli.gunn@innocademy.com

Name of Intermediate School District: Ottawa Area ISD

Name of Authorizing Body (if applicable): Lake Superior State University

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”)

Date Submitted: 4/9/20

Name of District: Innocademy

Address of District: 8485 Homestead Dr, Zeeland MI 49464

District Code Number: 70908

Email Address of the District Superintendent: kelli.gunn@innocademy.com

Name of Intermediate School District: Ottawa Area ISD

Name of Authorizing Body (if applicable): Lake Superior State University

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:

- Learning Targets: New learning focusing on literacy and math essentials at the elementary level and four core content areas at the middle school. Students will be held harmless in the event they are unable to participate in remote learning. Instructional planning for the fall of the new school year will take into consideration learning gaps that need to be targeted.
- Modalities: Hybrid of multiple modes of learning, which include recorded video lessons, slideshows, virtual instruction, project-based learning, and parent-requested telephone calls, and parent-requested paper packets. Paper versions of the activities provided online can be requested the Friday prior. Packets are made for each of the families and available for a contact-less pick up on Tuesdays between 10am-6pm.
- Technology: Every school family will be provided with at least one school-issued device, a Chromebook and/or iPad. For the families that have indicated they do not have Internet access, we will share information about free/discounted internet providers as well as work with community partners to provide/find locations to access the internet (ex. library parking lots).

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:

- We recognize that every family has their unique circumstances. We want to honor that some students/families will only be able to get to a minimum amount of work and communication while others will be ready for much more. Our weekly “At-a-Glance” updates will highlight the most essential learning of the week and also provide additional enhancement opportunities to help families prioritize should they need to stick to just the basics.
- Live Zoom meetings will occur at each grade level at regularly scheduled times. Some of these meetings will be for the purpose of direct instruction and others will be for the purpose of social/emotional connections. Participation and engagement will be documented. Patterns of lack of participation and communication will be tracked. Support staff, which could include resource room teachers, interventionists, school social workers, and paraprofessionals, will be utilized to reach out to families through multiple modes of communication and check in on the Maslow’s Hierarchy of Needs: physiological needs, safety needs, love and belonging, esteem, and self-actualization. (Similar to Question #12.)
- Connections will also be maintained through either the learning platform Seesaw and Google Classroom.

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

District/ PSA Response:

- Students will receive new learning content through live lessons delivered through Zoom, as well as recorded lessons through Seesaw or Google Classroom. If necessary, for students who do not have internet access, lessons will be provided through telephone communication and paper packets copies. Photos of work completed on paper will be posted in Seesaw or Google Classroom. If digital images of work completed is not possible, paper packets can be returned on Tuesdays when new packets are picked up.
- In addition, the district will be in compliance with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Department concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The district will make individualized determinations whether and to what extent compensatory services may be needed for pupils after the school closure period prompted by the COVID-19 state of emergency and/or state of disaster ends.
- Guidelines for daily instructional time varies by age/grade and is taken from MAISA guidance.

Guidelines for Daily Instructional Time by Grade Band

| Young 5's & Kinder | 1st-2nd | 3rd-4th | 5th-8th |
|--|---|---|---|
| <p>Min: 20 minutes per day Max: 60 minutes per day</p> <p>Sustained Attention: 3-5 min</p> | <p>Min: 45 minutes per day Max: 90 minutes per day</p> <p>Sustained Attention: 5-10 min</p> | <p>Min: 60 minutes per day Max: 120 minutes per day</p> <p>Sustained Attention: 10-15 min</p> | <p>Class Min: 15 minutes/day Class Max: 30 min/day Total Min: 90 min/day Total Max: 180 min/day</p> <p>Sustained Attention: 1 subject/class</p> |

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

District/ PSA Response:

- The Seesaw and Google Classroom platforms will be utilized for two-way communication between teachers and students. Students will post work, respond to questions, record their thinking via videos, take informal quizzes, and work on projects. Teachers will record participation as well as student proficiency. No student will be penalized for work not done or done poorly. Progress will be monitored and noted as a learning need/target when we return to school.

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:

- Doc cam adaptors
- Chargers for student devices
- Zoom accounts
- Teacher mifi
- App subscriptions - TBD
 - Screencast-O-Matic - one subscription per cell
- Increase to our Vector contract for supporting student devices
- Access Points for the Allegan Campus
- Internet filters via proxy through Zeeland Campus
- PBIS acknowledgments and incentives
- PD for virtual tools and content delivery

| Innocademy Zeeland Campus | | | |
|----------------------------------|--|---|-----------------|
| Budget Allocation for CLP | | | |
| 11-1-225-5990-000-0000-0000-60 | CLP Tech-Supplies and Materials | General Fund reallocation | \$5,000 |
| 11-1-225-3450-000-0000-0000-60 | CLP Tech-Subscription Support Tools | General Fund reallocation | \$2,500 |
| 11-1-225-3490-000-0000-0000-60 | CLPTech-Internet and Connectivity Support | General Fund reallocation | \$4,000 |
| 11-1-221-3220-000-0000-0000-60 | CLP Instr Improv-Training, Conf & Workshop | General Fund reallocation/reclass of Authorizer Grant | \$2,500 |
| 11-1-284-4910-000-0000-0000-60 | CLP Tech-Purchased Services | General Fund reallocation | \$4,000 |
| 11-1-11x-5990-000-0000-0000-60 | Elem/MS Splys and Materials-remote support | General Fund reallocation | \$2,000 |
| | | | \$20,000 |

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:

- A representative group of teachers and administrators have drafted the plan with input from teaching colleagues and looking at exemplar plans from other states. At least one board member participated in the development of the plan and all board members have been informed of the drafted plan.

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

District/ PSA Response:

- We will create a screencast explaining the Plan in both English and Spanish. Families will be notified of a screencast and/or live meeting through each campus's closed family Facebook page, as well as through email communication. Email communication has previously been our major mode of communication and every family is included in this email group.
- The COL will be published on our website within 24 hours of authorizer approval.

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:

- Pending approval, implementation of the plan will begin on April 13, 2020. Much like a typical school week after Spring Break, the week of April 13th will serve as a review or content, expectations, online tools, and re-establishing relationships. We will continue the approach of nature-rich learning across the grades based on the Outdoor Discovery Center's units of study with both online work and paper copies available for families. The week of April 20th will begin instruction of new learning targets of essential standards in a gradual release model.

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: **Not applicable we are a Y5-8 school.**

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

District/ PSA Response:

- We will continue to work with the district in which our campus resides (IAC-Fennville Public Schools, InnoZ-Zeeland Public Schools) to schedule and promote food distribution sites and dates/times of delivery. IAC is helping Fennville Public Schools distribute food to families in the Fennville area. In addition, Children First Lakeshore is providing weekend food packages for IAC families during the Friday food pickup at Fennville Elementary School.

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:

- All employees will continue to be paid through the end of our school year, which ends on June 24th. Paraprofessionals and our school bus driver will be supporting teachers and families by helping copy and deliver requested paper packets, as well as tracking and supporting disengaged and/or struggling students.

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

District/ PSA Response:

- Participation and engagement will be documented by lead classroom teachers via a collaborative working document. Patterns of lack of participation and communication will be tracked. Our MTSS Engagement team will strive to be in contact with every family that is showing signs of disengagement and/or struggle and offer support as needed. (This is related to Question #2)
- “Credit” and “Incomplete” will be the only grades issued for the remainder of the 19-20 school year. This will guide our instructional planning for the fall of the new school year as we know there will be learning gaps that need to be targeted.

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:

- Develop and implement a modified multi-tiered system of mental health supports specific to the school closure, provide consistent messaging, appropriate staff training, crisis response protocols, and documentation systems for its teachers and school staff.
- Mental Health Supports
 - School Social Worker will connect families with outside agencies as needed.
 - Promote 211 phone number for local community supports
- Food Insecurity
 - Weekly communication with food distribution sites and Map
 - Mon/Thurs 3:45-4:15 Innocademy and various distribution sites for Innocademy Allegan Campus families
 - No questions asked for any child 18 or younger (up to age 26 with an IEP)
- Wellness
 - Family Wellness checklist (MAISA p. 6)
 - Importance of schedules
 - Health & Wellness Recommendations (per MAISA)
 - Nutrition
 - Sleep
 - Hydration
 - Physical Activity
 - Stress Management
 - Spiritual - faith-based, mindfulness
 - Hygiene & handwashing
 - Social Distancing
 - Response to Illness of staff, student, family (per MAISA)
 - 31n School Mental Health and Support Services: The Pine Rest, Innocademy Allegan Campus, Fennville Public School, and Glenn Public School partnership continues to be explored with hopes of implementation by April 20, 2020 for western Allegan County mental health support.
- Social/friendships
 - Fun non-academic opportunities to connect ex. live lunches, games, good things, pet introductions

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:

- Our schools do not have licensed childcare programming. We will work with the OAISD to determine how to provide any resources necessary to help with the Governor's Executive Order 2020-16 in providing disaster relief child care.

Optional question: 15. 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 district already operates on a balanced calendar, our 2019-2020 school year will end on June 24, 2020. Our 2020-2021 school year will begin August 3, 2020.
- Our original school calendar had 180 school days. Prior to the school closure starting on March 16, Innocademy had one snow day. During the first phase of the school closure between March 16-April 2, we had 12 instructional days and 2 professional development days scheduled. We would like to apply the 13 "Grace Days" toward the 12 instructional days missed.

Name of District Leader Submitting Application: Kelli Gunn

Date Approved: 4/13/20

Name of ISD Superintendent/Authorizer Designee: Chris Oshelski

Date Submitted to Superintendent and State Treasurer: 4/9/20

Confirmation approved Plan is posted on District/PSA website: