**Alternative Educational Academy of Ogemaw County**

**Continuity of Learning and COVID-19 Response Plan**

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

**Assurances**

Date Submitted: April 8, 2020

Name of District: Alternative Educational Academy of Ogemaw County

Address of District: 2389 M-76, West Branch, MI 48661

District Code Number: 65900

Email Address of the District: twilliams@ioscoresa.net

Name of Intermediate School District: C.O.O.R. ISD

Name of Authorizing Body (if applicable): C.O.O.R. ISD

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: April 8, 2020

Name of District: Alternative Educational Academy of Ogemaw County

Address of District: 2389 M-76, West Branch, MI 48661

District Code Number: 65900

Email Address of the District Superintendent: dmcgrew@ioscoresa.net

Name of Intermediate School District: C.O.O.R. ISD

Name of Authorizing Body (if applicable): C.O.O.R. ISD

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.***

The Alternative Educational Academy of Ogemaw County (AEA) provides online curriculum to all enrolled pupils and operates under Virtual Learning Options (Section 5-O-D of the Michigan Department of Education’s Pupil Accounting Manual). Pupils receive all academic instruction in courses they are registered for through a digital learning environment. These courses will continue to be offered and students will be able to attend and participate in online courses throughout the remaining 2019-2020 school calendar.

Access to the internet as well as an electronic device capable of accessing electronic instruction (cell phone, tablet, laptop, etc…) is required for pupils to successfully complete their online courses. The Alternative Educational Academy of Ogemaw County will provide internet access and/or electronic devices to any enrolled pupil who communicates a need for necessary equipment whenever possible.

In the event the AEA cannot provide internet for an enrolled pupil (i.e. because cellular signal is weak or unavailable where the pupil resides), alternative paper/pencil assignments will be mailed or delivered to the pupil. These assignments will consist of tutorials, quizzes, and tests printed from the online courseware of which the pupil is enrolled. Academic support and instruction by certified teachers will complement paper/pencil materials. Students will not be penalized for the inability to participate.

Instruction and communication will continue between the teacher of record/mentor and the pupil each week. Instruction and communication options include: phone conversations, email correspondence, Facebook messenger, texting, learning management system (Plato and e2020) messaging, and video conferencing. Two-way communication between the teacher of record/mentor and the pupil is required weekly and will continue to be a requirement throughout the remaining 2019-2020 school year.

1. **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.**

The AEA will continue with the current requirements of weekly two-way communication between the teacher of record/mentor and their assigned pupils. Teachers will use the most effective communication method determined for each individual student. As stated above, these methods vary from written communication and phone conversations to video conferencing. Teachers are required to document their weekly two-way communication in the online data hub, the Pulse. Through teacher and staff weekly communication with pupils, the AEA will continue to build relationships and maintain connections with our students as we strive to help them feel safe and valued.

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

All AEA pupils will be able to access learning for the remainder of the 2019-2020 school year.

All academic content will be available to pupils through their assigned learning management system; either Plato or Accucess courseware through Edmentum or e2020 courseware through Edgenuity.

Pupils needing paper/pencil assignments will receive those materials in the mail (using the United State Postal Service) or they will be delivered to their home by an AEA staff member.

Teachers will be accessible to pupils by phone (using their AEA Google Voice phone numbers) or electronically from 8:00 a.m-3:00 p.m. each day school is in session following the board approved 2019-2020 school calendar.

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

The AEA will continue to manage and monitor learning by pupils through the analysis of their online data. This data is reviewed daily and includes such information as the number of logins students have in their courseware, the amount of time spent in the learning management system and/or on specific assignments, tutorials, quizzes, post-tests, and End of Semester tests. Teachers will continue developing and encouraging pupils to meet individual academic goals as they had before the COVID-19 related executive orders.

Pupils working with paper/pencil materials will be managed and monitored at least once per week to determine the success of the program in place as well as make any adjustments to the lessons assigned.

1. **Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.**

Because pupils will not be able to come on site for the remainder of the 2019-2020 school year, additional expenses related to pupil technology needs will be incurred. The following is an estimate of the additional expenses that are anticipated with this plan. These expenses will be paid out of the general funds.

Internet Accessibility (hotspots) 9,600.00

Electronic Equipment (Chromebooks) 4,380.00

Postage 500.00

Mileage (delivery of equipment) 500.00

Food Distribution 2,700.00

Total 17,680.00

1. **Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.**

The AEA assistant director met with teachers and staff virtually (through zoom.us) on March 30, 2020 to collaborate in the development of plans to serve the needs of AEA pupils during the COVID-19 pandemic.

The AEA assistant director collaborated with certain board members via email to develop portions of this plan (i.e. food distribution) and all board members were emailed a copy of this plan to review prior to submission.

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

Pupils, parents, and guardians will be notified of the Continuity of Learning Plan through:

* Weekly staff communications with AEA pupils and families
* USPS mailing during the week of April 13, 2020
* Posting on the AEA website, [www.ogemawaea.net](http://www.ogemawaea.net)
1. **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.**

The AEA began implementation of the Continuity of Learning Plan on April 6, 2020 with the intention to be fully implemented by April 13, 2020.

1. **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.**

The AEA will assist pupils enrolled in any postsecondary dual enrollment course or Career and Technical Education (CTE) course to the fullest extent feasible. Assistance may include the provision of academic materials and equipment necessary for the continuation of the postsecondary and/or CTE course. AEA teachers/mentors will provide distance-learning support to pupils continuing in their postsecondary dual enrollment courses and/or CTE course as needed.

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

As a Public School Academy offering 100% virtual learning options, the AEA of Ogemaw County does not have a food service program. Because of the assessed need for food within the AEA school community due to the COVID-19 pandemic, the AEA has partnered with local school districts to ensure AEA students can participate in food distribution programs within their resident school district. AEA staff will ensure students who request meals, will have access to them. This will be accomplished a variety of ways depending on the pupils’ residence. Some students will be able to pick up their own meals at distribution sites, while others will have meals delivered to them by AEA staff.

1. **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.**

The Alternative Educational Academy of Ogemaw County will continue to pay school employees for the remainder of the 2019-2020 contract year. The AEA will continue to provide meaningful work that supports the operation of the AEA and success of pupils participating in educational experiences through distance learning platforms. All AEA employees are able to perform their duties virtually and/or over the phone and while adhering to the social distancing requirements related to the COVID-19 pandemic.

1. **Provide describe how the district will evaluate the participation of pupils in the Plan.**

The AEA of Ogemaw County will evaluate the participation of pupils in the Continuity of Learning Plan through:

* The daily and weekly monitoring of pupil logins into the learning management system
* The monitoring of pupil engagement within the online course content, response to assignments, and/or completion of coursework
* The recording of pupil/teacher two-way communications
* The analysis of course completion data
1. **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.**

The AEA of Ogemaw County will continually assess the mental health needs of pupils and families through our documented weekly two-way communication. Should pupils and/or their families express or otherwise communicate the need for mental health supports, they will be referred to our school social worker and/or school counselor who will be continuing to communicate and meet with students remotely. The AEA staff will refer pupils who need immediate mental health supports to community resources and Emergency Services as needed. The AEA staff will meet online at least once per week to discuss pupil concerns including mental health and what local resources are available for pupils and their families.

1. **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.**

The AEA of Ogemaw County will support the efforts of C.O.O.R. ISD to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follows. As ISD needs are communicated to the AEA assistant director, she will communicate with AEA staff to address needs whenever feasible.

1. **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?**

The AEA of Ogemaw County does not plan to adopt a balanced calendar for the remainder of the 2019-2020 school year or the 2020-2021 school year. The AEA does offer a summer school session and plans to continue this in June 2020. Pupils will be able to continue their academic study throughout the summer months.

Name of District Leader Submitting Application: Tina Williams

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: