



TRANSMITTED VIA ELECTRONIC MAIL

April 13, 2020

Susie Schlehuber
Lake Superior Academy
8936 S. Mackinac Trail
Sault Ste. Marie, MI 49783

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

Dear Ms. Schlehuber:

I am pleased to inform you that the Plan for Lake Superior Academy (“Academy”) has been approved by Bay Mills Community College and will be transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of April 13, 2020. You may proceed with Plan implementation for the remainder of the 2019-2020 school year and, if applicable, other elements that affect the 2020-2021 school year.

Please also proceed with the following next steps:

- To fulfill one of the required assurances, immediately add a copy of the approved Plan, assurances document, and budget outline to the Academy’s website. An approved copy of the Plan is attached and can be found in Epicenter.
- Present the Plan to the Academy’s Board of Directors (“Academy Board”) at its next scheduled meeting. At that meeting, the Academy Board should approve any necessary amendments to the Academy’s 2019-2020 budget or other relevant agreements needed to implement the Plan. In accordance with the Terms and Conditions of the Academy’s charter contract (“Contract”), the approved Plan shall constitute Contract amendment number 1 to the Contract upon approval by the Academy Board. This Contract amendment will remain in effect as long as the Plan remains in effect. Attached please find a draft resolution form for the Academy Board to use in approving the Plan and Contract amendment.

If the Academy requires an amendment to the Plan, please contact me to initiate that process.

Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

Mariah Wanic

Mariah Wanic
Director of Charter Schools
Bay Mills Community College

Attachments
Plan
Academy Board Resolution

Cc: Jennifer Mullen, Board President

Continuity of Learning and COVID-19 Response Plan
Lake Superior Academy
April 2020

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](#)) 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: April 10, 2020
Name of District: Lake Superior Academy
Address of District: 8936 S. Mackinac Trail, Sault Ste. Marie, MI 49783
District Code Number: 17900
Email Address of the District: susieschlehuber@choiceschools.com
Name of Authorizing Body (if applicable): Bay Mills Community College

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 10, 2020
Name of District: Lake Superior Academy
Address of District: 8936 S. Mackinac Trail, Sault Ste. Marie, MI 49783
District Code Number: 17900
Email Address of the District Superintendent: RonWiens@ChoiceSchools.Com
Board Contact: Jennifer Mullen, President
Name of Authorizing Body (if applicable): 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 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- .

The alternative modes of instruction for LSA will include the use of a Webpage for checking for daily assignments and messages, the use of several online platforms such as Kahn Academy, RAZ-kids and Splash Learn. In order to access these meaningful alternative modes of instruction, each student needs an electronic device such as laptop, ipad or tablet and internet connectivity.

Lake Superior Academy surveyed its families via SurveyMonkey.com on Friday, March 20 and from the responses, determined that only four families did not have connectivity options at home. Three of these families only lacked the device, the other chose not to have internet connections in their home. Devices were supplied to the three families for use. Paper packets are made available to the fourth family, and phone connections are made with that family weekly.

A web page has been created.

<https://sites.google.com/choiceschools.com/lakesuperioracademy/home> Students will visit this page to begin their school day. The Home Page contains a morning message from the Head of School and once the students listen to the daily message they can proceed to their individual classroom pages for specific assignments in Math, Language Arts and Science.

In addition, teachers hold a weekly Live Zoom class with their students. In addition to the Live Zoom Class, teachers have regular "Email Open Hours" where they will respond immediately to any incoming emails. If a message is sent outside of the Open Email times, teachers will respond within 24 hours of receipt of the email.

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:

When the Covid-19 School Closure began, LSA created a "Little Room", in a separate non-classroom building on the school campus that is open 24 hours a day. It now contains a food pantry, correspondence, and teaching materials from teachers to parents and learning supplies for students. The pantry has shelves for dry goods and two mini fridges for perishable items. Families have been asked to "stock the pantry as you can, and take from the pantry as you need."

Learning supplies in the "Little Room" include paper, pencils, books, Reading Record sheets and prizes that have been earned through the Online Reading Program.

Parents have 24 hour access to this room. If a family pulls in and sees another vehicle at the room, they wait until that family has left before entering the room. Clorox wipes are available in the room for family use. Sanitizing material is available along with instructions for families to use after each visit.

Teachers have digital access through Transparent Classroom to the student progress reports that define individual common core standards and whether or not the student has reached a mastery level for each one. The teachers will use the Standards-based Progress Report to define individual needs of the students. The teachers will use the digital resources that are available in our online learning plan to meet the instructional needs as defined in the progress report.

For students who have special education programs and services, we will be initiating a contingency plan, with 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.

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

District/ PSA Response:

In addition to LSA's Online Webpage and its scheduled Zoom Classes, Office Hours and daily assignments, it also offers a Resource Page on its Online Class page that provides direct links to Kahn Academy, RAZ-kids, ABC Mouse and other individual resources teachers are using to present new concepts to the children. The teacher's pages on the website include multiple ways to complete assignments - submit electronically, keep at home and have parents check, or drop off at the Little Room for a teacher's review. By offering multiple options for completing work, every family is able to participate the way that fits with their schedule and available resources.

For students who have special education programs and services, we will be initiating a contingency plan, with 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:

As there are multiple resources for students to access and multiple ways in which students can submit work, there are also multiple ways in which the district can manage and monitor learning by the pupils.

1. Teachers can check submitted work - whether submitted electronically or by delivering hard copies to the designated areas.

2. Teachers are available once a week in an online Zoom class in which they will have a chance to assess the learning of each student. After assignments are reviewed the teachers have three options for responding: 1. Leave a typed message 2. Leave a voice message. 3. Simply mark the assignment as completed. These options, once executed, go immediately to the student's inbox on Seesaw so they can see the teacher's assessment. We are not "grading" the work, just reviewing and providing feedback.

3. Teachers hold weekly Open Email times in which parents can submit questions or concerns and teachers guarantee to respond immediately if the message is sent during these "Open" times. Otherwise, we have told parents to allow 24 hours for a response that does not arrive during "Open" hours.

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:

Source of Revenue - CARES Act

Item	Source	CPU	Qty	Total
HP Chromebook	Staples	\$269.00	10	\$2,690.00
Chromebook Case	Staples	\$31.99	10	\$319.90
2 Year Tech Warranty	Staples	\$99.00	10	\$990.00
Home Printers	Staples	\$159.99	10	\$1,590.90
Swivl Video Camera	SWIVL	\$1,350.00	1	\$1,350.00
Montessori Home Materials	Neinhuis	\$1,500.00	V	\$1,500.00
Home Library Book Sets	Scholastic	\$24.95	25	\$623.75
Magazine Subscription	Scholastic	\$5.95	74	\$440.30

\$9504.85

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 survey was sent to school families on Friday, March 20. Based on the results of the survey, it was determined that only four families did not have connectivity options at home. Three of these families only lacked the device, the other chose not to have internet connections in their home. A device was supplied to each of the families for school use. Paper packets are made available to the fourth family, and phone connections are made with that family weekly.

These results were shared with district administration, teachers and board members. Two Board Members reviewed the plan with administration on April 9, 2020. The plan will be reviewed by the full Board on April 20, 2020. Ratification of the plan will be requested at that time. With review of the data and discussion from all stakeholders, the current learning plan was developed.

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

District/ PSA Response:

The plan will be shared with families from four platforms: Facebook, Email, USPS and Remind.com. In addition, a Zoom meeting will be scheduled with individual classes to explain and discuss the various platforms that will be made available during this time of seclusion. All teachers will also be available for any questions and concerns from individual families. Finally, in keeping with the requirements of this plan, it will be posted on the school's website upon approval by their Authorizer.

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:

The plan is being shared with families during the week of April 6. The full implementation of the plan, including the official classes and online system, will begin on Monday, April 13.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act of , as amended, MCL and Career and Technical Preparation Act, PA , as amended, MCL . to in completing the courses during the - school year.

District/ PSA Response: N/A

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

District/ PSA Response:

Because Lake Superior Academy does not have a school meals program, families were referred to use the School Closure Meal Program (Meet Up and Eat Up) interactive map, or asked to text FOOD to 877-877, to find the closest location in their immediate area. Families were also referred to local food pantries, via email, by calling 211 and through our school website's COVID-19 resource web page. Finally, and in a great example of school community collaboration, LSA created 24 hour access to a food pantry on the school's campus. The school stocks the pantry by using grant funds received and families are asked to "Stock as you can. Take as you need." Since March 18, the pantry has been well stocked and frequently used by school families.

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.

All employees are expected to participate in the approved Continuity of Learning Plan and may be asked by the school leader to work in a role different than what was in their original offer of at-will employment for the 2019-2020 school year. School leaders will take each employee's strengths and growth plans into consideration when making these assignments and will communicate them clearly in writing to each hourly employee assigned to a different role than what was stated in their offer of at-will employment.

Employees assigned to the Academy in the board-approved budget will be paid as outlined in their signed offer of at-will employment for the 2019-2020 school year. The offers of at-will employment for the 2019-2020 school year have not been amended due to circumstances surrounding COVID-19. If the school's spring break falls during the closure, hourly staff will be paid and will not have to use Paid Time Off (PTO). Teachers are required to provide their students with learning opportunities as outlined in the approved Continuity of Learning Plan and in accordance with the expectations of the school leader.

At a minimum, hourly staff will be paid based on the average number of hours worked during a normal week. The average hours of a normal week will not include overtime. If the school leader asks an hourly employee in writing and in advance to work beyond the average number of hours of a normal week, the hourly employee will be paid for those leader approved hours. Hourly employees will be asked by the school leader to help with tasks to assist with the continuity of learning plans.

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

District/ PSA Response:

Communication logs have been created for weekly Zoom class participation and records. A separate spreadsheet is also maintained by each teacher to track weekly participation in other online platforms being used in each class. A teacher will be able to quickly determine which students are participating in each platform (Zoom, RAZ-Kids, Kahn etc.) and will follow up with families who have little or no participation recorded.

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:

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Several links were also shared with parents to address other mental health and academic concerns.

Additionally, the principal will hold weekly meetings with teachers to identify any additional students or families in need. If there are specific concerns shared by teachers, staff will reach out to families and students to assess any needs and provide supports for students and families.

Mental Health Help: 24-Hour Crisis Phone Numbers

Chippewa County

900-341-2144

800-839-9443

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 - or any executive order that follow it.

District/ PSA Response:

When the EUPISD was tasked with the responsibility to mobilize disaster relief child care centers as described in the Executive Order, Lake Superior Academy contacted the ISD

and offered the DHS approved classroom space of two classrooms (approximately 2,000 square feet = approved for 40 students)

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: No.

Name of District Leader Submitting Application: Susie Schlehuber

Date Approved: April 13, 2020

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

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: