

## GSRP 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) 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: May 6th, 2020

Name of District: Hope Academy of West Michigan

Address of District: 240 Brown Street SE Grand Rapids, MI 49507

District Code Number: 41926

Email Address of the District: [tschwartz@hopeacademywm.org](mailto:tschwartz@hopeacademywm.org)

Name of Intermediate School District: Kent

Name of Authorizing Body (if applicable): Ferris State University

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: May 6th, 2020*

*Name of District: Hope Academy of West Michigan*

*Address of District: 240 Brown Street SE Grand Rapids, MI 49507*

*District Code Number: 41926*

*Email Address of the District Superintendent: [hcate@lighthouseacademyschool.org](mailto:hcate@lighthouseacademyschool.org)*

*Name of Intermediate School District: Kent*

*Name of Authorizing Body (if applicable): Ferris State University*

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-CD.

District/ PSA Response:

Grade Level	Mode(s) of Instruction	Summary of Materials Needed	Distribution Plan	Communication Plan
Preschool teachers	Teachers have carefully developed learning packets including materials that will ensure students continual learning for the remainder of the 2019 / 2020 school year. These learning packets contain materials to assist students in maintaining the skills already mastered, but	Teachers will put together resource packets, including paper materials and instructions for supplemental activities, for each student to receive.  Students will receive 3 seed packets, 2 plastic pots and a small bag of soil. They will also receive	Online activity sheets (providing a list of exciting educational activities that could be completed using materials at home) were sent home via email at the end of march and beginning of April.  Learning packet #1 was created and families were asked to pick up at Hope Academy the week of April	Email communication  Telephone communication (both text message and phone call)  Remind  Zoom meeting with students  Mail sent directly to the students homes  Recorded video links sent home of read alouds, morning messages, etc.

	<p>also ensuring that they are exposed to advanced concepts needed for their next grade level. Some of these materials include writing and recognition of upper and lower case letters in the alphabet, letter sounds, counting, one to one correspondence, recognition of numbers, recognition and attributes of shapes, and more.</p> <p>In addition to packets, students and parents will have access to technology for use with the following websites:  Starfall  ABC Mouse  PBS Kids  Splash Math</p>	<p>instructions about how to plant the seeds.</p>	<p>13th.</p> <p>Learning packet #2 was created and mailed home May 1st.</p> <p>Learning packet #3 was created and will be mailed home May 15th.</p> <p>Teachers will use communication tools (telephone, email, zoom, etc.) to check in on progress with parents and students.</p> <p>Each teacher is available via telephone or email for parents and students to ask questions, get feedback, and receive emotional support.</p>	<p>Home visits, staying outside of the home, but allowing the students to wave to their teachers. All staff wore face masks and gloves while talking a safe distance from all family members.</p>
<p>Preschool Teacher Assistants</p>	<p>Our Associate Teachers helped create packets by printing</p>	<p>No additional supplies are needed.</p>	<p>Our Associate teachers made phone calls to parents</p>	<p>Many of our families are ESL families, so our Spanish</p>

	<p>copies, sorting them into envelopes and labeling with addresses for mailing or creating labels for pick up at school.</p> <p>The associate teachers also put together masks for families.</p>		<p>informing them of our learning packets. They assisted in the distribution of the packets.</p> <p>They also help the team complete the GSRP program parent surveys.</p> <p>The teacher assistants also went on home visits with the classroom teachers to pass out student supplies and the students personal belongings. All staff wore face masks and gloves while talking a safe distance from all family members.</p>	<p>speaking associate teacher has helped reach those families through phone calls, emails and Remind messages. Both of our associate teachers continue to communicate with our families regularly.</p>
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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:

Hope Academy of West Michigan will partner with parents to support student learning through ongoing communication and collaboration. Preschool staff members will make a minimum of two contacts per week per student to maintain relationships and keep students engaged in the learning process. In addition, a team of support personnel will reach out to at-risk families to assist with food insecurity, housing, and financial support during this time when many families have lost their income. HAWM will continue to distribute breakfast, lunch, and dinners to

families in coordination with Grand Rapids Food Services and Kids Food Basket. In addition, HAWM will post a list of emergency resources available to families during this time on Facebook, Remind, and the District Website.

Teaching staff have developed a weekly plan and schedule for all Pre-K - 12 grade students that provides routines and structures for students, and balances the need for school work, play, and family time. Teachers are available via phone, email, and video conferencing platforms to connect with students and families and provide support and offer feedback. All communications to students and parents will be provided in both English and Spanish to support our large number of EL learners.

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

District/ PSA Response:

Hope Academy of West Michigan is committed to planning and delivering content in multiple ways to meet the learning needs of our students. We will guarantee that all students have equal access to meaningful instruction based on the tools and resources available to each individual student and family, including the use of learning packets, online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, or a combination of these modes of delivery.

Hope Academy of West Michigan's Preschool team will provide meaningful learning for their students through paper packets. They will also have an opportunity for hands-on learning as each student will be provided with 3 seed packets, 2 plastic pots and a small bag of soil to grow their own mini garden. Online learning is supported by providing a list of free educational apps that focus on concepts necessary for Kindergarten.

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

District/ PSA Response:

Teachers will utilize a variety of strategies to monitor, assess, and provide feedback to students about their learning. Teachers will contact students and their parents weekly via telephone, email, zoom, etc. to monitor their progress with their activity packets and offer additional resources if needed. This is a time where teachers can check in with parents and get their input on what they are finding effortless and what they are finding may be challenging for their children. This communication allows teachers to create new resources based off of the individual needs of each child. Packets will be mailed biweekly to families in order to assist students in maintaining the skills already mastered, but also ensuring that they are exposed to advanced concepts needed for their next grade level.

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:

HAWM will repurpose the food allowance funds that had been scheduled for meals and snacks while in class.

<b>Resource/Supply</b>	<b>Number/Amount</b>	<b>Estimated Cost</b>	<b>Funding</b>
<i>Copy Paper</i>	<i>1 Box</i>	<i>\$28.00</i>	Food allowance (repurpose)
<i>Seed Packets</i>	<i>96</i>	<i>\$80.00</i>	Food allowance (repurpose)
<i>Plastic Pots</i>	<i>64</i>	<i>\$25.00</i>	Food allowance (repurpose)
<i>Soil</i>	<i>5 Bags</i>	<i>\$50.00</i>	Food allowance (repurpose)
<i>Manila envelopes/stamps</i>	<i>4 boxes</i>	<i>\$300.00</i>	Food allowance (repurpose)

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:

Hope Academy of West Michigan is committed to shared leadership and worked closely with teams of teachers at each grade level to develop a remote learning plan that best meets the needs of their students. Led by a lead teacher, these collaborative teams met virtually to assess the skills and strengths of the students and identify the mode of instruction that best aligned to the student's learning needs. Current access to resources were considered when developing these plans, and an inventory of supplies and needs developed to ensure all students had equal access to the content and materials. These plans were then shared with school leadership, who worked closely with the Parents of Hope to develop and finalize a continuity of learning plan that addressed the needs of the students, the concerns of the parents, and the skills and training of the teaching staff. This plan will be shared with the Board members and other stakeholders for input prior to its finalization and submission for approval.



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

District/ PSA Response:

Hope Academy of West Michigan plans to share this Plan with staff via email, the teachers are then free to share with their students. This Plan will be revisited biweekly to ensure that is being followed. School leadership will share this Plan with the school board during its April meeting and then share progress updates on the Plan in the monthly board meetings through the 2019-2020 school year. Our Plan will also be placed on our schools webpage so that our parents can see and understand it.

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 13, 2020.

District/ PSA Response:

Hope Academy of West Michigan has already put this plan in motion; this was started prior to Spring break. We will monitor and update, as needed (with approval from our authorizer), the Plan throughout the remainder of this academic school year. School leadership meets weekly with grade level teams and biweekly as a whole staff to ensure that all staff members are following the Plan. The school leadership team also ensures that staff is communicated with biweekly through individual coaching meetings.

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, 250 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District/ PSA Response:

The student advocate has connected with all postsecondary dual enrolled students to ensure that they are on track for graduation and that they are finishing the year successfully. All of these courses have been moved to online virtual learning through the appropriate learning institution.

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

District/ PSA Response:

Hope Academy of West Michigan is committed to supporting our students, families, and community members during this crisis. To ensure food security we have partnered with Grand Rapids Food Services and Kids Food Basket to ensure access to breakfast, lunch and supper sacks. These are currently being distributed on Monday and Thursday from 11:30 am - 12:30 pm. We are currently serving over 1300 meals per day. In addition, in partnership with the Dream Center of West Michigan, monthly food boxes are being made available to students and

families in need. Finally, HAWM continues to post information about additional food banks and resources on Facebook, Remind, and the District website.

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 management company, IES, has agreed to continue to fully pay all staff members leased to Hope Academy of West Michigan throughout the rest of the 2019-2020 academic school year. Support staff members have been redeployed to assist teachers in ensuring that student learning is happening as outlined in this COL Plan.

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

District/ PSA Response:

Teaching staff, support staff, and administration will monitor student participation using multiple points of data. Teachers will document all contacts with students and families in powerschool for review by administration. Teachers will monitor student work and learning via Google Classroom, video conferencing, and telephone/text. Completed work will be graded and added to the gradebook so students and parents are able to access the current status of their student's learning. Efforts will be made to connect with each student weekly through phone, text, video conferencing or postcards. Adjustments to the remote learning plan will be made if one form of instructional delivery does not appear successful for an individual student.

## **SENIOR EXPECTATIONS FOR SCHOOL CLOSURE AND GRADING**

**Every senior deserves the opportunity to complete their course work and graduate on time from Hope Academy of West Michigan. Students will be provided every opportunity to succeed and earn their diploma.**

### **Guidelines**

1. If a student with senior status was passing as of the closure date of March 13, 2020, the student will be awarded credit with the grade they had previously earned. If they choose to improve their grade, they will be permitted to complete additional work in the form of a capstone project and/or retake assessments to improve their grade.

2. If a student with senior status was failing prior to the closure date of March 13, 2020, the student will be provided with the following opportunities to earn credit in the class and receive a passing grade.
- Complete missing work assigned prior to the closure
  - Retake assessments
  - Complete capstone project

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:

Hope Academy of West Michigan will continue to provide mental health supports and services to students and families during this time. Our School Social Worker, Student Advocate, and Responsible Thinking Advisors will reach out to at-risk students to monitor and support students and families who are experiencing difficulty coping with this crisis. In addition, Go Guardian is able to monitor the search histories of students and provide feedback to administration on students who might be seeking help for suicidal thoughts, depression, or other mental health needs. This will allow the support team to contact students who are showing a pattern of search histories that reflect potential mental health concerns. Finally, each teacher has committed to making contact with each student twice weekly to maintain and strengthen relationships, offer emotional support, and ensure the needs of our students and families are at the center of this Continuity of Learning and COVID-19 Response Plan.

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 2020-35 or any executive order that follows it.

District/ PSA Response:

Hope Academy of West Michigan is currently not providing child care programming at the school site, but if requested we would be willing to revisit.

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:

Hope Academy of West Michigan adopted a balanced calendar beginning in the 2017-2018 school year and will continue with a balanced calendar for the 2020-2021 school year, starting school on August 5, 2020 for students and teachers.

*Name of District Leader Submitting Application:* Heidi Cate, Superintendent

*Date Approved:* May 6, 2020

*Heidi Cate*  
Heidi Cate (May 6, 2020)

*Name of ISD Superintendent/Authorizer Designee:*

*Date Submitted to Superintendent and State Treasurer:*

*Confirmation approved Plan is posted on District/PSA website:*






# GSRP Preschool Hope Academy Continuity of Learning and COVID-19 Response Plan (“Plan”)

Final Audit Report

2020-05-06

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