



Continuity of Learning and COVID-19 Response Plan for North Star Montessori Academy

Date Submitted: **April 10, 2020**

Name of District: **North Star Academy**

Address of District: **3030 Wright St., Marquette, MI 49855**

District Code Number: **52901**

Email Address of the District Superintendent: **aballard@nsacd.com**

Name of Intermediate School District: **Marquette-Alger RESA**

Name of Authorizing Body (if applicable): **Northern Michigan 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.

District/PSA Response: The district plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms (Seesaw PK-6th and Google Classroom 7th-12th). For those students that have internet access, but don't have a device, laptops will be made available. Students without internet access will have access to instructional materials through a weekly instructional packet along with a laptop and external storage device containing pre-recorded lessons. All students will need access to materials such as paper, pencils, and crayons, which will be made available to families that don't have them. All materials will be made available to pick up at four different locations on Thursday from 12-1 pm.

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: Teachers will be expected to make contact with every student at least one time during the week and will maintain a communication log which will be submitted to administration on a weekly basis. Weekly student communication may be done through the use of technology (for those that have access) such as Google Hangout, ZOOM meetings, Remind App, Messenger on OdysseyWare, email correspondences, or through weekly phone calls. For students with technology access teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom and SeeSaw), with an emphasis on continuing to build relationships and maintain connections.

If students do not have access to technology, teachers will include weekly notes to students in their instructional packet that focus on building relationships and maintaining connections. We will encourage relationships between students by allowing students to share digital notes on school provided external storage devices that can be relayed to classmates via their teacher.

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

District/ PSA Response: For those students without technology, the main mode of delivery will be through hard copy instructional packets. However, all students may request hard copy instructional packets and resources. This will be supplemented with phone conferencing to support instruction. The instructional packets will be delivered during meal delivery at four different pick up sites from 12-1 pm every Thursday. Packets will be mailed to families that are unable to reach pick up locations or alternative arrangements will be made.

For students with technology, content will be delivered through the online platform (SeeSaw and Google Classroom), email, and other social media sites (Facebook, Remind, etc.). Teachers will be accessible for live instruction/lessons multiple times per week and recorded instruction/lessons through pre-made videos multiple times per week.

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

District/ PSA Response: For students without technology access, learning packets will be collected each week during meal delivery. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, email, or written letter. Learning packets with written feedback will be

returned to the student the next week. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

For students with technology, teachers will monitor student access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teachers will differentiate instruction within the platform to meet each student's needs.

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: Budget Items include: Purchase of learning supplies such as paper, pencils, crayons, external flash drive devices. Printing costs (paper and machine copy cost), mailing costs (envelopes, postage), fuel cost- mileage to drive to pick up sites, cost of online instructional platform (ZOOM, OdysseyWare).

Seesaw School Account \$984.50----- PTO Funds
Good Classroom Add Ons \$350----- Gear Up
906 Update and clean Laptops to distribute \$630----General Funds
New Teacher Laptops \$3,975-----Title 1
Paper and other materials \$500-----General funds and GEAR UP
Aide Pay to assemble materials \$4,000----General Funds

Sources: General funds, PTO funds, GEAR UP, Title 1

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 stakeholders were involved in the development of the plan. All teachers completed a survey regarding distance learning and feedback was collected and used to begin building the plan. Building administrators identified grade level teacher leaders and met with them to address the needs of each grade or content area. Board curriculum committee members were included in the development process. Before finalizing the plan feedback was sought from board members and the Charter School Office.

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 communicated through the BrightArrow communication system, as well as be dispersed through email to those that have access. The plan will also be posted to the district website and other social media platforms. To ensure that everyone is aware that the plan paper letters will be made available at each of the food pick up sites.

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 28th.

District/ PSA Response: We will begin implementation of our plan on Monday, April 13, 2020.

9.) Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses in completing the courses during the school year.

District/ PSA Response: For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete those courses. For students in CTE programs we will work with the ISD CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed the district will ensure the student has the necessary resources.

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

District/ PSA Response: Our district will provide 5 breakfast and 5 lunches each week to families at predetermined locations. The district has four different pick up sites for food. Food will be distributed at these sites once a week, until the end of the school year, June 4th. We will have employees helping to distribute at each site, along with helping to pack the food. The Food Director will send emails out once a week to make sure the district has everyone on the list that needs to be on the list. Cold calls are made to families that have not responded to emails. Our school partners with DHHS and the Salvation Army to provide Cat Packs meals to low income families on a weekly basis. Calls will be made to families that do not respond to email and social media posts. Our school will partner with DHHS and the Salvation Army to provide Cat Pack meal packs to low income families in addition to our breakfast and lunches.

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 teachers will remain at their current pay scale and schedule for the remainder of the school year. All hourly staff will be paid according to their hourly schedules for the remainder of the school year. Hourly staff will be used to pack and deliver meals, copy and assemble work packets, check work as it is returned, and follow up with students via telephones, etc.

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

District/ PSA Response: If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and parents. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor. The principal and/or counselor will work with all parties to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (DHHS, Behavioral Health, MARS, etc.).

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: Our district will survey all parents to determine their current mental health needs. Based on those results the counselor and social worker will reach out to individual students and families to determine what they may need. The counselor and/or social worker will help connect the family to outside agencies to help meet their needs. While teachers are making weekly phone calls they will monitor and assess the needs of students and families. If a need is presented the teacher will bring the concern to the counselor and/or social worker to make the necessary follow-up. The principal will hold weekly meetings with teachers to identify any additional students or families in need. Telehealth may be used when available for students that have technology.

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 may follow it.*

District/ PSA Response: Our district has completed a survey which was put out by our RESA. Our district indicated that we operate a licensed Preschool program and would be available to assist as necessary.

Name of District Leader Submitting Application: **Andrea Ballard**

Date Approved: 4/13/2020

Name of ISD Superintendent/Authorizer Designee: *K.C. Holder*

Date Submitted to Superintendent and State Treasurer: 4/14/2020

Confirmation approved Plan is posted on District/PSA website: 4/14/2020