

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

Date Submitted: April 10, 2020

Name of District: New School High

Address of District: 46250 Ann Arbor Road, Plymouth MI 48170

District Code Number: 82758

Email Address of the District: cburnstein@newschoolhigh.org

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body (if applicable): Eastern Michigan 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.

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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.

District/ PSA Response:

At New School High, each and every student is provided with a Chromebook to use for school purposes. During the week of March 9, we conferred with every student to ascertain that they had Internet access at their home(s) and whether there were devices at their home(s) they could use for schoolwork in the event the school building was closed. 100% of families reported they had Internet access. Some families did not have a computer for their child to use, or were in need of additional devices. On Friday, March 13, our last day of school, students in need were provided a Chromebook,

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:

Because New School High is small, our community is very close. Every teacher teaches every student. Every student is known by their peers. We have families with multiple children attending and with the majority of our parents we have frequent interactions in person, by email, and by phone. We consider ourselves fortunate that we have a strong foundation of connection and care to build upon now that we will be away from each other for the final months of the school year.

While we are separated, each staff member has a specific role in building relationships and maintaining connections with our students and our families.

Teachers

On the academic side, each teacher will monitor the participation of their students. Students who are not submitting assignments or responding to teacher emails or phone calls are referred to the Dean of Students and the Guidance Counselor each week. On the personal side, our teachers are regularly reaching out to each of their students individually: How are they feeling? Is there anything they need? Sometimes academics and personal connections can be combined. Last week our PE teacher invited students to participate in her online workout through Zoom. Beginning April 6, a Special Message to the Seniors is being emailed to all 12th graders and their parents. Each of these

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

District/ PSA Response:

New School High teachers always strive to deliver instruction according to best practices, which means content must be delivered in many ways. From our founding, New School High has been committed to the principles of Universal Design for Learning, which stresses multiple ways for teachers to present, for students to respond, and for proficiency to be assessed. For example, students can find texts available in their English Google Classroom along with a film version of the novels/video links. To show their skills and knowledge, students are regularly given a choice, or menu of options. When possible, project-based learning is preferred because it requires that the student make choices based on their interests and learning goals. We will continue with these practices, as they are a part of our basic values.

At New School High, all students may use accommodations that support their learning, not only those with an IEP or 504 Plan. All students may request additional time to do their work and all students can revise and resubmit any assignment at any time for an improved grade. Because New School High is strictly standards-based, our focus is on students demonstrating proficiency in the standards. This means learning is not time-bound. Although highly unusual for a high school, if a student is motivated to improve, we allow and encourage students to revise and resubmit work to raise their grades into the next semester or even the next school year. In view of the personal challenges our students are now facing, we expect there to be more need for extending time limits and re-submitting assignments past the last day of school in June. We are prepared to provide students with the support they need to pass all their classes and improve their grades well into the fall, and after. Again, this value has always been at the center of our school's philosophy: there must be no boundaries placed on learning.

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

District/ PSA Response:

New School High utilizes a block schedule with 90-minute classes Monday-Thursday and 50-minute classes on Friday. There is a Monday/Wednesday schedule of 4 classes, a Tuesday/Thursday schedule of 4 classes, and a Friday schedule in which all but Spanish and Advisory classes meet. During the school closure, students should address the assignments of the classes that meet on that day. This means they should focus on no more than 4 classes on Monday-Thursday for approximately 30 minutes each. On Friday, students will learn in areas of their own choosing for a total of 120 minutes. The total time spent with coursework per week will be approximately 10 hours in a combination of online and off line work.

We are not requiring students to call in daily for attendance purposes. Instead, students will document their participation in their Advisory class Google Classroom each week. This will be checked weekly by the Dean of Students, who will contact students and their parents via email or phone call to learn about possible obstacles, offer encouragement, and answer questions.

Teachers post assignments and resources to Google Classroom. When a student submits an assignment, the teacher evaluates the effort and provides feedback. This might be done through the editing feature for Google docs or through an email or phone call to the student. Scores are posted in our student data system, Infinite Campus, which is accessible to students and their guardians 24/7. Teachers are expected to assess submitted work and post feedback within 48 hours for most

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:

We do not anticipate any additional expenditures associated with our Plan.

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 summary of the pertinent aspects of the Executive Order was shared with parents, staff and the Board of Directors on April 2. The original email release of the Executive Order that includes the link to the document was forwarded to the staff and Board of Directors on April 2.

On Friday, April 3, the school leader, dean of students, and all teachers met via Zoom to discuss how our school should address the question of assignments, grading, graduation, and issues related to curriculum, instruction, and assessment.

Over the next few days there were numerous communications via email, phone call, and teleconference about details of the Plan between the school leader and the dean of students, special education teacher, guidance counselor, business manager, board president and board treasurer.

On April 8, the Board of Directors held a Special Meeting via Zoom. At this time, the school leader shared progress on the development of the Plan and invited the board members to review the template and submit their ideas by April 10 for submission to Eastern Michigan University 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 posted on the school website promptly upon approval. The school leader will share the submitted Plan with parents through the regular email newsletter New School High Headlines for Parents when the Plan is approved. A notice to parents to check their email will be sent via Remind messaging. Parents and students will be asked to confirm their receipt of the Plan via email or phone call. Within 72 hours, administration will individually contact parents and students who do not respond.

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, 2008.

District/ PSA Response:

The main elements of the Plan have been implemented since March 16. All aspects will take effect immediately upon approval of the Plan by the authorizer.

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:

Three students are currently dual enrolled at Schoolcraft College, Eastern Michigan University, and Washtenaw Community College. The school leader contacted each student the week of March 16 to determine what additional support might be needed. In all cases, the college courses moved to online instruction and virtual lab activities. As of April 9, the students were doing well and reported no concerns; they will be contacted every two weeks through the end of the term. It is the expectation that grades will be issued according to the established college time lines. New School High does not currently offer CTE courses.

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

District/ PSA Response:

New School High does not have a food service program. While no NSH families reported free and reduced lunch status this year, all eligible students within the Plymouth-Canton district are being provided meals by the Plymouth-Canton Schools. Information about feeding sites listed at www.michigan.gov/meetupeatup will be shared with all families via the New School High Headlines for Parents newsletter and Remind messaging.

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:

We confirm that we will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan. All New School High staff members have met the responsibilities of their regular job assignments without interruption since March 16. Most work remotely when possible.

New School High has no collective bargaining agreement with staff, who are employed by AccesspointHR.

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

District/ PSA Response:

The participation of pupils in the Plan will be measured by course assessments, however, flexibility is always possible for our students. New School High was founded on the principles of continuous improvement: students may demonstrate their proficiency in the content standards in many different ways; teachers accept late work until two weeks before the end of the term; no time limit is placed on student achievement; if a student is motivated to revise and improve schoolwork to raise his or her grade, this is allowed at any time, including after the school year ends in June. During the school closure these principles remain in place.

No student will be disadvantaged in their ability to earn credit, achieve grades commensurate with their abilities, or graduate as a result of the school closures. Scores are updated regularly on Infinite Campus, our student data system, so students and parents may track progress. All students will receive grades for semester 2. Grades of A or B will be reflected on transcripts to ensure that students do not lose the opportunity of having excellent grades improve their overall grade point averages. Students with a grade of C or D will be given the option of having the letter grade reflected on their transcript, or having a P (Pass) posted, which will not be counted in their grade point average. Students who have not demonstrated sufficient progress to earn credit will have an E posted on their transcript with the option of improving their grade at any time, as is our school policy.

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:

New School High staff constantly monitors the well-being of each of our students; this is an integral part of our practice. Students cannot learn if they are in physical or emotional danger, if their basic needs are not being met, or if they are suffering from physical or mental illness. With this in mind, our Advisory and Health classes specifically teach coping strategies, healthy communication skills, and mindfulness practices. We believe it is essential to continually increase awareness and share resources on mental health, help for substance abuse, and mindfulness practices with our parents also. Information and resources are regularly featured in the New School High Headlines for Parents email newsletter and are often the subject of our monthly Parent Advisory group meetings. Our attention to the mental health of our students and families will continue and increase during this medical emergency.

Our Dean of Students and Guidance Counselor bear primary responsibility for monitoring students who are at risk. When school is in session, such check-ins are usually done in person. Now that school is closed, they will be done via email, phone call, letter, or teleconference.

In these times of stress, it is likely that more students will develop mental health issues. The close connections and frequent contacts with all of our students are the main ways we will be made aware of emerging problems, but there are also other things we can do, too, such as surveying our students and parents. Those who raise concerns will be referred to our guidance counselor, at whose discretion the family and/or appropriate outside agencies will be contacted.

The many excellent resources that have been made available to schools by the MDE, WayneRESA, and other organizations will be studied and shared with staff, students, and families.

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:

New School High welcomes the opportunity to support the ISD and the needs of our community during this medical emergency. At this time, New School High has not been made aware of a need by WayneRESA ISD to establish a disaster relief child care center in its facility, however, we will make classrooms available immediately should the need arise.

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:

The District has no plans at this time to adopt a balanced calendar for either the remainder of the 2019-20 or 2020-21 school year.

Name of District Leader Submitting Application: Cynthia Burnstein

Date Approved: 4/17/20

Name of ISD Superintendent/Authorizer Designee: Malverne C. Winborne

Date Submitted to Superintendent and State Treasurer: 4/18/20

Confirmation approved Plan is posted on District/PSA website: 4/21/20