



April 21, 2020

Mr. Kurt Naber  
Ivywood Classical Academy  
14356 Genoa Ct.  
Plymouth, MI 48170

Re: Approval of Continuity of Learning and COVID-19 Response Plan ("Plan")

Dear Mr. Naber:

I am pleased to inform you that the Plan for Ivywood Classical Academy ("Academy") has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and will be transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan. 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 a Contract amendment 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 for the Academy Board to use in approving the Plan and Contract amendment.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at [avanatten@thecenterforcharters.org](mailto:avanatten@thecenterforcharters.org) 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,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Tyler Horning, Board President

Attachments:

Approved Continuity of Learning and COVID-19 Response Plan  
Academy Board Resolution

## **Continuity of Learning and COVID-19 Response Plan ("Plan") Assurances**

Date Submitted: April 15, 2020  
Name of District: Ivywood Classical Academy  
Address of District: 14356 Genoa Ct., Plymouth, MI 48170  
District Code Number: 82767  
Email Address of the District: [ivywoodclassical@choiceschools.com](mailto:ivywoodclassical@choiceschools.com)  
Name of Intermediate School District: Wayne RESA  
Name of Authorizing Body (if applicable): Central 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:

Ivywood Classical Academy will use a combination of telephone communications, email, virtual instruction, videos, and instructional packets. Instructional staff will email parents a weekly lesson plan by Sunday each week that outlines the week's required activities. The academy will place instructional packets in drop boxes located outside of the main entrance of the building by Sunday of each week to accompany the lesson plans. Instructional packets will also be emailed to families by Sunday of each week, this will allow families the ability to print materials if they choose in place of picking up a hard copy at the school. Each pupil and the pupil's parents will need the pupil's textbooks and workbooks from the academy. Textbooks, workbooks, and all personal belongings were distributed to all students on 3-13-20. They will also need internet access and a device such as a smartphone, iPad, or Chromebook in order to meaningfully access the alternative modes of instruction included in the plan. Ninety-four percent of the academy's students have access to a computer with internet access. Those without access to a device will be given the opportunity to borrow one of the academy's Chromebooks for the remainder of the 2019-2020 school year. Those without internet access will be provided information on free or low cost internet options in the area. This information will be made available via email, robocall, Facebook, and school website.

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:

Ivywood Classical Academy remains committed to keeping our students at the center of all that we do. The public health crisis has only strengthened our stance. Our academy is committed to educating the Whole Child. We have embraced the [Whole School, Whole Community, Whole Child \(WSCC\) Model](#), which is the CDC's framework for addressing health in schools. We are intentionally focused on our students and emphasize the collaboration between schools, communities, public health, and health care sectors for the purpose of better aligning resources in support of the whole child.

Now, more than ever, we are striving to be intentional in our outreach to continue building relationships and maintain connections. We are committed to do all we can to help students feel safe and valued. To that end, we commit to the following:

- Plan for Student Learning: Building on individual strengths, interests, and needs and using this knowledge to positively affect learning.
- Develop a Weekly Plan and Schedule: Offering routines and structures for consistency and for the balancing of think time, work time, and play time for

- health and well-being.
- Contact Families: Partnering to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. We have considered the [guidance from COSN](#) when creating this plan. We will provide translations as necessary.

Teachers will be expected to make contact with every student at least one time during the week. This may be done through the use of technology, for those that have access, such as Google Hangout or other forms of virtual meeting. For those without access to technology this will be done through weekly phone calls. 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 having students write letters to classmates and return them with their weekly instructional packet. Those letters will be mailed to students by the school.

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:

The academy plans to deliver content in multiple ways so that all pupils can access learning via telephone communications, email, virtual instruction, videos, and instructional packets. The primary delivery of instruction will be through the use of instructional packets. Instructional staff will email weekly lesson plans by Sunday of each week to each family. The lesson plans will outline the weeks required activities. In addition, the instructional staff will email the instructional packets for the week so families can choose to print them if they do not want to pick up a hard copy from the school. Instructional packets will be available for pick up via drop box located outside of the main entrance Mondays 8am-6pm. Additional instructional support will be provided through pre-recorded lessons, video/audio conference meetings, or video clips.

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:

The academy will require weekly submission of instructional packets, materials may be scanned and emailed to [ivywoodclassical@choiceschools.com](mailto:ivywoodclassical@choiceschools.com), mailed to 14356 Genoa Ct. Plymouth, MI 48170, or placed in a drop box located outside of the main entrance on Tuesdays from 9:00-11:00am or Thursdays from 4:00-6:00pm.

Although children will not be penalized if they are unable to fully participate in the online learning opportunities, we still believe that monitoring student learning through a variety of assessments is essential. The assessments administered and the data collected will be used to determine next steps including:

- Planning necessary supplemental lessons and/or follow-up instruction.

Despite the challenges of remote learning, teachers will still monitor student learning and check for understanding throughout the learning process. Additionally, teachers will ensure that comprehensive, actionable feedback is provided to students in a timely manner. In order to meet these expectations, teachers will engage in the following:

- Purposeful planning with department and/or grade level colleagues using a common planning template when appropriate.
- Implementation of effective feedback practices and ongoing formative assessments will guide reflection on effectiveness of instruction and determine next steps for student learning.
  - Grade level and content area teams will be encouraged to participate in weekly planning and debrief sessions where successes and opportunities for growth are discussed and instructional plans are created and revised to better meet the needs of students.
  - Special education and/or EL teachers will work closely with teacher teams in order to modify course work and scaffold instruction in order to better meet the needs of all students.
  - Special education and/or EL teachers will actively monitor and assess the learning of children on their caseload in order to provide suitable accommodations based on individual needs.
  - Teachers will provide families with weekly updates regarding their child's academic progress. This may include:
    - Weekly summaries of content covered, current level of student understanding, and suggestions for extending the learning using evidence of learning.
    - Communication of any pertinent assessment data along with an explanation of next steps (if necessary).
    - Utilizing online gradebook reports, as provided by PowerSchool, to communicate assignments and/or progress.

Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email if access is available. Learning packets with written feedback will be returned to the student the next week via drop boxes located in front of the building. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of differentiation 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 without technology access, learning packets will be collected each week via drop boxes. Teachers will review the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. Learning packets with written feedback will be returned to the student the next week via drop boxes. 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.

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:

Item	Vendor	Cost	Funding Source
Plastic Totes	Amazon	\$60.00	31A
Copy Paper	Amazon	\$200.00	31A
Content Filter - ChromeBooks	Securly	\$100.00	31A
Postage	USPS	\$200.00	31A
Annual Subscription	Zoom Meetings	\$1800.00	31A

The Academy Board will be provided for its review, and approval, any necessary budget amendments to ensure the Academy remains in compliance with the Uniform Budgeting & Accounting Act.

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:

The academy's teachers collaboratively worked on the Instructional Continuity Plan by identifying the methods to provide alternative modes of instruction other than in-person instruction. In addition, the academy's teachers collaboratively identified the methods the academy will use to keep pupils at the center of educational activities. The Academy's management company, Choice Schools Associates, provided support, collaboration, and reviewed the plan. Additionally, the academy's board reviewed the plan prior to submitting it to the authorizer for approval.

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

District/ PSA Response:

Ivywood Classical Academy will provide the information on the plan to students and parents immediately upon approval. A formal letter will be written to the ICA community outlining students and parent expectations, as well as access to the entire plan. This letter will be sent through School Messenger to parent contact information. This letter will also be posted to our school Facebook page to ensure parents have been contacted. The plan will be posted to our website and a call will be sent to parents to inform them of this location.

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 academy estimates the implementation of the plan will begin no later than April 20, 2020.

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 the 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:

N/A - the academy is a K-5 school in its first year of operations. There are no post secondary or career/tech programs in place at this time.

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

District/ PSA Response:

The academy is unable to continue directly providing food distribution to eligible students. In lieu of an onsite meal program, the academy has offered information regarding various community organizations that are fulfilling this service to students. The academy will continue to promote and post information about opportunities through newsletters and on the academy's website. Families have been provided information regarding the Plymouth-Canton Community Schools meal program which can be found here:

<https://www.pccsk12.com/Home/Components/News/News/20347/19?backlist=%2F>

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

District/ PSA Response:

The academy will evaluate the participation of pupils in the plan via weekly instructional packet submission, and communication with instructional staff. Instructional staff will document all communication through the use of a school wide communication log. In addition, instructional staff will track progress through PowerSchool. Parents will be able to monitor their child's progress through the PowerSchool parent portal. Instructional staff will provide feedback on progress via PowerSchool, email, and telephone communication. Parents will be able to voice concerns regarding progress via email, zoom, and telephone communication. Parent teacher conferences will be held during the fourth quarter via zoom/telephone to discuss student progress.

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. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- Talking to kids about the coronavirus – ChildMind
- Just for Kids: A comic exploring the new coronavirus – NPR
- Talking to teens and tweens about coronavirus – NYTimes
- PBS videos and resources
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
  - <https://www.jedfoundation.org/covid-19-and-managing-mental-health>

- Coping & Dealing with COVID via CDC
- National Association of School Psychologists
- Supporting students with Autism Spectrum Disorder and COVID-19

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**

#### Oakland County

- 248-456-1991
- 800-231-1127

#### Wayne County

- 313-224-7000
- 800-241-4949

#### Washtenaw County

- 734-996-4747

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 the Executive Order - or any executive order that follows it.

#### District/ PSA Response:

Ivywood Classical Academy stands ready to mobilize disaster relief child care centers by opening classrooms, when called upon for support, if necessary. We are aware of the coordinated efforts of Wayne RESA and are in contact regularly regarding the needs.

Wayne Regional Educational Service Agency (Wayne RESA) is working in cooperation with our local school districts, PSAs, and Community Based Organizations to coordinate emergency childcare for children birth-12 years old for the Essential Workforce that is working daily to support our community throughout the public health crisis. The Early Childhood Support Network (ECSN), United Way, 2-1-1, and the Great Start Collaborative are all working in concert with us to ensure childcare sites are open, safe, and following all DHHS licensing regulations as they provide care to the children of the Essential Workforce.

These efforts are being coordinated per Governor Whitmer's Executive Order on Expanded Child Care Access during the COVID-19 Emergency.

Essential Workers contact Wayne RESA using one of the options listed below: Email a

Wayne RESA Emergency Childcare Coordinator

- Lena Montgomery [montgol@resa.net](mailto:montgol@resa.net)
- Kaitlyn Carpen [carpenk@resa.net](mailto:carpenk@resa.net)

Members of the Essential Workforce may go to the Essential Worker Child Care Intake Form (<https://www.helpmegrow-mi.org/essential>) and enter their information, which routes to a Wayne RESA Emergency Childcare Coordinator. A robust list is compiled and updated daily to document centers that are open, closed, and those that may be willing to reopen. Ages of children, hours, and type of care the center provides is shared with Essential Workers when they reach out for childcare support. ECSN workers directly connect Essential Workers to open sites. Currently over 100 families have been linked to care.

An Essential Worker is defined as:

Health care workers, home health workers, direct care workers, emergency medical service providers, first responders, law enforcement personnel, sanitation workers, child care workers (including any employees acting as child care workers in essential workforce child care centers), personnel providing correctional services, postal workers, public health employees, key government employees, court personnel, and others providing critical infrastructure to Michiganders. Critical infrastructure includes utilities, manufacturing, mass transit, and groceries or other essential supplies, goods, or equipment. We stand committed to support the health and wellbeing of young children, their families and all who care for, educate, and work on their behalf.

15. Does the District plan to adopt a balanced calendar instructional program for the remainder of the school year? Does the District plan to adopt a balanced calendar instructional program for the - school year?

District/ PSA Response:

The academy does not plan to adopt a balanced calendar for the remainder of the 2019/2020 school year and does not plan to adopt a balanced calendar for the 2020/2021 school year.

Name of District Leader Submitting Application:	Stephanie Kooiker
Date Approved:	04/21/2020
Name of Authorizer Designee:	Corey Northrop, Exec Director
Date Submitted to Superintendent and State Treasurer:	04/21/2020
Confirmation approved Plan is posted on District/PSA website:	



Amy Densmore &lt;amyvanatten@gmail.com&gt;

## Continuity of Learning and COVID-19 Response Plan ("Plan")

1 message

Google Forms <forms-receipts-noreply@google.com>  
To: amyvanatten@gmail.com

Tue, Apr 21, 2020 at 8:57 AM

Thanks for filling out [Continuity of Learning and COVID-19 Response Plan \("Plan"\)](#)

Here's what we got from you:

## Continuity of Learning, and COVID-19 Response Plan ("Plan")

In accordance with the Governors Executive Order No. 2020-35, there has been a suspension of in person K-12 instruction for the remainder of the 2019-2020 school year. School districts are required to submit a "Continuity of Learning and COVID-19 Response Plan" (Plan) to their Intermediate School District (ISD) or authorizing body (if applicable) for review and approval no later than April 28, 2020. Intermediate districts and authorizing bodies shall submit one copy of the approved Plan by District to the State Treasurer and State Superintendent by completion of the following form and uploading a complete copy of the approved Plan. All questions regarding submission can be directed to [OSRFA@michigan.gov](mailto:OSRFA@michigan.gov)

Email address \*

### Intermediate School District/ Authorizing Body Information

Name of Intermediate School District (If you are an Authorizing Body select "Other") \*

**Name of Authorizing Body (if an ISD please answer "NA") \*****Name of ISD Superintendent/Authorizer Designee \*****School District Information****Name of School District \*****School District Code Number \*****School District Contact Name \*****School District Contact Email Address \*****School District Contact Phone Number \*****Plan Specifics**

**Confirmation "Continuity of Learning and COVID-19 Response Plan" has been approved by your ISD/Authorizing Body? \***

- Yes  
 No

**Date of ISD/Authorizer Body Approval? \***

April ▼	21 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

\$2,400

**Attach a PDF file of the Approved Plan. \***

Files submitted:

82767 Ivywood CLP Approved - Amy Densmore.pdf

**By clicking submit on this form, you are certifying that the District's Plan has been approved by the ISD/Authorizing Body, contains a PDF file of the approved Plan, and the information provided is true, accurate, and in accordance with Executive Order No. 2020-35. \***

- Yes  
 No

Create your own Google Form