



April 13, 2020

Ms. Sandy Maxson  
The da Vinci Institute  
2800 Springport Rd  
Jackson, MI 49202

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

Dear Ms. Maxson:

I am pleased to inform you that the Plan for The da Vinci Institute (“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 Contract amendment number eight (8) 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: Mary Schuessler, Board President  
Anne Sebesky, Board Corresponding Agent

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 10, 2020

Name of District: daVinci Institute

Address of District: 2985 Springport Rd, Jackson, MI 49201

District Code Number: 38901

Email Address of the District: sandy.maxson@davincik12.org

Name of Intermediate School District: Jackson County Intermediate School District

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-10 Response 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:** da Vinci Institute

**Address of District:** 2985 Springport Road Jackson, 49201

**District Code Number:** 38901

**Email Address of the District Superintendent:** Sandy.Maxson@davincik12.org

**Name of Intermediate School District:** Jackson County ISD

**Name of Authorizing Body (if applicable):** Central 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.*

*“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.*

daVinci Schools will utilize the following modes of mixed media delivery for instruction:

- daVinci Primary School: daVinci Primary School’s teachers will be communicating with each family individually to determine their capability of receiving electronic instruction of lessons and also the capability of students being able to complete work electronically. Teachers will deliver a balance of instruction both electronically and paper/pencil and individualize this to each student in their classroom. Materials needed will depend on if a student is choosing to work electronically or paper/pencil. Students that choose to work electronically have their own device and adequate internet connection. Families and students that do not have electronics to complete work have been communicated with to determine if they need paper, pencils, etc to help complete their work. No students will be penalized for their inability to fully participate.

- Teachers will utilize phone, email, ClassDojo, SwiftReach, or Remind
- Teachers will hold Zoom (or other visual venue) meeting with students weekly, teachers will work with parents that do not have an electronic device for students to be able to call into the Zoom meeting so they can participate in that way.
- Hard copy resources if a student does not have access to electronic learning or if they prefer working off hard copies. If a student prefers or needs hard copy resources packets will be delivered via bus route if they ride a bus. If a student is not on a bus route packets will be placed in a tote outside of the school for parents to pick up.
- Parents have been communicated with to determine if their child needs materials to complete work, such as, paper, pencils, etc. A special daVinci support email has also been set up so parents can continue communicating about any needs they may have. In addition, school phone numbers have been forwarded to school staff so phone calls can also be made.
- Online links that teachers will utilize for those students working electronically include the following instructional sites that were already utilized during the regular school year:
  - Khan Academy
  - IXL
  - MyOn
  - See Saw
  - Spelling City
  - Prodigy
- daVinci 7 - 12 School:
  - No student will be penalized for their inability to participate.
  - Parents have been communicated with to determine if their child needs materials to complete work, such as, paper, pencils, etc. A special daVinci support email has also been set up so parents can continue communicating about any needs they may have. In addition, school phone numbers have been forwarded to school staff so phone calls can also be made.
  - Teachers will utilize phone, email, Google Classroom, and professional FaceBook pages to maintain contact and continue to build relationships with students.
  - Teachers will use Zoom or Google Meet to hold open office hours for one hour, twice per week and will reach out to students by phone if they do not have access to an electronic device in order to maintain connections.
  - OdysseyWare online learning platform will remain open and fully staffed for those students that are currently completely online, or have some online classes.

- Hard copy resources will be available for students who do not have access to technology, or for those who prefer to work with paper resources. Packets will be delivered via bus for students who live on bus routes. Students may also arrange to pick up packets at the school.
- Teachers will deliver optional instruction using online programs that were utilized during the regular school year:
  - Khan Academy
  - IXL
  - Algebra Nation
  - Perfect English Grammar
  - Edulastic
  - Kahoots
  - Quizlet
  - Quizizz
  - Freerice.com
  - Kahoot

*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.*

daVinci GSRP program, in partnership with the GSRP program leadership, will utilize GSRP staff and others to intentionally maintain relationships with preschool students/families while also offering resources to respond to trauma or other potentially identified needs. Based on the community needs and the GSRP available resources, we will also identify if support beyond relationships and basic needs can be offered. Currently, we have shared with all preschool partners the pertinent parts of the K-12 plan that has already been developed and upon the actual release of MDE guidance, a more detailed plan for coordination and support with GSRP will be created amending this plan. Our GSRP staff are reaching out to parents weekly to discuss their family needs. In addition, a Zoom meeting with our preschoolers and the lead and assistant teacher is taking place weekly.

daVinci Schools will develop a weekly plan and schedule, age appropriate for lower elementary, upper elementary, middle school and high school. This suggested schedule will offer routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being. Social and emotional learning will also be addressed, and teacher and school staff office hours will be listed, allowing students to individually connect with a school employee, as needed.

All staff will take part in maintaining connections by holding weekly (minimum) online meetings (via Zoom or other visual venue) to connect with students and families, and allow students and families to connect with each other.

All staff will strive to help students feel safe and valued by reaching out weekly (minimum) via phone, email, text, professional FaceBook page, looking for the following information:

- How are families feeling/doing?
  - Any anxiety/worried about Coronavirus
  - Any family members affected
- What do families need?
  - Food
  - School supplies
  - Other
- What else can daVinci help with?

All staff will communicate student and family information or needs to the Community School Engagement Specialist, so connections to resources can be made.

All staff will make support students and families and encourage them to access assistance using the daVinci Family Support email:

- [dvfamilysupport@davincik12.org](mailto:dvfamilysupport@davincik12.org)
  - Completely confidential
  - Monitored daily
  - Quick response
  - Able to help with multiple needs

Postcards will be sent out regularly to students to acknowledge birthdays, online courses completed, good news from school, as well as general “keep in touch” or “just because” postcards.

Non-instructional staff in the high school and middle school will regularly meet with the Success Coach via Zoom to identify students of the most concern; they will keep up additional contact with identified students.

Community School Engagement Specialist will:

- Continue to provide food pantry baskets/boxes for families in need of food
- Facilitate connections between outside agencies and families in need (DHS, CPS, diaper pantries, churches, etc.)
- Respond to needs as they come in over the Family Support email

District website and FaceBook page will be continuously monitored and updated with district news, and updates from various government agencies as necessary

daVinci staff members will continue to ride buses to deliver food (twice a week), to actually be able to see some of their students.

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

daVinci School acknowledges that all of the students and families we serve are diverse, as are our students with disabilities. Because of this, learning opportunities will differ based on individual student needs. To the greatest extent possible, our District will strive in good faith, and to the extent practicable, to provide equal access to alternative modes of instruction to students with disabilities for the remainder of the 2019-2020 school year. Learning will be designed in collaboration between general and special education teachers, and special education service providers, in order to provide accessible options and materials that have been accommodated to meet individual student learning needs. Staff will be supporting students through multiple modalities, and multiple forms of resources will be utilized to ensure connections are maintained and that students are engaged in academic learning at their individualized level, as well as meeting their social and emotional needs during this time of crisis. This plan will be fluid in order to meet the unique needs of students and may be redesigned as we continue to support student learning in these unprecedented times.

daVinci Schools will be intentional to meet the needs of our students, by offering a variety of delivery methods, as well as a tremendous amount of optional learning and activities for students and families to consider. We will deliver content in the following ways for all pupils to access learning:

- daVinci Primary School - daVinci Primary teachers will be setting individual/group goals for their students based on where the students are academically and instruction they need. Instruction will be on standards that were previously taught to students but that need additional practice or solidification on skills. Instruction will be delivered in a variety of ways depending on what resources students have at home. Some instruction will be delivered electronically and may include:
  - Working in specific website for online instruction
  - Sending students video lessons
  - Phone via Cisco Jabber, text, and email instruction
  - Instructional Paper Packets - can be delivered on our Bus Food Delivery, or a parent can pick up paper packets at school, at their convenience.
  - Weekly online meetings via Phone, Zoom or Google Classroom
- daVinci 7 - 12 School - daVinci middle school and high school teachers will plan and deliver content in a variety of ways. Goals will be set for students based on their individual needs, content area standards, and the Michigan Merit Curriculum. Flexible learning options will be offered to engage students with a variety of tools and resources:
  - Phone via Cisco Jabber
  - Email
  - US Post
  - Professional FaceBook pages
  - Google Classroom
  - Google Meet
  - Zoom meetings
  - Links via SwiftReach auto dialer
  - Instructional paper packets will be prepared and delivered on our Bus Food Delivery routes or arrangements may be made for them to be picked up at the school.
  - OdysseyWare online learning program

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

daVinci Primary School - A variety of methods will be used to monitor student learning. Students working in specific websites will allow the teacher to see exactly what work is being completed and how the students are performing. Students that are not capable of doing online learning have the opportunity to submit work to the teacher by taking a picture or sending a text or email showing completed work. Teachers will provide feedback on all lessons students are completing. Teachers will use those lessons to determine if changes need to be made to student's learning objectives/lessons.

daVinci Primary teachers will also communicate directly with parents so they understand how they can support their child throughout this alternative learning process as well as communicating any adjustments that need to be made to their child's learning plan.

daVinci 7 - 12 School - Student learning will be managed and monitored through a variety of methods. Students may submit work on Google Classroom, by taking a picture and submitting, or by discussion through texts, phone calls, or email. Teachers will review work each week and provide meaningful feedback and will monitor student progress by documenting contact on a Google sheet/Google Form. Teachers will adjust instruction as necessary based on individual student needs. Teachers will hold weekly office hours to support student learning and maintain contact with parents.

*5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.*

daVinci is committed to paying all regular salaried and hourly employees through the school year and contract. Additional estimated costs are as follows:

<b><u>Additional Expenditures</u></b>	<b><u>Amount</u></b>	<b><u>Revenue Source</u></b>
Additional postage and mailing of materials	\$870	General Ed Budget Revision
Postcards, printing and copying	\$450	Within supplies of Gen Ed Budget
Gloves/Masks for employees	\$450	Within operations of Gen Ed Budget
School supplies to families	\$1500	Within supplies of Gen Ed Budget
<b><u>TOTAL Estimated Additional Expenditures</u></b>	<b><u>\$3270</u></b>	<b><u>All within Gen Ed Budget</u></b>

*6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.*



- District Leadership Team met at least weekly to remain informed and connected
  - Team is comprised of:
    - Superintendent
    - 7 - 12 School Principal
    - Primary School Interim Principal/Director of Curriculum & Instruction
    - Middle School Dean of Students
    - Director of Virtual Education
  
- Building principals hosted social Zoom meetings to connect with staff and assess any staff
  - 4/3/2020: 7 - 12 Principal with HS/MS teachers
  - 4/3/2020: Pre-K - 6th grade Principal met with the following groups of teachers and para professionals:
    - K - 2nd grade teachers and para professionals
    - 3rd - 6th grade teachers and para professionals
    - Specials teachers (Music, Art, & Physical Education)
  
  - 4/6/2020: Pre-K - 6th grade Principal and GSRP Director met with the following group:
    - PreSchool staff, including Lead and Associate teachers
  
- Building principals conducted building and subject area or grade level Zoom meetings with staff
  - 4/3/2020: 7 - 12 Principal with Math and Science teachers.
  - 4/3/2020: 7 - 12 Principal with English, Social Studies, Spanish, and Music teachers.
  - 4/6/2020: 7 - 12 Principal with MS teachers and Dean of Students
  
- Building principals conducted all staff Zoom meetings with staff
  - 4/2/2020: PreSchool - 6th Grade Principal met with Primary School staff
  - 4/3/2020: 7 - 12 Principal with HS/MS teachers.
  
- Building principals sent and received email input from all staff
  
- Curriculum Director solicited content area or grade level input from individual or groups of teachers via email and Zoom meetings
  
- Department or grade level staff collaborated to identify essential learning outcomes as a guide for finishing the school year.
  
- A survey was sent out to all families to assess needs including, technology, wi-fi connectivity, food, and transportation. Link to survey: <https://forms.gle/gcjAQLn2aabCWfAj6>
  
- Board Communication has been maintained, and the plan has been shared with the board.
  
- Parent input and feedback has been given by the following parents: Kathy Ely, Eric Gallant, Laura Wood, Amy Zicafoose, Lori Todd.
  
- Student input and feedback has been given by the following students: Tanner Bordner, Kayli Adams, Kendra Ebersole, BreAnna Sheppard, Brayden Collins, Javon Polo.

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

Upon approval of the Plan, the superintendent will issue a letter to all daVinci families explaining the Plan. To ensure pupils and parents/guardians are notified of the Plan, the District will continue to utilize the auto dialer, Swift Reach, as our established mode of communication. Swift Reach allows the sender to use telephone, text, email, or all three modes of communication. The District website and FaceBook page will also be monitored and updated continually.

All district teachers will be actively reaching out directly to families of students in their homeroom or seminar classrooms via Cisco Jabber phone or text, as well as email, social media, Odysseyware platform, and Google Classroom to make sure families know about and understand the Plan.

District staff will also engage with families in person (from a safe distance) while riding the buses food or supply delivery.

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.*

- daVinci Primary School:
  - Grade level teachers established contact and developed norms for communication with each family in their classroom during the week of April 6 - 10
  - Remote instruction will commence by April 15th
  - Teachers understand our learning plan may need to be adjusted depending on feedback from JCISD and CMU our Authorizer
  -
- daVinci 7-12 School:
  - Seminar teachers established contact during the week of March 30 - April 3, developed norms for communication with each family in their seminar during the week of April 6 - 10, and provide two assignments related to social and emotional health
  - Remote instruction will commence by April 15th.
  - Teachers understand our learning plan may need to be adjusted depending on feedback from JCISD and CMU our 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 399.1913, in completing the courses during the 2019-2020 school year.*

All dual enrollment institutions where dV students are currently enrolled have shifted to fully online classes.

Dual enrollment coordinator will check in weekly with the in-seat students in the dual enrollment program

Virtual mentor teachers will check in weekly with virtual students in the dual enrollment program

Jackson Area Career Center instructors will be contacting students at least once a week to provide educational instruction and support. The JACC will communicate grades to daVinci at the end of the term. Our Career and Technical Education students attend the Jackson Area Career Center, which is part of the Jackson County Intermediate School District (JCISD) programming. The JCISD's COL Plan will include information as to how learning will continue for these students. The JCISD Plan will ensure students that want to complete their certifications or credentialing will be provided the opportunity to do so either from a distance, or through in-person instruction during the summer and/or fall of 2020.

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

daVinci Schools is committed to and will continue to partner with our food service provider, Northwest Community Schools, to provide food to our eligible students. We are delivering three lunches per child, twice a week, on Tuesdays and Fridays. We are using our buses and bus routes to deliver food, and it also gives us a way to deliver paper work packets, as well as school supplies, as needed, to our students. We also have a partnership with Compassionate Ministries of Jackson County. This organization works with local churches to fund additional food to needy families for the weekend. At daVinci, we are delivering this food on Fridays, with our lunch deliveries.

We also have set up a Family Support email, for families to use, when they need any kind of resources. Our Community Service Engagement Specialist evaluates needs of our students and families and makes connections to other organizations or services and resources as needed.

*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.*

daVinci Schools is a self managed public charter school. There is no collective bargaining. The district has committed to pay all regular scheduled staff, including all salaried staff and all hourly staff through the end of the school year and contract year. Certain staff have been redeployed to other areas to help support the change in learning and the support of our students and families.

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

daVinci is committed to COMMUNITY and LEARNING. We have prepared a communication to our students and families emphasizing that the current situation has brought a variety of hardships. We are encouraging students and families that taking care of themselves and each other is the first priority. We have a Family Support email [DVFamilySupport@davincik12.org](mailto:DVFamilySupport@davincik12.org) for families to use whenever they have a need. They can email if they need food, clothing, gas cards, counseling and any other need. Our Community Service

Engagement Specialist evaluates the needs and makes connections to resources, supplies, or services to help families in this time of stress and need. This provides a wrap around of our daVinci community.

daVinci is also committed to LEARNING. We have prepared communication that emphasizes that sometimes we forget that the focus of education is learning. Sometimes middle school and high school students lose focus on learning, and can be focused only on grades and credits. We will encourage our students and families that the real focus is learning. And that providing continuation of learning in their academic classes, as well as additional optional activities, will bring structure, discipline and stability to the change in life as we know it, in a world focused on COVID-19, and the fears that we are all facing of the unknown.

Primary - da Vinci Primary teachers will utilize a communications log google sheet that will track the following information:

- Date of Contact

- Who contact was made to, whether, student, parent, guardian, etc.

- Communication method

- Topic of conversation

- Academic subject

- Summary of conversation

- Level of engagement

- Next steps or plan of action

In addition to the communication log daVinci Primary teachers will take attendance at all online virtual meetings and also keep a log of any work/projects turned in from students. Students who do not participate will not have that held against them.

da Vinci 7 - 12 - All high school and middle school teachers will review student participation and utilize a Google form to document all communication and contact with students and other stakeholders. The form was developed in cooperation with JCISD and will track the following information:

- Date of Contact

- Who contact was made to, whether, student, parent, guardian, etc

- Communication method

- Topic of conversation

- Academic subject

- Summary of conversation

- Level of engagement

- Provide detailed feedback when academic work is submitted

- Next steps or plan of action

*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.*

All daVinci Staff will be communicating with students weekly. Homeroom and Seminar teachers will be specifically talking with students and asking questions related to the social and emotional well being of students, as well as their families. Specific questions will be asked to determine if the student and/or family has needs that can be addressed.

Modes of communication include, but are not limited to: phone, text, Facebook Groups, Google Classroom, Google Meet, Zoom, Email, Bus Food Delivery.

We often communicate our daVinci Family Support email at [dVFamilySupport@daVinciK12.org](mailto:dVFamilySupport@daVinciK12.org).

Students who have counseling services at school from Family Services and Children's Aid have been reached out to during this time to determine if they would like to continue services virtually.

*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.*

It has been currently determined by JCISD that our GSRP site is not needed to open as a disaster relief child care center. We know and understand if the need changes in Jackson county and more child care is needed for our essential workers that we may have to open our GSRP site as a disaster relief child care center.

*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?*

daVinci does NOT plan to adopt a balanced calendar for 2019-2020 and 2020-2021.

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**Name of District Leader Submitting Application:** Sandy Maxson

**Date Approved:** 04/13/2020

**Name of Authorizer Designee:** Corey Northrop, Executive Director

**Date Submitted to Superintendent and State Treasurer:** 04/13/2020

**Confirmation approved Plan is posted on 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

Mon, Apr 13, 2020 at 10:55 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 ▼	13 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

\$3,300
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

38901 Continuity of Learning and COVID-19 Response Plan - 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