



April 16, 2020

Ms. Jamie DeWitt  
NexTech High School of Lansing  
2175 University Park Drive, #100  
Okemos, MI 48864

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

Dear Ms. DeWitt:

I am pleased to inform you that the Plan for NexTech High School of Lansing ("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, flowing style.

Corey Northrop  
Executive Director

cc: Leslie Wilson, Board President  
Holly Kilburn, 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 9, 2020

Name of District: NexTech High School of Lansing

Address of District: 2715 University Park Dr #100, Okemos, MI 48864

District Code Number: 33913

Email Address of the District: [jdewitt@lansing.nextechhigh.org](mailto:jdewitt@lansing.nextechhigh.org)

Name of Intermediate School District: Ingham ISD

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.

Date Submitted: April 9, 2020

Name of District: NexTech High School of Lansing

Address of District: 2175 University Park Dr #100 Okemos, MI 48864

District Code Number: 33913

Email Address of the District Superintendent: [jdewitt@lansing.nextechhigh.org](mailto:jdewitt@lansing.nextechhigh.org)

Name of Intermediate School District: Ingham 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-19.***

District/ PSA Response:

NexTech High School of Lansing (NXL) is a school that bases its academic model on a blended learning approach. In order to accomplish this flexible learning model, NXL is technically an online program. Our students are (5-O-D) online learners with a program requirement of face-to-face time. Therefore, NXL will continue to use our online and technology-based platforms for remote learning during the COVID-19 continuity of learning period of Spring 2020. Every student at NXL is provided with a laptop and a charger on enrollment. Parents and/or guardians also sign a 5-O-D consent form in order to allow their student to take more than 2 online courses. Our students are expected to have internet access at home as a foundation of our program. Upon the onset of COVID-19, NXL did an inventory of home internet access and found that 100% of our students had regular internet access. Some online courses for foreign language through Michigan Virtual require a webcam and NXL has made sure to deliver webcams to students who are in need.

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:

Every NXL Student has a Homeroom teacher. For 5-O-D compliance, it is this teacher who is required to have a two-way communication with each student on their roster every week. By two-way communication we mean a back-and-forth conversation between a student and a teacher that is focused on academics, assignments, or course and academic progress. To be considered a two-way communication, the student must respond back to the teacher. This expectation has continued through the COVID-19 school shutdown. Teachers make their contacts in a variety of ways including, but not limited to, Remind, Google Hangouts, Google Meet, Google Voice, Email, etc. In addition, the teachers are planning multiple activities to help students feel safe and valued, including virtual birthday parties and school-wide discussions. Students also still have weekly Homeroom time with their class and Homeroom teacher. These are designed for developing and maintaining connections with students. As these times are group sessions, it also helps peers to stay socially connected with each other. The district is also increasing its social media outreach to include stories of remote classrooms and life within the remote learning environment. Students are also sent encouraging text messages, via Remind, multiple times a day.

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

District/ PSA Response:

Learning activities are designed for each and every student, as is the NexTech educational model. The technologies are enabling teachers to reach out and design learning for students during this period of emergency remote instruction. Content will continue to be delivered through Odysseyware, Buzz, Google Classroom, and Michigan Virtual. Course assignments will be designed for essential learning standards through the remainder of the COVID-19 continuous learning period. Feedback for student work will be provided by the teachers. Students will also have opportunities to engage in synchronous activities provided in either Google Meet or Zoom,

as scheduled by each instructor. If students are not able to make these times, instructors will individually work with the student to engage them in the required learning activities. Synchronous sessions are also being recorded so students can view the information on their own time, if needed. Synchronous sessions are also used to serve as online office hours for students to get in contact quickly with each teacher.

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

District/ PSA Response:

Student progress will be monitored in multiple ways, both at a school-wide and individual level. NXL is maintaining regular and weekly progress monitoring of student success within our MTSS and academic interventions process. School-wide student academic progress data is pulled and presented to the NXL team once a week. Discussions are focused on at-risk students and methods of supporting each learner. The school counselor and the academic team will be evaluating individual completion plans based on the COVID-19 EO and the recommendation from Ingham ISD. These individual completion plans will include a consideration of grades from the March 11 date, where student grades and course credit at the end of the semester will not be any less than their grade as of March 11, 2020. Homeroom teachers will continue to make two-way communication with all students on their caseload, as will the entire special education team. As mentioned above, these communications are academically focused for each individual student.

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:

NXL does not have any revised expenditures for the COVID-19 emergency remote instruction or distance learning plan. As we are a 5-O-D online learning program, our infrastructure includes devices for all students, online learning platforms, and supports for reaching students in a remote environment.

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:

NXL is a small school, by design, and involved stakeholders in the development of the plan in multiple ways. NXL administration collaborated with Ingham ISD superintendents and curriculum directors to establish consistency throughout the county, especially with grades and credits for high school learners. NXL administration also met with school leaders at other charter schools, including NexTech High School of Grand Rapids. Initial input for remote emergency instruction was collected from the entire NXL team at the onset of the COVID-19 school closure. The entire staff has discussed multiple concerns, challenges, and success for meeting student needs. Before finalizing, the plan was brought before the teaching leadership team and the management company support team.

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

District/ PSA Response:

NXL communicates with staff, parents/guardians, and students on a regular basis. Throughout the COVID-19 school closure, administration has sent multiple communications in our traditional methods, including instant alerts through Power School, the school-wide newsletter (using MailChimp), Remind alerts, and Facebook and Instagram live sessions. The plan will be delivered to all stakeholders in these established methods, in addition to being posted to the district website. Homeroom teachers will discuss the plan with each student during their weekly two-way communication with the students on their caseload. The school counselor will be scheduling 1:1 senior meetings to discuss and establish individual student completion plans for the class of 2020. The same will be needed for every student based on their grades on March 11 and guidance from the common ISD decisions for grades and credit for high school students. In addition, NXL administration is hosting two all-school Zoom meetings for students, staff, and parents/guardians on April 13, 2020 at noon and 6:00 PM. The focus of the meeting will be presenting the remote learning plan and to answer questions about the plan.

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 district has continued to provide academic support and resources during the period of COVID-19 shutdown, as we are a 5-O-D online learning program. Student academic resources are provided in the asynchronous online platform, as well as in synchronous remote learning sessions. NXL has guidance from the Michigan Department of Education and Ingham ISD pupil accounting office that, as a 5-O-D program, days where remote instruction occurs (like a snow day) can still count as instructional days. NXL, therefore, has yet to use a “snow day” for any inclement weather this year. In addition, NXL immediately transitioned to a continuous learning plan on March 16, and remained in this setting until our spring break, which started April 6. It is the plan for NXL to continue our remote instruction and distance learning. NXL is on spring break April 6 - April 10. The plan will be presented to all families and students on Monday, April 13. NXL will still be working with students, providing academic resources and learning activities online, holding office hours, and providing special education services on the week of April 13. The NXL staff will spend one week gathering information for each student’s personal learning and completion plans and students will progress on their individual plans as presented to them during the week of April 20. Full implementation of the entire continuity of learning plan will be on April 20.

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:

The NXL students engaged in Dual Enrollment are, by majority, working with Lansing Community College. The school counselor will work with this provider to determine next steps for each student. NXL will ensure that the students have the appropriate materials and support to complete those courses. The students will be given the option to convert their grade to credit / no credit, based on guidance from Ingham ISD and the COVID-19 EO. Students engaged in early college (through Lansing Community College and Wilson Talent Center) will also be included in this outreach. Early College through LCC and Wilson Talent Center are unique courses and learning experiences. The school counselor will work directly with contacts at each institution to establish the process for NXL students. For CTE courses, NXL will work directly with the CTE director at Ingham ISD, as well as the leadership at Wilson Talent Center, to ensure that students will have the ability to complete their courses. NXL will ensure the students have necessary resources, when needed.

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

District/ PSA Response:

As NXL is a blended learning program where students attend for half-day sessions and is categorized as a 5-O-D online learning school, the program does not receive funding to provide food to students. As an outreach to families, however, NXL has a mobile pantry to provide hygiene essentials and food to families in need. NXL assessed these needs at the beginning of the COVID-19 shutdown and will continue this outreach in our weekly two-way communications.

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:

NexTech is a charter school and works with Partner Solutions for HR and payroll. All staff members will continue to be paid, as normal, throughout the COVID-19 school shutdown period. The NXL team is small and the one nonprofessional staff member is responsible for logistics, state reporting, building management, first-line HR, and accounts payable. This individual is also an essential employee and is responsible for traveling to the school, when needed, for various administrative tasks.

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

District/ PSA Response:

Monitoring of student participation will be done in multiple ways. Officially, the two-way communication log serves as the primary method of pupil accounting for all 5-O-D schools, which includes NXL. This process will continue through the remainder of the year, with the Homeroom teachers checking in with their caseload students weekly. Students will be monitored for completion of assignments, academic progress, and general wellness. On a school-wide level, students are monitored weekly for their progress and engagement with an all-staff survey. This serves as a measure of engagement, but also helps school leadership understand the density of

each student's engagement. For example, a student who participates in one class will have a density of one, while a student who submits work and talks to each teacher will have a density of six. The administration team will use this data to inform outreach to students and parents/guardians. Additional support may be offered based on student needs, including school counselor support and special education services, when applicable.

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:

Through the two-way communication process outlined in previous sections, the district will continue to check on the wellness of all students. Families are also provided information in the weekly newsletter, similar to this resource from TRAILS (<https://trailstowellness.org/materials/resources/covid-19-resources>). Families are encouraged weekly to let the principal or counselor know if they are in need of food or basic hygiene supplies. The NXL essential worker team will be able to deliver care packages to the homes of students, when needed. The school counselor will reach out to individual students and families who are at-risk or are identified as in-need of additional supports. Every Monday, the staff will meet to provide any student updates, concerns, or information necessary for the entire team. All team members and students are able to meet on the phone, on Google Meets, Zoom, or via texting. It is, also, important to note that any language, policy or practice from NXL during the COVID-19 school shutdown will be trauma-informed.

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:

NXL is a public school academy for students in grades 9 - 12 and, therefore, does not provide any child care center services. However, the Academy will work with the ISD, as appropriate.

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:

NXL plans to continue the 2019-2020 school calendar as scheduled. For the 2020-2021 school year, NXL plans to start learning prior to Labor Day on August 24, 2020. The draft calendar is established and will provide for the traditional 1080 and 180 required learning days throughout the year.

Name of District Leader Submitting Application: Jamie DeWitt, School Leader



Date Approved: 04/16/2020  
Name of Authorizer Designee: Corey Northrop, Exec Director  
Date Submitted to Superintendent and State Treasurer: 04/16/2020  
Confirmation approved Plan is posted on District/PSA website:



Amy Densmore <amyvanatten@gmail.com>

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

1 message

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

Thu, Apr 16, 2020 at 2:09 PM

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") \***

Central Michigan University

**Name of ISD Superintendent/Authorizer Designee \***

Corey Northrop

## School District Information

**Name of School District \***

NexTech High School of Lansing ▼

**School District Code Number \***

33913 ▼

**School District Contact Name \***

Jamie DeWitt

**School District Contact Email Address \***

[jdewitt@lansing.nextechhigh.org](mailto:jdewitt@lansing.nextechhigh.org)

**School District Contact Phone Number \***

517-347-7793

## 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 ▼	20 ▼	2020 ▼
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**What is your best estimate of additional cost associated with Plan implementation? \***

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

Files submitted:

**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