



April 21, 2020

Mr. Michael Springs  
Flex High School of Michigan  
4121 Martin Luther King Ave.  
Flint, MI 48505

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

Dear Mr. Springs:

I am pleased to inform you that the Plan for Flex High School of Michigan ("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: Tamara Valley, Board President  
Andy Holmes, 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 17, 2020

Name of District: Flex High School of Michigan

Address of District: 4945 Clio Road, Flint, MI 48504

District Code Number: 25918

Email Address of the District: [msprings@flexhighmichigan.org](mailto:msprings@flexhighmichigan.org)

Name of Intermediate School District: Genesee Intermediate School District

Name of Authorizing Body: Central Michigan University

This Assurance document needs to be returned to 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 one plan for all buildings.

The applicant hereby provides assurance it will follow the requirements for a Continuity of Learning 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.
2. Applicant provides assurance that it will pay all current 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 local bargaining units and school boards agree to implement the Continuity of Learning Plan.
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 Plan, Assurance Document, and Budget Outline will be posted immediately following approval to the District’s/PSA’s budget transparency website icon.

## 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 and Public School Academy is, to the best of their ability, providing each student with 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.*

Date Submitted: April 17, 2020

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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 meaningfully access 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 in response to COVID-19.***

District/ PSA Response:

Flex High School of Michigan is an alternative charter high school that services those students who were unsuccessful in a traditional school. As such, our mode of instruction differs in that our curriculum is in the form of Learning Event Packets (LEP's). Each semester-long class is divided into five LEP's. A student progresses from LEP 1 through LEP 5. Once LEP 5 is completed, the student is issued a final grade for the course. Each class is textbook based. Students can borrow a textbook from the school or they can access our textbooks online. We will continue these methods through this plan. When a

student needs more work, he/she will contact the teacher. The teacher will then set an appointment for them to come to the school. There will be a bin in the foyer to turn in completed work, and their new work will be in an envelope waiting for them.

In addition to the core content classes, students also take required electives online through the Edmentum learning platform. For students that are taking these online classes (as well as for students who would benefit from the connectedness that technology provides) teachers will ascertain the availability of technology at a student's home. If there is an absence of technology (whether a device or internet connectivity), then the school will provide that technology to the student in the form of Chromebooks and hotspots.

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:

Upon enrollment, every student is assigned to a "teacher-of-record." This teacher is responsible for assigning classes, as well as motivating, mentoring, and building relationships with the students. This will still occur, albeit through different communication tools.

Teachers will maintain contact with their students through the telephone, L4L Connect app, e-mail, and Google classroom. Teachers will check-in with their students at least twice a week to motivate, mentor, and teach. Teachers will also be available from 8:00-4:00 for students to contact them if they have any questions. In addition, teachers will also hold online group sessions to interact with multiple people at a time. If students lack the technology to participate in these sessions, the school will work with the family to provide them with that technology.

In addition to the teacher of record, our support staff is also reaching out to the students. Our paraprofessional, social worker, and student resource technicians are speaking to both students and parents to make sure all of their needs are being met.

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

District/ PSA Response:

The school will provide the Learning Event Packets (LEP's) both electronically and physically. Many of our Learning Event Packets have been transferred to fillable PDF's that students can access on Google Classroom. They can complete them through this platform, and the teachers can assist them and provide feedback.

If students do not have the technology to do them online, then we can print the packets out for them. The student will contact the teacher who will then set an appointment for them to come to the school. There will be a bin in the foyer to turn in completed work, and their new work will be in an envelope

waiting for them. This mode of work transfer will ensure that all social distancing guidelines will be adhered to. If students cannot come to the school, the staff arrange a porch pick-up/drop-off to deliver the new work to the students. As students are completing their packets, teachers will be available by phone, email, and the L4L Connect App. to assist them and answer any questions.

We also offer some classes through Edmentum. If a student needs to take a class through Edmentum, then we will work with the family to provide the technology.

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

District/ PSA Response:

The educational staff will monitor the learning through bi-weekly check-ins via e-mail, L4L Connect App., phone, and Google classroom meet-ups. Much like what is done during the school year, students will be assigned appointment times to check in with their teacher. These appointment times will be twice a week and occur on Mondays-Wednesdays or Tuesdays-Thursdays. This will be an opportunity for the teacher to connect individually with a student to identify any needs (both academic and socio-economic). The teachers will note the progress they have made and give them goals to reach by the next check-in.

When students turn in learning packets, teachers will review them the same way they do during the school year. If the student is completing the packets online, the teacher will grade the packet online. He/she will then review any areas in which the student needed content reinforcement.

If the student turns in a completed paper-copy of the packet, the teacher will grade it, and then identify any areas that need to be reinforced. The packets will then be returned to the student either at the next pick-up or staff can drop it off at the student's residence. The teacher and student will then go over those concepts together.

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:

Our curriculum can be done offline, however it can be enhanced with technology. It may be beneficial for some of our students to have access to a Chromebook to watch some of the accompanying videos as well as to be able to connect with our teachers and support staff over multiple platforms. Therefore, we are ordering 30 Chromebooks and 30 hotspots to assist our students with limited technology.

30 Chrome Books- \$6,323.70-General Fund

30 Hotspots+3 months unlimited service-\$8,280.00-General Fund

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:

Teachers and administration virtually met to analyze how the school currently operates. We then identified resources that our organization already had available to us to transition to distance learning. The school identified parameters in which student-staff interaction could take place. Since the curriculum was already in print mode, the staff then had to determine how the packets could be disseminated to the students. It was determined that students who had transportation could make appointments to pick-up packets at the school. For those that do not have transportation, staff could drop the packets at the students' homes.

The plan was then presented to the Academy Board for discussion and feedback.

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

District/ PSA Response:

The strategies outlined in the plan have already been explained to our families through schoolwide all-calls. Teachers have also explained the strategies through their individual calls and e-mails with their students, parents, and guardians.

Once the plan is approved, it will be posted on the school's website. It will also be e-mailed to all students and parents. In addition, families will be notified by a phone call that our plan is posted on the website.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be by April 28, 2020.

District/ PSA Response:

The strategies in this plan were implemented March 16, 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:

Flex High School of Michigan does not have any students enrolled in any postsecondary dual enrollment courses, nor do they have students in Career and Technical programs outside of the school.

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

District/ PSA Response:

Due to the flexible student schedule, Flex High School of Michigan does not provide food to the students during the school year. As such, we will not provide food during the school closure. We have provided information as to how students can obtain food during this crisis.

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 Flex High School of Michigan employees have continued to be paid. They will continue to be paid for their services to the end of the school year (which ends in August for Flex High School). Staff may be redeployed to provide meaningful work in context of the Plan.

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

District/ PSA Response:

Students will continue to be graded in the same way they would during the school year. Every learning packet will be graded and evaluated by a teacher. If a student needs more work on a particular concept in the packet, the teacher will review that with the student. Once all five learning packets in a class are completed, the grades will be averaged and a final grade for a course will be recorded.

In addition, staff members will be reviewing student participation. If a student is not contacting or responding to their teacher, then other support staff will try reaching out to see if there are extenuating circumstances that need to be addressed.

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:

The school social worker is regularly contacting students on her caseload via phone and e-mail. She is also organizing online therapy sessions via Google Classroom. In addition, as teachers are communicating and interacting with their students, they will notify the social worker if anything seems out-of-sorts. The social worker will then reach out personally to that student.

The social worker is also creating mental health packets that will address grief, anxiety, stress, anger, and other coping skills. This will be made available to all of the students.

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:

Flex High School of Michigan currently does not provide early childhood services. The Academy will continue to cooperate with requests from the local intermediate district with regard to any necessary disaster relief child care centers and will share relevant information with the school community.

15. Does the District's plan provide for the adoption of a balanced calendar instructional program for the remainder of the 2019-2020 school year and planning for the adoption of a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

Our school calendar already runs from September through August, so we will not have to adopt another balanced calendar for 2019-2020. This is the case for 2020-2021 as well; our calendar will run from September through August.

Name of District Leader Submitting Application:

Michael Springs

Date Approved:

04/21/2020

Name of Authorizer Designee:

Corey Northrop, Executive 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

Wed, Apr 22, 2020 at 10:03 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") \***

Central Michigan University

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

Corey Northrop

## School District Information

**Name of School District \***

Flex High School of Michigan ▼

**School District Code Number \***

25918 ▼

**School District Contact Name \***

Michael Springs

**School District Contact Email Address \***

[msprings@flexhigh.org](mailto:msprings@flexhigh.org)

**School District Contact Phone Number \***

810-852-4479

## 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? \***

\$15,000
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**Attach a PDF file of the Approved Plan. \***

Files submitted:

25918 Flex High School of MI CLP Approved - Amy Densmore.pdf
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**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