



Continuity of Learning and COVID-19 Response Plan (“Plan”) Application Template

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, school districts must submit a Continuity of Learning and COVID-19 Response Plan (“Plan”) in order to continue to receive state aid for operations. Although schools are closed and not providing in-person instruction, teaching and learning must continue. Michigan educators have been called to provide our students with continued learning.

There are varied states of readiness to provide continuity in learning among districts. Even within districts of multiple school sites, there are varied states of readiness. It is expected that schools will provide instruction at a distance using a variety of methods that meet local needs, including printed materials, phone contact, email, virtual learning, or a combination to meet student needs. We should avoid assuming that continuity in learning can only occur through online means.

While many educators have been providing distance learning opportunities, the Governor’s Executive Order ([EO 2020-35](#)) requires all schools to begin providing learning opportunities for all students no later than April 28, 2020. Districts who are able to begin their plans earlier are encouraged to do so.

Each District shall submit a single completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Intermediate School District. Each Public School Academy shall submit a completed Assurance Document, Budget Outline, and Continuity of Learning Plan to its Authorizer. A single Application should be filed for the district rather than multiple applications for individual schools within a district. The following items are required for the application which may be submitted beginning April 8, 2020:

1. Assurances Document
2. Continuity of Learning Plan
3. Budget Outline

Continuity of Learning and COVID-19 Response Plan (“Plan”) Guiding Principles

As Districts and Public School Academies complete the Assurances and Continuity of Learning Plans, they should consider utilizing the following principles to guide their work:

Keep Students at the Center

Intentional outreach to continue building relationships and maintain connections. Help students feel safe and valued. At minimum, plan to do the following:

- **Plan for Student Learning:** Build on each student’s strengths, interests, and needs and use this knowledge to positively affect learning.
- **Develop a Weekly Plan and Schedule:** Offer routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being.
- **Contact Families:** Partner to support student learning through ongoing communication and collaboration. This will not look the same for every student and family—safety remains the priority. Provide translations as necessary.

Design Learning for Equity and Access

Plan and deliver content in multiple ways so all students can access learning.

- **Teach Content:** Set goals using knowledge of each student, content area standards, and of Michigan Merit Curriculum.
- **Deliver Flexible Instruction:** Consider how to deliver content depending on tools and resources accessible to each student. Alternative modes of instruction may include use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a combination to meet diverse student needs.
- **Engage Families:** Communicate with families about engagement strategies to support students as they access the learning. Families are critical partners. Provide translations as necessary.

Assess Student Learning

Manage and monitor student learning and plan what’s next for learning including the potential need for summer and supplemental learning.

- **Check Student Learning:** Use a variety of strategies to monitor, assess, and provide feedback to students about their learning.
- **Make Instructional Adjustments:** Use formative assessment results to guide educators’ reflection on effectiveness of instruction and to determine next steps for student learning.
- **Engage Families:** Communicate with families about assessment results in order to inform next steps and the potential for supplemental summer learning. Provide translations as necessary.

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

Date Submitted:

Name of District:

Address of District:

District Code Number:

Email Address of the District:

Name of Intermediate School District:

Name of Authorizing Body (if applicable):

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:

Name of District:

Address of District:

District Code Number:

Email Address of the District Superintendent:

Name of Intermediate School District:

Name of Authorizing Body (if applicable):

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:

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:

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

District/ PSA Response:

PDFKON

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

District/ PSA Response:

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:

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:

TEAM	Directions	Membership
District Administrative Team	Meet to establish the vision, philosophy guidelines and standardize the process	District Building/Leadership/ Directors and School Board Members
Building Implementation Teams	To make practices consistent and troubleshoot concerns and communicate issues around the topics of implementing at building level	School Improvement team, Coaches, Learning Specialist, Savvy Online Learning Teachers 2-3 per building
Technology Support Team	To support the technology component, discuss deployment, help with tech support for families, communicate	LIST HERE: Matt Collins, Brad Hess, 1 per building
District Counselors	Reach out to families and students that are of concern, develop building support around homebound and isolation issues, be sure that basic needs are being met with students.	All Counselors plus Pathways Success Coaches and CSES's
Elementary Grade Level Chairs	Will work to lead grade levels in content, Essential Learning Targets, be sure that content is uploaded, teams are trained, <u>weekly</u> targets are met.	From Each Grade, Principals, Learning Specialists and SPED Rep
Each Grade TEAM Elementary	Develop essential learning targets, lessons and instructional processes. Determine training needs	All teachers will be on a team including SPED and Learning Specialists and other Special teachers
Middle School/ HS Department Heads	Will work to lead teachers in determining Essential Learning Targets, lessons are developed, teams are trained, <u>weekly</u> targets are met.	Department Heads including special education and , electives
HS and MS Each Content Area Teams	Develop essential learning targets, lessons and instructional processes. Determine training needs	Be sure that all teachers are on a team including special education and , electives

***Each Department and Grade Level Chair is expected to hold at least one weekly meeting with their grade or content area team prior to the district meeting.

****It is highly recommended that each building administrators do a weekly group on Wednesday's check in with ALL STAFF using ZOOM

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

District/ PSA Response:

District to Staff Communication-Zoom, Email	
Central Office Staff	<ul style="list-style-type: none"> Cabinet Meetings (Monday 9 am) Daily Command Center Meetings
Administrative Staff	<ul style="list-style-type: none"> Weekly Zoom Administrative Meetings (Tuesdays)
Building Meetings	<ul style="list-style-type: none"> Administrators will communicate building meetings to their staff weekly. Virtual Building TOWN HALL meetings will be held 1X per month by Superintendent and Director of Instruction
Teaching Staff	<ul style="list-style-type: none"> Focus groups have been set up Departments and Grade Levels meet virtual
Support Staff	<ul style="list-style-type: none"> Communicate via email. Building Administrators will communicate
District to Parent/Students	
Website	<ul style="list-style-type: none"> Develop an Online Learning Page <ul style="list-style-type: none"> All Teacher contact information and links their virtual classrooms will be housed here for each building How To Videos Parent Resources District updates pertaining to Online Learning Technology Information and support Whole Child Information Covid-19 related information Supplemental Learning Resources
Email/ Text	<ul style="list-style-type: none"> Messages and updates will be sent through our mass messaging service to parents and students via email and text linking them back to the updated website. Weekly Newsletter will be sent via email/text
Mail (newsletter mailing)	<ul style="list-style-type: none"> Mail letter from district to all families with expectations moving forward. <ul style="list-style-type: none"> Include a website for online resources.
Social Media	<ul style="list-style-type: none"> All updates will be posted on our social media sites (Facebook, Instagram and Twitter) linking parents back to the website for more information. Weekly newsletter will be posted on social media linking parents back to the website for more information.
Teacher Check-In	<ul style="list-style-type: none"> All teachers will be checking in with students and documenting this to monitor student academic, social, emotional, mental needs
Teacher/Student Communication	<ul style="list-style-type: none"> Google Classroom, <u>SeeSaw</u>, Remind, Email, Text, Phone, Zoom, Google Meet

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:

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:

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

District/ PSA Response:

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:

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

District/ PSA Response:

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:

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:

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:

Name of District Leader Submitting Application:

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website:

PDFTRON