



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:
*April
15, 2020*

Name of
District:
*Caseville
Public
School*

Address
of
District:
*6609
Vine St,
Caseville,
MI 48725*

District Code Number: 32030

Email Address of the District: *kewald@cpseagles.org*

Name of Intermediate School

District: *Huron 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: *April 15, 2020*

Name of

District:

Caseville

Public School

Address of

District: *6609*

Vine St,

Caseville, MI

48725

District Code

Number:

32030

Email Address of the District

Superintendent:

kewald@cpseagles.org

Name of Intermediate School

District: *Huron County 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-CD.

District/ PSA Response:

Caseville Public Schools will use a variety of alternative modes of instructional delivery based on grade level and resources available. These activities will be supplemental learning, continued practice of skills, and enrichment. Methods include the following: hard copies provided to students, emailing of resources, posting of teacher recorded lessons and class meetings via Zoom, Skyward Learning Center, ClassTag, Remind, Google Classroom, etc. Students who do not have access to a device were provided with a district Chromebook. Students will be expected to complete an average amount of work based on age recommendations: K-1 45 minutes daily, grades 2-3 sixty minutes daily, grades 4-5 ninety minutes daily, and grades 6-12 thirty minutes per teacher/core subject or up to three hours daily. Should students not be able to participate in distance learning, they will not be penalized. All students that were on target to move on to the next grade at the beginning of the closure will move on to the next grade/pass their courses regardless of their completion of the work issued during the extended school closure.

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:

It is Caseville Public School’s goal to make student well-being a top priority during this time. To do so, communication is key. It is planned and expected that teachers will reach out to students weekly via email, phone, class learning platforms, etc.. to continue to provide assistance educational, check in on general well-being, and, if needed, make contact or put in touch with an administrator or social worker. Communication has been and will be ongoing through the use of our school social media platforms, school webpage, phoneblasts, and direct phone contact regarding well-being, need for resources, food availability, etc. Teacher contact with parents and/or students is to be documented and submitted at the end of the year.

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

District/ PSA Response:

Content will be delivered in a mixed capacity. When necessary, content is provided in hard copy form and mailed or delivered to students or picked up by parents. The school will also use virtual learning through the use of Google Classroom, Skyward Learning Center, Remind, Class Tag, etc. Discussion will be had using Google Classroom, Zoom, and Skyward Learning Center. Students will be given supplemental work and additional practice in this manner, as well as enrichment via teacher recorded lessons, etc. Students will be asked to complete a variety of activities to address those who learn best in different ways and express knowledge best in different ways, including, but not limited to: essays, project based assessments, discussions, projects, investigations, etc.. For those looking for further extension of learning, Moby Max, Amplify, Khan Academy, etc. login information will be made available. The workload will generally stick to the guidelines provided. Students enrolled online in courses through Odyssey and Michigan Virtual will have content available to them from home as well. Any student in need of a device was provided with a school Chromebook and charger.

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

learning by pupils. District/ PSA Response:

Students will be given their earned grade for third marking period, with any student currently failing for the marking period having until April 30 to raise their grade to passing. Parents were notified of this policy and teachers are required to make contact with any student or parent that may be in this boat. Fourth marking period grades will not be given. In place, parents and students will be provided with informal feedback of their performance on distance learning activities. For GPA purposes, the second semester grade will be calculated based on third marking period grades. In lieu of a fourth marking period report card for all students, a feedback sheet will be provided to students and parents by the school. This form will contain the teacher(s) feedback on student performance in each subject area for fourth marking period, identified areas of strength and growth, and additional activities students can work on to sharpen skills in preparation for the 2020/2021 school year. In the meantime, teachers will monitor student progress and provide feedback using email, submission and feedback via Skyward and Google Classroom, ClassTag, etc.. Teachers are expected to provide regular feedback to students. Hard packets can be texted to teachers or dropped off at the school for pick up.

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:

Technology:

- *-\$6,300 for 21 + chromebooks for at risk students*
- *- \$1,000 license software*
- *- \$2,000 mobile hot spots*

Legal Counsel:

- *\$5,000 for legal counsel*

Payroll:

- *- \$2,500 professional development (distance learning)*
- *- \$2,500 additional hourly amounts for technical issues*

Supplies:

- *-\$50 Crayons - \$50 Glue sticks - \$100 pencils - \$200 notebooks*
- *\$2,500 Paper/envelopes - \$2,000 Postage - \$3,000 copier/ink - \$500 calculators*
- *\$300 materials for science experiments and supplies - \$200 Scholastic books*

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:

All stakeholders were involved in the process of developing the plan in the form of virtual staff meetings, in-person administrative planning sessions, email, etc. Continuous emailing among staff and administration has and will continue throughout to reassess learning and needs if necessary. Plans have been communicated with the board via phone and email.

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

District/ PSA Response:

Parents were notified of the plan in multiple ways, by individual teachers, administration, and school wide. This was done and will continue to be done through the use of the following: postings to website, postings to social media page,

phone and text blasts, individual phone calls and emails, postings to Google Classroom, Skyward, Remind, ClassTag.

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 13, 2020.

District/ PSA Response:

The plan is to begin implementation formally on April 13, though it has been ongoing since this closure began.

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:

Students in need of internet and/or devices will be provided with needed resources. We will stay in touch with the HATC as needed to ensure students have resources needed to continue any available instruction in their career and technical program.

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

District/ PSA Response:

Caseville Public School has been and will continue to work closely with the Community Food Pantry to coordinate resources (food stuffs from school kitchen donated) and people to help pass out food to families in need every Friday. Additionally, a food truck filled with food from area pantry will be at the school Tuesday, April 14 from 11:30 until 2, where staff will work safely and in accordance with social distancing guidelines to distribute food to families in need. Communication regarding food availability will be given to students and families via email, phone blasts, school webpage, and school social media page.

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:

Caseville Public Schools will continue to pay all school staff and employees during the implementation of the plan.

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

District/ PSA Response:

Caseville Public Schools will evaluate the participation of pupils in the distance learning plan through work completion and participation as documented by teachers, through Skyward (Learning Center), Google Classroom, etc. Additionally, student overall performance and general feedback from teachers will be compiled in an individual document and mailed home to students and parents in place of the traditional report card to provide information on the students' progress with distance learning.

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:

Caseville Public School will check in on the general and mental well-being of students through regular teacher communication/contact, as well as outreach by administration . Students identified as being in need of additional supports will be put into contact with Joe Pratt, school social worker, or a different resource as necessary. Additionally, the school has made aware to our community that should they feel they are struggling mentally or emotionally during this difficult time, they can reach out to the school social worker or administration. Contact information was given.

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:

Caseville Public School will work with the Huron Intermediate School District as needed if a need for child care exists for this order or any order that follows. If a need for child care is determined, the school will do what it can to make needed arrangements.

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:

Caseville Public School does not intend to adopt a balanced calendar for the 2019/2020 school year or for the 2020/2021 school year at this time. It is a topic that we may be interested in exploring for the future, however.

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: