



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: 4/8/20

Name of District: Alanson Public Schools

Address of District: 7400 North Street, Alanson, MI 49706

District Code Number: 24030

Email Address of the District: rcook@alansonvikings.net

Name of Intermediate School District: Char-Em ISD

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: 4/8/20

Name of District: Alanson Public Schools

Address of District: 7400 North Street, Alanson, MI 49706

District Code Number: 24030

Email Address of the District Superintendent: rcook@alansonvikings.net

Name of Intermediate School District: Char-Em ISD

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:

All Alanson Public Schools plans to use a hybrid model of instruction using paper/pencil instructional packets and Google Classroom as our online learning platform. We surveyed our families as well as contacted each family to determine if they have internet at their house and a device to work in order to do the learning each day. For families/students, that do not have internet, then teachers will be providing all the learning through paper/pencil activities (those will either be mailed or picked up every 2 weeks). For families/students that do not have an appropriate device for learning, the school will be providing one of our Chromebooks. We are a 1:1 school so we already have the devices for each student ready to go. Distribution of the devices will also either be picked up or through our food distribution.

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:

Teachers will be expected to make contact with each student at least one time each week. This can be done virtually or via phone calls. Teachers will also be communicating through the learning platform (Google Classroom) multiple times a week to continue to build those relationships and maintain that connection. For students that do not have access to technology, teachers will communicate through their learning packets and sending home weekly notes along with phone calls.

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

District/ PSA Response: For students without technology all the main mode of delivery will be through paper/pencil instructional packets supplemented with phone conferencing. These packets will either be mailed home or picked up with food distribution.

For students with technology, it will be through the learning platform (Google Classroom) using many electronic resources along with email.

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

District/ PSA Response: Teachers will be checking Google Classroom and monitoring the progress weekly. They will reach out to families/students weekly that are not engaging and find out the barriers to that. Teachers will provide feedback to students through electronic comments and videos. If a student does not have technology then the feedback will be paper/pencil based on their work returned to the school along with weekly phone calls.

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: One additional expense is postage for mailing the learning packets out to students along with providing a self-addressed return envelope for the student to return the work back to school. We are expecting to spend about \$3,000 in postage & envelopes for mailing of these learning packets.

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 on the development of this plan. The administrator communicated with the grade level lead teachers who have been communicating with their grade level teachers. The administrator has been communicating with the Board of Education and getting their input regarding the different layers of this plan.

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

District/ PSA Response: Alanson Public Schools will use our communication system, ParentSquare, to communicate the plan to parents and students. This will also be shared on our Facebook page and put on our website. Teachers will also call their homeroom families to make sure they have received the communication regarding 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: Alanson Public Schools plans to start this plan on Monday April 13, 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 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: For any student enrolled in Dual Enrollment Classes, they have all been notified by the Community College and their classes have been moved to online. The Superintendent/K-12 Principal called each Dual Enrolled student to verify that they are accessing their classes and participating in their classes via online. The students will be given the option to convert their grade to credit/no credit.

For CTE classes, we will work with the ISD CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed the district will ensure the student has the necessary resources.

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

District/ PSA Response: Alanson Public Schools will continue to distribute meals to our families. On Tuesdays and Fridays, families can “drive-thru” by the cafeteria doors and get 3-4 days worth of breakfasts and lunches for each child in the family. If anything were to change in this, we would use our communication system, ParentSquare, to communicate to our families what those changes are going to be.

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: Alanson Public Schools will continue to pay all staff their regular pay during this time. Support staff are helping with phone calls, food and material distribution, and making copies.

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

District/ PSA Response: For students that don't have access to the technology, teachers will keep track which students are completing the instructional packets. They will also keep a communication log between teacher and family/student.

If a student has access to the technology, teachers will use Google Classroom to monitor student wellness, engagement, and completion of assignments. They will also keep a communication log with students and families.

Inconsistent completion and/or communication with a parent or student will be passed to the principal and counselor to develop a plan to connect with the student and family.

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: Alanson Public Schools has a K-12 Guidance Counselor and a K-12 Mental Health Behavior Specialist. These 2 staff members have been in contact with the families that they service and offer telehealth services to anyone who needs it. Many families are utilizing their services. Teachers will pass along any concerns that may arise when they are communicating with families, to the Counselor and Behavior Specialist. Administration and teachers will have weekly meetings to address any needs that our families may be having so that resources can be provided to them.

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: We do have a child care center in our building and are prepared to open it if necessary. We do have some staff that can't work in the center due to their immune system so we would have to get secondary staff in there if this occurred. We will also work with our ISD on this, if needed.

Optional question:

15. Does the District plan 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: No, Alanson Public Schools does not plan to adopt a balanced calendar for the remainder of the 19-20 school year. No, Alanson Public Schools does not plan to adopt a balanced calendar for 20-21 school year.

Name of District Leader Submitting Application: Rachelle Cook

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: