



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: 04/08/2020

Name of District: St. Johns Public Schools

Address of District: 501 W. Sickels St.

District Code Number: 19140

Email Address of the District: www.sjredwings.org

Name of Intermediate School District: Clinton County RESA

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: 04/08/2020

Name of District: St. Johns Public Schools

Address of District: 501 W. Sickels St.

District Code Number: 19140

Email Address of the District Superintendent: palmerm@sjredwings.org

Name of Intermediate School District: Clinton County RESA

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:

The District will be utilizing a combination of online and offline/print resources that are comparable. For students who have electronic access they will access their learning materials through the use of their teacher's LMS. For those families who require, or requested, print materials be provided, these will be delivered to the student's home weekly on the Monday/Tuesday of each week. The District in coordination with CCRESA, is committed to making a best effort to provide support for students with special needs. The District will not penalize a pupil for the pupil's inability to participate.

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:

The health and safety of our students is our first and foremost concern. Each classroom teacher will send an email to their parents on the Friday of each week. This email will contain information about what their child is asked to complete for the coming week. Additionally, each teacher, counselor, principal, social worker will host three 1-hour "office hour" session where students and parents can connect to receive additional support. They can connect using a computing device or they can use the telephone to connect in. Each building will maintain a Staff Contact list that will contain all staff email addresses, virtual meeting room information, and their "office hour" times. Our staff are encouraged to make connect with each individual student, weekly at the minimum, to check in with their students to see how they are doing. Our staff will also be able to make and receive telephone calls remotely through our school's telephone system application on a smart phone, called Mitel. Our staff will respond to all parent contacts within 24 hours, Monday through Friday.

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

District/ PSA Response:

The District will be utilizing a combination of online and offline/print resources. Our staff has made contact with individual families through the use of a Google Form and personal telephone calls to gather each families Internet and technology access in their home. Our staff will be delivering materials electronically as much as possible. For those families who require offline/print resources these materials will be printed in each building and then delivered to the students home each week.

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

District/ PSA Response:

The District teachers will actively monitor student participation through continual contact with each student. For students who are receiving resource electronically the teachers will monitor student submissions and responses. Teachers will provide feedback to student submissions. For student who are receiving resources offline/print students will be encouraged to take pictures of their work and submit via email when possible. If that is not possible, then students will connect in to the teacher's office hours to receive feedback on their work. it may be necessary to have students leave completed work outside their house on a Monday so it can be picked up when new work is delivered each week. For students who have not submitted work, the teacher will call and make contact with the student and their family.

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:

The District will incur additional expenditures to implement this plan, some of which are still unknown at this time. Purchases specifically for this plan include additional personal protection equipment such as masks, gloves, sanitizing wipes; resources to deliver print materials to families, such as envelopes, labels, plastic bags and fuel for buses; resources for electronic support for teachers and families, such as additional Chromebooks, flashdrives. The district will incur personnel costs to print, prepare and distribute learning materials to students. An estimated cost to these additional expenditures is \$52,000. The district will use state foundation revenue to pay for these expenditures. The district may also utilize Title IV grant funds for some of the additional Chromebooks.

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:

Central Office administrators began developing "Remote Learning" guidelines and expectations. These guidelines were developed from a wide variety of resources, including the Illinois State Board of Education guidelines, until Michigan released their guidelines on April 6, 2020. Central office administrators have repeatedly met virtually with building principals, teacher leaders, and consulted union leadership and collective bargaining agreements. The "Remote Learning" guidelines was shared with board members, soliciting input and suggestions for improvement. These guidelines are ever-evolving through a collaborative and teamwork approach of all stakeholders.

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

District/ PSA Response:

We will send a letter to all families informing them of our "Remote Learning Plan." This letter will be sent electronically and in print through the USPS. We will also post this letter on our school website and our district Facebook page. In addition, our teachers will have made contact with individual students informing them of 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:

Tuesday, April 14, 2020 will be our first day of instruction, pending approval from our local ISD, Clinton County RESA.

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:

We are working with individual students who are currently enrolled in CTE and Dual Enrollment courses to ensure they have the technology and connectivity to complete their coursework.

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

District/ PSA Response:

Immediately upon the closure of schools on March 13, 2020 we began providing packaged meals for our students. Each week on Monday, Wednesday, and Friday we provided multiple meals per student at our high school and one of our rural elementary buildings in the northern section of our district, Eureka elementary. We have maintained this schedule and will continue to maintain this schedule, utilizing available kitchen staff and through the re-assignment of other staff. We will provide health screenings to our staff on a daily basis to ensure the safety of our food preparation and the safety of our students.

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:

We will continue to pay all staff subject to collective bargaining agreements and redeployment requirements as if school was in-session as normal, as long as the school continues to receive full funding from the state.

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

District/ PSA Response:

Each teacher will monitor student participation and make personal contacts to those students who are not engaging in their work or have not made any contact with their teacher. Teachers will provide formative feedback for student work. Teachers may give formative assessments and provide feedback to students. Students will earn credit for their work as "Pass" or "Incomplete." Letter grades will not be given out to students during this period. When possible, teachers will post assignments in our student information system, Infinite Campus, for parents to monitor student completion of assignments.

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 health and safety of our students is our primary concern during this time of remote learning. All staff are available for "office hours" for students to connect/telephone in and receive support. All counselors and our social worker are available for "office hours," via email and telephone for students to reach out during this time of need. Each week our building principals will be sending out a newsletter of information to families. Included in these newsletters will be social and emotional information and activities for students and families. In addition, principals will provide contact information for local resources that are available for student mental health support. We will also be using Behavior SSP to provide mental health supports.

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:

Our birth-school age child care center has been closed during this "Stay Home. Stay Safe" executive order. We are contacting our families to see which of these families are in need of child care as they are "essential" workers. We are also working with our child care staff to know which staff are available to provide care for children. In addition, St. Johns Public Schools is working with CCRESA to collaborate as necessary to utilize relief care centers as needed.

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: **Mark Palmer, Superintendent**

Date Approved: **April 13, 2020**

Name of ISD Superintendent/Authorizer Designee: **CCRESA, Superintendent Wayne Petroelje**

Date Submitted to Superintendent and State Treasurer: **April 23, 2020**

Confirmation approved Plan is posted on District/PSA website: **www.sjredwings.org**