



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 8, 2020

Name of District: Arvon Township School

Address of District: 21798 Skanee Road, Skanee, Michigan 49962

District Code Number: 07010

Email Address of the District: arvschool@up.net

Name of Intermediate School District: Copper Country 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 8, 2020

Name of District: Arvon

Address of District: 21798 Skanee Road, Skanee, Michigan 49962

District Code Number: 07010

Email Address of the District Superintendent: gstockero@copperisd.org

Name of Intermediate School District: Copper Country 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:

Students will receive biweekly learning packets that include lessons and materials in the four core areas of study. Packets will be picked up by families at appointed times. Should a family not be able to pick up packets they will be mailed to the student. Each packet will include individual directions and goals for student achievement. Online reading (Lexia), math (Prodigy) and typing will also be included. In addition, families will receive online resources, and additional reading materials to keep at home. Students will be contacted weekly by teachers to discuss progress and/or difficulties with any lessons. Parents can email the teachers directly and phone numbers will be provided to parents should they need assistance with any academic subject. Additional materials such as paper, pencils and crayons will be sent with packets.

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:

Packets include individual notes for students that encourage them in academic areas that are challenging. Phone calls to students from teachers will provide additional support and supplemental lessons will be created by teachers based on student/parent feedback.

Teachers are providing contact information to families so they can call with questions or concerns.

Printed books and student magazines are being sent home for students to read/keep. Daily journaling is being encouraged and can be shared with teachers during phone calls. Enrichment packets include books to read for enjoyment and suggestions for physical activities to do with their family.

Teaching staff will continue sharing online resources and community resources with families as opportunities become available.

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

District/ PSA Response:

Packets will be prepared by teachers every two weeks and scheduled pick up times will be shared with parents through telephone calls, email or remind.

Students and families are provided with a learning packet that will be picked up from the school by parents. Should pick up of packets be difficult they will be mailed to students. The packet will include books, curricular materials, lists of online resources and suggestions for use. In addition, enrichment materials and suggestions for physical activities are included in student packets.

The learning packet includes login information for online student programs used at school along with additional "free" websites that will engage students in learning. Providing learning opportunities in a variety of ways will allow all families to participate regardless of Internet availability.

Reaching out to families by telephone, email or text messaging will provide continuity in learning and address any questions or concerns parents may have. Bi-weekly telephone conferences between students and teachers will provide support to students in all curriculum areas. Additional supports can be provided through supplemental materials. Parents will receive contact information for teachers and are being encouraged to call, email or text with comments, questions, concerns.

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

District/ PSA Response:

Arvon Township School is providing a combination of learning packets and online resources for students. Pick up of packets will be coordinated between school and home. Teachers will conference with students weekly to provide feedback by telephone, email or text. Based on conference outcomes teachers will provide additional supplemental materials to support student learning. Additional packets will be provided on a bi-weekly basis.

For students with technology, teachers will monitor student access and assignment completion. Teachers can differentiate instruction within the program to meet each student's needs.

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:

Moving to remote learning will not require additional funding at this time. Should additional costs occur monies will be taken from REAP and the teaching supply budget.

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:

Administration and teachers worked together to develop the learning plan. Support was provided by our Intermediate School District. Before finalizing the plan feedback was sought from board members.

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

District/ PSA Response:

Telephone, email and remind will be used to inform families about packets for students. To ensure that every family receives the information individual telephone calls will be made. Additional messages will be sent through remind. Follow through will occur during weekly phone contacts.

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:

Implementation of the plan will begin on Monday, April 13, 2020. Families will be contacted prior to Friday, April 10, 2020 with information regarding packet pick-up.

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:

Not applicable

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

District/ PSA Response:

Information regarding food pick up locations is shared with families through remind and during telephone conversations. Follow through will occur weekly with families during conferences.

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:

Arvon Township School board has agreed to continue to pay employees while having them prepare packets for students, provide online resources and communicate with families. Student progress for online programs will be monitored by teachers. Students will receive telephone calls to discuss materials and address concerns. Additional supplemental materials will be provided as needed. Consistent incompleteness of student assignments will be discussed with administrator and child's teacher. A plan will be developed to connect with students and families.

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

District/ PSA Response:

Teachers will contact families once a week to conference and check in on learning through email, telephone or text. Parents have been provided with teacher contact information so they can ask questions or get clarification. Teachers will conference with students and assess student learning through discussion and student responses. Appropriate supplemental materials will be sent in packets as needed. A log will be kept of student and family communication.

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:

Through telephone conversations/surveys families will be provided with contact information for appropriate mental health services provided by our intermediate school district. Based on results of the behavior specialist (3In, SSE, counselor, principal etc.) will reach out to individual students and families to determine what they may need. The behavior specialist will help connect the family to outside agencies to help meet their needs. While teachers are making phone calls they will monitor and assess the needs of students and families. If a need is presented the teacher will share this information with the principal or behavior specialist to make the necessary follow-up. The principal will discuss weekly with teachers to identify any additional students or families in need. Telehealth may be used when available for students that have technology.

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:

Not applicable

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:

The district does not plan to adopt a balanced calendar.

Name of District Leader Submitting Application: Lori Johnson

Date Approved: April 13, 2020

Name of ISD Superintendent/Authorizer Designee: George Stockero

Date Submitted to Superintendent and State Treasurer: April 14, 2020

Confirmation approved Plan is posted on District/PSA website: Yes