



## **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: 4/8/2020

Name of District: Engadine Consolidated Schools

Address of District: W13920 Melville St., Engadine, MI 49827

District Code Number: 49055

Email Address of the District: joreed@eupschools.org

Name of Intermediate School District: Eastern Upper Peninsula 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: 4/8/2020

Name of District: Engadine Consolidated Schools

Address of District: W13920 Melville St., Engadine, MI 49827

District Code Number: 49055

Email Address of the District Superintendent: joreed@eupschools.org

Name of Intermediate School District: EUPISD

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.

*Engadine K-12*

*The secondary school will utilize a combination of online and physical materials for instruction. For online instruction, students will need access to a connected device (phone, tablet, or computer) and internet access. The school provides all 7-12 students with a laptop computer. The school will provide and mail physical materials to students who lack connectivity. Physical*

*packets will include texts, work sheets, and printouts designed to replicate the online experience as closely as possible.*

*The elementary school will also use a combination of physical materials, virtual instruction, online learning, and telephone communications for instruction. For virtual and online instruction, students will need access to a connected device (phone, tablet, or computer) and internet access. For students without connectivity, the school will provide printed materials and telephone instruction. All printed materials will parallel the online instruction provided for students with connectivity.*

(CCSS)

**The alternative education program is utilizing the Odysseyware online learning platform. All students at the three alternative education sites either currently have internet or have made arrangements to have Spectrum install the free internet during this time period. All students who need a computer have been issued Chromebooks to use at home during this time frame.**

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.

*Engadine K-12*

*Teachers in K-12 will make personal contact with each student each week via telephone or computer. For those students receiving special education services from multiple providers, one provider will be designated as the case manager to make contact with each student. Therefore, parents/students will not be inundated with calls from multiple providers. Teachers will also provide a minimum of two ways by which students may reach out to them. Newsletters and notices for students will be posted on both the school's website and in paper form delivered through USPS. Students will also be able to keep up with school on social media platforms. Seniors will receive credit if engaged. All have engaged so far. Additionally, student activities such as the talent show and academic honors night will be held digitally allowing for continued recognition and engagement with students.*

CCSS

**Our staff will maintain contact with the students by email, phone, text, Facebook, or through Google applications such as Google Hangouts. They will also maintain contacts with the parents through the same methods.**

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

*Engadine K-12*

*The district will offer all academic learning in both physical and online formats. All students have the opportunity to participate in either method of learning. All students have access to school laptops and will receive the initial mailing of physical materials. Students are encouraged to engage in the method of learning they feel most comfortable with. Going forward, we will continue to mail physical materials to student homes every two weeks.*

CCSS

**The alternative education program currently uses Odysseyware exclusively and so our students will be able to continue on with their lessons and before the closure. The only change is that previously students had to have their exams proctored in person. Now they will be able to take the exams without the in person proctoring.**

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

*Engadine K-12*

*The district will monitor online student learning by providing feedback to students via the Google Classroom and Gmail platforms. Feedback for physical materials will be given via phone, text message, or photograph. Teachers will be available for additional feedback and questions during daily office hours. Learning will be assessed on a credit/no credit basis for the duration of the distance learning period. For Special Education students, we will review IEPs to address delivery of services in current situations.*

CCSS

**Our staff will monitor Odysseyware during the day for student activity to monitor their progress. They will also be communicating with students periodically during the day.**

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

*Engadine K-12*

*Budget outlined attached below.*

CCSS

**The only additional expenditures that the alternative education program may need would be to pay for any compensatory special education services that may be required later. We do not know what the expenses would be at this time.**

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

*Engadine K-12*

*The District Superintendent collaborated with other administrators and the school board president when initiating the plan. The Superintendent and Principal of the district then met in person and via Zoom to collaborate on what the plan may look like. Via Zoom meetings, elementary and secondary teachers met with their respective principals to collaborate in the development/logistics of the overall plan. This collaboration led to the creation of a daily student schedule. This schedule allows time for daily student exercise, core classes, non-core instruction, and teacher contact.*

*The teachers then reached out to each family from their class roster to discover if there was internet in the home and how many students would need telephone and physical materials for learning. Based on their curricular objectives, lessons were written for each grade level. Teachers then developed/researched modalities for providing those lessons.*

CCSS

**The alternative education teachers, coordinators and the director put this plan together through a string of emails.**

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

*Engadine K-12*

*The preliminary plan is posted on the district website and Facebook page. In addition, students and parents were sent copies of the plan via the School Messenger platform. The plan has also been published in our local newspapers. Once our final plan is approved by the ISD, we will post again in the locations listed above.*

CCSS

**The alternative education program has notified pupils and parents by phone, email, text and facebook.**

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, 2020.

*Engadine K-12*

*The district has already started instruction using a plan developed prior to the Governor's announcement. This instruction began on April 6th. We will continue instruction and adjust based on feedback from the ISD to our approved plan.*

CCSS

**The alternative education program will begin the program on April 8th, 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.

*Engadine K-12*

*CTE instruction is continuing in modified form. Students are able to work on projects from home and are receiving instruction and feedback weekly.*

*Students in postsecondary dual enrollment classes are also continuing their work from home. All students enrolled in these classes are connected online to their classes.*

CCSS

**The alternative education program currently does not have any students enrolled in postsecondary education.**

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

*Engadine K-12*

*The district has been providing food service since the start of the closure and will continue to do so until our school year ends. Boxes of food are provided weekly to all families who request the service. The service is free of charge for all families. Certified kitchen staff and support staff are collaborating to fill these orders.*

CCSS

**The alternative education program has made arrangements with Rudyard area schools to provide food to our students in Kincheloe. We have made arrangements with Tahquamenon Area Schools to provide food to the alternative education students in Newberry. The alternative education students at Teaching Family Homes-Lakes Area youth facility are being fed at the facility as they would normally.**

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.

*Engadine K-12*

*The district has continued to pay all employees during the mandated closure and will continue to do so. Employees have been assigned to duties essential to our distance learning mission.*



CCSS

**We are paying all of our school employees, including those who are paid by fees generated by payments from non-school sources. This would include our pool staff and preschool classroom in Pickford which is operated by payments from parents.**

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

*Engadine K-12*

*As previously stated, the elementary teachers will reach out to students each week to discuss learning. Those students who are working through virtual or online platforms will submit assignments through those modalities. Those using physical materials will have the option of mailing work to the school, dropping work off at the school, or scanning/screen capping work and sending it to their teacher. Students who do not submit work will be contacted again by his/her teacher to discover if other means of support are needed for the student. All students, including seniors, who participate via online or packet learning will receive class credit.*

*We will also collect participation data through use of weekly student/parent contact. Contact will be logged weekly by all staff.*

CCSS

**The alternative education staff monitor the use of Odysseyware. Odysseyware lessons are online, self contained learning. Grades will be determined by the grading percentages earned in the online classes.**

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.

*Engadine K-12*

*Our school social worker and ancillary support team will reach out and be available to students for the duration of the closure. Our team is reaching out to the entire student population on a bi-weekly basis. Team members will also be on call to provide student assistance when necessary.*

CCSS

**Alternative education students will be referred to the local community mental health departments or if these services are listed in their IEP to ISD special education staff.**

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 follows it.

*Engadine K-12*

*The district has provided the ISD with information on how we can support relief efforts including child care services. We stand ready to help.*

CCSS

**We have offered the two alternative education sites to the ISD for use.**

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?

*Engadine K-12*

*The district plans to keep their existing schedule. However, we will begin school prior to Labor Day next year.*

CCSS

N/A

Name of District Leader Submitting Application: Joshua Reed

Date Approved: 4/8/2020

Name of ISD Superintendent/Authorizer Designee: Angie McArthur, EUPISD

Date Submitted to Superintendent and State Treasurer: 4/10/2020

Confirmation approved Plan is posted on District/PSA website:

## Engadine K-12 Budget Outline

Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

*While we do not anticipate any new expenditures due to the health crisis, the district expects increases in certain costs due distance learning. Cost increases are listed below.*

Budget Item	Cost Increase Estimate	Revenue Source
School Computer Damage and Repair	\$5,000	
Postage for Student Packets	\$2,000	
Sanitizing/Custodial Supplies and labor	\$2,000	
Envelopes / Paper supplies	\$500	
Total	\$9,500	General Fund