

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 17, 2020**

Name of District: **Mt. Pleasant Public Schools**

Address of District: **720 N. Kinney Avenue, Mt. Pleasant, MI 48858**

District Code Number: **37010**

Email Address of the District: **jverleger@mp.edzone.net**

Name of Intermediate School District: **Gratiot- Isabella RESD**

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:

Name of District: **Mt Pleasant Public Schools**

Address of District: **720 N Kinney Street, Mt. Pleasant MI 48858**

District Code Number: **37010**

Email Address of the District Superintendent: **jverleger@mp.edzone.net**

Name of Intermediate School District: **Gratiot-Isabella RESD**

Name of Authorizing Body (if applicable): **State of Michigan**

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:

Mt. Pleasant Public Schools will primarily utilize a combination of online learning, and hard-copy resources. The most common online learning platform is Google Classroom. Other online resources will include the online resources that students are familiar with and have used as learning tools in their classrooms. These examples include but are not limited to IXL, Reading Eggs, Think Central, Moby Max, Khan Academy, etc. With the support of

these platforms, teachers will also utilize a variety of resources to engage students in learning activities and assess intended outcomes. Students with access issues that cannot be overcome will receive paper instructional packets with similar materials. The hard copy learning packets will be distributed and collected approximately every two weeks to allow for monitoring of student progress and to provide feedback.

The district will not penalize a student for the student's inability to fully participate.

As the needs are different for different grade levels, our buildings have developed specific plans that meet the needs of their students. These plans include virtual outreach, the distribution of academic packets and supplies at every building, delivery of academic resources to student's homes and teacher contact via email and telephone.

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:

Mt. Pleasant Public Schools will primarily utilize a combination of online learning, and hard-copy resources. The most common online learning platform is Google Classroom.

The district's website, PowerSchool, and Social Media is being used to post community information, daily announcements and birthday wishes to students and staff. Teachers will utilize Google Meet or Zoom to meet with their individual classroom groups, and will continue to reach out, and engage students and families.

Principals and Counselors will assist academic outreach by phone with all students that are not responding to distance learning efforts. Student response/contact goals, will be at minimum once per week.

Principal and Counselor SEL outreach by phone with all students that are referred by staff members will continue via email referral, and using the current internal Counseling Referral form. The Counseling Department will also share lessons, videos and activities related to socio-emotional safety via the District's Website and Facebook page.

Title I and At-Risk staff members will also reach out to students on their caseloads for support. This support will be academic and social-emotional.

Weekly food distribution will continue, and food distribution will also be a common site for learning packets.

Extra-curricular and "special" or "encore" teachers and courses will provide a calendar of activities, and will also be present via individual school websites, the district website, and the same social media platforms.

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

District/ PSA Response:

Mt. Pleasant Public Schools will primarily utilize a combination of online learning, and hard-copy resources. The most common online learning platform is Google Classroom. Other online resources will include the online resources that students are familiar with and have used as learning tools in their classrooms. These examples include but are not limited to IXL, Reading Eggs, Think Central, Moby Max, Odysseyware, Khan Academy, etc. With the support of these platforms, teachers will also utilize a variety of resources to engage students in learning activities and assess intended outcomes.

Students with access issues that cannot be overcome will receive paper instructional packets with similar materials. The hard copy learning packets will be distributed and collected approximately every two weeks to allow for monitoring of student progress and to provide feedback.

Teachers will be provided connectivity and devices as needed so that they may communicate with students on an online platform.

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

District/ PSA Response:

The majority of learning will be monitored by individual teachers, who will keep track of daily participation rates in lessons, return of learning, packets, etc., correspondence via email, text, Remind, logging into the online learning platforms, and the lessons assigned, or teaching videos viewed. Teachers will continue to use PowerSchool, or a pre-created Student Contact Log to document participation, concerns, and progress.

3rd Trimester grades will be issued in a Credit/No Credit fashion, or in a Pass or Incomplete fashion, allowing the students the opportunity to participate in the learning activities, and/or to take a final summative assessment for credit. Credit recovery, and the opportunity for summer school to enhance skills are also a consideration, if and when, the COVID-19 Crisis is clear.

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 following chart summarizes our estimated expenses associated with the implementation of our Continuity of Learning Plan. This information is approximate and could change as we move forward with implementation.

Additional Expenditures Associated with Implementation of the
MPPS Continuity of Learning Plan
April 17, 2020

Items Needed	Approximate Expense	Funding Source	Additional Information
Technology- Wifi extenders	\$5000 (\$1000 per device)	Bond Dollars	Devices installed at 5 buildings to extend the wifi reach into our parking lots to help families with access
Purchase of additional devices to distribute to families for distance learning	\$200 per device Estimated total = \$200,000	Bond Dollars	Unknown quantity -- would like to purchase at least 1000 additional devices
Replacement of lost/damaged devices	\$200 per device Estimated total = \$20,000	General Fund/Bond Dollars	Estimate 100 devices
Summer School Programming	\$22,000	General Fund/Title 1	Possible purchase of Think Stretch Books or something similar for students DK-5
Summer School Programming	\$5000	General Fund/Title 1	Additional OdysseyWare site licenses for students 6-12
Copy Costs	\$0.085 per copy Estimated total = \$5000	General Fund/Title 1/Project AWARE	We will have at least 50,000 additional copies due to our COL
Copy Paper	\$48.00 per case Estimated total = \$2000	General Fund/Project AWARE Grant	Based on purchase of approximately 40 cases
Replace lost books	Up to \$150 per book Estimated total = \$15,000	General Fund/Local Curriculum Grants	Approximately 100 missing books
Mileage for staff	\$0.575 per mile	General Fund/Project AWARE Grant	Employees traveling approximately 5000

	Estimated total = \$3000		miles
School supplies for students: pencils, paper, etc.	\$3000	General Fund/Project AWARE Grant	Unknown quantity at this time
Compensatory services	Approximately \$30 per hour per teacher Estimated total = \$15,000	General Fund	Approximately 500 hours
PPE Supplies (masks, gloves, hand sanitizer, disinfectant wipe, etc.)	\$5000	General Fund/Local safety grants	Unknown quantity at this time
Postage/Mailing expenses	\$10,000	General Fund	Additional mailings will happen due to the shift in instructional delivery
Approximate Total	\$310,000		

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:

Our district administrators, school board members, teachers and support staff members contributed to the development of this plan in the following ways: Frequent ZOOM Meetings, countless emails, Google Meet, texts, conversations, webinars. Individual meetings with teaching staff led by principals, administrative meetings led by the Superintendent, Department Meetings led by Department Coordinators in conjunction with administration.

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

District/ PSA Response:

Power School email blasts (Power Announcement Phone Calls/Texts) to both students, parents, and guardians, phone calls to check emails, a special notice in writing (mail) to the families of Seniors, and a constant social media presence.

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.

District/ PSA Response:

Our district's goal date to implement this "official" plan will be April 20th, 2020. However, our District started to enrich, extend, review, and engage with students and their families, immediately after the first closure was announced on March 13th, 2020. Though the week of March 30th to April 3rd, 2020 was considered Mt. Pleasant's "Spring Break," we sent home well planned DK through 8th grade packets on April 1st, which was a huge success, as we also were able to provide families with a hot sandwich on April 1st, and 950 family meals were served that day.

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 the continuity of learning from now until the end of the school year, CTE teachers will communicate in a mixed media format based on the needs of each student and will be using the above mentioned resource link in addition to current on-going learning profiles.

These resources are identified by individual CIP code and students will also be offered this opportunity as a part of the continuity of education plan as summer supplemental learning if needed for those preparing for a credential assessment.

Steps in place for credential assessments are:

- **Identification of eligible students**
- **Assess the need of each student**
- **Offer instruction necessary to bring each student up to state minimum requirement**
- **Assess readiness**
- **Offer assessment to students who upon passage, obtains certification**

Additionally, the counselors, HS principal and college representatives will continue to support these students as we have in the past. CTE certifications will be provided, if necessary, through the GI-TEC program.

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

District/ PSA Response:

Mt. Pleasant Public Schools have provided lunch to families, 5 days a week, beginning on March 16th, 2020. Lunch for the current day, along with breakfast for the following day, has been provided since that time. We have two building sites serving the lunch/breakfast combo daily, since March 16th, with the hot sandwich option being available each Wednesday beginning April 1st. We plan to continue with this service throughout the COVID-19 Crisis. Beginning the week of April 20, 2020, we will transition to delivering meals three times per week. Each day, every student will receive multiple meals.

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:

All Mt Pleasant Public Schools employees will be paid their contractual salaries/wages during this time. We are paying all of our hourly employees their average weekly compensation no matter if they work or not. We have asked for volunteers to come in be redeployed to do work that is essential to the implementation of our COL.

Additionally, our professional staff will be working directly with students and their families. All staff members will engage in the following activities: creating academic work (online and in packets), copying packets, helping with the distribution of academic packets, contacting students, offering social-emotional support to students and families, distributing meals, etc.

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

District/ PSA Response:

The majority of learning will be monitored by individual teachers, who will keep track of daily participation rates in lessons, return of learning, packets, etc., correspondence via email, text, Remind, logging into the online learning platforms, and the lessons assigned, or teaching videos viewed. Teachers will continue to use PowerSchool, or a pre-created Student Contact Log to document participation, concerns, and progress.

3rd Trimester grades will be issued in a Credit/No Credit fashion, or in a Pass or Incomplete fashion, allowing the students the opportunity to participate in the learning activities, and/or to take a final summative assessment for credit. Credit recovery, and the opportunity for summer school to enhance skills are also a consideration, if and when, the COVID-19 Crisis is clear.

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-gp.

District/ PSA Response:

Counselors will provide outreach by phone to all students that are referred by staff members. Concerns, referrals will continue via email from teachers, and they will continue using the internal Counseling Referral form. The Counseling Department will also share lessons, videos and activities related to socio-emotional safety via the District's Website and Facebook page.

The counseling team is establishing protocols and methodology for reaching out to students to provide support in the most appropriate and confidential platform that can be established within these unique circumstances.

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.

District/ PSA Response:

We are not currently engaged in this activity. We are open to assisting our GIRESD if necessary.

Optional question:

15. Does the District plan to adopt a balanced calendar instructional program for the remainder of the school year? Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?

District/ PSA Response:

At this time, we are planning to keep our 2019-2020 school calendar and our 2020-2021 school calendar in place. As we move forward with our association, we may consider investigating a balanced calendar in the future. Two of our Mt. Pleasant Public School elementary buildings currently operate on the Balanced Calendar system.

Name of District Leader Submitting Application: **Jennifer I. Verleger**

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: