



## **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
3. Plan 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: 4/10/2020

Name of District: Coldwater Community Schools

Address of District: 401 Sauk River Drive; Coldwater, MI 49036

District Code Number: 12010

Email Address of the District Superintendent: bogutht@ccscard.org

Name of Intermediate School District: Branch Intermediate School District

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.

Coldwater Community Schools assures that it will follow the requirements for the Plan for the remainder of the 2019-2020 school year.

## 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.

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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 Response:

The district plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Students without internet access will have access to instructional materials through a weekly instructional packet. All students will need access to materials including the learning packets, paper, and pencils. To the extent practicable, these materials will be made

available to families that need them. To the extent practicable, all students will have access to grade-level/course textbooks as needed to complete their work.

Full participation in the plan will be based on the instructional packets. The online learning platform will be used to create additional pathways and opportunities for communication, support, and connection. Students who do not participate in the online learning platform will not be penalized.

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 Response:

Teachers will maintain a mentor log of all communication with students and/or parents. Teachers will make multiple attempts to engage in two way communication on a weekly basis. Teachers will be expected to make contact with every student at least one time during the week. This may be done through the use of technology on district approved and supported platforms such as Google Hangout or E-mail or other forms of virtual meeting or through weekly phone calls.

Additional support and outreach will be provided for students and families. Support staff will be engaged in activities to keep students at the center of educational activities by continuing to build relationships and maintaining connections.

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

District Response:

Teachers will survey families to determine their preferred main mode of delivery. For students without technology, the main mode of delivery will be through hard copy instructional packets. These packets will be developed with each grade level in mind, allowing for differentiation of work as necessary to meet students' needs. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided electronically, available for pick up during the meal distribution program, and mailed to the students as needed. Teachers will be accessible for synchronous instruction and asynchronous instruction on a regular basis.

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

District Response:

Teachers will check for understanding through multiple forms of formative assessment, and through multiple timeframes, depending on the content delivery.

Teachers will maintain a mentor log of all communication with students and parents. It is expected that teachers will attempt to engage in two way communication at a minimum on a weekly basis.

Teachers will discuss the learning packet and provide feedback to the student during their weekly phone call, virtual meeting, or email. Teachers will monitor student access and assignment completion on a regular basis. Teachers will provide feedback to students on assignments. Teachers will differentiate instruction and support 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 Response:

Budget would include:

Purchase of learning packet supplies such as paper, notebooks, pencils, pens, envelopes, ziploc bags, labels, reading materials, etc.

Printing costs (paper and machine copy cost)

Mailing costs (notecards, postcards, envelopes, postage)

Personnel time for printing, preparing and delivering

Fuel cost - mileage

Cost of online instructional platform and any related software/websites if applicable

Replacement costs for technology devices (as needed)

Sources:

General funds

Title I

31a

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

District Response:

All stakeholders were involved in the development of the plan. District and building administrators collaborated for initial input. Building administrators collaborated with building staff for additional input and brought the information back to district administrators to collaborate. Representatives from additional stakeholder groups reviewed the plan to provide feedback. 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 Response:

The plan will be communicated through a district robocall and it will be dispersed through email. The plan will also be posted to the district website.

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 Response:

The district will begin implementation of the Plan no later than Tuesday, April 21, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act of 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 Response:

For our students in dual enrollment courses we will be working with the provider to determine next steps. To the extent practicable, we will ensure that the students have the appropriate materials and support to complete those courses. The students will be given the option to convert their grade to credit or incomplete.

Administrators and counselors will collaborate with the BISD Early College & Career Development Administrator to maintain regular contact with students who are enrolled in any postsecondary dual enrollment course. Prior to the school closure on March 13, students were provided Chromebooks if needed so that they could transition to distance learning. If a student does not pass a dual enrollment class or if a student is unable to complete a dual enrollment class, they will not be charged for the class for this semester.

For students in CTE programs 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. To the extent practicable, the district will ensure the student has the necessary resources when needed.

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

District Response:

We began our food distribution program on March 16, 2020. "Grab and go" breakfast and lunch bags are available for families on Monday and Thursday from 11 AM-1 PM. The two-day a week distribution schedule was implemented after the first week of daily distribution in order to help families with the gas expense associated with picking up food on a daily basis. On Mondays,

families receive three servings of breakfast and three servings of lunch for every child; those meals are for Monday, Tuesday, and Wednesday. On Thursdays, families receive four servings of breakfast and four servings of lunch for every child; those meals are for Thursday, Friday, Saturday, and Sunday.

Food distribution locations are at Jefferson Elementary School (Vans Ave. parent loop) and Legg Middle School (Western Ave. parent parking lot). There is no cost to families for this food or service and it is available to all students.

During weekly communication with students and families, teachers will promote the food distribution program. Teachers will notify building administrators when additional needs are identified. Feeding our students is a top priority for our district.

The district will communicate any changes in our food distribution schedule through district-wide robocalls and emails by the superintendent. Information regarding the food distribution program will also be posted on the district website.

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 Response:

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 the collective bargaining agreement. Redeployment for meaningful work in the context of the plan may include outreach to students and families, professional learning, assembly and delivery of packets, support for the food distribution program, and other tasks as assigned to support the implementation of the Continuity of Learning Plan and the infrastructure of the district.

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

District Response:

Teachers will maintain an electronic mentor log of all communication with students and parents. It is expected that teachers will engage in two way communication on a weekly basis. Teachers will monitor student wellness, engagement, and completion of assignments. Inconsistent completion and/or communication with a student and/or parent will be communicated to the principal or behavior support staff level to develop a plan to connect with the student and family. Additional support and outreach will be provided for students and families to the extent practicable. Additional support agencies may be sought to make these connections (DHHS, Behavioral Health, etc.).

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 Response:

While teachers are making weekly phone calls and engaging with students virtually, they will monitor and assess the mental health needs of students and families. If a need is presented, the teacher will communicate that need to the principal or behavior specialist to make the necessary follow-up. Behavior support staff will help connect the family to outside agencies to help meet their needs. The principal will hold weekly meetings with staff to identify any additional students or families in need. Families will also be encouraged to utilize the district's Telehealth program to access additional medical and mental health supports as needed, as well as the county's 211 service. The district will develop a survey so that families can reach out at any time if they need help.

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 Response:

Coldwater Community Schools is collaborating regularly with the Branch Intermediate School District and the early childhood community to identify community needs. At this time, the district is not needed to support children of essential community workers. If at any point it is necessary to mobilize disaster relief child centers, the district will support the efforts of the BISD by providing the use of the district's Lincoln Learning Center and by engaging the district's early childhood and child care staff.

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 Response:

Coldwater Community Schools does not plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 or 2020-2021 school year. We are in the midst of a variety of bond projects which include extended construction projects that are scheduled to be completed each summer.

We do intend to begin the 2020-2021 school year prior to Labor Day.

Name of District Leader Submitting Application:

Terry Ann Whelan, Superintendent

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District website: