

**Continuity of Learning and COVID-19 Response Plan (“Plan”)
Assurances**

Date Submitted: April 8, 2020

Name of District: Ewen-Trout Creek School District

Address of District: 14321 Airport Road, Ewen, MI 49925

District Code Number: 66045

Email Address of the District: dradovich@etc.k12.mi.us

Name of Intermediate School District: Gogebic Ontonagon 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: Ewen-Trout Creek School District

Address of District: 14312 Airport Road Ewen, MI 49925

District Code Number: 66045

Email Address of the District Superintendent: dradovich@etc.k12.mi.us

Name of Intermediate School District: Gogebic Ontonagon 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:

- **Blended Educational Approach** - Ewen-Trout Creek School District will utilize a blended approach to provide educational opportunities to our families. Teachers will use Google Classroom as the primary platform to maintain continuity from K through 12. Additional means of communication will include the Google Meet, the school web page, Facebook page, Class Dojo, MobyMax, Odysseyware, and Unique Learning Systems. Teachers will ensure that the same material is covered in both the online platform and the packets. Our primary goal is to provide support to our students and their families. At no time should the Plan create more stress in their lives at this already stressful period. Students who are unable to fully participate in this plan will not be penalized in any manner.
 - Students will need the following materials for our Continuity of Learning Plan:
 - Internet Access and a device to access the internet
 - OR, teacher provided packets mailed every two weeks and phone service
 - Workbooks, pencils, paper, flashcards will be provided if needed.
- **Internet Accessibility** - We have conducted a survey to determine internet and device accessibility and are working to remove barriers for our students.
 - Devices - If a family does not have a device, Chromebooks or iPads will be provided for student use for the remainder of the year.
 - Internet Need- The survey has helped us determine the internet need for families
 - Existing Internet - All internet options will be communicated to our families.
 - The District has established a wifi access site on the north end of our building. Families can remain in their car and access the school wifi.
 - The McMillan Twp. Library has wifi which can be accessed from outside of the building.
 - The GOISD has opened up their guest wifi in two locations in our district, Ewen and Bergland.
 - The GOISD is purchasing a mobile hotspot which will provide access to our outlying communities on a set schedule.
 - New Internet Service
 - The District is working with Spectrum/Charter to establish internet service for families in their service area for two months free of charge through their COVID-19 plan.
 - Additionally, we are working with Northern Michigan University to provide internet service for the remaining families.
- **K-12 Schedule for Live Meetings** - We have established a K-12 weekly schedule to identify each teacher's planned time for Google Meetings or other live interactions with their classes to ensure we are not overloading device and internet capabilities for each family. This will also provide structure in the learning day for families. We will be using Google Meet with the grid extension as this provides the most security for your students. We will not use Zoom.

- **Schedules** - Each teacher will create a weekly schedule identifying the class routine. This will include Google Meet class time, assignments through Google Classroom, links to view educational materials and videos, as well as assignments through their existing online educational materials such as Accelerated Reading (which we have made it possible to test on their home wifi rather than the school's for the remainder of the year) and Math. Each assignment will be given on a particular day of the week so students know what to expect each week.
 - **Packets** - Packets of schoolwork will be mailed every two weeks to students with no access or if the teacher is working on a special unit. The packets will be something that the student can complete with no additional help at home as help may not be available. Packets will not be returned to the school to prevent the spread of the virus. Instead, parents/students will take a photo of the completed work and send it to the teacher for feedback. If that is not an option, the teacher will call the student, review the completed work, and provide feedback.
 - **Student Engagement** - Student engagement will be tracked through Powerschool. Learning opportunities will be entered as "assignments". If the student participates they will be marked as "engaged". If they do not participate, they will be marked as "not engaged". Teachers will make a continuous, ongoing attempt to engage the student and record every attempt in a Google document. Students and families will not be penalized for their lack of engagement. We will track disengagement to determine if extra supports are necessary when we are back in school. We are working on an incentive program to encourage all students to participate.
 - **Gogebic Community College** - The District has reached out to the college to receive notice if our Dual enrolled or 5th year students are struggling. We will monitor their progress and provide support to ensure success.
 - **Credit Recovery** - We will continue to monitor the students working on credit recovery through Odysseyware. Email reminders and phone calls will be made to provide assistance where necessary.
 - **Special Education** - The lead special education teacher, along with the ISD Special Education staff will work with the resource room teachers to create an appropriate plan for each student following the IEP goals. Resource room teachers will reach out to their students through email, phone calls, and Google Meets to provide the support needed to be successful during our time of remote learning. They will establish Google office hours to allow students and parents to reach out daily if needed.
 - **504 Plans** - All students with 504 Plans will be provided required accommodations whenever feasible. The paraprofessional providing extra support prior to the school closure will work with the student through scheduled Google Meets.
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:

- **School Meals** - The District will continue to ensure basic needs are met by providing free meals to any child, 18 and under. **beginning on Tuesday, April 14th.** Bags with five breakfasts and five lunches will be available for curbside pickup between 11:00 a.m. and 2:00 p.m. Families will call 906-813-0620 to get on the list. They will drive up to the curb by the main door, signal the amount of children they need meals for, and a staff member will bring the bags out. Families will not get out of the car. Delivery arrangements will be made for families unable to pick their meals up.
- **Panther Den** - Clothing, footwear, and basic hygiene items will be provided to families at any time if needed. They may contact the school via phone or email and indicate sizes and items. We will gather the items from our school clothing closet, the Panther Den, and make arrangements for pick up of delivery.
- **Google Meetings** - The primary focus of the Google Meets will be to allow the students the opportunity to see and talk with their teachers and classmates. Google Meets will center around the students. Conversations may deviate away from the plan if the social emotional needs of the student/s deem that necessary. A regular schedule will allow students to adjust to this long period of “Shelter at Home” as well as help parents in their efforts with their children. Teachers will continually assess stress levels visually, through emails and phone calls, and through a lack of engagement. Concerns will be reported to our current mental health providers.
- **Google Office Hours** - All teachers will designate set Google Office Hours to be accessible to parents and students.
- **Mental Health Support** - The two providers contracted through Dial Help, along with the GOISD providers will establish a support system to provide services remotely for the students already on their caseload. They will also create a system through which families and new students can access their services during this time. They will adhere to all confidentiality guidelines during all communication.
- **Communication** - The District will communicate frequently with all stakeholders through a variety of platforms, and be available to address concerns and questions. Schedules and plans will be posted to our webpage. General announcements will be posted to our Facebook page. Student/family specific announcements will be distributed through our Powerschool announcement system via email, text, and phone call. Teachers will communicate class specific information through Google Classroom, Class Dojo, email, and phone calls.

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

District/ PSA Response:

- As outlined above, the District will use Google Classroom as the common platform. Within that platform, each teacher will provide educational opportunities through a variety of methods, most of which have already been established.
- These include but are not limited to:
 - Google Meetings

- Emails
- Phone Calls
- Everyday Math Curriculum website(K-6) which includes student journals in digital format, the student reference book in a digital format, a digital tool kit, tutorial videos, and math games. Paper journal and flashcards also available.
- xtramath.org, moby max, and prodigy
- Khan Academy
- Recording of the teacher teaching a lesson
- Oakland Curriculum for social studies and others
- Related Youtube and Teachertube videos
- Splash Learn
- Accelerated Reading
- Mystery Doug and Mystery Science
- Epic
- Powerpoints, guided notes, cooperative learning assignments
- Read-alouds
- Portfolios
- All topics covered online will have related material in print if needed.

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

District/ PSA Response:

- Establishing a weekly schedule will provide activities which will be tracked through Powerschool. Student engagement will be recorded for each activity. Feedback will be provided for assignments in Google Classroom and photos of packet work emailed to the teacher. Feedback will be in the form of reteaching, suggesting corrections, and reinforcement, NOT letter grades. Phone calls will be made to students requiring additional guidance.

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:

| Additional Expenses | Amount | Revenue Sources |
|----------------------------|---------------|---------------------------|
| Postage | 858.00 | General Fund |
| Technology/Equipment | 7,470.00 | Title I/REAP |
| Technology/Connectivity | 600.00 | General Fund |
| | | |
| Food Service Supplies | 550.00 | Food Service/General Fund |
| Food Service Delivery | 1,000.00 | Food Service/General Fund |

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:

- A team comprised of the Superintendent, Principal, School Board of Education, Union President, School Counselor, Food Service, School Success Coach, Teachers, Support Staff, and various GOISD personnel worked collaboratively to develop this plan from the first day of the mandated closure. The Superintendent informed board members and staff members of every update from the Governor, Michigan Department of Education, Thru Law, and the GOISD. The following planning sessions and meetings took place to address the closure and work on our Plan. All stakeholders had input.
 - 3/17 - GOISD Administrators' Meeting (Zoom)
 - 3/18 - E-TC Ad Council Meeting
 - 3/18 - Met with the head of the Teachers and Support Staff Unions
 - 3/19 - Ad Council attended Governor's Teleconference
 - 3/25 - Board of Education Meeting (Google Meet)
 - 3/26 - Admin. Zoom Meeting
 - 3/26 - GOISD/LEA Weekly Update (Zoom)
 - 3/27 - County-wide COVID planning meeting
 - 4/1 - Special Board Meeting (Google Meet)

- 4/2 - Ad Council Meeting
- 4/3 - E-TC Staff Meeting (Google Meet)
- 4/6 - GOISD Administrators' Meeting to work on plans
- 4/6 - Superintendent and Principal met and worked on Plan
- 4/7 - Elementary Teachers' Planning Meeting
 - Teachers submitted individual plans to Principal
- 4/7 - Food Service Meeting
- 4/7 - Superintendent and Principal met
- 4/8 - E-TC Staff Meeting
- 4/8 - Special Education Planning Meeting

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

District/ PSA Response:

- The District will utilize the Powerschool announcement system to send an email detailing the plan along with a letter from the administration. An abbreviated announcement will be sent via text and voicemail. The plan will be posted to our website and our Facebook page. Teachers will share their specific grade/subject plans with each class through Google Classroom and student and parent email.

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:

- Ewen-Trout Creek will begin instruction on Monday, April 13th. Communication with parents and students as well as test Google Meetings have already occurred this week in preparation for the 13th.

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:

- Communication has already been established with Gogebic Community College to determine status of current Dual Enrolled Students and Fifth Year Students. Our students typically can only do dual enrollment through the online platform, Moodle, due to

distance from campus. That will remain the same with phone calls with support if necessary.

- Our CTE courses, Welding, CNA, Agriculture, and Accounting, will be monitored and completed with the assistance of the GOISD teaching staff. A summer extension will be provided to ensure successful certification for the programs offering such. *See attached CTE Plan provided by GOISD.

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

District/ PSA Response:

- **School Meals** - The District will continue to ensure basic needs are met by providing free meals to any child, 18 and under, beginning on Tuesday, April 14th. Bags with five breakfasts and five lunches will be available for curbside pickup between 11:00 a.m. and 2:00 p.m. Families will call 906-813-0620 to get on the list. They will drive up to the curb by the main door, signal the amount of children they need meals for, and a staff member will bring the bags out. Families will not get out of the car. We have collaborated with our School Success Coach to arrange delivery for families unable to pick their meals up.

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:

- The District has continued to pay school employees while student learning occurs remotely. The paraprofessionals will be involved in the Plan by providing support to teachers where needed and reaching to the students they normally work with. Teachers will adhere to the previously outlined expectations.

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

District/ PSA Response:

- Teachers will track and monitor student engagement through Powerschool entries. They will continue to encourage engagement through emails and phone calls, while documenting every attempt. If student contact cannot be established, teachers will reach out to parents. A referral will be made to the counselor to provide support if there is a continued lack of engagement.

13. Please describe how the district will provide mental health support to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

- The District will provide mental health support to pupils in the following ways:
 - The school counselor will establish a dialogue with her existing clients.
 - Lessons on social/emotional learning and college/career exploration will be shared in the appropriate Google classrooms.
 - Community and national mental health resources will be shared in Google Classrooms and emailed to students and parents/guardians.
 - The counselor will be available for individual counseling of new students via Google Meets.
 - Mental health activity packets will be provided as needed

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:

- Childcare is currently available through the ISD in Ontonagon as there is a hospital there.
- The District will support the efforts of the ISD to mobilize disaster relief child care centers by utilizing the previously determined list of essential employees. The employees will provide childcare for the children of essential employees within a district facility, adhering to state/district health guidelines if necessary.

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/ PSA Response:

- The GOISD sets the calendar for the consortium of schools on the western end of the Upper Peninsula. No decision has been made at this time.

Name of District Leader Submitting Application: Patricia Witt/Dave Radovich

Date Approved: 4/9/2020

Name of ISD Superintendent/Authorizer Designee:

Alan R. [Signature]

Date Submitted to Superintendent and State Treasurer:

4/14/2020

Confirmation approved Plan is posted on District/PSA website: