

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

Date Submitted:

Name of District: Breitung Township Schools

Address of District: 2000 Pyle Drive, Kingsford, MI 49802

District Code Number: 22030

Email Address of the District: callen@kingsford.org

Name of Intermediate School District: Dickinson-Iron 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:

Name of District: Breitung Township Schools

Address of District: 2000 Pyle Drive, Kingsford, MI 49802

District Code Number: 22030

Email Address of the District Superintendent: callen@kingsford.org

Name of Intermediate School District: Dickinson-Iron ISD

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:

The District plans to use a hybrid model of instruction with a mixed media delivery approach. Each building will use hard copy instructional packets and online learning platforms, video conferencing, project based learning and social-emotional support. Any materials will be supplied as necessary. Families that have the inability to participate will not be penalized. Specifically, each building will incorporate the following:

WES - Staff in grades EK-4 will create what we are calling Continued Learning Resources (CLRs). These CLRs focus on an offline approach to reach all students. Families have the option of downloading the CLRs from a central repository, picking-up a printed CLR, or having one delivered to them. Each student will be contacted during the week using the best approach for that family. This approach could be, but not limited to, participation in a Zoom/Hangouts Meet opportunity, email, text, phone call, and/or conference call.

KMS - All families were provided a collection of optional learning resources on March 19 for the initial shutdown. The Governor's executive order to suspend all face to face learning was announced on April 2. Administrators and teachers have been working diligently to develop a continued learning plan. Teachers in grades 5-8 are surveying all students to assess technology capabilities. Beginning Monday, April 13 and continuing each week thereafter, all teachers in grades 5-8 will provide suggested learning activities using Google Classroom. Many will connect with students via Hangouts and Zoom. For those students who do not have access to technology, continued learning resources will be provided on a weekly basis.

KHS - All families received a letter that explained the school closure as well as optional learning resources. Administrators and teachers have been working diligently to develop a continued learning plan. Teachers in grades 9-12 are gathering information to assess technology capabilities. Beginning Monday, April 13 and continuing each week thereafter, all teachers in grades 9-12 will provide lessons or learning activities that support previously taught content. Digital resources like YouTube, Khan Academy, Google Classroom, Google Meet, Zoom, and Schoology will be used. For those students who do not have access to technology, continued learning resources will be provided on a weekly basis.

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:

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 (for those that have access) such as Hangouts Meet or other forms of virtual meetings or through weekly phone calls. For students with technology access teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, private Facebook groups, virtual recordings, Moodle, etc.), with an emphasis on continuing to build relationships and maintain connections. For students who do not have access to technology, teachers will utilize an alternative approach that will build relationships and

maintain connections. We will encourage relationships between students. Specifically, each building will incorporate the following:

WES - All students in grades EK-4 will be contacted by their teacher during the week using the best approach for that family. This approach could be, but not limited to, participation in a Zoom/Hangouts Meet opportunity, email, text, phone call, and/or conference call.

KMS - All students in grades 5-8 are assigned to a prime time classroom under the direction of a prime time teacher. The prime time teachers have connected with each of their prime time students via phone or computer. Families received a letter on April 6 in an effort to inform, answer questions and provide support. Parents will receive a second letter on April 12 outlining the rollout of the Continued Learning Plan beginning April 13.

KHS - All students are assigned to a specific Guidance Counselor as well as an English Class homeroom. The counselors and teachers have connected with each of their students via phone or computer. Families received a letter on April 7 to serve as a Q & A guide and will receive a follow-up letter on April 12 that outlines the Continued Learning Plan to begin on April 13.

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

District/ PSA Response:

WES - Each week in the elementary (EK-4) educators will develop what is known as a Continued Learning Resource (CLR). This CLR can be accessed digitally or in a printed fashion. Each day focuses on a key content area that can be completed offline so that all students have equal access to work on and complete the material. The printed CLRs can either be picked up by parents or delivered to them depending upon need.

KMS - Teachers will deliver content through the use of Google Classroom. Those who do not have access to technology will receive a hard copy of the weekly learning resources.

KHS - Teachers will deliver content through the use of digital resources like YouTube Khan Academy, Google Classroom, Google Meet, Zoom, and Schoology. Those who do not have access to technology will be provided technology access or will receive a hard copy of the weekly learning resources.

4. Please describe the district's plans to manage and monitor learning by pupils. Specifically, each building will incorporate the following:

District/ PSA Response:

For students without technology access, learning packets may be distributed and collected as necessary each week. Teachers will review the learning packet and provide feedback to the student during their weekly contact. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if required. For students with technology, teachers will monitor student access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed (or on a daily basis). Teachers will differentiate instruction within the platform to meet each student's needs.

Powerschool will be used to record contact for students in the system.

WES - For the remainder of the school year, teachers will structure their learning activities through Continued Learning Resources (CLR) to review and enhance the learning prior to the suspension of face-to-face instruction. Teachers on a weekly basis, will meet with families to monitor learning and assist with questions. Students unable to participate for circumstances beyond their control will not be held responsible. All lessons are expected to be simple, engaging and enjoyable for the learners.

KMS - For the remainder of the school year, teachers will structure their learning activities as review and enrichment of standards taught prior to the shutdown. Students will be expected to check in with their teachers on a weekly basis so teachers are able to monitor learning and assist with questions and build relationships. Students unable to participate for circumstances beyond their control will not be held responsible. Grading will be pass/fail. All lessons are expected to be simple, engaging and enjoyable for the learners.

KHS - Learning will be mainly based on previously taught concepts for the remainder of the year. In certain classes basic foundation principles will be taught to prepare students for future classes ie. Algebra I to prepare for Algebra II. Grading will be based on a pass/fail basis. All students will have the opportunity to demonstrate proficiency of previously taught concepts. Students will be expected to check in with their teachers on a weekly basis so teachers are able to monitor learning and assist with questions and build relationships. Student participation will be recorded although no student will be held responsible if circumstances prevent the student from completing the provided coursework. All lessons are expected to be simple, engaging, and enjoyable for the learners.

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:

There will be no additional expenditures associated with the Plan. Any expenditures that will occur are already budgeted or will be adjusted from other areas in the budget, not adding any additional expenditures to the overall 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:

District leaders have been working diligently to develop a continued learning plan. Staff members have been involved through digital staff meetings, as well as department and grade level meetings. In addition, each building has established a representative Continued Learning Plan leadership team. Board members have been involved through informational updates and communications from the Superintendent. The Superintendent and union representation has phone conversations regarding details of the plan as it applies to their members.

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

District/ PSA Response:

Parents, guardians, and students will all be notified of the plan through the use of digital communications like School Messenger email, the school district Facebook Page, building level Facebook Pages, and the District Website. In addition, a mailing will go out to families without access to the digital methods of communication.

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:

The plan will be communicated to parents, guardians, and students on Sunday, April 12, 2020. The plan will begin on Monday, April 13, 2020. The district used the 13 days as authorized by the State Of Emergency by Governor Whitmer and will use the additional 5 days authorized for professional development. Therefore, the district is in line to end their school year as planned, fulfilling the state-mandated 180 days of instruction.

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:

Northern Michigan University, Bay College, the DIISD Technical Education Center, and all online vendors have been in communication with Kingsford High School. Our plan is sensitive to the needs of the students and responsive to the requirements of each individual organization. All classes have been moved to an online format and will be able to be completed. Guidance Counseling staff has been available to students and families to assist with this transition. Any resources or support that are needed have been or will be provided to the students.

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

District/ PSA Response:

The District will continue to provide food distribution to eligible pupils using the same schedule that has previously been used (Monday, Wednesday, and Friday distribution). We will send out weekly updates of the schedule to our students and parents via School Messenger every Sunday and will also update our home webpage with the upcoming current week's schedule for notice to the public. The Dickinson-Iron ISD will also be sent the weekly schedule so they have the information to update their home webpage. If the weekly distribution schedule changes in the future students and parents and the Dickinson-Iron ISD will be informed of this change.

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 will continue to pay all school employees while redeploying job duties to provide meaningful work in relation to the Plan. Administrators will provide guidance and support of the Plan and will perform their normal job duties remotely or on-site as needed. They will be in contact with staff, students, State organizations, and local school districts to continue the smooth operations of their department, school building and district. Teachers will work as detailed in the Plan. Para pros will be used to support the implementation of the Plan including duties, but not limited to, making copies of instructional packets, providing support for student follow-up in the manner of making phone calls or meeting digitally with students, and helping with the distribution of instructional materials. Clerical staff will perform normal job duties either remotely or on-site as needed. Maintenance/Custodial staff will work in buildings to provide a safe environment for all staff. Business office staff will perform normal job duties either remotely or on-site as needed. Technology staff will assist all staff with technology needs either remotely or on-site as needed. Any other professional and nonprofessional staff not listed above will perform job duties as detailed in the Plan. We are creating a document with the expectations of every employee classification.

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

District/ PSA Response:

Student participation will be recorded, although no student will be held responsible if circumstances prevent the student from completing the provided coursework. All lessons are expected to be manageable, engaging, and enjoyable for the learners.

If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of communication with students and parents. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Powerschool will be used to enter contact for students in our system.

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:

Teachers will be the first level for engaging students with social/emotional learning. While teachers are making weekly contacts they will monitor and assess the needs of students and families. Each school has Social Workers or Guidance Counselors who are available to students for any social or emotional needs. Based on teacher feedback or principal recommendations Social Workers or Guidance Counselors will reach out to individual students and families to determine what they may need. In addition, these individuals will provide for office hours by phone, e-mail or other communications. Also, the district employs a School Success Worker and a Behavior Integration Specialist to support the needs of our students. These individuals work with our teaching staff as well as coordinating community agencies to support the needs of students when appropriate.

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:

The District's child care center is available to provide child care to essential workers if needed. We have worked with the Dickinson-Iron ISD to be included on the list of participating child care centers to provide this support.

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:

At this current time we will continue with the days planned and approved with our union contract which also satisfies the executive order as outlined.

Name of District Leader Submitting Application: Craig Allen

Date Approved:

Name of ISD Superintendent/Authorizer Designee:

Date Submitted to Superintendent and State Treasurer:

Confirmation approved Plan is posted on District/PSA website: