



Columbia School District

Continuity of Learning and COVID-19 Response Plan

As a result of COVID-19 and the closing of school buildings for the 2019-2020 School Year, Columbia School District has developed this Continuity of Learning and COVID-19 Response Plan in order to provide our students with excellence in education. Although the Columbia School District buildings are closed and our teachers are not providing in-person instruction, the Columbia teachers and administrators are dedicated to providing our students with continued learning.

Columbia School District will provide instruction at a distance using a variety of methods that meet the needs of our students, including printed materials, phone contact, email, virtual learning, or a hybrid model to ensure a positive learning experience for our children.

The Columbia School District Continuity of Learning and COVID-19 Response Plan contains the Assurance Document, Budget Outline, and Continuity of Learning Plan. This Plan is being submitted to the Jackson County Intermediate School District in satisfaction of the Governor's Executive Order (EO 2020-35).

Guiding Principles:

Student Focused:

- The Columbia School District Continuity of Learning and COVID-19 Response Plan focuses on the students of Columbia Elementary, Columbia Upper Elementary, Columbia Central Jr - Sr High, and Options High School.
- Staff members will use intentional outreach strategies to continue building relationships and maintain connections in order to help students feel safe and valued.
- Staff members will plan for student learning by building on students strengths, interests and needs, and use this knowledge to positively affect learning.
- Staff members have established student centered routines and structures for consistency and for the balancing of think time, work time, and play time for health and well-being.
- Staff members will contact families in a partnership to support student learning through ongoing communication and collaboration.

Equity and Access:

- Columbia School District is dedicated to equity and access for our students.
- Columbia School District has focused on planning and delivering content in multiple ways so that all students can access learning.
- Teachers will review content from the first three quarters of instruction. New content will be presented as a challenge or enrichment. The content based upon their knowledge of each student, content area standards, and the Michigan Merit Curriculum.
- Teachers will use a flexible approach to instruction by using various tools and resources that will be available to students. Alternate modes of instruction will include the 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.
- Columbia School District puts a priority on partnering with families. Teachers will work to engage families to help support their students as they access the educational learning opportunities.

Assess Student Learning:

- Columbia School District teachers will work to manage and monitor the plan for student learning to focus on what is next for the children including the potential

need for summer and supplemental learning.

- Teachers will use a variety of strategies to monitor, assess, and provide feedback to students about their learning.
- Teachers will use previous formative assessment results to guide their reflections of the effectiveness of their instruction and facilitate the direction for additional student learning.
- Communicate with families about previous assessment results in order to inform next steps and the potential for supplemental summer learning.

Assurances Document

Date Submitted: Thursday, April 9, 2020

Name of District: Columbia School District

Address of District: 11775 Hewitt Road, Brooklyn, MI 49230

District Code Number: 38040

Email Address of the District: Pamela.Campbell@myeagles.org, or
Monika.Cook@myeagles.org

Name of Intermediate School District: Jackson County Intermediate School District

The Applicant hereby provides assurance it will follow the requirements for a Plan for the remainder of the 2019-2020 school year:

- A.** Applicant assures that all student learning will take place under the direction of a teacher of record for each student enrolled in the district.
- B.** 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.
- C.** Applicant assures that the Plan was developed in collaboration with district administrators, school board members, teachers, teachers, and local bargaining units.
- D.** Applicant assures that food distribution has been arranged for or provided for eligible students.

- E.** Applicant assures coordination between applicant and the Jackson Intermediate School District.
- F.** Applicant assures that to the extent practicable the District will in good faith provide students with IEPs or Section 504 Plans the opportunity to participate in learning consistent with existing plans.
- G.** 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 website.



Columbia School District Continuity of Learning and COVID-19 Response Plan

In accordance with Executive Order 2020-35 the Plan must include the following parts:

- 1. Please describe the methods the District will use to provide alternate 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.**

Columbia School District acknowledges that all of the students and families we serve are diverse, as are our students with disabilities. Because of this, learning opportunities will differ based on individual student needs. To the greatest extent possible, our District will strive in good faith, and to the extent practicable, to provide equal access to alternative modes of instruction to students with disabilities for the remainder of the 2019-2020 school year. Learning will be designed in collaboration between general and special education teachers, and special education service providers, in order to provide accessible options and materials that have been accommodated to meet individual student learning needs. Staff will be supporting students through multiple modalities, and multiple forms of resources will be utilized to ensure connections are maintained and that students are engaged in academic learning at their individualized level, as well as meeting their social and emotional needs during this time of crisis. This plan will be fluid in order to meet the unique needs of all students and may be redesigned as we continue to support student learning in these unprecedented times.

- 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.**

Columbia School District teachers will be using compassion over compliance. We will make every effort to reach students and families via Google Classroom, email, google meet, phone calls and mailing resources. Senior celebrations, announcements and teachers and staff will connect via social media such as closed Facebook groups. Counseling resources will be offered on a consistent basis. Counselors will author the "Be Nice Blast" and "Mindfulness Moments" on a regular basis for our students.

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

All pupils will receive learning opportunities through Google Classroom/Google Meet, mailed packets, teacher created websites, closed Facebook groups and email. Reading interventionists will be doing individualized instruction via google meet and recorded. A phone call or email will also be used when appropriate.

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

District teachers will monitor and provide feedback for all student learning through online programs; iReady, Odysseyware, TSGold, Khan Academy, MyOn and Google Classroom. Teachers will provide feedback on any packet assignments that are submitted back to them electronically.

At this time, the district will not accept paper packets back into the buildings due to CDC safety guidelines. Teachers will give students feedback over the phone if they are unable to electronically submit the paper packet.

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

Additional expenses to implement the Plan will be paid through the District's General Fund. Mailing educational resource packets to the pupils for the remainder of the school year and additional laptops for teachers are the source of the additional expenses.

The expenses include:

- Postage - \$8,000
- Envelopes - \$500
- Printing (paper & ink) - \$6,000
- Teacher laptops \$9,000
- Hot spots for online students and teachers 30 @\$39.99 for three months \$3600

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

The district administrators, teachers, and board members developed the Plan through phone calls, email, and Zoom and Google Meet meetings.

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

Students and their families will be notified via email, phone calls, US mail, the District website, and social media.

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.

The implementation of the plan will begin on Monday, April 14, 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.

Our Career and Technical Education (CTE) students attend the Jackson Area Career Center (JACC), which is part of the Jackson County ISD (JCISD) programming. The JCISD's COL Plan will include information as to how learning will continue for these students. The JCISD Plan will ensure students that want to complete their certifications or credentialing will be provided the opportunity to do so either from a distance or through in person instruction during the summer/fall.

Students enrolled in dual enrollment courses will receive online assistance from their instructor and our school counselor as a liaison. Jean Logan, Director of Jackson County Early College, Chris Kimball, Navigator, and course instructors and will continue to assist students taking Jackson County Early College classes. All of these classes are held online. The College and Career Access Center continues to provide guidance to students through virtual support.

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

Columbia School District will continue to provide meals for our students and their families. Meals will be ready for pick up Mondays, Wednesdays, and Fridays at Columbia Elementary School from 9 am to 11 am observing physical distancing guidelines. On Mondays and Wednesdays, students receive meals for two days and on Fridays meals are provided for the following three days. Columbia School District has partnered with the Brooklyn Food Bank to publicize the availability of supplemental groceries on Tuesday and Thursday from 10 am to 2 pm. The communication for the CSD food program and the Brooklyn Food Bank supplemental groceries has been through social media, email, text and CSD website posts.

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.

The district is continuing to pay school employees and re-assigning duties as needed per the Superintendent's direction.

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

Teachers will monitor all students who check into their google classroom to ensure they are engaging in learning. Many of the programs we will be using in Google Classroom create logs of student engagement and time on task. These programs include, iReady, Khan Academy, ESGI, RazKids, MyOn with RenPlace, and Odysseyware. All students who are not engaging will be mailed a packet. Students will be encouraged to submit their packets online. If a student is unable to submit their packet online, the teacher will call the student and provide feedback. Follow up with the students not engaging in the online platform will take place with phone calls, emails, texts, Google Meet and other various communication tools.

- If a student in 7th through 12th grade had a 58% or better on March 13, 2020, they will not receive a lower grade, but they may improve their grade by contacting the teacher. The teacher will provide coursework and learning activities that are required to improve the grade.
- If a student in 7th through 12th grade had a 31% or better in a course for their third quarter grade (as of March 13, 2020), they will be provided an opportunity to improve up to one letter grade. If a student is interested in improving their grade,

he or she must contact their teacher. The teacher will provide coursework and learning activities that are required to improve the grade.

- If a student in grade 7th through 12th grade had a 30% or lower in the course (on March 13, 2020), they must make up the class to earn credit by completing one of the following:
 - Summer school
 - Taking 8th hour next school year
 - Repeating the class next school year
 - Seniors will also be given the option to complete a capstone project.

All assignments used for credit must be completed and handed in by June 5, 2020.

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

Mental health support is being provided by our district school counselors through regular contact with students and their families. The district has mental health resources available on our website and utilizes outside resources as needed. Our counselors will each have a Google Classroom site available for all families to access. Columbia School District has planned how to assist families and/or staff who may fall ill to COVID-19. This plan includes critical response in case of a death of a student, family member or staff member. This plan refers to the CSD Crisis Plan for staff to prepare for critical situations.

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 order that follow it.

The JCISD has been working with private child care providers to meet the needs of essential workers for child care needs. The JCISD also has contingency plans to open emergency child care options for essential workers children in existing GSRP programs if that need arises. Columbia Schools is in support of the ISD plan.

15. Does the District intend 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?

Columbia School District does not plan to adopt a balanced calendar for the 2019-2020 or the 2020-2021 school year (s). Our first day of school is scheduled for August 26, 2020.

Name of District Leader Submitting Application: Dr. Pamela Campbell

Date Approved: 4/10/2020

Name of ISD Superintendent: Kevin Oxley

Date Submitted to Superintendent and State Treasurer: 4/10/1010

Confirmation approved Plan is posted on the District website: Confirmed